



BROOKDALE

Brookdale Community College
Board of Trustees Workshop Meeting
Tuesday, September 20, 2016 5:30 PM (EDT)
Brookdale Lincroft
Warner Student Life Center, Navesink Rooms
765 Newman Springs Rd.
Lincroft, NJ 07738

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Adoption of Agenda for Workshop and Public Meeting - Chair Guzzo - 5 minutes
- III. Resolution to Hold a Closed Meeting - Chair Guzzo
- IV. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- V. Reports from the Board Committees and Liaisons - Chair Guzzo - 30 minutes
 - A. Executive - Chair Guzzo
 - B. Finance & Facilities - Trustee DiBella
 - 1. Monthly Financial Reporting
 - Overview of the College's financial transactions through July 31, 2016*
 - C. Governance - Trustee Crupi
 - D. Policy and Education Committee Meeting - Trustee Cram
 - E. Audit - Chair Guzzo & Mr. Francis
 - F. NJCCC and BCC Foundation - Trustees Abby-White and Tolchin
 - 1. Naming Rights - Trustee Tolchin
 - G. Student's Perspective - Trustee Przystawski
- VI. Report from the Engineer of Record - Mr. Charles Rooney - 5 minutes
- VII. Review of Consent Agenda* and Business Meeting Agenda - Chair Guzzo - 3 minutes
 - *Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
- VIII. Adjournment - Chair Guzzo - 1 minutes

BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CAPITAL PROJECTS

- 1) **BACK CAMPUS WALKWAY RENOVATION:** Circle A Construction Contract Award \$1,911,000
Change Order 382,200 4/19/16
REVISED CONTRACT \$2,293,200

SCOPE: Installation of decorative reinforced concrete (and/or colored, stamped, scored), sidewalks, site amenities including and not limited to benches, concrete block walls, fencing, stone piers and sign, cast-in-place seat wall and landscaping from Warner Student Life Center north to the Performing Arts Center a distance of approximately 1200 linear feet.

STATUS: 100% complete August 2016

- 2) **NEW ACADEMIC BUILDING/WALL CAMPUS:** Benjamin Harvey Contract Award \$13,520,000
Change Order 400,000 8/16/16
REVISED CONTRACT \$13,920,000

SCOPE: Construction of a new 36,000 SF New Academic Building that is two stories in height with mechanical penthouse. The building contains 8 General Classrooms, Learning Commons with Testing Center, Computer Classrooms, Seminar Rooms, Science Laboratories and Support Spaces, Nursing Laboratory and Support Spaces, Administrative Spaces, and Building Support Spaces. Also included are associated site improvements including lighting, landscaping, sidewalks and a 400+ parking lot.

STATUS: Building is approximately 60% complete; site work just initiated; contaminated soil removed; meeting with Wall Twp. regarding water main conflicts was held on 8/26/16.
Completion date: 11/11/16; Tentative Revised Completion Date: 12/20/16

- 3) **SPRINKLER REPLACEMENT PROJECT:** Gabe Sganga, Inc. Contract Award \$194,842 6/14/16

SCOPE: Replace 1232 re-called sprinkler heads in Library

STATUS: 80 % complete; completion expected by 8/31/16

- 4) **LIGHTING FIXTURES REPLACEMENT PROJECT:** Electro Maintenance Contract Award \$147,204 6/14/16

SCOPE: Replace 94 fixtures in Library; 6 fixtures in Larrison Hall Café; and 44 fixtures in Bookstore.

STATUS: Fixtures have been ordered and are expected mid-September 2016. Installation is expected to be completed by mid-October 2016. Library to be completed in 25% increments so as to retain use of facility during installation.

- 5) **LARRISON HALL CURB & SIDEWALK PROJECT:** Mixalia Enterprises Contract Award \$104,000 7/19/16

SCOPE: Replace existing curb and sidewalk along main entrance side of building. Sidewalk to have “exposed aggregate”.

STATUS: Substantially complete; Contract Completion Date: 9/2/16

- 6) MAS SCIENCE LABS RENOVATION PROJECT- Circle A Construction Contract Award \$3,632,500 8/16/16

SCOPE: Phased renovation of 5 science labs in MAS building.

STATUS: Expect phased construction to start in Sept. 2016 with completion scheduled for August 2017.

B. DESIGN/STUDIES/REPORTS

- 1) **Facilities Master Plan:** The 2012 Facilities Master Plan (FMP), was updated and presented in a letter dated May 4, 2016. The update identified Capital Improvement needs by campus as follows:

Lincroft	$\$39,000,000 + 8,940,000^* = \$47,940,000$
Freehold	\$ 5,900,000
Hazlet	\$ 860,000
Long Branch	\$ 1,100,000
Wall	<u>\$ 500,000</u>
Total	\$56,300,000

* Additional interior renovation per College at Lincroft Campus

The College has identified \$28,044,866 for Capital Improvements at the Lincroft Campus over the next 2-3 years (2016-2018).

- 2) **SANITARY SEWER EJECTOR PUMP REPLACEMENTS:** Design/Prep of P&S

SCOPE: Replace pumps with submersible cutter head pumps at 9 locations in mega building to reduce maintenance and replacement costs and provide greater reliability.

