

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

November 15, 2022

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

And Zoom Webinar

Trustee Abby-White called the meeting to order at 5:30 P.M. and roll call was taken. Trustee Abby-White chaired the meeting.

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Joan Scocco
	Ms. Mary Pat Angelini, Trustee	Ms. Patricia Sensi
	Ms. Latonya Brennan, Trustee	Ms. Teresa Manfreda
	Ms. Barbara Horl, Trustee	Dr. Anita Voogt
	Ms. Taiphane Orange, Trustee	Ms. Bonnie Passarella
	Ms. Marta Rambaud, Trustee	Dr. William Burns
	Dr. Les Richens, Trustee	Ms. Nancy Kaari
	Ms. Natalie Watson, Trustee (5:45 PM)	Dr. Yesenia Madas
	Dr. David Stout, Secretary	Dr. Nancy Kegelman
Absent	Mr. Bret Kaufmann, Vice-Chair	Mr. Edward Johnson
	Mr. Paul Crupi, Chair	Ms. Kathy Kamatani
	Ms. Dyese Davis, 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 November 9 at noon 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. The change of location was noticed on November 11 at 10:30 am in the same matter.

Trustee Abby-White 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 Abby-White 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.

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 Horl.</p> <p>Motion passed.</p>	
<p>Board of Trustees Reorganization</p> <p>A. Election of Officers of the Board of Trustees</p>	<p>Mr. Jacobs opened the floor for nominations of Chair.</p> <p>Trustee Abby-White nominated Trustee Crupi for the position of Chair.</p> <p>Upon no further nominations, Mr. Jacobs closed the nominations for Chair...</p> <p>A roll call vote was taken, and Trustee Crupi was elected Chair with a unanimous vote of confidence.</p> <p>Mr. Jacobs opened the floor for nominations for Vice-Chair.</p> <p>Trustee Abby-White nominated Trustee Kaufmann for the position of Vice-Chair.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>B. Establishment of a Regular Meeting Schedule of the Board of Trustees & Designation of Public Notice Requirements</p> <p>1. Discussion of Board Schedule</p> <p>2. Adoption of 2023 Board of Trustees Annual Calendar</p> <p>C. Discussion of Appointment of Standing Committees</p> <p>Trustee Abby-White announced that all committee assignments will be carried over through this December. Chair Crupi has requested that you communicate your interest in serving on the various committees and he will make committee assignments at the December 13 meeting.</p> <p>D. Annual Signing of Code of Ethics of Brookdale Community College Ethics</p>	<p>Upon no further nominations, the nominations for Vice-Chair were closed.</p> <p>A roll call vote was taken, and Trustee Kaufmann was elected Vice-Chair with a unanimous vote of confidence.</p> <p>A motion was made to adopt the presented calendar for 2023 & designation of public notice requirements by Trustee Angelini and seconded by Trustee Horl.</p> <p>Motion passed.</p>	

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<p>Trustee Abby-White announced that it is the Board’s practice to review the Code of Ethics of the Board of Trustees annually. Please review and sign the Code of Ethics.</p>		<p>Trustees signed the Code of Ethics and Ms. Gruskos will follow up with the Trustees who were not at the meeting.</p>
<p>E. Annual Report of the College - Ms. Oncea, presented our Annual Report and highlighted the resilience of our students and employees as the College navigated through the limitations placed upon us by the pandemic. In September 2021, students returned to the classrooms and the Annual Report highlights the achievement of our students, faculty, and sports teams. Always striving for and achieving Academic Excellence, Brookdale was named Best Local College in Monmouth County by an Asbury Park Press Poll, ranked #1 in New Jersey with a five-star rating for teaching by Best Community Colleges.com, and recognized by Intelligent.com for four top programs. Best Social Science Program, Best for Transfer, Best Student-Teacher Ratio, and Best English Program</p>		
<p>President’s Report –</p> <p>Dr. Stout extended congratulations to Chair Crupi and Vice-Chair Kaufmann.</p> <p>Dr. Stout highlighted the following significant accomplishments that occurred this fall: –</p> <ul style="list-style-type: none"> • Haunted Theater Experience – best haunted theater experience in the State. • 51st edition of Collage –Gold Crown recognition by the Columbia University Scholastic Press Association • Cross Country Team – Finished 11th in the nation. Teddy Purdon has been recognized for the second year in a row as the NJCAA Division 3 Men’s Athlete of the Year. Teddy Purdon and Casey Brown were selected to the Men’s Cross County 1st Team All American. Mike Tursi, Men’s’ Cross Country Coach was honored as NJCAA Region XIX Coach of the Year. • Katie Amundson received the NJCAA Region XIX 2022 Ron Case Athletic Director of the Year award. • Dr. Madas was presented with a recognition from the Latino American Association of Monmouth County. 		

