

**BROOKDALE COMMUNITY COLLEGE**

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

**July 25, 2022**

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

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. Tracey Abby-White, Trustee</b>	Ms. Teresa Manfreda
	<b>M. Latonya Brennan, Trustee</b>	
	<b>Dr. Hank Cram, Chair</b>	Dr. Nancy Kegelman
	<b>Mr. Paul Crupi, Trustee</b>	Dr. Yesenia Madas
	<b>Ms. Dyese Davis, Trustee</b>	Mr. Ed Johnson
	<b>Mr. Bret Kaufmann, Vice Chair</b>	Ms. Patricia Sensi
	<b>Ms. Taiphane Orange, Trustee</b>	
	<b>Dr. David M. Stout, Secretary</b>	Ms. Kathy Kamatani
	<b>Dr. Les Richens, Trustee</b>	Ms. Bonnie Passarella
		Dr. Joan Scocco
<b>Absent</b>	<b>Ms. Barbara Horl, Trustee</b>	Mr. Matt Siuzdak
	<b>Ms. Marta Rambaud, Trustee</b>	
	<b>Ms. Natalie Watson, Trustee</b>	
<b>College Counsel</b>	<b>Mr. Mitchell Jacobs, Esq., General and Labor Counsel</b>	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 20, 2022 at 3 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
<p><b>Adoption of Agenda for Public Business Meeting</b> The Executive Session was removed from the Agenda.</p>	<p>A motion to adopt the revised meeting agenda was made by Trustee Abby-White and seconded by Trustee Richens.</p> <p>Motion unanimously passed.</p>	
<p><b>Public Comment on Agenda Items</b></p> <p>No public comments were made.</p>		
<p><b>Approval of 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 (Attachment A)</b></p> <p>VP Manfreda made a recommendation to the Board to approve the purchase of property insurance which was previously quoted through Philadelphia and now we’re quoted through Chubb for \$750,000. As of today, the purchase quote is \$755,000, however we will be paying for 11 months of coverage for a little over \$692,000. There are some changes to the coverage and the deductible. They are continuing to work with CBIZ Borden Perlman to fill the gaps in coverage and that’s mainly regarding the lack of flood coverage.</p> <p>VP Manfreda explained that our 10-year claim history was a contributing factor in not being renewed by Philadelphia and denials from different markets.</p> <p>Trustee Brennan brought to the attention of the Board that approval of the Property Insurance will be followed by additional insurance coverage recommendations to cover the gaps in coverage. Although our buildings are not located in a flood zone, that does not mean we will not have flood exposure.</p>	<p>A motion to approve the <b>Purchases</b> 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 was made and authorizing Dr. Stout and VP Manfreda to bind the college to additional insurance coverage that they see fit pursuant to the recommendations and discussions made at this meeting</p> <p><b>YES:</b> Trustees Abby-White, Brennan, Crupi, Davis, Kaufmann, Richens, Orange and Chair Cram</p> <p><b>NO: None</b></p> <p><b>ABSTENTIONS: None</b></p>	<p>Steps need to be made to mitigate our persistent water problems which will also reduce our risk exposure and improve our insurability.</p> <p>Perform an analysis of our claim’s history.</p> <p>As a result of the increased deductibles, Trustee Kaufmann suggested that our financial budget be adjusted to cover possible increased deductibles.</p>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Trustee Brennan stated that this is our best option and there will be additional premiums associated with binding this coverage, and as a result she suggested the Board give Dr. Stout authorization to approve the additional premiums to ensure we are adequately insured in a timely matter.</p>		
<p><b>Public Comment</b> No Public comment was made.</p>		
<p><b>Old/New Business</b></p> <p>Trustee Brennan recommended that our property insurance and our environmental insurance be through the same broker. She asked for a further explanation of why we have two different brokers and an analysis of the impact on risk management with two different brokers regarding any potential mold claims.</p> <p>An update on the Larrison Hall roofing issue to be made to the Board.</p>		
<p><b>Adjournment</b></p> <p><i>The meeting was adjourned at 6 PM.&gt;</i></p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary