Warren Community College

BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – September 9, 2026

Board Chair Mrs. Nancy Brown 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. 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 Mr. Joyce, Dr. Lamonte, Mrs. Maier, Mrs. Mandry, Mrs. Singh, Mrs. Steinhardt, Mr. Warren, and Mrs. Brown.

Others present included Dr. William Austin, President, Ms. Barbara Pratt, Dr. Marianne Van Deursen, Mr. Samir Elbassiouny, Mrs. Stacy Mott, and Sarah Van Horn, Recording Secretary.

Approval of Minutes

Mrs. Steinhardt, seconded by Mr. Warren, made a **motion to Approve the minutes of the June 24, 2026, Board Session Meeting. Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, abstained; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mrs. Steinhardt, seconded by Mr. Schmidt, made a **motion to Approve June 24, 2026, Executive Session Minutes Roll call:** Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, abstained; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Presentation- *Dr. Will Austin*

Dr. Austin reported that there would be no presentation this month due to the length of the meeting. A presentation is planned for November. He provided a brief update regarding a project that the staff of WarrenUAS has been working on.

Policy and Planning Committee (First Reading Policy)

Board Chair Mrs. Brown reviewed the New, Revised, and Reaffirmed Policies. Mrs. Steinhardt reported that the Policy Committee met on September 1, 2026. The Committee presented the new Policy 407, Responsible Use of Artificial Intelligence in Institutional Operations and Academic Activities (Exhibit CP-1), which supports Policies 304.2 and 304.3 regarding standards of academic and community conduct.

Mrs. Steinhardt reported that CP-2 through CP-9 include revisions addressing clarification of responsibility, wording and spelling, responsible-party assignment, current practices, and equipment updates. The reaffirmed policy required review but no changes. CP-12 through CP-17 were reviewed and supported by the Committee, which recommended approval following revisions, review, and the reading conducted at the June meeting.

The Board discussed Policy 407 and the evolving use of AI in education. Discussion included the use of embedded AI tools, appropriate citation of AI-generated information, and faculty discretion regarding the use of AI within individual courses. Dr. Austin noted that the policy aligns with current accreditation standards and will likely require continued review as AI technology and practice evolve.

Mrs. Steinhardt thanked Dr. Lamonte and Mr. Warren for their input in the policy review process.

New (First Read)

- 407 Responsible use of Artificial Intelligence in Institutional Operations and Academic Activities — Exhibit CP-1

Revision

- 512 Security and Access to College Facilities — Exhibit CP-2
- 514.6 Weapons Policy — Exhibit CP-3
- 514.7 Emergency Notification Systems — Exhibit CP-4
- 514.8 Emergency Response and Evacuation Procedures — Exhibit CP-5
- 202.15.2 Appointment of Full-Time Employees to Adjunct Teaching Assignment — Exhibit CP-6
- 302.1 Admission into Credit Programs — Exhibit CP-7
- 406 Master Syllabus — Exhibit CP-8
- 102.19 Board Professional Service — Exhibit CP-9

Reaffirmed

- 512.1 Use of External Ground — Exhibit CP-10
- 514.9 Procedures for Designating and Training Campus Security Authorities — Exhibit CP-11

Consent Agenda

Chair Brown presented the consent agenda items A through N and asked if any items should be removed for further discussion. Mrs. Mandry recused herself from the roll call on **D to ensure no perception of conflict of interest in accordance with Board Policy**. Chair Brown conducted a separate roll call vote for Consent Agenda Items A, B, C, E, F, G, H, I, J, K, L, M, and N.

Motion to approve items A – O as presented:

A. July 2026 Financial Statement — Exhibit CFA-1

B. President's Personnel Recommendation — Exhibit CO-1

C. Resolution Authorizing the Award of A Non-Fair and Open Contract For Washington Snow Removal — Exhibit CO-2

~~D. Resolution Authorizing the Award of A Non-Fair and Open Contract For Phillipsburg Snow Removal — Exhibit CO-3~~

E. Resolution Authorizing the Award of a Bid Waiver for Professional Consulting Services from Darren Large for FY 2027 — Exhibit CO-4

F. Resolution Authorizing the Award of a Bid Waiver for Professional Consulting Services from Altivus Innovation, LLC for FY 2027 — Exhibit CO-5

G. Resolution Authorizing the Award of a Bid Waiver for Professional Consulting Services from Edward Celiano FY 2027 — Exhibit CO-6

H.	Strong and Healthy Minds, Strong and Healthy Women (SAHM SAHW) New Lease August 1, 2026 – July 31, 2027/$690 per month	Exhibit CO-7
I.	201.11.3 Appropriate use of WCCC Letterhead, Logo, Images and	Exhibit CP-12
J.	201.11.4 Reporting Institutional Forgery, Identity Misuse, and Suspicious Inquiries	Exhibit CP-13
K.	602 Public Relations Event Plan/Schedule	Exhibit CP-14
L.	201.11 Code of Ethics for College Employees	Exhibit CP-15
M.	509 Tobacco Products	Exhibit CP-16
N.	511 Unaccompanied Children Policy	Exhibit CP-17

Mrs. Mandry removed herself from the vote.

