

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

January 28, 2020

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

- A. Chair Abby-White called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance. Chair Abby-White read the mission of the College.

- 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	Dr. Yesenia Madas Dr. Nancy Kegelman
	Ms. Latonya Brennan, Trustee	Dr. Joan Scocco
	Dr. Hank Cram, Vice-Chair	Mr. Ed Johnson
	Mr. Paul Crupi, Trustee	Ms. Kathy Kamatani
	Ms. Lauren Deinhardt, Trustee	Dr. William Burns
	Ms. Madeline Ferraro, Trustee	Ms. Patricia Sensi
	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	
	Dr. Les Richens, Trustee	
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Suzanne Brennan, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	Mr. Ray Savacool, T & M Associates, Engineer of Record
	* participated via conference call	

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 Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
<p>Signing of New Jersey City University Lease Agreement</p> <p>Dr. Henderson, President of New Jersey City University (NJCU), joined Dr. Stout in a signing of the Board approved second amendment to the lease agreement, which extends NJCU’s lease for an additional 18-month period commencing July 1, 2020 and ending December 31, 2021. The lease amendment includes classroom space on the Lincroft Campus and additional evening classes at the Wall West Building.</p> <p>Dr. Henderson addressed the Board, and commented on our future partnership with NJCU at Ft. Monmouth. She remarked on her interest in collaborating on athletics and a 3 + 2 program which will allow students to complete 3 years at Brookdale and finish their last 2 years at NJCU with a Masters degree</p>		
<p>President’s Report</p> <p>A. Friends of Lifelong Learning –Carol Smith, the founder of Friends of Lifelong Learning, which is a volunteer advocacy group, described their mission to support, promote, enhance and preserve lifelong learning at Brookdale. She shared the group’s efforts to improve marketing of the programs, introduce new programs/trips and introduce a wellness campaign which is focused on the mind.</p> <p>B. Morris Blackburn and His Legacy Exhibit – Professor Marie Maber thanked the Board for approving her Sabbatical project (Fall 2019 Term) and provided information on the outcomes of her project, which include an art exhibit on <i>Morris Blackburn and his Legacy</i> in the CVA gallery.</p> <p>C. Annual Report – Dr. Stout provided the annual report for Fiscal Year 2019 to every Board Member and thanked the College Relations Department for the creation of the report.</p> <p>D. Dr. Stout brought to the attention of the Board, that the College is featured in an article in the Edge magazine, <i>View from the Edge</i>.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee – Trustee Kaufmann reported on the meeting held on January 21, 2020.

- 1. **Monthly Financial Reporting** – Trustee Kaufmann reported that based on the financial reporting as of November 30, 2019 the College is on budget. However, operating revenue is off .4% and expenses are down 3.6%.
- 2. **FY21 Budget and Tuition and Fee Schedule** – He reported that the Committee discussed the proposed FY21 Operating and Capital Budget Models and tuition increases. He recommended that the Board approve a \$3 per credit tuition increase, which is intended to offset increases in employee compensation, as a result of the recent contract settlements.
- 3. **Capital Project Update** – Mr. Ray Savacool, T & M Associates provided an update on our major capital projects.

B. Governance Committee –Chair Abby-White, on behalf of Trustee Suzanne Brennan provided a report on the meeting held on January 22, 2020. She reported that they reviewed policies that are recommended for lodging tonight and there was a recommendation to create a new Social Media Policy. She announced there was 100% participation on the Board Self-evaluation and they committee reviewed the survey results. The following action items were identified as a result of the evaluation:

- a. The creation of a Community Advisory Committee to ensure that the Trustees are involved with the community and to ensure that our program offerings are aligned with the community needs.
- b. As a result of concerns with the future direction of the college, 2 additional workshops have been scheduled:
 - i. March 24 – Topic – Enrollment strategies
 - ii. June 23 – Topic - Reaffirm priorities and goals
- c. Improved biannual reporting on goals will be implemented.
- d. Professional development - Trustee Horl and Dr. Stout will attend the ACCT Legislative Summit and represent the College at the legislative visits.

C. Audit Committee – Trustee Rambaud reported on the Audit Committee held on 1/27/20. She communicated that the Committee reviewed the FY19 Radio Station Audit and recommended the Board approve the Audit this evening.

D. Private Public Partnership Ad-Hoc Committee –Chair Abby-White reported on the outcomes of the meeting held on January 13. She highlighted that the committee refocused the direction of the committee on 4 types of partnerships: academic, social services, financial and external stakeholders. They agreed to focus on 3 partnerships:

- a. Increasing non-credit to credit (Academic)
- b. Capitalize on Long Branch opportunities (Community)
- c. Expand online (Financial)

E. Foundation Update – Dr. Stout shared an update on behalf of the Foundation. He reported on recent donations made to the Foundation which will benefit our students. In addition, he reported that the Foundation is providing another \$105,000 to replace 121 computers in the Bankier Library this spring.

