

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

April 28, 2020

**Brookdale Community College
Zoom Webinar**

- 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 April 23, 2020 advance written notice of this meeting was posted on the Brookdale Community College website; 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
	Ms. Suzanne Brennan, Trustee	Ms. Patricia Sensi
	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. 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	Dr. Hank Cram, Vice-Chair	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	Mr. Ray Savacool, T & M Associates, Engineer of Record

***Trustees Ferraro and L. Brennan were in attendance, but lost the ability to be heard on the microphones at portions of the meeting.**

Chair Abby-White read the mission statement: Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effect educational and lifelong learning options with clear paths to personal, educational and economic success.

Chair Abby-White requested a moment of silence for everyone who is struggling with the impact of COVID-19 and to honor recently lost members of the Brookdale family. She acknowledged the passing of:

- Barbara Oliver who served as a Test Administrator from 1994 to 2007
- Gordon Litwin who served as a Board of Trustees member and former Chair of the Board
- Diana Tenant who was a student scheduled to graduate with a degree in Human Services and selfless employee of Fulfill.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	<p>A motion to adopt the meeting agenda was made by Trustee Kaufmann and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
Approval of Human Resources	<p>A motion to approve the Human Resources recommendations was made by Trustee Suzanne Brennan and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Crupi, Ferraro, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NAYS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	ABSTENTIONS: None	
<p>Faculty Tenure & Promotion Recognition – Dr. Reed provided information on the faculty promotion process which includes the evaluation of each candidate based on criteria in the faculty contract, evaluations by students, Department Chairs and Deans, and the overarching criteria of evidence of teaching excellence. He explained that The College Wide Promotion Committee reviews each of the candidate’s promotion applications and participates in a day long deliberation process, which culminates in their recommendation. Dr. Reed endorsed the slate of candidates.</p> <p>A. Faculty Tenure & Promotion Recognition Committee – Professor Cioppa thanked the College Wide Promotion Committee, Professor Goll who served as the Faculty Union representative, Dr. Reed, Hilda Dudik, Dr. Stout and the Board of Trustees for their support of the faculty promotion process. He thanked Chair Abby-White for her leadership of the Board of Trustees. 22 candidates were considered for promotion and 14 were recommended for promotion. He highlighted their achievements and service to the College.</p> <p>B. Dr. Reed recognized the 3 Faculty members who are going from non-tenured status to tenured status and promoted to rank of Assistant Professor. He welcomed the following as permanent members of the Brookdale family:</p> <ul style="list-style-type: none"> a. Patricia D’Aloia-Gandolfo, Nursing, Assistant Professor b. Matthew Montemorano, Communication Media, Assistant Professor c. Jennifer Salvo, Reading, Assistant Professor <p>C. Chair Abby-White congratulated the promoted Faculty on behalf of the Board of Trustees.</p> <p>D. Professor Cioppa read the names of the promoted Faculty:</p> <ul style="list-style-type: none"> a. Amy Clark, Library, Professor b. Michael Elmes, Mathematics, Associate Professor c. Cheryl Fencik, Biology, Associate Professor d. Marlena Frank, Psychology, Associate Professor e. Diana Glynn, Psychology, Professor f. Christina Greco-Covington, Psychology, Associate Professor g. Jenifer Kaminski, English, Associate Professor h. Gitanjali Kundu, Biology, Associate Professor i. Daniel Lopez, Mathematics, Professor j. Sally Mulvey, Mathematics, Associate Professor k. Debra Mura, Communications Media, Professor l. Suzanne Parker, English, Professor m. Angela Saragusa, English, Professor n. Ashley Tasy, Mathematics, Associate Professor <p>E. Dr. Stout acknowledged the work of the College Wide Promotion Committee, the leadership of Professor Cioppa, and the liaisons to the committee, Dr. Reed and Ms. Sensi. He thanked the Board of Trustees for their commitment to the process</p>		
<p>Professional Staff Association Performance Recognition - Chair Abby-White on behalf of the Board of Trustees, congratulated the three selected honorees for their outstanding service to our students and our</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>College. Ms. Sensi explained the peer driven process which consists of a Committee comprised of peer employees who review the candidate’s applications and make the final recommendation . She announced the selection of the following for Performance Recognition:</p> <ol style="list-style-type: none"> 1) Jennifer Barker, Accounts Payable 2) Katherine Furlong, Financial Aid 3) Michelle Paci, Physics <p>Mr. Frank DeVita, Chair of the Collegewide Committee gave a brief summary of the accomplishments of the candidates that the committee had recommended to receive this recognition.</p>		
<p>Review 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</p>	<p>A motion to adopt the consent agenda was made by Trustee Crupi and seconded by Trustee Becht.</p> <p>Motion passed.</p>	
<p>President’s Report</p> <p>Dr. Stout thanked the entire college community for their contributions in our transition to remote learning. He read a proclamation from the Board of Chosen Freeholders in honor of our College in recognition of National Community College month. He thanked the Board of Chosen Freeholders for this acknowledgement. In addition, he thanked Ed Johnson and the Office of Government Relations and Community Affairs for the work they’ve done in connecting with all of our Legislators at the State and local levels.</p>		
<p>Reports from the Board Committees and Liaisons - Chair Abby-White announced that the Committee reports have been added to the Board Packet.</p> <p>A. Finance & Facilities Committee – April 22, 2020 – Vice-Chair Cram</p> <ol style="list-style-type: none"> 1. Monthly Financial Reporting – April 22, 2020 – Vice-Chair Cram 2. Update on Capital Projects – Mr. Ray Savacool, T & M Associates <p>B. Student Success & Educational Excellence Committee – April 20, 2020 – Trustee Kaufmann</p> <p>C. Student’s Perspective – Trustee Deinhardt</p> <p>D. NJCCC – Trustee Horl</p>		

