

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Board Retreat Special Meeting Minutes**

July 16, 2022

**Brookdale Community College
BAC, President’s Conference Room
765 Newman Springs Rd.
Lincroft, NJ 07733**

Chair Cram called the meeting to order at 9 AM and roll call was taken.

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Dr. Yesenia Madas, VP Student Affairs
	M. Latonya Brennan, Trustee	Dr. Joan Scocco, Acting VP Academic Affairs
	Dr. Hank Cram, Chair	Ms. Teresa Manfreda, VP Finance & Operations
	Ms. Dyese Davis, Trustee	Ms. Nancy Kaari, VP Advancement
	Mr. Bret Kaufmann, Vice Chair	
	Dr. David M. Stout, Secretary	
	Ms. Taiphane Orange, Trustee	
Absent	Mr. Paul Crupi, Trustee	
	Ms. Barbara Horl, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	
	Ms. Natalie Watson, Trustee	Ms. Cynthia Gruskos, Recorder

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 July 11, 2022 at 12 pm 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.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Vice-Chair Kaufmann and seconded by Trustee Davis.	
<p>Public Comment on Agenda Items</p> <p>No public comment was made.</p>		
<p>Policy Development through a “Diversity, Equity and Inclusion” Lens</p> <p>On the evening of July 15, 2022, Trustees Davis, Kaufmann, Orange and Chair Cram participated in a Workshop on Diversity, Equity and Inclusion led by Angela Kariotis. The goal of the workshop was intended as a professional development opportunity for the Board, to assist them in developing policies that promote equitable experiences, opportunities, and outcomes for all students.</p> <p>The following goals were developed during the Board Retreat:</p> <ul style="list-style-type: none"> • Review equity and inclusion statements from various organizations and develop draft language for a new Equity & Inclusion Policy. • Draft equity and inclusion language that can be added to existing policies (e.g., Trustee Code of Ethics, Effectiveness of Educational Programs, Staffing & Hiring, Concurrent Enrollment, etc.), regulations, and course syllabi. • Simplify the College’s Vision Statement and ensure equity is represented. • Develop an Administrative Unit Effectiveness Policy as a companion to the Educational Effectiveness Policy. Include draft DEI language. • Incorporate the recommendations of NACUBO into the new Strategic Plan and develop a tool for periodic progress reporting to the Board/Board Committees on each NACUBO recommendation. • Begin reporting of progress on other strategic plan initiatives once they are defined through our work with Achieving the Dream, Facilities Master Plan, and teams that are developing the four master plan components of the strategic plan (Academic Master Plan, Student Success Master Plan, Advancement Master Plan, and Organizational Optimization Master Plan). • Work with HR to reduce the length of performance evaluations to no more than two pages; increase frequency and relevance of performance evaluations. • Work with College Relations to spotlight one trustee per month in the <i>Brookdale Bulletin</i> so readers from various constituencies get to know our trustees and their stories. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> Dr. Stout to complete his FY22 year end report in preparation for his evaluation in early fall. 		
<p>Public Comment No public comment was made.</p>		
<p>Old/New Business No old or new business was discussed.</p>		
<p>Adjournment at 12 pm.</p>	<p>A motion to adjourn the meeting was made by Trustee Trustee Davis and seconded by Vice-Chair Kaufmann.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary