

**BOARD OF TRUSTEES**

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

AGENDA for July16, 2015

5:00 P.M. BOARD OF TRUSTEE SPECIAL MEETING

- A. Call to Order
- B. Reading of Statement and Roll Call
- C. Public Comment on Agenda Items
- D. Approval Items - Consent Agenda

Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.

- 1. (3.1) Human Resources
- 2. Finance and Facilities
 - a. (4.2) Purchases in Excess of \$35,000 and NJ Pay to Play
 - b. (4.2a) Change Order Request
 - c. (4.2b) Open Invoice Payment Requests for Vendor, Student, and Employee Payments
- E. Public Comment
- F. Adjournment

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 14 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Faculty	1
Administrative	1
Support Staff	4
Adjuncts	2

B. Change of Status	Recommendations
Faculty	1
Administrative	2
Support Staff	1

C. Separations	Recommendations
Faculty	1
Police	1

RECOMMENDATION: The President recommends that the Board of Trustees approve the Human Resources recommendations as submitted.



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A. HIRES

FACULTY

1. Name: Jennifer Salvo
Department: Reading
Position: Instructor
Salary: \$56,308
Effective: 9/1/15

ADMINISTRATIVE

1. Name: Christopher Otis
Department: Facilities Management & Construction
Position: Manager, Fire, Safety, & Environmental Compliance
Salary: \$63,413 prorated from an annual base of 69,178
Effective: 8/3/15

SUPPORT STAFF

1. Name: Paul Flynn
Department: Facilities Management & Construction
Position: Senior Specialist, Facilities
Salary: \$38,513
Effective: 8/3/15
2. Name: John Mahaffey
Department: Facilities Management & Construction
Position: Senior Specialist, Facilities
Salary: \$38,513
Effective: 8/3/15
3. Name: Michelle Paci
Department: Physics
Position: Instructional Assistant, 10-month position
Salary: \$34,774
Effective: 9/1/15

4. Name: Margaret Zeik
Department: Architecture
Position: Laboratory/Studio Assistant, temporary assignment
Salary: \$34,774
Effective: 9/1/15 – 6/30/16

ADJUNCTS

1. Name: Clara Guisse
Department: Languages
Rate: \$711/Credit Hour
Semester: Summer II, 2015
2. Name: John Miraglia
Department: Psychology
Rate: \$711/Credit Hour
Semester: Summer II 2015

B. CHANGE OF STATUS**FACULTY**

1. Name: Colleen Lineberry
Department: English
Position: Associate Professor
Action: 40% reduction in workload – Medical Leave
New Salary: No Change
Effective: 9/1/15 – 12/31/15

ADMINISTRATIVE

1. Name: Herbert Cohen
Department: Student Success
Position: Director, Enrollment Management
Action: Change in title
New Salary: No Change
Effective: 7/1/15
2. Name: Janice Ortore



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Department: Foundation & Alumni Affairs
Position: Coordinator
Action: Change in position from A1 to A2 through bona fide search
New Salary: \$50,411 prorated from an annual base of \$52,603
Effective: 7/17/15

SUPPORT STAFF

1. Name: Christine Forman
Department: Veteran's Center
Position: Associate/Coordinator, Veteran's Affairs
Action: Job sharing responsibilities between N4 & A2 positions
New Salary: \$42,600
Effective: 7/1/15 – Until further notice, but not later than 11/15/15

C. SEPARATIONS

FACULTY

1. Name: Rachel Carey
Department: Communications Media
Position: Instructor
Action: Resignation
Effective: 6/30/15

POLICE

1. Name: Dana Page
Department: Police Department
Position: Probationary Police Officer
Action: Resignation
Effective: 6/30/15

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4.2 *Purchases in Excess of \$35,000 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$35,000. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

Also listed are bids and proposals over \$17,500 that met the New Jersey State "Pay-to-Play" Law, N.J.S.A. 19:44a-20.1 et seq., Chapters 51 and 271.

