BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – June 22, 2024

Board Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 10:30 AM. 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, Elizabeth Gittins, Marybeth Maciag, Betti Singh, Therese Steinhardt, and Yvonne Reitemeyer.

Others present included Dr. William Austin, President, Sarah Van Horn, Pending Recording Secretary, and Jean Vasko, Recording Secretary.

Approval of Minutes

Mrs. Steinhardt, seconded by Mrs. Brown, made a **motion to Approve the Regular Session Minutes for the May 18, 2024, Roll call**: Mrs. Brown, yes; Ms. Gittins, abstain; Ms. Maciag, yes; Mrs. Singh, yes: Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Ms. Singh, seconded by Ms. Maciag, made a **motion to Approve May 18, 2024, Executive Session Meeting. Roll call**: Mrs. Brown, yes; Ms. Gittens; abstain, Ms. Maciag, yes; Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Committee on Finance & Audit

Chair Reitemeyer reviewed the proposed FY25 Tuition and Fees with the Board.

Ms. Gittins, seconded by Mrs. Brown, made t**he motion to approve the proposed FY25 tuition and fees Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Ms. Maciag, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Board Chair Mrs. Reitemeyer reviewed the proposed FY25 budget with the Board.

Ms. Brown, seconded by Mrs. Steinhardt, made a **motion to approve the proposed FY25 budget**. **Roll call:** Mrs. Brown, yes; Ms. Gittins, yes; Ms. Maciag, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Communications

Dr. Austin shared an email from Tom Downs with the good news that Warren's Agriculture Education and Training Center project has moved to the House Appropriations Committee.

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 – N as presented:

A.	May 2024 Financial Statement	Exhibit CFA-1
B.	Resolution Approving Designated Check Signatories	Exhibit CFA-4
C.	Resolution to Apply for the Carl D. Parkins Grant (FY25)	Exhibit CFA-5
D.	President's Personal Recommendations (Revised)	Exhibit CO-1
E.	Resolution Authorizing the Award of Fair and Open Contract to Consolidus, LLC for the Purchase of College Promotional items Through the New Jersey County College Joint Purchasing Consortium (NJCCJPC) (FY25)	Exhibit CO-2
F.	Resolution Approving the Award of Fair and Open Contract to Amazon Business (FY25)	Exhibit CO-3
G.	Resolution Authorizing the Award of a Fair and Open Contract for Electric Repairs and Installations to Gilmore Electric, Inc.	Exhibit CO-4
H.	Revised FY 24 Bid Waver Request	Exhibit CO-5
I.	FY 25 Bid Waivers	Exhibit CO-6
J.	Resolution to Approve the Memorandum of Understanding Regarding the Instructors of the Fire Academy	Exhibit CO-7
K.	304.7 Intimidation and Bullying	Exhibit CP-1
L.	203 Social Media Policy	Exhibit CP-2
M.	502.4 Authority to Sign College Checks	Exhibit CP-3
N.	513 Alcohol and Substance Abuse	Exhibit CP-4

Mrs. Brown, seconded by Ms. Gittins, made a **motion to Approve Consent Agenda Items A-N as presented. Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Ms. Maciag, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Comments from the Public

N/A

Motion to Enter Executive Session (if needed)

N/A

Other Business, Announcements and Ad-Hoc Items

Dr. Austin briefly discussed Exhibit OB-1 with the Board in regard to the Continuing Education programs being offered through CCI and the financial benefits to the College.

Mrs. Brown, seconded by Mrs. Steinhardt, made a **motion to Approve the Resolution Authorizing the Award of a Non-Fair and Open Contract for Condensed Curriculum International, Inc. for Allied Health Career Training Programs (FY24) as presented in Exhibit OB-1. Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Ms. Maciag, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried .

Dr. Austin discussed Exhibit OB-2 with the Board. He noted that Gilmore Electric is in the process of installing new digital classroom upgrades purchased through ELF grant funding.

Ms. Singh, seconded by Ms. Gittins, made a **motion to Approve the Resolution Authorizing the Award of a Bid Waiver for Electrical Repairs and Installations to Gilmore Electric, Inc (FY24) as presented in Exhibit OB-2. Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Ms. Maciag, yes; Mrs. Singh, yes: Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried .

Dr. Austin discussed the rational for entering into a contract with CHP Communication for college media needs outside of print media.

Mrs. Brown, seconded by Mrs. Singh, made a **Motion to empower the President to enter into contract below the pay-to-play threshold with CHP Communications (Dan Hirshberg) for media spokesperson consulting as presented. Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Ms. Maciag, yes; Mrs. Singh, yes: Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

President's Report- *Dr. Will Austin*

Dr. Austin reviewed the President's Report with the Board, highlighting notable items including the recent conference that he and Dennis Florentine attended in Woodland, Texas. Dr. Austin noted that this area has a high population of corporate headquarters for the energy industry. He informed the Board that WCCC was asked by the conference organizers to do a second presentation for the businesses in the area. Dr. Austin discussed the rationale in participating in these types of conferences as it gives the College the opportunity to market the specific skills Warren students acquire that make them valuable to future employers. He explained the rationale for setting up display exhibits and its relation to corporate education contracts, grants, and Congressional Appropriations. He detailed how expenses for travel, exhibiting, and participating in such activities are offset by the salaries written into grants as well as the percentage of each grant that can be applied to administrative expenses when not applied to general operating expenses. He also suggested that he would like the college to advance past UAS after this year with other programs that WCCC could take national, but that other programmatic champions would need to emerge with fundable ideas. He noted that grants designed to increase one's salary while lessening workload are not fundable ideas, the college would need research level concepts that advance society and not a specific collective of individuals.

