Exhibit M -2

BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – November 15, 2023

Warren Community College

Board Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 6:47PM. 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, Elizabeth Gittins, Donnell Joyce, Chuck Haytaian, Dr. Rosalie Lamonte, Maria Maier, Demiana Shenouda, Betti Singh, Therese Steinhardt, and Yvonne Reitemeyer.

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

Comments from the Public on Agenda Items Only

No Comments

Executive Session #1

At 6:48pm, Mrs. Singh, seconded by Mrs. Brown, made a **motion to enter Executive Session. The motion carried unanimously**.

At 7:00m, Mrs. Steinhardt, seconded by Mrs. Singh, made a **motion to exit Executive Session. The motion carried unanimously.**

Mr. Haytaian, seconded by Mrs. Singh, made a **motion to Approve the - Negotiated Agreement Between Warren County Community College and the Warren County Faculty Association/NJEA(Exhibit ES-1) and to empower the Board Chair or designee and President to sign the Agreement when deemed appropriate. Roll call**: Mrs. Brown, no; Ms. Gittins, yes; Mr. Haytaian; yes; Mr. Joyce, yes; Dr. Lamonte, abstain; Mrs. Maier, yes; Mrs., Singh, yes: Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Policy & Planning Committee

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

New

- 107 Presentations Before the Board of Trustees — Exhibit CP-1
- 202.15.2 Appointment of Full-Time Employees to Adjunct Assignments — Exhibit CP-2
- 205 Professional Development to Meet Institutional Needs — Exhibit CP-3
- 503.9 Recording of College Assets — Exhibit CP-4
- 504 Management of Federal Grants — Exhibit CP-5

Revision

- 503 Procurement — Exhibit CP-6
- 511 Unaccompanied Children Policy — Exhibit CP-7
- 514 Reporting Criminal Acts and Other Emergencies on Campus — Exhibit CP-8

- 514.5 Missing Persons Policy Exhibit CP-9

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

Approval of Minutes

Mrs. Brown, seconded by Mr. Haytaian, made a **motion to Approve the Regulas Session Minutes for the September 13, 2023 Meeting. Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Mr. Haytaian; yes; Mr. Joyce, abstain; Dr. Lamonte, abstain; Mrs. Maier, yes; Mrs., Singh, yes: Mrs. Steinhardt, abstain; Mrs. Reitemeyer, abstain. The motion carried.

Mr. Haytaian, seconded by Mrs. Brown made a **motion to Approve the Executive Session # 1 Minutes for the September 13, 2023 Meeting. Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Mr. Haytaian; yes; Mr. Joyce, abstain; Dr. Lamonte, abstain; Mrs. Maier, yes; Mrs., Singh, yes: Mrs. Steinhardt, abstain; Mrs. Reitemeyer, abstain. The motion carried.

Mrs. Singh, seconded by Mr. Haytaian, made a **motion to Approve the October 23,2023 Special Board Meeting Minutes . Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Mr. Haytaian; yes; Mr. Joyce, abstain; Dr. Lamonte, abstain; Mrs. Maier, yes; Mrs., Singh, yes: Mrs. Steinhardt, abstain; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Brown, seconded by Mr. Haytaian, made a **motion to Approve the October 23,2023 Special Board Meeting Executive Session Minutes . Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Mr. Haytaian; yes; Mr. Joyce, abstain; Dr. Lamonte, abstain; Mrs. Maier, yes; Mrs., Singh, yes: Mrs. Steinhardt, abstain; Mrs. Reitemeyer, yes. The motion carried.

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 – M as presented:

A.	August 2023 Financial Statement	Exhibit CFA-1
B.	September 2023 Financial Statement	Exhibit CFA-2
C.	Resolution to Apply for the FY24 Carl D. Perkins Grant	Exhibit CFA-3
D.	President's Personnel Recommendations	Exhibit CO-1
E.	Resolution to Exempt Warren County Community College Employment Position Titles from the New Jersey First Act	Exhibit CO-2
F.	Resolution Authorizing the Award of a Non-Fair and Open Contract to Censys Technologies for the Purchase of Casia Long Range Perpetual Activation Software (FY24)	Exhibit CO-3
G.	Resolution Authorizing the Award of a Fair and Open Contract to CHE Mechanical (FY24)	Exhibit CO-4
H.	Resolution Authorizing the Award of a Fair and Open Contract to Consolidus, LLC for the Purchase of College Promotional Items Through the New Jersey Joint Purchasing Consortium (NJCCJPC) (FY24)	Exhibit CO-5
I.	202.2 Employment Search	Exhibit CP-10
J.	510.4 Tuition Refund or Credit for Call to Active Military Service	Exhibit CP-11
K.	505.1 Outstanding College Checks	Exhibit CP-12

L. 501.7 Emergency Student Loans Exhibit CP-13

M. 505. 2 Student Accounts Exhibit CP-14

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

Executive Session #2

At 7:05pm, Mrs. Singh, seconded by Mrs. Steinhardt, made a **motion to enter Executive Session. The motion carried unanimously**.