STATUS: Proposal letter submitted 8/10/16. Awaiting authorization to proceed.



BROOKDALE

Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, September 20, 2016 7:30 PM (EDT)
Brookdale Lincroft
Warner Student Life Center
Navesink Rooms
765 Newman Springs Road
Lincroft, NJ 07738

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Pledge of Allegiance - Chair Guzzo - 5 minutes
- III. Public Comment on Agenda Items - Chair Guzzo
- IV. Approval of Workshop and Public Business Meeting Minutes - August 16, 2016 - Chair Guzzo - 3 minutes
 - A. Approval of Executive Session Minutes - August 16, 2016 - Chair Guzzo - 3 minutes
- V. President's Report - President Murphy
 - A. MSCHE Update - Dr. Kegelmann, MSCHE Chair
- VI. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Acceptance of Grants - RES160041
 - B. Application of Grants - RES160040
 - C. Acceptance of Gifts
 - D. Approval of Human Resources
 - E. 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
 - F. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - G. Monthly Financial Dashboards
- VII. Change Order Request
- VIII. Utilization of Cooperative Purchasing Initiative (4.2c)
- IX. Public Comment - Chair Guzzo
- X. Old/New Business - Chair Guzzo
- XI. Resolution to Hold a Closed Meeting - Chair Guzzo
If needed.
- XII. Motion to Re-Open the Meeting to the Public - Chair Guzzo
If needed.
- XIII. Adjournment - Chair Guzzo

XIV. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Workshop Meeting Minutes

Tuesday, August 16, 2016

Brookdale Community College
Brookdale Lincroft
765 Newman Springs Rd.
Lincroft, NJ 07738

- A.** Chair Guzzo called the meeting to order at 5:30 PM
- B.** Ms. Gruskos then 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:
1. On August 4, 2016, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On August 4, 2016, advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger*.
 3. On August 4, 2016, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present	Trustees	Administration:
	Dr. Hank Cram, Trustee	Mr. Robert Francis
	Mr. Paul Crupi, Trustee	Ms. Pat Sensi
	Mr. Joe DiBella, Vice-Chair	Ms. Marie Lucier-Woodruff
	Mr. Paul Geissler, Trustee	Dr. David Stout
	Mr. Bret Kaufmann, Trustee	Ms. Maureen Lawrence
	Dr. Maureen Murphy, Secretary	Ms. Avis McMillon
	Ms. Marta Rambaud, Trustee (5:45 PM)	Dr. Anita Voogt
	Mr. Gary Tolchin Trustee	Ms. Marie Lucier-Woodruff
	Dr. Carl Guzzo, Chair	
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Abby-White, Trustee	
	Ms. Lora Campbell, Trustee	
	Mr. William Dalton, Trustee	
		Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel;	Mr. Mitchell Jacobs, Esq.

C. Adoption of Agenda for Workshop and Public Meeting

A motion was made to adopt the workshop and public business meeting agendas by Trustee DiBella and seconded by Trustee Crupi.

Motion carried by the following vote:

YES: Trustees, Cram, Crupi, DiBella, Kaufmann, Przystawski, Tolchin and Chair Guzzo.

NAYS: None

ABSTENTIONS: None

D. Facilities Update

Mr. Tom Perrino, Managing Principal CEO Spiegle Architectural, Mr. John Wright, Associate Principal and Mr. Patrick Gallagher, Project Manager provided a brief update on the Wall construction project and the MAS science lab project. Mr. Wright provided a timeline of the 4 phase science lab project and expects the project to be complete by the end of next summer. The Wall Campus construction is 65% complete and they outlined the steps to final completion.

D. Resolution to Hold a Closed Meeting

Mr. Giacobbe read the resolution to hold a closed executive session (**Attachment A**).

A motion was made by Trustee Crupi and seconded by Trustee Tolchin to hold a closed session.

Motion was carried by the following vote:

YES: Trustees Cram, Crupi, Dalton, DiBella, Kaufmann, Prystawski, Rambaud, Tolchin and Chair Guzzo.

NAYS: None

ABSTENTIONS: None

E. Re-Open the Meeting

A motion was made by Trustee DiBella and seconded by Trustee Richens to reopen the meeting to the public.

Motion was carried by the following vote:

YES: Trustees Cram, Crupi, Dalton, DiBella, Kaufmann, Prystawski, Rambaud, Tolchin and Chair Guzzo.

NAYS: None

ABSTENTIONS: None

F. Reports from the Board Committees and Liaisons

1. **Executive** – Chair Guzzo reported on the Executive Committee held on August 8, 2016.
2. **Finance & Facilities** – Trustee Tolchin reported on the Finance & Facilities meeting held on August 9, 2016. He highlighted the following:

- i. The Finance & Facilities committee received a new set of financial dashboards which were favorably received by the committee.
- ii. Purchases were reviewed and he brought to the attention of the board the contract award for the science lab renovation.
- iii. The protocols for selecting travel services for student short term study abroad programs will be analyzed and developed by our internal auditor and CFO.
- iv. The Change Order for \$400,000 for soil removal at the Wall construction site has been discussed and will be voted on this evening.
- v. There was a policy discussion on the data the committee receives and the committee decided the detailed formatted paid invoice register (4.2b) will not be supplied as committee materials each month but the committee will have access in the raw format and a couple of times a year they will review in a cleaned up version.
- vi. The fitness center's financial information and new procedures and policies were reviewed.

