

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

February 27, 2024

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

And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Ms. Patricia Sensi
	Ms. Mary Pat Angelini, Trustee	Dr. Katie Lynch
	Ms. Latonya Brennan, Trustee	Ms. Nancy Kaari
	Mr. Steve Clayton, Trustee	Ms. Teresa Manfreda
	Mr. Paul Crupi, Chair	Ms. Bonnie Passarella, Esq.
	Ms. Rebekah Fischhoff, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Vice-Chair	Dr. Joan Scocco
	Mr. Bret Kaufmann, Trustee	Dr. Yesenia Madas
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. David Stout, Secretary	
Absent		
	Ms. Dyese Davis, Trustee	
	Ms. Marta Rambaud, 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 February 21 at 11:03 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.

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

Dr. Stout led a moment of silence.

It is with deep sadness that I inform you that one of our students, Mohamed Albadi, passed away at the end of January due to injuries sustained in a car accident while in his home country. Mohamed was a Khotwa Scholar, a program funded by the United Arab Emirates, an active participant in the International Student Association, and a Computer Science major who had earned a cumulative 3.6 GPA during his time at Brookdale.

I have reached out to Mohamed's family and his fellow Khotwa Scholars to express condolences on behalf of the whole College. Likewise, I offer condolences to our faculty, staff, and students who had the opportunity to get to know him. We are thankful for the time Mohamed was able to be part of the Brookdale family. While his presence will be missed, his impact on those fortunate to know him will last forever.

Vice-Chair Crupi read our mission statement:

Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda</p> <p>Chair Crupi announced that the meeting was noticed with an executive session, and we no longer need to hold a closed session.</p>	<p>A motion to adopt the revised agenda was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p>Recognition of Esports Valorant Team – National Championship</p> <p>Chris Boehmer, Director Esports recognized the following students and Coach Michael Abood who won the National Junior College Athletic Association Fall 2023 Open Series Esports Valorant National Championship in December 2023 during their very first season of play: The team was presented with their Team trophy and each team member was presented with a certificate in recognition of this incredible achievement.</p> <p>William Ahlfeld Dean Casiere Dresden Lewis Fernando Davila Nicholas Panarella Hamad Albadi Jeremy Saavedra Coach Michael Abood</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
----------------------	-------------	------------------------------

Reports from the Board Committees and Liaisons

- A. Finance & Facilities Committee – February 20, 2024** –Trustee Brennan provided a report (*Attachment A*) on the Finance and Facilities Committee held on February 20, 2024. She removed information on the FY25 budget as a separate presentation was given by Dr. Stout on this topic.

- B. Student Success and Educational Excellence Committee – February 26, 2024** – Trustee Abby-White provided a committee report on the meeting held on February 26, 2024. She highlighted the following:
 - a. Committee Chair - Trustee Abby-White was elected to serve as Committee Chair.
 - b. Warm Welcome – Dr. Katie Lynch, Provost and VP Academic Affairs was welcomed to Brookdale and her first Student Success & Educational Excellence Committee meeting.
 - c. Achieving the Dream – representatives from Brookdale attended the Achieving the Dream Annual conference and reported that the sessions were excellent, and the conference showcased best practices to improve student success outcomes. Sessions attended included information on the benefits of consolidating the length of terms and reducing time in remediation courses. Dr. Lynch presented on strategies that she will be evaluating and the potential impact of these strategies at Brookdale.
 - d. Marketing of Spring Open House – Sunday, April 14 – information was shared on the increased marketing efforts for the Spring Open House which include new branding that spotlights our mascot and leveraging digital advertising, radio and email blasts to market this event.
 - e. Sabbaticals and Transitional Sabbaticals – which will be presented to the Board next month, were reviewed with the committee. Trustee Abby-White further explained that Transitional Sabbaticals are granted for Faculty who plan to retire.
 - f. Enhancing student retention and recruitment - Dr. Madas presented on new initiatives which include Student Appreciation Day to be held on April 4, the implementation of a new student texting app, the rebranding of our Early Bird program to be renamed to Accepted Day, and the continuation of Parent Orientation sessions with bilingual translation for Spanish speaking families.
 - g. Embedding Career Readiness Outcomes into Curriculum – Dr. Lynch shared an initiative she will be focusing on to embed career readiness outcomes into the curriculum.

