

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**December 14, 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 5:40 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>Dr. Hank Cram, Chair</b>	Dr. Nancy Kegelman
	<b>Mr. Paul Crupi, Trustee</b>	Dr. Yesenia Madas
	<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. Patricia Sensi
	<b>Ms. Marta Rambaud, Trustee</b>	Ms. Teresa Manfreda
	<b>Dr. Les Richens, Trustee</b>	Ms. Bonnie Passarella
	<b>Dr. David Stout, Secretary</b>	Ms. Kathy Kamatani
	<b>Mr. Austin Smith, Trustee</b>	Dr. Anita Voogt
		Ms. Bonnie Passarella
<b>Absent</b>	<b>Ms. Natalie Watson, 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 December 8, 2021 at 2 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 our retired colleagues Maureen Sherman and Bruce Marich. On behalf of the entire College, Dr. Stout offered condolences to their families,

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adoption of Agenda</b></p> <p>Chair Cram announced that we would not be holding an Executive Session tonight.</p>	<p>A motion to adopt the agenda was made by Vice-Chair Kaufmann and seconded by Trustee Horl.</p> <p>Motion passed.</p>	
<p><b>Recognition of Professor Arthur Marshall -</b></p> <p>Dr. Stout read a resolution (<b>Attachment A</b>) to honor Professor Art Marshall’s service to the College which spanned 53 years.</p>		
<p><b>President’s Report –</b></p> <p>Dr. Joan Scocco introduced Susan Pagano, Program Manager Business Career and Technology Training.</p> <p>Susan presented on the Incumbent Worker Training Program. She thanked her Brookdale Team and our partners at the Monmouth County Workforce Development Board, Larry Sternbach and Yolanda Taylor for their support of the program. The intention of the program is to support the Monmouth County businesses, by offering employee training, which will ultimately enhance the skills of the workforce in the county. In order, to be eligible, the training must take place during paid working hours for full time employees with 6 months or more of service to businesses in Monmouth County. The goals of the program include averting potential layoffs of employees, increasing the skill levels of employees and increasing the competitiveness of the company or employee. She provided information on their onboarding process, which utilizes the Calendly app for scheduling meetings with employers. She shared</p>		

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

information on Ladacin Network whose employees have received training on Office 365 and Avalue Technology who will receive training on project management for their engineers.

