



BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – May 18, 2024

Board Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 9:30AM. 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, Donnell Joyce, Marybeth Maciag, Betti Singh, Peter Schmidt, Therese Steinhardt, and Yvonne Reitemeyer.

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

Approval of Minutes

Mrs. Steinhardt, seconded by Mrs. Singh, made a **motion to Approve the Regular Session Minutes for the March 14, 2024, Special Meeting.** **Roll call:** Mrs. Brown, yes; Mr. Joyce, yes; Ms. Maciag, yes, Mr. Schmidt, abstain; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Singh, seconded by Ms. Maciag, made a **motion to Approve June 22, 2024, as the Board Retreat date.** **Roll call:** Mrs. Brown, yes; Mr. Joyce, yes; Ms. Maciag, yes, Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Communications

N/A

Policy & Planning Committee

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

Reaffirm

- 304.7 Intimidation and Bullying Exhibit CP-1

Revision

- 203 Social Media Policy Exhibit CP-2
- 502.4 Authority to Sign College Checks Exhibit CP-3
- 513 Alcohol and Substance Abuse Exhibit CP-4

It was agreed that these policies would be brought to the Board for second reading in June 2024.

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 – R as presented:

A. January 2024 Financial Statement	Exhibit CFA-1
B. February 2024 Financial Statement	Exhibit CFA-2
C. March 2024 Financial Statement	Exhibit CFA-3
D. April 2024 Financial Statement	Exhibit CFA-4
E. Resolution to Apply and Accept a Precision Agriculture Grant	Exhibit CFA-5
F. Resolution to Accept a Grant from the Warren County Cultural and Heritage Affairs	Exhibit CFA-6
G. President's Personnel Recommendations (Revised)	Exhibit CO-1
H. 2025 Holiday Schedule	Exhibit CO-2
I. Resolution Awarding a Fair and Open Contract to Dell Technologies (FY24)	Exhibit CO-3
J. Resolution Awarding a Fair and Open Contract to SHI Internation (FY24)	Exhibit CO-4
K. Resolution Authorizing the Award of a Non- Fair and Open Contract for Electrical Repairs and Installations to Gilmore Electric, Inc (FY24)	Exhibit CO-5
L. Resolution Awarding a Professional Contract to Collier Engineering (FY24)	Exhibit CO-6
M. Resolution Authorizing the Award of a Fair and Open Contract to Nisivoccia LLP for Auditing Services (FY24-26)	Exhibit CO-7
N. Resolution Authorizing the Award of a Fair and Open Contract to Assessment Technologies Institute, LLC for Modules and Online Examination Preparation for the Nurse Education Program (FY25)	Exhibit CO-8
O. Resolution Authorizing the Second Year Renewal of a Fair and Open Contract to Allied Universal for Security Services (FY25)	Exhibit CO-9
P. Resolution Authorizing the Third Year Renewal of a Fair and Open Contract to Pritchard Industries for Professional Cleaning Services (FY25)	Exhibit CO-10
Q. FY24 Updated Bid Waiver Requests	Exhibit CO-11
R. Small Business Growth Center (SBGC) Lease Renewals for Tracer Drone Technologies and Jill Mc Cormick Nutrition, LLC	Exhibit CO-12

Mrs. Brown, seconded by Mr. Schmidt, made a **motion to Approve Consent Agenda Items A-R as presented. Roll call:** Mrs. Brown, yes; Mr. Joyce, yes; Ms. Maciag, yes; Mr. Schmidt, 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. He highlighted a few items including the recent meeting with 101.5 radio personality Bill Spadea, Assemblyman Michael Inganamort's tour of the campus scheduled for June 5th, and AVANGRID drone training March 27-30 in Rochester, NY.

Dr. Austin let the Board know that he will be on vacation the week of May 26-31, 2024.

College Report – Dr. Will Austin

- Graduation

Dr. Austin noted that Commencement is scheduled to take place this morning at 11:00am.

Internal Auditors Report- Barbara Pratt

Ms. Pratt shared with the Board that the Office of the Secretary of Higher Education (OSHE) is currently in the process of changing the role of Internal Auditors in regard to state colleges. Ms. Pratt will keep the Board informed as to the changes being implemented.

Executive Session

Dr. Austin informed the Board that, due to Personnel reasons, they need to enter Executive Session.

At 9:32 AM, Mrs. Singh, seconded by Ms. Maciag, made a **motion to enter Executive Session**. The motion carried.

At 10:29 AM, Mr. Joyce, seconded by Mrs. Singh, made a **motion to exit Executive Session**. The motion carried.

Other Business, Announcements and Ad-Hoc Items

Mrs. Brown, seconded by Mrs. Singh, made a **motion to Approve the Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Advocacy and Government Relations Services from Downs Government Affairs, LLC as presented in Exhibit OB-1**. Roll call: Mrs. Brown, yes; Mr. Joyce, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Maciag, seconded by Mrs. Singh, made a **motion to Approve the Resolution Authorizing the Award of a Bid Waiver for Professional Grant Writing Services from The Grant Lab for FY25 as presented in Exhibit OB-2**. Roll call: Mrs. Brown, yes; Mr. Joyce, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Mr. Schmidt, seconded by Ms. Maciag, made a **Motion to appoint McManimon, Scotland, and Bauman, LLC as Conflict and Foundation counsel attorney of record through November 2024 as presented in Exhibit OB-3**. Roll call: Mrs. Brown, yes; Mr. Joyce, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Comments from the Public:

None

Mrs. Steinhardt, seconded by Mr. Schmidt, made a motion to adjourn at 10:29am. The motion carried unanimously.

Respectfully Submitted,



Betti Singh, Board Secretary
Warren County Community College Trustees