

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

June 27, 2023

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

And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Ms. Teresa Manfreda
	Ms. Mary Pat Angelini, Trustee	Ms. Patricia Sensi
	Mr. Steven Clayton, Trustee	Dr. Joan Scocco
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Trustee	Dr. Anita Voogt
	Mr. Bret Kaufmann, Trustee	Ms. Nancy Kaari
	Ms. Taiphane Orange, Trustee	
	Ms. Marta Rambaud, Trustee (5:40 PM)	Ms. Bonnie Passarella
		Dr. William Burns
	Dr. David Stout, Secretary	Mr. Edward Johnson
		Ms. Kathy Kamatani
		Ms. Cynthia Gruskos, Recorder
Absent:	Ms. Latonya Brennan, Trustee	
	Mr. Paul Crupi, Chair	
	Dr. Les Richens, Trustee	
	Ms. Natalie Watson, 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 June 16 at 5 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.

Vice-Chair Kaufmann announced that the meeting is being recorded.

Mr. Jacobs read the statement on giving public comment in a virtual meeting and announced that this meeting is being recorded.

Vice-Chair Kaufmann led the Pledge of Allegiance.

Vice-Chair Kaufmann 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 the following retired employees who passed away this past month:

Ceil Owsianik - Ceil began her 42-year career at Brookdale in 1972 as an hourly Food Services Clerk. Just two years later, became a full-time staff member in the Counseling Division where she served until her retirement in June 2014.

English Professor Bob McGovern - Prior to joining Brookdale, Bob worked for the Old Bridge Police Department where he retired as a detective in 1998. Following his retirement, Bob took classes at Brookdale, earning his Associate of Arts Degree in Education in 2000. During this time, I had the honor of serving as his Counselor. Bob transferred to Seton Hall University where he earned his Bachelor of Arts in English in 2001 and his Master of Arts in English Literature in 2004. Almost immediately, Bob returned to teach at Brookdale, first as an Adjunct Instructor in Fall 2004 and then as a full-time faculty member in Fall 2005. He retired as an Assistant Professor in January 2022

Adjunct Instructor Thomas Foley - Thom's very long list of accomplishments includes setting a national swimming record at the age of 10 and serving as a Corporal in the US Marine Corps during the Vietnam War where he earned the nickname "The Reverend Dr. Thom" for his counseling skills. He served as a Councilman and Mayor in Colts Neck, an attorney in two states, and a municipal court judge in Freehold, Sea Bright, Hazlet, Marlboro, Old Bridge, and Middletown. He was admitted to the state bars of California and New Jersey, the US, Supreme Court, Federal Circuit, and District Courts

Edna Deegan - served as Office Assistant in Continuing and Professional Studies from December 1986 until her retirement in July 2008. During her service to the College she worked in the Women's Center and she gave tours to the community. Her personnel file is filled with comments about her excellent customer service skills, ability to go the extra mile, her cooperativeness, and being a team player.

Leila Wollman - was an original Brookdalian, attending the College's cornerstone laying ceremony in 1967. She served as a part-time office assistant in 1976 in the Community Services Office and later as a Learning Assistant in Social Sciences, the position she held until her retirement in June 2015. Leila's very long list of service to the College includes serving as an instructor in Continuing & Professional Studies; Tour Guide and Coordinator for trips to Annapolis, Maine, Boston, Quebec, Washington, D.C., and Long Island; Advisor to the Equestrian and International Student Association clubs; Club; member of the College Senate from 1978-1981; Vice Chair of the College Senate from 1981-1985; and very long-serving Alumni Board member and historian. During her employment, Leila earned two Associates Degrees at

Brookdale, one in Liberal Arts and the other in Human Behavior. In 1985, Leila was also the recipient of the Geraldine Livingston Humanitarian Award