**Reports from the Board Committees and Liaisons**

**A. Finance & Facilities Committee – December 7, 2021** – Trustee Abby-White reported on the Finance & Facilities

1. **Capital Project Update** - Engineer of Record, Mr. Savacool updated the committee on facilities projects managed by T&M, including completion of all work on the Athletic Fields on the Lincroft Campus and completion of the Life Safety and Additional Lighting project pending delivery of products
2. Mr. Naparlo provided an update on the projects in-progress that are being managed by the College. He also discussed the College’s recommendation for a contract award to develop our new Facilities Master Plan. It was noted that this Facilities Master Plan will be smaller in scale than the last one and focus on Lincroft, Wall, and Freehold locations.
3. **Monthly Financial Reporting** - VP Manfreda reviewed the financial report for October, highlighted that Operating revenue was 3.6% lower than the same time last year, attributable to the decrease in tuition and fees revenue, operating expenditures were also below budget, and our cash balance continues to be higher than the same time last year.
4. **Radio Station** - A 2-year comparison of the College’s Radio Station financials up to the month of October was reviewed. It was noted that the American Rescue Grant has contributed to a better financial position of the Radio Station this year. Going forward the County has committed to support the Radio Station operations and Trustee Kaufmann reiterated the expectation of the Board of Trustees that the Radio Station should benefit our students.
5. **Purchases** – VP Manfreda reviewed the purchases that are documented in the Board Packet. It is recommended that the College enter into a cooperative purchasing agreement for technology purchases and approve a relationship with a solar power generation provider.
6. **HR** – AVP Sensi requested approval to replace two positions and the committee approved the request to begin the searches. There are 56 recommended HR items recommended for action this month, including hires, change of status and separations. She noted that the majority of status changes were extension of temporary positions.
7. **Grants and Gifts** - VP Nancy Kaari reviewed recommendations to accept a gift and two continuation grants totaling \$600,000. She reported that \$6.4 million of grants have been awarded in FY22 with another \$1.3 million pending.
8. **Foundation** – The Foundation’s total revenue was up 59% this month, even though expenses are higher than last year which is attributable to the implementation of Salesforce and the timing of events. Total net assets saw a 49% increase from last year.
9. **Investments** - Mr. Siuzdak reviewed his recommendations to diversify our financial holdings which is estimated to yield additional interest in FY22
10. **Legislation** – Mr. Johnson reported on two bills which were introduced in the Assembly which could have a financial impact on the College.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>11. Financial Budget</b> - VP Manfreda discussed several Budget Models that will be further discussed with the Board in January. Trustee Abby-White suggested that we develop a strategic plan to address tuition, fees and investments going forward.</p> <p><b>12. Summary of Past Year</b> – Trustee Abby-White highlighted that VP Manfreda now provides a financial overview that includes revenues and expenditures compared to the current budget and the prior year along with the cash balance and this leads us to an appropriate level of discussion and reaffirms our confidence in everyone’s professional ability. Our Facilities Manager, Mike Naparlo, now leads the facilities discussion and he is assisted by the Engineer of Record. This provides a complete picture of our facilities programs. This is a new responsibility for Mr. Naparlo, and she commended him for his thorough reporting. We now feature additional sources of revenues that will aid our students. She praised the work of the Director of Grants, Laura Qaissaunee and our Grant Coordinator, Dinneen Jackson for their work over the last few years. The College has seen a 300% increase in grant revenue. Their monthly report allows everyone to view their progress. VP Kaari’s deliverance of the Advancement update, has shined a light on the unlimited potential of the Foundation, the Alumni Association and College Relations. She stated that we have moved from some very lengthy meetings to the correct level of oversight and communications.</p> <p><b>13. Student Success &amp; Educational Excellence Committee</b> – Trustee Abby-White will be the Committee Chair of the Student Success &amp; Educational Excellence Committee which will be focused on where we can expand our presence. She welcomes any ideas on how to adjust for recruitment, realign scholarships, improve community outreach, and shorten times to graduation. The first committee meeting of the year will be focused on determining annual goals, assigning subcommittees, and adjusting the meeting schedule.</p> <p><b>B. Audit Committee – December 13, 2021</b> – Trustee Crupi reported on the Audit Committee meeting held on December 13. He highlighted the following:</p> <ul style="list-style-type: none"> <li>a. <b>Internal Audit</b> – VP Manfreda has requested that our Internal Auditors, PKF O’Connor Davies perform an internal audit of the employee travel and food expenses reimbursement process. The auditors presented their observations and recommendations which included an action plan with identified responsible employees and timeline.</li> <li>b. <b>Ethics Hotline Report</b> – No new ethics hotline complaints were filed through the Ethics Hotline and going forward there will be a monthly ethics hotline report which will be reviewed by the committee and anything that rises to the level of Board’s attention will be brought to the Board.</li> <li>c. <b>Office of the State Comptroller</b> – VP Manfreda continues to communicate with the State Comptroller and their findings should be reported shortly. The College is preemptively preparing a response based on what they are expecting the recommendations will be focused on.</li> <li>d. <b>Financial Audit</b> – The Financial Audit will be finalized pending the receipt of OPED information from the State, which is needed for the footnotes. There are currently no findings or significant issues to report on the Financial Audit and Single Audit which focused on testing for CARES funding.</li> </ul>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>C. Student’s Perspective</b> – Trustee Smith reported on a student concern related to incorrect course advisement. He reported that everything is running smoothly with the Esports program and tonight the Board will be approving the Director of Esports.</p> <p><b>D. NJCCC Update</b> – Trustee Horl – Dr. Cram congratulated Trustee Horl on her appointment to the NJCCC Public Policy and Advocacy Committee for 2022. Trustee Horl reported on the following:</p> <ul style="list-style-type: none"> <li>a. <b>A6008 Bill</b> – sponsored by Mila Jasey – which if passed would prohibit institutions of higher education from withholding a student’s transcript due to an outstanding balance on the student’s account.</li> <li>b. <b>S3810/A5862</b> – At the NJCCC State and Federal Policy Committee the Responsible Collective Negotiations Act. She reported there is strong opposition to this bill, but it is expected to move during lame duck.</li> <li>c. Regulations to reduce the number of general education credits from 45 to 33 credits has been published by the Office of the Secretary of Higher Education in the Register, which is a long-sought goal of the Council.</li> <li>d. <b>Federal Activity</b> – Trustee Horl reported that ACCT will continue to strongly advocate for re-authorization of the Higher Education Act, including the extension of PELL for short term education and training programs, which enable people to get into better jobs quickly. The JOBS Act includes expanding PELL, and is bipartisan in support, but there are some objections. The Far Right, non-spending members oppose it and their polar opposites, the Progressives also oppose it. Their objections are that programs are not of sufficient quality to create sustainable wages for families.</li> <li>e. <b>The America’s College Promise Bill</b> was passed by the House, but it was removed from consideration by the Senate.</li> <li>f. <b>ACCT National Legislative Summit</b> – Trustee Horl attended a planning meeting for the NJ delegation and urged her fellow Board members to attend. Our visits to the Hill will remain fluid, due to COVID.</li> </ul> <p><b>E. Foundation Update</b> – Trustee Abby-White had no report.</p>		
<p><b>Public Comment on Agenda Items -</b>  Professor Art Marshall - thanked everyone for recognizing him for his service to the College.</p> <p>No written comments were submitted.</p>		
<p><b>Review of Consent Agenda</b></p> <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>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>A. Acceptance of Consent Agenda</b></p> <p>Chair Cram requested if any items were requested to be removed from the consent agenda, however, Trustee Richens requested that item XIII, Change Order Request, be removed from the meeting agenda for further review.</p>	<p>A motion to adopt the consent agenda was made by Trustee Crupi and seconded by Trustee Horl.</p> <p>Motion was passed.</p>	
<p><b>Approval of Public Business Meeting Minutes</b></p> <p><b>A. Approval of Public Business Meeting Minutes – November 16, 2021</b></p> <p>Ms. Gruskos announced that the minutes were revised to include a correction in the public comment portion of the minutes.</p> <p><b>B. Approval of Executive Session Meeting Minutes – November 16, 2021</b></p>	<p>A motion to approve the minutes from the public business meeting held on November 16, 2021 was made by Trustee Smith and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p><b>ABSTENTIONS:</b> Trustees Crupi, Davis, and Richens</p> <p>A motion to approve the Executive Session Minutes for the meeting held on November 16, 2021 was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p><b>ABSTENTIONS:</b> Trustees Crupi, Davis and Richens</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Consent Agenda</b></p> <p><b>A. Approval of Human Resources</b></p> <p><b>B. Acceptance of Gifts</b></p> <p><b>C. Acceptance of Grants</b></p> <p><b>D. 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>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p> <p><b>F. Monthly Financial Reports</b></p> <p><b>G. FY22 Fall Semester Financial Forecast</b></p> <p><b>H. Investment Strategy Recommendations</b></p> <p><b>I. Capital Project Update</b></p>	<p>A motion to approve the consent agenda was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambuad, Richens, Smith and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Change Order Request</b></p> <p><b>This item was tabled and consequently no vote was taken.</b></p>		
<p><b>Acceptance of Luminace, a Brookfield Renewable DG US Operations, LLC as the College’s solar power generation provider</b></p> <p>Dr. Stout announced our plans to bring solar powered car ports to three of our locations, and the College is working on the details of where the carports will be located at each</p>	<p>A motion to approve acceptance of Luminace, a Brookfield Renewable DG US Operations, LLC as the College’s solar power generation provider was made by Trustee Crupi and seconded by Trustee Davis.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>location. The carports will have electric vehicle charging stations built within them. The carports should be installed over the summer.</p>	<p><b>YES:</b> Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambuad, Richens, Smith and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of New Policy – 2.1003 COVID-19 Vaccination or Weekly Testing Requirement Policy</b></p> <p>Dr. Cram announced that the 2.1003 COVID-19 Vaccination or Weekly Testing Requirement Policy was lodged last month and subsequently a non-substantive change was made to the wording in the policy statement.</p> <p>Mr. Jacobs read the reworded statement.</p>	<p>A motion to approve new policy - 2.1003 COVID-19 Vaccination or Weekly Testing Requirement Policy was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambuad, Richens, Smith and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Revised of Policies</b></p> <p><b>A. Lodging of Revised Policy 5.0002 Educational Programs</b></p> <p><b>B. Lodging of Revised Policy 5.0004 General Education Policy</b></p>	<p>A motion to approve Policy 5.0002 Educational Programs, Policy 5.0004 General Education Policy, Policy 5.0006 Effectiveness of Educational Programs, previously named 5.0006</p>	



