



**BOARD OF TRUSTEES  
Regular Meeting  
MINUTES – September 14, 2022**

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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 room 201 at the College and virtually via GoToMeeting: <https://global.gotomeeting.com/join/965642485>, Dial in using your phone. +1 (224) 501-3412 Access Code: 965-642-485 and was advertised on the College's website.

Chair 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, Chuck Haytaian, Dr. Frank Gilly, Elizabeth Gittins, 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.

**Oath of Office:**

Chair Reitemeyer introduced 2022 Alumni Trustee Dina Shenouda and shared a brief bio highlighting Ms. Shenouda's accomplishments.

Attorney Katherine Fina administered the Oath of Office to Alumni Trustee Dina Shenouda.

The Trustees welcomed Ms. Shenouda to the Board, and look forward to the opportunity to work with her in the upcoming year. Ms. Shenouda thanked the Trustees, and looks forward to her term as Alumni Trustee.

**Communications**

Dr. Austin passed around correspondence from former Alumni Trustee Nanaama Tandoh thanking the Board for providing her with positive experiences and opportunities throughout her term as Alumni Trustee for the College.

**Approval of Minutes**

Dr. Gilly, seconded by Mrs. Brown, made a **motion to approve the minutes of June 22, 2022 Regular Session Meetings. Role call:** Mrs. Brown, yes; Mr. Haytaian, yes; Dr. Gilly, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Maier, seconded by Ms. Gittins, made a **motion to approve the minutes of June 22, 2022 Executive Session Meetings. Role call:** Mrs. Brown, yes; Mr. Haytaian, yes; Dr. Gilly, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

### **Finance Committee**

Mrs. Reitemeyer briefly reviewed the FY22 Enrollment report with the Board, noting that everything is in order.

Mr. Schmidt, seconded by Mr. Haytaian, **made a motion to accept the 2022 Enrollment Audit. Role call:** Mrs. Brown, yes; Mr. Haytaian, yes; Dr. Gilly, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

### **Policy and Planning Committee**

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

#### **First Read Policies**

##### **Reaffirm**

- |                                              |              |
|----------------------------------------------|--------------|
| • 102.11 Board Committee Structure & Purpose | Exhibit CP-1 |
| • 201.2.3 Academic Freedom                   | Exhibit CP-2 |
| • 201.2.4 Intellectual Property              | Exhibit CP-3 |
| • 401.1 Transfer Programs                    | Exhibit CP-4 |

##### **Revision**

- |                          |              |
|--------------------------|--------------|
| • 501.1 Tuition and Fees | Exhibit CP-5 |
|--------------------------|--------------|

##### **Rescind**

- |                                   |              |
|-----------------------------------|--------------|
| • 302.9 College Placement Testing | Exhibit CP-6 |
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It was agreed that these policies would be brought to the Board for second reading in November 2022.

### **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:**

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| A. July 2022 Financial Statement                                                                                                                                                                                    | Exhibit CFA-1 |
| B. President's Personnel Recommendations (Revised)                                                                                                                                                                  | Exhibit CO-1  |
| C. Resolution Authorizing the Renewal of a Fair and Open Contract For Snow Removal Services to Trevor's Landscaping, LLC FY23                                                                                       | Exhibit CO-2  |
| D. Resolution Authorizing the Award of a Fair and Open Contract to Consolidus, LLC for the Purchase of College Promotional Items Through the New Jersey County College Joint Purchasing Consortium (NJCCJPC) (FY23) | Exhibit CO-3  |
| E. T&K Baffour Psychiatric Recovery Center Small Business Growth Center(SBGC) Lease                                                                                                                                 | Exhibit CO-4  |

|    |                                                                      |               |
|----|----------------------------------------------------------------------|---------------|
| F. | Dudley-Smith Law Firm, LLC Small Business Growth Center (SBGC) Lease | Exhibit CO-5  |
| G. | 102.6.1 President's Expense Account                                  | Exhibit CP-7  |
| H. | 201.1 Equal Opportunity -Affirmative Action                          | Exhibit CP-8  |
| I. | 201.2.2 NJ Conscientious Employee Protection Action Employer Policy  | Exhibit CP-9  |
| J. | 302. 7 Student Enrollment Categories                                 | Exhibit CP-10 |
| K. | 302.8 Part-Time Enrollment                                           | Exhibit CP-11 |
| L. | 403.4 Transfer Policy                                                | Exhibit CP-12 |
| M. | 604 Access to Public Records                                         | Exhibit CP-13 |

Ms. Singh, seconded by Mrs. Maier, **made a motion to approve items A-M as presented. Role call:** Mrs. Brown, yes; Mr. Haytaian, yes; Dr. Gilly, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

#### **Foundation Director's Report**– *Samir Elbassiouny*

Mr. Elbassiouny provided the Trustees with an update on the 12<sup>th</sup> Annual Hall of Fame Recognition Dinner which will be held at the Hawk Pointe Golf Club on November 5<sup>th</sup>. He informed the Board that the 2022 inductees are Dr. Nicholas Avallone, Charles Fineran, Jr., Gary W. Gray, Paul Sterbenz, Carolyn Wolf, and Marie Maier, posthumously. Mr. Elbassiouny informed the Board that there will be a Foundation Alumni Award which will be presented to Jack Reinhard (Class of 2017), who is currently a new reporter for Channel 69. Mr. Elbassiouny let the Trustees know that the Foundation has already received a commitment for a \$10,000.00 sponsorship for the upcoming event.