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda</p> <p>Vice-Chair Kaufmann announced that the agenda was noticed with an Executive Session, and we no longer need to meet in Closed Session. The Agenda will be revised to remove the Executive Session</p>	<p>A motion to the adopt the revised agenda was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p>Motion passed.</p>	
<p>President's Report</p> <p>Dr. Stout acknowledged the following employees who are no longer going to be with the College and thanked them for their service:</p> <ul style="list-style-type: none"> • Dr. Jake Farbman • Kevin Squires • Carla Vanzant • Ty'Ron Johnson <p>Recognition of Graduate Trustee Orange for her service to the Board of Trustees</p> <p>Dr. Stout read a resolution (Attachment A) honoring the service of Graduate Trustee Orange.</p> <p>Dr. Stout read a resolution (Attachment B) honoring Dr. Jake Farbman, Executive Officer in Residence, upon the end of his temporary appointment to the College.</p> <p>Dr. Stout read a resolution (Attachment C) honoring Ann Marie Sparaco, Director of Special Projects upon her retirement.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – June 20, 2023 – Vice- Chair Kaufmann announced that he had the privilege to tour the Cybersecurity Center, the Wellness Center and the E-sports Arena this afternoon which are about 90% completed. He said that they are spectacular, and it gave him great pleasure to know that the people of Monmouth County that come here to be educated and trained are going to use these first class facilities. He said that it is a reflection of a good commitment on the part of the College, and specifically the good work on the part of Mike Naparolo. He provided a report (Attachment D) on the Finance & Facilities Committee meeting held on June 20, 2023.</p> <ol style="list-style-type: none"> 1. Capital Project Update 2. Monthly Financial Reporting <p>B. Audit committee – June 19, 2023 – Trustee Rambaud reported on the Audit committee held on June 19, 2023 and highlighted the following:</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>1. Internal Audit – Student Accounts – PKF O’Connor Davies was requested to conduct a review of Student Accounts, with the goal to make recommendations on improving the <i>control environment and process improvement</i>.</p> <p>a. The findings were reviewed and are not high-risk items but are opportunities for improvement actions. Recommended improvements will enhance controls or efficiency.</p> <p>b. Management Response includes a high level action plan.</p> <p>2. Ethics Hotline Report –no ethic hotline reports were submitted.</p> <p>3. State Audit Updates – the action plan continues to be implemented.</p> <p>4. Annual Review of Thresholds – The threshold amounts requiring 2 signatures for checks and e-checks was reviewed, and will continue at the current threshold of \$5000.</p> <p>5. Capital Asset Threshold – The process to remove inventory tagging for all capital items under \$5000 was removed upon the committees’ review.</p> <p>C. Governance Committee Policy Review – Trustee Davis reported that in the month of June the Governance committee reviewed 2 new policies and 2 revised policies and they are recommended for lodging at tonight’s meeting.</p> <p>NEW POLICY – 7.1006 Demonstrations Policy</p> <p>The College developed this Policy as it did not have a Demonstrations Policy. This Policy coincides with a new regulation - 7.1006R Demonstrations by External Individuals, Groups and Organizations on Brookdale Campuses and Locations which outline the steps to hold a demonstration on campus by groups other than students. The College has an existing regulation for students outlining the steps for them to hold a peaceful demonstration on campus, 6.3001R Demonstrations on Brookdale Campuses and Locations.</p> <p>NEW POLICY – 5.0019 Internship Policy</p> <p>An existing 5.0019R Internship Regulation was updated this year, and similarly, we did not have an Internship Policy, so this Policy was created..</p> <p>3.5000 Tenure of Faculty (Non-Adjunct) Policy</p> <p>This policy was part of our annual review, and the title has been updated.</p> <p>4.2000 Public Contracts Policy</p> <p>Policy has been simplified to point to the public contract and bidding statues which will allow if the statues should be revised, that the policy does not have to be revised, but the College will abide by the new revisions.</p> <p>D. Student’s Perspective – Trustee Orange thanked the Board of Trustees for being welcoming and the opportunity to serve on the Board of Trustees. She learned a lot and it was a great experience. Reflecting on the past 5 years, she said that she wouldn’t have believed 5 years ago about the opportunities Brookdale Community College was going to open up to her.. She said, “ Neptune High School taught me English and Brookdale Community College taught me to stand straight on my two feet and advocate for myself and actually believe that I can go places.” Currently she is a student at Monmouth University and building a career for herself. All these opportunities would not have existed</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>without going to her Brookdale classes that she enjoyed and even the ones she didn't really like too much. Vice-Chair Kaufmann thanked her for her comments and said that her contributions have been pretty significant for just one year.</p> <p>E. NJCCC Update – Trustee Horl provided an update (<i>Attachment E</i>)</p> <p>F. Foundation Update – Trustee Abby-White provided the following update:</p> <ul style="list-style-type: none"> a. The Foundation is excited to announce a scholarship for the Certified Nurse Aide (CNA) program thanks to Locust Point Healthcare. b. The Foundation will be honoring the Jersey Blue Claws at their annual golf tournament on September 20 at SunEagles Golf Course. 		
