

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

September 26, 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 6 P.M. and roll call was taken.

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Ms. Teresa Manfreda
	Ms. Latonya Brennan, Trustee	Dr. Yesenia Madas
	Mr. Steven Clayton, Trustee	Dr. Joan Scocco
	Mr. Paul Crupi, Chair	Ms. Nancy Kaari
	Ms. Rebekah Fischhoff, Trustee	Ms. Bonnie Passarella
	Ms. Barbara Horl, Trustee	Dr. Anita Voogt
	Mr. Bret Kaufmann, Vice-Chair	Dr. William Burns
	Ms. Marta Rambaud, Trustee	Dr. Nancy Kegelman
	Dr. Les Richens, Trustee	
	Dr. David Stout, Secretary	
		Mr. Edward Johnson
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Mary Pat Angelini, Trustee	
	Ms. Dyese Davis, 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 September 20, 2023 at 1:30 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.

Chair Crupi announced that the meeting is being recorded.

Mr. Jacobs read the statement on giving public comment in a virtual meeting.

Chair Crupi led the Pledge of Allegiance.

Dr. Stout led a moment of silence for two retired employees and one current student.

Marion Quinn passed away on August 30, 2023, just 3 months shy of her 100th birthday. After attending St. Joseph's Business School in Newark, Marion was hired as Brookdale's first staff member and then telephone operator in the College's earliest days. She later served for the remainder of her career in the College's Testing Center. In her retirement, Marion loved spending time with family, socializing, traveling, advocating for the Senior Center in Red Bank, and volunteering at the Two Rivers and the Red Bank Public Library.

Maureen Page passed away on September 1, 2023 at the age of 80. After moving to the area from New York City, she earned her Associate's Degree at Brookdale. Maureen subsequently joined the Brookdale staff where she provided office support and, according to Professor Jack Ryan, served as a "One Woman Welcoming Committee for the Athletics Department for 20 years. As a retiree, Maureen loved painting and spending time with her family.

It is with profound sadness that I announce the passing of Brookdale student, Charles "Charlie" Parent, on August 17 at the age of 58. Charlie's educational journey began at Monmouth Regional High School and continued with his studies at Brookdale and Trenton State College (now The College of New Jersey) before most recently returning to Brookdale to pursue a degree in Culinary Arts. In his career, he started in restaurant hospitality, rising from a busboy to a General Manager. Later, he transitioned to the US Postal Service, dedicating 15 years to his new path.

Outside of work, Charlie was an ardent supporter of the Yankees and Giants. He also enjoyed a variety of hobbies, such as skiing, camping, and traveling. However, his greatest joy was the time he spent with his beloved wife (Sheri) and three daughters (Nicolette, Alexandra, and Katherine). He took immense pride in his daughters' athletic and academic achievements.

Charlie's enthusiasm for life was contagious, and he eagerly anticipated the opportunities that awaited him in the culinary field. His imminent graduation from Brookdale's Culinary Arts program this Fall was a testament to his unwavering commitment to his dreams.

We remember Charlie not only for his dedication but also for his infectious smile, kindness, and sense of humor. His memory will forever reside in the hearts of his family, friends, fellow students, professors, and all who had the privilege of knowing him.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda Chair Crupi announced that the agenda was noticed with an Executive Session, and we no longer need to meet in Closed Session. The Agenda will be revised to remove the Executive Session.	A motion to adopt the revised agenda was made by Trustee Clayton and seconded by Trustee Abby-White. Motion passed.	
Swearing in of Trustee Rebekah Fischhoff Trustee Fischhoff was sworn in during July 2023. She was sworn in ceremonially by Mr. Jacobs and welcomed to the Board of Trustees.		
President’s Report – Dr. Stout <p>A. Recognition of Employees with 50 Years of Service - Sandy Grande, Dominick Nigro and Jack Ryan – Dr. Stout honored Sandy Grande, Dominick Nigro and Jack Ryan with a reading of a personalized proclamation for each employee, recognizing their 50 years or more of service to the College. (<i>Attachments A, B, C</i>)</p>		
Reports from the Board Committees and Liaisons <p>A. Finance & Facilities Committee – Trustee Brennan reported on the Finance & Facilities Committee meeting held on September 19 (<i>Attachment D</i>)</p> <p>B. Student Success & Educational Excellence Committee – Trustee Abby-White reported on the Student Success & Educational Excellence Committee that was held on September 20. She highlighted the following items discussed:</p> <p>a. Update on Academic Master Plan – Dr. Scocco provided an update on the progress of the Academic Master Plan. She reported the theme this year which is compassion and accountability. Professor Laura McCullough-Thoms delivered a presentation entitled, <i>Compassion and Accountability - Emerging Adults Need Human Skills</i> at the Faculty Day and it was well received. Dr. Scocco gave Dr. Burns a shout-out for being instrumental in helping move the Academic Master Plan forward. Dr. Scocco reported that a proposal was received and approved for a Diversity, Equity, and Inclusion (DEI) healing center professional development faculty pilot. In the spring, the faculty will be eligible to apply for curriculum development funding to infuse the DEI ideas into their curriculum. The pilot will enable faculty to ensure the teaching, methodology, and curriculum are sensitive to and address the needs of all students with the goal of higher completion rates and retention. Trustee Richens suggested addressing</p>		