3. Governance Committee- Trustee Crupi reported on the Governance committee held on August 8. He highlighted the following:

- a. A presentation of MSCHE standard 1 was presented and the outcome of the discussion was the necessity of scheduling a day long retreat to discuss the mission and the goals of the college.
- b. A presentation of MSCHE standard 7 was presented and no immediate action was needed.
- c. The results of the board self-evaluation were reviewed. There was a consensus for the need of more timely and consistent meetings. They agreeded to have renewed focus on Robert's Rules of Order.
- d. The results of the president's evaluation will be reviewed tonight and a formal review will be prepared and presented by Trustee Crupi.
- e. Chair Guzzo requested to have a retreat on a Friday night in September to be focused on the institutional goals/president goals. Date and time to be decided. Dr. Murphy will survey trustees for availability.

4. Policy & Education Committee – No report

5. Audit Committee – Mr. Francis reported on the Audit committee held on August 9.

- a. The major topics of discussion were:
 - i. MSCHE Standard 2 presentation was presented.
 - ii. A presentation was made by O'Connor and Drew to walk through their scope of work and timeframe of their annual financial audit. They will be onsite in September.
 - iii. Mr. Francis performed and completed an audit of the President's travel and miscellaneous expenses and no exceptions were noted.

6. NJCCC and Foundation – Trustee and Tolchin reported that the Foundation Golf Outing is on September 15 and encouraged participation.

- 7. Naming Rights** – Trustee Tolchin reported on his work with Mr. Jacobs on naming rights and his goal is to have 4 or 6 sites to be put up on bid. He will report back next meeting and form a committee. The goal is to target a portion of the naming rights donation to scholarships for students.

G. Report on ACCT Governance Leadership Institute – Trustee Kaufmann reported on the conference that Trustees Rambaud, Cram and Kaufmann attended with President Murphy on August 1 – 3.. He reported on the highlights which included an informative resource manual, a presentation from the senior editor of *Inside Higher Education*, a voluntary framework of accountability utilizing software which provides external accountability, and many presentations on board governance.

H. Report from the Engineer of the Record – Mr. Rooney reported on the Larrison Hall curb sidewalk replacement project and the sprinkler/lighting replacement project. Mr. Rooney recommended approval of the Science Labs renovations be awarded to Circle A Construction Company.

I. Review of Consent Agenda and Business Meeting Agenda

No items were removed from the consent agenda.

A motion was made by Trustee Cram and seconded by Trustee Crupi to make no changes to the consent agenda.

Motion was carried by the following vote:

YES: Trustees Cram, Crupi, Dalton, DiBella, Kaufmann, Prystawski, Rambaud, Tolchin and Chair Guzzo.

NAYS: None

ABSTENTIONS: None

J. Announcements – President Murphy reported that the Office of Technology will be reaching out to the Trustees on training and use of paperless board software. She reported on a letter received from the County Administrator, Terri O'Connor who thanked our staff for their participation in the Monmouth County Fair.. She also received a commendation letter from the County Prosecutor's office regarding the lockdown situation we experienced on campus.

J. Motion to Adjourn

A motion was made by Trustee DiBella and seconded by Trustee Richens to adjourn the meeting.

Motion was carried by the following vote:

YES: Trustees Cram, Crupi, Dalton, DiBella, Kaufmann, Prystawski, Rambaud, Tolchin and Chair Guzzo.

NAYS: None

ABSTENTIONS: None

- Meeting adjourned at 7:05 PM.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Maureen Murphy', with a large, stylized initial 'M' and a long, sweeping horizontal stroke extending to the right.

Maureen Murphy, Ph.D., Secretary

RESOLUTION NO. RES160038

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 **1** issue is 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 **August 16, 2016 at 6 PM.**

WHEREAS, 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

RESOLUTION NO. RES160038

–RESOLUTION AUTHORIZING EXECUTIVE SESSION

disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐

"(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 is _____

☐ "(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, **potential litigation** and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is **potential litigation regarding the Wall construction site.**

☐

"(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 are

RESOLUTION NO. RES160038
–RESOLUTION AUTHORIZING EXECUTIVE SESSION

☐ "(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 _____

WHEREAS, the length of the Executive Session is estimated to be 30 minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) 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 NO. RES160038
–RESOLUTION AUTHORIZING EXECUTIVE SESSION

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

Tuesday, August 16, 2016

Brookdale Community College
Brookdale Lincroft
Navesink Rooms
765 Newman Springs Rd.
Lincroft, NJ 07738

