



BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – May 17, 2025

Board Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 9:30 am. The meeting was held in the Harry E. Brown Community Board Room, 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 Darnell Joyce, Ms. Maciag, Betti Singh, Peter Schmidt, Therese Steinhardt, and Yvonne Reitemeyer.

Others present included Dr. William Austin, President, Ms. Pratt VP Finance/CFO, Tony Perone, Ms. Bruck, Sarah Van Horn, Recording Secretary.

Approval of Minutes

Mrs. Steinhardt, seconded by Mr. Schmidt, made a **motion to Approve the minutes of the April 12, 2025, Regular Session Minutes**. **Roll call:** Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, abstain. The motion carried.

Mr. Joyce, seconded by Mr. Schmidt, made a **motion to Approve the April 12, 2025, Executive Session Minutes**. **Roll call:** Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, abstain. The motion carried.

Policy and Planning Committee (First Reading Policy)

Board Chair Mrs. Reitemeyer reviewed the reaffirmation of 302.4 Programs for Secondary School Students (Exhibit CP-1), and 505.1 Outstanding College Checks (Exhibit CP-2), 507 Investments Policy (Exhibit CP-3). Mrs. Reitemeyer also read revision policy 502.1 Board of Trustees Responsibilities (Exhibit CP-4), 502.3 President's Responsibilities (Exhibit CP-5), 505 Management of Cash and Payments (Exhibit CP-6), and 502.5 Use of College Accounts (Exhibit CP-7). Mrs. Steinhardt noted that there were a few typographical errors requiring correction. Mrs. Steinhardt proposes that these corrections be approved. Additionally, Mrs. Reitemeyer read the Motion of Affirmation of Service for Community College Trustees at Warren County Community College (Exhibit CP-13).

Mr. Schmidt, seconded by Mrs. Steinhardt, made a **motion to Approve Affirmation of Service for Community College Trustees at Warren County Community College as presented**. **Roll call:** Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Singh, 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 – M as presented:

- A. April 2025 Financial Statement
- B. President's Personnel Recommendations

Exhibit CFA-1
Exhibit CO-1

C. Resolution Authorizing the Award of A Fair and Open Contract to Allied Universal (FY26)	Exhibit CO-2
D. Resolution Authorizing the Award of A Fair and Open Contract to Prichard Industries (FY26)	Exhibit CO-3
E. Resolution Authorizing the Award of a Non-Fair and Open Contract To Republic Service (FY25)	Exhibit CO-4
F. Tracer Drones Technologies, Leasing renewal June 1, 2025- May 31, 2026/ \$540 per month	Exhibit CO-5
G. Simply Stated Nutrition, new lease June 1, 2025- May 31, 2026, \$300 per month	Exhibit CO-6
H. FY25 Bid Waiver Request	Exhibit CO-7
I. 201.12.1 NJ Domestic Or Sexual Violence Leave	Exhibit CP-8
J. 201. 12 Family and Medical Leave Policy	Exhibit CP-9
K. 308. 1 Service and Support Animals	Exhibit CP-10
L. 313 Lactation Policy	Exhibit CP-11
M. 606 Ethical Standards in Marketing and Recruitment	Exhibit CP-12

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

Motion to Enter Executive Session

At 9:40 AM, Mr. Joyce, seconded by Mrs. Steinhardt, made a **motion to enter the Executive Session**. The motion carried.

Mr. Schmidt excused himself from the Executive Session at 9:42 AM for the day.

At 10:00 AM, Mrs. Steinhardt, seconded by Mrs. Singh, made a **motion to exit Executive Session**. The motion carried unanimously.

Motion to approve Board Items N-V as presented

N. Motion to allow the County of Warren to hold the Bi-Centennial Celebration on the Warren County Community College Campus on June 28, 2025 (June 29, 2025 Rain date).

O. Motion to allow Warren County to operate a 'Beer Garden' through a third-party vendor(s) pending legal review and required insurance provisions.

P. Motion to allow Warren County to operate 'Kid Rides' through a third-party vendor(s) pending legal review and required insurance provisions.

- Q. Motion to allow Warren County to operate 'portable restroom facilities' through a third-party vendor(s) pending legal review and required insurance provisions (if needed).
- R. Motion to allow Warren County Law Enforcement & First Responders under the direction of the College President to use the College Facilities as needed for safety on June 28, 2025 (June 29, 2025 Rain date) from 8:00 AM to 11:59 PM.
- S. Motion to provide a college security guard on June 28, 2025 (June 29, 2025 Rain date) from 8:00 AM to 11:59 PM (if needed).
- T. Motion to approve the site plan for the Bi-Centennial Celebration as presented.
- U. Motion to approve Tyler Cox as special consultant to Bi-Centennial Event at a rate not to exceed \$2,000.00 at a rate of \$25 per hour.
- V. Motion to empower the College President to facilitate County needs as required for the Bi-Centennial Celebration on June 28, 2025, with a (rain date of June 29, 2025).

Concerns were raised regarding Motion O for the beer garden due to potential conflict with the college's drug- and alcohol-free policy. A separate vote was taken on Motion O, resulting in a 3-2 vote. Ms. Pratt informed the board that while the college's insurance would serve as secondary coverage, it does include provisions for alcohol-related incidents. The Board Chair, Ms. Reitemeyer, made the following motions.

