

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**October 24, 2023**

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

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>Ms. Tracey Abby-White, Trustee</b>	Ms. Teresa Manfreda
	<b>Ms. Mary Pat Angelini, Trustee</b>	Dr. Yesenia Madas
	<b>Mr. Steven Clayton, Trustee</b>	Dr. Joan Scocco
	<b>Mr. Paul Crupi, Chair</b>	Ms. Nancy Kaari
	<b>Ms. Dyese Davis, Trustee</b>	Ms. Bonnie Passarella, Esq.
	<b>Ms. Rebekah Fischhoff, Trustee</b>	Ms. Pat Sensi
	<b>Ms. Barbara Horl, Trustee</b>	Dr. Nancy Kegelman
	<b>Ms. Marta Rambaud, Trustee</b>	Ms. Cynthia Gruskos, Recorder
	<b>Dr. David Stout, Secretary</b>	
	<b>Ms. Natalie Watson, Trustee</b>	
<b>Absent</b>	<b>Ms. Latonya Brennan, Trustee</b>	
	<b>Mr. Bret Kaufmann, Vice-Chair</b>	
	<b>Dr. Les Richens, Trustee</b>	
<b>College Counsel</b>	<b>Mr. Mitch Jacobs, Esq., General and Labor 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 October 18, 2023 at 11 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.

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 lead a moment of silence in honor of the following:

I'm saddened to report the passing of Dr. Joshua Smith who served as Brookdale's 4th President from November 2, 1987 through May 20, 1990

Dr. Smith earned his bachelor's degree in history at Boston University before serving our country as a 1st Lieutenant in the U.S. Air Force from 1955-1958. He then returned to college to earn masters and doctorate degrees in Education at Harvard University in the 1960s. His professional career began as a high school Social Studies teacher in Massachusetts, eventually moving into an administrative role as Assistant to the Superintendent of Schools. After briefly opting to serve as a Project Specialist and Program Manager for The Ford Foundation, he re-entered the classroom, this time as a Professor of Education at the City College of New York (CUNY) where he ultimately became the Dean of the School of Education. In 1977, Dr. Smith was appointed to serve as the Acting President of the Borough of Manhattan Community College, followed by a permanent appointment to this post from 1978-1985. He moved to California to serve as the Chancellor of California Community Colleges where he was nominated as one of the top 100 college presidents in 1986. Over the years, Dr. Smith also served as a consultant for the District of Columbia, U.S. Office of Education, U.S. Senate Select Committee, International Development Ford Foundation, Danforth Foundation, Medgar Evers College, Nova University, Urban Compensatory Education, and Boston's Select Panel on School Management.

During his brief tenure as President of Brookdale, Dr. Smith was instrumental in establishing High-Tech High School on the Lincroft Campus. He was a member on State-wide committees, national commissions, and panels. He is remembered as an effective public spokesperson for Brookdale Community College at local, state, and national levels.

It is with a heavy heart that I inform you of the death of one of our former adjuncts, Guy McCormick. In addition to being a Criminal Justice adjunct instructor for BCC from January 1991 till May 2018, Guy dedicated his life to public service. Guy started his career as a dispatcher and then police officer with the Manalapan Police Department. In 1977, Guy joined the Monmouth County Prosecutor's Office as a detective. Guy investigated some of the most notorious cases from Monmouth County. Guy rose to the rank of Deputy Chief of County Detectives. He retired from that position in 2006. Retirement truly wasn't Guy's style, so he returned to public service as the Director of Homeland Security and Counter Terrorism in the Monmouth County Prosecutor's Office.

