

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

August 23, 2022

**Brookdale Community College
Freehold HEC
3680 US Highway 9 South
Freehold, NJ 07728**

And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Joan Scocco
	Ms. Latonya Brennan, Trustee (5:40 PM)	Dr. Nancy Kegelman
	Dr. Hank Cram, Chair	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Dr. William Burns
	Ms. Dyese Davis, Trustee	Mr. Edward Johnson
	Ms. Barbara Horl, Trustee	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Vice Chair	Ms. Teresa Manfreda
	Ms. Trustee Orange, Trustee	Ms. Bonnie Passarella
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Ms. Natalie Watson, Trustee (5:45 PM)	Dr. Anita Voogt
		Ms. Cynthia Gruskos, Recorder
Absent	Mr. Paul Crupi, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General 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 August 18 at 9 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.

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 the 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 retired employee Associate Professor Marianne Smith and past Trustee Richard J. Connors who served for 20 years on the Board of Trustees. He extended condolences to their family, friends and colleagues.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Trustee Horl and seconded by Trustee Davis. Motion passed.	
Swearing in of Trustee Taiphane Orange Trustee Taiphane Orange was sworn in by Mr. Jacobs.		
President's Report – Dr. Stout announced that this week the Monmouth County Commissioners will appoint a new Trustee to fill a vacancy left by Trustee Suzanne Brennan. Dr. Stout brought attention to the Board that the College is planning to apply for a significant grant to construct a new Culinary & Hospitality Building which will be further discussed at tonight's meeting. He thanked all those who are involved in development of the application of the grant which is due by September 7, 2022. Today we were noticed that our partner, Government Strategy Group, has been awarded a County grant and will partner with the Brookdale's Culinary program to make meals which will be distributed to members in the community who are food insecure.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>He reported on the significant progress on our solar project, and we have been assured by the contractor that the parking lots will be open for our students the first week of the semester.</p> <p>Dr. Stout thanked those involved in bringing the Voices and Votes Traveling Smithsonian Traveling Exhibit which is housed in the Monmouth Museum and will be open to the public until October 2. The Opening Night was this past Saturday, and Dr. Stout attended with Chair Cram, and he encouraged all to visit the exhibit.</p> <p>Our Achieving the Dream Coaches will be visiting campus the week of September 19 and will meet with groups of our employees, our Board Members on September 20 during our committee meetings and with our Senior Leadership Team on September 21.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee - Chair Cram reported on behalf of Trustee Crupi on the meeting held on August 16.</p> <ol style="list-style-type: none"> 1. Capital Project Update –Monthly facilities reports were provided by the Engineer of Record, Bill White, Project Manager, Colliers Engineering & Design who reported on the drainage issues and the proposed redesign to correct drainage issues. Mr. Naparlo reported on our projects in progress, which included the Roof Replacement project and the Solar Project. 2. Monthly Financial Reporting – VP Manfreda reviewed the financial reporting up through June 30, 2022. She reported that the financial information is pre-audited and is pending final year-end adjustments. Revenue was \$76.3M. The Expenses through June were \$69M which does not include the anticipated year-end adjustments which are anticipated to be over \$2M. She reviewed the financial forecast for FY22 and the preliminary analysis which is pending year end final audits. 3. Purchases – Thirteen recommended purchases were reviewed and are on the agenda tonight. 4. HR – AVP Sensi reviewed the HR recommendations which are on the agenda tonight. There was a discussion on the Adjunct Faculty contract. 5. Discussion Items – A grant opportunity to construct a Culinary & Hospitality Center on the Lincroft Campus was discussed. <p>B. Governance Committee – Board Retreat – Trustee Davis reported on the Board of Trustees Retreat held on July 15 and 16th. Angela Kariotis, Director of Diversity and Inclusion, led a workshop where they discussed perspectives on how to create and perpetuate equity within the College. The Retreat set a baseline for where we are as Trustees and where we need to go from there. The following goals were set at the Retreat:</p> <ul style="list-style-type: none"> • Develop a new Equity & Inclusion Policy • Create equity and inclusion language that can be added to and frame existing policies, regulations, and course syllabi. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> • Ensure equity is represented in our College’s Vision Statement. • Incorporate the recommendations of NACUBO into the new Strategic Plan and ensure reporting on periodic progress on all strategic planning initiatives • Increase performance evaluations while minimizing the length of the evaluations • Show our commitment to diversity and share our experiences by featuring one Trustee per month in the <i>Brookdale Bulletin</i> so readers from various constituencies get to know our Trustees. • Dr. Stout to complete his FY22 year-end report in preparation for his evaluation in early fall. <p>C. Student’s Perspective – Trustee Orange – Trustee Orange commented that she is looking forward to serving on the Board of Trustees.