

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

January 26, 2021

#### Brookdale Community College Zoom Webinar

- A. Chair Cram called the meeting to order at 5:30 P.M.
- 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 January 21, 2021 at 10:00 AM 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, Trustee	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee (Sworn in this meeting)	Ms. Patricia Sensi
	Ms. Suzanne Brennan, Trustee	Dr. Nancy Kegelman
	Dr. Hank Cram, Chair	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Ms. Bonne Passarella
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Madeline Ferraro, Trustee	Ms. Kathy Kamatani
	Ms. Barbara Horl, Trustee (5:40 PM)	Dr. Anita Voogt
	Mr. Bret Kaufmann, Vice-Chair	Ms. Teresa Manfreda
	Ms. Hanna Walker, Trustee	Mr. Edward Johnson
	Dr. David Stout, Secretary	Dr. William Burns
Absent	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	

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

Chair Cram led the Pledge of Allegiance.

- Dr. Stout led a moment of silence for 2 Brookdalians: Roger Lyman passed away on Monday, December 28, 2020 at his home in Florida. Roger was hired as a Learning Assistant in the Art Department in 1979 and later served as an Assistant Director in Student Life & Activities until the time of his retirement in 2000. A private service was held on January 19 and a gathering in his honor is anticipated later this year.

Rachel Stulberger, former student who was active in SLA and Theater

- Chair Cram announced that tonight the Board will reaffirm our mission, vision and values. He began the process by reading 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.

Trustee Walker read the vision statement: *Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society. Brookdale plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire all community members to fulfill their aspirations to the best of their ability*

- Mr. Jacobs performed a swearing in ceremony for Trustee Latonya Brennan (Oath of Office – **Attachment A**). Chair Cram welcomed Trustee Brennan back as a Board of Trustee Member.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>  Chair Cram announced that the Agenda has been revised to remove the Executive Session at the end of the meeting.	A motion to adopt the revised meeting agenda was made by Vice-Chair Kaufmann and seconded by Trustee Tracey Abby-White.  Motion passed.	
<b>President's Report –</b>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>President Stout welcomed Trustee Brennan back to the Board, and extended congratulations from Commissioner Lillian Burry.</p> <p>In light of the Board's consideration for the reaffirmation of our mission, vision and values. Dr. Stout read our Brookdale Values. He stated that each of these values is of equal weight and importance:</p> <ol style="list-style-type: none"> <li>1. Educational excellence through engagement, assessment and innovation</li> <li>2. Economic empowerment through access, opportunity, and entrepreneurial partnerships</li> <li>3. Institutional integrity through academic freedom, stewardship and accountability</li> <li>4. Diversity through inclusivity, human equity and individual perspective</li> </ol> <p>President Stout announced that at Convocation he had the opportunity to induct the Emeritus class of 2020. The emeritus status is the highest form of appreciation that we can give to a former employee, and he shared the names of those employees who were given this honor. He promised them in the future when we are able to be together, that the Board of Trustees will honor them as well.</p> <ul style="list-style-type: none"> <li>• Professors Jane Banks, Newana Barnes, Tony Blaser, Michael Fowler, Carl Francese, Fred Fratterigo, Sy Siegler, Sylvia Smith, Tony Snyder, Barbara Tozzi, Linda Wang.</li> <li>• Administrators Lee Blaustein, Kim Heuser, Norma Klein, Carol McCartin, Kay Merrit, Ann Tickner-Jankowski</li> <li>• Staff Tom Hughes</li> </ul> <p>President Stout brought attention that are Agenda includes a resolution affirming our College as a stigma free environment, as part of the Monmouth County Stigma Free Initiative. He felt it was important to read the resolution into the minutes, so that all students feel completely supported and know that they can come and talk with us if they're experiencing any substance abuse or mental health crisis. <b>(Attachment B)</b></p> <p>In addition, Dr. Stout brought attention to the partnership with the Guild, which is a tuition assistance program for working adults. This partnership is directly aligned with our strategic goals to increase enrollment and address community needs.</p> <p>Dr. Stout welcomed our new Vice President of Advancement, Nancy Kaari. He introduced her as a proud community college graduate and that she has most recently served with the American Red Cross as the Executive Director. She thanked the Board of Trustees and President Stout for this amazing opportunity, and is looking forward to working with each and every one of them and the entire Brookdale team as we work together to make Brookdale Community College the college of choice.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Finance &amp; Facilities Committee – January 19, 2021 –</b> As the new Chair of Finance &amp; Facilities Committee, Trustee Abby-White set the tone to the meeting, by asking everyone to look forward, and focus on being innovative and bringing new revenue streams to the college.</p> <ol style="list-style-type: none"> <li>1. Capital Project Highlights – Mr. Savacool highlighted the following: <ol style="list-style-type: none"> <li>a. Design plans are underway on several projects, including the Lincroft retaining wall, the roof repair phase 3 and the lightening protection project.</li> <li>b. The Sound panel installation in Wall is completed and a consultant performed a noise study, which demonstrated the noise has been reduced significantly with the air handlers. Sound levels are below what is mandated by law, and no complaints have been received since the sound panel has been installed. This matter is deemed complete.</li> <li>c. Security Camera Project is underway on the Lincroft campus and camera installation is beginning.</li> <li>d. Boilers at Wall – Boilers are functioning very well, and the valuing work has been completed.</li> </ol> </li> <li>2. Monthly Financial Reporting – Trustee Abby-White highlighted the following: <ol style="list-style-type: none"> <li>a. As of November 30, 2020, operating revenue was 14.3% lower than last year. This is primarily is due to the cut in state aid, the impact of decreased enrollment on tuition and fees both credit and non-credit courses, and the loss of out of county revenue as a result of not charging out of county rates for online courses. Our operating expenditures ae 7.1% lower than last year and the most significant savings are seen in academic affairs and CPS. Cash balances as of November 30, 2020 were at \$6.6 million more than the same time period last year. Projections remain the same. On the 10th day of the 15 weeks spring Semester an update to the forecast will be developed. Finance does not foresee any extraordinary changes to the projections.</li> <li>b. The committee reviewed several rfp and bids that will begin in February, and will be approved at the May Board meeting. They are detailed in the packet.</li> </ol> </li> <li>3. FY22 Budget and Tuition and Fee Schedule – <ol style="list-style-type: none"> <li>a. <b>The budget parameters were discussed:</b> <ol style="list-style-type: none"> <li>i. State and County aid will remain stable</li> <li>ii. A 5.1% decrease in enrollment is expected</li> <li>iii. Zero percent tuition increase</li> <li>iv. Greater allocation of in-County vs. out of County revenue</li> </ol> </li> <li>b. <b>Operating Revenue</b> - In support of the FY22 Operations Budget, Brookdale revenue costs consists of the following.</li> </ol> </li> </ol>		

