

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**November 17, 2020**

**Brookdale Community College  
Zoom Webinar**

- A. Chair Abby-White called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance and led a moment of silence in the memory of Dr. Peter Burnham, Major Alf Berg and David Murray.
  
- 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 November 12, 2020 at 10 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.

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Trustee</b>	Dr. Matthew Reed
	<b>Mr. Dan Becht, Trustee</b>	Ms. Patricia Sensi
	<b>Ms. Suzanne Brennan, Trustee</b>	Dr. Nancy Kegelman
	<b>Dr. Hank Cram, Trustee</b>	Dr. Yesenia Madas
	<b>Mr. Paul Crupi, Trustee</b>	Dr. Joan Scocco
	<b>Ms. Madeline Ferraro, Trustee, 5:40 PM</b>	Ms. Bonne Passarella
	<b>Ms. Barbara Horl, Trustee</b>	Dr. Anita Voogt
	<b>Mr. Bret Kaufmann, Trustee, 5:40 PM</b>	Ms. Teresa Manfreda
	<b>Ms. Marta Rambaud, Trustee, 5:40 PM</b>	Ms. Kathy Kamatani
	<b>Dr. Les Richens, Trustee</b>	Dr. William Burns
	<b>Ms. Hanna Walker, Trustee</b>	Mr. Edward Johnson
	<b>Dr. David Stout, Secretary</b>	Ms. Cynthia Gruskos, Recorder
<b>Absent</b>	<b>Ms. Dyese Davis, Trustee</b>	
<b>College Counsel</b>	<b>Mr. Mitch Jacobs, Esq., General and Labor Counsel</b>	

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

Chair Abby-White announced that this meeting is being recorded.

