

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

July 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 July 22,2020 at 2:15 PM 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 |
| | Dr. Hank Cram Vice-Chair | Dr. Yesenia Madas Dr. Nancy Kegelman |
| | Mr. Dan Becht, Trustee (5:35 PM) | Ms. Patricia Sensi |
| | Ms. Suzanne Brennan, Trustee | Dr. William Burns |
| | Mr. Paul Crupi, Trustee | Mr. Ed Johnson |
| | Ms. Dyese Davis, Trustee | Dr. Joan Scocco |
| | Ms. Madeline Ferraro, Trustee | Ms. Bonne Passarella |
| | Ms. Barbara Horl, Trustee | Dr. Anita Voogt |
| | Mr. Bret Kaufmann, Trustee (5:35 PM) | Ms. Teresa Manfreda |
| | Ms. Marta Rambaud, Trustee | Ms. Kathy Kamatani |
| | Dr. Les Richens | Ms. Cynthia Gruskos, Recorder |
| | Ms. Hanna Walker (5:35 PM) | |
| | Dr. David Stout, Secretary | |
| Absent | | |
| College Counsel | Mr. Mitch Jacobs, Esq., General and Labor Counsel | |

Chair Abby-White requested a moment of silence in honor of the memory of Kenneth Sosnowski, 26 years old, of Lavallette who was killed in a motorcycle accident on July 21.

Ken was an artist, musician and actor who worked on several short films and television shows as a teenager. His young acting career peaked with a starring role on the Nickelodeon children's sci-fi comedy series "Alien Dawn" in 2013. Most recently, he served as an EMT in Toms River.

Ken earned his Associates Degree in Criminal Justice as a Distinguished Scholar at Brookdale in 2014, then transferred and earned his Bachelors Degree in National Security Studies in 2016 through our partnership with New Jersey City University.

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.

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|--|------------------------------|
| Swearing in of Trustee Hana Walker – Mr. Jacobs performed a swearing in ceremony for Trustee Hanna Walker | | |
| Adoption of Agenda | A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee Crupi. Motion passed unanimously. | |
| Review of Consent Agenda <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> 1. Adoption of Consent agenda | A motion to adopt the consent agenda was made by Vice-Chair Cram and by Trustee Ferraro. Motion passed unanimously. | |
| Approval of Public Business Meeting Minutes | | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|--|------------------------------|
| <p>A. Approval of Public Business Meeting Minutes – June 23, 2020</p> <p>B. Approval of Executive Session Minutes – June 23, 2020</p> | <p>A motion to approve the minutes from the public business meeting held on June 23, 2020 was made by Trustee Brennan and seconded by Trustee Richens.</p> <p>ABSTENTIONS: Trustees Cram, Walker</p> <p>A motion to approve the minutes from the executive session held on June 23, 2020 was made by Trustee Kaufmann and seconded by Trustee Becht.</p> <p>ABSTENTIONS: Trustees Cram, Crupi and Walker</p> | |
| <p>Consent Agenda</p> <p>A. Human Resources Recommendations</p> <p>B. Application for Grants</p> <p>C. 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>D. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>E. Monthly Financial Report</p> | <p>A motion to approve the consent agenda was made by Trustee Rambaud and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</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 – July 21, 2020 – Vice-Chair Cram provided his committee report held on July 21, 2020. He highlighted items that were actionable for this evening or updated since Mr. Savacool’s capital improvement report was issued. He announced that the committee heard a new report from the Foundation and the Grants department, which will be incorporated into future meetings.

1. Update on Capital Projects – Capital Project Report submitted in Monthly Financial Reports

B. Student’s Perspective – Trustee Walker shared why she wanted to serve as the Graduate Trustee and her efforts to find students to participate on the student Board of Trustees Advisory Committee (BTAC).

C. NJCCC – Trustee Horl provided an update on her committee work with the NJCCC Federal Policy and Legislative Committee. The committee has been supporting two bills to be introduced to establish the CCOG grant which if passed would result in the CCOG funding to be a permanent part of the state budget. She provided an update on proposed state and federal legislation to fill the budget gaps. She affirmed the Council’s advocacy role and encouraged all who support the mission of community colleges to amplify that advocacy role by contacting any of our legislators.

D. BCC Foundation –

1. Presentation of Foundation Strategic Plan -Mr. Zeiss shared the Foundation’s overarching goal to raise \$1,125,000 in Fiscal Year 2021. He highlighted the strategies and tactics to attract new donors and increased contributions to the Foundation, which are further explained in the presented Foundation Strategic Plan.

President’s Report

1. Financial Contingency Plan – Dr. Stout presented the 3 Stage Financial Contingency Plan which was created to compensate for potential loss of state revenue. Dr. Stout explained that he charged the Senior Leadership of the College to utilize a 6-point framework for making decisions for reducing expenditures. A Financial Contingency Committee was created from representatives from the Associations. He met with the Committee and reviewed the phased plan, of which we are currently in phase 1. He reviewed the actions taken in Phases 1 to close a \$2.5 million financial gap. The actions are documented in the Board packet. Dr. Stout further reviewed the steps in Stage 2 which would involve closing a \$5 million financial gap. Stage 2 would include the possibility of furloughing employees. He said that they would need to entertain discussions with each of the of the unions to see if they may either volunteer to be furloughed or if we could work out an arrangement for a non-voluntary furlough for a period of time. In the event we reached Stage 3, the steps to close the budget gap would include laying off of some employees, outsourcing of administrative units and selling of properties. Dr. Stout assured the Board that he is proactively planning for each step so to be prepared if the State allocations to the College are

