

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

December 17, 2019

**Brookdale Community College
1 Crown Plaza
Rooms 102 & 103
Hazlet, NJ**

- A. Chair Abby-White called the meeting to order at 5:30 P.M. 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:

On December 12, 2019 at 11:30 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
	Mr. Dan Becht, Trustee (6:15 PM)	Dr. Yesenia Madas Dr. Nancy Kegelman
	Ms. Latonya Brennan, Trustee*	Dr. Joan Scocco
	Ms. Suzanne Brennan, Trustee (6:30 PM)	Ms. Patricia Sensi
	Dr. Hank Cram, Vice-Chair	Mr. Ed Johnson
	Mr. Paul Crupi, Trustee (5:45 PM)	Ms. Kathy Kamatani
	Ms. Lauren Deinhardt, Trustee	Dr. William Burns
	Ms. Barbara Horl, Trustee	Ms. Bonnie Passarella
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Ms. Teresa Manfreda
	Ms. Marta Rambaud, Trustee	
Absent	Ms. Madeline Ferraro, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Les Richens, Trustee	
College Counsel	Mr. Sean Kean, Esq., General and Labor Counsel	Mr. Ray Savacool, T & M Associates, Engineer of Record

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 Horl and seconded by Vice-Chair Cram.</p> <p>Motion passed unanimously.</p>	
<p>President’s Report</p> <p>A. Recognition of Women’s Soccer Team – Dr. Stout recognized the Women’s Soccer Team for winning the Garden State Athletic Championship, Region IX championship, placing 3rd nationally and earning the sportsmanship award at the National Conference. Six of the players earned all-region and all-conference honors. Certificates of commendation were presented to each of the players and their coaches. Athletic Director Amundson thanked the Board of Trustees and the campus community for their support. She highlighted the team’s accomplishments on and off the field.</p> <p>B. Dr. Stout recognized the following staff and faculty who are retiring between July 1 and December 30, 2019: Professor Barbara Gonas, Kim Heuser, Michael Hargrave, Paulette Walker, and Professor Linda Wang. He thanked them for their dedication to the college throughout their years, for their service and for keeping student success first in their minds.</p>		
<p>Review and Adoption of Consent Agenda</p> <ul style="list-style-type: none"> • <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Adoption of Consent agenda - Chair Abby-White announced that an addendum to the Purchases in Excess of \$36,400 (Attachment A) was added today to award a purchase of internal auditing services. The addendum was added to Boardmax and provided tonight.</p>	<p>A motion to adopt the revised consent agenda was made by Trustee Horl and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – December 11, 2019 – Trustee Kaufman provided his report on the Finance & Facilities meeting held on December 11, 2019. He highlighted the following:</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
----------------------	-------------	------------------------------

1. Based on the college’s financial reporting as of October 31, 2019 the college is on budget.
2. Update on Capital Projects – Mr. Savacool provided an update on the report provided in the packet.

B. Audit Committee – December 16, 2019 – Trustee Rambaud reported on the Audit meeting held on December 16. She highlighted the following:

- a. The External Audit firm, O’Connor and Drew presented and reviewed the external financial audit. The committee recommends the approval of the audit.
- b. The Audit Committee reviewed the recommendation by the Administration and the President for the selection of the internal audit firm for the internal audit function for the remainder of the fiscal year. The committee recommends the approval of the firm selected and it has been added as an addendum (**Attachment A**) to the Agenda for Purchases in Excess of \$34,600.
- c. The committee reviewed the Hotline reports for the past 2 months and they were answered appropriately.
- d. The State Audit is ongoing and is expected to continue for 2 more months.

C. Student’s Perspective – Trustee Deinhardt reported on students complaining of unheated rooms in Larrison Hall which she brought to the attention to Dr. Stout and the issue has been resolved. She expressed interest in writing articles for the student paper to provide information to the student body on college strategic initiatives and partnerships approved by the Board of Trustees. The Board supported her request. Each article will be approved by Dr. Stout prior to submission. She is continuing to meet with students to discuss their concerns.

D. BCC Foundation – Dr. Stout reported on behalf of the Foundation. He reported on the results of the Invest in Student Success campaign, the call for nominations for Distinguished Alumni, Honorary Degree and Barringer Award, approval of the Foundation’s audit and Alumni Association’s audit.

E. Public Private Partnership Committee – December 16, 2019 – Chair Abby-White reported on the meeting held on December 16, 2019. She reported that the meeting was a brainstorming meeting which resulted in 60 potential partnerships or relationships to be developed. Dr. Voogt will share the list with the committee and the committee members will take ownership of certain partnerships and be responsible for driving the partnerships forward. The next meeting will be held at 8:30 AM.

Public Comment on Agenda Items –

Nicholas Picarello, Former Health Science Student - He commented that his appearance at the Board of Trustees meeting on November 19, 2019 and comments were not included in the minutes.

