



**BOARD OF TRUSTEES
Room 201
MINUTES – May 20, 2023**

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 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 Chuck Haytaian, MaryBeth Maciag, Maria Maier, 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, and Jean Vasko, Recording Secretary.

Approval of Minutes

Mr. Schmidt, seconded by Mrs. Maier, made a **motion to approve the minutes of April 1, 2023 Retreat Meeting. Role call:** Mr. Haytaian; yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Mr. Haytaian, seconded by Ms. Maciag, made a **motion to approve the minutes of April 1, 2023 Executive Session # 1 Meeting. Role call** Mr. Haytaian; yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Singh, seconded by Mrs. Maier, made a **motion to approve the minutes of April 1, 2023 Executive Session # 2 Meeting. Role call:** Mr. Haytaian; yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Ms. Singh, 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

- 403.6 Curriculum Requirements

Exhibit CP-1

Revision

- 201.10 Tuition Reimbursement Policy
- 202.25.1 Reappointment of Senior Adjuncts

Exhibit CP-2
Exhibit CP-3

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

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 - M as presented:

A.	March 2023 Financial Statement	Exhibit CFA-1
B.	April 2023 Financial Statement	Exhibit CFA-2
C.	Resolution Authorizing the College to Submit an Application for the Federal Department of Education Title III Grant (FY23 & FY24)	Exhibit CFA-3
D.	President's Personnel Recommendations (Revised)	Exhibit CO-1
E.	Holiday Schedule	Exhibit CO-2
F.	Resolution Approving the Award of a Fair and Open Contract to SHI International (FY23)	Exhibit CO-3
G.	Resolution Authorizing the Award of a Non- Fair and Open Contract to BDI Data Lynk, LLC (FY23)	Exhibit CO-4
H.	Resolution Authorizing the Award of a Fair and Open Contract to Assessment Technologies Institute, LLC (FY24)	Exhibit CO-5
I.	Resolution Authorizing the Award of a Fair and Open Contract to CBIZ Borden Perlman Insurance Agency, Inc. (FY24)	Exhibit CO-6
J.	Resolution Authorizing the Award of a Fair and Open Contract for Professional Cleaning Services to Pritchard Industries (FY24)	Exhibit CO-7
K.	Resolution Authorizing the Award of a Fair and Open Contract to Allied Universal Security Services (FY24)	Exhibit CO-8
L.	Resolution Authorizing the Award of a Fair and Open Contract to CHE Mechanical (FY24)	Exhibit CO-9
M.	SBGC Lease Renewals – Amazing Grace Medical Center and Jill Mc Cormick Nutrition, LLC.	Exhibit CO-10

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

President's Sabbatical Report- *Dr. Will Austin*

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

- FAA Droning On Event at WCCC Update

Dr. Austin let the Board know that the FAA Droning On event was extremely successful and attendance surpassed expectations.

- Center for Advanced Technologies, Bristol, PA

Dr. Austin discussed the successful partnership with Bucks County Community College in regard to the UAS program, training BCCC staff/faculty, and the financial benefits for the college.

- Private Fund Development Boards and Goals Established (Raise Four Million)
 - Commissioner's Field
 - Aviation Park
 - Contemplation Garden

The Board was able to review diagrams for the proposed Commissioner's Field, Aviation Park, and Contemplation Garden which will all be located on college grounds.

- AUVSI Xponential (Denver)

Dr. Austin let the Board know that Warren UAS was awarded 2023 Xcellence Award in Workforce Development with Embry Riddle: *Better Together: Producing Effective Educational Opportunities for the UAS Workforce*. Warren UAS also did a presentation on *Finding Real World Solutions through Education*.

Dr. Austin let the Board know that, based on the needs of the UAS program, he will be working on obtaining a Radio Frequency Federal Communications Commission License this summer.

Acting President's Report – Dr. Marianne Van Deursen

Dr. Van Deursen briefly reviewed the Acting President's report with the Board, highlighting the Title III grant proposal, graduation preparation, and semester scheduling.

Dr. Van Deursen discussed the upcoming Medical Assisting Program's CAAHEP Re- Accreditation site visit, which will take place this June, noting that she and Chair Reitemeyer met to review the process.

Dr. Van Deursen shared copies of billboards highlighting both the health care professions and availability of evening/online classes that will be posted throughout the county in the upcoming weeks.

- Summer Schedule- Dr. Anthony Perone

Dr. Anthony Perone, Dean of Enrollment Management, provided the Board with summer/fall enrollment statistics.

Dr. Perone discussed the various events that he and college staff have participated in for recruitment purposes so far. He let the Board know that the College will be actively recruiting this summer at various events throughout the county and beyond.

Chair Reitemeyer asked Dr. Perone to compile a list of the upcoming events the College will be participating in and email it to Ms. Vasko, who will share the information with Board members.

Executive Session

At 9:47am, Mrs. Singh, seconded by Mr. Schmidt, made a **motion to enter Executive Session**. The **motion carried unanimously**.

At 10:04am, Ms. Maciag, seconded by Ms. Singh, made a **motion to exit Executive Session**. The **motion carried unanimously**.

Mrs. Maier left the meeting at 10:04am due to a prior commitment.

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

Kerry Frabizio, President of the Warren County College Faculty Association addressed the Board.

Ms. Frabizio introduced faculty members in attendance to the Board, which included Susan Howey, Rich Homa, Nancy Wilson-Soga, Lisa Hildebrandt, Jennifer Harrison, BJ Ward, and Lori Antonelli.

Ms. Frabizio, on behalf of the Faculty Union, thanked the Board for all their support during the last few years, especially during COVID. Ms. Frabizio asked the Board to consider having the faculty contract settled by June 30th. Ms. Frabizio shared with the Board the Union's perspective on their requests, and the rationale behind the requests.

Chair Reitemeyer thanked Ms. Frabizio and the faculty for their input.

Professor BJ Ward distributed copies of the 2023 Ars Poetica book and provided background history on the publication of Ars Poetica at Warren County Community College. Professor Ward thanked the Board and Ms. Pratt for their continued support.

Professor Ward shared a few dates of upcoming literary events planned at the College. Chair Reitemeyer asked Professor Ward to provide Ms. Vasko with a list of the upcoming events, which she will email the Board.

Mr. Schmidt, seconded by Mrs. Singh, **made a motion to adjourn at 10:15 am. The motion carried unanimously.**

Respectfully Submitted,



Betti Singh, Board Secretary
Warren County Community College Trustees