- C. Foundation Report** – Trustee Abby-White reported that the Foundation is grateful for the generous donation from Monmouth County Medical in the amount of \$50,000 a year for 3 years to support the Nutrition Hub located in the Caroline Huber Holistic Wellness Center. The Foundation and the College are happy to support Brookdale Innovation Grants which are offered annually to full time faculty, staff and administrators to encourage creative thinking and innovation to enhance educational programs and improve service to students. She encouraged support of the Brookdale Foundation Scholarship Bash on May 3.

- D. Student’s Perspective** – Trustee Fischhoff provided her Graduate Trustee report, and she focused her remarks on updates on advocacy efforts at the ACCT Legislative Summit, the Graduate Trustee

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Advisory Council, implementing a course-imbedded peer mentoring program, improving transfer pathways and the enhancing the visibility of the Honors program. She highlighted the following:</p> <ul style="list-style-type: none"> a. Transfer Pathways Updates: Nicole Ross, the new Assistant Director, has begun her role effectively by assisting over 50 students individually. Sarah McElroy, the Director, has been actively involved in student events and working on transfer agreements with various universities. b. Honors Program: The program welcomes Ana Teodorescu as the new Assistant Coordinator, who is aiming to streamline the application process and collaborating with Laura Oncea to create more visibility of the program on the college website. Professor Johnathan Moschberger and his team are preparing for upcoming information sessions and Open House. c. Peer Mentoring Program: Progress continues with a plan for course-embedded peer mentoring in the College Success Seminar Course. d. Graduate Trustee Advisory Council: Initiatives were discussed, focusing on improving advising and transfer pathways. A charter has been drafted outlining the council's purpose and responsibilities. e. National Legislative Summit: Trustee Fischhoff attended the summit along with Dr. Stout, Cynthia and fellow Trustees Horl and Clayton, advocating for legislative priorities benefiting community college students. She participated in numerous sessions and listened to insightful guest speakers. Meetings with members of Congress focused on lobbying for the College Transparency Act to address transferability issues and improve student success metrics. f. Positive feedback was received from the legislators, with Congressman Smith offering to recognize Trustee Fischhoff in the Congressional Record. <p>E. NJCCC Update – Trustee Horl provided an update on the very informative speakers that were presented at the ACCT National Legislative Summit. She reported that our legislative visits were productive and there was a focus on supporting workforce Pell grants for students in short term programs. She reported that the House will vote this week on this bill, and she encouraged advocacy via email to our legislators. She reported that the NJ FY25 Budget was released today and tomorrow she will meet with the NJCCC Legislative Committee to plan their advocacy campaign.</p>		
<p>Presentation – Tuition and Fees and FY25 Budget – Dr. David Stout, President</p> <p>Dr. Stout provided a comprehensive overview of the current tuition and fees proposal for the college for FY25. He outlined the breakdown of the tuition and fee increase per credit, including in-county, out-of-county, and out-of-state rates. Additionally, various fees that students might encounter, such as application fees and program change fees, were discussed, with plans to remove the latter in the upcoming budget. Comparisons were drawn between the college's tuition and fees and those of other community colleges in New Jersey, emphasizing the institution's position as 10th out of 18 in terms of cost-effectiveness. Dr. Stout further compared our rates to public and private universities in the state, underlining the affordability of the college.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Dr. Stout delved into the intricacies of the budget development process, explaining how departmental needs are assessed and how the proposed budget was derived. He noted that the FY25 Budget has a reliance of \$3 million to cover expenses. He recommended approval of the proposed budgets with plans to revisit and finalize the budgets in June, taking into account new developments and a concerted effort to reduce expenses and dependence on reserves.</p> <p>The presentation was followed by comments from the Trustees.</p>		
<p>Public Hearing on Tuition and Fees – Chair Crupi</p> <p>Chair Crupi announced anyone wishing to make a public comment on tuition and fees may do so in accordance with the instructions for making public comment that were provided by Mr. Jacobs at the beginning of the meeting.</p> <p>Mr. Jack Ryan, Associate Professor - remarked on tuition and fees, noting that approximately 14 years ago, our institution had the highest tuition rates in the state for community colleges. He expressed satisfaction that our current rates no longer hold that distinction. Furthermore, he urged the Board to consider adopting a budget that isn't overly lean, ensuring that we have adequate funds to cover unforeseen expenses.</p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p>		
<p>Public Comment on Agenda Items</p> <p>Chair Crupi announced anyone wishing to make a public comment on agenda items only may do so in accordance with the instructions for making public comment that were provided by Mr. Jacobs at the beginning of the meeting. -</p> <p>Mr. Jack Ryan, Associate Professor commented on the impressive win by our Esports Team</p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustees Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>ABSTAIN: Trustee Abby-White</p>	
