

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**December 13, 2022**

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

**And Zoom Webinar**

Chair Crupi 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>Mr. Paul Crupi, Chair</b>	Dr. Yesenia Madas
	<b>Ms. Abby-White, Trustee</b>	Dr. Joan Scocco
	<b>Ms. Mary Pat Angelini, Trustee</b>	Ms. Patricia Sensi
	<b>Ms. Latonya Brennan, Trustee</b>	Ms. Teresa Manfreda
	<b>Ms. Dyese Davis, Trustee</b>	Dr. Nancy Kegelman
	<b>Ms. Taiphane Orange, Trustee</b>	Dr. Anita Voogt
	<b>Ms. Marta Rambaud, Trustee</b>	Ms. Bonnie Passarella
	<b>Dr. Les Richens, Trustee</b>	Dr. William Burns
	<b>Dr. David Stout, Secretary</b>	Ms. Nancy Kaari
		Mr. Edward Johnson
		Ms. Kathy Kamatani
<b>Absent</b>	<b>Ms. Barbara Horl, Trustee</b>	
	<b>Mr. Bret Kaufmann, Vice-Chair</b>	
	<b>Ms. Natalie Watson, Trustee</b>	
<b>College Counsel</b>	<b>Mr. Mitch Jacobs, Esq., General and Labor Counsel</b>	Ms. Cynthia Gruskos, Recorder
<b>College Counsel</b>		

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 December 7 at 12:30pm 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 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.

Chair 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 led a moment of silence in memory of Elizabeth "Betty" Hunt and retired Brookdalian Arlene Sherman. Betty was hired in September 1977 as a Switchboard Operator, a position in which she served until 1996 when she temporarily moved into Food Service before retiring in February 1997. Her colleagues may remember her well for her work on the Staff Directory, for making overseas calls, her crocheting, and for her stand-out work in general. On behalf of the whole College, I offer condolences to Betty's family and friends.

Arlene Sherman was born in Pennsylvania in 1918. Arlene and her family moved to the Jersey Shore in the early 1960s. She joined Brookdale in 1970 and served as the first Director of the Allied Health Center until her retirement in 1989. Arlene would have been 105 in March.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>  Chair Crupi announced that there is no need to hold an Executive Session this evening	A motion to adopt the revised agenda with the Executive Session removed was made by Trustee Richens and seconded by Trustee Abby-White  Motion Passed.	
<b>President's Report –</b> Dr. Stout congratulated Chair Crupi on his appointment as the Chair of the Board. He congratulated Trustee Angelini on her impending retirement and wished her well as she moved into her retirement...  Dr. Stout announced the Brookdale employees who have retired during first half of the academic year or have submitted for retirement, which includes Professor Bernice Ang, Lee Stockton, Anne Marie Sparaco, Linda Zambrano, and Chris Morgan. He expressed his appreciation on behalf of the entire college community for all the work they have accomplished and their service to the College. Professor Elaine Olaoye who retired last year, produced a retirement booklet that includes her poetry and photos from her party and provided a copy for each of the Trustees.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>He congratulated all of the students, staff and faculty advisors who were involved in producing the 51st edition of <i>Collage</i> which was awarded the 2022 Gold Crown for Print Literary Magazines from Columbia University Scholastic Press Association and provided a copy to the Board.</p> <p>Dr . Stout acknowledged several members of the Police department who were attending the meeting this evening, as the Board will be voting on a resolution that will significantly enhance the safety and security of the college’s campus through an agreement with the Monmouth County Sheriff Department.</p>		
<p><b>Reports from the Board Committees and Liaisons</b></p>		
<p><b>A. Finance &amp; Facilities Committee – December 6, 2022</b> - Trustee Brennan reported on the meeting held on December 6, 2022 and highlighted the following</p> <ol style="list-style-type: none"> <li><b>1. Capital Project Update</b> – Bill White, Colliers Engineering provided a status report on the projects he is overseeing. Mr. Naparło provided an update on the major projects in-progress. He reported that the CVA shingle roof and Maintenance roof project is completed, and the Facilities Master Plan is in his final development phase and will move forward for Board approval in January 2023. The solar panel project is up and running and significant savings on our utility’s expenses are expected. The pipework to correct the water infiltration issue in the library is underway and should be completed this week.</li> <li><b>2. Monthly Financial Reporting</b> – VP Manfreda reviewed the financial performance for October 2022 compared to the FY23 budget. The total operating revenue was \$33M which is 3.5% higher than the same time last year, which is attributable to a \$1M increase in tuition revenue. Total operating expenditures were \$21.4 M which is 5% higher than last year. Increases in expenses are due to an increase in salary and benefits. Trustee Brennan urged the Board to review the financial reporting provided to them.</li> <li><b>3. Purchases</b> – VP Manfreda reviewed the 11 purchases recommended for approval for tonight. HEERF funds are being utilized to improve our technology and Trustee Brennan supported the investment in technology to stay competitive and be a leading community college. There will be an upcoming bid process for the Bookstore Management and Operations. In the past we have utilized an RFP process, but the State has recommended that we utilize a bid process.</li> <li><b>4. HR</b> – AVP Sensi reviewed 6 positions which were requested to be filled with the approval of the committee. She also reviewed the 18 recommended HR items that include hires, change of status and separations. The NJ First Exemption List was provided and the committee recommended supporting the changes.</li> <li><b>5. Grants</b> – the committee recommends the acceptance of grants for the Perkins grant and the Swipe-Out Hunger Grant. VP Kaari reported that grant revenue in FY23 is \$3 million with another \$20.5 million pending.</li> <li><b>6. Foundation</b> – VP Kaari reported on the Statement of Activities and Changes in Net Assets for the month ending October 2022.</li> <li><b>7. FY24 Budget Models</b> – VP Manfreda presented 5 budget models for the development of the FY24 budget. The assumptions on building the models were reviewed and VP Manfreda explained that the models are aggressive, and Trustee Brennan described them as smart. The</li> </ol>		