Ms. Gruskos explained that the November 19, 2019 minutes reflect his appearance and comments and once they are approved this evening, they will be uploaded to the college website.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Public Business Meeting Minutes – November 19, 2019</p> <p>Executive Session Minutes – November 19, 2019</p>	<p>A motion to approve the minutes from the public business meeting held on November 19, 2019 was made by Vice-Chair Cram and seconded by Trustee Deinhardt.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Crupi</p> <p>A motion to approve the executive session minutes from the meeting held on November 19, 2019 was made by Trustee Rambaud and seconded by Vice-Chair Cram.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Crupi</p>	
<p>Consent Agenda</p> <p>A. Human Resources Recommendations-</p> <p>B. Confidential Non-represented & Executive Compensation – FY20</p> <p>C. Acceptance of Gifts</p> <p>D. Approval of Budget Modification to the New Jersey Department of Education, Office of Career Readiness</p>	<p>A motion to approve the consent agenda was made by Trustee Horl and seconded by Trustee Deinhardt.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, and Chair Abby-White</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>E. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>F. Open Invoice Payment Requests for Vendors, Students and Employee Payments</p> <p>G. Monthly Financial Dashboards</p>	<p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Second Amendment to Lease Agreement with New Jersey City University</p>	<p>A motion to approve the Second Amendment to Lease Agreement with New Jersey City University was made by Trustee Rambaud and seconded by Trustee Crupi.</p> <p>YES: Trustees L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Acceptance of FY19 Financial Audit</p>	<p>A motion to accept the Fiscal Year 2019 financial audit ending June 30, 2019 was made by Trustee Rambaud and seconded by Trustee Crupi.</p> <p>YES: Trustees L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Rambaud, and Chair Abby-White NO: None ABSTENTIONS: None	
Approval of Revised Policy 6.3000 Student Conduct	A motion to approve revised Policy 6.3000 Student Conduct was made by Trustee Crupi and seconded by Trustee Rambaud. YES: Trustees L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, and Chair Abby-White NO: None ABSTENTIONS: None	
Public Comment Mr. Kean read the public comment statement. No public comment was made.		
Old/New Business No old or new business was discussed.		
Recess for Dinner – A motion to recess for dinner was made by Trustee Horl and seconded by Trustee Rambaud. Motion passed unanimously. Chair Abby-White call the meeting to order at 6:50 PM.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
----------------------	-------------	------------------------------

Workshop on Enrollment

A. Enrollment Projections – Dr. Laura Longo, Director, Institutional Research & Evaluation presented on the enrollment projection process utilized to determine projected enrollment in FY21.

B. FY21 Budget Models – Ms. Teresa Manfreda, Interim Vice President Finance & Operations reviewed FTE Enrollment projection for FY21 and the preliminary projection is a -5.7% decline which would result in a Full Time Equivalent (FTE) of 7,589 students. The result in the decline in enrollment will result in a decline of revenue of \$2.5 million if tuition and fees stay flat. The operational budget has been reviewed and as a result the total expenditures initially identified are \$77,900,432, which includes a \$1 million in a general wage increase. She reviewed 3 budget models which assumes no change in state or county funding, no change in the general service fee and possible tuition increases. She reviewed the projected results of no tuition change, and a \$3 tuition increase and a \$10 tuition increase. Ms. Manfreda will continue to work with the Administration to reduce operational costs.

- a. Model 1 - No tuition change; Net Deficit - \$2,264,961
- b. Model 2 - \$3.00 increase of tuition; Net deficit - \$1,451,760
- c. Model 3 - \$10.00 increase of tuition; Net surplus - \$316,780.

Compliance with the new legislation to improve transparency of tuition and fees was discussed. In response to the enrollment projection the Board of Trustees discussed strategies to confront the decline in high school students, a growing aging population in Monmouth County, a declining High School yield, a decline in Full Time students, a rising Hispanic population and the inverse relationship between a strong economy and enrollment. A summary of the suggestions to address the enrollment decline follows:

1. Drill down into the aging population and identify where they live in the County. Develop educational programs to attract this population and identify where to hold classes.
2. Create opportunities for the ageing population to give back to Brookdale through planned giving.
3. Determine who are our competitors are and compare their tuition and total fees.
4. Identify strategic initiatives to invest in which will improve retention rates and increase enrollment. Examples of initiatives included, student advising, Continuing and Professional Studies, and a virtual reality lab.
5. Improve marketing of our current offerings.
6. Evaluate financial benefits of leasing or owning property.
7. Reevaluate our physical locations.
8. Decrease the stigma of attending community college within the County.
9. Survey guidance counselors to determine why students don't choose Brookdale.
10. Provide informative conversations with parents on reducing student debt by attending Brookdale.
11. Target High Schools with large Hispanic populations.
12. Differentiate ourselves.
13. Look at strategies to serve underserved populations and address remediation needs of students.
14. Improve graduation rates of current students.
15. Survey the educational needs of our current students to ensure we are meeting their needs today and our future students.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>At the conclusion of the discussion, Chair Abby-White requested that the following items be discussed in January:</p> <ul style="list-style-type: none"> • Review results of the student survey • Revisit our physical locations • Review strategic plan <p>Dr. Stout suggested that the Admission Office Activities for Fall 2019 through Spring 2020 be provided for the Board’s review.</p>		
<p>Resolution to Hold a closed Meeting Executive Session was not held.</p>		
<p>Adjournment Meeting adjourned at 8:44 PM.</p>	<p>A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	