<p>Approval of Public Business Meeting Minutes</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>A. Approval of Public Business Meeting Minutes – January 23, 2024</p>	<p>A motion to approve the minutes from the public business meeting held on January 23, 2024 was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Minutes approved.</p> <p>ABSTAIN: Trustee Abby-White</p>	
<p>Approval of Executive Session Meeting Minutes</p> <p>A. Approval of Executive Session Meeting Minutes – January 23, 2024</p>	<p>A motion to approve the minutes from the executive session meeting held on January 23, 2024 was made by Trustee Richens and seconded by Trustee Brennan.</p> <p>Minutes approved.</p> <p>ABSTAIN: Trustee Abby-White</p>	
<p>Consent Agenda</p> <p>A. Approval of Human Resources</p> <p>B. Acceptance of Gifts</p> <p>C. Acceptance of Grants</p> <p>D. Approval of Grant Submissions</p> <p>E. Purchases in Excess of \$41,600 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500</p> <p>F. Open Invoice Payment Requests for Vendor, Student and Employee</p>	<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, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Richens and Chair Crupi</p> <p>NO: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Payments</p> <p>G. Monthly Financial Reports</p> <p>H. Capital Project Update</p>	<p>ABSTAIN: None</p>	
<p>Approval of FY25 Schedule of Tuition and Fees</p>	<p>A motion to approve by resolution the schedule of tuition and fees for the academic year 2024, 2025 was made Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Richens and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval of FY25 Operating & Capital Budgets</p>	<p>A motion to adopt by resolution the annual Operating & Capital Budgets for FY25 was made by Trustee Abby-White and seconded by Trustee Richens.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Richens and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of BY25 Chapter 12 Projects</p>	<p>A motion to approve by resolution the FY25 Chapter 12 Projects was made by Trustee Richens and seconded by Trustee Clayton.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Richens and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval of the Associated Students of Brookdale Community College (ASBCC) FY25 Budget</p>	<p>A motion to ratify the Associated Students of Brookdale Community Colleges (ASBCC) FY25 Budget was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Richens and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval of the Auxiliary Services FY25 Budget</p>	<p>A motion to ratify the Auxiliary Services FY25 Operating Statements was made by Trustee Brennan and seconded by Trustee Clayton.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Fischhoff, Horl, Kaufmann, Richens and Chair Crupi Motion passed. NO: None ABSTAIN: None	
Approval of New or Revised Policies A. New Policy - 2.1004 Title VI Non-Discrimination Policy and Procedures Pertaining to Transportation Services B. Revised Policy 3.9006 Drug Free Workplace and Campus (previously titled - 3.9006 Drug Free Workplace)	A motion to approve the policies listed below was made by Trustee Horl and seconded by Trustee Abby-White. A. New Policy - 2.1004 Title VI Non-Discrimination Policy and Procedures Pertaining to Transportation Services B. Revised Policy 3.9006 Drug Free Workplace and Campus (previously titled - 3.9006 Drug Free Workplace) YES: Trustees Abby-White, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Richens and Chair Crupi NO: None ABSTAIN: None	
Public Comment Chair Crupi announced anyone wishing to make a public comment may do so in accordance with the instructions for making public comment that were provided by Mr. Jacobs at the beginning of the meeting. Jack Ryan, Associate Professor shared insights into the historical evolution of Brookdale Community College, reflecting on its inception during the 1970s. He recounted the college's origins, influenced by the progressive educational ethos of the Summerhill School in England. Describing the early days of		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Brookdale, Mr. Ryan recalled a unique learning environment characterized by open classrooms without physical barriers, where students could attend multiple lectures simultaneously. He highlighted the unconventional grading system and the subsequent changes initiated by administrators like Bob Barringer and Peter Burnham. Mr. Ryan also reminisced about the vibrant cultural events held at the college, including concerts featuring renowned artists like Bruce Springsteen and educational lectures by notable figures such as Doctor Ruth and Gloria Steinem. Additionally, he shared anecdotes about the college hosting a circus on campus and participating in a memorable stunt involving a tiger. Reflecting on Brookdale's growth, Mr. Ryan praised the expansion of campus facilities and looked forward to revisiting in the future.</p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p>		
<p>Old/New Business -</p> <p>Dr. Stout acknowledged that students on the Graduate Trustee Advisory Committee were in the audience and thanked them for attending. He also announced that the Men's Basketball Team is playing in the Arena, and they are defending their National Championship.</p> <p>Dr. Stout encouraged everyone to send letters via the Legislative Action Center to advocate for continued funding of community colleges at the level of last year.</p>		
<p>Adjournment</p> <p>Meeting adjourned at 7 PM.</p>	<p>A motion to adjourn the meeting was made by Trustee Abby-White and seconded by Trustee Horl.</p> <p>Motion passed.</p>	

