



BOARD OF TRUSTEES
Room 201
MINUTES – September 13, 2023

Board Vice Chair Nancy Brown called to order the meeting of the Warren County Community College Board of Trustees at 6:30PM. The meeting was held in room 201 at the College 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 Dr. Frank Gilly, Elizabeth Gittins, Chuck Haytaian, Dr. Rosalie Lamonte, MaryBeth Maciag, Maria Maier, Peter Schmidt, and Nancy Brown.

Others present included Dr. Marianne Van Deursen, Acting President, Dr. William Austin, President (Sabbatical), Barbara Pratt, Internal Auditor/VP Finance and Operations, Katherine Fina, College Attorney, and Jean Vasko, Recording Secretary.

Communications

Dr. Van Deursen informed the Board that unfortunately the new Alumni Trustee, Demiana Shenouda could not make the meeting but will be sworn in at the November meeting.

Dr. Van Deursen let the Board know that the Abilities will be hosting the 2nd Annual Sterbenz Miles of Smiles fundraiser on the Community Trail October 21, 2023.

Dr. Van Deursen informed the the Board that the New Jersey League of Municipalities reached out to her to let her know that the roundtable on Climate Sustainability meeting has since been postponed based on the availability of participants and venue availability.

Dr. Van Deursen let the Board know that, based on a personal matter which Dr. Van Deursen shared with the Board, Melvin Warren resigned as Pubic Safety Coordination effective immediately.

Presentations

- Students – Dr. Van Deursen

Dr. Van Deursen provided the Board a brief background on the two students who provided aid to a truck driver taken ill on the road parallel to college grounds. Dr. Van Deursen presented certificates of appreciation to both Melba Sirianni and Kim Schroeder for their quick actions in helping a stranger in huis time of need.

The Board thanked both Kim and Melba for their quick response in rendering aid, noting that they are assets to the student Body.

Vice- Chair Brown recused herself from the meeting at 6:30pm due to a potential conflict of interest.

Board Treasurer Maria Maier proceeded with the meeting.

Dr. Van Deursen read the Resolution Naming the Harry E. Brown Community Board Room (Exhibit P-1) to the Trustees and the audience.

Mr. Haytaian, seconded by Mr. Schmidt, made a **motion to Approve the Resolution Naming the Harry E. Brown Community Board room presented (Exhibit P-1)**. Roll call: Dr. Gilly, yes; Ms. Gittins, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes. The motion carried.

Vice-Chair Brown rejoined the meeting at 6:43pm.

Mrs. Brown thanked the Board for recognizing Harry's substantial contributions to Warren County Community College and the community he served.

Students Melba Sirianni and Kim Schroeder addressed the Board. They thanked the Board and expressed their appreciation of the College, from the instructors to the staff, who make them feel welcomed.

Committee on Finance and Audit

Mr. Schmidt, seconded by Mrs. Maier, made a **motion to Accept the FY23 Enrollment Audit as presented (Exhibit CFA-2). Roll call:** Dr. Gilly, yes; Ms. Gittins, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Brown, yes. The motion carried.

Policy & Planning Committee

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

Reaffirm

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| • 202.2 Employment Search | Exhibit CP-1 |
| • 501.4 Tuition Refund or Credit for Call to Active Military Service | Exhibit CP-2 |
| • 501.1 Outstanding College Checks | Exhibit CP-3 |

Revision

- | | |
|---------------------------------|--------------|
| • 501.7 Emergency Student Loans | Exhibit CP-4 |
| • 505.2 Student Accounts | Exhibit CP-5 |

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

President's Sabbatical Report- Dr. Will Austin

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

Incubator Video Promotion

Dr. Austin let the Board know that he is currently working on promotional videos for Incubators which will be due the first week of October.

ACCT Congress Proposal

Dr. Austin shared that the Board's ACCT Conference proposal was accepted. A draft of the proposal, "*Using the Presidential Sabbatical as an Opportunity for Transformation & Enrollment Growth*" was completed over the summer. Ms. Vasko will set-up a meeting with the Trustees who will be presenting at ACCT next week to review the completed proposal.

Warren UAS Accomplishments:

Dr. Austin shared a few of the notable Warren UAS accomplishments including continuing the tours, demonstrations, providing services to government/community agencies and non-credit training to:

- NJ Department of Environmental Protections
- NJ Fish & Wildlife
- NJ Transit
- NYF
- ATF
- Bushkill PA Police Tour

Summer Projects

Dr. Austin provided a summary of the departmental activities in WarrenUAS this summer. They activities and work progress goals span several areas of unmanned systems. They included:

- Bringing all maritime craft online
- Organize all summer student research projects including:
 - Multiple projects at Mountain Lake
 - Rutgers University Bear Damage Study
 - NJ Transit various projects
 - NJDEP, Fish & Wildlife Deer Population Study
 - Rutgers University test farm

AUVSI Las Vegas:

Dr, Austin shared highlights from the recent AUVSI conference held in Las Vegas, noting that the WarrenUAS presentations were very well received. Samir Elbassiouny noted that conference attendees from various colleges throughout the country were very impressed, and that Warren's drone programs are nationally recognized as industry leaders.