- A. Chair Guzzo called the meeting to order at 7:05 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos then 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:
1. On August 4, 2016, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On August 4 2016, advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger*.
 3. On August 4, 2016, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present	Trustees	Administration:
	Dr. Hank Cram, Trustee	Mr. Robert Francis
	Mr. Paul Crupi, Trustee	Ms. Pat Sensi
	Mr. Joe DiBella, Vice-Chair	Ms. Marie Lucier-Woodruff
	Mr. Bret Kaufmann, Trustee	Dr. David Stout
	Dr. Maureen Murphy, Secretary	Ms. Maureen Lawrence
	Mr. Kevin Przystawski, Trustee	Ms. Avis McMillon
	Ms. Marta Rambaud, Trustee	Dr. Anita Voogt
	Dr. Les Richens, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Gary Tolchin, Trustee	
	Dr. Carl Guzzo, Chair	Ms. Cynthia Gruskos, Recorder
Absent	Ms. Abby-White, Trustee	
	Ms. Lora Campbell, Trustee	
	Mr. William Dalton, Trustee	
		Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel;	Mr. Mitchell Jacobs, Esq.

Minutes of the Public Business Meeting, August 4, 2016
DRAFT

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C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Swearing in of Graduate Trustee Przystawski. – Mr. Giacobbe swore in Graduate Trustee Kevin Przystawski. (Attachment A)		
President’s Report Dr. Kegelman provided a high level overview of our MSCHE self-study.		
Public Comment on Agenda Items Only – Professor Jack Ryan commented on naming rights and suggested that the ancillary costs of changing a building names be accounted for. He commented on the issue of public transportation to our campuses.		
Approval of Minutes of the June 21, 2016, Workshop and Public Business meetings. There were no revisions to the minutes.	A motion to approve the June 21, 2016 minutes of the Workshop and Public Business meetings was made by Trustee DiBella and seconded by Trustee Cram. YES: , Cram, Crupi, DiBella,, Kaufmann, Przystawski, Rambaud, Tolchin and Chair Guzzo NAYS: None ABSTENTIONS: Trustee Richens	
Approval of the June 21, 2016 Executive Session minutes. There were no revisions to the minutes.	A motion to approve the June 21, 2016 executive session minutes was made by Trustee DiBella and seconded by Trustee Rambaud.	

	<p>YES: Trustees Cram, Crupi, DiBella, Kaufmann, Rambaud, Tolchin and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustees Richens and Przystawski</p> <p>YES: Trustees Cram, Crupi, DiBella, Kaufmann, Przystawski, Rambaud, Richens, Tolchin and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Approval of the July 19, 2016 Public Business Meeting Minutes.	<p>A motion to approve the July 19, 2016 Public Business Meeting minutes was made by Trustee Crupi and seconded by Trustee Rambaud.</p> <p>YES: Trustees Cram, Crupi, DiBella, Kaufmann, Przystawski, Rambaud, Richens, Tolchin and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Announcement of New Transportation Services to the College</p> <p>Dr. Anita Voogt provided background information on the volunteer transportation committee that was charged with seeking improvements in transportation access to the college and of the partnership with the Monmouth County Planning Board and NJ Transit to provide transportation solutions to improve service to our campuses. Representatives from NJ Transit presented details of the new improved routes. Olga Malpica Proctor read a resolution (Attachment B) which was presented to NJ Transit, The Monmouth County Planning Board and Freeholder John P. Curley. Freeholder Curley</p>		

commended the collaborative efforts of all involved.		
President's Report – College Annual Priorities President Murphy provided handouts to the Trustees. She introduced new dashboards, which will track strategic priorities that will be available in our new board portal. She also provided an executive summary of the economic impact study, which she and Trustee Crupi plan to share with our elected officials. In addition, she reviewed the strategic goals and priorities.		
Consent Agenda- A. Acceptance of Grants – RES160036 B. Approval of Human Resources C. Purchases In Excess of \$35,000 and New Jersey "Pay to Play" Process, in Excess of \$17,500 D. Open Invoice Payment Requests for Vendor, Students and Employee Payments E. Monthly Financial Report Mr. Giacobbe stated that item 1 of Purchases in excess of \$35,000, MAS Science Lab Renovations to be awarded to Circle A Construction Company, Inc. is subject to legal review.	A motion to approve the consent agenda was made by Trustee DiBella and seconded by Trustee Richens. YES: Cram, Crupi, DiBella, Kaufmann, Przystawski, Rambaud, Richens, Tolchin and Chair Guzzo NAYS: None ABSTENTIONS: None	
Change Order Request 1. French & Parrello Associates 2. Benjamin R. Harvey Co., Inc.	A motion was made by Trustee Crupi and seconded by Trustee DiBella to approve the change order request with a not-to-exceed value of \$400,000 for a collective change order between Benjamin Harvey Co. and French & Parrello Associates. Actual expenses will be reported when remediation work is complete.	

