

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

December 19, 2023

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

#### And Zoom Webinar

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

Present	Trustees	Administration:
		Dr. Yesenia Madas
	Ms. Mary Pat Angelini, Trustee, 5:40 PM	Dr. Joan Scocco
	Ms. Latonya Brennan, Trustee	Ms. Nancy Kaari
	Mr. Steve Clayton, Trustee	Ms. Patricia Sensi
	Ms. Dyese Davis, Trustee	Ms. Bonnie Passarella, Esq.
	Ms. Rebekah Fischhoff, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Vice-Chair	Ms. Teresa Manfreda- Foley
	Mr. Bret Kaufmann, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	
	Ms. Natalie Watson, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. David Stout, Secretary	
Absent	Ms. Tracey Abby-White, Trustee	
	Mr. Paul Crupi, Chair	
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 December 13 at 1 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.

Mr. Jacobs read the statement on procedures and requirements for making public comment during the public meeting.

Vice-Chair Horl read our 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
<b>Adoption of Agenda</b>  Vice-Chair Horl announced that the agenda was noticed with a closed session at the beginning of the meeting. The agenda has been revised to move the closed session to the end of the meeting.	A motion to adopt the revised agenda was made by Trustee Clayton and seconded by Trustee Watson.  Motion passed.	
<b>President's Report –</b>  <b>A. Recognition of Stephanie Fitzsimmons on her Retirement –</b> Dr. Stout recognized Stephanie Fitzsimmons on her retirement with a reading of a resolution honoring her service to the College ( <b>Attachment A</b> ).  <b>Ms. Fitzsimmons addressed the Board after her recognition. She thanked the Board of Trustees for this honor and the opportunity to serve in the position of Financial Aid Director. In addition, she thanked her staff, Mary Beth Reilly, Dr. Madas, Dr. Stout, and her husband, Lloyd Fitzsimmons for his support</b> <b>B. Recognition of Dr. Joan Scocco for her service as Interim Vice President Acting Chief Academic Officer –</b> Dr. Stout recognized Dr. Joan Scocco on her service to the College while serving as the Interim Vice President of Academic Affairs ( <b>Attachment B</b> ). <b>C. Presentation - Brookdale Community College Marketing Plan and Strategic Enrollment Management Plan -</b> Presenters: Joselyn Quezada, Executive Director, College Relations, Mary Beth Reilly, Executive Director Enrollment Services <ol style="list-style-type: none"><li>Ms. Reilly explained that The college contracted with Dr. Jim Black, SEM Works to develop a Strategic Enrollment Plan that would align with our strategic plans. She reviewed the process that Dr. Black employed to develop the plan which involved analysis of enrollment and county data, and in person interviews with key stakeholders over 2 days.</li><li>6 Strategic Opportunities were identified in the Strategic Enrollment Plan.:<ol style="list-style-type: none"><li>Adult Learner Market – recruitment and providing an infrastructure to support the adult learner</li><li>Academic Program Marketing – for selected programs</li><li>Integrated Student Retention – aligning all efforts</li></ol></li></ol>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p> <b>d.</b> Class Availability – meeting the needs of our students - balance modality and the courses student’s need to graduate  <b>e.</b> Value Propositions – showcase our true value  <b>f.</b> Enrollment Metrics Dashboard – allow us to track students and cohorts from inquiry through graduation  <b>3.</b> Ms. Quezada outlined the College’s new marketing plan 2023-2025, which is a multi-level plan, and she focused her presentation on the Advertising Plan.           <ul style="list-style-type: none"> <li><b>a.</b> Our advertising plan will be a two-phase approach. Phase 1 will utilize funds remaining in the 2023 budget to launch a three-tiered advertising plan: brand, acquisition, and events. They will shift utilizing funds to purchase 2 large media buys throughout the year to strategic ad placement for the next 5 months. Phase 2 will launch a 12-month plan where Brookdale is consistently marketed throughout the year via various mediums to establish the Brookdale brand story, increase enrollment and strengthen partnerships.</li> <li><b>b.</b> Budget categories were reviewed and funding. The 3 campaigns are Brand, Events and Acquisition.</li> <li><b>c.</b> Brand Campaign – will focus on creating familiarity and awareness of Brookdale among Monmouth county residents and college stakeholders. The channel, placement and budget of each category was reviewed.</li> <li><b>d.</b> Acquisition Campaign – will drive high school students to the College website to apply for the Spring and Fall semesters. The channel, placement and budgets of each tactic were reviewed.</li> <li><b>e.</b> Events Campaign - Spring 2024 Open House advertising campaign placement was reviewed.</li> </ul> <b>4.</b> Trustees followed up with questions on measuring effectiveness of the Advertising Plan, and suggestions that included advertising in multiple languages including Creole, ensuring that our students in the advertisements represent our diverse student body, expanding market penetration for visiting students in the summer, and attracting and supporting adult learners.         </p>		
