BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – December 18, 2024

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 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, Darnell Joyce, Dr. Rosemarie Lamonte, Maria Maier, Betti Singh, Peter Schmidt, Therese Steinhardt, and Yvonne Reitemeyer.

Others present included Dr. William Austin, President, Ms. Pratt, Joe Labarbera, Dr. Van Deursen, Samir Elbassiouny, Liam McManus, College Attorney Sarah Van Horn, Recording Secretary,

Approval of Minutes

Mrs. Brown, seconded by Mr. Schmidt, made a **motion to Approve the minutes of the November 13, 2024, Reorganization Session Minutes. Roll call**: Mrs. Brown, 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.

Mrs. Steinhardt, seconded by Mrs. Singh, made a **motion to Approve November 13, 2024, Board Session Meeting. Roll call**: Mrs. Brown, yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Mr. Schmidt, seconded by Mrs. Steinhardt, made a motion to Approve November 13, 2024, **Executive Session Minutes Roll call:** Mrs. Brown yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Policy and Planning Committee (First Reading Policy)

Board Chair Mrs. Reitemeyer, reviewed the Reaffirm exhibits 301 Student Services (Exhibit CP-3) and 403.5 Credit by Examination (Exhibit CP-4) to the board members and noted no questions or concerns regarding these policies.

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 – J as presented:

A.	204 Telework, Remote Work from Home Policy	Exhibit CP-1
B.	604 Access to Public Records	Exhibit CP-2
C.	October 2024 Financial Statement	Exhibit CFA-1
D.	November 2024 Financial Statement	Exhibit CFA-2

E.	Resolution Authorizing the Reallocation of Funds to Support College Priorities	Exhibit CFA-3
F.	President's Personnel Recommendations	Exhibit CO-1
G.	Resolution Awarding a Fair and Open Contract to SHI for Cloudstrike	Exhibit CO-2
H.	Resolution Authorizing the Revised Award of Non-Fair and Open Contract for SPOT to Boston Dynamics, Inc (FY25)	Exhibit CO-3
I.	Resolution Authorizing the Award of Non- Fair and Open Contract to Sandy Cerreta	Exhibit CO-4
J.	Resolution of Designating a Public Agency Compliance Officer (P.A.C.O.) Calendar Year 2025	Exhibit CO-5

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

Motion to Enter Special Executive Session

At 6:33 PM, Mr. Schmidt, seconded by Mrs. Steinhardt, made a **motion to enter Executive Session.** The motion carried.

Mr. Joyce excused himself from the Executive Session at 6:33 pm

At 7:35 PM Mr. Schmidt, seconded by Mrs. Steinhardt, made a **motion to exit Executive Session. The motion carried unanimously.**

President's Report- *Dr. Will Austin*

Dr. Austin covered several managerial updates at the college. Dr. Austin provided a positive report on the performance of the new management team, Ms. Pratt and Dr. Van Deursen, highlighting their effective handling of daily operations. Dr. Austin presented an update on the food processing initiative, noting that Lori Ciesla will assume the role of Chair for this project moving forward.

Dr. Austin also took a moment to express his appreciation for the board members, emphasizing their importance to the institution. He mentioned that he had written individual letters to each board member and encouraged them to read the letters when convenient. Additionally, Dr. Austin assured the board that the college is performing well overall.

During the meeting, Mrs. Brown raised a question regarding the status of the College's enrollment. Ms. Pratt noted that annual FTE enrollment over the last four years had been remarkably stable, even though there were variances among individual semesters.

Dr. Austin then reviewed the schedule for December 2024 through February 2025 and provided an overview of notable meetings and contacts from the last board meeting. To keep the board informed, he distributed a collection of notable press clippings, complete with links and articles for further review.

College Report- Dr. Will Austin

Dr. Austin addressed the board regarding the recent media coverage surrounding drones and alleged sightings of spaceship-like drones. He emphasized that there are no drones or spaceships currently flying in the area, attributing some of the reports to children playing or misinterpretations by the public.

Samir commended Dr. Austin for his leadership and praised the college staff for their dedication, particularly during recent media engagements conducted in challenging weather conditions. Dr. Austin also took time last week to educate the WarrenUAS staff on how media processes work, underscoring the importance of clear communication. He highlighted the success of students graduating from the college's drone program, many of whom are securing six-figure salaries and high-quality job opportunities.

