

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**August 24, 2021**

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

**And Zoom Webinar**

Chair Cram called the meeting to order at 5:30 P.M. and roll call was taken.

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Trustee</b>	Dr. Matthew Reed
	<b>Ms. Latonya Brennan, Trustee</b>	Dr. William Burns
	<b>Ms. Suzanne Brennan, Trustee</b>	Dr. Nancy Kegelman
	<b>Dr. Hank Cram, Chair</b>	Dr. Yesenia Madas
	<b>Mr. Paul Crupi, Trustee</b>	Ms. Bonnie Passarella
	<b>Ms. Dyese Davis, Trustee</b>	Dr. Joan Scocco
	<b>Ms. Barbara Horl, Trustee</b>	Mr. Edward Johnson
	<b>Mr. Bret Kaufmann, Vice-Chair</b>	Ms. Teresa Manfreda
	<b>Dr. Les Richens, Trustee</b>	Ms. Patricia Sensi
	<b>Dr. David Stout, Secretary</b>	Ms. Kathy Kamatani
	<b>Mr. Austin Smith, Trustee</b>	Dr. Anita Voogt
<b>Absent</b>	<b>Ms. Marta Rambaud, Trustee</b>	
		Ms. Cynthia Gruskos, Recorder
<b>College Counsel</b>	<b>Mr. Mitch Jacobs, Esq., General and Labor Counsel</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 August 18, 2021 at 12 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.

Chair Cram led the Pledge of Allegiance.

Mr. Jacobs read the statement on giving public comment in a virtual meeting and announced that this meeting is being recorded.

Chair Cram read our mission statement:

Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.

Dr. Stout lead a moment of silence to honor the memory of Dennis Elgrim and Virginia “Ginny” Kerr.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adoption of Agenda</b> Trustee Ferraro resigned from the Board of Trustees. She will be recognized at the next Board of Trustee meeting. Executive Session was removed from the Agenda.</p>	<p>A motion to adopt the agenda was made by Vice-Chair Kaufmann and seconded by Trustee Crupi.</p> <p>Motion passed.</p>	
<p><b>Swearing in of Trustee Austin Smith</b> Mr. Jacobs performed a swearing in ceremony for Trustee Smith.</p>		
<p><b>Approval to Enter into a Joint Admission and Traditional Transfer Agreement with William Paterson University</b></p> <p>Dr. Stout welcomed our guests from William Paterson University</p> <p>Dr. Stout stated that Brookdale is very proud to enter into this robust transfer agreement with William Paterson University which is much like Brookdale in our collective commitment to providing quality, assessable, affordable, higher education to our communities. The Pioneer Pathways Joint Admission Agreement will provide seamless Associates to Bachelors degree pathways for our students, who achieved the requirements stated in this transfer</p>	<p>A motion to approve by resolution to enter into a joint admission transfer agreement with William Paterson University, was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>agreement. Upon successful completion of the associates degree. Brookdale students will be guaranteed admission into 1 of 25 approved academic programs at William Paterson University.</p> <p>Dr. Stout introduced Dr. Helldobler, President of William Paterson University and he joined the President for the signing ceremony.</p> <p>Dr. Helldobler thanked the Brookdale and William Paterson’s teams for putting together these agreements. He stated that he was excited today to be signing this comprehensive transfer agreement between two of New Jersey’s great public institutions of higher education. Dr. Helldobler pointed out that like Brookdale, William Paterson shares the values of educational excellence, economic empowerment, institutional integrity and diversity. These shared values have made for a strong relationship that will provide a solid foundation for this new partnership going forward.</p> <p>Dr. Reed, VP Academic Affairs introduced Dr. Burns, AVP Educational Access and Innovation. Dr. Burns thanked Executive Director of Career &amp; Transfer Pathways, Dr. Sarah McElroy. Dr. McElroy thanked the Institute Deans and Faculty members at Brookdale as well as Dr. Noonan, Director of Transfer Programs and Special Sessions, William Paterson University and his assistant, Cindy McCann.</p> <p>Dr. Burns provided more details about this agreement, which will allow our Brookdale students to take there first 2 years at Brookdale and finish the last 2 years at William Paterson University. There will be a seamless transfer pathway with guaranteed junior status for Brookdale students who meet the pre-requisites.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>President’s Report –</b></p>		
<p>Dr. Stout acknowledged that we have two new Deans at the meeting. He introduced Dr. Christine Webster-Hansen, Dean of Humanities and Dr. Jim Crowder, who has served as a faculty member and is now serving as the Dean of STEM.</p>		
<p><b>Board Retreat –</b> Dr. Stout provided the following information on the Board Retreat held on July 30 &amp; July 31<sup>st</sup>:</p>		
<ul style="list-style-type: none"> <li>• Ashlynn Shanahan, Monmouth County Division of Planning, presented on student vulnerability throughout Monmouth County, which highlighted students that have social, economic and direct barriers to accessing higher education. He thanked the Monmouth County Division of Planning for their continued work with the College and providing dynamic maps which are being utilized to identify areas where we need to concentrate our energy.</li> <li>• Enrollment Data was reviewed and the Board brainstormed different ideas for the development of Strategic Plan 2025. These ideas fell into several categories, including strategic location planning, location-based programming, initiatives for potential investment, diversity, equity and inclusion, student recruitment, addressing student needs, and encouraging a culture of engagement, empowerment and accountability.</li> </ul>		
<p><b>Mask Mandate –</b> Dr. Stout announced that the college has instituted a mask mandate and the announcement was made on August 18 to our students. Scripts are being developed to assist employees with dealing with noncompliance situations or in cases where students or employees may have forgotten to wear their masks. Dr. Stout thanked Anne Marie Sparaco and the Contingency Planning Committee for working hard to make sure that we are prepared for the semester opening in a couple of weeks.</p>		
<p><b>Vaccine Mandate –</b> Dr. Stout provided additional information about the Governor’s Vaccine Mandate announced on August 23 for all state employees and employees of state colleges. The Office of the Secretary of Higher Education has confirmed through the NJCCC that community college employees are not include in the Vaccine Mandate. However, the College is encouraging all employees and students to get vaccinated. Dr. Stout reported on a survey he sent out of all employees, and he reported that 513 employees had responded and so far, 96% of our employees are fully vaccinated, and an additional 1.2% intends to be vaccinated before the semester begins. A similar student survey was conducted, and we have received 1121 responses from our students as of this morning. 80% of those students who are registered for classes on campus, 67% of those on campus students report being fully vaccinated, and 66% of students overall, are reporting being vaccinated with an additional 7% of our students reporting they will be vaccinate by the time the semester begins. 77 students were connected with the Vaccination Center on campus.</p>		