Chair Abby-White read the mission statement: Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effect 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><b>Adoption of Agenda</b></p>	<p>A motion to adopt the meeting agenda was made by Trustee Cram and seconded by Trustee Horl.</p> <p>Motion passed.</p>	
<p><b>Board of Trustees Reorganization</b></p> <p>Chair Abby-White expressed her appreciation to serve as Chair. Her remarks are provided in <b>Attachment A</b>. The Trustees and the President provided remarks of appreciation for her service to the College. After the election, Trustee Cram read a resolution written in her honor (<b>Attachment B</b>).</p> <p><b>A. Election of Officers of the Board of Trustees – Mr. Mitch Jacobs, Esq</b></p> <p>Trustee Brennan nominated Trustee Cram as Chair.</p> <p>No other nominations were made.</p>	<p>Mr. Mitch Jacobs called for a roll call vote on the nomination of Trustee Cram as Board Chair for 2020-2021.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Richens, and Walker</p> <p><b>NO: None</b></p> <p><b>ABSTENTIONS: None</b></p>	<p>Trustee Cram elected as Chair.</p>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Election of Vice-Chair –</b></p> <p>Trustee Brennan nominated Trustee Kaufmann as Vice-Chair.</p> <p>No other nominations were made.</p> <p><b>B. Establishment of a Regular Meeting Schedule of the Board of Trustees</b></p> <p><b>1. Discussion of Board Schedule</b></p> <p><b>2. Adoption of 2020 Board of Trustees Annual Calendar</b></p> <p><b>C. Appointment of Standing Committees –</b></p> <p>Chair Cram announced that the new committee assignments will be confirmed next meeting and be effective starting January 1, 2021. The current committee assignments will carry over into December</p> <p><b>D. Resolution of Designation of Public Notice Requirements</b></p>	<p>Chair Cram called for a roll call vote on the nomination of Trustee Kaufmann as Vice-Chair for 2020-2021.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Richens, and Walker</p> <p><b>NO: None</b></p> <p><b>ABSTENTIONS: None</b></p> <p>A motion was made to adopt the presented calendar for 2021 by Trustee Kaufmann and seconded by Trustee Abby-White.</p> <p><b>Motion passed.</b></p> <p>A motion was made to approve the resolution of</p>	<p>Trustee Kaufmann elected as Vice-Chair.</p>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>E. Annual Signing of Code of Ethics of Brookdale Community College Ethics –</b> Chair Cram announced that it is the Board’s practice to review the Code of Ethics of the Board of Trustees annually and every board member should send back the acknowledgement page to Ms. Gruskos.</p> <p><b>F. Annual Report of the College</b> Ms. Kamatani and Ms. Oncea presented the format and the type of content that will be provided in the Annual Report.</p>	<p>designation of public notice requirements by Trustee Brennan seconded by Trustee Richens.</p> <p><b>Motion passed.</b></p>	
<p><b>President’s Report –</b></p> <p><b>A. Community College Opportunity Grant (CCOG) Update –</b> Mr. Ed Johnson gave a presentation on the CCOG program, which included information on the financial support the students receive directly in financial assistance and the capacity building grant which provides funds to the College to support outreach marketing, student success and student retention initiatives. He provided statistics on the number of students served, financial awards given out, and the top 10 communities being served by the CCOG. \$2.6 million has been awarded to our students since Spring 2019, and \$1 million was awarded in Fall 2020. Mr. Johnson also provided information about the legislation status of CCOG. He explained that if the legislation is approved it will codify this grant program as a regular financial aid program. A4410 was approved today and S2743 is being considered by the Senate. He provided information on a new initiative introduced with RWJ Barnabus Health which has created a pipeline for their employees to receive CCOG funding and become Brookdale Community College students. We have a dedicated navigator who works specifically with the employees of RWJ Barnabus Health and assists them in obtaining financial aid. He brought attention that this program can be replicated with other health care employers. He thanked the Brookdale employees for their support of this program.</p>		
<p><b>Review of Consent Agenda</b></p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> <li>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</li> </ul> <p><b>1. Adoption of Revised Consent Agenda</b></p> <p>An HR addendum was added to the Consent Agenda: Confidential Assistant to the Associate Vice President of Student Affairs</p> <p>Dr. Stout requested this position be considered for approval tonight, to allow a smooth transition between the incoming employee and the retiring employee who is retiring at the end of December.</p>	<p>A motion to adopt the revised consent agenda was made by Trustee Ferraro and seconded by Trustee Walker.</p> <p>Motion approved.</p>	

**Reports from the Board Committees and Liaisons**

**A. Finance & Facilities Committee – November 10, 2020**

1. Monthly Financial Reporting – Dr. Cram reported on VP Manfreda’s report and highlighted the following:
  - a. Vice President Manfreda provided an overview of the operating and capital revenue and expenses as of September 30, 2020. She reported the actual budget projections are still outside the normal historical ranges, primarily because of the impact of COVID 19 on the operations of the college. A more accurate assessment can be expected at the end of the first quarter. As of the September report, cash balances have increased, the year to year operating revenue are still down \$3.9 million and operating expenditures have decreased by about \$1.1 million. The forecast was not recalculated for fiscal year 2021 and we are still looking at a modest deficit for the end of the year. Although efforts to further reduce expenses and increase revenues is continuing.
  - b. Purchases were reviewed with no significant discussion.
  - c. The amount of money in grants that the college has received thus far this year was also reviewed. \$2.7 million in grants revenue have been received for fiscal year 2021 and \$1.8 million are pending. Chair Cram reported that it will be a good year, despite the financial crisis for the college with respect to entitlements and competitive grants.
  - d. Trustee Abby-White lead a brief discussion on the ongoing and proposed fundraising activities for the Foundation, including the annual Invest in Student Success

