

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

June 25, 2019

**Brookdale Community College
Warner Student Life Center
765 Newman Springs Rd.
Lincroft, NJ 07738**

- A. Chair Abby-White called the meeting to order at 5:30 P.M, she read the mission of the college. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
 - 1. On June 19, 2019, at 7:45 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed
	Ms. Suzanne Brennan, Vice-Chair (5:50 PM)	Mr. Joey Stoner
	Ms. Victoria Cattelona, Graduate Trustee	Dr. Yesenia Madas
	Dr. Hank Cram, Trustee	Dr. Nancy Kegelman
	Mr. Paul Crupi, Trustee	Ms. Joan Scocco
	Ms. Madeline Ferraro, Trustee	Dr. William Burns
	Ms. Barbara Horl, Trustee (5:40 PM)	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Mr. Ed Johnson
	Dr. David M. Stout, Secretary	Ms. Kathy Kamatani
	Ms. Marta Rambaud, Trustee (5:50 PM)	Ms. Bonnie Passarella
	Dr. Les Richens, Trustee	Dr. Anita Voogt
Absent	Mr. Dan Becht, Trustee	Ms. Cynthia Gruskos, Recorder
	Ms. Latonya Brennan, Trustee	
		Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda for Public Business Meeting</p>	<p>A motion to adopt the meeting agenda was made by Trustee Crupi and seconded by Trustee Ferraro.</p> <p>Motion passed unanimously.</p>	
<p>Recognition of Trustee Cattelona –</p> <p>Chair Abby-White recognized the work of Graduate Trustee Cattelona. She will continue to serve as a member of the Private Public Partnership Ad-Hoc Committee.</p> <p>Dr. Stout read the board resolution recognizing her accomplishments during her year of service to the Board of Trustees (Attachment A).</p>		
<p>President’s Report</p> <p>A. Freeholder Support – Dr. Stout expressed appreciation to the Board of Chosen Freeholders for their Chapter 12 support, which has allowed for significant capital improvements this year and will allow for an additional \$7 million dollars of capital improvements for this upcoming fiscal year. Freeholder Lillian Burry addressed the College and provided information on the Freeholder Scholarship program which provides financial support to Brookdale graduates when they transfer to Monmouth University. She stated that the goal of the scholarship program is to keep Brookdale graduates in Monmouth County.</p> <p>B. CCOG Program Presentation – Mr. Ed Johnson provided a presentation on the \$250,000 Community College Opportunity Grant (CCOG) which was awarded by the state to be used to increase recruitment outreach, retention, and innovative approaches that support student success. He provided information on the different initiatives that were supported by the grant and utilized this year, including the FASFA Coaches, Student Success Navigators, the FAFSA online signature, the Career Studio, funding for the PACE Campus Climate Survey, SEO optimization, and support of Communications and Marketing Campaigns. In addition, in May 2019, the state awarded an additional \$300,000 of financial awards to Brookdale students.</p> <p>C. Recognition of Brookdalians –Dr. Stout recognized Brookdalians who were instrumental in the collective effort to support our enrollment initiatives, our many capital improvement projects, and reaccreditation of the Police Department, the Radiologic Technology program, and the Automotive Technology program. He brought to the attention of the Board the noteworthy recent accomplishments of our students.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. <p>A. Adoption of Consent agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Crupi and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	
<p>Reports from Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – Trustee Kaufmann reported on the Finance & Facilities meeting on June 18.</p> <ol style="list-style-type: none"> Monthly Reporting – He highlighted the following: <ul style="list-style-type: none"> FY19 revenue and expenses are as projected The review of the monthly check register has been reinstated. The committee reviewed the FY20 ASBCC budget and it is up for consideration this evening. The committee reviewed the 33 recommended HR recommendations. 2 grant applications in the amount of \$917,000 with matching funds of \$181,000 were reviewed. The committee reviewed a new procedure/policy for the request for cash reserve funds transfer to operating funds which is still being developed. Update on Capital Projects – Mr. Rooney referred to their June 12 report. He provided the following updates to his report: <ul style="list-style-type: none"> LED Lighting Upgrade – 80% complete and on schedule to be completed by end of August. LED Lighting for CVA and Children’s Learning Center – July award expected Sewer Ejector Pumps MAN/CAR/Library – July award expected Athletic Fields - Soil testing completed and significant earth moving for baseball and softball fields expected. They will be upgrading the irrigation system. They expect to complete the project in the fall and the fields may be playable in the spring. The Partial Roof Replacement and Repair– Recommendation to award to Integrity Roofing The SLC Sewer Ejector Pumps – July award expected – critical project ADA Door Replacement – July award expected ATEC Retaining Wall – July award expected OIT Switch Room – to be completed by the end of the month Sidewalk and Curb Replacement – July 15 Bid Opening – and recommendation on July 16 Wall Building – Spiezle completing their plans and specifications for the sound barrier and the Acoustic Engineer indicated that the sound barrier will bring the noise level down below the Wall Township noise ordinance. 		