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

**Reports from the Board Committees and Liaisons**

**A. Finance & Facilities Committee** – August 17, 2021 – Trustee Abby-White reported on the following:

**Capital Project Update** - Engineer of Record Ray Savacool reported that T&M is working on a cost estimate to do remedial drainage work to limit the amount of surface runoff that impacts the lower levels of the ATeC building.

Mr. Naparło reviewed his Facilities Overview report which included the following items:

- The Security Camera & Surveillance System project is nearly complete. Video footage will be able to be retrieved up to 6 months.
- There is an issue with the procurement of the metal roof that covers MAN 103 and 105, so the roof over that area will be completed after Fall 2021 semester classes are completed.
- The ATeC Retaining Wall project is behind schedule due to a delay in receiving materials. The estimated time of completion is the end of September.
- Facilities met with the engineer, OIT, and Professor Qaissaunee to review plans for the Gorman Hall South Cybersecurity Center. It is estimated that the project will take a year to complete, and a recommendation will be made at the October Board meeting.
- Work is going well on the Stormwater Reconstruction project in the Main Academic South and Student Life Center buildings. The project is almost complete.
- The deployment of the Virtual Learning Center project in Gorman Hall North will be brought forward at the September Board meeting.
- Engineers have been reconvened and updated quotes requested for the CVA Roof project.
- Architectural plans for the Wellness Center will be finalized after receiving input from the President’s Community Advisory Board, an employee advisory board including faculty, and social agencies within the community.
- Sal Electric is expected to complete the Emergency Light work within 2 weeks.
- Mr. Naparło will be meeting with engineers to discuss the development of the new Facilities Master Plan which will initially focus on the Lincroft Campus and Wall HEC.
- The County will demolish the 3 houses on Newman Springs Road after the utilities are disconnected.

**Monthly Financial Reporting** - Vice President Manfreda reviewed the preliminary unaudited financial overview for June 2021. FY21 revenue was reported to be \$77 million, which is 6.7% lower than last year. Operating expenditures are also under budget and cash balance increased \$6.2 million over the same time last year. Approximately \$3 million in CARES funding was used to cover losses in tuition and Auxiliary revenues.

