BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – November 12, 2025

Board Chair Mrs. Brown called to order the meeting of the Warren County Community College Board of Trustees at 6:30 pm The meeting was held in the Harry E. Brown Community Board Room, 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. Gittins, Mr. Joyce, Dr. Lamonte, Ms. Maciag, Mrs. Maier, Mrs. Singh, Mr. Schmidt, Mrs. Steinhardt, Mrs. Reitemeyer, Mr. Warren, Ms. Harold, and Mrs. Brown.

Others present included Dr. William Austin, President, Ms. Pratt VP Finance/CFO, Dr. Tony Perone, Dr. Marianne Van Deursen, Mr. Samir Elbassiouny, and Sarah Van Horn, Recording Secretary.

Approval of Minutes

Mr. Schmidt, seconded by Mrs. Maier, made a **motion to Approve the minutes of the September 10, 2025, Regular Session Minutes. Roll call**: Ms. Gittins, abstain; Mr. Joyce, yes; Dr. Lamonte, abstain; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes; Mr. Warren, abstain; Mrs. Brown, abstain. The motion carried.

Mrs. Reitemeyer, seconded by Mr. Warren, made a **motion to Approve the September 10, 2025, Executive Session Minutes. Roll call**: Ms. Gittins, abstain; Mr. Joyce, yes; Dr. Lamonte, abstain; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes; Mr. Warren, abstain; Mrs. Brown, abstain. The motion carried.

Presentations- Strategic Planning Update- Executive Staff

Dr. Austin informed the Board that, as part of the annual Board calendar, an update of the College's Strategic Plan is provided each November. The current Strategic Plan will be concluded in December, and this presentation serves as both the year-end and overall Strategic Plan wrap-up. Dr. Austin further informed the Board that the subsequent strategic plan was 90% complete, that teams and the entire college during the Fall 2025 in-service had developed a solid rough draft of the 2026-2030 Strategic Plan. The Board would review the plan draft and add their final inputs at their 2026 Retreat Meeting.

Dr. Austin introduced Dr. Marianne Van Deursen, who presented on Strategic Direction 1: Revitalize the Student Learning Experience.

Dr. Van Deursen reported on initiatives to enhance the student learning experience through new technologies and improved academic support. Dr. Van Deursen highlighted the full implementation of the Canvas Learning Management System in Spring 2025, along with expanded training and support for both students and faculty. Dr. Van Deursen noted the continued development of analytics and integrated tools to strengthen learning outcomes. Dr. Van Deursen informed the Board that she, Ms. Lisa Stoll, and Ms. Simon Patterson are currently enrolled in training to become Canvas Certified Technical Administrators.

Dr. Van Deursen provided the Board with an overview of the student services enhancements, including advisor retraining, new triage and outreach procedures, increased collaboration with instructional and financial aid departments, and ongoing development of the Advising Procedure Manual. Dr. Van Deursen also reported improvements in Disability Support Services, such as strengthened communication, increased faculty engagement, and updated accommodations agreements.

Dr. Van Deursen provided an update on initiatives to enhance community relations and expand workforce development opportunities. Dr. Van Deursen highlighted progress on several new and upcoming academic programs designed to meet regional workforce needs, including A.S. Uncrewed Aircraft Systems (UAS), A.S. Robotics, A.S. Business Administration, Organizational Communication Option, A.S. Health and Hospital Care Administration, A.A.S. Food Processing, and a pending articulation agreement with William Paterson University for the B.S. in Fine Arts.

Dr. Perone presented updates related to Student Services & Enrollment. Dr. Perone reported that faculty submitted names of students recommended for participation in the Fall 2025 social media marketing initiatives. Dr. Perone noted additional engagement was achieved through coordination with the EOF program for volunteer efforts at Camp Warren. Dr. Perone added that a new high school marketing presentation was developed for high schools, highlighting dual enrollment, flexible scheduling, cost-savings, financial aid options, and academic pathways.

Dr. Perone also noted continued student support initiatives, including mentoring three Environmental Studies interns during Spring 2025 and establishing a professional partnership with Julie McKeon, Assistant Chief of Probation, who delivered presentations to Criminal Justice students regarding employment and internship opportunities.

Dr. Perone informed the Board that outreach efforts are ongoing to involve alumni and current students in the Educationally Speaking radio program. Dr. Perone also highlighted the transition to a more advanced social media marketing strategy through a partnership with Viamedia, utilizing student ambassadors for the Fall 2025 and upcoming Spring 2026 campaigns. The Fall 2025 campaign focused on high-demand academic programs, including Computers, Drones, Healthcare, and Business.

Enrollment trends for Spring and Fall 2025 were consistent with regional community colleges. Dr. Perone noted that the Summer 2025 term showed notable growth with a 15% increase in headcount and a 19% increase in credit hours, supported by an expanded course schedule.

Dr. Austin presented the updates on Continuing Education & Customized Training. Dr. Austin reported that the Workforce Development programs achieved strong outcomes, including an 87.5% placement rate in FY24 and an above-average performance rating for the FY25 Title II Adult Basic Skills Grant, which enrolled 96 GED and ESL students. Dr. Austin also noted that 92% of Medical Assisting graduates passed their credentialing exams across FY24-FY25.

Dr. Austin reported continued growth in customized training, with FY25 delivering courses to 37 businesses and generating 542 registrations. The College also maintained employer partnerships through advisory meetings, job fairs, and regional outreach.

Dr. Austin highlighted expanded non-credit programming in digital skills and ongoing collaboration with local schools on dual enrollment offerings. Dr. Austin informed the Board of a new drone technology partnership with The Tactien Group that was established in 2025, with projects beginning in FY2026. Dr. Austin also reported on community engagement, including co-hosting the NJ Beekeeper Certification to support agricultural education.

Ms. Pratt updated the Board on the Fiscal and Facilities report, reporting that the College's new website was launched in February 2025 and continues to be updated and enhanced with additional security features.

Ms. Pratt also noted that the Deferred Maintenance Plan, prepared by Colliers Engineering and Design, was adopted by the Board in April 2025, and is now being used to pursue State funding for HVAC needs. Ms. Pratt added that the College will now work with Colliers to develop the scope of projects for bidding and has allocated Renewal and Replacement funds to support these efforts.

Ms. Pratt reported the successful completion of two privately supported outdoor projects: the Community Walking Path and the Meditation and Contemplation Garden. The College is exploring the development of an outdoor classroom adjacent to the garden. Ms. Pratt reported that Warren County Community College received a Low Financial Risk rating for the second consecutive year from the Office of the Secretary of Higher Education.

Ms. Pratt noted that the operating budget is reviewed regularly and that the College continues to meet its benchmark of maintaining unrestricted reserves. Ms. Pratt informed the Board that designated funds remain set aside for capital renewal needs.

Mr. Elbassiouny reported that the Foundation provided external support for student success by assisting drone students with travel costs, offering food vouchers and gift cards for students experiencing food insecurity, and supplying emergency funding for unexpected hardships.

Mr. Elbassiouny noted that privately funded projects, the Sterbenz Walking Trail and the Contemplation Garden, have been completed.

Mr. Elbassiouny stated that while the development of a robust alumni giving program remains in progress, the Foundation launched an alumni matching gift scholarship with DASACC and introduced the Alumni Success Award at the Warren County Hall of Fame. Mr. Elbassiouny added that the goal of establishing a $2 million restricted facility renewal fund has not been achieved, but the Foundation's investment holdings include both scholarship funds and unrestricted reserves. He further suggested that raising private funds in Warren County was proving to not be possible, and that the College should stick with the grant development strategy. President Austin's work in writing grants and developing Congressional Appropriations should be the focus of fund development at the College.

Mr. Elbassiouny reminded the Board that the Hall of Fame will be held on November 15 2025, at Panther Valley Golf Course this year.

The special strategic planning outcomes presentations concluded with Board comments.

<u>Policy and Planning Committee</u> (First Reading Policy)

Board Chair Mrs. Brown reviewed the reaffirmation of 402.1 Associate Degree Program Requirements (Exhibit CP-2), Policy 402.4 Academic Year/Semester (Exhibit CP-3), Policy 402.5 Additional Degree (Exhibit CP-4). No questions or comments were raised.

Mrs. Brown then presented New Policy 102.2.2 Staff Communication to the Board of Trustees (Exhibit CP-5). No questions or concerns were raised.

Mrs. Brown also reviewed the revisions to Policy 307 Student Transcripts (Exhibit CP-1) and Policy 402.2 General Education Requirements (Exhibits CP-6). No questions or concerns were raised.

<u>Consent Agenda</u>

Chair Brown reviewed the Consent Agenda, asking Board members if they would like to have any item reviewed separately. No questions or concerns were raised.