- B. Audit Committee** –Trustee Rambaud reported on the meeting held on June11 She highlighted the following:
1. The External Audit Firm reported on their plan for the financial audit; field work is tentatively scheduled to be completed by the end of October, to allow for approval in November, as the Board may not have a meeting in December.
 2. No activity on the Ethics Hotline to be reported.
 3. Overview of Internal Audit results were reviewed for the Accounts Payable and Purchasing, Credit Card, and Travel Expenditures audits. All were followed up by management and corrective actions are ensuing.
 4. The Audit committee recommends moving forward with an Internal Audit RFP.
- C. Student’s Perspective** – Trustee Cattelona reported on the following:
1. **Community Involvement** - She met with local politicians to advocate for the needs of the College. She attended the launch of Monmouth Acts on June 11. She offered to continue to work with the College and would like to stay involved. She announced that she has decided to be a teacher and will be sending her students to Brookdale Community College. She expressed gratitude to be part of the Brookdale family.
 2. **Enrollment Report** – She reviewed the Enrollment Report she submitted on May 8. She wrote the report to provide recommendations to increase enrollment, address challenges and recognize the progress the College has made.
- D. New Jersey Council of County Colleges (NJCCC)** –Trustee Horl reported on the NJCCC meeting held on June 17. A pre-meeting was held to review the Vision 2028 – Framework of NJ Community Colleges report. She described the report’s priorities. She reported at the regular meeting the 2020 NJCCC’s budget was discussed and the remainder of the time was spent on discussing the state budget.
- E. BCC Foundation-** Dr. Stout shared the Foundation report. (*Attachment B*)

Public Comment on Agenda Items –

Mr. Jack Ryan – English Faculty - Mr. Ryan suggested the recording of the Public Business Meeting be available on the website. He also requested to have a detailed agenda made available 24 hours in advance of the meeting on the website .He gave credit to the Success Starts at Brookdale campaign to Frank Lawrence and the implementationto BTV.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Public Business Meeting Minutes – May 29, 2019	A motion to approve the minutes from the public business meeting held on May 29, 2019 was made by Trustee Richens and seconded by Trustee Rambaud. Motion passed.	

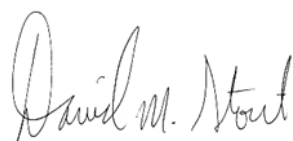
<p>Executive Session Minutes – May 29, 2019</p>	<p>ABSTENTIONS: Trustees Cram, Crupi, and Ferraro</p> <p>A motion to approve the executive session minutes from the meeting held on May 29, 2019 was made by Trustee Richens and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Cram, Crupi and Ferraro</p>	
<p>Topic and Discussion</p>	<p>Votes Taken</p>	<p>Action and Follow-up Actions</p>
<p>Consent Agenda</p> <p>A. Human Resources Recommendations</p> <p>B. Application of Grants NJ Department of Labor and Workforce Development, Integrated Adult Basic Skills, English Literacy and Civics Education Grant Program</p> <p>NJ Department of Education, Career and Technical education (CTE) Certificate of Eligibility Educator Preparation Program</p> <p>C. Acceptance of Gifts Donation of Photography Equipment</p> <p>D. Purchases in Excess of \$35,300 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>E. Monthly Financial Reports</p>	<p>A motion to approve the consent agenda was made by Trustee Horl and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Suzanne Brennan, Cattelona, Cram, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of the FY20 Associated Students of Brookdale Community College (ASBCC) Budget</p>	<p>A motion to ratify the FY20 Associated Students of Brookdale Community College Budget by Trustee Richens and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Suzanne Brennan, Cattelona, Cram, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Lodging of Revised By-Laws</p> <p>No discussion.</p>	<p>A motion to lodge revised by-laws was made by Trustee Horl and seconded by Trustee Ferraro.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Suzanne Brennan, Cattelona, Cram, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

<p>Public Comment</p> <p>Mr. Jacobs read the public comment statement.</p> <p>Ms. Anne Marie Sparaco, Director Special Projects – She thanked the Board for their recognition. She wanted to recognize Mike Naparolo, Michelle Branagan and Chris Otis for their unconditional support on a daily basis for assisting in moving the Chapter 12 projects forward.</p> <p>Mr. Tom Brennan, Radio Station Manager – He reported that they were \$1000 away from reaching their financial goals. He also provided information on their efforts to extend their reach into Western Monmouth and to attract a wider audience. In addition, he noted that in 2002 the Radio Station was also instrumental in implementing the Success Starts at Brookdale marketing campaign</p> <p>Ms. Meg Natter, Institute Dean - Humanities – She invited the Board to attend the free Shakespeare on the Lawn production of, Merry Wives of Windsor, starting July 11.</p> <p>Dr. Stout thanked the Radio Station for taking their financial charge seriously.</p>		
<p>Old/New Business</p> <p>Chair Abby-White announced the Finance & Facilities meeting will be made a public meeting to allow the approval of 3 to 4 time sensitive awards for capital improvements.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Resolution to Hold a Closed Meeting</p> <p>Mr. Jacobs read the resolution to hold a closed session. (Attachment C)</p>	<p>A motion was made to approve the resolution to hold an executive session by Trustee Horl and seconded by Trustee Ferraro.</p> <p>Motion passed unanimously.</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adjournment –</p> <p><i>The meeting was adjourned at 7:25 p.m.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

