

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

August 22, 2023

Zoom Webinar –

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

Dr. Stout announced that sealing of parking lot 3 caused a noxious odor across the campus. Employees affected by the odor were allowed to work remotely today, and we felt it was prudent to hold the Board meeting remotely as well.

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Ms. Teresa Manfreda
	Mr. Steven Clayton, Trustee	Dr. Joan Scocco
	Mr. Paul Crupi, Chair	Ms. Nancy Kaari
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelman
	Ms. Rebekah Fischhoff, Trustee	Ms. Bonnie Passarella
	Ms. Barbara Horl, Trustee	Dr. Anita Voogt
	Mr. Bret Kaufmann, Trustee	Dr. William Burns
	Ms. Natalie Watson, Trustee	Mr. Edward Johnson
	Dr. David Stout, Secretary	
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Mary Pat Angelini, Trustee	
	Ms. Latonya Brennan, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	
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 August 16 at 9:54 am 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 to Zoom only was noticed by posting the change on the college website, sending out a College broadcast email message, and posting on the doors of the Student Life Center.

Chair Crupi announced that the meeting is being recorded.

Mr. Jacobs read the statement on giving public comment in a virtual meeting.
Chair Crupi led the Pledge of Allegiance.

Dr. Stout led a moment of silence in memory of the following retired employees and recent former students who passed away this past month:

I'm sad to report that retired Brookdalian, Gene Citarella, passed away on July 11. Gene was an Operating Engineer in the Physical Plant Utilities department from April 2005 until February 28, 2023 when he retired from the College

I'm so sorry to report the passing of retired Brookdalian, Susan Gura. Susan graduated from Bloomfield College in 1967. Prior to joining the Brookdale family in 2000, she worked at Prudential (1977-1993) and Bell South Wireless (1993-2000). During her 14-year career at Brookdale she coordinated the New Employee Orientation and Mentoring programs, and she assisted employees through illnesses, family needs, and retirement processes as Benefits Specialist in Human Resources

I'm sorry to report the passing of retired Brookdalian, Dr. John Frey. John earned his B.S. in Chemistry from Marquette University and his Ph.D. in Organic Chemistry from Iowa State University. He served as Academic Dean at Worthington Community College in Minnesota before joining Brookdale as the Dean of Instruction in Natural & Applied Sciences from July 1974 through July 1986. His personnel file includes several letters of thanks for his valuable contributions to the National Science Foundation, Middle States, and Science Education Programs.

John was described as a natural born teacher and master storyteller by his family, friends, and family. He started his career in higher education as a Chemistry faculty member at Black Hawk College in Illinois, taught as a part-time instructor at Brookdale from 1977-1985, and eventually returned to his home in Wisconsin to teach in the University of Wisconsin system until his retirement in 1999.

I. Former Recent Students who studied with us within the past few years

According to Professor Michael Sullivan, Alexis "Lexi" Montgomery was a devoted student in the Paralegal program. She worked very hard in each class and brought a great sense of humor into the classroom that everyone enjoyed. Alexis was involved in many things while studying at Brookdale and developed positive relationships with many other students. She was only 32 years old at the time of her unexpected passing on July 5.