BROOKDALE COMMUNITY COLLEGE
Board of Trustees Finance & Facilities Meeting (February 20, 2024)

Facilities Reports

- Engineer of Record, Mr. White, updated the committee on the progress of the Culinary & Hospitality project. Forthcoming steps include the development of a concept diagram, identification of utility requirements, and conducting a preliminary cost analysis.
- Additionally, Mr. White informed the Committee about plans to define the scope of work to address ongoing water infiltration issues at the Freehold Higher Education Center.
- Facilities Director, Mr. Naparlo, provided an update on the elevator modernization project and reported that the Freehold elevator will be delayed a couple of months as an essential part needs to be ordered. Elevator work continues on the MAC and MAN elevators.
- Mr. Naparlo also reported that an HVAC project is planned for the Long Branch Higher Education Center utilizing a direct install program which is saving the college \$400,000.
- Finally, Mr. Naparlo reported that the solar installation project has resulted in \$185,000 in electric savings from December 2022 through October 2023.

Financial Reporting

- VP Manfreda-Foley reported on the financial overview for the period ending December 2023. She reported that total operating revenue for the month of November was \$57.5M, which was 7.1% higher than the same time last year. Operating expenditures were \$38.6M, an increase of 9.3% from the same time last year.
- The cash position was \$29.8M, with an increase of \$211,000 over the same time last year. Interest earned through December was \$266,439 compared to about \$115,000 last year.
- Teresa reviewed upcoming Requests for Proposals (RFPs), Bids, and RFQs and this year legal services, engineering services, including the Engineer of Record and audit services are being reviewed now.
- VP Manfreda-Foley informed the Committee of a slight uptick in our debt obligations since January, attributable to the inclusion of a \$48,387 allocation to cover the match for bonds related to the Culinary & Hospitality Project.

Purchases

- VP Manfreda-Foley reviewed the 14 recommended purchases funded by Chapter 12, Grants and the Operating Budgets that are on tonight's agenda. Noteworthy purchases include the renewal of the shared services contract to fund law enforcement services provided by the Monmouth County Sheriff's Office and instructional equipment for our Auto Tech and Nursing programs funded by the Perkins Grant.

FY25 Budget Models

- VP Manfreda presented a refined budget proposal including the following:
 - a \$9 per credit tuition increase for in-county students and an \$8.50 per credit

increase for out-of-county and out-of-state students.