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Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adoption of Agenda</b></p> <p>Chair Crupi announced that the agenda had been revised since it was noticed. 3 policies have been added for lodging and one policy to be retired.</p>	<p>A motion to adopt the revised agenda was made by Trustee Clayton and seconded by Trustee Davis.</p> <p>Motion passed.</p>	
<p><b>Approval of Naming the College's Softball Field to Bo Scannapieco Field</b></p> <p>Katie Amundson, Director of Athletics &amp; Recreation spoke about his history with the college, which began when he graduated from Brookdale in 1976 and later returned to work as an intramural program coordinator and assistant baseball coach. He was named head coach of the college's softball program in 1986.</p> <p>In the 37 years since, Scannapieco's teams have qualified for the NJCAA national championship tournament 23 times, won 23 Region XIX championships, including 11 straight titles from 1996-2006. Coach Bo's teams have also won 20 Garden State Athletic Conference championships and three NJCAA national championships</p> <p>Coach Bo committed his life's career to the success of students both on and off the playing surface and encouraged others to get involved outside the classroom in student life, the Student-Athlete Advisory Committee (SAAC), intramural activities, and community service initiatives</p> <p>She highlighted that The entire Jersey Blues coaching staff has learned so much from Coach Bo's career, his coaching style, and his approach to student-athlete success – always success in the classroom first, then success on the field</p>	<p>A motion to approve the naming of the college's softball field to Bo Scannapieco Field was made by Trustee Clayton and seconded by Trustee Abby-White.</p> <p>Motion passed</p>	<p>Dr. Stout read a resolution (<b>Attachment A</b>) honoring Coach Bo Scannapieco which highlighted his achievements and honors he has received in his career. Coach Scannapieco addressed the Board of Trustees and all attending the meeting, and thanked them for this honor. .</p>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Finance &amp; Facilities Committee – October 17, 2023</b> - Trustee Horl reported on the Finance &amp; Facilities committee that met on October 17, 2023 (<b>Attachment B</b>).</p> <p><b>B. Audit Committee – October 16, 2023</b> - Trustee Rambaud reported on the Audit Committee that met on October 16, 2023 and highlighted the following:</p> <ul style="list-style-type: none"> <li><b>a. Internal Audit</b> – Cohn Reznick, our internal auditors, who specialize in risk management, will work with the College to build out our Enterprise Risk Management framework. VP Manfreda-Foley reviewed the risk assessment procedures. The goal will be to develop a basic framework within year one; however, it may take up to 3 years to build out the entire Enterprise Risk Management framework.</li> <li><b>b. Student Accounts Internal Audit</b> – VP Manfreda-Foley reported that the recommendations are in the process of being implemented.</li> <li><b>c. Ethics Hotline Report</b> – no reports have been reported and all prior investigations are closed.</li> <li><b>d. FY23 Enrollment Audit</b> - VP Manfreda-Foley reviewed the results and there were no findings to be reported. The enrollment number for FY23 was reviewed and the total fiscal enrollment was 202,186 credit hours. She also highlighted that there was an increase in enrollment from out-of-county students compared to last year. The Enrollment Audit is required to be filed by November 1, 2023, and the Committee recommends that the Board accept the Enrollment Audit.</li> </ul> <p><b>C. Governance committee – October 20, 2023</b> – Trustee Davis reported on the Governance Committee meeting held on October 20, 2023. She highlighted the following:</p> <ul style="list-style-type: none"> <li><b>a. Board Policy Review</b> – Five policies were discussed and four of them are presented to the Board tonight. They include the revised Purchasing Policy, retiring of the Consultants Policy because of redundancy, as contracting with consultants is covered by the Purchasing Policy. The Student’s with Disabilities and the Educational Contracts Policy are also recommended for lodging. The fifth policy, Student Produced College Media, will need additional consideration.</li> <li><b>b. Board Reorganization</b> – there was a discussion about the election process and exploring ways to improve and streamline the process.</li> <li><b>c. President’s Evaluation</b> – Trustee Davis reported that the evaluation is nearing completion.</li> <li><b>d. Board of Trustees Professional Development</b> – Trustee Davis announced if Trustees are interested in attending the ACCT National Legislative Summit, they should communicate their interest in attending before December to Cynthia. An email will be sent out to identify a date for the Annual Board Retreat, to place a date on the Board calendar. There will be a discussion to identify potential retreat topics.</li> </ul> <p><b>D. Student’s Perspective</b> – Trustee Fischhoff provided her Graduate Trustee report -- She reported on the following:</p> <ul style="list-style-type: none"> <li><b>a. Honors Program</b> – Trustee Fischhoff attended a meeting with College Administration focused on improving outreach to High School students and their families to raise the awareness of the Honors Program at Brookdale and attracting more students to enroll at Brookdale.</li> <li><b>b. ACCT National Leadership Congress</b> - She reported that she had the opportunity to attend the ACCT Leadership Congress in Las Vegas, Nevada. This Congress expanded her knowledge of the community college sector, allowing her to engage in meaningful discussions on enhancing</li> </ul>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>student excellence, and facilitated valuable networking with community college trustees from across the nation. She was delighted to connect with fellow student trustees, reinforcing her belief in the crucial role student trustees play on community college boards. The exchange of information and ideas among them was enriching, paving the way for potential improvements in our institutions.</p> <p>She attended many sessions that focused on student success, and she reported that the sessions broadened her understanding and equipped her with invaluable insights into potential initiatives that could be implemented at Brookdale. She shared information on the CC Smart initiative led by PTK students, which is focused on reducing the community college stigma. The PTK students work closely with local high schools to inform students about the benefits of attending a local community college, and scholarship and transfer opportunities. She shared that research has shown that this stigma arises from students' parents, underscoring the importance of targeting high school students and their families.