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Campaign. New fundraising ideas were discussed, as well as expanded outreach to alumni, parents and retirees</p> <p>e. Under the general topic of discussion items, Vice-President Manfreda provided an update on her preparation for conducting a new Facilities Master Plan.</p> <p>2. Facilities Report – Dr. Cram reported that Mr. Savacool provided an update on the following projects:</p> <ul style="list-style-type: none"> <li>a. Lincroft – Athletic fields – punch list items are being taken care of and the damage due to the tornado is being repaired.</li> <li>b. Lincroft – Reconstruction of the salt storage structure is almost completed.</li> <li>c. Wall – The sound panel has been installed and preliminary municipal testing has indicated that we are now in compliance with the local sound ordinances.</li> <li>d. Wall Boilers – There was an onsite inspection by the manufacturer who has identified several corrective steps that are being taken, and there will be further discussion about the responsibility for the cost of those modifications.</li> </ul> <p>B. <b>Student Success &amp; Educational Excellence Committee</b> – November 9, 2020 – Trustee Kaufman first thanked Trustee Abby-White for her service as the Chair of the Board. He highlighted her efforts and success in building a more cohesive team. Trustee Kaufmann highlighted the following from the meeting held on November 9:</p> <ul style="list-style-type: none"> <li>a. The Committee recommends the approval of the Women &amp; Gender Studies Academic Credit Certificate of Achievement and the Mathematics/Science Data Science Option Associate of Science.</li> <li>b. Enrollment Report - Dr. Laura Longo, Director of Institutional Research and Evaluation presented an enrollment report with comparative data since 2016. Her report showed decreasing enrollments since 2016. Enrollment declined in the last year alone by 9.1% for headcount and 8.8% FTE, which can be partly explained by the impact of the Coronavirus. Trustee Kaufmann expressed concerns for our continued enrollment decline, and offered the following recommendations to address the ongoing decline since 2016: <ul style="list-style-type: none"> <li>i. To remain vibrant this school must be effective at producing well educated trained students and being efficient with taxpayer dollars.</li> <li>ii. Improve student success outcomes including retention and graduation rates.</li> <li>iii. Ensure that the curriculum offered by Brookdale meets the needs of our students and provides genuine paths for financial success.</li> <li>iv. Redouble efforts to maximize marketing of the many benefits of BCC to graduating seniors, young people not attending college, existing four-year college students who want summer credits and other non-traditional students</li> <li>v. Reduce the footprint of the college to reflect this ongoing trend of reduced enrollment. He recommended the President submit a plan to the Board of Trustees that establishes realistic steps to reduce the Brookdale footprint and establish an operating model that reflects our declining student body, along with a reasonable timeline for implementation.</li> </ul> </li> </ul> <p>Trustee Kaufmann acknowledged the incredible job the President and the Administration have done in managing the College’s finances, raising morale among employees, improving the physical campus and restoring confidence of</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p style="text-align: center;">the county government. However, he encouraged the College to take the necessary steps to address the declining enrollment and its effect on the College’s operating and capital expenses.</p> <p>C. <b>Governance Committee</b> – November 11, 2020 – Trustee Brennan provided the following highlights of the meeting on November 11:</p> <ul style="list-style-type: none"> <li>a. Policy Review – The Committee reviewed Policy 1.8000 Adoption, Review, and Amendment of the Mission, Vision, Values and Strategic Priorities of Brookdale Community College. The Committee recommended endorsing the policy with no changes at the January 2021 Board meeting.</li> <li>b. Social Media Policy – The Committee had a robust discussion on the new Social Media Policy. Due to the many facets of this policy, a subcommittee was formed to continue the development of the Policy. The subcommittee consists of Trustees Walker, Davis and Brennan, as well as Ms. Passarella, Dr. Reed, Dr. Burns, Ms. Kamatani. Mr. Jacobs will continue to provide legal advice.