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Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee – November 8, 2022 - Trustee Horl reported on the following highlights:

1. **Facilities Master Plan** – Our Consultant from SSP Architects provided an update on the development of the 10-year Facilities Master Plan. He shared their progress on the planning of the five major initiatives which include improving way finding and stormwater management, prioritization of capital projects and developing a consistent campus brand image. He reviewed the 5 initiatives which include:
 - a. Establish a Front Door of the Campus by moving the One-Stop Center to Larrison Hall.
 - b. Constructing a new building to house the Culinary Arts building on the Lincroft Campus.
 - c. Relocating health care programs to the Wall Higher Education Center.
 - d. Consolidating the Business Department and business service/programs to the CAR building.
 - e. Establish/expand Business Training Venue in the Main Academic Building.
2. **Capital Project Update** - Engineer of Record – Bill White, Project Manager, Colliers Engineering & Design reported that construction on the drainage improvements in the area adjacent to the ATEC and MAC buildings will begin in 2 weeks upon receipt of the construction materials. Mr. White is continuing to assess our ADA compliance needs across the Lincroft campus, as well as assessing the capital improvement needs at the Children’s Learning Center. He is recommending packaging together all of the ADA compliance upgrades into one bid package and timing of this project needs to be determined. Mr. White and Mr. Naparlo are investigating the water seepage issues in the Freehold basement and parking lot drainage issues.
3. **Facilities Update** -Mr. Naparlo reviewed his report and provided an update on projects in progress, including solar panels and charging stations, elevator modernization, the library water infiltration issue and winterization and snow removal.
4. **Financial Reporting** - VP Manfreda reported on the financial performance for September 2022 compared to FY23 budget. Total operating revenue was \$31M which was 3.6% higher than the same time last year, which is attributed to a tuition revenue. Total operating expenditures were \$15M, which is 4.4% higher than last year, which is attributed to an increase in salary and benefits. Total interest earned on our investments was \$39,773.
5. **Purchases** – VP Manfreda reported there are eight recommended purchases. The most significant purchase is for the upgrading of our technology to a cloud managed networking solution which is funded by HEERF funding.
6. **HR** – AVP Sensi discussed 2 soon to be vacant positions and the committee approved the request to move forward with the searches. The HR recommendations include 5 separations.
7. **Grants** - VP Kaari recommended to accept the CCOG grant and an application for the Higher Educational Capital Facilities Program Grant which would fund the new Culinary & Hospitality Center on the Lincroft Campus.

B. Student Success & Educational Excellence Committee – November 7, 2022 – Trustee Abby-White reported on the meeting held on November 7, 2022. The committee had a preview of the

