

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

October 25, 2022

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

And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Mary Pat Angelini, Trustee	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Dr. Joan Scocco
	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
	Ms. Marta Rambaud, Trustee	Dr. Nancy Kegelman
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Ms. Natalie Watson, Trustee	Dr. Anita Voogt
		Ms. Bonnie Passarella
		Dr. William Burns
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Abby-White, Trustee	
	Ms. Latonya Brennan, Trustee	
	Dr. Hank Cram, 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 October 19, 2022 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.

Vice-Chair Kaufmann 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.

Vice-Chair Kaufmann 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	A motion to adopt the agenda was made by Trustee Davis and seconded by Trustee Watson. Motion passed.	
President’s Report – A. Presentation - Improving Retention with Interactive Multimedia Presenters: Jonathan Shaloum Director, Teaching & Learning Center, Eugene DeRobertis, Ph.D., Professor Psychology presented on improving retention with interactive multimedia. The interactive multimedia projects that were developed resulted in students remaining engaged, performing well and therefore being retained. Mr. Shaloum described interactive learning as digital learning objects and simulations that respond to user action. He explained that interactives can be utilized to allow students to observe a process that is too fast or too small to be observed otherwise, and as an example he displayed one on agglutination. Students can also practice lab experiments with a virtual microscope and repeat repetitive experiments. Simulations can be designed to utilize randomized data, providing students the chance to practice a new skill. They created a virtual ventilator and a chest tube simulation for the Nursing students which allowed our Nursing students to practice on their virtual patients with new patient data each time. They created an interactive to replace a \$120.00 one-time lab kit, resulting in student’s reducing their cost of attending that course. Interactives were successfully designed to capture the attention of our students using themes which resonate with them. Dr. DeRobertis, utilizing assessment data from the Psychology courses, pinpointed that the lowest exam grades were in Psych 105 on a particular exam on specific questions on bio psychology and neuroscience. He designed an interactive with a theme of Zombies to increase the		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>student’s raw exposure and through repetition increase their retention. The interactive exposed the students to the breakdown of the central and the peripheral nervous system, the workings of the neuron, the structure and the functions of the individual parts of the neuron, and the parts of the brain. The TLC worked collaboratively with the Psych Professors. He had Faculty pilot the “Zombie” . Students were scoring 10 points on average higher than the students who didn’t experience the interactive.</p> <p>Psyc-208 Kohlberg’s Moral Reasoning interactive was created with a theme of Super Heros, to deal with the lowest assessment grade and identified that the student’s were not understanding it conceptually. It created scenarios where students would have to choose what level of moral reasoning that the people in the interactive were operating at. He is seeing a positive difference in the test scores.</p> <p>Textbook companies are creating interactives, but our custom interactives can be designed to improve learning outcomes for our students.</p>		

Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee - Trustee Crupi reported on the highlights of the meeting held on October 18, 2022

1. **Capital Project Update** – Bill White, Engineer of Record, reported that construction on the drainage improvements in the area adjacent to the ATEC and MAC buildings will begin in 4 weeks upon receipt of the construction materials. Mr. White and Mr. Naparolo have performed a walkthrough of the Children’s Learning Center to determine how to best satisfy the College’s needs and the potential tenant. He will prepare a report of his recommendations. A decision was made to upgrade the HVAC and the fire suppression system in the building regardless of the occupancy by a tenant. Mr. Napalo provided an update on the following projects:
 - a. Center for Excellence for Cybersecurity Education (Gorman Hall South) – currently interior work is ongoing, electrical work is completed, the exterior has been painted, and they are waiting for HVAC materials.
 - b. CVA Roof is completed, and the Maintenance Roof will begin this Thursday.
 - c. Solar Panels and Charging Stations – Lots 6 and 6a will be striped and the County street sweeper will clean prior to the Open House. The tie in for Lincroft still needs to be completed as well as completion of the solar powered charging stations.
 - d. Miscellaneous door replacement – a project is ongoing to identify and replace doors to ensure ADA compliance.
 - e. Demolition of Houses - A well was discovered during the demolishing of the 3 houses on Newman Springs Rd., and the well will be filled by a certified well company on Friday.
 - f. E-sports – Electrical and HVAC work is ongoing.
 - g. The Library water infiltration issue - is continuing to be investigated. The drainage pipe was cameraed, and it was determined there are disturbances in the drainage pipe, and they received a recommendation to replace the entire pipe which would involve demolition work and a disturbance to the library. As an alternative, a