</p> <p>c. <b>Research Study on Student Trustees on Community College Boards</b> - While at the conference she was approached for a fellow Student Trustee and invited to co-author a study that delves into the benefits of having Student Trustees on community college boards.</p> <p>d. <b>Graduate Trustee Instagram</b> - She has taken on the responsibility of continuing the Graduate Trustee Instagram initiative, which was started by Graduate Trustee Orange. This platform serves to share relevant information, update the administration and students on essential matters, and maintain regular communication with our students. She said she was committed to posting regularly on this account and providing updates on her duties as Graduate Trustee. The Instagram username is @BrookdaleGraduateTrustee</p> <p>e. <b>Announcements</b> – She announced that the Civic Engagement Conference will be held on October 27<sup>th</sup> with an impressive lineup of speakers and panelists. She will participate as a speaker in the afternoon.</p> <p><b>E. ACCT National Leadership Congress</b> – Trustee Horl, Trustee Clayton, Trustee Fischhoff - Trustee Clayton focused his time on attending sessions on student success and marketing. He gave preference to the NJ colleges who presented as their demographics are most similar to Brookdale. Trustee Horl attended sessions that focused on community college trends, such as the enrollment cliff, retention of students, reinforcing DEI throughout the curriculum, and how to effectively increase successful outcomes for underserved students. She shared the successful outcome of a project of the ACCT Committee on Communications and Membership to implement a new communications portal, called CONNECT, which will allow Trustees to share best practices, connect Trustees across the nation, and allow them to communicate directly through CONNECT. She reported that NJ had very good representation at the conference, with 40 Trustees, Presidents, and Administrative staff attending. She also congratulated Cynthia on being elected the President of the ACCT Professional Board Staff Network at the meeting.</p> <p><b>F. NJCCC Update</b> – Trustee Horl reported that she attended a NJCCC nominating committee to confirm the recommendation for the 4 Trustee positions.</p> <p><b>G. Foundation Update</b> – Trustee Abby-White reported that the Foundation's Annual Giving Campaign will begin in the first week of November. She encouraged giving by donating online or donating via texting 4144. She is hoping that they will have 100% participation this year from the Board.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Public Comment on Agenda Items – Chair Crupi</b>  <b>Jack Ryan, Assistant Professor, English-</b> - reflected on knowing Bo for over 50 years, sharing anecdotes about their interactions, particularly during Bo’s time as a student. He acknowledged Bo’s impact on student athletes and the broader student community. He also highlighted his nurturing nature, emphasizing the essence of Bo Scannapieco goes beyond what is stated in the proclamation. He also commended Bo’s influence on women's softball and praised the high GPAs achieved by student athletes under Bo’s guidance. Overall, he expressed his deep appreciation for Bo’s contributions to our student athletes and his friendship.		
<b>Review of Consent Agenda</b>  <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> Trustee Watson asked to have the Purchasing recommendations removed from the Consent Agenda for a separate vote, as she has a conflict with a Purchase.	A motion to adopt the revised consent agenda, with Purchases removed, was made by Trustee Horl and seconded by Trustee Abby-White  Motion passed.	
<b>Approval of Public Business Meeting Minutes</b>  <p><b>A. Approval of Public Business Meeting Minutes – September 26, 2023</b></p>	A motion to approve the minutes from the public business meeting held on September 26, 2023 was made by Trustee Rambaud and seconded by Trustee Abby-White.  Minutes approved.  <b>ABSTAIN:</b> Trustees Angelini and Davis	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Approval of Consent Agenda</b></p> <p><b>A. Approval of Human Resources</b>  <b>B. Acceptance of Gifts</b>  <b>C. Submission for Grants</b>  <b>D. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b>  <b>E. Monthly Financial Reports</b>  <b>F. Capital Project Update</b></p>	<p>A motion to approve the revised consent agenda was made by Trustee Angelini and seconded by Trustee Horl.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, Watson and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<p><b>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></p>	<p>A motion to approve by resolution the purchases in excessive of \$41,600 was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> Watson</p>	
<p><b>Acceptance of Brookdale Community College's FY23 Enrollment Audit</b></p>	<p>A motion to accept the Brookdale Community College's FY23 Enrollment Audit was made by Trustee Rambaud and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, Watson and Chair Crupi</p> <p><b>NO:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<b>ABSTAIN:</b> None	
<p><b>Adoption of the Brookdale Community College Professional Staff Association Settlement Agreement</b></p> <p>Dr. Stout thanked the PSA membership and those involved in the negotiation process. He thanked the PSA membership for their patience, and he acknowledged the time and energy it takes go through the negotiation process. He was proud of the PSA negotiation team and the College Management Team to negotiate the resolution to the contract in one mediation session. He expressed his appreciation to the members of PSA for their hard work every single day.</p> <p>Trustee Abby-White, on behalf of the Board, acknowledged that the Board was attentive during the negotiations and did not want the members of PSA to perceive their silence during the negotiation process as indifference. The Board very much appreciates the essential contributions of the PSA members.</p> <p>Trustee Crupi thanked the PSA members for their patience and the critical work that they do here at Brookdale.</p>	<p>A motion to ratify the Brookdale Community College Professional Staff Association Settlement Agreement was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, Watson and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<p><b>Lodging of Policies:</b></p>	<p>A motion was made to lodge the following policies:</p> <p><b>A.</b> Revised - 4.8000 Purchasing Policy (previous title - Contract Policy)</p> <p><b>B.</b> Revised - 6.1001 Students with Disabilities Policy (previous title - Credit and Non-Credit Students with Disabilities)</p> <p><b>C.</b> New Policy - 2.4500 Educational Contracts Policy</p> <p>by Trustee Davis and seconded by Trustee Watson.</p>	



Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, Watson and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<p><b>Retirement of Policy 4.3001 Use of Consultants</b></p>	<p>A motion was made to retire Policy 4.3001 Use of Consultants by Trustee Clayton and seconded by Trustee Abby-White.</p> <p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, Watson and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<p><b>Public Comment</b></p> <p>No public comments were made.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p><b>Old/New Business -</b></p> <p>Trustee Horl requested the support of the Board to serve on an ACCT committee this upcoming year.</p> <p>A motion was made to support Trustee Horl in serving on an ACCT committee by Trustee Abby-White and seconded by Trustee Angelini.</p> <p>Motion passed.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Dr. Stout congratulated Trustee Davis on her award from Pam's List as a "Woman who gets it Done" and Trustee Angelini congratulated her being selected by the Monmouth County Chamber of Commerce as a Young Athena award finalist. Dr. Stout congratulated Trustee Clayton on being elected President of his Alumni Association. There was also acknowledgment and shared excitement of Chair Crupi's wife, Lauren Crupi and Paul, being featured on the Drew Barrymore Show.		
<b>Resolution to Hold a closed Meeting</b>  Mr. Jacobs read the resolution ( <b><i>Attachment C</i></b> ) to hold an Executive Session.	A motion to approve by resolution to hold an Executive Session was made by Trustee Abby-White and seconded by Trustee Rambaud.  Motion passed.	
<b>Motion to Re-Open the Meeting to the Public</b>	A motion to reopen the meeting to the public was made by Trustee Horl and seconded by Trustee Davis  Motion passed.	
<b>Adjournment</b>  <b>Meeting adjourned at 7:48 PM</b>	A motion to adjourn the meeting was made by Trustee and seconded by Trustee Davis.  Motion passed.	