<p>Public Comment on Agenda Items – Chair Crupi</p> <p>Vice-Chair Kaufmann opened the meeting to the public for comment on agenda items only. He announced 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 this meeting.</p> <p>Barbara Taylor, Enrollment Specialist - commented on the protracted negotiations and the lack of a PSA contract and wanted to know what could be done about that.</p> <p>Dr. Stout clarified that public comment period is not a question and answer session; however, he provided a response to her question. He responded that it is his understanding that the Professional Staff Association has declared impasse in the negotiation process, which means it goes to the next step in negotiations which is mediation. He believes that moving to mediation is the correct step to allow an outside entity to look at both arguments on both sides and facilitate a fair resolution.</p> <p>Jack Ryan – Assistant Professor, English - commented on those retiring and those retirees we have passed during the year, and how they were intricate to the building of Brookdale Community College. He specifically noted Leila Wollman and Anne Marie Sparaco. He said that he appreciated that the Board takes the time to acknowledge them and let them know that they are appreciated and recognized for their contributions.</p> <p>Ms. Gruskos confirmed no written comments were submitted in writing.</p>		
<p>Review of Consent Agenda</p> <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> <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Abby-White and seconded by Trustee Davis.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed.	
Approval of Public Business Meeting Minutes A. Approval of Public Business Meeting Minutes – May 30, 2023	<p>A motion to approve the minutes from the public business meeting held on May 30, 2023 was made by Trustee Clayton and seconded by Trustee Angelini.</p> <p>Abstentions: Trustee Abby-White.</p> <p>Motion Passed.</p>	
Approval of Consent Agenda A. Approval of Human Resources B. Submission of Grants C. Acceptance of Grants D. 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 E. Open Invoice Payment Requests for Vendor, Student and Employee Payments F. Monthly Financial Reports G. Capital Project Update	<p>A motion to approve the consent agenda was made by Trustee Angelini and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Davis, Horl, Orange, Rambaud and Vice-Chair Kaufmann.</p> <p>NO: None</p> <p>ABSTAIN: None</p> <p>Motion passed.</p>	
Change Order Request	A motion to approve the Change Order Request was made by Trustee Angelini and seconded by Trustee Davis.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustees Abby-White, Angelini, Clayton, Davis, Horl, Orange, Rambaud and Vice-Chair Kaufmann.</p> <p>NO: None</p> <p>ABSTAIN: None</p> <p>Motion passed.</p>	
<p>Approval of Second Amendment of Lease Agreement with Neptune Board of Education</p>	<p>A motion to approve by resolution the second amendment of the lease agreement with the Neptune Board of Education was made by Trustee Clayton and seconded by Trustee Angelini.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Davis, Horl, Orange, Rambaud and Vice-Chair Kaufmann.</p> <p>NO: None</p> <p>ABSTAIN: None</p> <p>Motion passed.</p>	
<p>Approval of New or Revised Policy Presenter: Chair Crupi</p> <p>Vice Chair Kaufmann announced that 2 new policies and two revised policies were reviewed by the Governance Committee and recommended for lodging.</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 Trustee Horl and seconded by Trustee Abby-White:</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>YES: Trustees Abby-White, Angelini, Clayton, Davis, Horl, Orange, Rambaud and Vice-Chair Kaufmann.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	NO: None ABSTAIN: None Motion passed.	
<p>Public Comment</p> <p>Vice-Chair Kaufmann opened the meeting to public comment. He stated that anyone wishing to make public comment may do so in accordance with the instructions for making public comment that he provided at the beginning of the meeting.</p> <p>Kathy Vasile, Academic Tutor – Writing - a long standing Professional Staff Association member. She spoke on behalf of her colleagues on the desire to negotiate a fair contract that would afford them the dignity and the financial equity to support themselves as they support the Brookdale students and the operations of the College. She read statements from PSA members to show why a fair increase matters so much to them. They asked them to make a decision to invest in the dedicated employees here by bringing a fair wage increase in their contract. They surveyed their members and found that a majority of them have to work an extra job at least one some 2, and some even 3 to make ends meet. Notwithstanding their financial struggles, the PSA members continue to provide outstanding service to the students and the College and she provided examples. She concluded by saying if Brookdale is committed to equity then they hope that you can do something better.</p> <p>Dr. Stout responded and thanked her for her comments. He said that the College is committed to making sure we have a fair contract and that impasse does not reflect that PSA members are not respected or appreciated.</p> <p>Anne Marie Sparaco, Director of Special Projects – upon her retirement she shared that it was an honor and a privilege to get to know each and everyone of you and all the people in the room. She said that she will miss everyone dearly.