	YES: Crupi, DiBella, Kaufmann, Przystawski, Rambaud, Richens, Tolchin and Chair Guzzo NAYS: None ABSTENTIONS: Trustee Cram	
Public Common on Agenda Items Mr. Jack Ryan, Professor commented on the need to communicate the new transportation routes to those who will most benefit from it the most.		
Old/New Business No old or new business was reported.		
Resolution to Hold a Closed Meeting Mr. Giacobbe read a resolution to hold a closed meeting. (<i>Attachment C</i>)	A motion to approve the resolution to hold a closed meeting was made by Trustee Crupi and seconded by Trustee Kaufmann. YES: Cram, Crupi, DiBella, Kaufmann, Przystawski, Rambaud, Richens, Tolchin and Chair Guzzo NAYS: None ABSTENTIONS: None	
Meeting Re-Opened to the Public	A motion was made to reopen the meeting to the public by Trustee DiBella and seconded by Richens. Motion passed unanimously.	

D. Chair Guzzo adjourned the meeting at 9:55 PM.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Maureen Murphy', with a stylized, flowing script.

Maureen Murphy, Ph.D., Secretary

OATH OF OFFICE

**Member of the Board of Trustees
of
Brookdale Community College**

"I, Kevin Przystawski, solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability."

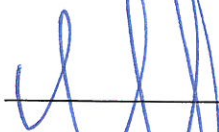


Trustee Name

Sworn and subscribed to:

Before me this 16 day :

of August :



MITCHELL JACOBS

Attorney at Law of New Jersey



Resolution

WHEREAS, Brookdale Community College is a multi-campus institution with a mission to provide all residents of Monmouth County with access to quality higher education, and a commitment to student success, lifelong learning, economic development and the common good of society,

and

WHEREAS, a robust public transportation system has long been identified as essential to this mission, as many Monmouth County residents rely on public transportation to travel to school and work,

and

WHEREAS, a lack of direct transportation options has proven difficult for Brookdale students, particularly for residents of Asbury Park, Long Branch and the Raritan Bayshore;

and

WHEREAS, Brookdale employees, through the College Life committee of Governance, began researching new public transportation options in Monmouth County in 2013, and continued those efforts with an ad hoc committee of dedicated and concerned Brookdale and County employees and representatives from local transportation companies,

and

WHEREAS, those efforts resulted in the formation of a partnership between Brookdale Community College, the Monmouth County Planning Board, and NJ TRANSIT that, with the assistance and support of Freeholder John P. Curley and Brookdale President Dr. Maureen Murphy, has established the following adjustments to NJ TRANSIT bus service, which will begin on September 3, 2016:

- Provide new direct one-seat rides to the Lincroft campus from many communities and increased hourly service between Lincroft and Red Bank
- For the first time, provide evening and weekend service to the Lincroft Campus that will support new initiatives through the College's Continuing and Professional Studies Division for Weekend and Evening programs
- For the first time, provide direct service to the Brookdale's Hazlet location, with a bus route from Perth Amboy to Middletown that will serve students attending both Brookdale Community College and Georgian Court University courses at that site
- Provide improved connectivity at major hubs throughout the County, offering residents of Asbury Park and Long Branch better access to courses at the Lincroft campus and allowing for increased programming, particularly for English-as-a-Second Language (ESL) and General Education Diploma (GED) courses,

and

WHEREAS, through the cooperative efforts of this public-private partnership, these adjustments are all made possible at no additional expense to Monmouth County taxpayers,

and

WHEREAS, Brookdale's Success Reimagined campaign, which highlights the achievements of local students who have found success at Brookdale; is displayed on 20 NJ TRANSIT busses,

and

NOW, THEREFORE BE IT RESOLVED, that the Brookdale Community College Board of Trustees, on behalf of all Brookdale students, employees and President Dr. Maureen Murphy, wish to extend our deepest appreciation to our partners at NJ TRANSIT, the Monmouth County Planning Board and to Freeholder John P. Curley for their dedication to our mission, and for ensuring access to higher education at Brookdale for the betterment of our students and the welfare of Monmouth County.

Dr. Maureen Murphy

President, Brookdale Community College

Dr. Carl Guzzo

Chair, Board of Trustees

RESOLUTION NO. RES160039

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 **3** 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 **August 16, 2016 at the conclusion of the Public Business Meeting .**

WHEREAS, 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

RESOLUTION NO. RES160039

–RESOLUTION AUTHORIZING EXECUTIVE SESSION

disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☒

"(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." **The collective bargaining contract(s) discussed are between the Board and FOP, BCCFA, BCCAA and PSA..**

☐ "(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 is _____

☐ "(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 _____

☒ "(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 are **the review of the President's evaluation summary (The employee has been riced for this matter.)**

RESOLUTION NO. RES160039
–RESOLUTION AUTHORIZING EXECUTIVE SESSION

☐ "(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 _____

WHEREAS, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) 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 NO. RES160039
–RESOLUTION AUTHORIZING EXECUTIVE SESSION

2.2 Acceptance of Grants Executive Summary

E-MATE 2.0

Brookdale was awarded a grant from the National Science Foundation under the Advanced Technological Education Program. The proposed project, E-MATE 2.0: Building Capacity for Interactive Teaching and Learning, builds on the success of a previously funded NSF award. Under the current grant, the project team developed a framework of interactive learning resources. The goal of the new project is to build capacity and empower faculty to develop and deploy their own interactive learning content.