</p> <p>D. Student Success & Educational Excellence Committee – Trustee Abby-White reported on the meeting held on August 17. She highlighted the following:</p> <ul style="list-style-type: none"> a. Update on Achieving the Dream – An update on Achieving the Dream was provided. The Achieving the Dream Coaches will be visiting the campus the week of September 20. b. Pathway Mentors - Dr. Scocco provided information on this new initiative. We currently have 3 Pathway Mentors and are searching for a bilingual Pathway Mentor. They will assist our students in navigating the college and are currently training with various student service departments. They are also supporting student events c. NACUBO – An update was provided on the progress towards implementing the recommendations in the NACUBO report. d. Faculty Professional Development – Dr. Scocco has been evaluating professional development for Faculty. e. Culinary & Hospitality Center on Lincroft Campus – The plans to apply for a grant to fund the construction of a Culinary & Hospitality Center on the Lincroft Campus was discussed. f. Adjunct Faculty Agreement -The terms and conditions of the agreement were reviewed. <p>E. Foundation Update – Trustee Abby-White – encouraged participation in the Golf outing on September 22.</p> <p>F. NJCCC Update - Trustee Horl reported on the following:</p> <ul style="list-style-type: none"> a. The next NJCCC meeting will be a Full Council meeting on September 19. b. ACCT Public Policy Committee – the committee is still advocating for Short Term Pell which is contained in a couple of legislative bills, and they will continue monitor the progress of these bills. 		
<p>Public Comment on Agenda Items –</p> <p>Michael Broek, President of Faculty Association – introduced himself as the new President of the Faculty Association, Professor in the English department and now a father of a Brookdale student. He offered to be a resource to the Achieving the Dream initiative and the Student Success & Educational Excellence Committee and would be happy to share his experience in these important efforts.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Ms. Gruskos confirmed that no written comments were		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Horl and seconded by Trustee Watson.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – June 28, 2022</p>	<p>A motion to approve the minutes from the public business meeting held on June 28, 2022 was made by Trustee Davis and seconded by Trustee Abby-White</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Brennan and Orange.</p>	
<p>Approval of Board Retreat Minutes – July 15 and 16</p>	<p>A motion to approve the minutes from the Board Retreat held on July 15 and 16, 2022 was made by Trustee Davis and seconded by Trustee Abby-White</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Horl</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Special Public Business Meeting Minutes – July 25, 2022</p>	<p>A motion to approve the minutes from the Board Special Public Business Meeting held on July 25, 2022 was made by Trustee Abby-White and seconded by Trustee Orange.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Horl</p>	
<p>Approval of Consent Agenda</p> <p>A. Approval of Human Resources</p> <p>B. Ratification of Human Resources – July 19, 2022</p> <p>C. Application for Grants</p> <p>D. Ratification of Acceptance of Grants – July 19, 2022</p> <p>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</p> <p>F. Ratification of 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 – July 19, 2022</p> <p>G. Ratification of 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 – July 25, 2022</p>	<p>A motion to approve the consent agenda was made by Trustee Abby-White and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Davis, Horl, Kaufmann, Orange, Watson, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>H. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>I. Ratification of Open Invoice Payment Requests for Vendor, Student and Employee Payments – July 19, 2022</p> <p>J. Monthly Financial Reports</p> <p>K. Capital Project Update</p>		
<p>Approval of Addendum to Facilities Master Plan</p>	<p>A motion to approve by resolution an addendum to the Facilities Master Plan was made by Trustee Abby-White and seconded by Trustee Watson.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Davis, Horl, Kaufmann, Orange, Watson, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment –</p> <p>Mr. Jacobs read the instructions for giving public comment.</p> <p>Karen Strickland, Adjunct Faculty, Biology – suggested that the HR recommendations list the hiring of Faculty Adjuncts as “Faculty Adjuncts vs Adjuncts”, which would better represent their position and the work they do at the College. In addition, she hoped that the Board would approve the Adjunct Faculty MOA which has been in negotiations for four years.</p> <p>Kathleen Cremeans, Resident of Wall Township, NJ – commented that the community colleges in NJ should serve the senior population which is 20% of the residents of Monmouth County by offering classes with no fees involved. She shared that while living in California she was able to take non- credit no fee courses that were offered to anyone over the age of 50.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Ms. Gruskos confirmed there were no written comments submitted.		