At 7:13pm, Mrs. Singh, seconded by Mr. Haytaian, made a **motion to exit Executive Session. The motion carried unanimously.**

President's Report- *Dr. Will Austin*

- Warren County Commissioner's Meeting

Dr. Austin informed the Board that he attended the November 8th Warren County Commissioner' s meeting to discuss a proposed college partnership with a potential food processing plant to be located in Warren County. He noted that the proposed partnership will be beneficial to the students, the College, and the community. Dr .Austin will keep the Board updated as the project progresses as it is at a very preliminary stage at this time.

Dr. Austin let the Board know that Warren UAS is in the process of exploring an agreement with Raritan Valley Community College similar to the one in place at Bucks County Community College to deliver drone education/staff training to RVCC students.

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

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

- Publications

Dr. Austin let the Board know that he and the Warren UAS team had two peer-reviewed journal articles published in the past year.

Dr. Austin also let the Board know that he has been asked to be a Journal Reviewer in the International Journal of Aviation, Aeronautics, and Aerospace and has completed a review successfully.

Dr. Austin shared with the Board that he was selected to be included in the forthcoming anthology, Narratives and Strategies of Effective Leadership in Community Colleges.

Dr. Austin let the Board know that Warren UAS and Embry-Riddle are in the process of writing a textbook together in regard to FAA material.

- Notable Warren UAS Accomplishments

Dr. Austin informed the Board that Warren UAS has been asked to be the training provider for Avangrid, Inc., which aspires to be the leading sustainable energy company in the United States. In addition, Avangrid is looking to hire Warren students.

Dr. Austin also informed the Board of companies and external university faculty coming to Warren to learn about the WarrenUAS program. He advised the board, that with effort any faculty member could achieve the same level of results, that there was nothing particularly special about his sabbatical.

- Fund Development Accomplishments:

Dr. Austin highlighted the following Fund Development Accomplishments with the Board:

  - Congressional Appropriations request for Precision Agriculture ($699,000) continues to progress through the funding process.
  - Proposals developed for Appropriation Acquisition and Grant Writing.
  - ELF grant approved in July 2023, with funding allocated towards the implementation of our transformative Learning and Insttructional Technology Update Program (LIT-UP).
  - Fall 2023, Title III Grant Awarded and in Progress ($2,250,000).

Dr. Austin informed the Board that it is as possible to achieve over $6 million in grants this current year should all submissions be funded.

College Report – *Dr. Will Austin*

- Foundation Update- *Samir Elbassiouny*

Mr. Elbassiouny informed the Board that the 2023 Hall of Fame Recognition Dinner held at Hawk Pointe on Saturday, November 11th was very successful. Mr. Elbassiouny let the Board know it was one of the largest Hall of Fame events the Foundation has held to date. Mr. Elbassiouny asked that if anyone knows of a worthy candidate for next year's Recognition to please contact him.

Internal Auditors Report- *Barbara Pratt*

Ms. Pratt let the Board know that the College is moving forward with making purchases utilizing ELF grant Funding. Ms. Pratt let the Board know that the College will be replacing library computers over the holidays utilizing grant funds.

Ms. Pratt provided the Board with bound copies of the completed FY23 Enrollment Report from the Auditors that she recently received.

Ms. Pratt noted that Jeremy Beeler and the new Director of Retentions Strategies/EOF will be undergoing training in regard to the Title III grant the College was awarded.

Ms. Pratt informed the Board that the Periodic Perkins Audit is still processing, and she will update the Board as needed.

Other Business, Announcements and Ad-Hoc Items

Mrs. Maier, seconded by Dr. Lamonte, made a **motion to Re-Approve Motions approved at the October 23, 2023 Board Meeting as presented in Exhibit OB-1 . Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Mr. Haytaian; yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs., Singh, yes: Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Comments from the Public:

Faculty Union President Kerry Frabizio addressed the Board for approximately 15 minutes. On behalf of the Faculty, she thanked the Board for approving the faulty contract. Ms. Frabizio introduced faculty members present including Lisa Hildebrand, Susan Howey, Karen Hillyer, and Dr. Nancy Wilson-Soga.

Ms. Frabizio informed the Board that, she alone, has been chosen by the Faculty Union to represent them in negations with the College. Ms. Frabizio provided the Board with her background in regard to her long history with the Faculty Union at the College.

Ms. Frabizio discussed faculty working with the Board during COVID to the benefit of the students, noting that the faculty considers the College as a team working together to provide the best for the students, and the community in a non-adversarial working environment. Ms. Frabizio noted that the average time a full-time faculty member has been teaching at Warren to be 20 years.

Trustee Haytaian noted that the College was a dream fifty years ago when he was in office, and stated that there was a lot of opposition to establishing a community college in Warren County, as many felt that there was not a need in the local community. Mr. Haytaian noted that he was the first Warren County Freeholder with a college degree, and Chris Maier was the second.

Trustee Haytaian noted that this College would not exist if all parties did not work together. He stated that he depends on the Faculty to do their job, and the Board will do theirs.

Mr. Haytaian, seconded by Mrs. Singh, made a motion to adjourn at 7:44pm. The motion carried unanimously.

Respectfully Submitted,

Betti Singh

Betti Singh, Board Secretary
Warren County Community College Trustees