Mr. Elbassiouny shared pictures of the 22 benches and signs that have been placed on the Community Trail to represent the 22 towns/municipalities in the county. He noted that each sign has the county seal and a town/municipality designation with room to add individualized plaques.

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

Dr. Austin reviewed the President's Report with the Trustees highlighting upcoming events including the Fall Balloon Festival September 23-25, FAA Drone Up- New England September 29-October 1, Fred Grotenhuis Flight Simulation Lab Dedication October 8, Dr. Joseph Warren Robotics Research Center Dedication October 12, Association of Community College Trustees Congress in NYC October 16-29, and the Warren County Hall of Fame November 5<sup>th</sup>.

Dr. Austin informed the Board that the spring 2023 FAA Drone Up event will be held at the College. He will be attending the fall event in Maine to see how it operates so the College can prepare for hosting the event in 2023.

Dr. Austin informed the Board that he is currently in the process of providing drone training for the New Jersey Transit department in East Orange.

- Textbook

Dr. Austin informed the Board that Embry-Riddle and the Warren UAS faculty have signed a contract to jointly write a textbook for drones to be published in February 2024 by a major publishing company (ASA).

### **College Report**

- Grants Update

Dr. Austin informed the Board that the College is working on multiple grant applications at this time. He noted that the eligibility criteria for specific grants have changed, moving to Title III eligible only schools. Dr. Austin let the Board know the College is working with a grant writer familiar with the process to complete an eligibility waiver for the College.

- ACCT Leadership Congress – *Dr. Austin*

Dr. Austin briefly discussed the upcoming ACCT conference which will be held in NYC October 26-29, 2022.

### **Executive Session**

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

At 6:59pm, Mrs. Maier, seconded by Mrs. Brown, made a **motion to exit Executive Session. The motion carried unanimously.**

### **Other Business:**

- President's Ball

Dr. Austin informed the board on reasons why the President's Ball would not likely meet its goals due to post-COVID realities and lost time to plan and execute an appropriate fundraising campaign, so at this time the event is cancelled.

- Trustee Request

Trustee Betti Singh asked the Trustees to consider a request from her to have her cremated remains buried in a biodegradable urn on college grounds under a newly planted tree. Mrs. Singh shared a letter from the Knoll-DeVoe Funeral Home outlining the legal and financial ramifications of her request.

Trustee Hayatian indicated that he would have a similar request to the Board when the time comes.

- Contemplation/Meditation Garden- Dr. Austin

Dr. Austin informed the Board that Trustees Singh and Hayatian shared independent requests with him. Based on their conversations, Dr. Austin reached out to Paul Sterbenz, Colliers Engineering & Design, to discuss installing a contemplation/meditation garden on college grounds that could be utilized. Dr. Austin discussed the proposed plan, noting that the garden would be located east of the café addition and adjacent to the Community Trail. The garden space would be open to the public.

The Board discussed the proposed plans, honoring future requests from the community, and how they would impact the College.

Mrs. Brown, seconded by Mrs. Maier, made a **motion to Approve a Resolution granting permission for Trustees Singh and Hayatian's interment of ashes on college grounds as presented. Role call:** Mrs. Brown, yes; Mr. Hayatian, yes; Dr. Gilly, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Mr. Schmidt, seconded by Dr. Lamonte, made a **motion Authorizing the Award of a Contract to Colliers Engineering & Design for Professional Services (FY23) as presented.** Role call: Mrs. Brown, yes; Mr. Haytaian, yes; Dr. Gilly, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

- Enrollment Update

Dr. Austin provided the Board with an update on fall enrollment numbers. He informed the Board that, as of today, fall enrollment is currently at 996 students. He noted that the College is likely up 1% in headcount and 2% already in credit hours.

- Exhibit OB-1

Dr. Austin discussed the rationale for an additional resolution needed for exterior painting of the Phillipsburg Education Center.

Mr. Schmidt, seconded by Mrs. Maier, made a **motion to Approve the Resolution Authorizing the Award of a Non-Fair and Open Contract for Exterior Painting of the Phillipsburg Education Center to Ryan Amato Painting LLC (Amato) (FY23)** Role call: Mrs. Brown, yes; Mr. Haytaian, yes; Dr. Gilly, yes; Ms. Gittins, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, 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

Mrs. Brown, seconded by Mr. Haytaian, **made a motion to adjourn at 7:15 pm. The motion carried unanimously.**

Respectfully Submitted,

  
Betti Singh, Secretary

Warren County Community College Trustees