

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

March 26, 2024

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

And Zoom Webinar

Chair Crupi 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, 5:50 PM	Dr. Katie Lynch
	Ms. Latonya Brennan, Trustee	Ms. Nancy Kaari
	Mr. Steve Clayton, Trustee, excused at 6 PM	Ms. Teresa Manfreda
	Mr. Paul Crupi, Chair	Ms. Bonnie Passarella, Esq.
	Ms. Dyese Davis, Trustee	Dr. Yesenia Madas
	Ms. Rebekah Fischhoff, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Vice-Chair	Dr. Joan Scocco
	Mr. Bret Kaufmann, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. David Stout, Secretary	
Absent		
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 March 21 at 8:30 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.

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.

Dr. Stout lead a moment of silence for Charles King, Adjunct Instructor of Mathematics.

Charles was a graduate of Jersey City College (now New Jersey City University) where he earned his B.A. in Mathematics and his M.A. in Mathematics Education. He worked as a Math Teacher for Union Township Board of Education from 1975 until his retirement. Charles also taught as an Adjunct Instructor for Jersey City State College and the Secaucus Adult School prior to coming to Brookdale where he taught as an Adjunct Instructor from 2006- until the current semester.

According to his supervisors, Mr. King was described as an experienced professional whose teaching style and classroom management were excellent. He was a calm and supportive instructor who was very engaging with his students as he enthusiastically covered the subject matter. We are so fortunate to have had Charles as a member of the Brookdale family for the last 18 years. I know his teammates in the Math department, his colleagues in the STEM Institute, and all of his students will miss him dearly.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Trustee Richens and seconded by Trustee Brennan. Motion passed.	
Recognition of Faculty Sabbaticals and Transitional Sabbaticals Dr. Katie Lynch, Provost and VP Academic Affairs described that Transitional Sabbaticals are awarded to faculty members who will be retiring following the 2024-2025 academic year; so, their final act at Brookdale will be one of service to the college and rest from their teaching in order to accomplish their projects on behalf of the institution. The following Transitional Sabbaticals were recommended for approval: Professor Patricia Dillon - On behalf of Professor Patricia Dillon, Dr. Lynch described that her proposed project is to develop an “honors in the major program” which promotes student participation in extracurricular activities and establishes pathways for independent research projects which would result in a “Honors in a Major” designation at graduation. Professor Lisa Hailey – transitional sabbatical project will be to develop Matlab tutorial assignments for the key engineering courses. This will provide appropriate engineering application of Matlab software		

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<p>providing Brookdale engineering students with a hands-on experience like what they would get at a 4 Year Institution.</p> <p>Dr. Lynch invited the following to inform the Trustees of their proposed sabbatical projects:</p> <p>Dr. Barbara Jones – her project involves transitioning GIS (Geographic Information Systems) from the Environmental Science Department to the Anthropology Department at the college. This transition aims to enhance the geography program, offering students valuable job opportunities in various fields by integrating GIS skills into their curriculum. The project includes Dr. Jones becoming certified in GIS through a certification program at Rutgers University, with plans to develop a modern course integrating GIS applications across different disciplines on campus.</p> <p>Professor Lawrence Hartzell - his sabbatical project focuses on researching and writing a book on the history of the horse industry in Monmouth County. Specifically, it will explore the rich history of both standardbred and thoroughbred racing, highlighting the significant role Brookdale played as a center for horse breeding and training in the early 20th century. The project delves into various historical figures and events related to horse racing, aiming to shed light on Brookdale's past as a renowned horse farm and its transition into a college campus. He hopes to contribute to preserving and sharing the area's historical heritage.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – March 19, 2024 –Trustee Brennan reported on the Finance & Facilities meeting held on March 19, 2024 (<i>Attachment A</i>)</p> <ol style="list-style-type: none"> 1. Capital Project Update 2. Monthly Financial Reporting <p>B. Governance Committee – March 20, 2024 –Trustee Davis reported on the Governance Committee held on March 20, 2024 and highlighted the following:</p> <p>During the Governance Committee meeting held on March 20th, several policies were reviewed and presented for board approval. Firstly, the Indemnification of Employees policy was discussed, aiming to provide transparency and fairness in cases of employee lawsuits by outlining procedures and actionable decisions for indemnification by the Board. Secondly, the Americans with Disabilities Act and Transportation Services policy was presented to ensure compliance with laws and prevent discrimination against individuals with disabilities utilizing transportation services. Lastly, the Involuntary Administrative Leave policy was updated to simplify the process for placing employees on leave pending investigation outcomes.</p> <p>Additionally, there was a lengthy discussion on trustee conduct policy, which will be combined with another policy after further consultation with colleagues.</p>		