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<p><b>Tuition:</b> \$33,822.318 equaling 42% of operating budget The current in-County tuition charged by the College is \$148.00 per Student Credit Hour (SCH) to a maximum of \$2,220.00 per term. The tuition revenue estimated for FY22 is based on the College keeping tuition flat.</p> <p><b>County:</b> \$20,027,019 equaling 25% The request for FY22 is \$20,027,019, which represents no change from the FY21 budget due to the continued economic constraints faced at the County level. It should be noted that the County's contribution to the overall operating budget is a critical funding source for the College and continues to be scientifically higher than the State's contribution.</p> <p><b>State Support:</b> \$10,285,798 equaling 12.8% The College is anticipating that State Aid will remain flat in FY22. The actual allocation of aid is determined after all of the audited enrollments of the NJ community colleges are received by the Office of Management and Budget.</p> <p><b>Fees:</b> \$11,018,807 equaling 13.8% The budget for FY22 is based on student fees remaining flat at 27% of tuition. Each term every student shall be required to pay fees of \$39.96 per credit hour, not to exceed \$599.40.</p> <p>During the public meeting we will approve the budget in the amount of \$80,079,958. The Board of Trustees is extremely cognizant of the challenges to our students and are purposing to move \$1,715,000 from our reserve account to balance the budget and offer a zero percent increase in tuition. The Finance &amp; Facilities Committee is recommending to approve this budget, to offset any tuition increase to our students.</p> <ol style="list-style-type: none"> <li>4. HR - We have several hires, change of status and separations. We are delighted that we Nancy Kaari will be the new VP of Advancement.</li> <li>5. The details for the current and future grant captures along with the financial position of the Foundation can be found in Boardmax</li> </ol> <p><b>B. Audit Committee</b> – January 25, 2021 – Trustee Crupi reported on the following items:</p> <ol style="list-style-type: none"> <li>1. FY20 Financial Audit – Representatives from O'Connor and Drew reported that the audit of the FY20 Financial Statements is complete, with the exception of the Single Audit of our financial aid programs. This is tied to the Federal Cares Act and our Auditors only received guidance from the Federal Government on how to properly test this portion of the audit. As a result, testing will not be completed until mid to late February. The Audit Committee will meet again in March to accept this audit when completed and will move the FY20 Financial Audit to the full Board for approval at our March meeting</li> <li>2. FY20 WBJB Radio Audit – The Audit of the Radio Station is complete and O'Connor &amp; Drew, issued an unmodified opinion with no findings. With that being said, the Radio Station has experienced</li> </ol>		

