Exhibit M -1

BOARD OF TRUSTEES
PEC Room 155
MINUTES – June 21, 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 room 201 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, MaryBeth Maciag, Peter Schmidt, Betti Singh, and Yvonne Reitemeyer.

Others present included Dr. Marianne Van Deursen, Acting President, Dr. William Austin, President (Sabbatical), Barbara Pratt, Internal Auditor/VP Finance and Operations, Liam McManus, College Attorney, and Jean Vasko, Recording Secretary.

Communications

Dr. Van Deursen shared with the Board an email invitation from the Abilities CAT program that is held at the College inviting both her and Eve Azar to a student celebration luncheon on June 28th. She will have Ms. Vasko share the invitation with the Board for those who would like to attend.

Dr. Van Deursen let the Board know that the Abilities will be hosting the 2nd Annual Sterbenz Miles of Smiles fundraiser on the Community Trail October 21, 2023.

Dr. Van Deursen informed the the Board that the New Jersey League of Municipalities reached out to see if the College would have facilities available to host a roundtable on Climate Sustainability in June. The meeting has since been postponed to a later date so that more interest in attending the event can be generated.

Presentations

- 2021 Sabbatical Report- *BJ Ward*

Professor BJ Ward thanked the Board for approving his sabbatical request, noting that he did delay his sabbatical during COVID. Professor Ward informed the Board that his research centered on four authors, Emily Dickerson, Ralph Waldo Emerson, Walt Whitman, and Henry David Thoreau.

Trustee Lamonte joined the meeting at 6:35pm.

Trustees Haytaian and Maier joined the meeting at 6:38pm.

Professor Ward provided the Board with a photo album printout of the various places he explored in his sabbatical research, which included various sites around Amhurst (Dickerson) and Concord, Massachusetts (Thoreau). Professor Ward described the rational behind each picture the Board reviewed, and how it pertained to his research, and how this would contribute to the enhancement of his curriculum.

Professor Ward thanked the Board for their support for his sabbatical. Chair Reitemeyer, on behalf of the Board, thanked Professor Ward for his enthusiastic presentation.

- Dual Enrollment Update- *Jeanette Schinstine*

Jeanette Schinstine, High School and Community Outreach Coordinator, discussed the dual enrollment program, highlighting the various paths available to students in Warren County to earn dual enrollment college credits from WCCC.

Ms. Schinstine provide the Board with statistics dealing with the dual enrollment program which included:

1. All county high schools participate in dual enrollment- 3075 students were registered fall 2022.
2. 3 high school seniors graduated with AS degrees in 2022 and 1 in 2023
3. Senior Option and Articulation programs are additional pathways to college credits.

Ms. Schinstine discussed the numerous ways the College does outreach in the community to promote the dual enrollment program. She highlighted the following items:

1. College hosts annual workshop for all county guidance counselors, which is very well attended.
2. High School presentations (held on site at the high schools).
3. Individual student recruitment meetings and Early Decision Days.
4. Back to School Night Presentations, College Fairs, Parent Workshops
5. Informational Power Point on high school websites.
6. Programs of Study at high schools must indicate Dual Enrollment classes and college affiliation.
7. Educationally Speaking- WRNJ

The Board thanked Ms. Schinstine for her informative presentation.

Committee on Finance and Audit

Ms. Pratt reviewed the changes to the tuition and fees proposed for the fall 2024 semester noting that even with the $4.00 per credit increase, Warren has one of the lowest tuition costs for NJ community colleges. Ms. Pratt also reviewed the increase in specific lab fees based on the additional materials needs for select courses.

Mr. Haytaian, seconded by Mrs. Maier, made a **motion to Approve the Proposed FY24 Tuition and Fees as presented (Exhibit CFA-2). Role call**: Mrs. Brown, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Ms. Pratt briefly reviewed the proposed FY24 Budget with the Board.