<p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Finance &amp; Facilities Committee – December 12, 2023</b> -Trustee Brennan provided an update (<b>Attachment C</b>) on the Finance &amp; Facilities committee which was held on December 12. Trustee Brennan was elected as Committee Chair, and she welcomed Trustee Clayton to the committee.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>B. Audit Committee – December 18, 2023</b> – Trustee Rambaud reported on the meeting held on December 18. She reported on the following:</p> <ul style="list-style-type: none"> <li><b>a. Internal Audit Update</b> <ul style="list-style-type: none"> <li>i. VP Manfreda-Foley reported that the internal audit work being performed by Cohn Reznick is focused on performing a risk assessment and enterprise risk management framework design. Cohn Reznick met with key stakeholders and are expected to have a meeting this week to provide an update on their progress</li> </ul> </li> <li><b>b. Acceptance of Brookdale Community College’s FY23 Financial Statement Audit</b> <ul style="list-style-type: none"> <li>i. The Audit Committee met with our External Auditors, Todd Merriam and David Coppola, Withum, Smith, &amp; Brown. They reviewed their required communications regarding the FY23 financial statement audit and the highlights of the financial statements. They issued an unmodified opinion on the financial statements and reported their were no material weaknesses identified, no findings or anything significant to report</li> <li>ii. They reported in 2023 a new accounting policy was adopted, GASB 96 - Subscription Based Information Technology Agreements and determined there was nothing material that would impact the College this year.</li> <li>iii. They accounted for significant transactions which included the College expending \$13.2M of the Higher Education Relief Funds (HEERF) last year and reported these funds have been exhausted and will not continue to be available in the future.</li> <li>iv. They also noted that no transactions were entered into during the year where there wasn't proper approval, and that all significant transactions had been recognized in the proper period.</li> <li>v. They reported that during the audit, there were no disagreements with management, no difficulties encountered in performing the audit, and there were no uncorrected misstatements.</li> </ul> </li> <li><b>c. Financial Statements</b> – David Coppola, presented on the financial statements and Trustee Rambaud highlighted the following: <ul style="list-style-type: none"> <li>i. Current assets increased by \$700,000; the largest change between years was in Account Receivable.</li> <li>ii. Total Non-current Assets (capital assets) decreased by \$4M. Overall liabilities were consistent. There were no significant changes between payables and accrued expenses. The College did not enter into any new long-term debts in year 2023.</li> <li>iii. The overall net position of the College increased by \$2.4M.</li> <li>iv. \$3M increase in overall expenses which is a result of Federal awards or other grant funding</li> </ul> </li> <li>d. The Audit Committee recommends the approval of the FY23 Financial Audit.</li> <li>e. The Foundation’s Financial Audit was provided for the committee’s review and VP Manfreda-Foley reported that the Foundation’s Board has approved the FY23 Foundation Audit.</li> <li>f. Ethics Hotline – no new ethics reports were submitted in December. The anonymous complaint filed in November was investigated and closed out with no ethical violations</li> </ul>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>found.</p> <p><b>C. Student's Perspective</b> – Trustee Fischhoff recognized Stephanie Fitzsimmons and her dedication to the College. She provided an update on the following:</p> <ul style="list-style-type: none"> <li><b>a. Honors Program Marketing Plan</b> <ul style="list-style-type: none"> <li>i. Professor Jonathan Moshberger and the marketing director developed a comprehensive marketing plan for the Honors program which is scheduled to be implemented this spring.</li> <li>ii. The plan includes social media promotion, information sessions, monthly bulletins, and videos featuring current honors students and alumni.</li> <li>iii. An online application component will be added to the program's website.</li> </ul> </li> <li><b>b. Transferability Initiatives</b> <ul style="list-style-type: none"> <li>i. Dr. Sarah McElroy reported progress in the transferability initiative.</li> <li>ii. A new Associate Director of Transfer Pathways has been hired to assist students in understanding transfer options and goals.</li> <li>iii. Brookdale participated in virtual transfer events and sponsored a transfer visit to Rutgers University and will participate in the NJ Transfer Fair at TCNJ.</li> </ul> </li> <li><b>c. Advising Department Improvements</b> <ul style="list-style-type: none"> <li>i. Discussions were held with Dr. Madas and Dr. Stout to explore various advising models to enhance enrollment, graduation and retention rates, as well as overall student satisfaction with advising at Brookdale.</li> </ul> </li> <li><b>d. Graduate Trustee Advisory Committee:</b> <ul style="list-style-type: none"> <li>i. A substantial number of applications (20) were received for the Graduate Trustee Advisory Committee.</li> <li>ii. An interview component has been added to the application process to ensure fairness.</li> <li>iii. The committee's permanent establishment is expected to have a transformative impact on the graduate Trustee position.