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<p>significant losses during the past year. Losses are attributable to the pandemic and should not be seen as any other indicator of the overall health of the radio station. The Audit Committee recommends acceptance of the Radio Audit.</p> <p>3. Acceptance of Internal Controls &amp; Standard Operating Procedures Manual –The changes to the Manual were reviewed with the committee. The changes were a result of implementations of Internal Audit recommendations or updated procedures. The Audit Committee recommends to accept the changes to the Internal Controls &amp; Standard Operating Manual.</p> <p>4. Next Audit Meeting – <b>The Feb. 9 meeting will be rescheduled to March 8.</b></p> <p><b>C. Governance Committee</b> – January 20, 2021 – Trustee Suzanne Brennan highlighted the following:</p> <ul style="list-style-type: none"> <li>a. Presidential Screening Process Policy – The Committee discussed the policy revisions and recommends for lodging tonight.</li> <li>b. The Social Media Policy – Next steps for the development of the Social Media Policy was discussed and an appointed subcommittee will be meeting after the meeting tonight to further develop this policy.</li> <li>c. Board Self-Evaluation – The Board self-evaluation survey results were briefly reviewed, and were shared with the entire Board. Trustee Brennan was encouraged by the full Board participation in the survey. She was impressed by the level of trust that has been developed over the last couple of years and there has been many areas of significant growth. The survey highlighted that there is room for growth, especially in the area of long-range strategic planning.</li> <li>d. Board Professional Development – The Committee discussed the planning for the March Workshop which will be focused on the Voluntary Framework of Accountability and Dr. Laura Longo will be presenting. A number of the Trustees will be attending the ACCT Legislative Summit in February via a virtual conference.</li> <li>e. The process and timing of the negotiation of Dr. Stout’s contract was also discussed.</li> <li>f. Improving the employee evaluation process was discussed, with a goal of improving the timing of the renewals with the evaluation process.</li> </ul> <p><b>D. Foundation Update</b> – Trustee Abby-White reported on the quarterly Foundation meeting held on January 21. She thanked Donna Flynn and the Search Committee for VP Advancement position, which led to tonight’s approval of Nancy Kaari. She announced the date of the Scholarship Ball to be on June 4.</p> <p><b>E. Student’s Perspective</b> – Trustee Walker reported that the students are excited for the start of the semester and to attend all of the events that Student Life has planned so far. She personally emailed every Brookdale Club to introduce herself and to create more outreach for the Brookdale Trustee Advisory Committee.</p> <p><b>F. NJCCC Update</b> – Trustee Horl reported on the two meetings that she attended for the NJCCC State and Federal Policy Committee. They reviewed the main talking points they have created for the advocacy plan for the upcoming state budget. In preparation for budget advocacy for community colleges, NJCCC has met with the Governor’s office. Budget advocacy efforts will be timed around the Governor’s budget address. She reported that the CCOG legislation is waiting for Governor Murphy’s</p>		