Mr. Schmidt, seconded by Mr. Haytaian, made a **motion to Approve the Proposed FY 24 Budget (Exhibit CFA-3). Role call**: Mrs. Brown, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, 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

- 201.11 Code of Ethics for College Employees — Exhibit CP-1

Revision

- 501.1 Tuition and Fees — Exhibit CP-2

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

<u>President's Sabbatical Report</u>- *Dr. Will Austin*

Dr. Austin reviewed the President's Sabbatical Report with the Board. Listed below are a few highlighted items reviewed with the Board:

Warren UAS Accomplishments:

Dr. Austin informed the Board that the UAS staff has continued tours, with over 25 high schools that have visited or toured, including Jefferson Twp. HS, High Pointe Regional High School, Mt. Olive and MMU Aviation Showcase(5 Morris High Schools). Additionally, Warren UAS had visits from both NJ Transit and NJ Homeland Security.

Dr. Austin noted that he will be visiting Beta Aviation in Burlington, VT on June 28th with the goal to establish a training feeder program.

Fund Development Accomplishments:

Dr. Austin shared with the Board that the Congressional Appropriations request for Precision Agriculture in the amount of $699,000 continues to progress through the funding process. He informed the Board that there are proposals being developed for Appropriation Acquisition and Grant Writing.

Summer Projects:

Dr. Austin informed the Board that he is diligently working on completing the Radio Frequency Federal Communications Commission Licensing Tests.

Dr. Austin discussed with the Board the rational in revising the UAS syllabi to include " small talk" and "networking skill " development assignments to prepare students for real world scenarios.

Dr .Austin shared with the Board the employment status for graduates of the UAS program at this time. He noted that he will be completing an Outcomes Assessment Report and Program Review with the assistance of the UAS Advisory Committee in August.

Public Relations:

Dr. Austin informed the Board that the ACCT Conference Proposal, *"Using the Presidential Sabbatical as an Opportunity for Transformation & Enrollment Growth*" submitted by the College was accepted for the 2023 ACCT Leadership Congress scheduled for Oct. 9th -12th in Las Vegas.

Fall Enrollment Report

Dr. Austin briefly discussed the 2023 fall enrollment report as compared to the 2022 fall enrollment report, noting the trends. He informed the Board that a more accurate projection may be possible in July.

Executive Session # 1

At 7:24pm, Mrs. Brown, seconded by Mr. Schmidt, made a **motion to enter Executive Session**. **The motion carried unanimously**.

At 7:32pm, Mrs. Singh, seconded by Mr. Haytaian made a **motion to exit Executive Session. The motion carried unanimously.**

<u>Vendor Contracts</u>

Mrs. Brown, seconded by Mr. Haytaian, made a **motion to Approve Resolutions presented in Exhibit PSR #1 and PSR #2 as presented. Role call**: Mrs. Brown, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Strategic Plan

Dr. Austin reviewed the Strategic Plan that was developed based on Board priorities and Strategic Planning Committee meetings with the Board. He noted that the plan would cover priorities through 2025.

The Strategic Plan priorities proposed are:

1. The Student Learning Experience
   - Strategic Direction 1: Revitalize the student learning experience through new ideas and technologies to embrace new learning realities
2. Community Relations & Workforce Development
   - Strategic Direction 2: Enhance Community relations and provide next generation workforce development initiatives to both employers and students
3. Student Access & Success
   - Strategic Direction 3: Focus on access, equity and inclusion while also improving student learning outcomes simultaneously
4. Facilities
   - Strategic Direction 4: Ensure capital funds are invested wisely to ensure key program and community facility needs and facility longevity
5. Fiscal Stability and Sustainability
   - Strategic Direction 5: Provide stable and sustainable resources to enable the institution to invest in new and renewed technologies and in improved instructional quality

Mrs. Singh, seconded by Ms. Maciag, made a **motion to Approve the Strategic Plan as Presented. Role call**: Mrs. Brown, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Approval of Minutes

Mr. Haytaian, seconded by Mr. Schmidt, made a **motion to approve the minutes of May 20, 2023 Meeting. Role call**: Mrs. Brown, abstain; Mr. Haytaian; yes; Dr. Lamonte, abstain; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Mr. Haytaian, seconded by Ms. Maier, made a **motion to approve the minutes of May 20, 2023 Executive Session Meeting. Role call**: Mrs. Brown, abstain; Mr. Haytaian; yes; Dr. Lamonte, abstain; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

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 - J as presented:

A.	May 2023 Financial Statement	Exhibit CFA-1
B.	Resolution to Accept for the Carl D.Perkins Vocational and Technical Education Grant for FY24	Exhibit CFA-4
C.	President's Personnel Recommendations	Exhibit CO-1
D.	Resolution Approving the Award of a Fair and Open Contract to SHI International (FY24)	Exhibit CO-2