**Purchases** - VP Manfreda reviewed recommendations for Purchases which included:

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> <li>• A comprehensive technology upgrade of Audio/Visual equipment in the Student Life Center which will support student learning in a virtual environment.</li> <li>• Equipment and Installation for Esports Arena which should be completed by the end of the Fall semester.</li> <li>• Remediation and reconstruction of the Lincroft buildings which were damaged due to storm water.</li> </ul> <p>Based on a recommendation from Automated Building Controls, MERV 13 air filters are being installed in the HVAC equipment in all locations.</p> <p><b>HR</b> - Dr. Stout reviewed future positions to be filled and the 24 action items being approved tonight. 50% of the hires are adjunct faculty which is typical for this time of year. Dr. Stout also informed the Committee that, due to ongoing interviews and reference checking, the HR recommendations will be updated prior to the BOT meeting to include four additional positions that are critical to begin on September 1.</p> <p>Dr. Stout explained that the Board is being asked to approve an extended grace period to allow employees who are participating in the Flexible Benefits Plan to use unused benefits or contributions from the 2020 calendar year with a grace period extended until December 31, 2021.</p> <p><b>Foundation and Grants</b> - Vice President Nancy Kaari reviewed the acceptance of 3 grants:</p> <ul style="list-style-type: none"> <li>• Securing Our Children’s Future Bond Act</li> <li>• Opportunity Meets Innovation Challenge Grant</li> <li>• Community College Opportunity Grant Student Incentive Funding</li> </ul> <p>....as well as the application of 3 new grants:</p> <ul style="list-style-type: none"> <li>• Career and Technical Certificate of Eligibility Educator Preparation Program</li> <li>• Displaced Homemakers Program</li> <li>• Smithsonian Institution’s Museum on Main Street Program Traveling Exhibit “Voices and Votes”</li> </ul> <p>VP Kaari noted that the total unaudited grants awards for FY21 were \$4.8 million and an additional \$4.6 million will be received in FY22.</p> <p>Regarding the year end unaudited financials for the Foundation, the total change in net assets is \$1,689,246 compared to last year of \$293,985, which is a 475% increase. VP Kaari attributed these changes to the Foundation’s investment income and increase in contributions. Contributions were 43% higher this year compared to last year and expenses were slightly lower than last year. The Summer Bash raised \$242,000. Ms. Sparaco and VP Kaari thanked the Board of Trustees for their full participation.</p> <p><b>Solar Incentives</b> - Dr. Stout advised the Board that he is recommending the Board approve a resolution to allow the College to apply for state solar incentive programs.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>B. Student’s Perspective</b> – Trustee Smith reported that he will be meeting with the President of the Student Life Board next week.</p> <p><b>C. NJCCC Update</b> - Trustee Horl reported on the following:</p> <p><b>STATE BUDGET</b> – The State budget passed on time with an increase in operation aid for the first time in 13 years and an increase in CCOG.</p> <p><b>Bill S90/8 1385 New Trustee Training Bill</b> – In anticipation of the Governor signing this bill, NJCCC put together a task force to begin a conversation on providing some input to the Office of the Secretary of Higher Education since they will be responsible for writing the regulations. The Governor has not signed the bill, but they are confident of its approval. Trustee Horl is participating on this committee and has shared our board orientation binder with them. Additionally, she is working on a quick survey to provide some feedback on our Brookdale Trustee orientation experience. She wants to be able to share the Board’s thoughts with the task force.</p> <p><b>NJCCC Student and Alumni Committee</b> – The first meeting was held in June and all 18 community colleges had representation.</p> <p><b>ACCT Federal Update Meeting</b> – Trustee Horl attended a meeting which focused on pandemic relief, the Biden agenda and the Jobs Act which is calling for short term programs to be stackable and portable, but there is concern that there is no clear definitions of what defines those terms.</p> <p><b>New NJCCC Funding Formula</b> – A meeting will be held on August 31 to approve the new funding formula which will affect all of the community colleges. Dr. Stout further explained that the new funding formula will be adjusted for equity purposes.</p> <p><b>D. Foundation Update</b> – Trustee Abby-White announced that the Education Open will be held on September 23 at Eagle Oaks Country Club and encouraged participation by golfers and non-golfers at the dinner only.</p>		
<p><b>Public Comment on Agenda Items</b>  Chair Cram read the directions on giving public comment.</p> <p>Jack Ryan, Associate Professor, English – urged the College to create a vaccination mandate for faculty, student, and staff.</p> <p>Ms. Gruskos confirmed there were no submitted written comment.</p>		
<b>Review of Consent Agenda</b>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> <li>• <i>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</i></li> </ul> <p><b>A. Acceptance of Consent Agenda</b></p> <p><b>Trustee Davis requested that the HR items be removed and voted on separately, as she had a conflict of interest for one of the HR items.</b></p>	<p>A motion to adopt the revised consent agenda with the HR items removed was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p><b>Approval of Public Business Meeting Minutes</b></p> <p><b>A. Approval of Public Business Meeting Minutes – June 22, 2021</b></p> <p><b>B. Approval of Executive Session Meeting Minutes – June 22, 2021</b></p>	<p>A motion to approve the minutes from the public business meeting held on June 22, 2021 was made by Trustee Richens and seconded by Trustee Davis.</p> <p>Motion passed.</p> <p><b>ABSTENTIONS:</b> None</p> <p>A motion to approve the Executive Session Minutes for the meeting held on June 22, 2021 was made by Trustee Davis and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p><b>ABSTENTIONS:</b> None</p>	