</p> <p>Jack Ryan, Assistant Professor, English – commented on his desire to see that the communication issues that took place during the March lockdown be rectified and was concerned that he did not hear about any testing of the emergency communication system. . He also commented on the current negotiations with the Professional Staff Association (PSA) and strongly urged that everyone who is in a union or not in a union support them in their continued negotiations, to have a living wage in a very costly county to live in.</p> <p>Dr. Stout responded to his comment on the lockdown and the communication issue. The College has tested the emergency communication system test in Gorman Hall to ensure all parts of the communication system are working correctly. The system will be tested further on the Lincroft campus on June 28th. The Sheriff Department has taken over responsibility of triggering the emergency communication system which was not in place on March 2. Once the testing has been completed, there will be college-wide communication.</p> <p>Barbara Taylor, Enrollment Specialist – she commented on the negotiations with the Professional Staff Association (PSA)and she expressed sadness that there are members of PSA that are financially struggling,</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
including herself and the opportunity for advancement in PSA is limited, which limits their ability to have opportunities to increase their salary.		
Ms. Gruskos confirmed there were no written comments received.		
Old/New Business -		
No old or new business discussed		
Recess for Dinner	A motion to have a 30 minute recess was made by Trustee Abby-White and seconded by Trustee Horl. Motion passed.	
Reconvene	A motion was made to re-open the meeting to the public by Trustee Angelini and seconded by Trustee Davis. Motion passed.	
Mini-Retreat Session - Strategic Plan 2025 Priorities		
Dr. Stout presented a document which includes goals and tactics of Strategic Plan 2025. He presented recommendations from the College's Cabinet on the highest level priorities for the College to invest in. He highlighted the following priorities and the Trustees engaged in conversation and suggested guidance about each of the prioritized recommendations:		
<ul style="list-style-type: none"> a. Create a Welcome Center in Larrison Hall by re-locating the One Stop and student services currently housed in the CAR building, to Larrison Hall which is physically the first building you encounter on campus from Newman Springs Rd. The plans include renumbering the parking lots so that parking lot 1 begins at the Welcome Center. This will require a series of moves to move the employees currently housed on the first and second floors of Larrison Hall, which will have to be relocated to other parts of the campus to allow student services to be housed in the new Welcome Center. The upper floor of the CAR building would house the relocated Business Faculty and the first floor of the lower level of CAR would house the Social Impact Collaboratory. (Business Incubator space). The College would need to establish committees to plan the moves with the affected employees and to design the new space which is anticipated to be a year long planning process. Dr. Stout suggested funding this proposal with a portion of the revenue generated from the sale of the Hazlet Higher Education Center. Chapter 12 funding could be used to build out the spaces; however, the moving expenses could not be funded through Chapter 12. There will be additional costs associated with improving wayfinding.. This project has been prioritized as it meets the theme of Strategic Plan 2025 – enhance the user's journey. b. Investment in Professional Development /Culture of Care– <ul style="list-style-type: none"> i. Improving Onboarding employees 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> ii. Matching employee with mentors iii. Streamlining the process of applying for funding for professional development. iv. Utilize the two Convocation days to expand professional development opportunities by closing the college and having a dedicated time for professional development for all employees. Currently, only the Faculty participate in professional development activities in the afternoon of Convocation. v. Each Fall/Spring there will be a professional development morning followed by a collegewide celebration. c. Investment in data driven decision making tools and improved data governance <ul style="list-style-type: none"> i. Data Dashboards utilizing live data – investment in technology ii. Investment in our Planning and Institutional effectiveness Division d. Peer to Peer Mentoring Program – designed by the PTK leadership – which will improve retention and completion of our students – pilot program will begin in the Fall. e. Implement Open Educational Resources (OER) for all Math Courses over a 3 year period - \$70K investment over 3 years to implement f. Advancement – to optimize the operations of the College, Advancement is facilitating discussions to identify department priorities to match donors to College needs <p>The Trustees requested further information on expanding the Culinary program on the Lincroft campus, without the State funding that was expected. Dr. Stout commented that the College has been charged by the Finance & Facilities committee to formulate a plan to expand the program on the Lincroft campus. Dr. Stout explained that options are being explored to determine if there is a viable option using an existing building in consultation with professional engineers and architects. Dr. Stout clarified that the relationship with the Monmouth County Vocational District would not end and the needs of the Asbury Park community would continued to be met, but the program would evolve if expansion opportunities exist on the Lincroft campus.</p>		
<p>Adjournment</p> <p>Meeting adjourned at 8:40 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	

