

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

June 22, 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.

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

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 June 16, 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.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the meeting agenda was made by Trustee Davis and seconded by Trustee Walker. Motion passed.	
Approval to Enter into an Updated Agreement with Monmouth County Vocational School District at the Culinary Education Center of Monmouth Chair Cram welcomed Dr. Ford, Superintendent of the Monmouth County Vocational District to the meeting. Dr. Stout thanked Dr. Ford for the opportunity to continue the long relationship with the Monmouth County Vocational District in the Culinary Education Center in Asbury Park, and thanked all those involved in the negotiation of this new agreement. Dr. Ford thanked Dr. Stout and the Board of Trustees for the opportunity to enter into this new agreement which allows a clear pathway for high school students to move right into a college setting and continue their education.	A motion was made to approve entering into an updated agreement with Monmouth County Vocational School District at the Culinary Education Center of Monmouth was made by Vice-Chair Kaufmann and seconded by Trustee Crupi. Motion passed. Abstentions: Trustees Richens and L. Brennan	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Dr. Stout and Dr. Ford jointly signed the agreement.		
<p>Recognition of Trustee Hanna Walker – Trustee Cram read a resolution in honor of Trustee Hanna Walker (Attachment A) and presented her with a gift. Trustee Walker responded that she was very grateful to have her last meeting in person, and she is looking forward to the future.</p>		
<p>Proclamation – Emeritus Employees – Dr. Stout read a proclamation honoring the following Emeritus Employees:</p> <p>Professor, Emeritus - 2020 - Jane Banks, Newana Barnes, Antonio Blaser, Michael Fowler, Carl Francese, Fred Fraterigo, Seymour Seigler, Sylvia Smith, Anthony Snyder, Barbara Tozzi and Linda Wang. Administrator, Emeritus – 2020 – Lee Blaustein, Kimberly Heuser, Norma Klein, Carol McCartin, Kay Merritt, Ann Tickner-Jankowski Staff, Emeritus – 2020 – Thomas Hughes</p>		
<p>President’s Report – Dr. Stout acknowledged that this is our first public Board meeting since February 2020, and thanked the IT Department, Auxiliary Services and Event Management personnel who assisted in setting up this in person meeting. He also acknowledged all those who have continued to work in person on campus since the pandemic began last March to allow our College to continue its operations.</p> <p>Dr. Stout recognized the employees who retired during this past academic year, which included more than 30 individuals, some of whom had dedicated their entire professional careers to working at Brookdale. He thanked them for their hard work and making Brookdale a great institution. He also acknowledged individuals who will be retiring in the very near future. Those retiring this year are Geana Merola, Joe Accurso, Oly Malpica-Proctor, Pat Gallo, Tim Burke, Mike Toomey, Joan Santa Croce, Debbie Meyer, Marian Smith, Ellen Leung, Hilda Dudick, Kris Daly, Mary Ehret, Maria Fernandez, Geralyn Saada, Herb Cohen, Mary Lambert, Jeana Malmros, Eric Malmros, Ruth Wallman, Guy Pellicane, John Scarinzi, Steven Dunn, Tani Ortore, Gerry Monroy, Bruce Marich, Maria Judice, Tom Berke, and Ed Stein. Those retiring in the near future are Ruben Guerra, Jackie Kugit, Linda Martin, Anita Molski, Laura Cheremisinoff and Denise DeMichael.</p> <p>Dr. Stout read a proclamation honoring Cynthia Gruskos, Senior Assistant to the President and the Board of Trustees, proclaiming her as Brookdale Outstanding Professional Board Staff Member and she will be nominated for the Association of Community College Trustees (ACCT) Regional Award for Professional Board Staff. Ms. Gruskos thanked Dr. Stout and the Board for acknowledging her with this award and the nomination to ACCT.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – June 15, 2021 – Vice-Chair Kaufmann reported on behalf of Trustee Abby-White. He reported the following:</p> <p>The Finance & Facilities Committee met on Tuesday, June 15 via Zoom under the leadership of Committee Chair Tracey Abby-White.</p> <p>Engineer of Record Ray Savacool of T&M reviewed his June 7 report. There was discussion regarding replacement of a concrete slab at the softball field and completion of the soccer field bleachers, life safety lighting, CVA Roofing, and MAN building rear concrete slab projects. Additionally, the committee discussed development of the next Facilities Master Plan and decided that Mike Naparolo will report on projects being managed by the College going forward.</p> <p>Vice President Manfreda reviewed her financial report for the period ending April 30. Total revenues are 9% lower than the same time last year due to a \$3.9 million decrease in tuition and fees, a 1.9% reduction in state appropriations, and \$1 million loss in CPS revenue, all directly attributed to COVID. Expenses are down 7.7% compared last year. The monthly cash balance continues to substantially exceed last year, and the College’s surplus will surpass the Board’s \$1 million goal despite the COVID-related financial challenges.</p> <p>VP Manfreda reviewed the 39 recommended purchases in tonight’s Board packet, which include annual renewals, federal stimulus purchases, Chapter 12 projects, the award of Property & Liability Insurance, and the award of the Fire project. The committee recommended supporting these purchases and recommended moving the ASBCC Budget forward for approval. The ASBCC Budget is funded by student fees.</p> <p>In reviewing the Auxiliary Budget, there was significant discussion about the Radio Station as a result of its projected loss in FY22. Dr. Reed explained plans to move the Radio Station and the Communication Media program under Dr. Burns to form a new Media Studies academic program which will utilize the Radio Station as a learning laboratory. VP Manfreda noted that the Radio Station will receive CARES funding next year which will reduce the projected losses and Dr. Stout noted that he is in discussions with the Commissioners about additional opportunities. There was also a discussion about the new Esports program which is housed under the Auxiliary Budget to allow for revenue generating opportunities. Projected Esports expenses are related to one-time capital costs and the budget was developed for a worst-case scenario. The Committee recommends voting on the Auxiliary Services FY22 Budget.</p> <p>Dr. Stout recommended approval to Enter into an Updated Agreement with Monmouth County Vocational School District at the Culinary Education Center of Monmouth County. He described the benefits this updated agreement will bring to the College and our students. A ceremonial signing is planned for our meeting tonight.</p> <p>The committee reviewed and supported a request to fill 13 positions with a net-zero gain, as well as 34 recommended HR actions to be approved by the Board tonight, including hires, changes of status, and separations.