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<p>Academic Master Plan (AMP), which is being developed by 22 faculty and 16 staff and administrators. The goals of the AMP are:</p> <ul style="list-style-type: none"> a. Increase resources for student academic support services. b. Intentionally shift efforts from educational equity awareness to educational equity in practice. c. Ensure educational offerings that are relevant, innovative, and in demand. d. Enhance teaching and learning practices to be more innovative, culturally relevant, and address barriers to learning. e. Cultivate a culture of belonging with the goal of acceptance and persistence for all students. f. Maintain appropriate measures and assessment that create a culture of continuous improvement <p>The timeline was reviewed, and it is expected that the rough draft AMP will be available for review by the College community between November 30 – December 12. It will be published on January 17, 2023.</p> <p>The Academic Calendars were reviewed and recommended for adoption.</p> <p>C. Foundation Update – Trustee Abby-White reported on the meeting held last week. Dr. Stout attended the meeting and shared information on the capital improvement projects and new college initiatives. Financial data was reviewed, including information on donors and contributions. Trustee Abby-White encouraged 100% participation by the Board in the Annual Year Giving Campaign. The next scholarship Ball will be held on April 28, 2023.</p> <p>D. Governance Committee – November 9, 2022 – Trustee Abby-White reported on behalf of Trustee Davis. The committee discussed holding a Board retreat in the beginning of January, and the committee requests that the Trustees respond to the survey which will be sent out to identify the best weekend in January to hold the Board Retreat.</p> <p>E. Student’s Perspective – Trustee Orange provided the following report:</p> <p>On October 27th, I attended the ACCT Leadership conference and learned new ways to represent the students’ voices. At the conference, other student trustees, including myself, are working on a potential bill we want to lobby legislators in February to make student life more manageable.</p> <p>From my conversation with students, they have requested that Brookdale make space available for students to attend Zoom meetings. While the library is an option, they only allow groups of 3 to reserve a room. The students also propose testing the new location with smaller groups.</p> <p>On November 2nd, I met with Joan Scocco to talk further about the master plan.</p> <p>On November 8th, I attended the Honor Election night viewing party coordinated by Professor Moschberger. Students gathered to watch the election return live and celebrate democracy. During the event, they played Jeopardy. Sara Hosbach, a liberal art major, an honor student, and a member of WILL (Women In Learning and Leadership), gave a presentation about Energizing Young Voters, a nonpartisan educational platform that turns students into citizens, empower young voters, and defend democracy. Sarah also expressed her contentment with the CURRENT Brookdale Newspaper as she learned about internship opportunities through them.</p>		

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<p>On November 11th, I had a call with a non-traditional senior student. In general, senior students' expectations of the school are satisfied. Still, she communicated to me that it is difficult for seniors to register for classes; most senior students to this day are going through the registration process on paper which would take an entire day to complete. They would like a designated person to help with this process or perhaps help them register through a phone call for the following semester. Senior students would also encourage Brookdale to review the rule for seniors seeking a degree. While they are content with the current regulations to register for classes, they must pay the total cost for all four classes if they would like to be scheduled for more than three classes. They feel those rules to be unfair and requested a revision.</p> <p>W.I.L.L Women in Learning and Leadership members expressed contentment over menstrual products be relocated to a common area.</p> <p>F. ACCT National Leadership Congress – Trustee Horl, Trustee Abby-White, Trustee Orange, Dr. Stout and Ms. Gruskos attended the Leadership Congress. Trustee Horl reported that 2000 Trustees from all over the country gathered in New York City. The representatives of the College split up to try to attend as many sessions as possible and then share key takeaways after the sessions. On the first day, they attended an all-day session on increasing enrollment, retention and success of men of color in community colleges. Trustee Horl was a panelist in a session and represented the college on the ACCT Public Policy and Advocacy Committee which met at the meeting. Ms. Gruskos was elected to serve as Vice-President of the ACCT Professional Board Staff Network. Trustee Abby-White reported on sessions she attended on focused on enrolling and retaining Hispanic students by providing the marketing materials in Spanish, entrepreneurial programming embedded in the curriculum, and a journalism program that encourages students to publish and be paid for their first publication.</p> <p>G. NJCCC Update – Trustee Horl provided the following report:</p> <p>A-1136-Suicide Prevention Act - this establishes a grant program to public higher education institutions to support access to mental health services. Although passed unanimously in the Assembly in June, it remains stuck in the Senate. Both our Assembly members Eulner and Piperno are co-sponsors. Let's hope it gets unstuck.</p> <p>S-659-Manufacturing in Higher Education Act - this requires various State entities to promote manufacturing career pathways and provide assistance to manufacturing industries. Again, its progress remains unchanged, awaiting action in the Assembly Commerce and Economic Dev. Committee. Both our senators, Gopal and O'Scanlon are co- sponsors of this bill.</p> <p>A-1198 Withholding of Transcripts - prohibits this action for students who owe small amounts of unpaid fees. This bill has been amended for the better from its original form, but still awaits passage.</p> <p>There is a bill being encouraged by hospitals for Community Colleges Baccalaureate Degree Nursing Programs to address the great need for nurses. A-231 is sponsored by Assemblywoman Nancy Munoz, who herself is a nurse, and whose deceased husband Eric was a doctor. This bill establishes a process for county colleges to offer such programs, starting with a needs assessment, accreditation plans, enrollment projections and many other items to be submitted to the Presidents' Council of NJCCC for consideration. From their approval, if granted, would then go to The Office of the Secretary of Higher</p>		

