

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

February 25, 2020

Brookdale Community College
213 Broadway
Long Branch, NJ 07740

- 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 February 19, 2020 at 2 PM 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 (5:40 PM) | Dr. Yesenia Madas Dr. Nancy Kegelman |
| | Ms. Latonya Brennan, Trustee | Dr. Joan Scocco |
| | Ms. Suzanne Brennan, Trustee (6:10 PM) | |
| | Dr. Hank Cram, Vice-Chair | Mr. Ed Johnson |
| | Mr. Paul Crupi, Trustee (5:40 PM) | Ms. Kathy Kamatani |
| | Ms. Lauren Deinhardt, Trustee (5:45 PM) | 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. Madeline Ferraro, 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 |
|---|--|------------------------------|
| Adoption of agenda for Public Business Meeting | <p>A motion to adopt the meeting agenda was made by Trustee Kaufmann and seconded by Trustee Horl.</p> <p>Motion passed unanimously.</p> | |
| <p>President's Report</p> <p>A. Literacy Initiatives – Linda Roma, Director, Continuing & Professional Studies, presented on our literacy program offerings: Adult Basic Education, which includes Adult GED classes, English for speakers of other languages (EOSL), and Civics education and the Youth GED programs. She reviewed the history of the programs, the funding sources and the funding levels. She provided information on the program offerings, program outcomes, program challenges and program strengths. The challenges specifically discussed were that New Jersey does not match federal dollars for the adult programs, the GED Test is not covered by the grant, there is a long waitlist for the programs (750 on waitlist), and that NJ is the only state whose GED passing score is 150.</p> <p>Trustee Crupi suggested that the Board members should advocate that the State should match funds for Title II – Workforce Innovation Opportunity Act, to increase funding and meeting the needs of the community.</p> <p>B. Retirements. - Dean Gallo, Professor Richard Burke, Professor Geanna Merola, Professor Michael Toomey and Senior Office Assistant Phyllis Nicholson were acknowledged and thanked for their service to the College. All are listed to retire between now and June 30.</p> <p>C. MSCHE Monitoring Report – Dr. Stout reported that the MSHCE monitoring report will be uploaded prior to the March 1 deadline.</p> | | |
| <p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – February 18, 2020 – Trustee Kaufmann provided his last Finance & Facilities report as Chair of the committee. Chair Abby-White thanked him for his service to this committee</p> <ol style="list-style-type: none"> 1. Monthly Financial Reporting – Trustee Kaufmann reported that the College is on budget and forecasted to finish the year with a small surplus. He discussed the recommendation to support the purchase of the Documentary with CCOG Grant funding 2. Capital Project Update – Mr. Ray Savacool, T & M Associates provided an update to his report submitted in the Board materials. | | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|---|------------------------------|
| <p>B. Audit Committee – February 19, 2020 – Trustee Rambaud reported on the Audit committee held on February 19. She recommended the approval of the revised Internal Controls and Standard Operating Manual. She provided information on the new Internal Audit firm, PKF O’Connor Davies and the work they have performed thus far, including the Procurement Card Audit. She reported that there were no ethic hotline reports, the State of NJ Comptroller Audit’s fieldwork should be completed by March 15, and the College is preparing a response to a MSCHE student complaint.</p> <p>C. Student Success & Educational Excellence Committee – February 17, 2020 – Chair Abby-White acknowledged the long- term service of Vice-Chair Cram as the Chair of the committee. Trustee Kaufmann and Vice-Chair Cram are switching roles. Going forward, Trustee Kaufmann will chair of the Student Success & Educational Excellence Committee and Vice-Chair Cram will chair the Finance & Facilities Committee. Chairs Vice-Chair Cram provided a report on the meeting held on February 17. He gave an update on the following:</p> <ul style="list-style-type: none"> a. Administrative Unit review on Student Life and Activities b. Information the 5-year program review process c. The implementation of 3 + 1 programs d. The College’s progress in complying with the state requirements for OER requirements, and dual enrollment. <p>D. NJCCC Update/ACCT Legislative Summit – Trustee Horl provided a report on the ACCT Legislative Summit , the recent NJCCC Council meeting and a summary of key points of the Governor’s budget address.</p> <p>E. Foundation Update – Dr. Stout provided a report(Attachment A) on behalf of the Foundation.</p> <p>F. Student’s Perspective – Trustee Deinhardt reported on her meeting with students (Brookdale Trustee Advisory Committee) and their discussion on the registration process, improved follow up with students who have a monitoring code that indicates they are experiencing difficulties and concerns about tutoring services for Accounting 102. She reported that the students are pleased with decrease wait times for Advising.</p> | | |
| <p>Public Comment on Agenda Items – Chair Abby-White</p> <p>No public comment was made.</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 motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Horl.</p> | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|--|------------------------------|
| A. Adoption of Consent agenda | Motion passed unanimously. | |
| Approval of Public Business Meeting Minutes – January 28, 2020 | <p>A motion to approve the minutes from the public business meeting held on January 28, 2020 was made by Trustee Becht and seconded by Vice Chair Cram.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Suzanne Brennan</p> <p>A motion to approve the minutes from the executive session held on January 28, 2020 was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Suzanne Brennan</p> | |
| Approval of Special Public Business Meeting Minutes – February 18, 2020 | <p>A motion to approve the minutes from the special public business meeting held on February 18, 2020 was made by Trustee Horl and seconded by Trustee Deinhardt.</p> <p>Motion passed.</p> | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|--|------------------------------|
| | ABSTENTIONS: Trustee Richens | |
| Consent Agenda A. Approval of Human Resources- B. Application for Grants C. Acceptance of Gifts D. Acceptance of Budget Modifications to the New Jersey Department of Education, Office of Career Readiness 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 F. Open Invoice Payment Requests for Vendors, Students and Employee Payments G. Monthly Financial Reports H. Capital Project Update | <p>A motion to approve the consent agenda was made by Trustee Crupi and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |
| Approval of Monmouth county Public Safety Share Services for Answering Point – Chair Abby-White | <p>A motion to approve by resolution to enter into a shared service agreement with the County of Monmouth for emergency dispatch services for a three-year period was made by Trustee Cram and seconded by Trustee L. Brennan.</p> | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|---|------------------------------|
| | <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |
| <p>Authorization to enter into a Cooperative Pricing System with Hunterdon County Educations Services Commission – Chair Abby-White</p> | <p>A motion to approve by resolution to enter into a cooperative pricing agreement with The Hunterdon County Education Services Commission was made by Vice-Chair Cram and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|--|------------------------------|
| | | |
| Acceptance of the Revised Internal Controls and Standard Operating Procedures Manual | <p>A motion to accept the revised Internal Controls and Standard Operating Procedures Manual was made by Trustee Rambaud and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |
| Approval of Joining the Hazlet BayPoint Association – Chair Abby-White | <p>A motion to approve by resolution that the College shall join full membership in the Hazlet Baypoint Association based on the condition of securing an easement for NJ Transit Bus Service to and from the Hazlet Higher Education Center and being named as an additionally insured party in the Associations insurance policy was made by Vice-Chair Cram and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan,</p> | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|---|------------------------------|
| | <p>Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |
| <p>Approval of Policy Revisions – Chair Abby-White</p> <p>A. Approval of Policy 4.2002 Sale of College Personal Property</p> <p>B. Approval of Policy 2.0002 Public Access to Government Records</p> | <p>A motion to approve the revised policies 4.2002 Sale of College Personal Property and 2.0002 Public Access to Government Records was made by Trustee S. Brennan and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |
| <p>Public Comment No public comment was made.</p> | | |
| <p>Old/New Business</p> <p>Announcements were made on upcoming events, the Board of School Estimate to be held on February 27, and that the Executive and Finance & Facilities meetings to be held on March 16.</p> | | |
| <p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to hold a closed meeting (Attachment B)</p> | <p>A motion was made to approve by resolution to hold a closed session by Trustee Rambaud and</p> | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|--|------------------------------|
| | <p>seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p> | |
| <p>Motion to Re-Open the Meeting to the Public</p> | <p>A motion was made to reopen the meeting to the public by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> | |
| <p>Adjournment</p> <p>Meeting adjourned at 7:29 PM.</p> | <p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> | |