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>C. Lodging of Revised Policy 5.0006 Effectiveness of Educational Programs (New Title – Previously titled - Accountability for the Effectiveness of Educational Programs)</b></p>	<p>Accountability for the Effectiveness of Educational Programs was made by Trustee Richens and seconded by Trustee Brennan.</p> <p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambuad, 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><b>Joan Carrol – Acting Chair of Brookdale Adjunct Faculty Union</b> – spoke on behalf of the Adjuncts. She questioned if the Board had thought about if they were being fair to the Adjuncts, about the contributions of the Adjuncts, and about the passing an Adjunct wage policy while they were signing union cards. She asked if they were aware that their board policy does not alleviate your duty to negotiate wages. She questioned if more money would be spent by the College on attorneys for negotiations and mediations then what the adjuncts were requesting. She brought up their concerns that they do not receive their first paycheck until 6 weeks after the semester begins. They are looking forward to a reasonable contract.</p> <p>Ms. Gruskos confirmed that there were no written comments submitted.</p>		
<p><b>Old/New Business -</b></p> <p>Chair Cram announced that Trustee Suzanne Brennan has resigned from the Board effective December 10, 2021. This is a result of her being sworn in as a member of the Howell Council. Trustees can not serve on the Board of Trustees if they hold an elected position. We will be inviting her back in the new year to recognize her service to the Board of Trustees and the College.</p> <p>The Committee assignments were submitted in the Board packet. Chair Cram made assignments with keeping in mind requests, strengths of Board members, and the goal of cross-training through service on different committees.</p> <p>Chair Cram informed the Board that prior to Trustee Suzanne Brennan’s resignation she had been working on Dr. Stout’s evaluation, and he was completing it. The Board members should expect to receive a draft</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>version for their review, and he requested all comments to be sent to him by December 30. The evaluation will be presented to Dr. Stout in January by Vice-Chair Kaufmann and himself.</p>		
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 6:40 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Brennan.</p> <p>Motion passed.</p>	