E.	Resolution Authorizing the Award of a Fair and Open Contract NJEDge.NET(FY24)	Exhibit CO-3
F.	Resolution Authorizing the Award of a Fair and Open Contract to Amazon Business (FY24)	Exhibit CO-4
G.	FY24 Bid Waiver Request (Revised) CBIZ Borden Perlman Insurance Agency, Inc. (FY24)	Exhibit CO-5
H.	403.6 Curriculum Requirement	Exhibit CP-3
I.	201.10 Tuition Reimbursement	Exhibit CP-4
J.	202.15.1 Appointment of Senior Adjuncts	Exhibit CP-5

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

<u>Acting President's Report</u> – *Dr. Marianne Van Deursen*

Dr. Van Deursen briefly reviewed the Acting President's report with the Board, highlighting articulation agreements, partnerships, and semester scheduling.

Dr. Van Deursen discussed the recent Medical Assisting Program's CAAHEP Re- Accreditation site visit, noting that it was extremely successful. Dr. Van Deursen thanked Chair Reitemeyer and college staff who participated in the site visit for their participation in the re-accreditation site visit.

Dr. Van Deursen briefly discussed the Balloon Festival held on college grounds June 3-5th. Dr. Van Deursen noted that festival goers enjoyed themselves, even though the weather prevented the balloons from flying the entire weekend. College staff volunteers had a table and were able to connect with fairgoers, promoting the college throughout the festival. Dr. Van Deursen briefly discussed the upcoming September 23-24th Balloon Festival which will be held on college grounds.

<u>College Report</u> – *Dr. Marianne Van Deursen*

- Board Self- Evaluation Outcomes

Dr. Van Deursen briefly reviewed the results of the Board and Board chair evaluations which the Board received copies of prior to the meeting.

- Enrollment Update- Dr. Tony Perone

Dr. Perone updated the Board on the current summer enrollment numbers. Dr. Perone discussed strategies for increasing enrollment in the fall, including having advisors call students who were enrolled in spring 2023 but have not signed up for fall classes to see how they can be of help. Dr. Van Deursen noted that the phone calls to students previously enrolled will begin in July.

Dr. Perone let the Board know that the College will be well-represented at various events, festivals and county fairs throughout the summer to promote the College, and look to increase enrollment.

<u>Internal Auditors Report</u>- *Barbara Pratt*

Ms. Pratt informed the Board that the Business Office is working on closing out FY 23 as the new fiscal year will begin on July 1st. She let the Board know that a public hearing on the FY24 Budget took place yesterday at the College.

Ms. Pratt informed the Board that IT policy changes are necessary to provide more data security and keep up with new regulations.

Ms. Pratt noted that the College has closed out the Securing Our Children's Future Bond Project and that the College does not have any big capital projects planned for this summer.

Executive Session

At 8:07pm, Mr. Schmidt, seconded by Mr. Haytaian, made a **motion to enter Executive Session. The motion carried unanimously**.

At 9:00pm, Mr. Schmidt, seconded by Dr. Lamonte, made a **motion to exit Executive Session. The motion carried unanimously.**

Other Business and Announcement

- Faculty Sabbatical Request

Mr. Schmidt, seconded by Mrs. Maier, made a motion to approve the request for sabbatical leave for Lori King, Assistant Professor of History, effective January 1, 2024 through June 30, 2024 at 100% of salary, per contract. Role call: Mrs. Brown, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Professor King thanked the Board for their support in approving her sabbatical request at this time.

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

Faculty members Dr. Nancy Wilson-Soga and Professor Karen Hillyer addressed the Board. Both longtime faculty members let the Board know that they love working at WCCC, and consider the College family. They both stressed that they would like the Board to get to know them and to consider all the facts when it comes to working with the Faculty Union to come to a consensus in approving a contract that is beneficial and fair to both the College and the faculty.

Mrs. Brown, seconded by Mr. Haytaian, **made a motion to adjourn at 9:12pm. The motion carried unanimously.**

Respectfully Submitted,
Nancy M Brown
~~Betti Singh, Board Secretary~~ Nancy M Brown, Vice chair
Warren County Community College Trustees