Motion to approve items A – M as presented:

A.	August 2025 Financial Statement	Exhibit CFA-1
B.	September 2025 Financial Statement	Exhibit CFA-2
C.	President Personnel Recommendations	Exhibit CO-1

D.	Resolution to Exempt Warren County Community College Employment position Titles from New Jersey First Act	Exhibit CO-2
E.	Resolution Authorizing the Award of a Contract for an Updated Facilities Master Plan (FY26)	Exhibit CO-3
F.	Resolution Authorizing the Award of a Non-Fair and Open Contract For Washington Snow Removal (FY26)	Exhibit CO-4
G.	Resolution Authorizing the Award of a Non-Fair and Open Contract For Phillipsburg Snow Removal (FY26)	Exhibit CO-5
H.	Resolution Authorizing The Award of a Non-Fair and Open Contract To Distinctive Voice and Data for Servers (FY26)	Exhibit CO-6
I.	Resolution Authorizing The Award of a Bid Waiver to the College Board for Proprietary Software (FY26)	Exhibit CO-7
J.	102.3.1 Board Member Orientation	Exhibit CP-7
K.	202.8 Leave Time	Exhibit CP-8
L.	405 Distance Education	Exhibit CP-9
M.	406 Master Syllabus	Exhibit CP-10

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

Ms. Gittins left the meeting at 7:20 PM

President's Report- *Dr. Will Austin*

Dr. Austin noted that, for the benefit of the new Trustees, the monthly President's Report has been provided for approximately twenty years and highlights significant activities. Dr. Austin provided the Board with a copy of the President's Report for November through December 2025.

Dr. Austin drew particular attention to the October 17, 2025, Agricultural Economic Development Summit, held in partnership with Sussex County Community College. The event received national recognition, including publication of a national article by the American Association of Community Colleges and distribution by the Lumina Foundation to its donors, employees, and national mailing list.

Dr. Austin again provided a summary update on the development of the College's Strategic Plan for 2026-2030. Dr. Austin reported that draft goals have been created through committees and task force work, and that a situational analysis has been completed. The final component, the College overview is in progress. Dr. Austin mentioned that once completed, the plan will be formatted by staff and presented at the Board Retreat in March.

Dr. Austin informed the Board that the remaining Middle States requirement that is being updated is the Enrollment Management Plan, which Dr. Austin and Dr. Perone will develop jointly with the assistance of Claritas, Inc, lifestyle segmentation data.

College Report- *Dr. Will Austin and Ms. Pratt*

Wireless Equipment- *Ms. Barbara Pratt*

Ms. Pratt informed the Board that she had hoped to present a quote from the IT vendor this evening regarding the purchase of approximately 106 new wireless access points (nodes) needed throughout the campus. However, the vendor has not yet provided pricing. Ms. Pratt noted that the vendor is working through the state contract channels, which has slowed the response. A full report is expected and will be presented to the Board in December.

Phillipsburg Flooding Update- *Dr. Austin*

Dr. Austin reported on recent issues at the Phillipsburg Education Center, noting that the facility experienced another near flood incident caused by factors external to the College earlier in the day. Dr. Austin reminded the Board that the previous incident, which occurred two months ago, caused significant damage, though all repairs have since been completed.

Dr. Austin noted that a concern arose when staff discovered today that there was no water in the building. Security and maintenance responded immediately and determined that the contractor for the town of Phillipsburg had shut off the water supply without notifying the College yet again. The College has secured its internal valves and will reopen the system slowly once service is restored to prevent any further issues with the pipes.

Dr. Austin has reached out to local elected officials regarding the ongoing communication problems with the town's contractor, emphasizing the operational challenges these incidents continue to create for the College. Dr. Austin will continue to update the Board as more information becomes available.

EOF Audit- *Dr. Austin*

Dr. Austin provided the Board with an update on the recent EOF audit, noting that its failures coupled with the abrupt end of Title III grant funds represents one of the most significant financial challenges the College has faced. Dr. Austin explained that the State has increasingly required institutions to absorb costs associated with mandated programs, including EOF, without providing adequate funding to support those obligations.

Dr. Austin reported that the audit did not proceed as the State had anticipated and expressed strong concerns regarding the ongoing burden placed on the College. Dr. Austin emphasized that the College cannot continue to sustain unfunded mandates and that the situation requires immediate attention and corrective action from the State. Dr. Austin reiterated that he will continue advocating firmly for the institution and addressing these concerns directly with State officials.