RESOLUTION

WHEREAS, Ms. Victoria Cattelona served with distinction as Graduate Trustee on the Brookdale Community College Board of Trustees from July 1, 2018 to June 30, 2019; and

WHEREAS, Ms. Cattelona’s leadership skills were noted immediately, and she was appointed as the Chair of the Ad-Hoc Private Public Partnership Committee, and in addition, served as a valuable member of the Audit, Governance, By-Laws, and Student Success & Educational Excellence Committees; and

WHEREAS, Victoria served as a spokesperson for the college at our Spring Open House and her “Why not Brookdale” speech encouraged students seeking an affordable quality education to consider Brookdale Community College as their number one choice; and

WHEREAS, Ms. Cattelona has a strong interest in political science, and while studying at Columbia University, shared her knowledge as a panelist at the Annual Conference of the Center for Civic Engagement and represented the College during our Congressional visit in Washington D.C.; and

WHEREAS, she distinguished herself by her active participation in Board discussions; and her valued suggestions, and comments were gratefully received by the Board; and

WHEREAS, Ms. Cattelona recognized the value of board engagement and professional development, and attended the ACCT Leadership Conference, ACCT Legislative Summit, and the annual Board Retreat; and

WHEREAS, she actively engaged in the Middle States Commission on Higher Education’s Monitoring Visit; and

WHEREAS, Ms. Cattelona regularly sought out opportunities to continue to engage with our current student body and met with our Student Life Board on many occasions, and attended numerous student events; and

WHEREAS, she brought to the Board her first-hand knowledge and experience she gained during her tenure as a Brookdale Student and regularly provided a report on the student’s perspective; and

WHEREAS, Ms. Cattelona was an active and dedicated member of the Brookdale Community College Board of Trustees, and upheld the highest standards of personal and professional integrity as a board member; and

WHEREAS, Ms. Cattelona has earned the respect and admiration of the college community and the members of the Brookdale Community College Board of Trustees; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College extends to Victoria Cattelona its sincere appreciation for her steadfast service to the Board of Trustees, college community, and its students; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Cattelona so that she can have a permanent reminder of the high esteem she has earned among her colleagues.

David M. Stout
President

Tracey Abby-White
Chair

Brookdale Foundation and Brookdale Alumni Association Update June 2019

The Brookdale Foundation received a \$20,000 grant from the Stone Foundation of New Jersey. This unrestricted gift is for general operations “to be used as you see fit.”

The Foundation will use the \$2,500 grant it received from the Jay and Linda Grunin Foundation to engage the services of a consultant to work with the Board on enhancing its fundraising footprint. A workshop will be held sometime in July.

The Foundation will host an orientation for new Trustees in July.

The Foundation and the Alumni Association are working with our auditors, O’Connor & Drew, P.C. to facilitate the audit fieldwork for the FY19 audit drafts.

The Foundation has submitted an application to the Monmouth Park Charity Fund to receive funds for Joan Litwin Memorial Nursing Scholarships for FY20.

Foundation Trustees reappointed for three-year terms are:

- ✓ Karen Escobedo , Manager Community Outreach, New Jersey Natural Gas
- ✓ James McNamara, VP Ticket sales & Service, Lakewood Blue Claws
- ✓ Tina Munson, Partner, Lomurro Law
- ✓ Bill Toms, The Toms Professional Group, LLC
- ✓ Carmen Penta, Partner, Addeo, Polacco & Penta, LLC
- ✓ Dave Chapman, CEO, The Royal Crown Group

Trustees Rotating Off the Board

- ✓ Brian Burriss
- ✓ Bob Honecker, Jr.

The Foundation Board now has 36 Trustees with a greater mix of people by profession, age, gender, ethnicity and skill sets.

Finally, a reminder that the 40th Annual Education Open Golf Outing is on September 26. A letter and brochure will be mailed this week.

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that 4 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **June 25, 2019 at approximately 7 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

RESOLUTION
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"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body.(labor negotiations)

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is: _

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is:, **contract negotiations with Monmouth Ocean Foundation For Children; potential litigation regarding construction issues at the Wall Campus, and contract negotiations with Rutgers.**

"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is:

"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is a

WHEREAS, the length of the Executive Session is estimated to be 60 minutes after which the public (select one) meeting of the Brookdale Community College Board of Trustees shall reconvene and immediately adjourn or reconvene and proceed with business where formal action may be taken.

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Brookdale Community College Board of Trustees hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed; and

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall post this Resolution on the Board website and furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.