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<p>F. Student’s Perspective – Trustee Deinhardt reported on her latest meeting with the Brookdale Trustee Advisory Committee which focused on student opinions on current and potential course offerings and course delivery. She shared their opinions and opportunities to develop new courses.</p>		
<p>Public Hearing on Tuition and Fees</p> <p>Assistant Professor Jack Ryan – expressed concern that our of out of county tuition is not competitive with the tuition of Ocean, Middlesex and Mercer community colleges.</p> <p>Dr. Stout remarked that the out of county tuition is a source of discussion at the College and will be discussed at our next Board workshop.</p>		
<p>Public Comment on Agenda Items</p> <p>Assistant Professor Jack Ryan – requested information on the lease agreement with the New Jersey City University. He brought up his concerns about the decision to build the Wall Higher Education Center and the recent reorganization of the Higher Education Centers, which eliminated the Site Director position. He expressed concerned that the reorganization would negatively affect the operations and services provided to our students. He suggested reinstating the Site Directors. In addition, he advocated to remove the name of Larrison Hall, as the building was named after Harry Larrison who had an indictment and died prior to his trial.</p> <p>Ms. Passarella, Executive Associate Legal Services provided information on the extension of the lease agreement with New Jersey City University, which was included in the December Board of Trustees Public Business meeting packet.</p>		
<p>Review and Adoption of Consent Agenda</p> <p>A. Adoption of Consent agenda</p>	<p>A motion to adopt the revised consent agenda was made by Trustee Richens and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p>	
<p>Approval of Public Business Meeting Minutes – December 17, 2019</p>	<p>A motion to approve the minutes from the public business meeting held on December 17, 2019 was made by Trustee Horl and seconded by Trustee Rambaud.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Motion passed.</p> <p>ABSTENTIONS: Trustee Ferraro and Richens</p>	
<p>Consent Agenda</p> <p>A. Approval of Human Resources-</p> <p>B. Acceptance Grants</p> <p>C. Acceptance of Gifts</p> <p>D. 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>E. Open Invoice Payment Requests for Vendors, Students and Employee Payments</p> <p>F. Monthly Financial Reports</p> <p>G. Capital Project Update</p> <p>H. Designation of Public Agency Compliance Officer (P.A.C.O.)</p>	<p>A motion to approve the consent agenda was made by Trustee Ferraro and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, Cram, Crupi, Ferraro, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of FY21 Schedule of Tuition and Fees</p>	<p>A motion to adopt by resolution the Schedule of Tuition and Fees for the academic year 2020/2021 was made by Vice-Chair Cram and seconded by Trustee Crupi.</p> <p>Motion Passed</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee Ferraro</p>	
<p>Acceptance of FY21 Operating & Capital Budgets</p>	<p>A motion to adopt by resolution the annual operating and capital budget for fiscal year 2021, including the Chapter 12 allocation was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p>Motion Passed</p> <p>YES: Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee Ferraro</p>	
<p>Approval of FY21 Chapter 12 Projects</p>	<p>A motion to approve by resolution the use of Chapter 12 funds for fiscal year 2021 for the identified list of projects was made by Trustee Kaufmann and seconded by Trustee Rambaud.</p>	

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	<p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Acceptance of FY19 WBJB Radio Audit</p>	<p>A motion to accept the FY19 WBJB Radio audit was made by Trustee Kaufmann and seconded by Trustee Deinhardt.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Memorandum of Agreement between the Brookdale Community College and the Brookdale Community College Faculty Association</p>	<p>A motion to approve by resolution the Memorandum of Agreement between Brookdale Community College and the Brookdale Community College Faculty Association was made by Trustee Crupi and seconded by Trustee Becht.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Ratification of Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College</p>	<p>A motion to ratify Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College was made by Trustee Rambaud and seconded by Trustee Ferraro.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Lodging of Policy Revisions</p>	<p>A motion to lodge revised policies 4.2002 Sale of College Personal Property and Policy 2.002 Public Access to Government</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Records was made by Trustee Crupi and and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>No public comment was made.</p>		
<p>Old/New Business</p> <p>Trustee Horl shared information on the Jobs NJ program announced by Governor Murphy at his State of the State Address on January 14.</p> <p>Chair Abby-White thanked Trustee Kaufmann for serving as the Chair of the Finance & Facilities Committee since he joined the Board. Vice-Chair Cram will serve as the Chair of the Finance & Facilities Committee and Trustee Kaufmann will serve as the Chair of the Student Success & Educational Excellence Committee going forward.</p> <p>Dr. Stout congratulated Trustee Kaufmann and Rambaud for their reappointments to the Board of Trustees.</p> <p>Chair Abby-White attended the Culture’s Rising Stars event. She acknowledged 3 of our Culinary students, Jasmin Ramirez, Aidan Armstrong, and Berkay Tufekcioglu, who participated as Chefs at the event.</p> <p>Chair Abby-White encouraged the Board members to participate in the St. Patrick parades.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to hold a closed meeting (Attachment A)</p>	<p>A motion was made to hold a closed session by Trustee Horl and seconded by Trustee Crupi.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed unanimously.	
Motion to Re-Open the Meeting to the Public	A motion was made to reopen the meeting to the public by Trustee Richens and seconded by Trustee Crupi. Motion passed unanimously.	
Adjournment Meeting adjourned at 7:15 PM.	A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Horl. Motion passed unanimously.	

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 **January 28, 2020 at approximately 6:40 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 _____

x y

"(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: _

x

"(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: potential litigation regarding construction issues at the Wall Campus; contract negotiations with the Hazlet Baypoint Association and matters falling within the attorney-client privilege to review a summary litigation report.

"(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.