Brookdale Foundation and Alumni Association Update February 2020

The Honorees for the Brookdale Scholarship Ball on June 5th are

John Forbes, President of the NJ Thoroughbred Horsemen's Association; the Monmouth-Ocean Pan Hellenic Council; and, the Garden State Film Festival. The Foundation will host a Kick-Off Reception at the Thompson Park Visitor Center on April 2nd from 6 to 8 pm. The Scholarship Ball Committee has added 13 new members. The Foundation will utilize the GIVESMART platform for event registration and mobile bidding.

The recipients of the Barringer Award for Excellence sponsored by the

Brookdale Alumni Association are Synde Kaufman, ESL Coordinator; Oly Malpica Proctor, Professor of Mathematics, and Debbie Almeida, Manager of Accounts Payable and Special Projects. They will be celebrated at the 35th Annual Barringer Awards Dinner on Friday, May 1, 2020 at the Essex & Sussex in Spring Lake.

The Foundation & Alumni Annual Scholarship Recognition Ceremony is on

March 5th in the Robert J Collins Arena. This annual event recognizes the students who received scholarships this academic year made possible by the individuals, organizations, employees and alumni who support the **"Invest in Student Success"** scholarship fund and other scholarships administered through the Foundation. Those who contributed are invited to attend.

The recipients of the Distinguished Alumni Award are Kevin Garrison, a 1994 graduate. Kevin attended Brookdale after serving three years in the Army during Operation Desert Shield and Storm. He is founder of the Blessing Bag Brigade NJ, a 501(3)-nonprofit organization. And, Sheila Wexler, a 1978 graduate. She is a Licensed Certified Compulsive Gambler Counselor and a Licensed Certified Alcohol and Drug Counselor. Each will be recognized at Commencement on May 14th.

A Board Brief will be submitted to the College Trustees for the March meeting

proposing recipients of an Honorary Degree in accordance with College regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, to be presented at Commencement on May 14th.

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 6 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 **February 25, 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 _____



"(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: potential litigation regarding construction issues at the Wall Campus; and matters falling within the attorney-client privilege to review matters concerning complaints and contracts.



"(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 a discussion of an amendment to an employment contract.



"(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.