Mr. Joyce, seconded by Mrs. Singh, made a **motion to Approve Consent Agenda Item D only as presented. Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes, Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mrs. Mandry returned for voting in consideration of the remainder of the items.

Mrs. Singh, seconded by Mrs. Mandry, made a **motion to Approve Consent Agenda Items A, B, C, E, F, G, H, I, J, K, L, M, and N only as presented. Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes, Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

President's Report- *Dr. Will Austin*

Dr. Austin reviewed the College Mission and Goals and Strategic Plan (Exhibit PR-1). He noted that the College's mission and strategic goals are reviewed annually in September and reported that progress has been made toward several of the goals. A more detailed update regarding the implementation of strategic goals will be presented in November.

Dr. Austin reminded the Board that the Middle States visiting chair is scheduled to visit the College on October 28th and asked Trustees to keep the date available for possible participation.

Dr. Austin provided an enrollment update. He noted that enrollment results were better than previously anticipated, although overall enrollment continues to decline as part of the shrinking demographic slope of college aged students. He reported that the College has established an Enrollment Management Task Force and developed an Enrollment Management Plan. The College will continue to evaluate recruitment strategies in response to changing demographics and will place additional emphasis on reaching working-age adults who may benefit from educational and career opportunities.

Dr. Austin reviewed the Annual Trustee Self-Evaluation Exercise Survey with the Board. Trustees were asked to evaluate the Board's effectiveness and identify areas where additional information, discussion, or improvement may be beneficial. The survey results will assist in developing future Board retreat topics and agendas.

College Report- *Dr. Will Austin*

Mrs. Brown presented the Warren County Community College Strategic Leadership Succession Plan 2026-2033 (Exhibit CR-1). The motion carried.

Mrs. Mandry, seconded by Mr. Warren, made a **motion to approve the Warren County Community College Strategic Leadership Succession Plan 2026-2033 (Exhibit CR-1). Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mrs. Brown presented the Warren County Community College Board of Trustees Succession Plan 2026-2033 (Exhibit CR-2). The Board discussed the Trustees' appointment process and current vacancies. Dr. Austin noted that Trustees' appointments are made by the appropriate appointing authorities and that the succession plan assists in identifying areas of experience and expertise that may be beneficial to the Board.

Mrs. Singh, seconded by Mrs. Mandry, made a **motion to approve the Warren County Community College Board of Trustee Succession Plan 2026-2033 (Exhibit CR-2). Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mrs. Brown presented the Warren County Community College Board of Trustees Annual Calendar of Business FY 2027 (Exhibit CR-3). The motion carried.

Mrs. Singh, seconded by Mrs. Steinhardt, made a **motion to approve the Warren County Community College Board of Trustees Annual Calendar of Business FY 2027 (Exhibit CR-3). Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mrs. Brown presented Policy 403.4, transfer Policy (Exhibit CR-4), for the first reading. Mrs. Pratt noted that the proposed revisions update accreditation references and include information regarding the transfer of military credits. No action was required, as this was the first reading.

Mrs. Brown presented (Exhibits CR-5 and CR-6). It was explained that the reclassification of Phillipsburg was due to the level of dual enrollment activity at the two locations.

Mrs. Steinhardt, seconded by Mr. Joyce, made a **motion to approve the Reclassification of Phillipsburg High School and Warren Hills Regional High School from Education Site to Additional Locations (Exhibit CR-5 and CR-6). Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Internal Auditors Report- *Ms. Pratt*

Ms. Pratt presented the Internal Audit Report, which was included in the Board Packet (Exhibit IAR-1). She reported that the annual review had been completed and that the College received a favorable assessment based on the required indicators. The report was presented for information purposes only.

Middle States- *Ms. Pratt*

Ms. Pratt provided a Middle States update and discussed developments related to the short-term workforce training and micro credential program. She noted that a medical assisting program being developed through a workforce initiative could potentially compete with the College's Medical Assisting Program.

Dr. Van Deursen discussed concerns regarding shorter-term medical assisting programs and emphasized the importance of appropriate training, accreditation, and preparation for employment in healthcare settings. She noted that Warren County Community College's Medical Assisting Program consists of 760 hours of training, is accredited, and has established a strong reputation among area employers.