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signature. She shared good news on the recently passed COVID relief legislation will provide 1.3 times more funding for colleges than under the CARES Act and that the legislation will provide more flexibility in the use of the funds. Trustee Horl reported on the work of the NJCCC to prepare for the ACCT Legislative Summit in February. They have been creating talking points and materials for the legislative visits which will take place around the conference. She further discussed a movement in the Biden-Harris administration for free Community College, which would include federal and state funding.		
<p><b>Public Hearing on Tuition and Fees</b> – Chair Cram opened the meeting to public comment on tuition and fees for the academic year 2021-2022. He reiterated that the proposal is to freeze both tuition and fees. He supported this decision as it aligns with our mission to provide cost effective education. The College has not always been in the position to freeze tuition, but due to the excellent financial fiscal stewardship of the administration over the past several years, the college has reserves which can be used to contribute to as much as \$1.7 million if necessary to balance the budget and keep the tuition flat for the upcoming year, as we are under extraordinary circumstances.</p> <p><b>No public comment was made on Tuition and Fees.</b></p>		
<p><b>Public Comment on Agenda Items –</b>  <b>Jack Ryan, Associate Professor - English</b> – In relation to the College’s financial position, he brought up concerns he has heard from his colleagues, that students are finding it challenging to pay for their tuition via our website. He suggested we investigate ways to improve the process, so that students can be easily enrolled. He also brought up a concern for students who are being dropped for non-payment, and suggested that this process be improved to avoid any accidental issues. He objected to the website colors chosen, as they don’t represent the Jersey Blues’ colors of blue and red.</p> <p>Ms. Gruskos confirmed no written comments were submitted.</p>		
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</li> </ul> <p><b>A. Acceptance of Consent Agenda</b></p>	<p>A motion to adopt the consent agenda was made by Trustee Kaufmann and seconded by Trustee L. Brennan.</p> <p>Motion passed.</p>	





Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>F. Monthly Financial Dashboards</b>	Motion passed.	
<b>Approval of FY22 Schedule of Tuition and Fees</b>	<p>A motion to adopt by resolution the FY22 Schedule of Tuition and Fees was made by Trustee Ferraro and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee L. Brennan</p> <p>Motion passed.</p>	
<b>Approval of FY22 Chapter 12 Projects</b>	<p>A motion to approve by resolution the FY22 Chapter 12 Projects was made by Trustee Kaufmann and seconded by Trustee Horl.</p> <p><b>YES:</b> Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee L. Brennan</p> <p>Motion passed.</p>	
<b>Approval of FY22 Operating &amp; Capital Budgets</b>	<p>A motion to adopt by resolution the FY22 Operating &amp; Capital Budget was made by Trustee Abby-</p>	

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	<p>White and seconded by Trustee Walker.</p> <p><b>YES:</b> Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee L. Brennan</p> <p>Motion passed.</p>	
<p><b>Acceptance of FY20 WBJB Radio Audit</b></p>	<p>A motion to accept the FY20 WBJB Radio Audit was made by Trustee Crupi and seconded by Trustee Walker.</p> <p><b>YES:</b> Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee L. Brennan</p> <p>Motion passed.</p>	
<p><b>Approval of Cooperative Pricing Agreement with E I Cooperative Services</b></p>	<p>A motion to approve by resolution the Cooperative Pricing Agreement with E I Cooperative Services was made by Trustee Abby-White and seconded by Trustee S. Brennan .</p> <p><b>YES:</b> Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee L. Brennan</p> <p>Motion passed.</p>	
<b>Acceptance of Internal Controls &amp; Standard Operating Procedures Manual</b>	<p>A motion to accept the Internal Controls &amp; Standard Operating Procedures Manual was made by Trustee Crupi and seconded by Trustee Walker.</p> <p>Motion passed.</p>	
<b>Approval of Resolution Designating Brookdale Community College as a Stigma-Free Resolution</b>	<p>A motion to approve by resolution designating Brookdale Community College as a Stigma Free Community was made by Trustee Kaufmann and seconded by Trustee Horl.</p> <p>Motion passed.</p>	
<b>Ratification of Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College</b>	<p>A motion to ratify Policy 1.8000 Adoption, Review and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College was made by Trustee S. Brennan and seconded by Trustee Kaufmann.</p> <p>Motion passed.</p>	
<b>Approval of Agreement with Guild Education</b>	<p>A motion to approve by resolution to enter into a partnership with Guild Education was made by Trustee Ferraro and seconded by Trustee Walker.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p><b>YES:</b> Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee L. Brennan</p> <p>Motion passed.</p>	
<p><b>Lodging of Policy Revisions</b></p> <p><b>A. Policy 1.3035 Presidential Screening Process</b></p>	<p>A motion to lodge revisions to Policy 1.3035 Presidential Screening Process was made by Trustee S. Brennan and seconded by Trustee Horl.</p> <p><b>YES:</b> Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee L. Brennan</p> <p>Motion passed.</p>	
<p><b>Public Comment –</b>  Mr. Jacobs read the statement on public comment and directions on giving public comment in a virtual meeting.</p> <p><b>James Schmitt, Adjunct – Math –</b> Dr. Schmitt commended the Board of Trustees for the work they are doing. He stated that he is the Chairman of the Adjunct Negotiating Committee and they have been trying to negotiate an independent, fair, and equitable first contract since January 2019. He emphasized that they need a contract that meets the unique needs of the Adjunct Faculty at Brookdale Community College. They look forward to concluding the negotiations once in person negotiations are possible, with the help of the New Jersey public Employment Relations Committee.</p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p>		