Project work will include the following:

- Developing faculty champions from Brookdale and ATE centers throughout the country to adopt and use of e-textbooks and interactive content for their peers and their students
- Filling the void left by publishers' reluctance to offer dynamic, interactive e-textbooks
- Addressing the ballooning costs of traditional instructional materials
- Building e-textbooks and interactive content available across a range of devices and operating systems
- Integrating interactive learning content into technician education resources.

The project will be administered by Professor Michael Qaissaunee from Engineering and Technologies.

The total grant award is **\$899,899** and does not require a match from the college.

September 20, 2016: Director of Grants and Institutional Development, Laura Qaissaunee
RES160041

- 1 General Functions
- 2 Administration**
- 3 Human Resources
- 4 Business & Finance

Perkins Career and Technical Education

Brookdale has been awarded a grant from the New Jersey State Department of Education (NJDOE), Office of Career Readiness, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. Funding for FY'17 will enable the College to update equipment and technology in several career and technical education programs; increase or maintain performance levels in skill proficiency, program completion and retention, career placement and participation in non-traditional programs; and integrate academic and career and technical instruction.

Matthew Reed, Vice President for Learning, will administer the program.

The total grant award is **\$524,637** and does not require a match from the college.

NSF Scholarship for Service (SFS)

Brookdale has been awarded a subcontract from Stevens Institute of Technology under their NSF Scholarship for Service (SFS) grant. Funding will provide a full scholarship for one second-year Brookdale student who meets program eligibility requirements. The scholarship support will be continued when the student transfers into the Cybersecurity program at Stevens. Upon completion of their degree, the scholarship recipient will be employed by a governmental agency in the field of cybersecurity with a commitment to work for three years (one year for each year of scholarship support).

The project will be administered by Professor Michael Qaissaunee from Engineering and Technologies who will serve as the Co-PI for the project.

The total grant award is **\$46,628** and does not require a match from the college.

Individual Training Account (ITA) Services

Brookdale has been awarded a grant from the Monmouth County Division of Workforce Development under the Individual Training Account (ITA) Services grant. The ITA grant will provide approximately 25 students, who are currently collecting unemployment benefits, up to \$4,000 each for career training. These students will develop new job specific skills that are in demand so that they attain new careers or upgraded positions. These programs include continuing education classes in healthcare, business and information technology. Marian Smith, Program Manager Continuing and Professional Studies will administer the program.

The total grant awarded is **between \$50,000 and \$100,000** (depending upon the number of students served) and does not require a match from the college.

September 20, 2016: Director of Grants and Institutional Development, Laura Qaissaunee
RES160041

**Monmouth County Arts Council (MCAC) Monmouth Arts
Brookdale Visiting Artist Program**

Brookdale has been awarded a grant from the Monmouth County Arts Council (MCAC), under their Monmouth Arts mini-grant program. Funding will support the Brookdale Visiting Artist Program which brings diverse group of talented artists to Brookdale so that students and community members may receive the benefit of their knowledge and teachings.

Marie Mabey, Associate Professor-Art will administer the program.

The total grant award is **\$500**, with a required cash match of **\$500** for a total of **\$1,000**. Please note the required cash match is provided by a Brookdale Innovation Grant awarded to Professor Mabey.

Recommendation:

The President recommends that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the President to sign funding notification forms and any appropriate amendments.

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College has applied for the grant funds listed below:

	<u>Amount</u>
E-MATE 2.0	\$899,899
Perkins Career and Technical Education	\$524,637
NSF Scholarship for Service (SFS)	\$46,628
Individual Training Account Services and Job Development/Placement Services	\$50,000-
Monmouth County Arts Council (MCAC)	\$100,000
Brookdale Visiting Artist Program	\$500

WHEREAS, the College has been notified that the funds have been approved; and

WHEREAS, Board Policy 2.0000 requires Board acceptance of all grants received by Brookdale Community College; and

WHEREAS, the President recommends acceptance of said grant funds;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College authorizes the President to accept the grant funds listed above and to sign the funding notification forms and any appropriate amendments thereto.

September 20, 2016: Director of Grants and Institutional Development, Laura Qaissaunee
RES160041

**2.1 Application for Grants
Executive Summary****Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY)**

Brookdale has submitted a grant to the County of Monmouth, Workforce Investment Board under its Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY) on September 8, 2016. The program will target service areas of Neptune, Long Branch, Asbury Park, Freehold, and the Bayshore area. The OSY Program will provide 110 disengaged youth between the ages of 16 and 24 with instruction and support to achieve the program Performance Measures for 2016-17 including: placement into employment or education; attainment of a degree or certificate including the HSE; and achievement of measurable skills gains. Brookdale will serve students at five locations including college's regional locations in Long Branch (25 students), Neptune (20), and Hazlet (25), its Branch Campus in Freehold (20), and the Asbury Park Parent Center (20).

Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant requested is **\$558,093** and does not require a match.

Recommendation:

The President recommends that the Board of Trustees approve submission of the grant applications listed.

