



BOARD OF TRUSTEES
Phillipsburg Education Center 445 Marshall St Phillipsburg, NJ
MINUTES – June 24, 2026

Board Chair Mrs. Nancy Brown called to order the meeting of the Warren County Community College Board of Trustees at 6:30 pm. The meeting was held in the Phillipsburg Education Center in the Phillipsburg Board Room at the College and was advertised on the College's website.

Mrs. Brown 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.

Oath of Office:

Dr. Austin introduced Mrs. Diane Mandry as the College's new Trustee. Mr. McManus administered the Oath of Office. The Board welcomed Mrs. Mandry and expressed appreciation for her service, noting that they look forward to working with her.

Roll Call:

Trustees present were Mr. Joyce, Dr. Lamonte, Ms. Maciag, Mrs. Maier, Mrs. Mandry, Mrs. Reitemeyer, Mrs. Steinhardt, Mr. Warren, and Mrs. Brown.

Others present included Dr. William Austin, President, Ms. Pratt, Dr. Marianne Van Deursen, Mrs. Stacy Mott, Dr. Perone, Attorney, Mr. Liam McManus, and Sarah Van Horn, Recording Secretary.

Approval of Minutes

Mrs. Reitemeyer, seconded by Mrs. Steinhardt, made a **motion to Approve the minutes of the May 16, 2026, Board Session Meeting. Roll call:** Mr. Joyce, abstain; Dr. Lamonte, abstain; Ms. Maciag, yes, Mrs. Maier, yes; Mrs. Mandry, abstain; Mrs. Reitemeyer, yes; Mrs. Steinhardt, yes, Mr. Warren, abstain, and Mrs. Brown, yes. The motion carried.

Mrs. Steinhardt, seconded by Ms. Maciag, made a **motion to Approve the May 16, 2026, Executive Session # 1 Minutes. Roll call:** Mr. Joyce, abstain; Dr. Lamonte, abstain; Ms. Maciag, yes, Mrs. Maier, yes; Mrs. Mandry, abstain; Mrs. Reitemeyer, yes; Mrs. Steinhardt, yes, Mr. Warren, abstain, and Mrs. Brown, yes. The motion carried.

Mrs. Reitemeyer, seconded by Mrs. Steinhardt, made a **motion to Approve the May 16, 2026 Executive Session # 2 Minutes. Roll call:** Mr. Joyce, abstain; Dr. Lamonte, abstain; Ms. Maciag, yes, Mrs. Maier, yes; Mrs. Mandry, abstain; Mrs. Reitemeyer, yes; Mrs. Steinhardt, yes, Mr. Warren, abstain, and Mrs. Brown, yes. The motion carried.

Committee on Finance & Audit

Board Chair Mrs. Brown presented (Exhibit CFA-2), Proposed FY27 Tuition and Fees, and asked if there were any questions. No questions or concerns were raised. Mrs. Brown called for a motion to approve the proposed FY27 tuition and fees.

Mrs. Reitemeyer, seconded by Ms. Maciag, made a **motion to Approve the Proposed FY27 Tuition and Fees. Roll call:** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes, Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Reitemeyer, yes; Mrs. Steinhardt, yes, Mr. Warren, yes, and Mrs. Brown, yes. The motion carried.

Chair Brown noted that a budget comparison was included in the Board's meeting Materials for reference. She then presented (Exhibit CFA-3), Proposed FY27 Budget, and asked if there were any questions. No questions or concerns were raised. Mrs. Brown called for a motion to approve the proposed FY27 Budget.

Ms. Maciag, seconded by Mrs. Reitemeyer, made a **motion to Approve the Proposed FY27 Budget. Roll call:** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Reitemeyer, yes; Mrs. Steinhardt, yes; Mr. Warren, yes, and Mrs. Brown, yes. The motion carried.