</li> <li>c. Professional Development – The Committee is monitoring viability of the ACCT Legislative Summit, and will be accessing interest in Trustee attendance. The Committee reviewed the workshop schedule. They decided to continue to replace the retreat with 3 workshops on specific topics. The schedule is to hold a workshop on enrollment projections in December, the Voluntary Framework of Accountability in March, and the establishment of goals for the fiscal year 2022 in June</li> <li>d. Employee Evaluation Process - The Committee continued the discussion on the need to improve the employee evaluation process and to better align the Board’s approval of reappointments.</li> <li>e. Board Self-Evaluation - The board self-evaluation will be made available from January 4 January 11; the results will be reviewed at the following Governance Committee meeting.</li> <li>f. President Evaluation - The timeline for the President's evaluation was discussed and Dr. Stout provided his self-evaluation for the review of the Board</li> </ul> <p>D. <b>NJCCC Update</b> – Trustee Horl reported on the NJCCC State and Federal Policy committee that met on November 13 and the full Council meeting on November 16. She highlighted the following:</p> <ul style="list-style-type: none"> <li>a. She reported that the State and Federal Policy Committee spent the majority of the meeting on legislative updates. She noted that the Adjunct bill was signed into law on November 10. The CCOG bill was passed in the Assembly on November 16 and is awaiting action by the Senate Budget and Appropriations.</li> <li>b. Campus Sexual Assault Commission – She reported on revisions to the Commission’s membership and responsibilities which was signed into law on October 19.</li> <li>c. State Budget – The Committee has drafted a letter to the Governor and the Treasurer stating their recommendations for county colleges in the next state budget. Priorities included increased state operating aid, full funding of the Chapter 12 program and CCOG, with an increased higher eligibility level, and \$1 million in College Readiness Now funds for supporting dual enrollment partnerships. The Committee will put out a one pager with talking points in December. These talking points can be utilized by the Board and the College in our advocacy campaign.</li> </ul>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>d. Advocacy – The Council will broaden their advocacy outreach by holding webinars for student government leaders and alumni groups.</p> <p>e. Dr. Brian Bridges was appointed the new Secretary of Higher Education. He is the former VP of Research and Member Engagement at the United Negro College Fund.</p> <p>f. Dr. Angela Allen-Mc Millan was nominated by the Governor as the Commissioner of the NJ Department of Education.</p> <p>g. NJCCC Full Council Meeting, November 16 – The Council discussed budget recommendations, Chapter 12 funding, standing committee reports, the vision 2028 document, and the addition of a new committee in response to the nations’ racial tensions, the Racial and Social Justice Committee.</p> <p>E. <b>Student’s Perspective</b> – Trustee Walker reported on the student experience at Brookdale, and shared their positive experience with online classes, make-and-take events through Student Life and Activities, and the ability to view student life meetings via Zoom recordings. She brought up a concern that students have with Proctorio, the online proctoring service that is used when they take exams. Students reported that they feel it is an invasion of privacy and causes anxiety during exams. They feel anxious because behaviors such as looking around the room, moving a bit or background noise might flag the students for “cheating behaviors”. The students recommended utilizing a lockdown browser that does not record them.</p> <p>F. <b>BCC Foundation</b> - Chair Abby-White provided an update on the Foundation’s Invest in Student Success” campaign that will run until Giving Tuesday, December 1<sup>st</sup>. Emails were sent out to 14,000 alumni, donors’ who have contributed during the last 5 years, and the Alumni Association members. She described the updated donor page, which will allow for more options in giving and provide an automatic receipt if a donation is made online. For the first time a Phone-A-Thon will take place on Giving Tuesday and our students will reach out with an appeal for donations. In addition, she provided an update on the search process for the VP Advancement position.</p>		
<p><b>Approval of Public Business Meeting Minutes</b></p> <p><b>A. Approval of Public Business Meeting Minutes – October 27, 2020</b></p>	<p>A motion to approve the minutes from the public business meeting held on October 27, 2020 was made by Trustee Ferraro and seconded by Trustee Becht.</p> <p>Motion passed.</p> <p><b>ABSTENTIONS:</b> Trustees Brennan and Crupi</p>	