</li> </ul> </li> <li><b>e. Peer Mentoring Program</b> <ul style="list-style-type: none"> <li>i. Sabrina Matthews is preparing a proposal for a course-embedded peer mentoring program.</li> <li>ii. The program aims to provide students with both academic knowledge and essential soft skills demanded by employers.</li> </ul> </li> <li><b>f. Soft Skills Workshop</b> <ul style="list-style-type: none"> <li>i. Trustee Fischhoff and Jill Donovan, Director Career Center participated in a workshop on teaching community college student's employability skills.</li> <li>ii. The webinar covered the importance of soft skills such as effective listening, critical thinking, and adaptability.</li> </ul> </li> <li><b>g. Special Guest Visit</b> <ul style="list-style-type: none"> <li>i. Governor Christine Todd Whitman visited Brookdale Community College, and Trustee Fischhoff had the honor of escorting her on campus.</li> <li>ii. Special thanks were extended to Professor Jonathan Moshberger for hosting the event.</li> </ul> </li> </ul> <p><b>D. NJCCC Update</b> – Trustee Horl attended 2 meetings which focused on strategizing for the ACCT National Legislative Summit in Washington D.C.; 12 NJ colleges will be attending and lobbying</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>together. They are organizing the NJ session and preparing the students to speak to the legislators.</p> <p><b>E. Foundation Update</b> – Dr. Stout provided an update on the Foundation. As of this evening, 90% of the Board of Trustees has donated to the Foundation Annual End-Year campaign. The Scholarship Bash committee is looking for volunteers.</p>		
<p><b>Public Comment on Agenda Items -</b></p> <p>Vice-Chair Horl opened the meeting to public comment on agenda items only. She announced that anyone wishing to make public comment may do so in accordance with the instructions provided by Mr. Jacobs at the beginning of the meeting.</p> <p>No public comments were made.</p> <p>Ms. Gruskos confirmed there were no submitted written comments.</p>		
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li><i>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</i></li> </ul> <p><b>A. Acceptance of Consent Agenda</b></p>	<p>A motion to adopt the consent agenda was made by Trustee Brennan and seconded by Trustee Richens.</p> <p>Motion passed.</p>	
<p><b>Approval of Public Business Meeting Minutes</b></p> <p><b>A. Approval of Public Business Meeting Minutes</b> – November 28, 2023</p>	<p>A motion to approve the minutes from the public business meeting held on November 28, 2023 was made by Trustee Davis and seconded by Trustee Richens.</p> <p>Minutes approved.</p> <p><b>ABSTAIN: None</b></p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Consent Agenda</b> <ul style="list-style-type: none"> <li><b>A. Approval of Human Resources</b></li> <li><b>B. Acceptance of Gifts</b></li> <li><b>C. Acceptance of Grants</b></li> <li><b>D. Application for Grants</b></li> <li><b>E. 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</b></li> <li><b>F. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></li> <li><b>G. Monthly Financial Reports</b></li> <li><b>H. FY24 Fall Semester Financial Forecast</b></li> <li><b>I. Capital Project Update</b></li> </ul>	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Davis.</p> <p><b>YES:</b> Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Kaufmann, Rambaud, Richens, Watson, and Vice-Chair Horl</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<b>Acceptance of Brookdale Community College's FY23 Financial Statement Audit</b>	<p>A motion to accept the FY23 Financial Statement Audit was made by Trustee Rambaud and seconded by Trustee Brennan.</p> <p><b>YES:</b> Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Kaufmann, Rambaud, Richens, Watson, and Vice-Chair Horl</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Brookdale Community College's FY24 Revised Budget</b>	<p>A motion to approve the FY24 Revised Budget was made by Trustee Brennan and seconded by Trustee Clayton.</p> <p><b>YES:</b> Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Kaufmann, Rambdaud, Richens, Watson, and Vice-Chair Horl</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<b>Approval of New or Revised Policy</b> <ul style="list-style-type: none"> <li><b>A. Revised Policy - 2.3000 Services to Public and Nonprofit Organizations</b></li> <li><b>B. Revised Policy - 2.5000 Election of a Graduate to the Board of Trustees</b></li> <li><b>C. Revised Policy - 3.9002 Grant Funded Positions</b></li> <li><b>D. Revised Policy - 3.9008 Code of Ethics for Employees</b></li> <li><b>E. Revised Policy - 5.0018 Student Produced College Media</b></li> <li><b>F. New Policy - 6.3500 Academic Integrity</b></li> <li><b>G. New Policy - 2.9004 Assessment of Institutional Effectiveness</b></li> </ul>	<p>A motion to approve the new and revised policies listed below was made by Trustee Davis and seconded by Trustee Rambdaud.</p> <ul style="list-style-type: none"> <li>-Revised Policy - 2.3000 Services to Public and Nonprofit Organizations</li> <li>-Revised Policy - 2.5000 Election of a Graduate to the Board of Trustees</li> <li>-Revised Policy - 3.9002 Grant Funded Positions</li> <li>-Revised Policy - 3.9008 Code of Ethics for Employees</li> <li>-Revised Policy - 5.0018 Student Produced College Media</li> <li>-New Policy - 6.3500 Academic Integrity</li> <li>-New Policy - 2.9004 Assessment of Institutional Effectiveness</li> </ul> <p><b>YES:</b> Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Kaufmann,</p>	



Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Rambaud, Richens, Watson, and Vice-Chair Horl  <b>NO:</b> None  <b>ABSTAIN:</b> None	
<b>Public Comment</b> <b>Jeremy Baratta – Student</b> – is dependent on public transportation and prefers to attend his courses at the Freehold Higher Education Center due to proximity to his home and the dependability of bus service to the Freehold campus from western Monmouth County. He strongly encouraged that the Higher Education Centers should expand their course offerings to allow students with transportation issues to be able to take their courses at a location near them. He further explained that there is bus transportation from Freehold to Lincroft, but the transportation schedule limits the number of courses a student can take at Lincroft and the unreliability of the bus service causes undue stress on students. He also pointed out the third floor of the Freehold Higher Education Center was not utilized this past year. He requested that the Freehold Higher Education Center be restored to a campus with more course offerings and services.  Dr. Stout thanked Mr. Baratta for commenting on transportation issues. He explained why the third floor was not utilized this year and he would like to see full utilization of the entire building in the future.		
<b>Old/New Business -</b>  Vice Chair Horl announced that the Board Self-Evaluation will be administered in the first week of January. She confirmed the Board Retreat will be held on the evening of March 22 and on Saturday, March 23.  In the spirit of the holiday, Trustee Richens led a rendition of jingle bells.		
<b>Resolution to Hold a closed Meeting</b>  Mr. Jacobs read the resolution ( <b>Attachment D</b> ) to hold an Executive Session.	A motion to approve by resolution to hold an Executive Session was made by Trustee Richens and seconded by Trustee Rambaud.	
<b>Motion to Re-Open the Meeting to the Public</b>	A motion to reopen the meeting to the public was made by Trustee Angelini and seconded by Trustee Clayton.  Motion passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adjournment</b>  <b>Meeting adjourned at 7:56 PM</b>	A motion to adjourn the meeting was made by Trustee Clayton and seconded by Trustee Angelini.  Motion passed.	

