

# **BROOKDALE COMMUNITY COLLEGE**

## **Board of Trustees Public Business Meeting Minutes**

**June 28, 2022**

**Brookdale Community College  
Hazlet HEC  
1 Crown Plaza  
Hazlet, NJ 07730**

**And Zoom Webinar**

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

| <b>Present</b>         | <b>Trustees</b>  | <b>Administration:</b>        |
|------------------------|--|-------------------------------|
|                        | <b>Ms. Abby-White, Trustee</b>                           | Dr. Matthew Reed              |
|                        | <b>Dr. Hank Cram, Chair</b>                              | Dr. Nancy Kegelman            |
|                        | <b>Mr. Paul Crupi, Trustee</b>                           | Dr. Joan Scocco               |
|                        | <b>Ms. Dyese Davis, Trustee</b>                          | Mr. Edward Johnson            |
|                        | <b>Ms. Barbara Horl, Trustee</b>                         | Ms. Patricia Sensi            |
|                        | <b>Mr. Bret Kaufmann, Vice Chair</b>                     | Ms. Teresa Manfreda           |
|                        | <b>Ms. Marta Rambaud, Trustee (5:38 PM)</b>              | Ms. Kathy Kamatani            |
|                        | <b>Dr. David Stout, Secretary</b>                        | Ms. Bonnie Passarella         |
|                        | <b>Mr. Austin Smith, Trustee (5:33 PM)</b>               | Dr. William Burns             |
|                        | <b>Ms. Natalie Watson, Trustee</b>                       | Ms. Bonnie Passarella         |
|                        |  | Dr. Yesenia Madas             |
|                        |  | Dr. Anita Voogt               |
| <b>Absent:</b>         | <b>Ms. Latonya Brennan, Trustee</b>                      |                               |
|                        | <b>Dr. Les Richens, 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 June 22, 2022 at 11 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 Webster Trammell. He offered condolences to his family, friends and colleagues.

| Topic and Discussion  | Votes Taken   | Action and Follow-up Actions |
|---|---|------------------------------|
| <b>Adoption of Agenda</b>   | A motion to adopt the revised agenda was made by Trustee Horl and seconded by Trustee Abby-White.<br><br>The motion was passed unanimously. |                              |
| <b>Recognition of Trustee Austin Smith</b><br>Dr. Stout read a resolution honoring the service of Trustee Smith to Brookdale Community College ( <b>Attachment A</b> ).   |   |                              |
| <b>President's Report –</b><br><br><b>A. Honoring of Ethel Brandon</b> – Dr. Stout read a resolution in recognition of Ethel Brandon's 44 years of service to the College ( <b>Attachment B</b> ).<br><b>B. Presentation – Diversity, Equity and Inclusion</b> – Presenter: Angela Kariotis, Director of Diversity & Inclusion/CCOG presented on programming this past year that created opportunities of growth, conversation and collaboration in building toward restoration together. She extended her expertise to the Community, as a way to build community engagement and further and deepen our relationships with social organizations. Community groups that she extended outreach included High School guidance counselors, DACA High School students, and Brookdale Dreamer Students. She demonstrated how we can leverage partnerships to create experiences that bind and bound us with each other. She reviewed programming that she led or collaborated with other leaders on campus to further interdisciplinary relationships to further our work. She is currently working with Student Services to create small shifts in our processes which can make tremendous impact on the success of our students. She further elaborated on her goals for this upcoming year. |   |                              |