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Approval of Public Business Meeting Minutes</b></p> <p><b>Approval of Public Business Meeting Minutes – July 30, 2021</b></p>	<p>A motion to approve the minutes from the public business meeting held on July 30, 2021 was made by Trustee Abby-White and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Richens</p>	
<p><b>Approval of Public Business Meeting Minutes</b></p> <p><b>Approval of Public Business Meeting Minutes – July 31, 2021</b></p>	<p>A motion to approve the minutes from the public business meeting held on July 31, 2021 was made by Trustee Horl and seconded by Trustee Abby-White</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Richens</p>	
<p><b>Consent Agenda</b></p> <p><b>A. Approval of Amendment to the Brookdale Community College Flexible Benefits Plan</b></p>	<p>A motion to approve the consent agenda was made by Trustee Crupi and seconded by Trustee Abby-White.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>B. Acceptance of Gifts</b></p> <p><b>C. Acceptance of Grants</b></p> <p><b>D. Approval of Application for Grants</b></p> <p><b>E. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</b></p> <p><b>F. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p> <p><b>G. Monthly Financial Reports</b></p> <p><b>H. Capital Project Update</b></p>	<p>Motion passed.</p> <p><b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Crupi, Davis, Horl, Kaufmann, Richens, Smith and Chair Cram</p> <p><b>NO: None</b></p> <p><b>ABSTENTIONS: None</b></p>	
<p><b>Approval of HR Items</b></p>	<p>A motion to approve the HR items was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>YES: Trustees Abby-White, L. Brennan, S. Brennan, Crupi, Horl, Kaufmann, Richens, Smith and Chair Cram</b></p> <p><b>NO:</b></p> <p><b>ABSTENTIONS: Truste Davis</b></p>	
<p><b>Approval to apply to the NJ Board of Public Utilities for Economic Incentive Programs for Solar Electric Energy Generation Projects</b></p>	<p>A motion to approve by resolution to approve the application to the NJ Board of Public Utilities for economic incentive programs for solar electric energy generations projects was made by Trustee Crupi and seconded by Trustee Abby-White.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p><b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Crupi, Davis, Horl, Kaufmann, Richens, Smith and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Public Comment</b></p> <p>Mr. Jacobs read the public comment statement and directions for making public comment in person and via Zoom.</p> <p>Jack Ryan – Associate Professor, English - suggested that the Search for Classes link should always be at the top of the website. He also recommended that the timing of password updates should not be at the beginning of the semester. He expressed concern over the enforcement of the Mask Mandate was to be solely the responsibility of the faculty. He was specifically concerned that the Police or Student Life Activities could not be called to assist in a situation with a defiant student.</p> <p>Ms. Gruskos confirmed that no written comments submitted.</p>		
<p><b>Old/New Business -</b></p> <p>Chair Cram announced that Trustee Suzanne Brennan has been reappointed to the Board of Trustees for four more years. Trustee Brennan responded that it is her pleasure and honor to serve on the Board of Trustees.</p> <p>Chair Cram appointed Trustee Smith to the Student Success &amp; Educational Excellence and Governance committees, as well as a an alternate for the Finance &amp; Facilities committee.</p> <p>Moving forward our Board of Trustees meetings will be held in person in the Navesink Rooms. Our next meeting will be held on September 28.</p>		
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 6:34 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Davis.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions