BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – May 16, 2026

Board Chair Mrs. Nancy Brown 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 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.

Roll Call:

Trustees present were Ms. Maciag, Mrs. Maier, Mrs. Reitemeyer, Mrs. Singh, Mrs. Steinhardt, and Mrs. Brown.

Others present included Dr. William Austin, President, Ms. Pratt, Dr. Marianne Van Deursen, Attorney, Mr. Liam McManus, Special Guest, Mr. Schmidt, and Sarah Van Horn, Recording Secretary.

Election of Board Officer

Mrs. Brown requested a motion to elect a Board Officer for the position of Treasurer, in accordance with Board policy #102.7, to fill Mr. Schmidt's vacancy after he moved out of County and resigned from the Board. Mrs. Steinhardt nominated Mrs. Yvonne Reitemeyer to serve as Treasurer, and the nomination was seconded by Ms. Maciag. Following a brief discussion, the Board proceeded with the election, and Mrs. Reitemeyer was officially elected to the position of Treasurer.

Mrs. Steinhardt, seconded by Ms. Maciag, made a **motion to elect Mrs. Yvonne Reitemeyer for Treasurer. Roll call**: Ms. Maciag, yes, Mrs. Maier, yes; Mrs. Singh, yes: Mrs. Steinhardt, yes, and Mrs. Brown, yes. The motion carried

Approval of Minutes

Mrs. Singh, seconded by Mrs. Reitemeyer, made a **motion to Approve the minutes of the April 11, 2026, Board Session Meeting. Roll call**: Ms. Maciag, yes, Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes: Mrs. Steinhardt, yes, and Mrs. Brown, yes. The motion carried.

Mrs. Steinhardt, seconded by Ms. Maciag, made a **motion to Approve the April 11, 2026, Executive Session Minutes Roll call:** Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes, and Mrs. Brown, yes. The motion carried.

Communications- *Dr. Will Austin*

Dr. Austin announced the formal resignation of Trustee Mr. Peter Schmidt, following his relocation to Allentown, PA. He noted that official correspondence was received from the County Commissioners accepting the resignation and that Mr. Schmidt was attending the meeting as an invited guest.

On behalf of the Board of Trustees, Chair Brown expressed profound appreciation for Mr. Schmidt's years of dedicated leadership and significant contributions to the institution. The Trustees acknowledged his extensive experience and service, extending their collective gratitude and best wishes. In recognition of his commitment to the College, Chair Brown presented Mr. Schmidt with a commemorative plaque.

Mr. Schmidt addressed the Board and Dr. Austin, expressing his gratitude for the opportunity to serve. He stated that his tenure with the College was among the most meaningful experiences of his nearly fifty-year career in education. Mr. Schmidt concluded by commending the Board and Dr. Austin for the collegiality, mutual respect, and professional camaraderie maintained throughout his service.

Policy and Planning Committee (First Reading Policy)

Chair Brown reported that the Board reviewed and reaffirmed policy 516 Post Issuance Compliance Policies for Bond Funds (Exhibit CP-1) (First Read) exhibits. (Exhibit CP-2) 102.6 Evaluation of the President was also reviewed proposed revision to Policy 102.6 of the President.

During the review of Exhibit CP-2, Mrs. Steinhardt identified minor corrections to the policy language, including the removal of the word "by" to clarify the wording of the provision. Additionally, formatting adjustments were made to the numbering in Exhibit CP-4 404 Copyright Policy to improve consistency and readability.

Reaffirmed (First Read)

- 516 Post Issuance Compliance Policies for Bond Funds — Exhibit CP-1

Revisions

- 102. 6 Evaluation of President — Exhibit CP-2

Consent Agenda

Chair Mrs. Brown reviewed the Consent Agenda, asking Board members if they would like to have any item reviewed separately.

Motion to approve items A – Q as presented: with item C withheld to ensure no perception of conflict of interest in accordance with Board Policy

A.	March 2026 Financial Statement	Exhibit CFA-1
B.	April 2026 Financial Statement	Exhibit CFA-2
~~C.~~	~~President's Personnel Recommendations~~	~~Exhibit CO-1~~
D.	Resolution Authorizing the Award of A Fair and Open Contract to Allied Universal (FY27)	Exhibit CO2
E.	Resolution Authorizing the Award of a Fair and Open Contract to Pritchard Industries (FY27)	Exhibit CO-3
F.	Resolution Authorizing the Award of A Non-Fair and Open Contract to BDI Data Lynk LLC (FY26)	Exhibit CO-4
G.	Resolution Authorizing the Award of A Non-Fair and Open Contract to Fraser Advanced Information Systems (FY26)	Exhibit CO-5
H.	Resolution Authorizing the Award of a Non-Fair and Open Contract to Republic Services (FY26)	Exhibit CO-6
I.	Resolution Authorizing the Award of A Non-Fair and Open Contract to Viamedia Inc. (FY26)	Exhibit CO-7
J.	Tracer Drones Technology, lease renewal June 1, 2026-May 31, 2027/ $540 per month	Exhibit CO-8

K. Simply Stated Nutrition, lease renewal June 1, 2026- May 31, 2027/ $300 per month — Exhibit CO-9

L. FY26 Bid Waiver Revision Request — Exhibit CO-10

M. Proposal for additional Services for Outdoor Instructional Area and Contemplation Garden — Exhibit CO-11

N. 309.4 Policy on Minors (Individuals Under Age 18 on Campus) — Exhibit CP-3

O. 404 Copyright Policy — Exhibit CP-4

P. 501.5 Student Accounts — Exhibit CP-5

Q. Resolution to Offer An Associate Applied Science Unmanned Systems CounterUAS — Exhibit CO-12

Chair Brown noted that Item C would be removed from the consent agenda at the request of Trustee Mrs. Reitemeyer for separate consideration (President's Personnel Recommendations Exhibit CO-1).

Following the discussion, Chair Brown called for a **motion to approve items A, B, D, E, F, G, H, I, J, K, L, M, N, O, P, and Q as presented, with item C withheld to ensure no perception of conflict of interest in accordance with Board Policy**.

Ms. Reitemeyer, seconded by Mrs. Steinhardt, made a **motion to Approve Consent Agenda Items A, B, D, E, F, G, H, I, J, K, L, M, N, O, P, and Q as presented. Roll call**: Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; and Mrs. Brown. The motion carried.

Trustee Reitemeyer Recused herself from the meeting and left the room.

Mrs. Singh, seconded by Mrs. Maier, made a **motion to approve item C, President's Personnel Recommendations, from the consent agenda. Roll call**: Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, abstain; Mrs. Singh, yes; Mrs. Steinhardt, yes; and Mrs. Brown. The motion carried.

Trustee Reitemeyer returned to the meeting after she was informed the vote had occurred.

President's Report- *Dr. Will Austin*

Dr. Austin announced that the President's Report has been expanded to include a calendar of upcoming College events alongside traditional public relations updates. This change is intended to provide the Board with a more comprehensive overview of the campus activities and strategic initiatives.

Dr. Austin highlighted the significant impact of grant-funded programs, noting that these initiatives provide vital administrative resources that benefit both College operations and the broader community. He specifically referenced ongoing federal grant projects related to counter-UAS (Unmanned Aircraft Systems) and agricultural programming, including those supported through targeted Congressional funding opportunities. He also highlighted the NJ State grant submission for Air Traffic Control and Uniform Traffic Management.

Dr. Austin further detailed the College's ongoing partnership with Sussex County Community College and regional stakeholders to advance agricultural initiatives and workforce development. Dr. Austin noted that a recent Agricultural Summit demonstrated robust engagement from the regional farming community, underscoring the positive relationship the College has cultivated with agricultural stakeholders.

In addition, Dr. Austin discussed a collaboration effort involving agricultural, real estate, and community leaders from Hunterdon, Warren, and Sussex Counties. This partnership has identified key opportunities to enhance support systems for farm property valuation, financing, and succession planning. Dr. Austin concluded by emphasizing the critical role community colleges play in driving regional economic growth and workforce readiness through such collaborative, community-based projects.

College Report- *Dr. Will Austin*

Dr. Austin reported on a recent luncheon held with the Board of Trustees of Sussex County Community College. He highlighted the productive discussions and the strengthening collaborative relationship between the two institutions, commending the leadership of Sussex County Community College's Board and President.

Dr. Austin stated that continued cooperation between the institutions will expand educational opportunities for students while reducing the duplication of programs and services. He specifically noted ongoing efforts between academic leadership teams to develop 1+1 academic pathways. These pathways allow students to complete general education requirements at one institution before transitioning to the other for specialized coursework. Specific programs identified for this collaborative model include drone education, automotive technology, culinary studies, and various workforce development initiatives.

Dr. Austin noted that this partnership will significantly strengthen regional ties and broaden the educational landscape for students throughout the area

Internal Auditors Report- *Ms. Pratt*

Ms. Pratt reported that the College recently completed its annual financial responsibility review and was again classified in the lowest risk category. She noted that while financial capacity indicators showed slightly less reserved capacity than in previous years, the institution remains financially stable and well within federal guidelines. Ms. Pratt explained that Community Colleges typically score lower on certain financial ratios due to their reliance on government appropriations compared to senior institutions with more diverse revenue streams.

Additionally, Ms. Pratt also informed the Board that the College had received two federal borrower defense claims filed by former students. She explained that this federal process allows students to seek relief by alleging they did not receive the specific educational outcomes or service they believe were promised.

