Exhibit M -1

Warren Community College

BOARD OF TRUSTEES
Regular Meeting
MINUTES – February 9, 2022

Board Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 4:30 PM. The meeting was held in the Community Room, Wayne Dumont, Jr. Administrative Building, 164 Rt 519, 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 Nancy Brown, Craig Dana, Chuck Haytaian, Dr. Frank Gilly, Dr. Rosalie Lamonte, Maria Maier, Peter Schmidt, Betti Singh, and Yvonne Reitemeyer.

Others present included Dr. William Austin, President, Barbara Pratt, VP and Jean Vasko, Recording Secretary.

Mr. Schmidt, seconded by Mrs. Maier made a **motion to appoint Settembrino Architects as an architectural firm of record through Nov. 2022. 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.

Finance Committee

Mr. Schmidt provided an overview of the discussions of the Finance Committee meeting. Mr. Schmidt mentioned that the Committee spoke privately (without any college staff in attendance) with the Auditors. It was noted that the Auditors were extremely satisfied with the Audit. Mr. Schmidt noted that there were no recommendations made by the Auditors. Ms. Pratt addressed the three suggestions made by the Auditors in regard to COVID 19 Funding, Sick & Vacation Leave, and Governmental Accounting Standards Board(GASB) Statements.

Mr. Schmidt commended Barbara Pratt and her staff on their continued excellence in preparing the Audits.

Mrs. Maier, seconded by Mr. Haytaian made a motion **to Accept the FY 21 Audit & Management Letter. 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.

Mr. Schmidt provided an overview of the discussions at the Finance Committee meeting regarding the FY22 Revised/FY23 Proposed Budget. Mr. Schmidt indicated that the Committee had reviewed the FY22 Revised/FY23 Proposed Budget line item by line item.

The Board recognized Dr. Austin and Barbara Pratt for the outstanding work they have done for the College regarding the FY22 Revised/FY23 Proposed Budget.

Dr. Gilly, seconded by Mr. Haytaian made a motion **to Approve the FY22 Revised/FY23 Proposed**

Budget. 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.

Communications

N/A

Approval of Minutes

Mrs. Brown, seconded by Dr. Gilly, made a **motion to approve the minutes of December 22, 2021 Regular Session Meetings. 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.

Policy and Planning Committee

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

First Read Policies

Reaffirm

- 102.5 Functions, Powers, and Responsibilities of the College — Exhibit CP-1
- 201.8 Position Descriptions — Exhibit CP-2
- 202.7 Holidays — Exhibit CP-3

It was agreed that these policies would be brought to the Board for second reading in April 2022.

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-F as presented:

A.	December 2021 Financial Statement	Exhibit CFA-1
B.	President's Personnel Recommendations (Revised)	Exhibit CO-1
C.	Resolution Authorizing the Award of Non-Fair and Open for the Purchase and Installation of an Upgraded LED Message Board	Exhibit CO-2
D.	Resolution Authorizing the Award of a Fair and Open Contract to Pat's Lawn Care, Inc. for Professional Lawncare Services	Exhibit CO-3
E.	Lease Renewal for Bev-Graph Packaging International ,LLC	Exhibit CO-4
F.	FY 22 Bid Waiver Increase for NJEDge	Exhibit CO-5

Mr. Haytaian, seconded by Mr. Schmidt, made a motion to approve items A-F as presented. Role call: Mrs. Brown, yes; 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.

Break for Board of School Estimate

At 4:45 pm Mr. Schmidt, seconded by Dr. Gilly, made a **motion to take a break from the meeting to attend the Board of School Estimate**. The **motion carried unanimously.**

At 5:45 pm, the Board reconvened the meeting.

Attorney Andrew Churchill joined the meeting.

- BOSE Re-Cap- *Dr. Austin*

Dr. Austin briefly reviewed the Board of School Estimate meeting, noting that the budget passed by the Commissioners included all that the College proposed, in addition to re-appropriating a previous allocation to support public recreation fields on the Washington campus.

President's Report

Dr. Austin briefly reviewed the President's Report with the Board. Dr. Austin highlighted a few items including a video filmed on Jan. 27 in the Drone Lab for the Association of Career and Technical Education for a national campaign, and the upcoming Feb. 17th Statewide Dual Enrollment Study Meeting. Dr. Austin informed the Board that Lydia Hu from Fox Business News will be broadcasting live from the College on Feb.23rd to highlight Warren's enrollment and student success.

- State Funding Expectations – *Will Austin*

Dr. Austin discussed the State's new funding formulas for community colleges, and the financial impact it will have on the College.

- 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.

College Report

- 2022 ACCT National Legislative Summit – *Trustees Nancy Brown & Betti Singh*

Trustees Brown and Singh discussed their participation in the ACCT Leadership Congress held in Washington, DC on February 6-9, 2022. Both Trustees felt the Legislative Summit was a positive experience, and that they were able to connect with many Legislators to promote the value of community colleges. Trustee Singh let the Board known that she personally invited Sen. Corey Booker to come to Warren to check out the drone program.

Trustees Brown and Singh noted that Samir Elbassiouny did an outstanding job promoting the College during the ACCT National Legislative Summit.

- Reappointment of Foundation Directors – *Samir Elbassiouny*

Mr. Elbassiouny reviewed the reappointment of Dennis Florentine, Dr. Jennifer Harrison, Dan Inscho, and Jennifer Vorhies. Mr. Elbassiouny noted that Mr. Inscho will be appointed as Foundation Chair Emeritus in the upcoming months.

Mr. Elbassiouny informed the Board that the Foundation will be holding a Casino/Tasting Fundraising event on Saturday, April 2nd. The event will be held at the Belvidere Manor. Dr. Austin noted that the event is scheduled for same day as the Board Retreat.

Executive Session

At 5:58 pm Mr. Schmidt, seconded by Mr. Dana, made a **motion to enter Executive Session.**

At 6:01 pm Mrs. Brown, seconded by Mrs. Maier, made a **motion to exit Executive Session.**

Other Business:

- College Vehicle

Dr. Austin discussed with the Board the rationale in purchasing a new vehicle for college use at this time. Dr Austin thanked Dennis Florentine for his diligence in looking for the best vehicle, especially with the inventory shortages due to pandemic related supply chain issues. Mr. Florentine was able to locate a vehicle at a great price, utilizing the Morris County Cooperative Pricing Council to get the best deal.

Mrs. Brown, seconded by Dr. Gilly, made a motion authorizing the Execution of an Agreement with the Morris County Cooperative Pricing Council to Become a Member for the Period of October 1, 2021 through September 30, 2026. Role call: Mrs. Brown, 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.

Mr. Haytaian, seconded by Dr. Gilly, made a motion approve the Resolution Authorizing the Award of a Fair and Open Contract to Flemington Ford for the Purchase of a 2022 F350 Vehicle (FY22). Role call: Mrs. Brown, yes; 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.

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 Mr. Haytaian, made a motion to adjourn at 6:06 pm. The motion carried unanimously.

Respectfully Submitted,

Betti Singh

Betti Singh, Secretary
Warren County Community College Trustees