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<p>equity by evaluating equitable placement of students in the Honor program as well as addressing opportunities to accelerate students who need remediation classes. Dr. Scocco reported that they are looking at corequisite models where students can take basic skills and the first level courses simultaneously. Math OER is expected to be completed in 5 years, so there will be no math textbook costs to students. The Committee requested that the MATH OER process be accelerated by a year or two.</p> <p>b. Update on Student Success Plan – Dr. Madas reported that the theme for the Student Success Plan is improving the student’s journey. She further explained that the college is leveraging Chatbot to improve the student experience. Dr. Madas reported that they are investigating implementing a queueing system for student service appointments which will allow students to receive a text message when their appointment is available and allow for easy follow up with the student about their experience via a survey link. The College has launched a “15 to Finish” campaign which encourages students to take more credits to stay on the 2-year plan. More students are enrolling full-time vs part-time. Enrollment remains flat, but not lower as predicted. They have plans to partner with Academic Affairs to hold more group advising sessions and a “Commit to Complete” campaign with ceremonies for students who are doing well. A new program entitled “Talk Campus” has been introduced to allow students to connect with any mental health needs 24/7 and 9 students have already taken advantage of this program. A student monitoring system is being utilized to encourage students when they are struggling and excelling.</p> <p>c. Enrollment Update – Dr. Madas reported that the Fall 15-week enrollment is flat. The 11-week semester is up 30%.</p> <p>d. 9/11 Day of Remembrance – a discussion on a 9/11 Day of Remembrance led to the suggestion to create a day of remembrance but not a day off, but incorporate the 9/11 events into the curriculum, so that students understand this historic event and the impact.</p> <p>e. Convocation – Dr. Stout gave a shout out to the Vice-Presidents on their contributions to Convocation which led to a very successful day filled with positive energy.</p> <p>f. Athena Awards – Dr. Stout also gave a shout out to Dr. Scocco and Trustee Davis for being nominated for the Athena awards.</p> <p>C. Student’s Perspective – Trustee Fischhoff thanked everyone who has supported her and guided her through the election. She stated that she felt honored to be elected to the position of Graduate Trustee and she looks forward to helping guide Brookdale in this exciting year ahead. She shared her unexpected journey to Brookdale and her achievements as a student. While a student, she was appointed Vice President of Scholarship for Phi Theta Kappa and was challenged by Dr. Stout to help develop a peer mentoring program for incoming students. As a result, she earned a distinguished chapter officer designation at the Regional and International National Phi Theta Kappa convention. She thanked Professor Saragusa, Professor Moshberger and Dr. Stout for their encouragement, guidance, and support while she was a student. She stated that she never dreamed, when she first opened the door here, that Brookdale would become so important to her, and that she would find the success and opportunities that her time here has provided. She felt an obligation to repay Brookdale for the success afforded her and saw an opportunity to be elected to the Board of Trustees as Graduate Trustee, continue her education at Rutgers on the Brookdale campus, and stay engaged with the school that she loves. Over the summer, she was involved in several initiatives to further student excellence at Brookdale, that included the Peer Mentoring program, implementing a comprehensive plan to increase transfer pathway awareness and further the expansion of the Honors program with marketing</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>initiatives. At the invitation of Professor Moshberger, she addressed the incoming Honor students at their orientation, and spoke about her journey at Brookdale and her position as Graduate Trustee. Additionally, she attended the Brookdale Involvement Fair, and spoke to the various clubs and organizations about her position as Graduate Trustee.</p> <p>D. NJCCC Update – Trustee Horl reported on her attendance at the Quarterly meeting of NJCCC. She highlighted presentations, including one from the College County College of Morris on their culinary center. Trustee Horl outlined NJCCC's priorities for the upcoming year, including enhancing state policymaking involvement, advancing racial and social justice, addressing academic issues, and promoting innovation. She also mentioned plans for a statewide meeting of community colleges in June 2024. She shared legislative updates, focusing on bills related to suicide prevention and mental health awareness, as well as requirements for institutions' websites, emphasizing the importance of tailored solutions for community colleges. Additionally, she mentioned her participation in the ACCT leadership meeting in Las Vegas, representing Brookdale on the National ACCT Members Communication and Education Committee.</p> <p>E. Foundation Update – Trustee Abby-White congratulated VP Kaari, the Foundation Board and staff for delivering another successful Education Golf Open, with the goal of raising funds for scholarships for our students.</p>		
<p>Public Comment on Agenda Items – Chair Crupi</p> <p>Jack Ryan, Assistant Professor, English – commented on the report of Trustee Horl. He expressed concern about the challenges facing community colleges, emphasizing the misinformation and attacks on public education., especially, community colleges. He mentioned a misleading article about low graduation rates from community colleges, attributing the issue to factors like the need for foundational courses and diverse student needs. Mr. Ryan provided historical efforts to support struggling students, emphasizing the vital role of community colleges as inclusive institutions. He criticized the financial neglect of public higher education, emphasizing the importance of equitable funding and the community college system's crucial role in higher education</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</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 Horl and seconded by Trustee Clayton.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Public Business Meeting Minutes A. Approval of Public Business Meeting Minutes – August 22, 2023	<p>A motion to approve the minutes from the public business meeting held on August 22, 2023 was made by Trustee Clayton and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>ABSTAIN: Trustees Rambaud, Richens and Brennan</p>	
Approval of Consent Agenda A. Approval of Human Resources B. Acceptance of Grants C. Application for Grants D. 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 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 Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Rambaud, Richens, and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Public Comment Jack Ryan, Associate Professor, English - expressed concern about the ongoing lack of a contract for the PSA employees. He highlighted the historical context of a past strike, emphasizing the importance of addressing the needs of the PSA members who contribute significantly to the institution. He urged the college to come together and find a resolution, emphasizing the deserving nature of the PSA employees for their hard work and dedication		