Communications

N/A

Policy and Planning Committee (First Reading Policy)

Chair Brown reported that the Board reviewed two new policies on first reading: New (Exhibit CP-1) 201.11.3, Appropriate use of WCCC Letterhead, Logo, Images and Branding, and (Exhibit CP-2) 201.11.4, Reporting Institutional Forgery, Identity Misuse, and Suspicious Inquiries. The Board also reviewed revised policies included (Exhibits CP-3) 602, Public Relations Event Plan/Schedule, (Exhibit CP-4) 201.11, Code of Ethics for College Employees, and (Exhibit CP-5) 509, Tobacco Products. Chair Brown further reviewed the proposed deletion of policy 511, Unaccompanied Children Policy (Exhibit CP-6).

Mrs. Steinhardt noted that the new policies strengthen existing provisions and provide additional clarification regarding the appropriate use of names and titles, tobacco and vaping products, and related campus requirements. She explained that the proposed deletion of Policy 511 was recommended because its provisions are now incorporated into Policy 309.4, rendering the former policy redundant.

Mrs. Steinhardt reviewed the action items presented for Board approval. Policy 516 Post Issuance Compliance for Bond Funds (Exhibit CP-7) was presented for reaffirmation, and the policy governing the evaluation of the President was updated to revise the evaluation timeline (Exhibit CP-8)

Dr. Austin explained that the proposed academic program resolution established two separate Associate of Applied Science options within the Unmanned Aircraft Systems program: Airport Management and Air Traffic Control. He noted that the programs are work-focused, address regional employment needs, and are separated into two distinct options to better reflect their respective areas of study. Both are fully supported and funded by the state of New Jersey through a \$500,000 grant.

New (First Read)

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| • 201.11.3 Appropriate use of WCCC Letterhead, Logo, Images and Branding | Exhibit CP-1 |
| • 201.11.4 Reporting Institutional Forgery, Identity Misuse, and Suspicious Inquiries | Exhibit CP-2 |

Revision

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| • 602 Public Relations Event Plan/Schedule | Exhibit CP-3 |
| • 201.11 Code of Ethics for College Employees | Exhibit CP-4 |
| • 509 Tobacco Products | Exhibit CP-5 |

Policy Deletion

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| • 511 Unaccompanied Children Policy | Exhibit CP-6 |
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Consent Agenda

Chair Mrs. Brown reviewed the Consent Agenda, asking Board members if they would like to have any item reviewed separately. No questions or concerns were raised.

Motion to approve items A – V as presented:

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| A. May 2026 Financial Statement | Exhibit CFA-1 |
| B. Proposed Multi-Year Financial Plan | Exhibit CFA-4 |
| C. Resolution to Apply Strengthening Career and Technical Education For the 21 st Century Act (Perkins V) Grant FY27 | Exhibit CFA-5 |
| D. President's Personnel Recommendation | Exhibit CO-1 |
| E. Resolution Authorizing the Award of A Non-Fair and Open Contract To Distinctive Voice and Data, LLC for Telecommunications & Wi-Fi Upgrades | Exhibit CO-2 |
| F. Resolution Authorizing the Award of A Non-Fair and Open Contract to Access Information Management for Document Storage | Exhibit CO-3 |
| G. FY27 BID Waiver Request | Exhibit CO4 |
| H. Resolution Authorizing A Bid Waiver for Managed Network Service to Distinctive Voice and Data, LLC (FY27) and (FY28) | Exhibit CO-5 |
| I. Resolution Authorizing of A Bid Waiver for Professional Grant Writing Services from The Grant Lab for (FY27) | Exhibit CO-6 |
| J. Resolution Authorizing the Award of A Fair and Open Contract to ATI (FY27) | Exhibit CO-7 |
| K. Resolution Authorizing the Award of A Non-Fair and Open Contract For Warrantee of Mobile Robot to Boston Dynamic, INC. (FY27) | Exhibit CO-8 |
| L. Resolution Authorizing the Award of A Non-Fair and Open Contract For Recycling/Disposal to Republic (FY27) | Exhibit CO-9 |
| M. Resolution Authorizing the Award of A Non-Fair and Open Contract For Copiers to Fraser (FY27) | Exhibit CO-10 |
| N. Resolution Approving a Memorandum of Understanding Between the Warren County Commissioners and Warren County Community College Regarding Certain Operations of the Warren County Fire Academy | Exhibit CO-11 |
| O. Resolution Authorizing the Award of A Non-Fair and Open Contract to James Paterson for Media Relations and Consulting (FY27) | Exhibit CO-12 |
| P. Resolution Authorizing the Award of A Non-Fair and Open Contract For Professional Advocacy & Government Relations Service from Downs Government Affairs, LLC for FY27 | Exhibit CO-13 |