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<p>E. BCC Foundation – Dr. Stout</p>		
<p>Public Comment on Agenda</p> <p>Professor Jack Ryan – He congratulated all those promoted and brought attention to the those listed as retiring in the Board packet. He commented that he thought there should be access to the recordings of the Zoom Board meetings and the opportunity to have access to the full board agenda prior to the meeting.</p>		
<p>Approval of Public Business Meeting Minutes - March 24, 2020</p> <p>A. Approval of Executive Session Minutes – March 24, 2020</p>	<p>A motion to approve the minutes from the public business meeting held on March 24, 2020 was made by Trustee Rambaud and seconded by Trustee Kaufmann.</p> <p>Motion passed. ABSTENTIONS: None</p> <p>A motion to approve the minutes from the executive session held on March 24, 2020 was made by Trustee Richens and seconded by Trustee Deinhardt.</p> <p>Motion passed. ABSTENTIONS: None</p>	
<p>Consent Agenda</p> <p>A. Application of Grants-</p> <p>B. 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>A motion to approve the consent agenda was made by Horl and seconded by Trustee Becht.</p> <p>Motion passed</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>C. Clinical Partnership Affiliations</p> <p>D. Approval of Settlement Agreement</p> <p>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>F. Monthly Financial Dashboards</p>	<p>YES: Trustees Becht, S. Brennan, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Acceptance of CARES Act Funding</p>	<p>A motion to accept by resolution the application and acceptance of the CARES Act Funding was made by Trustee S. Brennan and seconded by Trustee Rambaud.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, S. Brennan, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Policies – Chair Abby-White</p> <p>A. Approval of Policy 4.1002 Chargeback Eligibility</p>	<p>A motion to approve the following policies: Policy 4.1002 Chargeback Eligibility, Policy 4.3000 Expenditures and Payments of College Funds, and Policy 6.6000 Concurrent Enrollment</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>B. Approval of Policy 4.3000 Expenditures and Payments of College Funds</p> <p>C. Approval of Policy 6.6000 Concurrent Enrollment (previous name – Credits in Escrow)</p>	<p>(previous name – Credits in Escrow) was made by Trustee Becht and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, S. Brennan, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Mr. Jacobs read the public comment statement and provided the instructions on how to raise the Zoom hand via the Zoom web or by entering *9 on your phone.</p> <p>No public comment was made.</p>		
<p>Old/New Business</p> <p>No old or new business was discussed.</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 approve by resolution to hold a closed session by Trustee Horl and seconded by Trustee Deinhardt.</p> <p>Motion passed.</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 Ferraro and seconded by Trustee Crupi.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adjournment</p> <p>Meeting adjourned at 7:10 PM</p>	<p>A motion to adjourn the meeting was made by Trustee S. Brennan and seconded by Deinhardt.</p> <p>Motion passed.</p>	

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 3 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 **April 28, 2020 at approximately 6:30 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

"(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 contract negotiations with 3H**

"(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 an evaluation of the performance of the president and a discussion of the president's employee 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 meeting of the Brookdale Community College Board of Trustees shall (select one) 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.