| Topic and Discussion   | Votes Taken | Action and Follow-up Actions |
|--|-------------|------------------------------|
| <p>C. Achieving the Dream (ATD) – Dr. Stout reported on the small team that attended the ATD Kickoff Conference in Charlotte, North Carolina. He thanked the Board for their willingness to invest in this initiative. He further explained that ATD is equity work and we will be looking for inequities that hide in our policies and practices. We will begin our work at the Board Retreat.</p> <p>D. Dr. Stout acknowledged Dr. Susan Pagano on her attainment of her Ed.D.</p> <p>E. Dr. Stout acknowledged and thanked Senator Gopal for endorsing a line item in the budget and if approved will provide for an additional \$550,000 in funding for the Wellness Center.</p>   |             |                              |
| <p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Finance &amp; Facilities Committee – Trustee Crupi reported on the Finance &amp; Facilities meeting held on June 21, 2022. He highlighted the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Facilities Update</b> – Ian Michel, Intersect Energy, our consultant on our Solar project attended the meeting and answered questions on the Remote Net Metering agreement, which is part of the Solar Phase II project. He explained that in NJ, there are 4 major types of solar projects. We have already agreed to a Power Purchase agreement or referred to as Behind the Meter, in which the power generated by the solar canopy system in Lincroft is then used directly at Lincroft. Phase II includes Remote Net Metering, whereby excess power generated by the solar canopy system in Wall, goes into the utility grid and then utility credits will be generated to offset power consumption and other variable charges in Lincroft. These credits can be used within 12 months and assigned up to 10 accounts. For this reason, there are two phases to the project with multiple agreements. Furthermore, Mr. Michel, explained that based on power line infrastructure, our consumption needs, and space for the solar canopies, this design of the solar project would provide the most financial benefits to the College. Mr. Naparolo provided an update on the ongoing construction projects.</li> <li><b>2. Monthly Financial Reporting</b> - VP Manfreda reviewed the Analysis and Forecast of the Operating, Auxiliary &amp; Capital Funds as of April 30, 2022, and the forecasted projection at year end. They are anticipating utilizing a little over one million in HEERF funds to cover loss revenue and tuition. Revenue at year end is projected to be \$76M. Expenditures are anticipated to be \$71M, which includes up to \$3M in year end adjustments. Debt and interest expenses are \$3.9M. They are anticipating an Operating Fund surplus of \$1.5M. The Auxiliary Budget was budgeted with a loss of \$1.4M, but they are anticipating a year end loss of \$706,668. \$250K in CARES funding will be used to cover losses in the Book Store, Dining, and the Arena due to the pandemic. The Capital fund has a projected deficit of \$152,220 which is attributable to risk management and the Cyber Security Grant match. A total surplus of \$651,275 is anticipated.</li> <li><b>3. Purchases in Excess of \$37,500</b> – VP Manfreda reviewed the 36 recommendations which are included in the Packet.</li> <li><b>4. Change Order Request</b> – Roof Related Projects – The Change order is recommended to be approved to address issues with insulation being pulled off with the old metal panels over Man 103 and Man 105.</li> </ol> |             |                              |

| Topic and Discussion  | Votes Taken | Action and Follow-up Actions |
|---|-------------|------------------------------|
| <p>5. <b>HR</b> – Ms. Sensi informed the committee there are 60 recommended items, which include hires, change of status, separations, and reappointments of Executive Administration. Change of status this month include personnel who have extensions for splitting their time between the COVID response team and their regular assignments, a reorganization in Student Affairs, and Dr. Reed will be on sabbatical next year and be working with the New Jersey Council of County Colleges.</p> <p>6. <b>Grants/Foundation</b> – Ms. Kaari reviewed the recommended Acceptance of Grants, Application of Grants and reviewed the financial of the Foundation.</p> <p><b>B. Student Success &amp; Educational Excellence Committee</b> – Trustee Abby-White reported on the meeting held on June 22. At the meeting an update was provided on Achieving the Dream (ATD) Conference which Dr. Stout attended. Dr. Stout on behalf of Trustee Abby-White, further elaborated on the conference. The College has been assigned two ATD Coaches who will present at our Convocation and visit in late September to meet with our employees. An ATD Steering committee and task forces will be created to allow our employees to have opportunities to engage in this three-year process. The goal of our work with ATD will be to increase equitable outcomes for our students.</p> <p><b>C. Student's Perspective</b> – Trustee Smith thanked the Board for this invaluable experience to serve Brookdale students and the community. He thanked his peers for trusting and electing him to this position. He is thankful he was able to participate in Board Committee meetings which have set the focus of the College for years to come.</p> <p><b>D. NJCCC Update</b> - Trustee Horl provided the following report:</p> <p>I attended the monthly meeting of both NJCCC Legislative and Public Policy Committee and the ACCT Public Policy Committee. There was a full NJCCC Council meeting last week, which I missed, but President Stout attended. Tonight I am limiting my report to the State Budget. Late last night, the state legislature made public the proposed state budget for FY2023. It is expected that this budget will be approved by the Senate and the Assembly and signed by Governor Murphy before the end of the month. Of particular interest to the community college sector, the proposed budget includes the following:</p> <ul style="list-style-type: none"> <li>a. <b>INCREASE OF \$5 MILLION IN OPERATING AID TO COMMUNITY COLLEGES</b> – As I have reported, the Governor's proposed budget had community college operating aid level at \$144 million. The legislature has increased this amount to \$149 million in their proposed budget. This is the second year in a row that the budget includes an increase in operating aid, after 13 years of level funding. The \$15 million increase in the last two budgets is an 11% increase in state operating aid.</li> <li>b. <b>EXPANSION OF THE COMMUNITY COLLEGE OPPORTUNITY GRANT (CCOG) PROGRAM</b> –, there is an additional \$8 million in funding for CCOG which would allow individuals in households between \$65,001 and \$80,000 to receive financial aid support equal to half the cost of tuition.</li> <li>c. <b>FUNDING FOR THE WORKFORCE CONSORTIUM</b> – \$9 million for the Workforce Consortium, as proposed by the Governor. This includes \$3 million for the Workforce Literacy Program (a</li> </ul> |             |                              |