Retreat Agenda

Chair Reitemeyer welcomed everyone to the Retreat at 10:43 am.

- **Leadership Perspective**- *Dr. Will Austin*

Dr. Austin noted that this was the date he originally intended to end his presidential tenure, but due to extenuating circumstances, he has returned to the presidency and looks forward to making a positive impact in the next five years. He discussed several topics that he will concentrate on in the upcoming months including the following:

1. Return to Presidency Evaluative Review 8 Months Summary;
2. The Contemplation and Nature Appreciation Garden Dedication planned for September/October 2024; and
3. Recruitment Comparisons and the current status of Fall of 2024 enrollment.

Dr. Austin discussed potential enrollment issues that may arise like demographics, the 'no college' movement, students not finding livable wage jobs with liberal arts degrees alone, more competition from senior institutions with their own recruitment issues, and a lack of general understanding by staff that its enrollment revenues that allow us to sustain a viable college, and how they may impact the College moving forward.

Dr. Austin let the Board know that he will be on vacation the weeks of July 8-12 and July 29th to Aug 13th; as these vacations were prepaid last year with the expectation that he would no longer be president Board members enthusiastically endorsed his vacations and understood that he needed time to envision a future for the college after eight months of extended hours upon returning to the presidency.

Trustee Dr. Rosalie Lamonte joined the meeting at 10:55am.

- **<u>AI as Teacher-</u>** *Dr. Lori Austin, Chair of Mathematics and Computer Science at RVCC.*

Dr. Lori Austin demonstrated how Artificial Intelligence is incorporated in Learning Managements Systems in conjunction with digital textbook companies. She provided a demonstration of the Pearson Publisher on how course content including syllabi, tests, and videos for the entire semester can be loaded into LMS in just a few minutes. She demonstrated how a canned course could be created and integrated into Canvas in less than 5 minutes, and how there are faculty in the nation doing this, modeling for-profits like Straighter Line. She discussed both the positive and negative aspects of faculty incorporating AI technology regarding course content and student interaction.

Dr. Lori Austin discussed how students were using the for-profit company StraighterLine to take online courses at a discounted rate, and then having the courses evaluated by the American Council on Education (ACE) for college credits to transfer even through StraighLiner is not an accredited school. Dr. Austin discussed how her institution managed this issue in regard to ACE evaluated course credit taken at StraighterLine.

Dr. Will Austin discussed the impact that this could have on enrollment in the future. He shared how he personally experienced this at the Master's Level at Delaware Valley University himself, and received a full refund. He then shared that there were recent parental complaints that Warren full-time faculty were engaging in this practice as well, and that this will need to become part of future evaluative processes. Dr. Lori Austin then shared how Canvas can track time on task in online courses for faculty and that a reasonable amount of hours to teach online effectively would equate to 125 to 150 hours a semester in her professional opinion as faculty member, and department chair in higher education. As 15 weeks at 40 hours a week equates to 120 hours, and two weeks for development and grading should be expected by professional educators leading to about 680 hours, across 5 courses equates to an expectation of 136 hours per course, with some variation based on complexity of the course, needed revisions, etc. In her opinion, professional full-time faculty should be spending at least 120 hours per semester in each online course, otherwise students are not receiving professional level attention.

Dr. William Austin suggested that it is not professional to say students are using AI to cheat, when professional educators may be using it to cheat the taxpayers.

- **Working Lunch**

Dr. Austin briefly highlighted several topics with the Board including :

  - College Finances & Governor's Budget – Warren is scheduled for a funding cut regardless of the final outcome of the negotiations, rather it is a matter of the size of the cuts Warren will ultimately take from the state.
  - College Facilities- Deferred Maintenance Master Site Improvements
  - The Next Innovative Degree Program

Dr. Austin asked the Board, in the upcoming coming months, to think about and make suggestions on innovative programs the College would be able to implement similar to the Drone Program that would be beneficial to the educational and employment needs of our students now and in the future. He then reemphasized the costs associated with the development and implementation of the new programs, so students are both educated and capable of demanding six figure livable wages that are currently being experienced by UAS graduates. The college has determined the proper marketing strategies, graduate employment outcomes, and programmatic recognition, but it will take grant fundable ideas, an open mind toward spending for success, and a lot of hard work. The process can be replicated, with emphasis on engagement being required for success.

- **Board Presentation- Retirement**

Board Chair Reitemeyer, Vice Chair Brown, Trustees Singh, and Steinhard, on behalf of the Board, presented Mrs. Vasko with kind words and tokens of appreciation for her many years of service to the College, and the Board of Trustees. Dr. Austin thanked Mrs. Vasko for her dedication as the Advisor to the Phi Theta Kappa chapter at Warren.

Mrs. Vasko thanked the Trustees and Dr. Austin for their kind words and noted that she is grateful to have had the opportunity to spend her career in a rewarding and caring work environment.

Mrs. Brown, seconded by Mrs. Steinhardt, made a motion to adjourn at 1:50 PM The motion carried

Respectfully Submitted,

Betti Singh

Betti Singh, Board Secretary
Warren County Community College Trustees