RESOLUTION

WHEREAS, Ms. Taïphane Orange served with distinction as Graduate Trustee on the Brookdale Community College Board of Trustees from July 1, 2022 to June 30, 2023 and

WHEREAS, Ms. Orange served as a valuable member of the Audit, and Student Success & Educational Excellence Committees; and

WHEREAS, she distinguished herself by her active participation in Board discussions; and her valued suggestions, and comments were gratefully received by the Board; and

WHEREAS, Ms. Orange has a strong interest in political science, and while studying at Monmouth University, represented the College during our Congressional visits in Washington D.C.; and

WHEREAS, after spending one day advocating for the interests of community college students nationwide, she declared, she might want to be a “Lobbyist one Day” and

WHEREAS, Ms. Orange recognized the value of board engagement and professional development, and attended the NJCCC Board of Trustees Orientation, the ACCT Leadership Conference, the ACCT Legislative Summit, and the Board Mini-Retreat session; and

WHEREAS, she was nominated and participated on the ACCT Student Trustee Advisory Committee; and provided insight on student issues regarding public policy issues and trends affecting community college students; and

WHEREAS, Taïphane recognized that she had the opportunity to connect and develop relationships wherever she went, and was always thrilled to make a connection for the College; and

WHEREAS, that is why we were not surprised to see her enter a room of strangers, and a few hours later, see her surrounded by a large group of new friends; and

WHEREAS, Ms. Orange regularly sought out opportunities to continue to engage with our current student body and met with our Student Life Board, PTK , Women in Learning and Leadership, The Innovation Network and attended numerous student events; and

WHEREAS, she brought to the Board her first-hand knowledge and experience she gained during her tenure as a Brookdale Student and regularly provided a report on the student’s perspective; and

WHEREAS, Taïphane took it upon herself to create a flyer to describe the duties of the Graduate Trustee, which will be used to assist in communicating with future students who may be considering serving as a Graduate Trustee; and

WHEREAS, Ms. Orange was an active and dedicated member of the Brookdale Community College Board of Trustees, and upheld the highest standards of personal and professional integrity as a board member; and

WHEREAS, Ms. Orange has earned the respect and admiration of the college community and the members of the Brookdale Community College Board of Trustees; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College extends to Taïphane Orange its sincere appreciation for her steadfast service to the Board of Trustees, college community, and its students; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Orange so that she can have a permanent reminder of the high esteem she has earned among her colleagues.

David M. Stout
President

Paul Crupi
Chair

Proclamation

Whereas

Brookdale Community College is an institution of higher learning established in 1967 by the Board of Chosen Freeholders of Monmouth County, NJ; and

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

Dr. Jake Farbman, Executive Director of the Center for Student Success at NJCCC, has served Brookdale as an "executive on loan" during the 2022-2023 academic year; and

Whereas

Dr. Jake Farbman led the Brookdale's Achieving the Dream initiatives with honor and distinction; and

Whereas

Dr. Farbman's deep concern for our students, allowed the Achieving the Dream Team members and College leadership to have a unique opportunity to experience living a year in poverty and experiencing life in survival mode; and

Whereas

Dr. Farbman has greatly contributed to the advancement of the College's commitment to ensuring equity in access, equity, in persistence, and equity on outcomes;

Now, therefore


Be it Resolved that the Board of Trustees of Brookdale Community College, on this 27th day of June, 2023 do hereby proclaim

Dr. Jake Farbman Lifetime Member of the Brookdale Family

Be it further Resolved that this proclamation be presented to Dr. Jake Farbman so that he can have a permanent reminder of the high esteem he has earned among his colleagues at Brookdale Community College.



