



**BOARD OF TRUSTEES
Regular Meeting
MINUTES – November 16, 2022**

Board Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 6:48 PM. The meeting was held in room 201 at the College and virtually via GoToMeeting: <https://global.gotomeeting.com/join/553120437>, Dial in using your phone. 1 (408) 650-3123 Access Code: 553-120-437 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, Dr. Frank Gilly, Chuck Haytaian, 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.

Communications

N/A

Approval of Minutes

Mrs. Brown, seconded by Dr. Gilly, made a **motion to approve the minutes of September 14, 2022 Regular Sessions Meeting. Role call:** Mrs. Brown, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Brown, seconded by Dr. Gilly, made a **motion to approve the minutes of September 14, 2022 Executive Sessions Meeting. Role call:** Mrs. Brown, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Brown, seconded by Dr. Gilly, made a **motion to approve the minutes of September 18, 2022 Special Meeting . Role call:** Mrs. Brown, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, abstain. The motion carried.

Policy and Planning Committee

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

Reaffirm

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| • 103 Policy Development & Approval Procedures | Exhibit CP-1 |
| • 202.13 Donated Leave Program | Exhibit CP-2 |
| • 302.10 Admission to Non-Credit Courses | Exhibit CP-3 |

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| • 401.2 Career Programs | Exhibit CP-4 |
| • 501 Formation of Budget | Exhibit CP-5 |
| • 501.3 Deferred Tuition Payment | Exhibit CP-6 |

Revision

- | | |
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| • 302.1 Admissions into Credit Programs | Exhibit CP-7 |
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It was agreed that these policies would be brought to the Board for second reading in December 2022.

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-O as presented:

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| A. August 2022 Financial Statement (Revised) | Exhibit CFA-1 |
| B. September 2022 Financial Statement | Exhibit CFA-2 |
| C. President's Personnel Recommendations | Exhibit CO-1 |
| D. Resolution to Exempt Warren County Community College
Employment Position Titles for the New Jersey First Act | Exhibit CO-2 |
| E. Resolution Amending the Award of a Fair and Open
Construction Contract to G Meyer Group for the Phillipsburg
Education Center Drone Technology Suite Renovations | Exhibit CO-3 |
| F. Resolution Amending the Award of a Fair and Open Contract
For Professional Cleaning Services to Pritchard Industries (FY23) | Exhibit CO-4 |
| G. Resolution Authorizing the Award of a Non-Fair and Open Contract
To Condensed Curriculum International, LLC for Allied Health
Career Training Programs (FY23) | Exhibit CO-5 |
| H. Resolution Amending the Bid Waiver Amount for Homeland
Surveillance and Electronics, LLC (HSE) as Previously Approved
as part of the Federal Grant for Precision Agriculture | Exhibit CO-6 |
| I. Jet-Wave Corporation SBGC Lease Renewal | Exhibit CO-7 |
| J. 102.11 Board Committee Structure & Purpose | Exhibit CP-8 |
| K. 201.2.3 Academic Freedom | Exhibit CP-9 |
| L. 201.2.4 Intellectual Property | Exhibit CP-10 |
| M. 401.1 Transfer Programs | Exhibit CP-11 |
| N. 501.1 Tuition and Fees | Exhibit CP-12 |
| O. 302.9 College Placement Testing | Exhibit CP-13 |

Mr. Haytaian, seconded by Dr. Gilly, made a motion to approve items A-O as presented.

Role call: Mrs. Brown, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

President's Report

- Current Nursing Outcomes- *Dr. Marianne Van Deursen*

Dr. Van Deursen was pleased to let the Board know that the 2022 graduating cohort realized a 85% passing rate for the first time test takers. As previously discussed, the 2021 graduating cohort of nursing students only realized a 58.82% passing rate for first time test takers, a stark difference from the 2020 outcomes of 93% and a 15 year consecutive history of always meeting or exceeding the threshold.

Dr. Van Deursen let the Board know that when programs fail to meet the minimum expected passing rate of 80%, it requires a substantive change report and generally necessitates an on campus focus review by ACEN (Accreditation Commission for Education in Nursing). Dr. Van Deursen let the Board know that after the nursing director submitted the substantive report, the ACEN accepted the report and will not require an on campus focused review.