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<p>recommended model will be reviewed at the January Finance &amp; Facilities meeting and for the full board in January.</p> <p><b>B. Student’s Perspective</b> – Trustee Orange reported that students responded to an email she sent out in November. Most students wanted to know about tutoring services and requested that the school library change its open hours during finals to make studying at the school easier. On November 19 she attended the ACCT Trustee Leadership Academy at Middlesex College hosted by NJCCC. She has a better understanding of the NJCCC. Speakers explained the relationship between the trustees and the president and each group’s roles and responsibilities. On December 9, she attended the Student Trustee and ACCT Policy Team via Zoom where they discussed the plans for the ACCT Legislative Summit. This morning she met with the National Society of Leadership &amp; Success and shared her experiences as a student at Brookdale and as a Graduate Trustee.</p> <p><b>C. NJCCC Update</b> – Dr. Stout reported on the NJCCC Fall Quarterly Trustee Meeting. The President and CEO of ACCT, Jee Hang Lee, attended and presented an overview of the national landscape on Higher Education from ACCT’s perspective and what ACCT is doing to address the legislative issues. He also recognized Bakari Lee, who is a Trustee at Hudson County College and was a Past Chair of ACCT Board of Directors and presented him with an award to celebrate his service and accomplishments. The legislative agenda and budget requests were discussed and once the legislative budget and budget requests are formalized, the trustees are encouraged to communicate the importance of funding our community colleges to our elected officials.</p> <p><b>D. Foundation Update</b> – Trustee Abby-White announced that Professor Jane Scimeca has been chosen as this year’s recipient of the Barringer Award. Professor Scimeca will be honored at the Scholarship Ball on April 28, 2023 held at 5 PM in the Donald D. Warner Student Life Center. She encouraged 100% Trustee participation in the Annual Giving Campaign.</p>		
<p><b>Public Comment on Agenda Items</b></p> <p><b>Jack Ryan</b> – Assistant Professor, English - congratulated Professor Jane Scimeca on receiving the Barringer Award. He suggested that our Wellness Center be named in honor of Geraldine Thompson. He highly urged that the Facilities Master Plan include dedicated space for students to participate in Zoom classes on campus as well as having the facilities and technology to hold hybrid meetings on campus with minimal technical support.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</li> </ul>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>A. Acceptance of Consent Agenda</b></p> <p>Chair Crupi announced that the HR materials were revised to include title changes and department changes under the Change of Status for 3 employees. The HR materials were updated in OnBoard and a printed copy of the revisions is available this evening with the Board book.</p> <p>Trustee Davis requested the HR materials be removed from the consent agenda for a separate vote.</p>	<p>A motion to adopt the revised consent agenda with the updated HR recommendations removed was made by Trustee Brennan and seconded by Trustee Abby-White.</p> <p><b>Motion passed.</b></p>	
<p><b>Approval of Public Business Meeting Minutes</b></p> <p><b>A. Approval of Public Business Meeting Minutes – November 15, 2022</b></p>	<p>A motion to approve the minutes from the public business meeting held on November 15, 2022 was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>Motion passed.</b></p> <p><b>ABSTAIN:</b> Trustee Davis</p>	
<p><b>Consent Agenda</b></p> <p><b>A. Acceptance of Grants</b></p> <p><b>B. 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</b></p> <p><b>C. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p>	<p>A motion to approve the revised consent agenda with the HR recommendations removed was made by Trustee</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Davis, Orange, Rambaud, Richens, and Chair Crupi</p>	