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>B. Approval of Executive Session Minutes – October 27, 2020</b></p>	<p>A motion to approve the minutes from the executive session held on October 27, 2020 was made by Trustee Abby-White and seconded by Trustee Rambaud.</p> <p>Motion passed.</p> <p><b>ABSTENTIONS:</b> Trustees Brennan and Crupi</p>	
<p><b>Public Comment on Agenda Items – Ms. Gruskos confirmed no written comments were submitted.</b></p> <p>Professor Jack Ryan – He acknowledged and thanked Trustee Abby-White for her service to the College as Chair. He presented her with one of the highest honors of Brookdale and recognized her as someone who “bleeds Jersey blue”.</p>		
<p><b>Consent Agenda</b></p> <p><b>A. Human Resources Recommendations</b></p> <p><b>B. Addendum to Human Resources</b></p> <p><b>C. Acceptance of Grants</b></p> <p><b>D. Purchases in Excess of \$36,400 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><b>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p> <p><b>F. Monthly Financial Reports</b></p>	<p>A motion to approve the consent agenda was made by Trustee Kaufmann and seconded by Trustee Brennan.</p> <p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Approval of Women &amp; Gender Studies Academic Credit Certificate of Achievement-</b></p>	<p>A motion to approve the Women &amp; Gender Studies Academic Credit Certificate of Achievement was made by Trustee Richens and seconded by Trustee Kaufmann.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Mathematics/Science Data Science Option Associate of Science</b></p>	<p>A motion to approve Mathematics/Science Data Science Option Associate of Science was made by Trustee Horl and seconded by Trustee Richens.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Public Comment</b> – Ms. Gruskos confirmed no written comments were submitted.</p> <p>Mr. Jacobs read the public comment statement and directions for making public comment.</p> <p><b>Professor Jack Ryan</b> – He provided more context on the athletic award the woman’s soccer team won(NJ Collegiate Athletic Association, Region XIX Champions of Character Award), and noted that Brookdale has won this award more than any other College in our region. He further highlighted that this award is also a</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>reflection of the entire College, including everyone in the administration, the staff, the faculty and the people that are dealing with the grounds. He noted that this is a reflection of the students and their dedication to the holistic aspect of being a college student. He made comment also on the need for improved communications and directions on the obligations of staff and faculty to report students who test positive for COVID-19, regardless if they are attending a class online or face to face.</p> <p>Chair Cram requested that there be clear communications on the protocols for reporting of students who test positive for COVID-19. Dr. Stout agreed that there needs to be improved communications.</p> <p><b>Ms. Anne Marie Sparaco</b> – She thanked Trustee Abby-White for her service to the College as Chair.</p>		
<p><b>Old/New Business -</b> There was no old or new business discussed.</p>		
<p><b>Resolution to Hold a Closed Meeting</b></p> <p>College Counsel read the Resolution to Hold a closed meeting (<b>Attachment C</b>)</p>	<p>A motion to approve by resolution to hold an executive session was made by Trustee Abby-White and seconded by Trustee Rambaud.</p> <p>Motion passed.</p>	
<p><b>Motion to Re-Open the meeting to the public</b></p>	<p>A motion to reopen the meeting to the public was made by Trustee Abby-White and seconded by Trustee Brennan.</p> <p>Motion passed.</p>	
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 8:49 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee Brennan and seconded by Trustee Horl.</p> <p>Motion passed.</p>	