September 20, 2016: Director of Grants and Institutional Development, Laura Qaissaunee
RES160040

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College has applied for the grant funds listed below:

	<u>Amount</u>
Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY)	\$558,093

WHEREAS, the College has been notified that the funds have been approved; and

WHEREAS, Board Policy 2.0000 requires Board acceptance of all grants received by Brookdale Community College; and

WHEREAS, the President recommends acceptance of said grant funds;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College authorizes the President to accept the grant funds listed above and to sign the funding notification forms and any appropriate amendments thereto.

September 20, 2016: Director of Grants and Institutional Development, Laura Qaissaunee
RES160040

**1.51 Acceptance of Gifts
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month. The most recent report to the Board of Trustees was made at the June 21, 2016, meeting.

The College continues to receive a variety of useful and welcome gifts from many sources. These are generally donated by private individuals, business firms, students, and staff whose continued interest and support are evinced in these actions.

The following gifts have been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
8/11/16	GM Technology Donations Program 1919 Technology Drive Troy, MI 48083 c/o Jennifer Morris	Donation of 2015 Chevrolet Camaro automobile to support student training in automotive technology. This donation is part of the General Motors Service Operations on-going support of technical training.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 50 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Faculty	3
Administrative	2
Support Staff	2
Police	1
Adjuncts	23
Coaches	5

B. Change of Status**Recommendations**

Faculty	4
Executive	1
Administrative	6
Support Staff	

C. Separations**Recommendations**

Faculty	2
Administrative	1

A. HIRES**FACULTY**

1. Name: Daniel Markowicz
Department: English
Position: Instructor, temporary, one-year assignment
Salary: \$53,627 subject to current contract negotiations
Effective: 9/1/16 – 6/30/17
2. Name: Joseph Sanpietro
Department: English
Position: Instructor, temporary, one-year assignment
Salary: \$53,627 subject to current contract negotiations
Effective: 9/1/16 – 6/30/17
3. Name: Thomas Vorbach
Department: Business
Position: Instructor
Salary: \$53,627 subject to current contract negotiations
Effective: 9/1/16

FACULTY DEGREE SUMMARY

Masters

3

ADMINISTRATIVE

1. Name: Elizabeth Gallagher
Department: Continuing & Professional Studies
Position: Manager, Healthcare Training
Salary: \$46,967 prorated from an annual base of \$60,155 subject to current contract negotiations
Effective: 9/21/16
2. Name: Lucyna Wadych-Ketley
Department: Student Services
Position: Student Development Services Advisor
Salary: \$38,692 prorated from an annual base of \$51,590 subject to current contract negotiations
Effective: 10/3/16

SUPPORT STAFF

1. Name: Christopher Lowsky
Department: Recruitment
Position: Associate, Student Services, temporary full-time position
Salary: \$38,513 subject to current contract negotiations
Effective: 9/21/16 until further notice, but not later than 12/23/16
2. Name: John Ostar
Department: Engineering & Technology
Position: Instructional Assistant, temporary 10-month position
Salary: \$34,774 subject to current contract negotiations
Effective: 9/21/16 – 6/30/17

POLICE

1. Name: Selina Perez
Department: Police Department
Position: Probationary Police Officer
Salary: \$34,627.72 subject to current contract negotiations
Effective: 10/4/16

ADJUNCTS

1. Name: Jesse Beutell
Department: Political Science
2. Name: Lauren Byron
Department: Nursing
3. Name: Nancy Chiorazzi
Department: Reading
4. Name: Robert Gant
Department: Biology
5. Name: Emily Gately
Department: Psychology
6. Name: Harris Greenberg
Department: Anthropology
7. Name: Ann Humphrey
Department: History

- | | | |
|-----|-------------|-------------------------------------|
| 8. | Name: | Jasmine Henry |
| | Department: | Music Technology |
| 9. | Name: | Shannon Kavanaugh |
| | Department: | Criminal Justice |
| 10. | Name: | Daniel Markowicz |
| | Department: | English |
| 11. | Name: | Ivana Novcic |
| | Department: | Environmental Science |
| 12. | Name: | Andrew Owens |
| | Department: | Engineering & Technology |
| 13. | Name: | Timothy Ragan |
| | Department: | Fine Arts |
| 14. | Name: | Deidre Reyes |
| | Department: | Nursing |
| 15. | Name: | Teresa Ryan |
| | Department: | Interior Design |
| 16. | Name: | Stephanie Sferlazzo |
| | Department: | History |
| 17. | Name: | Ceaphas Stubbs |
| | Department: | Digital Animation and Computer Arts |
| 18. | Name: | Shawna Sullivan |
| | Department: | Political Science |
| 19. | Name: | Erica Tufaro |
| | Department: | Interior Design |
| 20. | Name: | Stanley Werse |
| | Department: | Criminal Justice |
| 21. | Name: | Samantha Wilkins |
| | Department: | Political Science |