Mr. Paul Crupi, Board Chair



Dr. David M. Stout, President

Proclamation

Whereas

Brookdale Community College is an institution of higher learning established in 1967 by the Board of Chosen Freeholders of Monmouth County, NJ; and

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

Anne Marie Sparaco has served the Brookdale Community with honor and distinction for more than 25 years; and

Whereas

Anne Marie has demonstrated impressive versatility during her career, from leading OIT, the Central Utility Plant, and the Mail Room; to managing major capital projects, fundraising, and pandemic response initiatives; to providing oversight of the College's relationship with the KEYS Academy Recovery High School, communication with our retirees, tracking leadership progress on goals, and coordination of Open House;

Whereas

Anne Marie Sparaco's contributions have helped to establish Brookdale Community College as one of the finest community colleges in the United States of America; and

Now, therefore

Be it Proclaimed that the Board of Trustees of Brookdale Community College, on this 27th day of June, 2023 do hereby thank Anne Marie Sparaco for serving as a model of excellence, for demonstrating passionate commitment to the success of our students, and for her contagious enthusiasm for Brookdale.

Be it further Resolved that this proclamation be presented to Anne Marie Sparaco so that she can have a permanent reminder of the high esteem she has earned among her colleagues at Brookdale Community College.



Mr. Paul Crupi, Board Chair



Dr. David M. Stout, President

Finance and Facilities report from June 20, 2023

Facilities-

Mike Naparolo reported on the progress of college construction projects. The Children's Learning Center is estimated to be completed in a couple of weeks.

Interior Transformers and Switch Gear are being assessed as part of an electrical system upgrade.

Engineering drawings have been completed as preliminary work to address drainage issues at the Back Walkway.

The charging Stations at the Lincroft Solar Project are operating and can be used by downloading an app and paying for charging services via the app. The Wall solar project is not completed, and more car canopies need to be constructed in the North parking lots.

The Center for Excellence for Cybersecurity should be completed at the end of July.

The Wellness Center Should be completed the end of July.

The modernization of elevators is expected to begin in a few weeks upon receipt of required parts and materials.

Finance

VP Manfreda reported on the school's financial performance as of April 30, 2023 compared to FY23 budget. Total operating revenue was \$73.2M, which is 5.2% higher than the same time last year. Total operating expenditure was \$61.2M which is an increase in operating costs of 9.1% or \$5.1M. It was agreed that the administration would develop a long-term strategy to address the negative impact of differences between revenue and expenses.

Total cash balance as of April 30, 2023 was \$31.2M, which is an \$856,000 decrease. The total interest earned by the college through April was \$270,514 compared to \$28,566 last year.

VP Manfreda also reported there are 36 recommended purchases funded by Auxiliary,

Chapter 12, Grants and Operating Budgets, which include many annual renewals for FY24.

Noteworthy purchases include the resurfacing/repairs of lots of 6 and 7 due to cracking and need for re-striping, computer purchases and A/V equipment for the Center for the Excellence for Cybersecurity, student opinion report software, online tutoring, electric service and solar generator utility, the Neptune Lease agreement, the lease agreement for the Culinary Education Center located in Asbury Park, grant writing/seeking services, engineer of record services, general counsel, and labor legal services.

Insurance

An insurance proposal provided by our Insurance Broker, CBIZ Borden Perlman was reviewed. Coverage is the same as the last FY, but the deductible was increased from \$200,000 to \$300,000 with a total cost of coverage of \$1,739,300.

I recommended termination of the gasoline operation on Lincroft due to unnecessary operation/maintenance and insurance expenses. The president agreed to consider alternatives.