Dr. Van Deursen noted that she worked closely with the nursing program director, and inserted herself deeper into the direct management and oversight of the program. She provided the Board with the following highlights:

- A re-evaluation of the how student outcomes on classroom ATI assessments were monitored and how faculty responded.
- Faculty participated in professional development activities through ATI to enhance their skills utilizing the ATI (Assessment Technology Institute).
- For 2022, the three-day ATI review that normally takes place at the conclusion of the program in May was mandatory.
- For the 2022 graduating cohort, we required students who passed below a 75% in the predictor exam to re-test after some remediation. In all cases, the predictor scores increased significantly.
- Students were offered the Kaplan review, which they all participated in and found much value in.
- Dr. Van Deursen instructed the Nursing program director to embed the ATI 3-day review and predictor test process in the curriculum, rather than at the conclusion of the semester, so attendance is not only mandatory, but so is re-testing if necessary.
- The College will encourage students to take the examination immediately following their ATI and Kaplan prep activities. Students who delay taking the exam past June or July are historically less likely to pass.

- Journal Article- *Dr. Will Austin*

Dr. Austin discussed with the Board the journal article for the Peer Review Journal regarding tracking Burmese Pythons using drone technology that is based on the work that Dr. Austin, WCCC sUAS staff, and Embry Riddle previously participated in and collaborated on.

College Report

- ACCT Conference Review - *Trustees Betti Singh & Peter Schmidt*

Trustees Schmidt and Singh provided the Board with an overview of their experiences at the ACCT Leadership Congress this past October in New York City.

Mr. Schmidt discussed the value of trustees attending the conferences, noting that attending events like the ACCT Congress provides trustees the opportunity to advocate for Warren with fellow trustees throughout the country. Attending these conferences gives trustees the opportunity to hear different perspectives on community college related issues that they can share with the full Board.

Mrs. Singh noted that she had conversations with trustees from multiple community colleges, and was able to take away ideas that may be able to be utilized at Warren on a smaller scale.

It was noted by all trustees attending the conference this year that multiple sessions were held on the same or similar topics, and there was an abundance of repetition in the sessions throughout the conference.

Mrs. Vasko let the Board know that early bird registration for the February 2023 Legislative Summit closes on December 14th and if any trustees are interested in attending the Legislative Summit to please let her know before Dec.14th. Trustees Brown and Singh expressed interest in attending, and will follow up with Mrs. Vasko.

- New Program Options- *Dr. Will Austin*

Exhibits CR-1& CR-2

Dr. Austin reviewed the two new program options for the AAS with the Board. He noted that the majority of classes needed for the new program options are already part of the sUAS curriculum. Dr. Austin let the Board know that these options are in the emerging fields of precision agriculture and commercial space operations. Both options will benefit students whose career paths may lead them to transfer to a four year institutions, or enter the workforce upon completion of the programs.

Mrs. Singh, seconded by Mrs. Brown made a motion to approve the Resolution to Approve Resolutions in CR-1 and CR-2 and to further empower the president to make final preparations with the college curriculum committee for submission to the NJ President's Council AIC Committee for Fall 2023 program implementation. Role call: Mrs. Brown, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried

- Foundation Directors Appointments- *Dr. Will Austin*

Exhibit CR-3

Dr. Austin briefly reviewed the resumes of Evan Austin, John Johnson, Elizabeth Rau and Brenda Titus as potential Foundation Directors with the Board. Dr. Austin highlighted specific items, noting that Ms. Titus has a background in finances, which would be beneficial to the Foundation.

Mr. Haytaian, seconded by Mr. Schmidt, made a motion to Approve Warren County Community College Foundation Directors as presented with terms ending June 30, 2025. Role call: Mrs. Brown, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried

Executive Session

At 7:04pm, Mr. Haytaian, seconded by Mrs. Brown, made a **motion to enter Executive Session. The motion carried unanimously.**

At 7:12 pm, Mrs. Singh, seconded by Dr. Gilly, made a **motion to exit Executive Session. The motion carried unanimously.**

Other Business:

- Tuition Reimbursement- *Dr. Will Austin*

Exhibit OB-1

Dr. Austin discussed with the Board the rationale for making an adjustment to the tuition reimbursement policy based on the needs of the college at this time. Dr. Austin discussed Mr. Kyle's background and unique position for the grant funded Precision Agriculture program.

Mr. Haytaian, seconded by Mrs. Maier made a motion permitting employee Adam Kyle to enroll immediately in graduate classes for Precision Agriculture and Unmanned Systems. The Board acknowledges this adjustment to the policy required previously for Dr. Austin, and Peter Miller, and now for Teaching Administrator Adam Kyle to enroll in classes, to exempt them from the

tuition remission limits, and to exempt them from any time after degree earned requirement as they have enrolled to gain knowledge necessary for specific academic programming where finding pre-qualified individuals in Unmanned Systems proved impossible at college compensation levels and the current supply of trained professionals. Role call: Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Ms. Singh, yes. **The motion carried.**

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

No comments

Mr. Haytaian, seconded by Mrs. Brown, **made a motion to adjourn at 7:20 pm. The motion carried unanimously.**

Respectfully Submitted,



Betti Singh, Secretary

Warren County Community College Trustees