

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

March 22, 2022

**Brookdale Community College
Student Life Center, Navesink Rooms
765 Newman Springs Rd.
Lincroft, NJ 07738**

And Zoom Webinar

Trustee Crupi on behalf of 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. Matthew Reed
	Ms. Latonya Brennan, Trustee (5:35 PM)	Dr. William Burns
	Dr. Hank Cram, Chair	Dr. Nancy Kegelman
	Mr. Paul Crupi, Trustee *	Dr. Yesenia Madas
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Barbara Horl, Trustee	Mr. Edward Johnson
	Mr. Bret Kaufmann, Vice Chair (5:40 PM)	Ms. Patricia Sensi
	Ms. Marta Rambaud, Trustee	Ms. Teresa Manfreda
	Dr. Les Richens, Trustee	Ms. Bonnie Passarella
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Mr. Austin Smith, Trustee (5:35 PM)	Dr. Anita Voogt
		Ms. Bonnie Passarella
Absent		
	Ms. Natalie Watson, 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 March 18, 2022 at 8:30 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.

Trustee Crupi 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.

Trustee Crupi 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 colleagues, John Costigan and Carole Carney. He offered condolences to their families, friends, and colleagues.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	<p>A motion to adopt the agenda was made by Trustee Richens and seconded by Trustee Brennan.</p> <p>Motion passed.</p>	
<p>President’s Report –</p> <p>A. Sabbatical Presentations</p> <p>a. Professor Jane Scimeca – presented on her Sabbatical project to write the first draft of a biography on Geraldine Thompson during the 2022 fall semester. She gave everyone a preview of the highlights of the life of Geraldine Thompson and her impact on Monmouth County and NJ.</p> <p>b. David Bassano – presented on his sabbatical project to write an OER textbook for World History Since 1945 (HIST 107) during the 2023 spring semester and his vision to attract students to Brookdale through the marketing of the OER textbook.</p> <p>B. Chatbot – Dr. Fidel Wilson, Director One Stop and Ms. Mary Beth Reilly, Executive Director Enrollment Services, presented on the successful implementation of Chatbot which was recently launched in May 2021. Brookdale has implemented 3 features of the Chatbot which include an automated chat “JB”, a live chat and interactive texting campaigns. Since the launch of the product, there have been 44,000 interactions between Chatbot and students. Six months after the launch of the product, Ocelot recognized Brookdale as one of the most active users. If “JB” can’t answer a question, the student can participate in a live chat with a Brookdale employee from the appropriate department if they are available or fill out a form which will be followed up by the corresponding department. Our interactive texting campaigns have a 20% rate of engagement which is regarded as highly successful.</p>		

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<p>Dr. Stout thanked the Board of Trustees for their commitment for this tool to improve communication with our students.</p> <p>Human Resources – Dr. Stout recognized employees Associate Professor Maryann Smith, Professor Elaine Olaoye, Administrator Patricia Tierney and Administrator Maria Rodriguez on their retirement and thanked them for their service to the College. He also brought attention to the change in status of Dinneen Jackson who is our new Director of our Wellness Center.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – March 15, 2022 –Trustee Crupi reported on the Finance & Facilities Committee meeting held on March 15. He highlighted the following.</p> <ol style="list-style-type: none"> 1. Capital Project Update – Mr. Savacool, T & M Associates, reviewed his report dated March 4, 2022 <ol style="list-style-type: none"> a. Athletic Fields/Lincroft Campus – all work is completed, and the 3-year maintenance bond was submitted and accepted. The final payment has been authorized. b. MAN Rear Vestibule Slab Leakage – A construction conference was held on March 15 and they are coordinating with the College when construction will begin. 2. Capital Projects Managed by the College – Mr. Naparlo reviewed his report dated March 15 and provided an update on the following projects: <ol style="list-style-type: none"> a. Roof Replacement Phase III – work will commence in the spring. b. Atec Retaining Wall – should be wrapped up in a couple of weeks. c. Gorman Hall South Renovation – kickoff meeting took will take place this week. d. Wellness Center – pre-bid meeting was scheduled for last Friday. e. Facilities Master Plan (EMP) – VP Manfreda provided an update on the timeline schedule which is in 5 phases. f. Installation of a new power line for an emergency phone was completed. g. Solar Project – a kickoff meeting was held last week, and construction plans are available for public review. There will be a presentation at the Wall Council meeting on March 21 and construction will begin in lot 5 beginning in April. Dr. Stout will be reaching out to the Wall Council prior to their meeting to communicate about the solar project. h. Elevator Door in Arena – was completed. 3. Monthly Financial Reporting - VP Manfreda reviewed the financial reporting as of January 31, 2022, compared to the FY22 budget, as to the same time last year. She highlighted the following: <ol style="list-style-type: none"> a. Total operating revenue for the month of January was \$57.6 million, which represents 71.8% of this year’s budget. The revenue financials presented does not account for any HEERF offsets, but in March HEERF funds will be drawn down to offset revenue losses for 		