| Topic and Discussion   | Votes Taken   | Action and Follow-up Actions |
|--|---|------------------------------|
| <p>partnership with NJBIA) and \$6 million to support the NJ Pathways to Career Opportunities Initiative.</p> <p>d. The budget also includes \$4 million for a NEW CCOG PROGRAM FOR ADULTS AT VOCATIONAL-TECHNICAL HIGH SCHOOLS provided that these programs are connected to programs at community colleges and \$3 million for a NEW RETURNING ADULT INITIATIVE to support efforts of colleges and universities to engage the 1 million New Jersey adults who have earned some college credits but have not earned a college degree.</p> <p>e. The budget in total is \$50.6 billion in state funds, \$3 billion in COVID funding and \$24 billion in federal funds. What is different this year is that there is a considerable surplus of approximately \$11 billion dollars, as estimated by the state Treasurer, and perhaps an even larger surplus for next year. As currently proposed, the budget will include property tax relief in various amounts for home owners and renters, a \$7 billion payment to the public worker pension fund, a temporary 10 day sales tax holiday for certain school items, and a state level child care credit worth as much as \$500. There are many additional Christmas tree items, appropriations requested by legislators for their home districts. To meet the constitutional requirement, the budget must be passed by midnight June 30th.</p> <p><b>E. Foundation Update</b> – Trustee Abby-White encouraged participation in the Educational Open Golf Outing on September 22.</p> |   |                              |
| <p><b>Public Comment on Agenda Items –</b></p> <p><b>Vicent LePore, Long Branch resident</b> – Mr. requested that there should be time restrictions on presentations, and it wasn't fair that the public is restricted to 5 minutes and we had presentations that exceeded 20 minutes.</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><i>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</i></li> </ul> <p><b>A. Acceptance of Consent Agenda</b></p> <p><b>Tonight an addendum to the HR recommendations is being added to the Consent Agenda to include the change of Status of Dr. Joan Scocco from Dean of Continuing &amp; Professional Studies to Acting Vice President of Academic Affairs.</b></p>  | <p>A motion to adopt the revised consent agenda to include the addendum to HR was made by Trustee Abby-White and seconded by Trustee Smith.</p> <p>Motion passed unanimously.</p> |                              |



| Topic and Discussion  | Votes Taken   | Action and Follow-up Actions |
|---|---|------------------------------|
| <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. Capital Project Update</b></p> | <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>  |                              |
| <b>Change Order Request</b>   | <p>A motion to approve by resolution the Change Order Request was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Crupi, Davis, Horl, Rambaud, Smith, Watson and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>  |                              |
| <b>Approval of Memorandum of Understanding with the Brookdale Community Superior Officer's Association</b>  | <p>A motion to approve by resolution the Memorandum of Understanding with the Brookdale Community Superior Officer's Association was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Crupi, Davis, Horl, Rambaud, Smith, Watson and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p> |                              |