- a static county support allocation and a modest 1% increment in state funding.
 - \$3.1M reliance on reserves, down from \$3.4M in the January model.
 - The Installment Payment Plan has increased to \$65.
 - Waiving of the application fee for students was discussed and there is a current practice to waive the fee if a Guidance Counselor notifies the College if a student has a financial hardship. Eliminating the application fee was considered but due to a national increase in fraudulent financial aid applications, the College is recommending keeping the fee which discourages this type of fraud.
- This revised proposal entails both expense reductions and strategic modifications to the Auxiliary Fund for more comprehensive financial management.
 - In a strategic effort to optimize financial performance, VP Manfreda-Foley conducted a thorough reassessment of the Auxiliary Fund. Three modifications were implemented, resulting in a substantial reduction in projected losses, from \$950,000 to \$200,000.
 - Event Production Services and Brookdale Television were identified as non-revenue-generating support services and were, consequently, moved from the Auxiliary Budget to the Operating Fund.
 - Brookdale Radio's budget allocation has been restructured, with a portion supporting the college now integrated into the Operating Fund, while revenue-generating segments remain within the purview of the Auxiliary Budget. This strategic realignment ensures that resources are allocated efficiently while preserving revenue-generating capabilities within the Auxiliary Fund.
 - Finally, regarding Dining Services, Mr. Episcopia has been aggressively working to renegotiate our contract to reduce the cost while maintaining essential services.
 - VP Manfreda-Foley reviewed the ASBCC Budget which shows the use of the general services fee funds that are restricted to funding student life and activities.
 - Regarding the College's FY25 Capital Budget, VP Manfreda-Foley alerted the Committee that the College received a revised amount of \$3.2M in Chapter 12 funds, down from the \$4.3M which was originally communicated by the NJCCC. These funds will be allocated to the top priorities identified in the Facilities Master Plan.
 - Finally, VP Manfreda-Foley reviewed the Fund Balance historically from FY19 through FY25 based on the proposed FY25 budget model. The projected fund balance is \$15,726,408 in FY25 if we need to use the reliance of the reserves in FY25. Dr. Stout reminded the committee that the FY24 budget was developed also with a \$3M reliance on reserves, but there is a projection that at the end of FY24 our reliance on reserves will be reduced to \$500,000 due to effective financial management.
 - The Trustees thoroughly examined and unanimously endorsed the proposed comprehensive budget, recognizing the significant amount of work done to sustain the college's operational integrity and fulfill its educational mission.

Human Resources

- Ms. Sensi presented four (4) proposed positions for posting, one of which is actually an Advising position for which a qualified candidate has already been identified and the candidate is listed among the HR recommendations this month.
- Ms. Sensi then reviewed the 29 recommended human resources action items to be approved at our meeting tonight, including new hires, changes of status, and retitling of positions. The committee approved the posting of proposed positions, and the HR action items as recommended.

Alternative Revenues

- VP Kaari reviewed the Acceptance of Gifts, Submission and Acceptance of Grants, FY24 Grant Revenue Summary, and the FY24 Foundation Financial Report.
 - Acceptance of Gifts – a gift of sewing materials is recommended for acceptance.
 - Acceptance of Grants – the College received 3 grant awards including the NJ Pathways to Career Opportunities in Nursing in the amount of \$350,000, the CCOG Student Success Initiative in the amount of \$305,319 and the Perkins Grant in the amount of \$646,746. The committee recommends acceptance of the grant awards.
 - Submission of Grants – the Committee endorsed the submission of 2 grants, the NJ Builder’s Utilization Initiative for Labor Diversity – Women and Minorities in Construction Trades program in the amount of \$1M and the US Small Business Administration Growth Accelerator in the amount of \$50,000.
 - FY24 Grant Revenue Summary – \$5.8M has been awarded in FY24 with another \$3M pending.
- A. Foundation Financial Report – VP Kaari presented an impressive financial update for the Foundation, detailing the period ending December 31. Investment Income has surged by \$265,000, and contributions have seen a remarkable boost, notably due to the College's receipt of a historic \$1.2 million donation—the largest in its history. Consequently, the change in net assets has experienced a substantial increase, driven by this exceptional gift and favorable market conditions.