



BOARD OF TRUSTEES
Commissioner's Meeting Room
Wayne Dumont Jr Building
MINUTES – February 11, 2024

Board Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 4:30 pm. The meeting was held in the Wayne Dumont Jr building at 165 County Route 519 Belvidere, NJ 07823, 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, Darnell Joyce, Ms. Maciag, Betti Singh, Peter Schmidt, Therese Steinhardt, and Yvonne Reitemeyer.

Others present included Dr. William Austin, President, Ms. Pratt VP Finance/CFO, Tony Perone, Samir Elbassiouny, Liam McManus, College Attorney Sarah Van Horn, Recording Secretary,

Approval of Budget

Mr. Schmidt, seconded by Ms. Maciag, made a **motion to Approve the FY25 Revised/FY26 Preliminary Budget. Roll call:** Mrs. Brown, yes; Mr. Joyce, Yes, Ms. Maciag, Yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Approval of Audit

Mr. Schmidt, seconded by Mrs. Steinhardt, made a **motion to Approve the FY24 Audit. Roll call:** Mrs. Brown, yes; Mr. Joyce, Yes, Ms. Maciag, Yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Approval of Minutes

Mr. Schmidt, seconded by Mrs. Steinhardt, made a **motion to Approve the minutes of the December 18, 2024, Regular Session Minutes. Roll call:** Mrs. Brown, yes; Mr. Joyce, Yes, Ms. Maciag, Yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Steinhardt, seconded by Mr. Schmidt, made a **motion to Approve the December 18, 2024, Executive Session #1 Meeting. Roll call:** Mrs. Brown, yes; Mr. Joyce, abstain; Ms. Maciag, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Mr. Schmidt, seconded by Mrs. Steinhardt, made a **motion to Approve the December 18, Executive Session #2 Minutes. Roll call:** Mrs. Brown, yes; Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Policy and Planning Committee (First Reading Policy)

Board Chair Mrs. Reitemeyer reviewed the reaffirmation of 104 Procedural Rules for Hearing Before County College Board of Trustees (Exhibit CP-1), and 202.3 Anti-Nepotism Policy (Exhibit CP-2). Mrs. Reitemeyer also read a new policy 606 Ethical Standards in Marketing and Recruitment (Exhibit Cp-3). Additionally, Mrs. Reitemeyer presented revisions to 201.7 Classification of Employment (Exhibit CP-4), and 201.15 Employee Background Investigation Policy (Exhibit Cp-5), to the board members. She noted there were no questions or concerns regarding these policies.

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 – K as presented:

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| A. December 2024 Financial Statement | Exhibit CFA-1 |
| B. President's Personnel Recommendations | Exhibit CO-1 |
| C. Resolution Authorizing the Award of a Non-Fair and Open Contract to Special Tent Party Rentals | Exhibit CO-2 |
| D. Resolution Authorizing the Award of a Non-Fair and Open Contract for Electrical Repairs and Installations to R.G Hoffman Electrical Contractors, LLC (FY25) | Exhibit CO-3 |
| E. Resolution Approving the Award of a Fair and Open Contract To Carolina Biological Supply CO (FY25) | Exhibit CO-4 |
| F. Resolution Authorizing the Award of a Bid Waiver to Steven Barclay Agency for Visiting Arts Series (FY25) | Exhibit CO-5 |
| G. Bev Graph LLC new lease March 1, 2025-February 28, 2026, \$1,230.00 per month | Exhibit CO-6 |
| H. 512 Public Access to Campus Facilities (First Read only) | Exhibit CP-6 |
| I. 301 Student Services | Exhibit CP-7 |
| J. 403.5 Credit by Examination | Exhibit CP-8 |
| K. Resolution to offer an Associate in Science in Unmanned Systems | Exhibit CP-9 |

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

Other Business, Announcements and Ad-Hoc Items**Motion Resolution Authorizing the Renegotiation of Professional Services Contract with Contract to CHP Communications for Media Spokesperson Consulting (FY25) (Exhibit OB-1)**

Mr. Schmidt, seconded by Mrs. Maciag, made a **motion to accept the Resolution Authorizing the Renegotiation of Professional Services Contract with Contract to CHP Communications for Media Spokesperson Consulting (FY25) (Exhibit OB-1)**

Roll call: Mrs. Brown, abstain; Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Singh, abstain; Mr. Schmidt, yes; Mrs. Steinhardt, abstain; Mrs. Reitemeyer, yes. The motion carried.