**RESOLUTION**

**WHEREAS**, Brookdale Community College’s reputation of educational excellence has been built through the hard work and dedication of outstanding employees over more than five decades; and

**WHEREAS**, Stephanie Fitzsimmons has diligently served in various capacities, contributing significantly to the field of Financial Aid Administration over a professional career that has spanned over 48 years; and

**WHEREAS**, Ms. Fitzsimmons joined the Brookdale family as Associate Director of Financial Aid in November 2000 and served with unwavering dedication and commitment for more than 23 years; and

**WHEREAS**, Ms. Fitzsimmons has successfully led the Office of Financial Aid as Director since 2009, serving our current and prospective students with distinction as she executed financial aid awards, provided invaluable counseling to students with special circumstances, administered the New Jersey STARS Program, and participated in Open House presentations; and

**WHEREAS**, Ms. Fitzsimmons optimized the operations of the Financial Aid Office by developing crucial financial aid policies and procedures, streamlining processes, enhancing efficiencies, filing annual reconciliation of Federal Pell and Academic Competitiveness Grant reports, effectively managing support staff and providing essential training, serving as liaison for the annual audit, and maintaining professional memberships in the New Jersey Association of Student Financial Aid Administrators (NJASFAA) and the Eastern Association of Student Financial Aid Administrators; and

**WHEREAS**, Ms. Fitzsimmons’ notable service at Brookdale has included co-chair of the One Stop Task Force, co-chair of the Middle States committee for Assessment and Budget, and co-chair of the President's Commission on Student Development Model; and

**WHEREAS**, Ms. Fitzsimmons’ outstanding service beyond Brookdale has included chair of NJASFAA Committee, federal trainer for NASFAA annual financial aid training sessions, President of Monmouth Reform Temple, and Unofficial therapist for the Financial Aid Affinity Community College Sector Group; and

**WHEREAS**, Ms. Fitzsimmons’ professional excellence has been recognized with awards that have included the Outstanding Administrator Award and the Champion for EOF Award; and

**WHEREAS**, Ms. Fitzsimmons’s accomplishments have notably contributed to the advancement of Financial Aid Administration, setting a commendable standard for professional excellence, and have helped to establish Brookdale Community College as one of the finest community colleges in the United States of America;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Brookdale Community College, on this 19<sup>th</sup> day of December 2023, do hereby recognize and thank Stephanie Fitzsimmons for serving as a model of excellence, for demonstrating passionate commitment to the success of our students, and for her relentless commitment to advancing the mission and values of Brookdale Community College.

**BE IT FURTHER RESOLVED** that this resolution be spread upon the minutes of this meeting and a true copy presented to Stephanie Fitzsimmons so that she can have a permanent reminder of the high esteem she has earned among her peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

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Dr. David M. Stout  
President  
Brookdale Community College

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Mr. Paul Crupi  
Chair  
Brookdale Community College

RESOLUTION

**WHEREAS**, Brookdale Community College recognizes the critical role of the Vice-President of Academic Affairs in fostering academic excellence, student success and leadership within the institution; and

**WHEREAS**, unforeseen circumstances led to the absence of the incumbent Vice President of Academic Affairs, creating the need for an interim appointment to ensure continued smooth operation of the College; and

**WHEREAS**, Dr. Joan Scocco was identified as an exemplary candidate for the interim position and was appointed to serve in this new role on June 28, 2022 and has served for the last 18 months as the Interim Vice President of Academic Affairs; and