Madison "Madi" Gerhard died in a tragic hit-and-run incident in West Palm Beach, Florida on July 8. She was only 23 years old. Madison was a psychology student at Brookdale before transferring to Florida State University.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda Chair Crupi announced that the agenda was noticed with an Executive Session, and we no longer need to meet in Closed Session. The agenda has been revised to remove the Executive Session, the President's report and the Committee reports.	A motion to adopt the revised agenda was made by Trustee Watson and seconded by Trustee Abby-White. Motion passed.	
Swearing in of Trustee Rebekah Fischhoff Chair Crupi welcomed our newly elected Graduate Trustee, Rebekah Fischhoff, who was sworn in during July. He announced that we will hold a public ceremonial swearing in ceremony during our September meeting, when we can all be together in person.		
Public Comment on Agenda Items – Chair Crupi Chair Crupi opened the meeting to public comment on agenda items only and stated that anyone wishing to make public comment on agenda items only may do so in accordance with the instructions for making comment provided by Mr. Jacobs at the beginning of the meeting. No public comment was made. Ms. Gruskos confirmed that no written comments were submitted.		
Review of Consent Agenda <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> A. Acceptance of Consent Agenda	A motion to adopt the consent agenda was made by Trustee Clayton and seconded by Trustee Abby-White. Motion passed.	
Approval of Public Business Meeting Minutes A. Approval of Public Business Meeting Minutes – June 27, 2023	A motion to approve the minutes from the public business meeting held on June 27, 2023 was made	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>by Trustee Clayton and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>ABSTAIN: Trustees Crupi, Fischhoff, and Watson</p>	
<p>Approval of Special Public Business Meeting Minutes –</p> <p>B. Approval of Special Public Business Meeting Minutes – August 8, 2023</p>	<p>A motion to approve the minutes from the public business meeting held on August 8, 2023 was made by Trustee Kaufmann and seconded by Trustee Clayton.</p> <p>Motion passed.</p> <p>ABSTAIN: Trustee Fischhoff</p>	
<p>Approval of Consent Agenda</p> <p>A. Ratification of Human Resources - July 2023</p> <p>B. Approval of Human Resources</p> <p>C. Ratification of Acceptance of Gifts - July 2023</p> <p>D. Ratification of Acceptance of Grants - July 2023</p> <p>E. Acceptance of Grants</p> <p>F. Ratification of Submission of Grants - July 2023</p> <p>G. Approval of Submission of Grants</p> <p>H. Ratification of Purchase in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey</p>	<p>A motion to approve the consent agenda was made by Trustee Clayton and seconded by Vice-Chair Kaufmann.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Clayton, Davis, Fischhoff, Horl, Kaufmann, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>“Pay to Play” Process, in Excess of \$17,500 Purchase(s) - July 2023</p> <p>I. Purchases in Excess of \$41,600 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500</p> <p>J. Ratification of Open Invoice Payment Requests for Vendor, Student and Employee Payments - July 2023</p> <p>K. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>L. Ratification Monthly Financial Report - July</p> <p>M. Capital Project Update</p>		
<p>Approval of Utilization of Purchasing Cooperative with the National Association of Educational Procurement (NAEP)</p>	<p>A motion to approve by resolution the Utilization of Purchasing Cooperative with the National Association of Educational Procurement (NAEP) was made by Vice-Chair Kaufmann and seconded by Trustee Watson.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Clayton, Davis, Fischhoff, Horl, Kaufmann, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval of Monmouth County Shared Services and Commodity Resale Agreement</p>	<p>A motion to approve by resolution the Monmouth County Shared Services and Commodity Resale Agreement was made by</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Trustee Horl and seconded by Trustee Clayton.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Clayton, Davis, Fischhoff, Horl, Kaufmann, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval of Sale Agreement of Hazlet Higher Education Center, 1 Crown Plaza, Hazlet, NJ</p>	<p>A motion to approve by resolution the Sale Agreement of the Hazlet Higher Education Center, 1 Crown Plaza, Hazlet, NJ to Four Brothers Properties LLC, was made by Vice-Chair Kaufmann and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Clayton, Davis, Fischhoff, Horl, Kaufmann, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval to lease The Children's Learning Center to Voyagers' Community School</p>	<p>A motion to approve by resolution to lease The Children's Learning Center to Voyagers' Community School was made by Vice-Chair Kaufmann and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustees Abby-White, Clayton, Davis, Fischhoff, Horl, Kaufmann, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval of New or Revised Policy Presenter: Chair Crupi</p> <p>A. 3.5000 Tenure of Faculty (Non-Adjunct) Policy B. 4.2000 Public Contracts Policy C. 5.0019 Internship Program Policy – NEW D. 7.1006 Demonstrations Policy - NEW</p>	<p>A motion to approve the following policies was made by Vice-Chair Kaufmann and seconded by Trustee Watson.</p> <p>A. 3.5000 Tenure of Faculty (Non-Adjunct) Policy B. 4.2000 Public Contracts Policy C. 5.0019 Internship Program Policy D. 7.1006 Demonstrations Policy</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Clayton, Davis, Fischhoff, Horl, Kaufmann, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Public Comment</p> <p>Chair Crupi opened the meeting to public comment and stated that anyone wishing to make public comment may do so in accordance with the instructions for making comment provided by Mr. Jacobs at the beginning of the meeting.</p> <p>No public comment was made.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Ms. Gruskos confirmed that no written comments were submitted.		
<p>Old/New Business -</p> <p>Chair Crupi announced that the September 21st Governance Committee has been changed to October 18 and the October Audit Committee on October 18 has been changed to October 16.</p> <p>Dr. Stout provided a welcome to Trustee Fischhoff. He stated that he appreciated the Trustees who were able to participate in the campus-wide tour and commended the Finance and Operations Department for all of their very hard work. He offered an invitation to any Trustees who were not available that day, to take a tour of the new facilities with him.</p>		
<p>Adjournment</p> <p>Meeting adjourned at 5:55 PM</p>	<p>A motion to adjourn the meeting was made by Vice Chair Kaufmann and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	