Ms. Pratt stated that the College is required to provide documentation for each claim and noted that the institution maintained comprehensive records regarding student advisement, financial aid counseling, and program disclosures. Based on a thorough internal review of these records, Ms. Pratt reported that the documentation does not support allegations of misconduct or institutional error.

Middle States Update- *Ms. Pratt*

Ms. Pratt provided an update on the College's ongoing Middle States accreditation activities. She reported that an end-of-semester meeting is scheduled for the following week and noted that development of the required accreditation report is progressing steadily.

Following this meeting, Ms. Pratt will continue to review and finalize draft materials throughout the summer in coordination with Dr. Austin. She informed the Board that a draft version of the comprehensive report is scheduled to be presented for their review in early Fall.

Foundation Report- *Dr. Will Austin*

Dr. Austin provided an update on Foundation activities, and reporting progress remains on schedule for June 1st implementation of the reorganization plan. He informed the Board that donor-advised fund registrations have been successfully completed with major brokerage firms and the implementation of the plan approved at the previous Board meeting is underway.

Dr. Austin noted that the Foundation Director is expected to return in June to provide a formal update to the Board as mandated by the approved plan. Furthermore, the Foundation Board recently met and reviewed the financial and organizational changes necessitated by this transition. Dr. Austin confirmed that the Foundation has secured all the necessary approvals and taken the required actions to move the process forward, with implementation efforts proceeding as planned.

Motion to Enter Executive Session # 1

At 9:50 AM, Mrs. Steinhardt, seconded by Mrs. Singh, made a **motion to enter Executive Session.** The motion carried.

Mrs. Reitemeyer and Ms. Pratt excused themselves from the Executive Session # 1 at 9:50 AM. Rejoined at 10:02 AM

At 10:01 AM Mrs. Steinhardt, seconded by Mrs. Singh, 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 three motions presented for the Board's consideration and approved: the President's Employment Agreement Amendment D, the President's Employment Amendment E, and the motion to authorize Professional Development for the College President.

Motion to approve the President's Employment Agreement Amendment D.

Ms. Maciag, seconded by Mrs. Steinhardt, made a **motion to approve the President's Employment Agreement Amendment D. Roll call**: Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; and Mrs. Brown, yes. The motion carried.

Motion to approve the President's Employment Agreement Amendment E

Mrs. Singh, seconded by Ms. Maciag, made a **motion to approve the President's Employment Agreement Amendment E. Roll call**: Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Brown, yes. The motion carried.

Motion to Authorize Professional Development for the College President

Mrs. Steinhardt, seconded by Mrs. Singh, made a **motion to Authorize Professional Development for the College President. Roll call**: Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Brown, yes. The motion carried.

Motion to Enter Executive Session # 2

At 10:04 AM, Mrs. Steinhardt, seconded by Ms. Maciag, made a **motion to enter Executive Session.** The motion carried.

Mrs. Maier exited from Executive Session # 2 at 10:05 am

At 10:35 AM, Mrs. Reitemeyer, seconded by Mrs. Singh, made a **motion to exit Executive Session. The motion carried unanimously.**

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

Ms. Pratt reviewed (Exhibit OB-1), the Resolution Authorizing the Award of A Fair and Open Contract to Princeton Air or HVAC Replacement FY26. She explained that an HVAC unit servicing portions of the drone laboratory and science laboratory areas required replacement.

Ms. Pratt reported that the College received three quotes for the project and that Princeton Air submitted the lowest qualified proposal. Questions regarding the project cost were addressed during the discussion.

Resolution Authorizing The Award of A Fair and Open Contract to Princeton Air or HVAC Replacement (FY26) Exhibit OB-1.

Mrs. Reitemeyer, seconded by Mrs. Maciag, made a **motion for Resolution Authorizing The Award of A Fair and Open Contract to Princeton Air or HVAC Replacement (FY26) Exhibit OB-1. Roll call**: Ms. Maciag, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; and Mrs. Brown, yes. The motion carried.

Dr. Austin reviewed (Exhibit OB-2), a Resolution Directing the Establishment of A 457 Deferred Compensation Plan for College Employees, for Board review and consideration. The resolution and proposed plan were discussed with the Board for consideration.

Mrs. Steinhardt, seconded by Mrs. Singh, made a **motion for Resolution Directing the Establishment of A 457 Deferred Compensation Plan for College Employees Exhibit OB-2. Roll call**: Ms. Maciag, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; and Mrs. Brown, yes. The motion carried.

Comments from the Public

N/A

Chair Brown reminded the Board members that Mr. Steinhardt's event had been rescheduled and would now take place on June 23, 2026. Additional event details and attendance information were briefly discussed with the Board.

Mrs. Reitemeyer, seconded by Ms. Maciag, made a motion to adjourn at 10:40 AM

Respectfully Submitted,

Marybeth Maciag

Marybeth Maciag, Board Secretary
Warren County Community College Trustees