**WHEREAS**, while serving as Interim Vice President of Academic Affairs she has demonstrated unwavering commitment to the mission, vision, and values of Brookdale Community College, fostering academic excellence, innovation, and collaboration within the Academic Affairs Division; and

**WHEREAS**, she displayed perseverance and resilience in the face of challenges, navigating the complexities of the academic environment with a focus on finding solutions and driving positive change; and

**WHEREAS**, during her tenure as Interim Vice President of Academic Affairs she led the collaborative effort to develop the Academic Master Plan with a team of over 30 Brookdale professionals, which is the cornerstone of Strategic Plan 2025; and

**WHEREAS**, she will be remembered by her upmost belief that all students have the capacity to learn; and

**WHEREAS**, Dr. Scocco has shown genuine care for the welfare and success of our students, actively engaging in efforts to cultivate equity-centered education and an inclusive learning environment that promotes student success; and

**WHEREAS**, we think it is no coincidence that while serving as Interim Vice President that Brookdale Community College has been recognized as the Best Community College in New Jersey according to the 2024 Best Colleges Rankings released by Niche; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees, the President, and the entire College community extends their appreciation to Joan Scocco for her dedication, diligence, and unwavering commitment to Brookdale Community College while serving as the Interim Vice President of Academic Affairs; and

**BE IT FURTHER RESOLVED** that this resolution be spread upon the minutes of this meeting and a true copy presented to Dr. Scocco so that she has a permanent reminder of the high esteem she has earned among her colleagues and the Board of Trustees

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Dr. David M. Stout  
President  
Brookdale Community College

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Mr. Paul Crupi  
Chair  
Brookdale Community College

December 18, 2023

**BROOKDALE COMMUNITY COLLEGE**  
**Finance & Facilities Meeting**  
**December 12, 2023**

The committee selected Trustee Brennan to serve as Committee Chair. Trustee Brennan welcomed Trustee Clayton to the committee.

Engineer of Record Bill White reported that they are accessing the developability of the Toop property which is adjacent to Phalanx Road. Dr. Stout explained that the property was donated to the College in the early 2000s and is being considered for development by a university partner. Mr. White also held the kickoff meeting for the preliminary design of the Culinary & Hospitality building on the Lincroft campus and they will now create a concept plan. Lastly, Mr. White explained that select upgrades for the Children's Learning Center are on hold as the building became occupied earlier than expected.

Mike Naparolo then reported that the elevator modernization project is ongoing. One elevator in Freehold and the MAS elevator in Lincroft will be completed by the end of December. The next elevator to be modernized is the second elevator in Freehold. Mr. Naparolo also noted that he is working with Mr. White on the final phase of the drainage project.

VP Manfreda-Foley reported on the financial overview for the period ending October 31, 2023. Total operating revenue for October was \$35.6M which is 6.9% higher than the same time last year largely due to the increase in enrollment. Total expenditures were \$23.8M which is an increase of \$2.4M or 11% compared to last year. The Cash Balance was \$30.3M and total interest earned was \$174,257 compared to \$60,554 at the same time last year.

VP Manfreda-Foley presented 8 recommended purchases funded by Chapter 12, Grants and the Operating Budgets. Noteworthy purchases include computers for our Graphic Design lab, a one-year license for our Learning Management System (CANVAS), student recruitment advertising, and online placement assessment software.

Vice President Manfreda-Foley explained the Fall semester forecast to predict how we will end the current fiscal year. The College is projected to end with a deficit of \$467,195 at this time. She highlighted that our enrollment is better than expected and we received an increase in state funding, which is offset by increased health insurance and costs associated with increased instruction. She further explained that revenue from annual rentals has been reclassified midyear from the Operating Budget to the Auxiliary Budget, with our Auditors support, which will impact the profit and loss of the Auxiliary Fund. The Auxiliary Fund was budgeted with a deficit of \$700,107, but is projected to have a deficit of \$467,107, accounting for nearly the entire projected deficit for the year.