This report was reviewed at an Executive Session of the Board of Trustees held on July 16, 2015.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,000, or purchases with a combined total in excess of \$35,000; and

WHEREAS, the New Jersey State “Pay-to-Play” Law, N.J.S.A. 19.44a-20.1 et seq, Chapters 51 and 271, requires Board of Trustee approval for any purchase over \$17,500, that is not awarded pursuant to a “fair and open” process; and

WHEREAS, the Vice President, Finance & Operations has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the vendor has completed and submitted a Political Contribution Disclosure, and a Business Entity Disclosure Certification; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file in the Purchasing Office with this resolution; and

WHEREAS, the Board of Trustees has reviewed the purchases on the list attached hereto and made a part hereof; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.

**Executive Board Committee
Agenda for Purchases in Excess of \$35,000
July 16, 2015**

Board Item No.	Vendor/Contractor	Category / Description	* Estimated expense based on historical data	
			Basis of Award	Amount of Purchase
Capital				
1	Atlantic Engineering Laboratories, Inc.	New Wall Academic Building Professional Services for Testing and Special Inspections, RFP No. 13-15 / Notice was sent to 9 vendors, received 4 replies. This contract is for the special inspections as required by code throughout all phases of the construction of the New Academic Building in Wall, and is funded by capital budget.	RFP	\$ 38,172.00
2	Electro Maintenance, Inc.	Heat Tracing - Sections of the 4th Floor at the Freehold Campus, Bid No. 16-01 / Notice was sent to 7 vendors, received 1 reply. This contract is for heat tracing fire suppression branch piping on the 4th floor of the Freehold Campus building. This contract is funded by capital budget.	Bid	\$ 79,000.00
Operating				
3	SD Gameday South LLC	Athletic Training/Sports Medicine/Team Physician Services, RFP No. 01-16 / Notice was sent to 5 vendors, received 1 reply. This is a 1 year contract with an option for a 2nd year for athletic training, sports medicine and team physician services. This contract is funded by the athletic budget.	RFP	\$ 70,000.00

****Unless otherwise exempt, bids were publicly advertised according to law.**

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4.2a *Change Order Request Report*

The Change Order Request Report contains summary information and a resolution for increases to existing Blanket Purchase Orders.

This report is submitted to the Board of Trustees to provide background information to enable the approval of the change requests.

Additional details for these proposed purchases are available in the Purchasing Office for review by the Board of Trustees.

This report was reviewed at an Executive Session of the Board of Trustees held June 16, 2015.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,000, or purchases with a combined total in excess of \$35,000; and

WHEREAS, College policy requires Board approval for a change in contractual terms to any previously Board approved purchase, and

WHEREAS, the Board of Trustees has reviewed the purchase on the list attached hereto and made a part hereof; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.

**Brookdale Community College
Change Order Reconciliation
July 16, 2015**

Vendor Name	Description	Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
1 County of Monmouth	Initial resurfacing project to be replaced with complete reconstruction of Lots 1 and 2 at Freehold Campus based on County recommendation.	\$ 210,000.00	\$ -	\$ 210,000.00	\$ 495,000.00	\$ 705,000.00	236%
		<u>\$ 210,000.00</u>	<u>\$ -</u>	<u>\$ 210,000.00</u>	<u>\$ 495,000.00</u>	<u>\$ 705,000.00</u>	<u>236%</u>

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4.2b *Payments to
Vendors, Students, and Employees*

Payments to vendors, students, and employees are contained in this report as summary information for all payment transactions of the College including payments made on previously approved purchase orders. This report serves as background information for the transactions.

Additional documentation for payments is available in the Accounts Payable Department.

This report was reviewed at an Executive Session of the Board of Trustees held July 16, 2015.

Brookdale Community College
Paid Invoice Register
June 30, 2015

	Student	Vendor	Employee	Totals
ASBCC	\$ -	\$ 27,023.50	\$ 476.33	\$ 27,499.83
Athletics	-	47,445.08	6,064.56	53,509.64
Bookstore	-	123,919.30	-	123,919.30
College	798.08	3,597,714.24	31,018.18	3,629,530.50
OBCD	8,094.96	80,399.38	1,072.48	89,566.82
	<u>\$ 8,893.04</u>	<u>\$ 3,876,501.50</u>	<u>\$ 38,631.55</u>	<u>\$ 3,924,026.09</u>