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<p>Dr. Stout clarified that the mediation session for PSA is scheduled for this week. He acknowledged PSA's contract needs and stated that we are all in favor of moving the process forward and reaching a settlement that works for everybody.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p>Old/New Business -</p> <p>Dr. Stout acknowledged Joselyn Quezada, the newly appointed Executive Director of College Relations and welcomed her to the College.</p> <p>Dr. Stout expressed gratitude to the Board of Trustees for their support in opening the Esports Arena. He acknowledged the positive impact of the Arena on students, fostering student connections between classes. He thanked everyone who participated in the Esports ribbon cutting ceremony.</p> <p>Chair Crupi announced that the Board reorganization will take place on November 28, 2023, where the Chair and Vice-Chair will be elected. Any Trustees interested in self-nominating, should email interest in serving in those positions to Trustee Davis by October 6.</p> <p>Chair Crupi on behalf of the Board of Trustees wished everybody a very successful and fruitful academic year. He thanked Dr. Stout's team for all they have been doing to make Brookdale the number one community college in the state. He said it is a tremendous honor and a privilege to serve on this Board.</p>		
<p>Adjournment</p> <p>Meeting adjourned at 7:06 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>	

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

Sandra "Sandy" Grande has served the Brookdale Community with honor and distinction for nearly 54 years; and

Whereas

Sandy Grande has served in various roles at the College beginning in 1970 as a Key punch Operator, then serving as a Control Specialist, Senior Control Data Entry Specialist, and Enrollment Specialist; and

Whereas

Sandy's responsibilities have included processing enrollment and degree verifications, dual enrollment applications, program changes, residency updates, and immunization records, as well as generating admission and academic progress letters, training admissions staff, and many other vital functions; and

Whereas

Ms. Grande has been described by her supervisors and colleagues as patient, intuitive, dedicated, and an exceptionally well-organized team player who volunteers to cover weekend hours and who came into the office daily during COVID; and

Whereas

Sandy has been instrumental in shaping the lives and futures of countless students, ensuring their academic and personal success; and

Whereas

Sandy Grande'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 and the President of Brookdale Community College, on this 26th day of September 2023, do hereby thank Sandy Grande for her service with excellence and passionate commitment to the success of our students over the past 53 years.

Be it further Resolved that this proclamation be presented to Sandy Grande so that she can have a permanent reminder of the high esteem she has earned at Brookdale Community College.