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<p>Ed, and if approved, to the NJ Board of Nursing for accreditation. So, this bill is a long way from the finish line and is not expected to move this session. But we will keep it on our radar and update you from time to time. NJ is faced with a great shortage of nurses and teachers. Hopefully, community colleges will be able to help fill these shortages.</p> <p>Yesterday I attended a meeting of the NJCCC Nominating Committee to select candidates for leadership in the council for next year. Additionally, I meet with the Federal and State Policy and Legislative Committee this coming Friday where we will have a formal re-adoption of our legislative priorities</p> <p>ACCT - I attended many sessions during the conference we heard updates on federal issues affecting community colleges and discussed the legislative agenda for the upcoming year. The federal government is still operating by a Continuing Resolution for this budget year which keeps all federal funding at the 2022 levels. Congress has until December 16 to pass the FY 23 budget.</p> <p>As a committee, we adopted Proposed Strategies for the year ahead which will continue to educate, promote, and improve diversity, equity and inclusion in our institutions. We will accomplish this by including requests in legislative priorities that support equity-focused goals for student success, identify populations or themes that need special attention and create ad-hoc programs and services to address these needs, spotlight DEI achievements at member colleges on a continuing basis and research DEI needs, challenges and opportunities at institutions.</p>		
<p>Public Comment on Agenda Items -</p> <p>No public comment was made.</p> <p>Ms. Gruskos confirmed that no public comments were submitted in writing.</p>		
<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>Trustee Brennan requested the Application of Grants be removed for a separate vote.</p>	<p>A motion to adopt the revised consent agenda was made by Trustee Richens and seconded by Trustee Orange.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>A. Approval of Public Business Meeting Minutes – October 25, 2022</p>	<p>A motion to approve the minutes from the public business meeting held on October 25, 2022 was made by Trustee Horl and seconded by Trustee Angelini.</p> <p>Motion passed.</p> <p>ABSTAIN: Trustee Abby-White</p>	
<p>Consent Agenda</p> <p>A. Approval of Human Resources</p> <p>B. Acceptance of Grants</p> <p>C. 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>D. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>E. Monthly Financial Reports</p> <p>F. Capital Project Update</p>	<p>A motion to approve the revised consent agenda with the Application for Grants removed was made by Trustee Richens and seconded by Trustee Watson.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Horl, Orange, Rambaud, Richens and Watson.</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval of Grants Applications</p>	<p>A motion to approve the submission of the application for the New Jersey Office of the Secretary of Higher Education Program, Higher Education Capital Facilities Program to fund the construction of a Culinary & Hospitality Center was made</p>	

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	<p>by Trustee Angelini and seconded by Trustee Watson.</p> <p>YES: Trustees Abby-White, Angelini, Horl, Orange, Rambaud, Richens, and Watson.</p> <p>NO: None</p> <p>ABSTAIN: Trustee Brennan</p>	
<p>Approval of Academic Calendars</p>	<p>A motion to approve the academic revised calendar for academic years 2022-2023 and the approval of academic calendar for 2023-2024, 2024-2025, and 2025-2206 was made by Trustee Watson and seconded by Trustee Richens.</p> <p>Motion passed.</p>	
<p>Public Comment</p> <p>Mr. Jacobs read the public comment statement and the directions for making public comment in person and via Zoom.</p> <p>No public comment was made.</p> <p>Ms. Gruskos confirmed that no written comments were submitted.</p>		
<p>Old/New Business -</p> <p>The location of the December 13 Board of Trustees meeting has changed to the Student Life Center, Navesink Rooms.</p>		
<p>Adjournment</p> <p>Meeting adjourned at 6:37 PM.</p>	<p>A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Angelini</p> <p>Motion passed.</p>	