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<p>Trustees were encouraged to attend Professional development opportunities, including the ACCT National Leadership Conference and NJCC Summit.</p> <p>The Graduate Trustee Advisory Committee Charter was reviewed, recommending its attachment to collegial governance for sustainability and student representation.</p> <p>Lastly, the renegotiation of Dr. Scott's employment contract was discussed, with terms and conditions to be reviewed during the executive session.</p> <p>C. Student's Perspective – Trustee Fischhoff provided her Trustee Graduate report and highlighted the following:</p> <p>Trustee Fischhoff provided an update on items discussed during the recent Graduate Trustee Advisory Council's (GTAC) recent meetings. She reported that GTAC discussed their thoughts and experiences with 7-week terms vs 15-week semesters. There responses indicated that although members supported the 7-week terms because they move students through programs faster and provide a degree of flexibility, they preferred to take required general education courses in the 15-week semester while taking elective courses in the 7-week term. Students insightfully expressed concerns about transferring to a four-year institution that only offers classes in 15 weeks, citing transferability and acclimation concerns. They discussed Brookdale's placement test and perhaps considering the possibility of successful completion of specific high school courses as a factor in evaluating placement.</p> <p>Members also discussed the processes of both simplifying and raising awareness to the Chargeback program, allowing students living outside of Monmouth County to attend Brookdale at in-county tuition rates, if their desired program of study is not offered in their county. They suggested we market the Chargeback program to spread awareness about its benefits.</p> <p>Feeling that in many cases, timely advance notification of on campus events was lacking, members suggested a number of remedies including implementation of a shared comprehensive calendar of on campus events, perhaps including a "sort option" to guide and file by club or interest. Other suggestions involved having a weekly email newsletter to market events, campus jobs, and clubs to increase student engagement</p> <p>At the 3/18 meeting, Cynthia Gruskos discussed Collegial Governance at Brookdale and how students, staff, faculty and administrators can participate. Members expressed their lack of knowledge and awareness of Collegial Governance and suggested ideas of improving communications and accessibility to Governance information through Canvas, Brookdale website and social media platforms. It was noted that it would be challenging to attend committee meetings as they are scheduled during college hours.</p> <p>Responding to a request from Provost Katie Lynch requesting the GTAC's feedback on preferred start date for the 2026-2027 academic calendar, the GTAC expressed their preference for the school year starting after labor day for a myriad of reasons noting that many students have</p>		

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<p>summer jobs that end after Labor Day and challenges for parents of school age children</p> <p>Joselyn Quezada, Executive Director of College Relations, and Lauren Brutsman, the Director of Student Life and Activities, will attend the April 29th GTAC meeting to discuss student engagement from a marketing standpoint with the Council.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>D. NJCCC Update –Trustee Horl provided the following update:</p> <p>FY25 State Budget – addressed the disappointing news that the FY25 State Budget has removed the \$20M increase for community college support that was added last year and will bring back state funding for community colleges back to the funding level of 2002. In addition, reductions were also made to the College Readiness program, Summer TAG and the NJCCC Pathways program. At the NJCCC the critical conversation is about advocacy efforts through the media, providing testimony at Assembly and Senate budget Committees, meeting with leadership of both Houses, Speaker’s office, Senate President’s office, and Higher Ed and Budget. NJCCC will be organizing a Legislative Day to lobby one to one and all community colleges will be invited to participate. All efforts are also being coordinated with NJBIS whom we partner with on all the Pathway programs. She stressed the importance of everyone’s effort including employees, students, alumni, community partners, friends to join in the advocacy efforts by utilizing the NJCCC Advocacy letter campaign to request that the \$20M cut to community college funding proposed by the Governors FY25 State budget be restored.</p> <p>She invited the Trustees to join Dr. Stout, Ed Johnson and herself in personal lobbying on behalf of the College. Ed Johnson is scheduling meetings with our Monmouth delegation and encouraged student participation in these visits.</p> </div> <p>D. Foundation Update – Trustee Abby-White reported on the last Foundation meeting, which is accepting nominations for new Foundation Board members and has restructured to include a new position of second Vice-Chair. The focus of the meeting was the Scholarship Bash and encouraged everyone to participate through sponsorship and attendance. In addition, she announced the honorary degree recipients who are Matthew Modine and TS Nandakumar.</p>		
<p>Public Comment on Agenda Items -</p> <p>Jack Ryan, Associate Professor, English made comment on the dedication of retiring staff members and transitional sabbaticals, specifically mentioning John Popovich’s contributions to the College, which included as serving as the stage director for the Brookdale Performing Arts Center for 20 years and Pat Dylan’s humanitarian contributions within the biology department</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 motion to adopt the consent agenda was made by</p>	