Motion to empower the President to compensate Andrew Bieniek for relocation expenses in the form of non-taxable expense reimbursement and or taxable stipend not to exceed \$5,000.00 (Exhibit OB-2)

Ms. Maciag, seconded by Mr. Schmidt, made a motion to accept the empower of the President to compensate Andrew Bieniek for relocation expenses in the form of non-taxable expense reimbursement and/or taxable stipend not to exceed \$5,000.00 (Exhibit OB-2)

Roll call: Mrs. Brown, abstain; Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Singh, abstain; Mr. Schmidt, yes; Mrs. Steinhardt, abstain; Mrs. Reitemeyer, yes. The motion carried.

Motion Resolution Endorsing the Middle States Self-Study Design Document (Exhibit MSA-1)

Ms. Maciag, seconded by Mr. Schmidt, made a motion to accept The Middle States Self-Design Documents (Exhibit MSA-1)

Roll call: Mrs. Brown, yes; Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, abstain; Mrs. Reitemeyer, yes. The motion carried.

Internal Auditors Report- Barbara Pratt

The Internal Auditors Report was presented by Ms. Pratt, who provided an update to the board on the FY24 audit. Ms. Pratt mentioned that everyone has a copy of the document (Exhibit CFA-3). Mrs. Steinhardt mentioned that it was very well written up and that Ms. Pratt did a great job on it. There were no questions or concerns raised by the trustees regarding the report.

Middle States- Barbara Pratt

Ms. Pratt provided the board with an update on the Middle States accreditation process. Ms. Pratt reviewed the self-study design document, noting that she had discussed the edits with faculty and staff members of the steering committee. Ms. Pratt also informed the board that the Middle States Liaison will visit the Washington Campus on April 1, 2025, at 10:00 am. Dr. Austin emphasized the importance of having as many board members as possible in attendance.

At 4:58 PM, the board meeting was paused to attend the Board of School Estimate Meeting, the meeting was resumed at 5:40 PM.

President's Report- Dr. Will Austin

Dr. Austin presented the President's Report, updating the board on his recent activities. He highlighted an upcoming event on February 19, 2025, where he will appear on Educationally Speaking on WRNJ alongside special guest Christian Di Spigna, author of Founding Martyr: The Life and Death of Dr. Joseph Warren, The American Revolution's Lost Hero. This special segment is part of the commemoration of the 200th anniversary of Warren County, a milestone he expressed great excitement for.

Dr. Austin reminded the board that the Middle States Liaison will visit on April 1, 2025, and emphasized the importance of having as many trustees in attendance as possible. He also noted that the Board Retreat is scheduled for Saturday, April 12, 2025. Additionally, Dr. Austin shared that he took vacation leave from January 2–13, 2025, and appreciated the break, particularly after the wave of drone sighting reports that kept everyone busy in December—an issue he is still receiving calls about. Providing a media update, Dr. Austin informed the board that the drone story has been widely covered by all major media outlets, including the Daily Record, Channel 69 News, USA Today (owned by Gannett, which operates 217 daily and 175 weekly newspapers), NJ.com, and Inside Edition. He also reviewed national media highlights from December 2024, which included coverage by ABC News, Fox & Friends, CNN (Jake Tapper, AC360, Newsroom), MSNBC, NewsNation (Ashleigh Banfield, Elizabeth Vargas), Newsmax (Shaun Kraisman, Emma Rechenberg), Sirius Radio (Michael Smirconish), The Guardian, and Business Insider. Dr. Austin noted that media interest continues to grow, with new requests coming in weekly—even leading to a mention on Late Night with Seth Meyers.

College Report- Dr. Will Austin

Sarah Van Horn informed the board about the required Ethics Documents, which include *Chapter 1: Organizational Policies*, *Anti-Harassment Policy*, and the *New Jersey Conscientious Employee Protection Act (Employer Policy)*. She requested that all board members review the materials and sign to acknowledge receipt of the packet. Sarah also noted that she would follow up in April with board members who were unable to attend the meeting to ensure they signed the acknowledgment.

Dr. Austin provided an update on the Contemplation Garden Dedication, stating that Samir will confirm a date, with April 12th—coinciding with the board retreat being the preferred option, ideally in the morning while taking a pause from the retreat. Additionally, Dr. Austin proposed an outdoor lecture space with installed benches. He mentioned that he would provide a site walkthrough to show board members the proposed location at the dedication.

Motion to Enter Executive Session (if needed)

At 5:30 PM, Mr. Joyce, seconded by Mrs. Steinhardt, made a **motion to enter the Executive Session**. The motion carried.

At 5:33 PM Mr. Schmidt, seconded by Mrs. Steinhardt, made a **motion to exit Executive Session**. The motion carried unanimously.

Comments from the Public

No comments from the public

Mr. Schmidt, seconded by Mrs. Steinhardt, made a motion to adjourn at 5:34 PM

Respectfully Submitted,

A handwritten signature in blue ink that reads "Betti Singh". The signature is written in a cursive style with a large, stylized 'B' and 'S'.

Betti Singh, Board Secretary
Warren County Community College Trustees