

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Board Retreat Meeting Minutes**

March 23, 2024

**Brookdale Community College
Caroline Huber Holistic Wellness Center
765 Newman Springs Rd.
Lincroft, NJ 07733**

Chair Crupi called the meeting to order at 9 am and roll call was taken.

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	
	Ms. Mary Pat Angelini, Trustee	
	Ms. Latonya Brennan, Trustee	
	Mr. Steve Clayton, Trustee	
	Mr. Paul Crupi, Chair	
	Ms. Dyese Davis, Trustee	
	Ms. Rebekah Fischhoff, Trustee	
	Ms. Barbara Horl, Vice-Chair	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. David Stout, Secretary	
Absent		
Facilitator	Mr. Michal Knapp	

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 18, 2024 at 10:30 am advance written notice of this meeting was posted at Brookdale Community College website; emailed to the Star Ledger and the Asbury Park Press and filed with the Clerk of the County of Monmouth.

Chair Crupi led the Pledge of Allegiance.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee Abby-White. Motion passed.	
Public Comment on Agenda Items		
No public comment was made.		
The Board of Trustees held an annual retreat for the purpose of professional development and for the Board to engage in dialogue regarding ongoing and upcoming issues faced by the Board. The Retreat was broken into two days and day two was focused on the following themes.		
Theme Three – Board Governance		
<ol style="list-style-type: none"> 1) Reaffirming Evergreen Priorities <ol style="list-style-type: none"> a. Our discussion of Brookdale’s Evergreen Priorities began with a quick overview of how they were developed at the annual retreat in 2020 and that they serve as the basis for the strategic plans. Dr. Stout has aligned the organizational leadership around the 4 Evergreen Priorities. 1) The Board reaffirmed the Evergreen Priorities; however, Dr. Stout was requested to provide additional definition around Evergreen Priorities for clarity and purpose. 2) Review Committee Structure <ol style="list-style-type: none"> a. An area of concern was identified through the Board’s self-evaluation, which promoted a review of the committee structure. b. The Board’s Committee structure was reevaluated to ensure that all Board members have an equitable opportunity to contribute effectively, and the workload is distributed fairly across committees. c. There was consensus of the Board to redistribute the review of the HR materials to the Executive Committee and the review of the Foundation and Grant summary of opportunities quarterly at the Student Success & Educational Excellence Committee. 3) Review Board Leadership Succession – the Board identified a need to establish effective succession planning to ensure continuity of leadership and governance excellence. The following were discussed: <ol style="list-style-type: none"> a. Develop formal procedures for board succession planning, including criteria for selecting or nominating candidates, a nomination process and timeline for transitions. b. Ensure transparency and accountability in the succession planning process. c. Evaluating term limits. d. Investigate best practices in Board leadership succession planning. e. Mentoring for incoming Trustees – past chairs serve as mentors 4) Proposal to Realign Board Self-Evaluation to Strategic Plan 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Theme Four – Action Items</p> <p>One of the elements that nearly every Trustee identified as an objective for this retreat was to identify items that could be implemented by the Board. At the conclusion of the Retreat, the following immediate action items were identified:</p> <ol style="list-style-type: none"> 1) Board Leadership Succession <ol style="list-style-type: none"> a. Modify bylaws to define; <ol style="list-style-type: none"> i. specific length of term for the Chair – suggested one year with a maximum of 2 years of service ii. requirement to have 2 academic years of service prior to seeking election as board chair b. Research best practices in board succession in and continue to reevaluate succession planning in the upcoming year with the goal of solidifying a succession process. 2) Align the Board’s goals with the Brookdale strategic plan and create an action plan at the committee level. 3) Modify the composition of items addressed within the Finance and Facilities Committee and have the Executive Committee address HR/personnel issues, and the Student Success & Educational Excellence Committee address the Foundation and Annual Grant Summary. 4) Dr. Stout to report quarterly on strategic plans. 5) Dr. Stout to provide additional definition around Evergreen Priorities for clarity and purpose. 6) Dr. Stout to provide a simplified organizational chart to the Board. 7) Improve efficiency of Board meetings – <ol style="list-style-type: none"> a. Implement a new method of communicating how to make public comment at a Board meeting. b. Reevaluate the timing of Executive Session 		
<p>Public Comment</p> <p>No public comment was made.</p>		
<p>Old/New Business</p> <p>No old or new business was discussed.</p>		
<p>Adjournment at 12 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Trustee Davis and seconded by Trustee Horl.</p>	

Respectfully submitted:

A handwritten signature in blue ink, reading "David M. Stout". The signature is written in a cursive style with a large initial "D".

David M. Stout, Ph.D., Secretary