Title III, Healthcare, and Financial Impact- *Dr. Austin*

Dr. Austin provided further updates on the financial challenges related to the loss of Title III funding, rising healthcare costs, unexpected expenses, and ongoing revenue shortfalls. Dr. Austin noted that healthcare insurance continues to place a significant burden on the College and indicated that adjustments may be considered to address these impacts. Mrs. Reitemeyer asked a question regarding the update, and Dr. Austin and Ms. Pratt responded. All of these funding cuts, coupled with the reformulation by NJCCC of the funding formula might finally force the College to conduct rightsizing layoffs or other financial restructuring to keep the institution financially viable into the future. He shared that none of this is ideal nor desired by management, and the College should be capable of sustaining everything for the current year, but that this might be the most difficult spring experienced during his tenure as president. He suggested that he will present any such plans early in the New Year.

Internal Auditors Report- *Barbara Pratt*

Ms. Pratt provided an update on the Internal Auditor's report, noting that there were no significant findings at this time. Ms. Pratt highlighted positive feedback regarding the financial aid office, which received commendation for its strong performance.

Middle States- *Barbara Pratt*

Ms. Pratt provided an update on Middle States accreditation preparations. Ms. Pratt reported that all working groups met during the in-service day to advance their assigned areas. The Steering Committee will reconvene at the end of the semester to review and refine the group reports, with additional work to be completed over the winter break to prepare the next phase of the process.

Foundation Report- *Mr. Samir Elbassiouny*

Mr. Elbassiouny reported that the Foundation will receive a significant scholarship contribution from Mr. and Trustee Maier, owners of Land of Make Believe, following their Fourth of July fundraising event. Mr. Elbassiouny also announced a generous donation from former trustee Dr. Gilly in support of the College. Mr. Elbassiouny said that although Dr. Gilly will be unable to attend the Hall of Fame event due to travel, he continues to stay connected with the College community.

Mr. Elbassiouny further noted that the College recently finalized an agreement for the previously donated building in Lopatcong, NJ. The property has been leased with an option to purchase, providing revenue over the term of the agreement.

Motion to Enter Executive Session

At 7:59 PM, Mrs. Singh, seconded by Mrs. Reitemeyer, made a **motion to enter the Executive Session.** The motion carried.

At 8:30 PM, Mrs. Reitemeyer, seconded by Mrs. Steinhardt, made a **motion to exit Executive Session. The motion carried unanimously.**

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

Dr. Austin provided an overview of current marketing and media initiatives. Dr. Austin recommended engaging a media relations consultant and noted that an updated proposal is available for the Board's consideration. Dr. Austin also reported on the annual WRNJ agreement, which includes a requested rate adjustment, and informed the Board of an upcoming update to the college's data analysis service to support targeted marketing efforts. Dr. Austin informed the Board that this was for informational purposes only.

Dr. Austin reviewed four resolutions with the Board. The first Exhibit OB-1 authorizing the award of a non-fair and open contract to CHP Communications for media relations and consulting (FY26). The second, Exhibit OB-2, authorizing the award of a non-fair and open contract to WRNJ for advertising and media relations (FY26). The third, Exhibit OB-3, authorizing the award of a non-fair and open contract to Claritas, Inc, for market research and consulting (FY26). The fourth, Exhibit OB-4, authorizing the award of a non-fair and open contract to The Droning Company for advertising and media relations (FY26).

Mr. Reitemeyer, seconded by Mrs. Singh, made a **motion to Approve Resolution Authorizing the Award of a Non-Fair and Open Contract to CHP Communications for Media Relations and Consulting. Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mr. Schmidt, seconded by Mrs. Maier, made a **motion to Approve Resolution Authorizing the Award of a Non-Fair and Open Contract to WRNJ for Advertising & Media Relations (FY26).** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mrs. Steinhardt, seconded by Mr. Joyce, made a **motion to Approve Resolution Authorizing the Award of a Non-Fair and Open Contract to Claritas Inc. For Market Research & Consulting (FY26).** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mr. Schmidt, seconded by Mrs. Singh, made a **motion to Approve Resolution Authorizing the Award of a Non-Fair and Open Contract to The Droning Company for Advertising & Media Relations (FY26).** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Comments from the Public

No comments from the public

Mr. Schmidt, seconded by Mrs. Steinhardt, made a motion to adjourn at 8:31 PM

Respectfully Submitted,

Marybeth Maciag

Marybeth Maciag, Board Secretary
Warren County Community College Trustees