Bring an ACCT Governance Leadership Institute to YOUR Campus- Trustee Singh

Trustee Mrs. Singh initiated a discussion regarding the possibility of hosting an ACCT Governance Leadership Institute on campus. She reflected on a prior event held two years ago, where the FAA organized a "Droning On" event at the college. Mrs. Singh highlighted how that event significantly increased community exposure and brought notable benefits to the institution.

Board members discussed logistical concerns and discussed whether the College could meet the requirements outlined in the application packet. Of particular concern was the challenges of coordinating with airports, hotels, catering services, and shuttle providers, particularly given the tight deadline of January 17, 2025 for the application. Dr. Austin offered to submit the application on behalf of the board if they decided to proceed, demonstrating his willingness to support the initiative.

After deliberating amongst themselves, the Trustees concluded that pursuing this opportunity would not be practical due to the rapidly approaching deadline, logistical hurdles involved, and mainly because a majority of trustees could not commit to the August dates, but suggested perhaps another time with differing event dates could be reconsidered.

The board appreciated the idea but decided to table it for future consideration when more time and resources could be allocated to ensure successful execution. The motion was tabled by voice vote.

Internal Auditors Report- Barbara Pratt

The Internal Auditors Report was presented by Ms. Pratt, who provided an update to the board on the FY24 audit. Following the presentation her information no questions or concerns were raised by any of the trustees regarding the report.

Middle States- Barbara Pratt

Ms. Pratt provided an update to the board regarding the Middle States accreditation process. She highlighted that a self-study design document must be submitted by February 14th. This document will encompass several key components, including an Institutional Overview, which will cover background information on Warren County, governance structure, the college's mission and vision, the strategic plan, program offerings, institutional focus areas, challenges, and opportunities in the post-COVID environment, and institutional resources.

Additionally, Ms. Pratt outlined other critical elements required in self-study design. These include:

- Institutional Priorities to be Addressed in Self-Study
- Intended Outcomes of Self-Study
- Organizational Structure of the Steering Committee and Work Groups
- Lines of Inquiry
- Organization of the Final Self-Study Report
- Self-Study Timeline
- Communication Plan
- Evaluation Team Profile
- Appendix: Preliminary Evidence Inventory by Standard

These components will collectively guide the self-study process and ensure alignment with accreditation standards.

Other Business, Announcements and Ad-Hoc Items

Motion to appoint McManimon, Scottland, and Bauman, LLC as Conflict and Foundation Counsel Attorney of record through November 2025 exhibit OB-1

Mr. Joyce, seconded by Mr. Schmidt, made a **motion to appoint McManimon, Scottland, and Bauman, LLC as Conflict and Foundation Counsel Attorney of record through November 2025. Roll call**: Mrs. Brown, yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, abstain; Mrs. Reitemeyer, yes. The motion carried.

Motion to appoint and reappoint Foundation members to serve as Board Directors exhibit OB-2

Mrs. Singh, seconded by Mrs. Brown, made a **motion to appoint and reappoint Foundation members to serve as Board Directors exhibit OB-2**

Roll call: Mrs. Brown, yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, abstain; Mrs. Reitemeyer, yes. The motion carried.

Motion to appoint Precision Agricultural Drone Consultant Exhibit OB-3

Mrs. Singh, seconded by Mrs. Brown, made a **motion to appoint Precision Agricultural Drone Consultant exhibit OB-3**

Roll call: Mrs. Brown, yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, abstain; Mrs. Reitemeyer, yes. The motion carried.

Motion to Enter Executive Session (if needed)

At 8:37 PM, Mr. Schmidt, seconded by Mrs. Steinhardt, made a **motion to enter Executive Session.** The motion carried.

Dr. Austin recused himself from the Executive Session at 8:37 pm and rejoined at 8:44 PM after the discussion of his performance was concluded.

At 8:50 PM Mrs. Singh, seconded by Mrs. Steinhardt, made a **motion to exit Executive Session. The motion carried unanimously.**

Comments from the Public

Happy Holidays!

Mrs. Brown, seconded by Mrs. Steinhardt, made a motion to adjourn at 8:57 PM

Respectfully Submitted,

Betti Singh

Betti Singh, Board Secretary
Warren County Community College Trustees