



**BOARD OF TRUSTEES
Commissioners Meeting Room
Wayne Dumont, Jr. Administrative Bldg.
MINUTES – February 14, 2024**

Board Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 4:30PM. The meeting was held in the Commissioners Meeting Room, Wayne Dumont, Jr. Administrative Bldg. Belvidere, NJ 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 Chuck Haytaian, Marybeth Maciag, Maria Maier, 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.

Communications

N/A

Committee on Finance & Audit

Ms. Maciag, seconded by Mr. Haytaian, made a motion to **Approve the FY24Revised/FY25 Proposed Budget**. **Roll call:** Mr. Haytaian; yes; Ms. Maciag, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Policy & Planning Committee

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

Reaffirm

- | | |
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| • 503.8 Use of Courtesy Cards | Exhibit CP-1 |
| • 515. Emergency Action Plan | Exhibit CP-2 |
| • 601 Communication | Exhibit CP-3 |
| • 603 College Publications | Exhibit CP-4 |

It was agreed that these policies would be brought to the Board for second reading in March 2024.

Board Retreat/ Approval of Minutes

Mr. Schmidt, seconded by Mr. Haytaian, made a **motion to Approve March 9, 2024 for the Board of Trustees Retreat, Approve the Minutes for the December 13, 2023 Regular, and December 13, 2024 Executive Session Meeting**. **Roll call:** Mr. Haytaian; yes; Ms. Maciag, yes; Mrs. Maier, yes; Mr. Schmidt, 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 – H as presented:

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| A. | December 2023 Financial Statement | Exhibit CFA-1 |
| B. | Resolution to Apply for U.S. Department of Agriculture (USDA) Rural Business Enterprise Grant (RBEG) 2024 | Exhibit CFA-3 |
| C. | President's Personnel Recommendations | Exhibit CO-1 |
| D. | Resolution Authorizing the Third Year Renewal of a Fair and Open Contract to Pat's Lawn Care, Inc, for Professional Lawncare Services(FY24) | Exhibit CO-2 |
| E. | Resolution Approving the Award of a Non-Fair and Open Contract to Tracer Drones (FY24) | Exhibit CO-3 |
| F. | Resolution Authorizing a Bid Waiver to Instructure for a Learning Management System, LMS | Exhibit CO-4 |
| G. | SBGC Lease Renewal- Bev-Graph Packaging International, LLC | Exhibit CO-5 |
| H. | 102. 18 Speakers Before the Board at Public Meetings | Exhibit CP-5 |

Mr. Haytaian, seconded by Mrs. Steinhart, made a **motion to Approve Consent Agenda Items A-H as presented**. **Roll call:** Mr. Haytaian; yes; Ms. Maciag, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Mrs. Steinhart, yes; Mrs. Reitemeyer, yes. The motion carried.

President's Report- *Dr. Will Austin*

Dr. Austin briefly reviewed the President's Report with the Board. Dr. Austin highlighted a Uniform Arrowhead Demo Flying event being held tomorrow at the College. Dr. Austin let the Board know that attendees to the demo include staff from the Hunterdon County Prosecutor's Office, Morris County Dept. of Law and Public Safety, Elizabeth Police Dept., Department of Homeland Security, NJ State Police, and Bethlehem and Philadelphia SWAT.

College Report

- Required Ethics Documents- *Jean Vasko*

Ms. Vasko passed out packets to Board members that included the Code of Ethics for Board Trustees, Conflict of Interest Form, Anti-Harassment Policy, CEPA Policy, and Chapter # 1 Policies. Ms. Vasko asked that Board members review the materials, sign and return the enclosed forms at the March 9th Board of Trustees Retreat.

Internal Auditors Report- *Barbara Pratt*

Ms. Pratt informed the Board that the College has received the thirty-one page survey from Office of the Secretary of Higher Education (OSHE) that needs to be completed by March 31st.

Executive Session

At 4:42 PM, Mr. Schmidt, seconded by Ms. Maciag, made a **motion to enter Executive Session**. The motion carried.

At 4:46 PM, Ms. Maciag, seconded by Mrs. Steinhardt, made a **motion to exit Executive Session**. The motion carried.

Other Business, Announcements and Ad-Hoc Items

N/A

Comments from the Public:

None

Mr. Haytaian, seconded by Ms. Maciag, made a motion to adjourn at 4:48pm. The motion carried unanimously.

Respectfully Submitted,



Betti Singh, Board Secretary
Warren County Community College Trustees