**Brookdale Community College  
Board of Trustees**

**R E S O L U T I O N**

**WHEREAS**, Professor Art Marshall has honorably served Brookdale Community College for 53 years as Academic Advisor to Returning Women, International Students, Students with Disabilities, Members of the United States Armed Forces, Students enrolled in the College's Regional Locations, Professor of Education and Human Geography, and Professor in the Career & Technical Education and Traditional Alternate Route Teacher Education Programs; and

**WHEREAS** he was instrumental in the founding of the Theater, International Student Association, Student Government, Education Club and One Step Ahead Club for Students with Disabilities, and served as their first Advisor and mentor; and

**WHEREAS**, Professor Marshall served in significant leadership positions including service as Brookdale Community College's first Dean of Students, Division Chair of Social Science & Criminal Justice, and Chair of the Education Department; and

**WHEREAS**, Professor Marshall is a two-time recipient of the Brookdale Community College Alumni Association's Barringer Award, a two-time recipient of the Outstanding Colleague Award, and a recipient of the Quiet Hero Award; and

**WHEREAS**, Professor Marshall is held in high regard by his colleagues nationally, and was recognized as a three-time recipient of the National Institute for Staff and Organizational Development's Excellence Award for his outstanding commitment and contributions to his students and colleagues; and

**WHEREAS**, Professor Art Marshall has had a direct, personal impact on the development of tens of thousands of students over more than five decades at Brookdale, and by extension, his influence on the development of children can be felt in classrooms around the country; and

**WHEREAS**, the above summary of activities does not adequately express the impact that Art Marshall has had on Brookdale Community College, its employees, its students, and its surrounding community, nor does it express how beloved Professor Marshall is or the degree to which his colleagues will miss him as he enters into retirement; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees, on behalf of all Brookdale students, alumni, faculty, staff and administrators, wish to recognize Professor Marshall in honor of his distinguished career; and

**BE IT FURTHER RESOLVED** that this resolution be spread upon the minutes of this meeting and a true copy presented to Art Marshall so that he can have a permanent reminder

of the high esteem he has earned among his peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

---

Dr. Hank Cram  
Board Chair

---

Dr. David Stout  
President

**December 14, 2021**