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<p>A. Acceptance of Consent Agenda</p>	<p>Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – February 27, 2024</p>	<p>A motion to approve the minutes from the public business meeting held on February 27, 2024 was made by Trustee Horl and seconded by Trustee Angelini.</p> <p>Motion passed.</p> <p>ABSTAIN: Trustees Davis and Rambaud.</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. Application for Grants</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 Payments</p> <p>G. Monthly Financial Reports</p> <p>H. Capital Project Update</p>	<p>A motion to approve the consent agenda was made by Trustee Davis and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Fischhoff, Horl, Kaufmann, Rambaud, Richens and Chair Cupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	

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<p>Authorization to present to Matthew Modine & TS Nandakumar an Honorary Associate Degree at Commencement 2024</p>	<p>A motion to authorize presenting Matthew Modine and TS Nandakumar an Honorary Associate Degree at Commencement 2024 was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p>Approval of New or Revised Policies</p> <ul style="list-style-type: none"> A. New Policy – 3.9010 Indemnification of Employees for Exemplary or Punitive Damages B. New Policy - 2.1005 The Americans With Disabilities Act And Transportation Services C. Revised Policy - 3.9009 Involuntary Administrative Leave 	<p>A motion to lodge the policies listed below was made by</p> <ul style="list-style-type: none"> A. New Policy – 3.9010 Indemnification of Employees for Exemplary or Punitive Damages B. New Policy - 2.1005 The Americans With Disabilities Act And Transportation Services C. Revised Policy - 3.9009 Involuntary Administrative Leave <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Fischoff, Horl, Kaufmann, Rambaud, Richens and Chair Cupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	

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<p>Public Comment</p> <p>Jack Ryan, Associate Professor English – shared insights into the historical evolution of the College, focusing on the 1980s and the Brookdale PSA strike of 1978, emphasizing the significant participation of faculty and administrators which included picketing for 7 days/24 hours a day. He shared personal insights into his involvement in various milestones, including the establishment of New Jersey's first women's community college soccer team and Brookdale's socio-drama program, which addressed critical societal issues. He also recounted his contributions to community initiatives, such as organizing blood drives.</p> <p>Noreen Kane, President of the Administrative Union - - expressed gratitude to the Board for their support and introduced members of her team. She addressed the issue of restoring the \$20M cut to community college funding proposed by the Governors FY25 State budget and assured the Board that the local union, in collaboration with the state affiliate NJEA, is actively working to secure the funds. She mentioned efforts made by union leaders in attending budget hearings and emphasized the union's commitment to the cause. Noreen suggested using QR codes to link to the NJCCC advocacy letter campaign, as a method to disseminate information efficiently.</p>		
<p>Old/New Business -</p> <p>No old or new business was discussed.</p>		
<p>Resolution to Hold a Closed Meeting Mr. Jacobs read the resolution to hold a closed meeting (Attachment B)</p>	<p>A motion to approve by resolution to hold an Executive Session was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion to reopen the meeting to the public was made by Trustee Davis and seconded by Trustee Horl.</p> <p>Motion passed.</p>	
<p>Adjournment Meeting adjourned at 7:29 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p>Motion passed.</p>	

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The Facilities Status Report highlighted ongoing projects such as elevator modernization and transformers and switch gear projects, along with plans for the Culinary & Hospitality building on the Lincroft campus. Mr. Naparlo shared that the solar installation had saved \$185,000 from November 2022 to October 2023.

Financial Reporting revealed a total operating revenue of \$64.1M in January 2024, representing 78% of the FY24 budget, with operating expenditures at \$44.5M. The cash position increased to \$35.9M, primarily due to the timing of funding receipts. Interest earned totaled \$316,579 compared to \$152,858 last year. Various upcoming Requests for Proposals (RFPs) were discussed, including those for custodial services and architectural and engineering services.

In Purchases, VP Manfreda-Foley outlined 24 recommended purchases funded by various budgets, including the replacement of the Arena's floor and consulting services for curriculum development in film and television production.

Regarding HR, three positions were proposed for posting, with 11 action items recommended for approval in March, including new hires and separations.

Under Alternative Sources of Revenue, the committee discussed accepting a gift of a GMC vehicle and a grant supporting homeless student services worth \$23,363. Additionally, they considered submitting a \$190,000 grant to the USEDA with an in-kind match of \$190,000.

The FY24 Grant Revenue Summary indicated \$5.9 million awarded so far with \$3M pending.

In the Foundation Financial Report, VP Kaari presented positive financial growth, with revenue up \$1.9M due to increased investments and contributions. Despite higher expenses attributed to more scholarships, net assets experienced a substantial increase due to favorable market conditions and increased giving.

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 2 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **March 26, 2024 at approximately 6:45 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

"(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 _____

"(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 _____

RESOLUTION
Approved: March 26, 2024

"(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: **RFPs for professional services**

"(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..: **discussion of Dr. Stout's employment agreement**

"(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

RESOLUTION
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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 will be taken.

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

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

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

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

RESOLUTION
Approved: March 26, 2024