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<p>the Summer III semester. Revenue was 2.1% lower than the same time last year. Operating expenditures were \$38.3M and that is an increase of 2.2% compared to last year. Cash balance is \$33.2M which represents a \$3.6M increase over the same time last year. There were no changes to the forecast report.</p> <ol style="list-style-type: none"> 4. Purchases in Excess of \$37,500 – were reviewed and are in the packet. 5. Change Order Requests – none were requested this month. 6. HR Future Materials – 2 support staff positions were recommended to replace 2 administrative positions. The committee approved the request for searches. 7. HR – 16 recommendations were made, which include hires, change of status and separations which are all detailed in the packet. 8. Emergency Management Plan – Ms. Sensi informed the Committee that the Emergency Management Plan pursuant to the Secretary of Higher Education must be resubmitted every 5 years and the plan has been updated by Chief Kimler and will move forward for approval at tonight’s meeting. 9. Revenue – VP Kaari reviewed the recommendation to approve the acceptance of a gift of dental chairs and stools to be utilized by the Continuing Education Department within the Dental Assistant and Dental Radiology program. A recommendation was made to accept grant funds for the Small Business Development Center, which supports aspiring entrepreneurs to create and expand their business enterprises. VP Kaari reviewed the Statement of Activities and Changes in Net Assets for the month ending January 31, 2022. Total net assets are \$584,068 which is down 26 1/2%, all driven by investment income. <p>B. Governance Committee – Trustee Davis reported on the meeting held on March 15. She highlighted the following:</p> <ol style="list-style-type: none"> a. Board Policy Review – Revised policies, 2.0000B Grants Applications and Acceptance and 1.7060 Code of Ethics for Trustees of Brookdale Community College were reviewed and recommended for lodging at tonight’s meeting. Upon the final approval, the Board By-laws will need to be updated to include the revised Code of Ethics. b. Board Retreat – It was determined that the focus of the upcoming retreat will be Diversity, Equity and Inclusion and applying those principles to a case study exercise. A poll will be sent out to determine the best weekend in June or July to hold the retreat. c. Additional Professional Development - - The ACCT National Congress will be held on October 26-29th in New York City, and Trustee Davis encouraged attendance to the conference. In addition, there was a discussion of Trustees listening to assigned podcasts or webinars and then discussing key takeaways as they apply to our evergreen priorities in a Board Workshop. d. President’s evaluation – The Committee discussed amending Dr. Stout’s contract to have a more realistic evaluation timeline, which will include completing his evaluation by October 1. <p>C. Student’s Perspective – Trustee Smith reported that he spoke with the Student Life Board President, Dominic Sama on the successful Student Speak Out in the Arena. He said that students enjoyed their spring break last week.</p>		