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Finally, Vice President Kaari recommended the approval of the funds for the Body Worn Camera Grant and acceptance of gift of fabrics and sewing items. She noted that grants revenue awarded to date is \$4,139,701 and pending grants in the amount of \$6,254,775. Finally, Vice President Kaari reported on the Foundation's positive financial position with a significant increase in net assets due to the Foundation's investments and a \$350,000 gift from the Women's Exchange.</p> <p>B. NJCCC Update - Trustee Horl reported on two meetings she attended during the month of June, the State and Federal Policy Committee and the Full Council meeting on June 11. She highlighted the following:</p> <ol style="list-style-type: none"> 1. Marketing Campaign update - was provided between the Council, OSHA and the Student Aid Administration which has two goals which are to increase enrollment of students under the Community College Opportunity Grant and to encourage all applicants to complete the FASFA forms. 2. State Budget - Trustee Horl brought attention to the real news of the day which is the State budget bill was released by the legislature today, which includes a \$10 million increase in operating aid for county colleges. She highlighted that this is the first increase of operating aid in 13 years. This budget also includes full funding for CCOG, \$5 million for Student Success Grants, full funding for Chapter 12 and the new Garden State Guarantee Program, which was amended to fund only the third and fourth year of a student's college education at a four-year institution. She thanked Dr. Stout Mr. Ed Johnson, and Chair Cram for their collaborative work in advocating to almost the full Monmouth County delegation for this budget which supports our students and keeps Brookdale strong. She further reported that the budget needs to be acted upon by the end of June. <p>C. Graduate Trustee Report – Trustee Walker provided her last report. She reported that students are focusing on their summer courses and other students are excited for the fall semester. She noted that students are very eager to see the graduation video once it is posted. She attended the first NJCCC Student and Alumni Committee, whose purpose is for students and alumni to give their input about college initiatives. The committee members brought up concerns about increasing American sign language courses, the need for mental health resources, helping non-traditional students and international students acclimate to the College, decreasing textbook costs and providing food and basic products to students who need them. She will continue to keep in contact with our students and Trustee-elect Austin Smith to learn about the needs of Brookdale as she continues to serve on this new NJCCC Committee. She thanked everyone for a great past year and wished everyone much success.</p> <p>D. Foundation report – Dr. Stout reported on behalf of Trustee Abby-White. He reported that as of the April financials, total revenue is up \$1.7 million versus \$139,000 last year. This is driven by another large donation of \$350,000 and investment income continuing to perform well. The Summer Bash is three and half weeks away and the Foundation is \$42,000 away from their fundraising goal. They are still looking for sponsorship, attendees, and journal ads. The Education Open Committee held its first meeting last week, to plan the golf outing which will take place on September 23 at Eagle Oaks Country Club. They have selected to honor Lou Scaduto Jr., President</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>and CEO of Food Circus Supermarkets, who has been a longtime supporter and served as a Foundation Trustee. Margaret Agha joined the Advancement Department on June 1 as the Confidential Assistant to the VP of Advancement. The Foundation office officially relocated last week to a more prominent space in the BAC building.</p>		
<p>Public Comment on Agenda Items</p> <p>No public comment was made, and Ms. Gruskos confirmed no written comments were submitted.</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. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Horl and seconded by Trustee Richens.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – May 25, 2021</p>	<p>A motion to approve the minutes from the public business meeting held on May 25, 2021 was made by Trustee Davis and seconded by Trustee L. Brennan.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Ferraro and Rambaud</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>B. Approval of Executive Session Meeting Minutes – May 25, 2021</p>	<p>A motion to approve the Executive Session Minutes for the meeting held on May 25, 2021 was made by Vice-Chair Kaufmann and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Ferraro and Rambaud</p>	
<p>Consent Agenda</p> <p>A. Approval of Human Resources</p> <p>B. Approval of FY22 Confidential Non-Represented Employees and Executive Compensation</p> <p>C. Acceptance of Gifts</p> <p>D. Acceptance of Grants</p> <p>E. Ratification of 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>F. 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>G. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>H. Monthly Financial Reports</p> <p>I. Capital Project Update</p>	<p>A motion to approve the consent agenda was made by Vice-Chair Kaufmann and seconded by Trustee Suzanne Brennan.</p> <p>YES: Trustees L. Brennan, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of the Associated Students of Brookdale Community College (ASBCC) FY22 Budget (4.3) – Chair Cram	<p>A motion to approve the Associated Students of Brookdale Community College (ASBCC) was made by Trustee Crupi and seconded by Trustee Richens.</p> <p>YES: Trustees L. Brennan, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of the Auxiliary Services of FY22 Budget (4.4) –	<p>A motion to approve the Auxiliary Services of FY22 Budget (4.4) was made by Vice-Chair Kaufmann and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>YES: Trustees L. Brennan, S. Brennan, Crupi, Davis, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: Trustees, Ferraro, Horl, And Vice-Chair Kaufmann</p> <p>ABSTENTIONS: None</p>	
Public Comment Mr. Jacobs read the public comment statement and the directions on making public comment.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
No public comment was made, and Ms. Gruskos confirmed that there were no written comments submitted.		
Old/New Business - Chair Cram announced that there is a change to the Board Calendar. The July 27 th meeting has been cancelled and rescheduled for August 24, 2021. A Board retreat will take place on Friday, July 30 at 5:30 PM and continue Saturday, July 31 at 8:30 AM.		
Resolution to Hold a Closed Meeting Mr. Jacobs read the resolution (<i>Attachment B</i>) to hold a closed executive session.	A motion to approve by resolution to hold an executive session was made by Trustee Horl and seconded by Vice-Chair Kaufmann. Motion passed.	
Motion to Re-Open the Meeting to the Public	A motion to re-open the meeting to the public was made by Vice-Chair Kaufmann and seconded by Trustee Crupi. Motion passed.	
Adjournment Meeting adjourned at 7:28 PM	A motion to adjourn the meeting was made by Chair Cram and seconded by Vice-Chair Kaufmann. Motion passed.	