Notable Fund Development Accomplishments

Dr. Austin highlighted the \$699,000 Congressional Appropriation for Precision Agriculture in addition to various grants, including the Title III grant, that is still in the application progress.

Dr. Austin shared with the Board that total funds realized since March 1, 2023 are \$782, 815.

Senator Booker- Drone Lab Visit

Dr. Austin discussed Senator Booker's visit to the Joseph Warren Robotics Research Center on August 25, 2023. Sen. Booker met with County Commissioners, Trustees, Dr. Austin, and the staff at the Robotics Center for an informative presentation and toured the facility for over three hours to learn about the work and research being conducted. He wanted to highlight the \$699,000 allocated in the Senate appropriations bill for the College's Precision Agriculture Technology Project.

Approval of Minutes

Mr. Schmidt, seconded by Mr. Haytaian, made a **motion to Approve the Regular Session Minutes for the June 21, 2023 Meeting. Roll call:** Dr. Gilly, abstain; Ms. Gittins, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Brown, yes. The motion carried.

Mr. Haytaian, seconded by Mr. Schmidt, made a **motion to Approve the Executive Session # 1 Minutes for the June 21, 2023 Meeting. Roll call:** Dr. Gilly, abstain; Ms. Gittins, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Brown, yes. The motion carried.

Mrs. Maier, seconded by Dr. Lamonte, made a **motion to Approve the Executive Session # 2 Minutes for the June 21, 2023 Meeting. Roll call:** Dr. Gilly, abstain; Ms. Gittins, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Brown, yes. The motion carried.

Consent Agenda

Mrs. Brown reviewed the Consent Agenda, asking Board members if they would like to have any item reviewed separately.

Motion to approve items A – K as presented:

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| A. | July 2023 Financial Statement | Exhibit CFA-1 |
| B. | President's Personnel Recommendations (Revised) | Exhibit CO-1 |
| C. | Resolution Authorizing the Award of a Non-Fair and Open Contract to Downe Government Affairs LLC (EX23) | Exhibit CO-2 |

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| D. | Resolution Authorizing the Award of a Fair and Open Contract for Snow Removal Services to Trevor's Landscaping, LLC (FY 24) | Exhibit CO-3 |
| E. | Resolution Authorizing the Award of a Fair and Open Contract for All Departmental Monochrome Copies to Frasier Advanced Information Systems (FY24) | Exhibit CO-4 |
| F. | Resolution Authorizing the Award of a Fair and Open Contract for Professional Food Services to Cozy Corner Café and Catering (FY24) | Exhibit CO-5 |
| G. | Resolution Authorizing the Warren County Community College to Enter Into a Cooperative Pricing System Agreement (FY24) | Exhibit CO-6 |
| H. | Resolution Authorizing the Award of a Fair and Open Contract for Professional Vending Services to Universal Vending Services (FY24) | Exhibit CO-7 |
| I. | SBGC Lease Renewals for T&K Baffour Psychiatric Recovery Center and Dudley-Smith Law Firm, LLC | Exhibit CO-8 |
| J. | 201.11 Code of Ethics for College Employees | Exhibit CP-6 |
| K. | 501.1 Tuition and Fees | Exhibit CP-7 |

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

Acting President's Report – Dr. Marianne Van Deursen

- EOF Summer Program

Dr. Van Deursen informed the Board that the EOF summer program had 20 students enroll, all 20 students successfully complete the program, and all registered for fall classes.

- 2023 Warren County Hall of Fame

Dr. Van Deursen let the Board know that 2023 Warren County Hall of Fame will take place on Saturday, November 11th at Hawk Pointe. She provided the Board with a brief bio of the 2023 Inductees, highlighting posthumous Inductees, Harry E. Brown and Tiffani Warren. Dr. Van Deursen and the Board congratulated Dr. Gilly on his upcoming induction into the Warren County Hall of Fame.

- September 23-24th Balloon Festival Update

Dr. Van Deursen informed the Board that she met with the staff and organizers of the Balloon Festival which will be held on college grounds September 23 & 24th. Ms. Vasko will provide Trustees with tickets to the event if they would like to attend.

College Report – Dr. Marianne Van Deursen

- Enrollment Update- Dr. Tony Perone

Dr. Perone updated the Board on the current fall enrollment numbers for both full and part-time students and how they compare to the previous fall enrollment.

Dr. Perone let the Board know that the College will be well-represented at following upcoming festivals: Belvidere's Victorian Days. Washinton Festival In the Borough, Phillipsburg's Railroad Festival, and the September 23-24th Balloon Festival being held on college grounds.

Dr. Austin highlighted the numbers in the fall enrollment report, highlighting the 1% growth, noting that, based on demographic shifts, this is the most important factor to be considered at this time.