<p>Old/New Business</p> <p>Chair Cram announced that due to ongoing technology upgrades in the Student Life Center, the location of the October 25 and November 15 meetings has been moved from the Lincroft Campus to the Freehold Higher Education Center.</p> <p>Trustee Orange has expressed an interest in participating in the ACCT Student Trustee Advisory Committee which is held in conjunction with the Annual Leadership Congress, and she will need a letter of financial support from the Board to apply for membership on the Committee.</p> <p>A motion to support her applying to the ACCT Student Trustee Advisory Committee and the Board to provide a letter of financial support was made by Trustee Horl and seconded by Trustee Davis.</p> <p>Motion passed.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to hold a closed meeting (<i>Attachment A</i>)</p>	<p>A motion to approve by resolution to hold a closed session was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p>Motion passed.</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion to re-open the meeting to the public was made by Trustee and seconded by Trustee Orange.</p> <p>Motion passed.</p>	
<p>Authorization to participate in the Summer 2022 Cycle Higher Education Grant Application for Funds for the Construction & Establishment of the Culinary & Hospitality Center on the Lincroft Campus</p>	<p>A motion to approve by resolution the authorization to participate in the Summer 2022 Cycle Higher Education Grant Application for funds for the construction & establishment of the Culinary & Hospitality Center on the Lincroft Campus was made</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>by Trustee Abby-White and seconded by Trustee Davis.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Davis, Horl, Kaufmann, Orange, Watson, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Memorandum of Agreement with the Brookdale Community College Chapter of the United Adjunct Faculty Association</p>	<p>A motion to approve by resolution the Memorandum of Agreement with the Brookdale Community College Chapter of the United Adjunct Faculty Association and Brookdale Community College was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Davis, Horl, Kaufmann, Orange, Watson, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>James Schmidt, Chair of the Adjunct Faculty – began his comments by acknowledging the sad passing of Richard Jesmajian, Adjunct Faculty of Computer Science. He congratulated all Brookdale Community Colleges Adjunct Faculty Professors on their first negotiated contract, which now provides them a voice, and they are contractually part of the Brookdale community. This is the hard work of many people who are dedicated to the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>cause. He especially acknowledged Joan Carroll and Karen Strickland for their steadfastness and their team effort throughout the negotiations. He thanked the liaisons, and all the Adjunct Professors who supported the cause. He thanked local chapter 222 of the American Federation of Teachers and the AFT NJ organization for their guidance and financial assistance. He thanked their lawyer; without her they would not be here today. He thanked those at Brookdale, Full-Time Faculty, Administration and Staff who supported them. He acknowledged that the Administration always has always verbally supported the Adjunct Professors; however, this contract has officially recognized their role and their contribution to the Brookdale community. He conveyed that the big winners of the contract are our Brookdale students.</p> <p>Dr. Stout acknowledged the loss of Richard Jesmajian and wanted to honor his memory tonight, by mentioning the significant role he played during the four-year negotiation process. He congratulated the Adjunct Faculty Association on their first contract, and he is looking forward to continuing to work closely with them.</p>		
<p>Adjournment</p> <p>The meeting was adjourned at 7:44 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Abby-White and seconded by Trustee Horl.</p> <p>Motion passed.</p>	

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 **August 23, 2022 at approximately 6:20 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 _____

RESOLUTION
Approved: August 23, 2022

"(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 : **discussion on labor negotiations with the Faculty, Staff and Adjunct Faculty Associations.**

"(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 – **real estate matters pertaining to the Hazlet Higher Education Center. and a grant for funds to acquire real property.**

"(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: **discussion of the settlement agreement with the Virgilio Estate**

"(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. **Discussion on the employment agreement of Dr. Stout to modify the expense approval process and his evaluation timeline.**

"(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 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.

RESOLUTION
Approved: August 23, 2022