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| <p>significantly reduced upon the passing of the State Budget. A positive outcome of this process is the members of the Financial Contingency Committee want to transform their role and the committee will be renamed to the Brookdale Visionary Committee</p> <p>2. Password change for NetID – Mr. Sotirion provided information on a new process and timeframe for changing the NetID password proposed by the Password Expiration Committee. The proposed new process will include the opportunity from September 21 through October 5 to change your password. The Committee will meet again to design a communication plan.</p> <p>3. Acknowledgement of Retirees – Dr. Stout acknowledged the 21 Brookdalians who retired this year, of which 50% have served the College for more than 25 years. He read the names of those who served 25 years or more and a short bio was provided in the board packet. He thanked each one of them for their service to the College.</p> | | |
| <p>Public Comment on Agenda Items</p> <p>Mr. Jack Ryan, Faculty, suggested the College needs to focus on the virtual learning experience, and on ways to mediate any technical issues the students will encounter. He commented on Trustee Cram’s comment about the information disseminated from the Rutgers Foundation. He read the information he received on the tax benefit changes related to the CARES Act which may reduce tax obligations by cash charitable gifts given in 2020. He was pleased with the changes made to the NETID password change process and felt it would be beneficial to the students and the Faculty would play an important role in communicating these changes. He also welcomed Trustee Walker to the Board of Trustees.</p> <p>Mr. James Schmidt, Adjunct Professor Math and Chair of Adjunct Union Negotiating Committee – Mr. Schmidt commented on their focus in getting their initial collective bargaining agreement with the College. He informed the Board of the commitment of the Adjunct Faculty to our students and that they taught 40% of the classes in the Fall 2019 semester. He said that after 19 months of negotiations with one mediation session, that they are committed to the process and seeing it through to a fair and equitable contract.</p> | | |
| <p>Approval of International Center Fees</p> | <p>A motion to approve by resolution the schedule of fees for the International Center for the academic year 2020/2021 was made by Trustee Cram and seconded by Trustee Walker.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud,</p> | |

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| | <p>Richens, Walker and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |
| <p>Approval of Policy 2.1002 Health & Safety Emergency</p> <p>Dr. Stout commented that the Policy was developed in response to COVID-19, and believes that it is needed to allow the College to move quickly in case of a health emergency</p> <p>Trustee Brennan encouraged the adoption of this Policy to allow the College the ability to pivot quickly in the case of a health emergency.</p> <p>A. Waiving of Lodging of Policy 2.1002 Health & Safety Emergency Policy</p> | <p>A motion to waive the lodging of policy 2.1002 Health & Safety Emergency was made by Trustee Brennan and seconded by Trustee Davis.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
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| <p>B. Approval of Policy 2.1002 Health & Safety Emergency Policy</p> | <p>A motion to approve Policy 2.1002 Health & Safety Emergency was made by Trustee Kaufmann and seconded by Trustee Walker.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |
| <p>Public Comment on Agenda Items</p> <p>Mr. Jacobs read the statement on public comment and gave instructions on how to raise their hand in Zoom which would identify their desire to give public comment.</p> <p>Mr. Jack Ryan, Faculty – commented on our Marketing efforts and suggested that our Marketing message include that we have been decisive in our decision to offer a safe educational experience through virtual learning and we are here for them. He suggested that the message be targeted to students who are planning to enroll in a 4-year institution.</p> <p>Dr. Stout responded to his suggestion on marketing and said that our marketing efforts would be discussed at the Cabinet meeting the next day. He further stated that we are engaging in target marketing through social media to that demographic. He shared that we are in the process of setting up a Town Hall meeting in August, where interested parents and students can hear how we will be delivering courses and services this Fall Semester.</p> <p>Lilly Ann Sciametta, Nursing Student – made comment on her experience as a Nursing Student during the Spring 2019 Semester. She reported that she failed her last clinical course and as a result was not allowed to sit for the exam. She shared that she felt she was bullied and harassed during that semester and felt that the other students in the clinical course witnessed this experience. She requested that the Board review documentation she was going to provide on her experience and requested that they review it. She mentioned that the College offered her to repeat the semester with the same instructor but she declined. She explained that she returned to College to make a better life for her family and to pursue her dream of being a Hospice Nurse and not to be harassed. Mr. Jacobs requested that any documentation be sent through her attorney and be provided to him as College Counsel.</p> | | |

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| <p>Old/New Business</p> <p>Chair Abby-White announced that she appointed Trustee Walker to the Governance and the Audit Committees. She reminded all that we will not be holding a Public Board Meeting in August and will only hold the Finance & Facilities and Executive Committee meetings on August 18. The Executive Committee will meet after the Finance & Facilities Committee meeting.</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 Crupi and seconded by Trustee Ferraro.</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 Trustee Brennan and seconded by Trustee Richens.</p> <p>Motion passed.</p> | |
| <p>Adjournment</p> <p>Meeting adjourned at 8:10 PM</p> | <p>A motion to adjourn the meeting was made by Trustee Kaufmann and seconded by Trustee Ferraro.</p> <p>Motion passed.</p> | |