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<p>D. NJCCC Update - Trustee Horl reported on the New Jersey Council of County College’s and the Association of Community College Trustees (ACCT). She attended an ACCT Public Policy and Advisory Committee meeting on March 4 and the principal areas of discussion were the federal fiscal year appropriations update, which is the result of 4 months of negotiations between House and Senate leaders. She reported that there will be several moderate increases to higher education programs, which includes a \$400 million increase to Pell grants, a \$50 million increase to Strengthening Community College Training Grants, and \$110 million increase to Strengthening Institution Program grants. She also reported on the NJCCC monthly Federal Policy Committee that took place on March 11. That meeting primarily dealt with the Governor’s FY23 budget and she reported on budget items that deal with Higher Education. The following items were highlighted from the budget:</p> <ul style="list-style-type: none"> a. CCOG is expanded to create a sliding scale for households up to \$80,000 which will allow 7000 additional students into the program. b. A pilot CCOG program for adult learners in programs that are joint partnerships between community colleges and post-secondary career technical programs. c. The Garden State Guarantee program. d. An Increase in EOF funding that will be administered by the Officer of Secretary of Higher Education to advance the goal of 65% of the N.J. population to attain a post-secondary degree by 2025. e. She noted that what was lacking in the budget was an increase in funding for community college operating costs. NJCCC will be actively advocating for a \$15 million increase in support. <p>E. Foundation Update – Trustee Abby-White reported that the Foundation is sponsoring a podcast challenge for all students in May. The Foundation is also looking for new Foundation members or committee members and anyone interested should contact Nancy Kaari.</p> <ul style="list-style-type: none"> 1. Honorary Degree nominations at commencement 2022 – Danny and Maria Clinch and DonnaLyn Geigerich were nominated to receive Honorary degrees. 2. Distinguished Alumni Awards at Commencement 2022 - Lauren Concar Sheehy and Dr. Thomas Shea were nominated as Distinguished Alumni. 		
<p>Public Comment on Agenda Items –</p> <p>No public comment was made.</p> <p>Ms. Gruskos confirmed that no written public 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>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>A motion to adopt the consent agenda was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – February 22, 2022</p> <p>B. Approval of Executive Session Meeting Minutes – February 22, 2022</p>	<p>A motion to approve the minutes from the public business meeting held on February 22, 2022 was made by Trustee Richens and seconded by Trustee Davis.</p> <p>Motion Passed.</p> <p>A motion to approve the Executive Session Minutes for the meeting held on February 22, 2022 was made by Trustee Brennan and seconded by Trustee Richens.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Crupi and Rambaud</p>	
<p>Consent Agenda</p> <p>A. Approval of Human Resources</p> <p>B. Acceptance of Gifts</p>	<p>A motion to approve the consent agenda was made by</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>C. Acceptance for Grants</p> <p>D. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>F. Monthly Financial Reports</p> <p>G. Capital Project Update</p>	<p>Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Smith, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Authorization to present to Danny and Maria Clinch and DonnaLyn Giegerich an Honorary Associate Degree at Commencement 2022</p>	<p>A motion to authorize presenting Danny and Maria Clinch and DonnaLyn Giegerich an honorary associate degree at commencement 2022 was made by Trustee Abby-White and seconded by Trustee Horl.</p> <p>Motion passed.</p>	
<p>Lodging of Policies</p> <p>A. Policy 2.0000-B Grants Applications and Acceptance</p> <p>B. Policy 1.7060 Code of Ethics for Trustees of Brookdale Community College</p>	<p>A motion to lodge Policy 2.0000-B Grants Applications and Acceptance and Policy 1.7060 Code of Ethics for Trustees of Brookdale Community College was made by Trustee Davis and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Richens, Smith, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Re-adoption of the Emergency Management Plan</p>	<p>A motion by resolution to re-adopt the Emergency Management Plan was made by Trustee Brennan and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p>Public Comment</p> <p>No public comment was made.</p> <p>Ms. Gruskos confirmed that no public comments were submitted in writing.</p>		
<p>Old/New Business</p> <p>Trustee Crupi announced that there are revisions to the Board Calendar. The Board meeting in May has been changed from May 24 to May 31 and will take place in the Arena. The locations for the Board meeting for the June 28 meeting have been changed to the Hazlet Higher Education Center and the location for the Board meeting on August 23 has been change to the Freehold Higher Education Center.</p> <p>An Audit committee has been added on April 13 at 5:30 PM.</p> <p>The dates for the May Executive and Finance & Facilities meeting have been changed to May 25. The May Audit Committee has been changed to May 23. 2 Student Success & Educational Excellence committee meetings have been added on June 22 and August 17.</p> <p>A motion was made to adopt the revised Board calendar by Trustee Smith and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>		
<p>Resolution to Hold a Closed Meeting</p>	<p>A motion was made to approve by resolution to hold a closed session by Trustee</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
College Counsel read the Resolution to hold a closed meeting (Attachment A)	Horl and seconded by Trustee Richens. Motion passed.	
Motion to Re-Open the Meeting to the Public	A motion to re-open the meeting to the public was made by Trustee Horl and seconded by Trustee Richens. Motion passed.	
Approval to Execute Broker Agreement with CBRE. Inc.	A motion to table the approval of the Broker Agreement with CBRE, Inc. was made by Trustee Horl and seconded by Trustee Smith Motion passed.	
Adjournment Meeting adjourned at 7:45 PM	A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Brennan. Motion passed.	

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 2 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 **March 22, 2022 at approximately 6:30 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: March 22, 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 :

"(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 – **discussion of CBRE, Inc. agreement**

"(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: **attorney client privilege regarding COVID-19 Vaccine and Testing Policy**

"(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 60 minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) 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: March 22, 2022