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

John "Jack" Ryan got his start at Brookdale as a student in 1969 before joining the College as an employee in 1973 where he has served with honor and distinction for 50 years; and

Whereas

Jack Ryan began his career at the College in the Athletics Department, serving as an Equipment Manager and Athletic Trainer, coach for multiple sports teams, Assistant Director, and Director of Athletics; and

Whereas

Teaching, learning, and supporting student success has been the focus of Jack Ryan while serving in the positions of Continuing Education Instructor, Collage Advisor, and English Faculty member; and

Whereas

Jack is a personable, accessible, imaginative, and engaging professor with a unique personality who graciously accepts additional responsibilities and who is highly involved in countless co-curricular and community events; and

Whereas

Jack Ryan has been instrumental in shaping the lives and futures of countless students, ensuring their athletic, academic, and personal success; and

Whereas

Jack Ryan'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 and the President of Brookdale Community College, on this 26th day of September 2023, do hereby thank Jack Ryan for his service with excellence and passionate commitment to the success of our students over the past 50 years.

Be it further Resolved that this proclamation be presented to Jack Ryan so that he can have a permanent reminder of the high esteem he has earned at Brookdale Community College.

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

Dominic "Don" Nigro has served the Brookdale Community with honor and distinction for 53 years; and

Whereas

Don Nigro began his career at the College in July 1970 as an Assistant Professor of Student Development Specialist and continues to assist students today with their adjustment to college as a Counselor; and

Whereas

Don has served as a leader of the Brookdale Faculty Association and a member of numerous advisory, negotiations, and promotion committees; and

Whereas

Don Nigro is an industrious professor with outstanding counseling skills who consistently goes the extra mile to assist students and brings creative ideas to the counseling program;

Whereas

Professor Nigro has been instrumental in shaping the lives and futures of countless students, ensuring their academic and personal success; and

Whereas

Don Nigro'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 and the President of Brookdale Community College, on this 26th day of September 2023, do hereby thank Don Nigro for his service with excellence and passionate commitment to the success of our students over the past 53 years.

Be it further Resolved that this proclamation be presented to Don Nigro so that he can have a permanent reminder of the high esteem he has earned at Brookdale Community College.

BROOKDALE COMMUNITY COLLEGE
Board of Trustees Finance & Facilities Committee Meeting (9/19/23)

Engineer of Record, Bill White reviewed his report and provided an update on the projects that they are engaged with, including:

1. The resolution of a humidity issue in the Children's Learning Center. Mr. White noted that the level of humidity they are experiencing will not cause a mold issue.
2. They are addressing the findings of an inspection of 7 transformers on the Lincroft Campus.
3. And, they are scoping out the construction of a Culinary & Hospitality building. They'll provide a proposal for this project shortly.

Mike Naparolo provided an update on the major Facilities projects in progress.

1. He reported that the furniture for the Center of Excellence for Cybersecurity Education has been installed and A/V will be installed in the next few weeks.
2. The Wellness Center passed their inspections, and the furniture has been installed, and the Center will be ready for the ribbon cutting ceremony on October 3.
3. The modernization of the elevators is ongoing, and the MAS and Freehold elevators should be completed in the next couple of months.
4. And finally, the Esports Arena is now up and running.

VP Manfreda reported on the financial overview for the period ending July 31, 2023. She reported that total operating revenue for the month of July was \$18.8M which is 4.7% higher than the same time last year due to an increase in enrollment-related revenue. Total expenditures were \$5.4M or 7.1% of the FY24 budget. The total cash balance was \$24.5M on July 30 which is \$753,000 higher than the same time last year. Finally, she reviewed Mr. Siuzdak's predictive forecast which showed \$400,000 in anticipated interest earnings this year.

VP Manfreda then discussed 10 recommended purchases funded by Chapter 12, Grants and Operating Budgets. Noteworthy purchases include the A/V equipment for the Center of Excellence for Cybersecurity Education, software web-based plagiarism detection software, and a cyber risk assessment and security assessment renewal license.

Associate VP Pat Sensi discussed 6 positions recommended to be filled of which are 2 are new positions and 4 are replacements. The Committee approved the requests to move forward with the searches.

Ms. Sensi then reviewed the 35 recommended Human Resources action items to be approved at our Board meeting tonight which include new hires, change of status and 2 separations. She emphasized that half of the new hires are Adjunct Faculty.

Regarding alternative sources of revenue, Vice President Nancy Kaari reviewed a proposal for Board action to accept a NJ Grant Consortium NASA grant and to submit the applications for 3 grants, including an Electric Vehicle Education grant, the NIH Bridges to the Baccalaureate grant, and 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, to date this year, \$3M in grant funds have been awarded with another \$4M pending.

VP Kaari reported on the financial summary for the Foundation for July 2023, noting that differences in total revenue and net assets compared to last year are due to market performance.

Finally, several additional items were discussed including a plan to pass a revised FY24 Budget due to the increase in State funding, accounting for all lease agreements in the Auxiliary Budget beginning in FY25, the process for approving lease agreements, and an update on the sale of the Hazlet property.