



**BOARD OF TRUSTEES
Regular Meeting
MINUTES – December 14, 2022**

Board Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 6:30 PM. The meeting was held in room 201 at the College and virtually via GoToMeeting: <https://global.gotomeeting.com/join/https://meet.goto.com/687380997>. Dial in using your phone: (872) 240-3212 Access Code: 687-380-997 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, Dr. Frank Gilly, Elizabeth Gittins, Dr. Rosalie Lamonte, Maria Maier, Peter Schmidt, Betti Singh, and Yvonne Reitemeyer.

Others present included Dr. William Austin, President, Liam McManus, College Attorney and Jean Vasko, Recording Secretary.

Communications

N/A

Approval of Minutes

Mr. Schmidt, seconded by Mrs. Maier, made a **motion to approve the minutes of Nov.16, 2022 Reorganization Session Meeting. Role call:** Mrs. Brown, yes; Dr. Gilly, yes; Ms. Gittins, abstain; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Brown, seconded by Mr. Schmidt, made a **motion to approve the minutes of Nov.16, 2022 Regular Session Meeting. Role call:** Mrs. Brown, yes; Dr. Gilly, yes; Ms. Gittins, abstain; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Dr. Gilly, seconded by Mrs. Brown, made a **motion to approve the minutes of Nov.16, 2022 Executive Session Meeting. Role call:** Mrs. Brown, yes; Dr. Gilly, yes; Ms. Gittins, abstain; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Mr. Schmidt, seconded by Dr. Gilly, made a **motion to approve the minutes of August 30, 2022 Special Meeting . Role call:** Mrs. Brown, yes; Dr. Gilly, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Policy and Planning Committee

Mrs. Reitemeyer indicated that the following policies are being brought forward for consideration under the first reading:

Reaffirm

- 201.3 College Appointments

- 302.6 Financial Aid
- 401.3 Certificate Programs

Exhibit CP-2

Exhibit CP-3

Revision

- 402.3 Other Degree Requirements

Exhibit CP-4

It was agreed that these policies would be brought to the Board for second reading in February 2023.

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-K as presented:

- | | |
|--|---------------|
| A. October 2022 Financial Statement | Exhibit CFA-1 |
| B. President's Personnel Recommendations | Exhibit CO-1 |
| C. Resolution Authorizing the Award of a Non-Fair and Open Contract for the Rental and Installation of Graduation Tents, Chairs, and Tables (FY23) | Exhibit CO-2 |
| D. Resolution of the Warren County Community College Board Of Trustees Designating Public Agency Compliance Officer (P.A.C.O.) Calendar Year 2023 | Exhibit CO-3 |
| E. 103 Policy Development & Approval Processes | Exhibit CP-5 |
| F. 202.13 Donated Leave Program | Exhibit CP-6 |
| G. 302.10 Admission to Non- Credit Courses | Exhibit CP-7 |
| H. 401.2 Career Programs | Exhibit CP-8 |
| I. 501 Formation of Budget | Exhibit CP-9 |
| J. 501.3 Deferred Tuition Payment | Exhibit CP-10 |
| K. 302.1 Admission into Credit Programs | Exhibit CP-11 |

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

President's Report

- FAA Droning On Event

Dr. Austin was happy to report that the Federal Aviation Administration (FAA) has selected Warren County Community College to host the East Coast Droning On event on April 27-29, 2023. Dr. Austin also let the Board know that Embry-Riddle will be co-hosting this prestigious event along with the College. Dr. Austin noted that the event will bring in an estimated 1000 guests during the three days it is being held. In addition to the Droning On event on April 29th, the College will simultaneously attempt to work with the Tech School to host another event entitled Area 57 along with Giulia Grotenhuis, who organizes the Balloon Festivals held on the college grounds.

Dr. Austin let the Board know that each day of the Droning On event will be themed as follows:

- April 27th- Education Day
- April 28th - Law Enforcement Day

- April 29th- Community Day (combined with Area 57 event)

Dr. Austin noted that the majority of the events will be free and open to the public, with the exception of the Area 57 event, which may have a nominal entry fee.

- Drone Training

Dr. Austin informed the Board that he recently visited Bucks County Community College at their request to discuss partnering with them to offer Drone Training. Dr. Austin let the Board know that BCCC cannot put together a drone program comparable to Warren's at this time, and would like to set-up a regional program where Warren County Community College would deliver the programs to BCCC students on their campuses at a cost to be determined, which would financially benefit the College. Additionally, Dr. Austin and Dennis Florentine will be traveling for a fee to Oklahoma to train correction officials in using drones for prisoner searches. Finally, students and staff have been working with NJ Transit to train staff and to conduct construction surveys on the Newark train station.