RESOLUTION

**WHEREAS**, the Board of Trustees of Brookdale Community College wish to acknowledge the years of service Thomas “Bo” Scannapieco has provided to the student-athletes of the College of Monmouth; and

**WHEREAS**, Mr. Scannapieco, committed his life’s career to the success of students both on and off the playing surface and encouraged others to get involved outside the classroom in student life, the Student-Athlete Advisory Committee (SAAC), intramural activities, and community service initiatives; and

**WHEREAS**, through his vision, advocacy, outstanding leadership and civic endeavors, Mr. Scannapieco has significantly contributed to the positive experience of the softball student-athletes at Brookdale Community College. He instilled skills, values, integrity, fundamentals of life, and consistently prioritized education; and

**WHEREAS**, Mr. Scannapieco has been honored for his outstanding softball coaching career at the GSAC, Region, and National Level as well as a member of several Hall of Fames including, Brookdale Community College Athletics Hall of Fame, The National Junior College Athletic Association Softball Hall of Fame, and The Jersey Shore Sports Hall of Fame; and

**WHEREAS**, Mr. Scannapieco served as the head softball coach for 37 seasons, served as an assistant coach of the baseball team following his 1976 graduation from Brookdale Community College; and

**WHEREAS**, Mr. Scannapieco shaped the futures of student-athletes, specifically softball student-athletes academically and athletically for more than four decades; and

**WHEREAS**, three-time hall of famer and the winningest softball coach in National Junior College Athletics Association (NJCAA) Division III history, Brookdale Community College Head Coach, Thomas "Bo" Scannapieco, continues to engrave his name in the record books. At the helm since 1986, he has earned the following accolades:

- \* An overall record of 1216-367-4
- \* 20 GSAC Championships
- \* 23 Region 19 Championships
- \* 3 NJCAA Division III National Titles
- \* 23 NJCAA Division III National appearances, 5 of those earning 2<sup>nd</sup> place; and

**WHEREAS**, throughout his career, Mr. Scannapieco has been a model of professional public service with insistence on the highest standards of performance, unity, and community commitment, and has earned the respect of his players, coaches, umpires, and rivals alike; and

**WHEREAS**, the Brookdale Community College Board of Trustees is authorized to periodically assign recognition designations to its facilities; and

**BE IT THEREFORE RESOLVED** that the Board of Trustees authorizes the naming of the College's Softball Field as the **Bo Scannapieco Field** in honor of Mr. Scannapieco’s support and dedication to education, well-being of all student-athletes, and his continued mentorship to all.

Mr. Paul Crupi  
Chair, Board of Trustees

Dr. David Stout, Ph.D.  
President

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**

The Finance & Facilities Committee met on Tuesday, October 17. Current facilities projects were discussed first. Engineer of Record Mr. White reviewed his report and provided an update on the projects that they are engaged with including:

- The Children's Learning Center where a humidity issue was identified and resolved;
- The inspection of transformers and the decision to address each one, beginning with the PAC, where the interior transformer will be relocated to the exterior of the building;
- Engineering and design of a Culinary & Hospitality building in Lincroft; and
- Construction drawings for Phase 2 of the drainage project on the Lincroft campus.

