Exhibit M -1

Warren Community College

BOARD OF TRUSTEES
MINUTES – May 21, 2022

Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 9:30 AM. The meeting was conducted remotely and in room 201 at the College.

Chair 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. Members of the public could attend the meeting remotely by video/teleconference access https://meet.goto.com/524264269, dial-in 1 (646) 749-3122, access code: 164-122-757.

The **Flag Salute** was conducted.

Roll Call:

Trustees present were Nancy Brown, Elizabeth Gittins, Dr. Rosalie Lamonte, Maria Maier, Peter Schmidt, Betti Singh, and Yvonne Reitemeyer, Others present included Dr. William Austin, President., Katherine Fina, College Attorney, and Jean Vasko, Recording Secretary.

Approval of Minutes

Mr. Schmidt, seconded by Mrs. Singh made a **Motion to approve the minutes of the April 2, 2022 Retreat Meeting Minutes. Role call**: Mrs. Brown, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. **The motion carried.**

Mr. Schmidt, seconded by Mrs. Brown, made a **Motion to approve the Executive Session minutes of the April 2, 2022 Executive Session Meeting. Role call**: **Role call**: Mrs. Brown, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. **The motion carried.**

Communications

There were no communications.

Policy and Planning Committee

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

First Read Policies

Reaffirm

- 201.11.2 Title IV Institution Code of Conduct Policy — Exhibit CP-1
- 202.10 Retirement Plans — Exhibit CP-2
- 202.12 Off Campus Work Locations — Exhibit CP-3
- 303 Trustee Scholarships — Exhibit CP-4

Revision

- 102.1 Name — Exhibit CP-5
- 201.10 Tuition Reimbursement — Exhibit CP-6

It was agreed that these policies would be brought to the Board for second reading in June 2022.

Consent Agenda

Chair Reitemeyer reviewed Consent Agenda Items A - Q as presented with the Board.

A.	March 2022 Financial Statement	Exhibit CFA-1
B.	April 2022 Financial Statement	Exhibit CFA-2
C.	Approval of FY 23 Tuition and Fee Changes	Exhibit CFA-3
D.	Resolution to Accept Perkins Funding	Exhibit CFA-4
E.	President's Personnel Recommendations (Revised)	Exhibit CO-1
F.	FY23 Holiday Schedule	Exhibit CO-2
G.	Resolution Authorizing the Award of a Fair and Open Contract To Murray Paving and Concrete (Murray) through the Educational Services Commission of New Jersey (ESCNJ) FY22	Exhibit CO-3
H.	Resolution Authorizing eh Award of a Fair and Open Contract for Professional Cleaning Services to Pritchard Industries Cleaning Services.	Exhibit CO-4
I.	Resolution Authorizing the Award of a Non-Fair and Open Contract to Condensed Curriculum International, Inc. for Allied Heath Career Training Programs (FY22)	Exhibit CO-5
J.	Resolution Ratifying the Award of a Non-Fair and Open Contract to Distinctive Voice and Data(Distinctive) for Network Cabling Related to the Drone Renovation Project (FY22)	Exhibit CO-6
K.	Resolution Authorizing the Award of a Non-Fair and Open Contract for Exterior Painting of the Phillipsburg Education Center to Ryan Amato Painting LLC (FY22)	Exhibit CO-7
L.	Resolution Ratifying the Award of a Non-Fair and Open Contract to A.J. Celiano Inc. for Installation of a Rooftop Unit at the Phillipsburg Education Center (FY22)	Exhibit CO-8
M.	Resolution Authorizing the Board of Trustees to Approve a Non-Fair and Open Contract in a Bid Waiver Category to Christmas City Printing (FY22)	Exhibit CO-9
N.	Resolution Authorizing the Board of Trustees to Approve a Non- Fair and Open Contract to Spinutech for Website Development Services	Exhibit CO-10
O.	Resolution Authorizing the Board of Trustees to Approve a Non-Fair and Open Contract to Edge for IT Managed Professional Services	Exhibit CO-11
P.	Small Business Growth Center (SBGC) Lease Renewals for Amazing Grace Medical Center, Jet Wave Corp., and Jill McCormick Nutrition, LLC.	Exhibit CO-12

Q. Emergency Action Plan

Mrs. Brown, seconded by Mrs. Maier, made a **motion to approve Consent Agenda Items A-Q as presented**: **Role call**: Mrs. Brown, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. **The motion carried.**

Foundation Director's Report - *Samir Elbassiouny*

Mr. Elbassiouny reviewed the Foundation Director's Report with the Board. Mr. Elbassiouny discussed two Foundation events being planned for 2023; the 12th Annual Hall of Fame Dinner Recognition in November, and the President's Ball, scheduled for early spring 2023. The Ball will highlight Dr. Austin's 20th anniversary as President of Warren County Community College.

Mr. Elbassiouny informed the Board that he is working with potential donors for both events. Mr. Elbassiouny let the Trustees know that he may ask them to meet with potential donors in the future to help promote the College.

Mr. Elbassiouny discussed the new billboard recruitment ads that have been placed throughout the community.

President's Report - *Dr. Will Austin*

- Grant Updates

Dr. Austin reviewed with the Board the numerous grants already awarded to the College, and highlighted some of the upcoming grant applications that he is currently working on.

College Report- *Dr. Will Austin*

- *Enrollment Report- Dr. Anthony Perone*

Dr. Anthony Perone, Dean of Enrollment Management, discussed upcoming fall enrollment numbers compared to the previous years. Dr. Perone noted that, at this time, enrollment is up 58% compared to the same time last year.

The Board had questions in regard to the increase in enrollment numbers. Dr. Perone noted that Student Services advisors and staff are utilizing multiple platforms including texts, emails, social media and phone call to reach out and engage current and potential students.

Dr. Perone let the Board know that college staff are out in the local community attending events to promote the College. In addition, both he and Jeanette Schinstine are going to the local high schools to enroll and register students for classes. Dr. Perone noted that 21 students at Phillipsburg High School recently registered for classes with an advisor during a recent visit to the high school.

Dr. Perone highlighted the new recruitment Billboards that are posted around Warren County, and select surrounding counties. The Board complimented the Billboard designs, which were created in house by Peter Miller.

- Grant Updates- *Dr. Will Austin*

Dr. Austin highlighted the grants that the College is currently working on in addition t

Executive Session

Mrs. Singh, seconded by Mrs. Brown, made a motion to enter Executive Session at 9:40am. The motion was approved unanimously.

Mr. Schmidt, seconded by Mrs. Singh, made a motion to exit Executive Session at 10:31 am. The

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motion was approved unanimously.

Other Business

- Executive Contract

The Board discussed amending the President's employment agreement.

Mrs. Singh, seconded by Mr. Schmidt, made a motion to amend the President's Employment Agreement as presented. Role call: Mrs. Brown, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. **The motion carried.**

Comments from the Public: Five minutes of silence for any member of the Public to comment online, phone, etc.) was provided.

Motion to Adjourn

Mrs. Singh, seconded by Mrs. Brown made **a motion to adjourn at 10:37am. The motion carried unanimously.**

Respectfully Submitted,

Board Chair

Betti Singh, Secretary
Warren County Community College Trustees