- Construction Project

Dr. Austin informed the Board that bids were in for the proposed construction projects, and that he and Paul Sterbenz, Collier Engineering, will be reviewing the results next week. Dr. Austin let the Board know that, based on his discussions with Mr. Sterbenz, a special Board meeting before the scheduled February 8th BOT meeting to discuss the outcomes may be necessary. Dr. Austin will keep the Board informed.

- Budget Presentation to County

Dr. Austin informed the Board that the County has scheduled the College to present their budget request to the Commissioners on Saturday, January 7th at 9:00am. Dr. Austin and Chair Reitemeyer will attend the meeting and make the presentation. Dr. Austin noted that all Trustees are welcome to attend the meeting if they would like to do so.

- Articles

Dr. Austin shared an article, "*What It's Like to Work with a Robot*" that he wrote with assistance from Boston Dynamics that discussed the ways robots such as SPOT are being integrated at a unprecedented rate into the workplace. He highlighted the challenges and opportunities in the educational field that come with utilizing robotics technology in the classroom and real-world scenarios

Dr. Austin provided each Trustee with a copy of Invest: North & Central NJ 2022 magazine which contains an interview with Dr. Austin dealing with educational changes in a post-COVID environment.

College Report

- New Trustee Announcement- *Dr. Will Austin*

Dr. Austin informed the Board that the State has appointed a new Trustee to the Board. He provided the Board with a brief bio and background on Mary Beth Maciag, and let the Board know that she was unable to attend the December meeting and will be at the February meeting. He also notes that the commissioners are reviewing trustee applications with a record number received in 2022.

- Committee Assignment- *Yvonne Reitemeyer*

Chair Reitemeyer assigned new Trustee Mary Beth Maciag to the Policy and Planning Committee.

Executive Session

At 6:47pm, Mrs. Singh seconded by Mrs. Brown, made a **motion to enter Executive Session. The motion carried unanimously.**

At 7:46 pm, Mrs. Brown, seconded by Mr. Schmidt, made a **motion to exit Executive Session. The motion carried unanimously.**

Other Business:

- Consultant- *Dr. Will Austin*

Exhibit OB-1

Dr. Austin discussed Dr. Joseph Cerreta's background and qualifications with the Board. He noted the Dr. Cerreta will be an outstanding knowledge resource for the continued development of UAS programs, greatly benefitting the students and the College and the precision agriculture expansion and grant implementation.

Mr. Schmidt, seconded by Dr. Gilly, **made a motion to approve the Resolution Authorizing the Warren County Community College Board of Trustees to approve a Bid waiver for Dr. Joseph Cerreta for Consultant Services (FY23-23).** Role call: Mrs. Brown, yes; Dr. Gilly, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

- Sabbatical Request

Dr. Austin shared the rational in regard to his request for sabbatical leave as presented to the Board. The Board reviewed the request with Dr. Austin, expressing their supportive thoughts regarding the proposed sabbatical leave.

Mr. Schmidt, seconded by Mrs. Singh, **made a motion to approve the paid sabbatical for Dr. William Austin for the period of February 27, 2023 through December 31, 2023. During this sabbatical Dr. Austin will cease management of the day-to-day operations of Warren County Community College in its entirety, allowing an acting president to serve in that capacity during the same time period. During this time period, per contract, Dr. Austin will receive full salary and benefits. Dr. Austin will concentrate his efforts on institutional advancement and fundraising, grant development, hosting the monthly radio show, provide marketing advice to Enrollment Dean, the continued development of the Unmanned Systems program for both credit and non-credit (expanding through partnerships with other community colleges and universities), staging of the FAA "Droning On" and Area 57 conferences in Spring 2023, and providing mentorship and guidance for the development of degrees in precision agriculture and commercial space operations. During this time, the president will attend Board meetings and report on his progress with these projects and will assist in the onboarding of new trustees. The Board has taken this action as recognition of the three years of service during COVID where Dr. Austin worked an average of 16 hours per day, seven days a week, and where he brought in unrepresented financial donations, unrepresented grant funds, developed and staffed one of the most recognized drone programs in out nation, and achieved two graduate degrees to develop these programs.** Role call: Mrs. Brown, yes; Dr. Gilly, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

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

No comments

Mrs. Brown, seconded by Dr. Gilly **made a motion to adjourn at 7:55 pm. The motion carried unanimously.**

Respectfully Submitted,


Betti Singh, Secretary Board Chair
Warren County Community College Trustees