The F&F Committee is recommending approval of an extension of the Lease Agreement with Neptune Township. The last freshman class of the Poseidon program was admitted and should graduate in 2027.

Human Relations

The Committee recommends approval of requests to move forward with searches for 4 positions submitted by Associate Vice President, Sensi. Ms. Sensi also recommended that 25 personnel action items to be approved in June, which include new hires, change of status and 4 separations.

Grants/Foundation

VP Kaari reports \$5.8 million in grant money has been awarded in FY23.

VP Kaari highlighted that our annual campaign continues to trend upward, which is significant as inflation has had a tremendous negative impact on individual giving. The Scholarship Bash revenue is up 31% and expenses are down 37% compared to last year.

Change in net assets is \$640, 847 compared to a negative \$37,235, which is attributable to market changes, reduced expenses and an increase in revenue from the Scholarship Bash.

Discussion Items

The Secretary of Higher education proposed to award Brookdale \$1.7M rather than the \$18M we applied for to relocate the Culinary Center from Asbury Park to Lincroft. This reduction in funding jeopardizes Brookdale's ability to complete the move. The \$1.7M would fund the equipment only, and we could not build a new Culinary Center. Nonetheless, the Committee has asked the administration to formulate a plan to complete the project with the 1.7M proposed funding and report back to F&F.

This concludes my report



BOARD OF TRUSTEES

Submitted: Trustee Barbara Horl

Dr. Stout, Nancy Kegelman and I attended the June 13th meeting of NJCCC, at their new headquarters in Hamilton, NJ. Before the business meeting, they had a welcome reception and NJ Community College .An Awards dinner was held and presentations and Visionary Leadership awards were given to Assemblywoman Mila Jasey and Senator Sandra Cunningham, Chairs of their respective houses' Higher Education committees, both of whom are retiring at the end of this legislative session. A Partnership Award was given to the New Jersey Business and Industry Association.

Our meeting agenda contained a Budget Update, Legislative Update, Acceptance of the FY22 Audit, and approval of proposed bylaw amendments to the NJ Colleges Workforce Consortium for Economic and Workforce Development. These lengthy amendments bring the Consortium's bylaws in line with the current mission and practices. Unfortunately, due to a lack of quorum, we had to convene another meeting the following week to pass all the action items.

Last Tuesday, the Senate was in session and Tai Orange and I went to it. Trustee Davis got us onto the floor, and Tai actually got to vote for Senator Gopal, when he momentarily left the chamber .The Legislature has one more voting session scheduled for each house, Friday, June 30th, which I am sure will be a very long day, and the day they will hopefully pass the budget, with a \$20 million dollar increase for community colleges. Without the \$20 million, State Operating Aid will remain the same as last year at \$149 million. CCOG will increase by almost \$5 million, meaning that about 2500 additional students will be eligible for this benefit.

I want to report on a few important bills that I mentioned months ago, when they were moving through committees, and which have been inactive.

Three are part of a higher education oversight package which were discussed at two hearings, and officially released by the Higher Ed Committee on May 18. The first required public institutions of higher education to submit annual fiscal monitoring reports and authorizes the Secretary of OSHE to appoint a State monitor. It was amended to mandate that the audit of each shall not occur more frequently than 5 years.

The second bill was much more onerous for community colleges because it requires all public institutions of higher education to post certain information on their websites, such as "average time-to-degree completion," the fiscal monitoring report, the internal audit, in summaries that are clear, simple and understandable. As you know community colleges' time-to-degree completion can be very different than traditional four year colleges. The bill was amended to say that county colleges can provide on their websites an appropriate measure of student outcomes, as determined by the Secretary of OSHE in consultation with NJCCC for each associate degree awarded by the institution.

The third bill raises the training requirements of governing board members of public institutions of higher education total place within 6 months of a member's appointment and within 6 months of each successive term thereafter. Any member out of compliance, after a 30 grace period by the OSHE Secretary, will be considered to have resigned.

All three bills have been referred to the Assembly Appropriations Committee for the present.

Two other bills, the College Mental Health Act has recently moved and The Suicide Prevention Act, which requires IHE's to implement suicide prevention programs and raise awareness of mental health passed in the senate yesterday and is on the way to the governor's desk for signature.

That concludes my report.