Q.	Resolution Authorizing the Award of A Bid Waiver for Professional Service from Aerisq Solutions, LLC for Counter-UAS Service for FY27	Exhibit CO-14
R.	Resolution Authorizing the Award of A Bid Waiver for Professional Service from Brandon Youngblood for Counter-UAS Services for FY27	Exhibit CO-15
S.	516 Post Issuance Compliance for Bond Funds	Exhibit CP-7
T.	102.6 Evaluation of President	Exhibit CP-8
U.	Resolution to Offer An Associate in Applied Science Unmanned Systems, Airport Management Option	Exhibit CP-9
V.	Resolution to Offer An Associate in Applied Science Unmanned Systems, Air Traffic Control Option	Exhibit CP-10

Mrs. Steinhardt, seconded by Mr. Joyce, made a **motion to Approve Consent Agenda Items A-V as presented. Roll call:** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Reitemeyer, yes; Mrs. Steinhardt, yes; Mr. Warren, yes, and Mrs. Brown, yes. The motion carried.

President's Report- *Dr. Will Austin*

Dr. Austin presented the President's Report. He reported that College representatives would be meeting with County officials to discuss enhancements to the Washington campus entrance, including the potential installation of lighting, as part of a larger County project to build a first responder training center back near the Fire Academy.

Dr. Austin also provided an update on the Adult Basic Skills/GED/ESL grant. He advised that the College was not awarded funding for Fiscal Year 2027 and that discussions regarding the future administration of the program would continue with Warren County Technical School and state officials. He noted that the Board would be updated on the matter at a future meeting. This was a decision not to continue oversight of the grant made by the College, as Dr. Austin felt the Tech School is the more appropriate oversight body, but that the program would remain in the College's Phillipsburg facility.

Dr. Austin informed the Board that he would be on a scheduled vacation and that College operations will continue under the leadership of the administrative team during his absence. He invited interested Trustees to participate in future episodes of the College's monthly WRNJ radio program, *Educationally Speaking*, and suggested August 2026 as the next possible date.

Dr. Austin highlighted the College's recent community outreach and marketing activities, including continued participation in community events and recognition of the College's partnership with Sussex County Community College in *Community College Daily*. Summaries of recent and upcoming community engagement activities were included in the President's Report.

College Report- *Dr. Will Austin*

Dr. Austin presented the College Report and discussed the current challenges facing higher education, including enrollment trends, demographic changes, and evolving workforce demands. He emphasized the importance of expanding work-focused academic programs and strategic partnerships to meet regional employment needs and support student success.

Dr. Austin provided an update on the College's ongoing partnership with a state University. He noted that discussions continue to progress and that College representatives and local officials plan to visit the university to further explore collaborative opportunities. He stated that the proposed partnership would preserve the College's governance while enhancing transfer opportunities and potential co-branding initiatives.

Dr. Austin reported that the College continues to await notification regarding its National Science Foundation grant proposal for CounterUAS and for the NJ Air Traffic Control Center initiative. He noted that the proposal remains under consideration. He further reported that the College's federal earmark request for Counter-Unmanned Aircraft Systems (Counter-UAS) initiatives continues to advance with bipartisan support from the New Jersey Congressional Delegation.

Internal Auditors Report- *Ms. Pratt*

Ms. Pratt presented the annual report on the Open Public Records Act (OPRA) request. She reported that the College received 21 OPRA requests during the past year and fulfilled 20 of those requests. One request was denied because it sought non-directory student information that is protected from disclosure.