| Topic and Discussion   | Votes Taken   | Action and Follow-up Actions |
|--|---|------------------------------|
| <b>Approval of Solar Project Phase II</b>  | <p>A motion to approve by resolution the Solar Project Phase II contracts was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Crupi, Davis, Horl, Rambaud, Smith, Watson and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>  |                              |
| <b>Approval of Dr. Stout's Travel Expenses</b>   | <p>A motion to approve Dr. Stout's reimbursable travel expenses for the time period of March 14, 2021 through June 17, 2022 was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Crupi, Davis, Horl, Rambaud, Smith, Watson and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p> |                              |
| <p><b>Public Comment</b></p> <p>Vincent LePore, Long Branch resident – Mr. Lepore read a letter dated May 27, 2022, he received from Dr. Stout regarding his complaint about Dr. Anita Voogt. He read a response he received from the NJ State Comptroller's Office. He asked what action has been taken about his concerns about Dr. Voogt.</p> <p>Mr. Jacobs advised Mr. Lepore that is the policy of the Board that there is no cross dialogue during public comment and he would not receive a response to his questions.</p> <p>In his opinion, he stated that no action taken against Dr. Voogt is a reflection of the Board of Trustees that violations of the Code of Ethics are acceptable.</p> |   |                              |



| Topic and Discussion   | Votes Taken  | Action and Follow-up Actions |
|--|--|------------------------------|
| Ms. Gruskos confirmed no written comments were submitted.  |  |                              |
| <b>Old/New Business</b><br><br>Trustee Davis reported on the upcoming Board Retreat on July 15 and July 16 which will have a DEI focus. The goal of the Retreat will be to create a DEI vision for the College which will help guide our operations, policies, procedures, practices, and protocols. |  |                              |
| <b>Adjournment</b><br><br><b>Meeting adjourned at 6:50 PM</b>  | A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Abby-White.<br><br>Motion passed. |                              |

Respectfully submitted:



David M. Stout, Ph.D., Secretary

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

**WHEREAS**, Mr. Austin Smith served with distinction as Graduate Trustee on the Brookdale Community College Board of Trustees from July 1, 2021 to June 30, 2022; and

**WHEREAS**, he also served as a valued, well-informed member of the Student Success & Educational Excellence Committee, Audit Committee, and Governance Committee; and

**WHEREAS**, Trustee Smith distinguished himself by his active participation in Board discussions; and his valued suggestions, and comments were gratefully received by the Board; and

**WHEREAS**, he recognized the value of board engagement and professional development, and attended the ACCT Leadership Conference, the ACCT Legislative Summit, the AACC Annual Conference and the annual Board Retreat; and

**WHEREAS**, Austin served as a spokesperson for the college during our legislative visits during the ACCT Legislative Summit and advocated on behalf of our students and our College, and

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

**WHEREAS**, it should be noted that Trustee Smith served during extraordinary circumstances, and will be remembered for his care and concern for our students, faculty and staff during the pandemic; and

**WHEREAS**, Trustee Smith 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**, Mr. Smith has earned the respect and admiration of the college community and the members of the Brookdale Community College Board of Trustees.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees, the President, and the entire College community extends their appreciation to Austin Smith for his 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 Mr. Smith so that he can have a permanent reminder of the high esteem he has earned among his colleagues.

\_\_\_\_\_  
**Dr. David M. Stout**  
President  
Brookdale Community College

\_\_\_\_\_  
**Dr. Henry Cram**  
Chair  
Brookdale Community College

**RESOLUTION**

**WHEREAS**, after nearly 44 years of exemplary service to Brookdale Community College, Ethel Brandon is embarking on a new stage in her life; and

**WHEREAS**, Ethel Brandon was hired to serve as a Library Media Specialist in Fall 1978 after graduating from Brookdale Community College in the previous Spring with an Associate of Applied Science degree in Library Science; and

**WHEREAS**, she served as a full-time Public Service Assistant, Senior Office Assistant, and Library Associate during her 43 year and 10-month career at Brookdale Community College; and

**WHEREAS**, Ethel completed the Stars, SuperStars, Champions, and Leadership Brookdale professional development programs; and

**WHEREAS**, she served as mentor to her colleagues in 2005, 2008, 2010, and 2011; and

**WHEREAS**, Ms. Brandon was honored with Outstanding Staff Awards by her peers during the 2005-06 and 2017-18 Academic Years; and

**WHEREAS**, the above summary of activities does not adequately express the impact that Ethel Brandon has had on Brookdale Community College, its employees, its students, and its surrounding community, nor does it express how beloved Ethel Brandon is or the degree to which her colleagues will miss her as she enters into retirement.

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

**BE IT FURTHER RESOLVED** that this resolution be spread upon the minutes of this meeting and a true copy presented to Ethel Brandon so that she can have a permanent reminder of the high esteem she has earned among her peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

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**Dr. David M. Stout**  
President  
Brookdale Community College

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**Dr. Henry Cram**  
Chair  
Brookdale Community College