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<p><b>Old/New Business -</b></p> <p>Dr. Stout expressed his appreciation for all those involved in building a budget that resulted in not raising tuition and fees. He also thanked the Search Committee for the Vice President of Advancement that helped to move forward, our Vice President selection.</p> <p>Chair Cram personally welcomed our New Vice President Kaari and our returning Trustee Latonya Brennan. He also expressed his appreciation that the Board was able hold tuition and fees flat, because of the extraordinary circumstances and as a result of some very hard work over the past couple years, which left the College in the financial position if necessary, to make the emergency allocation of funds to balance the budget and still provide a cost-effective education for our students.</p> <p>Trustees Suzanne Brennan and Ferraro provided a warm welcome to Trustee Latonya Brennan.</p>		
<p><b>Resolution to Hold a Closed Meeting</b></p> <p>Removed from the Agenda.</p>		
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 6:55 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee Crupi and seconded by Trustee Ferraro.</p> <p>Motion passed.</p>	

# OATH OF OFFICE

**Member of the Board of Trustees  
of  
Brookdale Community College**

"I, Latonya Brennan solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability."



**Latonya Brennan**

Sworn and subscribed to:

Before me this 26 day :

of January, 2021



**Mitchell B. Jacobs.**

Attorney at Law of New Jersey

**RESOLUTION DECLARING BROOKDALE COMMUNITY COLLEGE A STIGMA FREE COMMUNITY**

**WHEREAS**, Brookdale Community College joins with the Monmouth County Board of Commissioners and the Monmouth County Department of Human Services in recognizing that one in four Americans has experienced mental illness, including substance use, in a given year according to the National Institute of Mental Health; and

**WHEREAS**, mental health problems are more common than cancer and heart disease combined, affecting children and adults, including more than half of our Iraq and Afghanistan Veterans treated at Veteran's Administration hospitals; and

**WHEREAS**, given the serious nature of this public health problem, we must continue to reach the millions who need help; and

**WHEREAS**, the stigma associated with mental health and substance use disorders is identified as the primary reason individuals fail to seek the help they need to recover from these disorders; and

**WHEREAS**, Stigma—Free Communities aim to inspire public interest and open dialogue about stigma, raise awareness of mental health and substance use disorders, and creates a culture wherein residents with mental health and substance use disorders feel supported by their community and neighbors, free to seek treatment without fear of stigma; and

**WHEREAS**, promoting awareness that there can be no "health" without mental health will break down barriers and encourage members of the Brookdale community to be mindful of their mental health and ask for help when needed; and

**WHEREAS**, local resources are available to treat mental health and substance use disorders so no one needs to suffer alone or feel hopeless; and

**WHEREAS**, designating Brookdale Community College as a Stigma—Free Community will raise awareness of resources and encourage our community to engage in care as soon as the need is identified so recovery can begin, hope is inspired and tragedies are avoided.

**NOW, THEREFORE, BE IT RESOLVED** that the Brookdale Community College Board of Trustees hereby declares Brookdale Community College as a Stigma Free Community; and

**BE IT FURTHER RESOLVED** that a true copy of this resolution be spread upon the minutes as a lasting reminder of our resolve that Brookdale Community College will be a Stigma Free Community.