Mr. Naparlo then provided an update on the major facility projects that have been completed under his oversight including the construction of the E-Sports Arena and the Caroline Huber Wellness Center, as well as the installation of Audio-Visual equipment in the Center of Excellence for Cybersecurity Education. The Center should be complete within 2 months. Mr. Naparlo also noted that the modernization of the elevators is ongoing, and the MAS and Freehold elevators should be completed in the next couple of months.

VP Manfreda reported on the financial overview through the end of August. Total operating revenue was 8.6% higher than the same time last year, which is mostly due the increase in enrollment. Total expenditures also exceeded the prior year by 10.3%, attributed to increases in the cost of salaries, benefits, and goods, as well as the expiration of federal stimulus funding which the College used to reduce expenses during the pandemic. The total cash balance was \$28.2M on August 31, which is \$753,000 higher than the same time last year, and the total year-to-date interest earned was \$83,609.

VP Manfreda also reviewed the Auxiliary Budget and brought to the attention of the Committee that as of August 31, 2023 there is a \$200,663 deficit which is over the budgeted expected deficit, and she is confident that we will do better in Auxiliary revenue which will close this gap. She further explained that the Auxiliary budget was supplemented with HEERF funds last year, which the College no longer has access to. She will continue to closely monitor this budget and report back to the committee.

Next, VP Manfreda reviewed the recommended purchases on tonight's agenda that are funded by Auxiliary, Chapter 12, Grants and Operating Budgets. Noteworthy purchases include the professional engineering services for the design of a Culinary Education Center, snow removal, and the license for iCiMS human resources onboarding and applicant tracking software. The committee then discussed the proposal for professional engineering services for the design of a Culinary Education Center in further depth. There was a robust discussion on the suggested building site which is next to the PAC and parking lot 1. The Committee agreed to recommend approval of the award for the Professional Engineering Services to Collier and have a further discussion at the November F & F meeting on the proposed location. Finally, VP Manfreda presented the annual report of expenses related to legal services, government relations, and public relations.

Associate Vice President Sensi then presented the rationales for posting 5 positions and the Committee approved the requests to move forward with the searches. Ms. Sensi also reviewed the 23 recommended human resources action items to be approved at our meeting tonight, including new hires, change of status and two separations. Lastly, Ms. Sensi recommended the ratification of the Professional Staff Association's Collective Bargaining Agreement subject to PSA ratification on October 18. All changes in the agreement were explained and the economics were reviewed. I'm happy to report that the PSA ratified the agreement last week and the Board looks forward to ratifying the agreement at our meeting tonight.

Vice President Kaari reviewed the College's proposal for acceptance of gifts, submission of grants, grant revenues, the Foundation's financial report, and the naming of our softball field. Specifically, VP Kaari recommended the acceptance of four cars to be utilized by our Automotive Technology Program, and the submission of the Hunger-Free Campus grant, the One Stop Operator grant, and the revision to the USED grant to fund a new economic development strategy for Monmouth County and planning for the Brookdale -Social Impact Collaboratory. VP Kaari noted that a little over \$3M in grant funds have been awarded in FY24 with another \$4.1M pending.

VP Kaari reported on the financial summary for the Foundation through the end of August, noting that total revenue was \$131,756 compared to \$235,619 last year with the difference due to market performance. She highlighted that revenue from the Annual Giving Campaign has significantly increased from last year at this time. She brought to the Committee's attention that the Foundation Board voted to revise their Investment Policy to allow them to be more agile in their investment strategy.

Finally, VP Kaari reviewed the recommendation to name the softball field after our famous retired Coach Bo Scannapieco. The Committee supported the naming of the field after him and planning a ribbon cutting ceremony on opening day in the spring.

## 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 3 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 **October 24, 2023 at approximately \_\_\_\_\_** 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: **October 24, 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: **Litigation with an employee; attorney client privilege on the Board's election process and a the development of a policy**

☐ "(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 60 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 may 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: October 24, 2023**