## Attachment A - Minutes of Board of Trustees Public Business Meeting - November 17, 2020

Tonight I thank you for the opportunity to serve as your Chair for the last two years. Working with each of you has been an extreme privilege. I will remain humbled by the honor. When I made my nominee presentation to the board Bret Kaufman asked me if I would have the time. I promised him, and the rest of you, that I would make the time. Speaking to you tonight I can tell you it was time well spent.

Simon Sinek - "A team is not a group of people who work together. A team is a group of people who trust each other".

I ran for the role of Chair because we needed to trust again. We needed to rebuild the trust so that we could do the work. The first time I heard laughter in a board meeting I knew we were on our way.

You cannot have trust without respect. Respecting everyone's time was the first step. We reduced the number of meetings and elevated them to policy level discussions. We also gave everyone a seat at the table, literally, and that was a tactical act to bridge the divide.

- Middle States took notice and we received our Accreditation.

Courage drives change. You showed courage when you engaged in healthy conflict so that we could find a better way. Without healthy conflict, we will become stagnant.

- We demonstrated courage when we moved the college entirely online in 9 days. As a result, our leadership, faculty and students are healthy and safe.

I am not a fan of "We always do it this way" and that is because Certainty is the enemy of growth. We embraced a culture of curiosity. We asked Why? Why are we doing it this way? And we started asking, "What if? What if we did it another way?"

- What if we asked the community what they need? We launched the President's Advisory Council to find out.

- What can we do to promote student advocacy and engagement? We introduced the Triangle Award to be presented by the outgoing student trustee to the next in line during graduation amplifying the role.

- What if we adapt our marketing message? Impressions are important. They are how the world perceives us. Everyone should be incredibly proud of our refreshed marketing messaging and our soon to be launched a world-class website.

Change is constant, hard, and can be uncomfortable. The world of higher education is under disruption, making change imperative. We cannot ask you to change if we are not leading by example. We will change our leadership tonight and I ask each of you to join me in supporting them. Don't let them off the hook - Challenge them so that we can achieve greatness.

In closing, You have heard me share the stories. People stop on the street, standing in line at Whole Foods, and tell me how Brookdale changed their lives. What I didn't realize is how much Brookdale changed mine.

To quote the late, Sir Ken Robinson - What you do for yourself dies with you when you leave this world; what you do for others lives on forever. You made me better.

I hope that I left each of you with a little slice of courage and curiosity that will carry you to your next greatness.

**RESOLUTION**

**WHEREAS**, Tracey Abby-White has served with distinction as the Chairman of the Brookdale Community College Board of Trustees from November 2018 through November 2020; and

**WHEREAS**, she was committed to improve the governance of the Board and working alongside her fellow Trustees restructured the committees; and

**WHEREAS**, Chair-Abby White encouraged us to challenge our assumptions, pay attention to inflection points, and make bold decisions, and

**WHEREAS**, when roadblocks have been put in place to stop forward movement, she is the first to run around and move them; and

**WHEREAS** she recognized that leadership includes fostering development of your peers; and

**WHEREAS** Chair Abby-White not only encouraged all Trustees to attend Board retreats, workshops, and the ACCT National events, but was the first to sign up; and

**WHEREAS** she shared her phenomenal presentation skills during her presentation with Dr. Stout at the 2019 ACCT Leadership Congress; and

**WHEREAS**, her efforts have helped to shape the future of the leadership of the Board and the future of the College; and

**WHEREAS** her dedication did not go unnoticed and she was awarded the New Jersey Council of County College's Distinguished Service Award in September 2020; and

**WHEREAS**, Chair-Abby White served during the pandemic crisis, and will be remembered as providing a steady hand and a compassionate heart to the college community; and

**WHEREAS**, she has always been a champion to our students, and all will remember her cheers behind her mask, as our students walked across the dais at this year's parking lot commencement; and

**NOW, THEREFORE, BE IT RESOLVED** that the President, the Board of Trustees and the entire College community extend their appreciation to Tracey Abby-White. for her leadership, dedication, diligence and unwavering commitment to Brookdale Community College; and

**BE IT FURTHER RESOLVED** that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Abby-White so that she has a permanent reminder of the high esteem she has earned among her colleagues

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Monmouth County Freeholders.

**Dr. David M. Stout**  
President  
Brookdale Community College

**Dr. Hank Cram**  
Chair-Elect  
Brookdale Community College

**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 4 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 **November 17, 2020 at approximately 7:45 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: November 17, 2020**

"(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 – **update on labor negotiations**

"(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: **potential litigation with Follet, ; and attorney client privilege on legislative changes.**

"(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. **Evaluation of president**

"(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 be 45 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.