- Articulation Meetings- Jeremy Beeler

Mr. Beeler shared with the Board the goals listed below being implemented in regard to articulation agreements and the positive impact they will have for students.

Goals:

- Streamline the student transfer process to various colleges and universities.
- Expand transfer opportunities for students to public colleges and universities outside of New Jersey and to provide colleges and universities.
- Provide students with specialized information on requirements at multiple transfer institutions
- Provide opportunities for students to begin their studies at Warren who would have otherwise started at partner institutions (Kean and Montclair).
- Focus on education majors to expand access to and build a pool of candidates to meet the growing demand for teachers.
- Increase access for scholarship and tuition discounts for Warren students when transferring.

Mr. Beeler provided the Board with an update on pending articulation agreements the College is working on at this time including the following:

Centenary University

- WCCC Liberal Arts – Elementary and Secondary Education to Centenary K-6 Elementary Education

Status: Centenary is currently drafting an articulation agreement with feedback from Warren. Pending completion of the agreement, we anticipate signing in December 2023.

Kean University

- *Status:* Program articulations currently under review by Academic Affairs at Kean. Completion of agreements and articulation signing is anticipated by December 2023.

Montclair State University

- *Status:* Elementary and Secondary Education articulations in draft form. Completion of this agreement and articulation signing is anticipated by November 2023.

Moravian University

- *Status:* Moravian is in the midst of a general education revision which will conclude next year. Articulation agreements are being drafted, but completion may be dependent on the pace of the general education revision. Signing of a final articulation agreement is anticipated for 2024.

- Trustee Training- Marybeth Maciag

Trustee Maciag gave the Board a brief summary of her experience with the two day virtual Trustee Training she participated in recently. She informed the Trustees that the training did provide her with knowledge that she did not have prior to the training sessions.

- Foundation Director Updates- Samir Elbassiouny

Samir Elbassiouny reviewed Exhibit CR-1 with the Board. He reviewed the reappointments with the Board, and additionally noting that, due to the unexpected passing of Tiffani Warren, Melvin Warren would like to serve the remainder of her term as a Foundation Director.

Dr. Gilly, seconded by Mr. Schmidt, made a **motion to reappoint Foundation Directors as presented to terms ending September 30, 2025. Roll call:** Dr. Gilly, yes; Ms. Gittins, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Brown, yes. The motion carried.

Internal Auditors Report- Barbara Pratt

Ms. Pratt discussed the proposed Accountability Law for Higher Education signed on July 20th. Dr. Austin and Ms. Pratt informed the Board how law this may impact the College from a financial perspective. The law gives the Sec. of Higher Education more oversight over colleges, and the and establishment of annual accountability training for CFOs. Dr. Austin noted that the Board and the College has been fiscally sound for the past 20 years

- Institutional Profile

Ms. Pratt let the Board know that the Institutional Profile Report is a requirement of the state and a draft will be submitted tomorrow. Ms. Pratt briefly reviewed the draft with the Board, noting report focuses on first year fall enrollment. Ms. Pratt also noted that the student population at the College is becoming more diverse which is the reason the College was able to apply for the Title III grant.

Executive Session

At 7:29pm, Mrs. Maier, seconded by Dr. Gilly, made a **motion to enter Executive Session. The motion carried unanimously.**

At 7:44pm, Mr. Schmidt, seconded by Mrs. Maier, made a **motion to exit Executive Session. The motion carried unanimously.**

Vice-Chair Brown recused herself from the meeting at 7:44pm due to a potential conflict of interest.

Board Treasurer Maria Maier proceeded with the meeting.

Other Business and Announcement

- Harry E. Brown Scholarship Fund

Dr. Austin noted that there is past precedent in developing named scholarships through the Foundation. He discussed the rationale for the development of the Harry E. Brown Scholarship Memorial Scholarship, noting the significant contributions Mr. Brown, as a Trustee, made to the College in addition to his strong ties to the Warren County Community.

Mr. Haytaian, seconded by Dr. Gilly, made a **motion to empower the Vice President, Finance & Operations, under the direction of the president to transfer up to \$25,000 of any FY23 net revenues to the Warren County Community College Foundation to support the development of a perpetual scholarship named the Harry E. Brown Memorial Scholarship in memory of the late Harry Brown, former Board Vice-Chair. Roll call:** Dr. Gilly, yes; Ms. Gittins, yes; Mr. Haytaian, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Brown, yes. The motion carried.

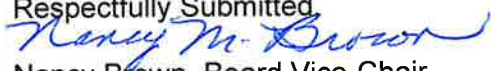
Vice- Chair Brown rejoined the meeting at 7:47pm.

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

N/A

Mr. Haytaian, seconded by Mr. Schmidt, made a motion to adjourn at 7:49pm. The motion carried unanimously.

Respectfully Submitted,



Nancy Brown, Board Vice-Chair

Warren County Community College Trustees