BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – November 13, 2024

Board Chair Yvonne Reitemeyer 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 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, Mr. Joyce, Dr. Lamonte, Marybeth Maciag, Mrs. Maier, Ms. Bruck, Betti Singh, Mr. Schmidt, Therese Steinhardt, and Yvonne Reitemeyer.

Others present included Dr. William Austin, President, Barbara Pratt VP Finance/CFO, Dr. Van Deursen, Dr. Perone, Samir Elbassiouny, Joe Labarabera, Liam McManus, College Attorney, Sarah Van Horn, Recording Secretary, and three people in the public.

Approval of Minutes

Mrs. Brown, seconded by Mrs. Lamonte, made a **motion to Approve the Regular Session Minutes for the September 11, 2024, Roll call**: Mrs. Brown, abstain; Ms. Gittins, yes; Mr. Joyce, abstain; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Mr. Schmidt, seconded by Ms. Singh, made a **motion to Approve September 11, 2024, Executive Session Meeting. Roll call**: Mrs. Brown, abstain; Ms. Gittins, yes; Mr. Joyce, abstain; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Communications

Dr. Austin was pleased to report that the celebration of life services for Mr. Chuck Haytaian were conducted smoothly and effectively, thanks to the collaborative efforts of our dedicated staff and volunteers. Dr. Austin expressed gratitude to all individuals involved, highlighting the seamless execution and positive outcome of the event. Additionally, Mrs. Maier extended her thanks to Dr. Austin, Samir, and the entire team for their contributions. She also shared that Mr. Haytaian was honored with an award at the Bicentennial Gala on November 12, 2024. This award will be presented to Mr. Haytaian's family as a token of appreciation for his contributions. Furthermore, Mrs. Singh has conveyed her appreciation to everyone who participated in organizing the services, with a special mention to our IT department for their support.

Policy & Planning Committee

Chair Reitemeyer read over the revision and reaffirmed and asked if anyone had any questions.

Revision

- 204 Telework, Remote Work from Home Policy — Exhibit CP-2
- 604 Access to Public Records — Exhibit CP-3

Reaffirm

- 301 Student Services — Exhibit CP-4

It was agreed that these policies would be brought to the Board for second reading in December 2024.

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 – I as presented:

A.	August 2024 Financial Statement	Exhibit CFA-1
B.	September 2024 Financial Statement	Exhibit CFA-2
C.	President Personal Recommendations	Exhibit CO-1
D.	Resolution to Exempt Warren County Community College Employment Position Titles from the New Jersey First Act.	Exhibit CO-2
E.	Resolution Amending the Award of Fair and Open Contract to CHE Mechanical (FY25)	Exhibit CO-3
F.	Revised Resolution Authorizing The Award of Fair and Open Contract to Consolidus, LLC for Purchasing of College Promotional Items Through The New Jersey County College Joint Purchasing Consortium (NJCCPC) (FY25)	Exhibit CO-4
G.	Resolution Authorizing The Award of A NON-Fair and Open Contract for Warrantee of Mobile Robot to Boston Dynamics INC, (FY25).	Exhibit CO-5
H.	Resolution Authorizing The Award of NON-Fair and Open Contract to Influential Drones	Exhibit CO-6
I.	Resolution Authorizing a Bid Waiver for Cengage Unlimited for The Period January 2025 Through December 2027.	Exhibit CO-7

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

President's Report- Dr. Austin

Dr. Austin provided a comprehensive overview of recent and upcoming events at Warren County Community College (WCCC). He highlighted the scheduled visit of the Ocean County NJ County Commissioners to the WarrenUAS campus on December 10th, which is an exciting opportunity for showcasing the campus. Looking ahead, Dr. Austin mentioned plans to visit AURI or the University of Kentucky for an agricultural plant tour in Spring 2025 as well as his need to attend a Thermography Level 2 training in Houston this spring. Dr. Austin let the board know that he intentionally is reducing annual travel to concentrate on recent back related health issues, but these were special project-related requirements. Dr. Austin also discussed the NJCCC President's emergency meeting and reviewed press releases about U.S. Representative Tom Kean Jr.'s tour of the WarrenUAS campus. The collaboration between WarrenUAS and Warren County Technical School was emphasized, particularly the groundbreaking drone training program that is paving pathways to high-tech careers. As part of the annual board calendar a review of the strategic plan implementation was provided by executive staff.

Dr. Van Deursen outlined the implementation of a revised true pathways model to enhance student progression from entry to credential achievement, including employment and transfer opportunities. This involved appointing a director, activating a steering committee, hiring academic advisors, and building a comprehensive retention plan. The transition to the Canvas Learning Management System and the review of liberal arts offerings were also discussed, ensuring they align with current student needs and emerging technologies like AI. Efforts to optimize the student enrollment process were highlighted, with a focus on individualized procedures and professional development funded by a Title III grant. The implementation of a Triage Model for advising was introduced to streamline student services.