Mr. Joyce, seconded by Ms. Maciag, made a **motion to Approve Items N, P, Q, R, S, T, U, and V.**

Roll call: Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried unanimously.

Ms. Maciag, seconded by Mr. Joyce, made a **motion to Approve Board Item O, motion to allow Warren County to operate a Beer Garden through a third-party vendor (s) pending legal review and required insurance provisions.** **Roll call:** Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Singh, no; Mrs. Steinhardt, no; Mrs. Reitemeyer, yes. The motion carried with a 3-2 vote.

President's Report- *Dr. Will Austin*

Dr. Austin provided the board with a copy of the President's Report for May 2025 and mentioned a humidity issue affecting the copier, emphasizing the need for a replacement set of documents for the meeting. Dr. Austin also highlighted notable public relations such as a rare FAA exemption for WarrenUAS Community College articles, and also including the recognition of two graduating students and their internship experiences.

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

Dr. Perone introduced graduating students Emily Bellfy and Erin Blake to the board. Ms. Bellfy completed an Environmental Studies Internship at Wilderz at Pocono Wildlife in Stroudsburg, PA. She shared insights about her internship, which included feeding animals and assisting with their care. For example, Ms. Bellfy helped treat a possum with frostbite on its face. Ms. Bellfy expressed her enjoyment of the internship experience at Pocono Wildlife and shared her plans to attend Delaware Valley University in Doylestown, PA, where she intends to major in Horticulture. Ms. Blake also shared her internship experience at Pocono Wildlife. She mentioned that she had a highly rewarding experience working in the field, gaining experience skills that will enhance her resume. Ms. Blake spoke specifically about her time caring for a skunk named Cali, as well as tending to various animals such as birds, owls, and bald eagles.

Ms. Blake highlighted how this experience broadened her understanding of animal care, particularly regarding birds' diets. For instance, she shared an example of working with a blue jay and learning that they eat seeds and berries. Upon graduation, Ms. Blake plans to pursue a bachelor's degree in environmental science at Rutgers University, noting that she has heard positive feedback about their horticulture program. The board expressed their appreciation to both Ms. Bellfy and Ms. Blake for sharing their internship experiences and commended them for their achievements. The meeting concluded with gratitude extended to all attendees for their participation.

Dr. Austin presented an enrollment handout for the Summer 2025 semester, highlighting the strong summer enrollment figures while expressing uncertainty about Fall enrollment. Dr. Austin explained the historical trend of community college since the 1970s enrollment typically increased during periods of economic downturn. Dr. Austin shared that the only significant impact on community college enrollment in general is the economy. Dr. Austin also mentioned that Warren County Community College normally experiences such employment to enrollment related trends about two years behind other community colleges in New Jersey, but he is hopeful for an increase in enrollment for the upcoming Fall semester. Dr. Austin stated that he will be closely monitoring this situation. Dr. Perone noted that he is currently in a busy season, participating in various events such as fairs, the M&M Mars car show, and the Bicentennial event scheduled for June 28, 2025. He emphasized the importance of these events in community engagement and outreach efforts. Both Dr. Austin and Dr. Perone appear to be focused on addressing enrollment challenges and maintaining active community involvement to support institutional growth and success.

Internal Auditors Report- *Barbara Pratt*

The Internal Auditors Report was presented by Ms. Pratt, who provided an update to the board. The College has submitted this year's annual financial survey to the Office of the Secretary of Higher Education. Warren County Community College was also selected for a Veterans Audit and an audit of state financial aid programs. Ms. Pratt has submitted the required information. The Veterans audit did not have any findings, and we have not yet heard from HESAA regarding the state grant audit.

Board policy requires us to report on recent OPRA requests. We have received several requests for vendor information (primarily from companies looking to build databases) and some comprehensive salary information requests from the NJEA. Warren County Community College has complied with all of them. The college is currently working on a request from the NJ Department of Labor.

Middle States- *Barbara Pratt*

Ms. Pratt provided the board with an update on the Middle States. Ms. Pratt received a response from our VP Liaison at Middle States, Dr. Terence Peavy, who visited the campus in April. He has approved our Self-Study Design document. Ms. Pratt will begin working on data collection for the Self-Study this summer.

Foundation Report- Dr. Will Austin

Dr. Austin reviewed the Foundation report with the board, highlighting several key points. He noted that the Harry E. Brown Scholarship did not generate any funds this month. However, the Haytaian Unrestricted Scholarship successfully raised \$50.00 during this period. Dr. Austin expressed his commitment to continuing efforts to secure financial support for the college. He will collaborate with Samir to focus on fundraising initiatives targeting private individuals and companies. These efforts aim to enhance the college's resources and expand opportunities for students. Dr. Austin extended his gratitude to everyone for their active participation and contributions, emphasizing the importance of collective efforts in supporting the college's mission. Still, he ended the discussion stating that the college needed to accomplish much more in terms of external fund development, especially given the uncertainty of Federal and State public funding in the coming years. He has charged Samir Elbassiouny with developing new private fund sources.

Comments from the Public

No comments from the public

Mrs. Singh, seconded by Mrs. Steinhardt, made a motion to adjourn at 10:13 AM

Respectfully Submitted,

A handwritten signature in cursive script that reads "Betti Singh".

Betti Singh, Board Secretary
Warren County Community College Trustees