R E S O L U T I O N

WHEREAS, Ms. Hanna Walker served with distinction as Graduate Trustee on the Brookdale Community College Board of Trustees from July 1, 2020 to June 30, 2021; and

WHEREAS, she also served as a valued, well-informed member of the Student Success & Educational Excellence Committee, Audit Committee, Governance Committee and Social Media Policy Sub-Committee; and

WHEREAS, Trustee Walker distinguished herself by her active participation in Board discussions; and her valued suggestions, and comments were gratefully received by the Board; and

WHEREAS, she recognized the value of board engagement and professional development, and attended the virtual ACCT Leadership Conference, the virtual ACCT Legislative Summit and the annual Board Retreat; and

WHEREAS, Hanna served as a spokesperson for the college at our Spring Open House and her speech encouraged students seeking an affordable quality education to consider Brookdale Community College as their number one choice; and

WHEREAS, Trustee Walker regularly sought out opportunities to continue to engage with our current student body and encouraged membership of the Brookdale Trustee Advisory Committee; and

WHEREAS, she brought to the Board her first-hand knowledge and experience she gained during her tenure as a Brookdale Student and regularly provided a report on the student’s perspective; and

WHEREAS, it should be noted that Trustee Walker served during extraordinary circumstances, and will be remembered for her care and concern for our students during the pandemic and her vibrant hand painted room which brightened up her Zoom background; and

WHEREAS, our students were honored by her presence and participation in our very unique and personal drive-up Commencement 2021 and;

WHEREAS, Trustee Walker was an active and dedicated member of the Brookdale Community College Board of Trustees, and upheld the highest standards of personal and professional integrity as a board member; and

WHEREAS, Hanna recognizes the value in representing the voices of our students, and will continue to represent Brookdale Community College as she serves on the New Jersey Council of County Colleges Student and Alumni Committee; and

WHEREAS, Ms. Walker has earned the respect and admiration of the college community and the members of the Brookdale Community College Board of Trustees; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, the President, and the entire College community extends their appreciation to Hanna Walker for her dedication, diligence and unwavering commitment to Brookdale Community College; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Walker so that she can have a permanent reminder of the high esteem she has earned among her colleagues.

Dr. David M. Stout
President
Brookdale Community College

Dr. Henry Cram
Chair
Brookdale Community College

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 5 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 **June 22, 2021 at approximately 6:25 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 : **an update on labor negotiations**

☐ "(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: **contract negotiation with Follett, attorney client privilege on an issue with VA Electrical, contract negotiation in relation to a matter concerning real estate; and attorney client privilege on holding a remote public meeting in conjunction with an in-person meeting**

☐ "(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.

☐ "(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 30 to 60 minutes after which the public (select one) ☒ meeting of the Brookdale Community College Board of Trustees shall 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.