The Board discussed the potential impact of short-term workforce programs on the College's Medical Assisting Program and the importance of maintaining appropriate educational and professional standards.

Ms. Pratt provided an update on the Middle State Self-Study Draft, noting that it remains a work in progress and currently addresses five of the seven standards. The remaining standards addressing student services and finance are being finalized. The Self-Study Committee continues to review and refine the document and supporting materials to demonstrate compliance with all seven standards.

Ms. Pratt reported that Dr. Butler, the Middle States visiting chair, is scheduled to visit the College on October 28th. During the visit, Dr. Butler will meet with the Board of Trustees, the Self-Study Committee, students, employees, and faculty to discuss the Self-Study. Supporting documentation and appendices will be uploaded electronically for review by the visiting team in preparation for the spring accreditation visit.

Trustees were encouraged to review the draft and provide any comments or corrections. Dr. Austin reminded the Board to focus on its governance and policy-level responsibilities during the Middle State visit while demonstrating its knowledge of the College.

Ms. Pratt stated that feedback from the October visit will be incorporated into the Self-Study. A more complete draft is expected to be presented to the Board in December, with submission of the final materials anticipated in February in preparation for the spring visit.

Foundation Report- *Mr. Elbassiouny*

Mr. Elbassiouny provided an update on the Foundation's financial position, reporting approximately $1.28 million in investments and approximately $180,000 in the operating account. Mr. Elbassiouny reported that the Foundation continues to identify potential funding sources and projects that may qualify for Foundation or grant support. Efforts are also underway to identify individuals and organizations that may support the College through scholarships, facility improvement, naming opportunities, and other initiatives.

Mr. Elbassiouny discussed the possibility of rescheduling the Hall of Fame event to April, with the date to be determined based on scheduling and planning considerations. The Board considered the appointment of Daniel Birnbaum, Alyson Zaycer, William Clifford, and Laurie Nelson.

Mrs. Maier, seconded by Mrs. Mandry, made a **motion to Appoint Foundation Directors from September 2026 until 2029. Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Motion to Enter Executive Session

At 7:42 PM, Mrs. Singh, seconded by Mr. Joyce, made a **motion to enter Executive Session.** The motion carried.

Dr. Austin excused himself from the Executive Session at 7:57 PM. Rejoined at 8:10 PM

At 8:26 PM, Mrs. Steinhardt, seconded by Dr. Lamonte, made a **motion to exit Executive Session. The motion carried unanimously.**

Other Business, Announcements, Ad-Hoc Actions, and Actions required since Committee Meeting

Dr. Austin noted that the regularly scheduled November 11, 2026 Board meeting falls on Veterans Day and presented November 18, 2026 as an alternative meeting date.

Dr. Lamonte, seconded by Mrs. Mandry, made a **motion to Approve moving the Warren County Community College Board of Trustees meeting to November 18, 2026. Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Dr. Austin presented the Resolution Authorizing a One-Time Bonus Payment to The Grant Lab for Professional Consulting Service in FY 2026 (Exhibit OB-1).

Mrs. Steinhardt, seconded by Mrs. Singh, made a **motion to Approve the Resolution Authorizing a One-Time Bonus Payment to The Grant Lab for Professional Consulting Service in FY 2026 (Exhibit OB-1). Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Dr. Austin presented the Warren County Community College President's Employment Agreement Amendment F: Pension Corrective Action (Exhibit OB-2).

Mrs. Steinhardt, seconded by Mrs. Singh, made a **motion to Approve the Warren County Community College President's Employment Agreement Amendment F: Pension Corrective Action (Exhibit OB-2). Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Dr. Austin presented the Resolution Authorizing the Award of A Non-Fair and Open Contract to WRNJ for Advertising & Media Relations (FY27).

Mrs. Steinhardt, seconded by Mrs. Singh, made a **motion to Approve the Resolution Authorizing the Award of A Non-Fair and Open Contract to WRNJ for Advertising & Media Relations (FY27) (Exhibit OB-3). Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Mandry, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Dr. Austin provided an update on the College's Facilities Master Plan. He noted that the plan is required as part of the Middle States accreditation process and is expected to be presented to the Board in November or December. He discussed facility limitations at the College's location and noted that the plan will focus primarily on internal facility needs and alignment with the College's deferred maintenance plan.

Dr. Austin also discussed the College's future architectural and engineering needs and indicated that the Board may be asked to consider the appointment of additional architectural and engineering firms in November.

Comments from the Public
N/A

Mr. Joyce, seconded by Mrs. Mandry, made a motion to adjourn at 8:37 PM

Respectfully Submitted,

Marybeth Maciag

Marybeth Maciag, Board Secretary
Warren County Community College Trustees