Dr. Stout and VP Manfreda reminded the committee that, prior to the development of the FY24 budget, the College was aggressively rebuilding our depleted reserves in order to have a healthy financial position. Our reserves are currently at \$19M. The FY24 budget was built to be an aggressive budget with the expectation that it will realistically represent our revenue and expenses and not add to our reserves. While a small deficit is acceptable, the leadership team will continue to collectively manage budget decisions to minimize the anticipated deficit. The Finance Team will continue to monitor and will provide a Spring Semester Forecast.

Vice President Manfreda-Foley then presented the revised FY24 Budget to reflect FY24 revenue and expenditure adjustments. She recommended that the Board approve the FY24 Revised Budget. This revised budget accounts for the following:

- An increase of budgeted State aid of \$1.5M
- An increase of \$1.6M in tuition and fees
- A \$367,000 decrease in other operating revenue to move lease revenues to the Auxiliary budget
- A 1% increase in payroll for adjunct faculty expenses associated with the increase in enrollment.

- A 7% increase in health benefit costs effective in January, and
- An additional \$1.3M allocated to general expenses.

Associate Vice President Pat Sensi presented 11 proposed positions for posting and the committee approved the positions. Two of the positions are new, grant-funded positions, and three of the proposed positions are to move from temporary faculty positions to tenure track positions.

Ms. Sensi then informed the committee there are 37 recommended action items to be approved in December, which include new hires, change of status and separations. 16 of the recommendations are related to a reorganization of the Continuing and Professional Studies (CPS) Division. The reorganization of CPS is to advance the College's goal of better-aligning programs and services by further integrating noncredit and credit departments. With the new structure and reporting lines, CPS and Academic Affairs areas will be integrated and better positioned to enhance student access opportunities and pathways.

The reorganization includes the following changes: CPS will report to Academic Affairs, CPS access programs, including youth and adult GED, Adult Basic Education, ESL, and Displaced Homemaker Services, will be moving to the Educational Access area, reporting to the Pathways and Partnerships Department. In addition, the College Readiness Now program will report to the Director of Access and Literacy, reporting to the Dean of Pathways and Partnerships. The Small Business Development Center moves out of CPS and will report to the Dean of Business and Social Sciences, creating an alignment with business faculty to better serve students interested in starting their own businesses. The Director of Change will report to the newly created Chief Officer of Strategic Initiatives position. The redistribution of size and complexity of responsibility results in a rebalancing; the Dean of CPS position is transitioned to an Executive Director, and the Executive Director position of Pathways and Partnerships is now a Dean level.

Vice President Nancy Kaari presented proposals for acceptance of gifts, acceptance of grants, and submission of grants. Specifically, she proposed that the Board accept an Indy Pace Car donated by Contemporary Motor Cars to our Auto Technology Program, submission of a cybersecurity grant that will allocate funds to cover cybersecurity training and software licensing, and the acceptance of grants awarded by the Community College Consortium for Workforce and Economic Development for healthcare and the film industry. VP Kaari noted that \$3.8 million in grants have been awarded in FY24 with another \$4.3M pending. Compared to last year, we are up \$851,000 in grant awards.

Finally, Vice President Kaari reported on the financial summary for the Foundation for the period up to October 31, 2023. She highlighted only the revenue we control which includes the Annual Campaign which is up 106% compared to last year at this time and contributions restricted to endowments and scholarships are up 122% compared to last year. Overall, both investment income and expenditures are less than last year.

## BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

### RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that **2** issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **December 19, 2023 at approximately 7:15 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐ "(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: \_\_\_\_\_ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

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☐ "(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

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☐ "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

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### RESOLUTION

Approved: December 19, 2023

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☐ "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body :

☐ "(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality –

☐ "(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is: \_

☒ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **attorney client privilege on multi-year contracts for Administrators and sale of property**

☐ "(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality..

☐ "(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is a

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WHEREAS, the length of the Executive Session is estimated to 30 minutes after which the public (select one) ☒ meeting of the Brookdale Community College Board of Trustees shall reconvene and immediately adjourn or ☐ reconvene and proceed with business where formal action will be taken.

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Brookdale Community College Board of Trustees hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed; and

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall post this Resolution on the Board website and furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

**RESOLUTION**  
**Approved: December 19, 2023**