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<p><b>D. Monthly Financial Reports</b></p> <p><b>E. FY23 Fall Semester Financial Forecast</b></p> <p><b>F. Capital Project Update</b></p>	<p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<p><b>Approval of Revised 2023-2024 Academic Calendar</b></p>	<p>A motion to approve the revised 2023-2024 Academic Calendar was made by Trustee Abby-White and seconded by Trustee Orange.</p> <p><b>Motion passed.</b></p>	
<p><b>NJ First Exemption List</b></p>	<p>A motion to approve the NJ First Exemption List was made by Trustee Abby-White and seconded by Trustee Brennan.</p> <p><b>Motion passed.</b></p>	
<p><b>Approval of Law Enforcement Contracting Agreement with the Monmouth County Sheriff Office</b></p>	<p>A motion to approve by resolution the granting to President Stout the authority to negotiate and execute a law enforcement contracting agreement on behalf of the Board with the Monmouth County Sheriff Office which will become effective upon ratification by the Board of Trustees was made by Trustee Abby-White and seconded by Trustee Brennan.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Davis, Orange, Rambaud, Richens, and Chair Crupi</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<b>HR Recommendations</b>	<p>A motion to approve the revised Human Resources Recommendations was made by Trustee Brennan and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Orange, Rambaud, Richens, and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> Trustee Davis</p>	
<p><b>Public Comment</b></p> <p>Mr. Jacobs read the directions for giving public comment in person and via Zoom.</p> <p><b>Mr. Jack Ryan, Associate Professor, English</b> - commented on the Facilities Master Plan (FMP) and urged the Board to not leave behind the undeserved communities especially Neptune and Long Branch. He also encouraged that the FMP should consider the needs of students to have dedicated space on campus to attend a Zoom courses or hybrid courses. He also supported the concept of the Wall location being a health science campus and the campus should be molded into a true health science learning community. For example, he suggested that the writing and reading courses could focus their assignments on career choices.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		

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<p><b>Old/New Business -</b>  Chair Crupi announced that the committee appointments are in the Board Book and they are effective today. He asked if any Trustee had concerns about the assignments to contact him.</p> <p>He also announced that a Board retreat is being planned for the evening of January 13 and the morning of January 14. The location and agenda will be shared in the new year</p> <p>Dr. Stout invited everyone to attend Festivus, an in-person holiday celebration on Thursday, December 15. Trustee Abby-White also encouraged participation</p> <p>Trustee Abby-White announced that as the Committee Chair of the Student Success &amp; Educational Excellence Committee she would like to add one to two more committee meetings throughout the year. She also congratulated Matthew Corey on his scholarship award from the Club Management Association of Beacon Hill Country Club. The General Manager of Beacon Hill has been working with the College to give our students experience in their chosen career fields.</p>		
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 6:20 PM.</b></p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion Passed.</p>	