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>pathway can be built to drain the water to an outside storm drain and they will proceed with that plan</p>		<p>2. Monthly Financial Reporting – VP Manfreda reported on the financial performance for August 2022 compared to FY23 budget. Total operating revenue was \$25M which was 4.4% higher than the same time last year, which is attributed to a \$1M increase in tuition revenue. Total operating expenditures were \$9.3M which is slightly higher than last year, which is attributed to an increase in salary and benefits of \$364,580. Total cash position was \$25.9M, which represents a \$626K decrease over the same time last year, which is a timing issue with County appropriations. Interest earned is \$23,290</p> <p>3. Purchases – VP Manfreda reported there are seven recommended purchases. The most significant purchase is for the elevator modernization project which would modernize the elevators on the Lincroft Campus and the Freehold Higher Education Center</p> <p>4. FY23 Grant Revenue Report –VP Kaari reported that \$2M of grants have been awarded in FY23 with another \$1.8M pending</p> <p>B. Audit Committee – Trustee Rambaud reported on the Audit Committee meeting held on October 17, and in her absence was chaired by Trustee Angelini. She reported on the following:</p> <p>a. Enrollment Audit - VP Manfreda reported that the Enrollment Audit was prepared by the Finance Department and then drafted by our external auditors, O'Connor and Drew.</p> <ul style="list-style-type: none"> i. O'Connor and Drew performed their testing of the Enrollment Audit and no findings were found. ii. VP Manfreda reviewed Schedule B and noted that Out-of-County FTE was higher than in the previous year and the In-County FTE was less than the prior year. iii. The final page of the Enrollment Audit is the calculation of our Base Chargeback Rate Per In-County Credit hour. The rate was tested for reasonableness and O'Connor and Drew found no findings and they accepted the Chargeback Rate. iv. VP Manfreda explained that the Audited Enrollment FTE is reported to the State and County and affects our state and county appropriations for Chapter 12 and funding support. <p>v. The Audit Committee recommends acceptance of the Enrollment Audit at tonight's meeting.</p> <p>b. Internal Audit Update</p> <ul style="list-style-type: none"> i. VP Manfreda reported that the schedule of internal audits for FY23 will be reviewed at the December Audit meeting. ii. The recommendations from the Employee Travel & Food Expense Reimbursement Internal Audit conducted by PKF O'Connor Davies are nearly completed. The changes will be documented in the Internal Controls & Standard Operating Procedures Manual. iii. The recommendations from the State audit are being implemented and the deadline for implementation for most items is June 30, 2023. <p>c. Ethics Hotline Report –</p> <ul style="list-style-type: none"> i. An anonymous complaint was filed via Lighthouse Services on September 7, 2022, claiming an unethical hiring practice during the search process for the Associate Director of Regional Locations. Ms. Passarella investigated the complaint and

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>reported that she found the search committee was properly established in accordance with college regulations, that the hiring process was properly followed and that all candidates were treated equitably and fairly.</p> <p>ii. A written Conflict of Interest Complaint was filed in the Office of the President in May 2022 by a community member, who resides in Long Branch. Dr. Stout, Chair Cram and Mr. Jacobs reviewed the allegations and determined there was no violation. Because of the insistence of the person filing the complaint, at the end of June, Mr. Jacobs recommended that the College conduct an official investigation, as in normal course when the College receives complaints filed on our Ethics Hotline. Ms. Passarella conducted the investigation and she concluded that there was no findings of conflict of interest by the college employee and this matter has been concluded.</p> <p>A. Student’s Perspective – Trustee Orange reported on the following:</p> <p>On October 4th, I attended Global Citizenship Distinction’s general meetings on zoom. Everyone was ecstatic to be there. They welcomed new members and brainstormed project ideas for the school year. As a former member, I am excited to see what they will accomplish this year. During the meeting, I informed the students of my role in the college. After talking to the members, some voiced their concern regarding some students having classes during college hour, which make college involvement difficult, especially for nursing students. Students also said they would appreciate it if the college could make printing free of charge for students. With the rising cost of living, it is an additional expense for the student to complete schoolwork. I am currently in the process of reaching out to non-traditional students and seeing how Brookdale can help provide the best college experience. In general, students conveyed satisfaction with the College. However, older students informed me that they hope the college curriculum will work to better prepare students for real-life experiences. For instance, while attending an algebra or English class is essential, a college graduate should be able to comprehend the process of getting a credit card or shopping for an insurance policy. While some students participate in financial literacy, it is not a requirement for all students. On October 11th, I meet with Joan Scocco about the Master Plan. She gave me an overview of the plan, and we discussed how I could be of assistance in the process.</p> <p>B. NJCCC Update – Trustee Horl – reported on the following:</p> <p>a. NJCCC Council Meeting – October 14, 2022 – they discussed their ask for the upcoming State Budget for next year. Last year they asked for \$10M and did not receive any of the request. However, as a sector we received \$5M from the State Legislature. The new Senate President supports community colleges and he will support increasing operating aid levels for community colleges in next year’s budget. The Council discussed legislative priorities for the year ahead and they will be firmed up at the November meeting.</p> <p>b. Update on Bills – Trustee Horl highlighted the following bills:</p> <p>i. A1176 – Suicide Prevention – there will be a lot of requirements which include that we provide each student with a suicide hotline number, the National Suicide Prevention hotline, New Jersey Hope line, and 24/7 mental health hotlines. The numbers will be required to be posted in the library, student center and other facilities on campus. We would be required to annually conduct a mental health,</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>public health awareness campaign, to raise awareness about all mental health services. The President will need to establish a mental health crisis, assessment and response plan. This Bill passed the full assembly in June and the Senate considered it also, but then second referenced to the budget appropriations.</p> <p>ii. The Manufacturing and Higher Education Act, which requires different state entities to promote manufacturing and career pathways for students and provide assistance to manufacturing industries. NJCCC is supporting this Act. It was heard recently in the Senate Budget appropriations and so popular that all of the committee members agreed to sign on as co-sponsors. It was amended to specifically include the Pathways to Career Opportunities Initiative. It passed the full Senate at the end of June. It is on the Assembly Higher Education agenda.</p> <p>iii. Withholding of Transcripts Bill – The Bill was amended in the Higher Education Committee and the amendments make the Bill stronger. It would prevent colleges and universities from withholding transcripts for students who owe less than a \$1000 in fines. It would allow Colleges to withhold transcripts for students that owe tuition, mandatory fees or housing in the case of a 4 year college.</p> <p>iv. Construction – A new bill would impose a moratorium on new construction at public institutions of higher education. It addresses the issue of expanding campuses in light of the fact of diminishing student populations.</p> <p>c. ACCT Public Policy and Federal Policy - Trustee Horl attended the ACCT Public Policy and Federal Policy committee today. They approved the legislative priorities they will be advancing during the next Congress. Trustee Horl’s term is ending on this committee, and she requested the support of the Board of Trustees to serve on this Committee next year</p> <p>d. Foundation Update – Dr. Stout reported that the Foundation’s Year End Giving Campaign will run from November 7 – December 31, 2022, which its purpose is to raise scholarship funds. This year there is an option to give via text messaging. The Honorees have been identified for the Scholarship Bash scheduled for April 28, 2023 at 5 PM on the Lincroft Campus. Honorees are Alan Sopel and Scott Coleman of Contemporary Motorcars and Patricia and Matthew Dickens of the Raine Foundation and Vito F. Cardinale.</p>		
<p>Public Comment on Agenda Items –</p> <p>Jack Ryan, Assistant Professor, English – commended the work of the members of the Teaching & Learning Center (TLC) as they have developed in collaboration with our Faculty innovative ways to teach and learn. He urged the Board of Trustees to support Trustee Horl’s request to serve on the ACCT Public Policy and Federal Policy Committee. He commented on the Facilities Master Plan (FMP) which was presented at the September Board meeting. He urged the Administration to provide an inclusive transparent process to allow for input from the entire college community on any future changes to the usage of our buildings.</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 motion to adopt the revised consent agenda was made by</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>A. Acceptance of Consent Agenda</p> <p>The ratification of the emergency purchase for plumbing services to repair the water main break on the Lincroft campus was added to the Consent Agenda.</p>	<p>Trustee Orange and seconded by Trustee Crupi.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes – September 28, 2022</p>	<p>A motion to approve the minutes from the public business meeting held on September 28, 2022 was made by Trustee Horl and seconded by Trustee Dyese.</p> <p>Motion passed.</p>	
<p>Approval of Executive Session Meeting Minutes – September 28, 2022</p>	<p>A motion to approve the Executive Session Meeting Minutes held on September 28, 2022 was made by Trustee Crupi and seconded by Trustee Watson.</p> <p>Motion passed.</p>	
<p>Approval of Special Business Meeting Minutes -September 20, 2022</p>	<p>A motion to approve the minutes from the special public business meeting held on September 20, 2022 was made by Trustee Crupi and seconded by Trustee Davis.</p> <p>Motion passed.</p>	
<p>Approval of Consent Agenda</p> <p>A. Approval of Human Resources</p> <p>B. Acceptance of Gifts</p>	<p>A motion to approve the revised consent agenda was made by Trustee Crupi and seconded by Trustee Orange.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>C. Acceptance of 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. Ratification of Emergency Purchase 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. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>G. Monthly Financial Reports</p> <p>H. Capital Project Update</p> <p>I. Acceptance of Legal Costs, Government and Public Relations</p>	<p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Acceptance of Brookdale Community College’s FY22 Enrollment Audit</p>	<p>A motion to accept by resolution the Brookdale Community College’s FY22 Enrollment Audit was made by Trustee Crupi and seconded by Trustee Orange.</p> <p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Memorandum of Understanding with the Brookdale Community College Faculty Association</p>	<p>A motion to approve by resolution the memorandum of understanding with the Brookdale Community College Faculty Association was made by Trustee Davis and seconded by Trustee Watson.</p> <p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Memorandum of Understanding with the Brookdale Community College Administrative Association</p>	<p>A motion to approve by resolution the memorandum of understanding with the Brookdale Community College Administrative Association was made by Trustee Crupi and seconded by Trustee Orange.</p> <p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Adoption of FY2023 Confidential Non-Represented Employee & Executive Compensation</p>	<p>A motion to approve by resolution the FY2023 Confidential Non-Represented Employee &</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Executive Compensation was made by Trustee Orange and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of 6.0003 Anti-Hazing Policy</p>	<p>A motion to approve 6.0003 Anti-Hazing Policy was made by Trustee Davis and seconded by Trustee Watson.</p> <p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Revised Policies</p> <p>A. 1.1001 Brookdale Community College Collegial Governance Policy</p> <p>B. 2.6000 Smoke Free College Environment Policy</p> <p>C. 6.8000 Alcohol Policy (Former Title - Beer Wine on Campus)</p>	<p>A motion to approve revised policies: 1.1001 Brookdale Community College Collegial Governance Policy, 2.6000 Smoke Free College Environment Policy, 6.8000 Alcohol Policy (Former Title - Beer Wine on Campus) was made by Trustee Horl and seconded by Trustee Davis.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Debbie Mura, Professor – Advisor to <i>The Current</i> and the Innovation Network (TIN), two campus clubs forged a partnership with Florida SouthWestern State college in Ft. Myers to support them in hurricane recovery efforts. She urged the College to join with the students’ in their philanthropic efforts to support those who are impacted by Hurricane Ian. She provided letters from the President of the College and Vice President of Institutional Advancement and Foundation with the link to their Foundation whereby support could be provided.</p> <p>Jared Baratta, Student – raised concerns about the lack of services post-pandemic at the Freehold Higher Education Center. He urged the return of student services to serve the students at Freehold, which will not only assist him, but will stimulate enrollment.</p> <p>Anne Marie Sparaco, Administrator – wanted to know if there is anything the College can do to support Trustee Horl’s request to serve on the ACCT Public Policy and Federal Policy Committee, as she has been very impactful in her service to NJCCC and ACCT, as well as the College.</p> <p>Isabel Shaw, Vice-President of TIN and member of WILL– asked that the lack of menstrual products on campus be addressed, to assist half of the student body and staff to obtain these products when and where they are needed. She said that last winter this issue was raised and menstrual products were purchased and delivered to Helping Hands, however, due to their limited hours, this was not a good solution.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p>Old/New Business</p> <p>Vice-Chair Kaufmann reminded the Trustees to fill out the Board Retreat survey.</p> <p>Vice-Chari Kaufmann congratulated Trustee Crupi on his reappointment by our County Commissioners to another 4 year term.</p> <p>Vice-Chair Kaufmann announced that Chair Hank Cram is not here tonight due to a health concern, and we wish him a speedy recovery. This would have been his official last meeting as his term has ended. We plan to invite him back to another meeting to properly acknowledge his contributions to the Board of Trustees over the last 8 years.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Trustee Davis announced that there were three letters of intent for the position of Vice-Chair and the Trustees were to complete the survey that Ms. Gruskos will send out.		
Support of Trustee Horl – ACCT Public Policy and Federal Policy Committee	A motion was made to support Trustee Horl in serving on the ACCT Public Policy and Federal Policy Committee by Trustee Crupi and second by Trustee Watson. Motion passed.	
Adjournment Meeting adjourned at 7 PM	A motion to adjourn the meeting was made by Trustee Crupi and seconded by Trustee Horl. Motion passed.	