Ms. Pratt noted that many requests involved purchasing records and vendor information. She also reported that annual requests from the New Jersey Office of the State Comptroller require significant staff time due to the College's current Human Resources recordkeeping processes.

Middle States Update- *Ms. Pratt*

Dr. Austin and Ms. Pratt provided an update on the College's Middle States reaffirmation process. Dr. Austin reported that the College was assigned a peer review team chair and that discussions with Middle State regarding the upcoming accreditation visit continue.

Ms. Pratt reported that preparation of the College's self-study continues on schedule and is expected to be completed by the end of summer. She noted that the working group has submitted the majority of its materials and that the remaining items are being finalized. She also indicated that the review process identified minor inconsistencies in College documents and policies that may result in additional policy revisions presented to the Board in September.

Dr. Austin stated that the College remains committed to fulfilling its mission and expressed confidence in its overall preparedness for the Middle States accreditation review.

Foundation Report- *Dr. Will Austin*

Dr. Austin reported that there were no new Foundation updates at this time. He noted that the Foundation's Executive Director officially transitioned to Foundation employment effective July 1st. Dr. Austin stated that the College will continue to work with the Foundation on administrative matters as needed.

Motion to Enter Executive Session

At 7:14 PM, Mrs. Steinhardt, seconded by Ms. Maciag, made a **motion to enter Executive Session**. The motion carried.

At 7:44 PM Mrs. Reitemeyer, seconded by Mrs. Steinhardt, made a **motion to exit Executive Session**. **The motion carried unanimously.**

Other Business, Announcements, Ad-Hoc Actions, and Actions required since Committee Meeting

Chair Brown reviewed two motions presented for the Board's consideration and approved: Resolution Authorizing the Award of A Non-Fair and Open Contract to Sunshine Tree and Landscape (FY26) Exhibit OB-1.

Motion to approve the Resolution Authorizing the Award of A Non-Fair and Open Contract to Sunshine Tree and Landscape (FY26) Exhibit OB-1.

Mrs. Steinhardt, seconded by Mrs. Reitemeyer, made a **motion to approve the Resolution Authorizing the Award of A Non-Fair and Open Contract to Sunshine Tree and Landscape (FY26) (Exhibit OB-1).** **Roll call:** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Reitemeyer, yes; Mrs. Steinhardt, yes; Mr. Warren, yes, and Mrs. Brown, yes. The motion carried.

Motion to approve Travel Request Pre-Approval for Maritime Research in conjunction with U.S. Navy, U. of Hawaii, Embry-Riddle (Exhibit OB-2).

Mrs. Reitemeyer, seconded by Mr. Joyce, made a **motion to approve Travel Request Pre-Approval for Maritime Research in conjunction with U.S. Navy, U. of Hawaii, and Embry-Riddle (Exhibit OB-2).** **Roll call:** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Reitemeyer, yes; Mrs. Steinhardt, yes; Mr. Warren, yes, and Mrs. Brown, yes. The motion carried.

Committee Assignment

Mrs. Reitemeyer, seconded by Ms. Maciag, made a **motion to appoint Trustee Mrs. Diane Mandry to the Operations Committee.** **Roll call:** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Reitemeyer, yes; Mrs. Steinhardt, yes; Mr. Warren, yes, and Mrs. Brown, yes. The motion carried.

Chair Brown announced the appointment of Trustee Mrs. Mandry to the Operations Committee. The Board acknowledged the committee assignment and welcomed Mrs. Mandry to her new role.

Mrs. Mandry expressed her appreciation for the opportunity to serve as a Trustee, stated that she looks forward to supporting the College and its mission, and thanked the Board for the warm welcome.

Comments from the Public

N/A

Mrs. Reitemeyer, seconded by Ms. Maciag, made a motion to adjourn at 7:49 PM

Respectfully Submitted,



~~Marybeth Maciag, Board Secretary~~ *Nancy M. Brown, Chair*
Warren County Community College Trustees