Dr. Perone discussed the growth of internships, community service areas, and student engagement initiatives. He emphasized integrating student life with academic programs to enhance development opportunities. Dr. Austin spoke about securing external funds to promote student success and enhance learning management systems, aiming to expand the college's capacity to serve low-income students while improving institutional quality and stability. Dr. Van Deursen emphasized promoting WCCC as a leading provider of workforce and economic development solutions. Expansion of non-credit offerings and partnerships with other colleges were mentioned, including collaborations with Bucks County and Raritan Valley Community Colleges and strategic partnerships for drone technology courses.

Ms. Pratt addressed efforts to update the college website and improve marketing strategies to highlight educational offerings and student success. Mr. Perone added that marketing campaigns would focus on degree offerings and career success post-COVID. Dr. Austin announced the awarding and successful implementation of a Title III grant focused on academic program enhancement. Plans to expand staffing for revenue enhancement and dynamic recruitment through social media also were discussed.

Ms. Pratt also reviewed the deferred maintenance plan aimed at ensuring long-term institutional vitality, with final Board approval anticipated in February 2025. Mr. Elbassiouny outlined strategies to increase Foundation resources through alumni giving programs and renewable funds for facility renewal. Mr. Labarabera discussed reallocating resources to high-performing programs while divesting from those with low enrollment or limited success. Dr. Austin summarized WCCC's vision for student success through holistic education, leveraging community connections, innovative enrollment processes, and strategic funding use. This reflects WCCC's commitment to advancing educational opportunities, enhancing institutional capabilities, and fostering strategic partnerships for future growth and success.

College Report- Nancy Brown & Betti Singh

Mrs. Brown and Mrs. Singh recently attended the Association of Community College Trustees (ACCT) conference, where they delivered a presentation that garnered significant attention. Mrs. Brown noted that during the conference, she attended numerous presentations from 8:30 am to 5 pm, but found most of them unremarkable in the current year. However, the presentation they delivered on behalf of Warren County Community College was well-received. She recounted overhearing positive discussions about their presentation in various settings, including the elevator and the galley. Mrs. Singh shared her experience at the ACCT, mentioning that she also received feedback from attendees who were impressed by their presentation. She highlighted her discussions about Spot, the robotic dog, and her interactions with individuals from various colleges. Mrs. Singh observed a higher attendance of college Presidents compared to Trustees at the ACCT and expressed satisfaction with her experience at the event. Mrs. Brown commented on the challenges faced by some colleges, including conflicts among trustees and low enrollment rates. In contrast, Dr. Austin, Mrs. Brown, and Mrs. Singh expressed pride in their Board's ability to work collaboratively and effectively as a team for over 20-years, emphasizing the positive dynamic and strong teamwork within our Board.

Middle States- Barbara Pratt

Ms. Pratt updated the Board on the progress of the Middle States accreditation process. Both she and Dr. Van Deursen have been actively preparing, completing assignments, and conducting exercises in anticipation of the evaluation. Ms. Pratt highlighted that the self-study design is due in February, which will serve as a guiding document to address various questions, including road maps, diverse groups, and regulations. She emphasized that this is an extensive process involving both faculty and staff participation.

Ms. Pratt assured the Board that a preliminary draft of the self-study design would be ready for review at the December meeting. She noted that there are seven standards that must be met for accreditation, and acknowledged that some aspects might be subject to change following the recent election results. Additionally, Ms. Pratt expressed concerns about the condition of some college buildings, which are aging, so the deferred maintenance plan would help college administration address issues most efficiently. She committed to keeping the Board informed on developments related to the Middle States accreditation process.

Motion to Enter Executive Session (if needed)

At 8:15 pm, Mrs. Singh, seconded by Dr. Lamonte, made a **motion to enter Executive Session. The motion carried unanimously.**

At 8:28 pm, Mrs. Steinhardt, seconded by Mrs. Maciag, made a **motion to exit Executive Session. The motion carried unanimously.**

Other Business, Announcements and Ad-Hoc Items

Dr. Austin briefly discussed Exhibit OB-1 with the Board in regard to the Contemplation and Meditation Garden project.

Mr. Schmidt, seconded by Mrs. Maier, made a **motion to Approve the Resolution Authorizing the Acceptance of a Change Order for The Contemplation and Meditation Garden Project to Sunset Creations, Inc as presented in Exhibit OB-1. Roll call**: Mrs. Brown, yes; Ms. Gittins, abstain; Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

President Pre-Evaluation Review

Mr. Joyce rejoined the meeting at 8:29 pm, and Dr. Austin proceeded to review the Board Self-Evaluation results with the Board of Trustees. The results will be used to help design and prepare the Spring 2025 Board Retreat.

Comments from the Public

N/A

Mrs. Singh, seconded by Dr. Lamonte, made a motion to adjourn at 8:38 pm. The motion carried unanimously.

Respectfully Submitted,

Betti Singh

Betti Singh, Board Secretary
Warren County Community College Trustees