22. Name: Sean Wirth
Department: Paralegal
23. Name: Eric Whitehead
Department: Computer Science

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelor
5	16	2

COACHES

1. Name: Chelsea James
Department: Athletics
Position: Assistant Coach, Women's Soccer
Compensation: \$1,000
Dates: 8/8/16
2. Name: Nilufer Onder
Department: Athletics
Position: Assistant Coach, Women's Soccer
Compensation: \$2,150
Dates: 8/8/16
3. Name: Thomas Rafferty
Department: Athletics
Position: Assistant Coach, Men's Soccer
Compensation: \$3,150
Dates: 8/9/16
4. Name: Amanda Strausbaugh
Department: Athletics
Position: Head Coach, Women's Volleyball
Compensation: \$5,750
Dates: 7/20/16 – position requires recruitment efforts and academic monitoring throughout off season and remainder of calendar year
5. Name: Kyle Strausbaugh
Department: Athletics
Position: Assistant Coach, Women's Volleyball
Compensation: \$3,150
Dates: 7/20/16

B. CHANGE OF STATUS**FACULTY**

1. Name: Barbara Boyington
Department: Business Management
Position: Professor
Action: Medical leave using sick time for 40% reduction in load
Effective: 9/1/16 – 12/23/16
2. Name: Alex Idavoy
Department: Languages
Position: Associate Professor
Action: FMLA leave, unpaid
Effective: 9/9/16 – 11/25/16
3. Name: Colleen Lineberry
Department: English
Position: Associate Professor
Action: Medical leave using sick time for 40% reduction in load
Effective: 9/1/16 – 12/23/16
4. Name: Joseph Varone
Department: English
Position: Professor
Action: Change in schedule from reduced load to FMLA leave, unpaid
Effective: 9/1/16 – 11/25/16

EXECUTIVE

1. Name: Yesenia Madas
Department: Freehold Branch Campus
Position: Campus Dean
Action: Change in status from faculty to executive position through bona fide search
New Salary: \$77,250 prorated from an annual base of \$103,000 subject to FY17 adjustment
Effective: 10/3/16

ADMINISTRATIVE

1. Name: Erin Mattsson
Department: Continuing & Professional Studies
Position: Confidential Administrative Assistant II
Action: Change in position from N4 to A2 position through bona fide search
New Salary: \$37,425 prorated from an annual base of \$51,590 subject to current contract negotiations
Effective: 9/21/16

2. Name: Karen O'Neill
 Department: Adult Basic Education
 Position: Program Administrator, full-time, grant-funded position
 Action: Extension of grant-funded position
 New Salary: \$38,692 prorated from an annual base of \$51,590 subject to current contract negotiations
 Effective: 10/1/16 – 10/16/17 paid from College's operating budget
 10/17/16 - 6/30/17 or end of assignment, whichever is earlier

3. Name: Kelly Parr
 Department: Technologies
 Position: Project Manager
 Action: Extension of part-time, grant-funded position, 30 hrs/wk
 Salary: \$48,284 subject to current contract negotiations
 Effective: 10/1/16 – 6/30/17 or end of assignment, whichever is earlier

4. Name: Heather Revesz
 Department: College Store
 Position: Interim Manager, College Store
 Action: Extension of temporary A4 assignment
 New Salary: No change to current salary, subject to current contract negotiations
 Effective: 10/1/16 – until further notice, but not later than 12/31/16

5. Name: Kelli Sanders
 Department: Events Management
 Position: Coordinator, Conference Facility Services
 Action: Extension of monthly stipend
 Effective: 10/1/16 – until further notice, but not later than 12/31/16

6. Name: Scott Shanes
 Department: Continuing & Professional Development
 Position: Program Coordinator, NNJHPC, temporary, grant-funded position
 Action: Change in administrative position through bona fide search
 New Salary: No change to current salary, subject to current contract negotiations
 Effective: 9/21/16 – 6/30/17 or end of assignment, whichever is earlier

SUPPORT STAFF

1. Name: Danielle Basmagy
 Department: Continuing & Professional Services
 Position: Senior Office Assistant, part-time 29 hrs/wk, grant-funded position
 Action: Extension of temporary assignment
 New Salary: No change to current salary, subject to current contract negotiations
 Effective: 10/1/16 - 6/30/17 or end of assignment, whichever is earlier

2. Name: Cindy Berman
Department: Continuing & Professional Studies
Position: Associate, Healthcare Training, part-time 29 hrs/wk, grant funded position
Action: Extension of temporary position, pending confirmation of continued funding
New Salary: No change to current salary, subject to current contract negotiations
Effective: 10/1/16 – 6/30/17 or end of assignment, whichever is earlier
3. Name: Eunice Clark
Department: EOF Office
Position: Associate, EOF
Action: Reorganization/reclassification from N3 to N4 position
New Salary: \$40,654 subject to current contract negotiations
Effective: 9/1/16
4. Name: Anthony Fox
Department: Radio Station
Position: Specialist, Radio Station, grant-funded position
Action: Extension of grant-funded position, pending confirmation of continued funding
New Salary: No change to current salary, subject to current contract negotiations
Effective: 10/1/16 – 6/30/17 or end of assignment, whichever is earlier
5. Name: Ellen Hemhauser
Department: Disability Services
Position: Associate, Disability Services
Action: Reclassification from N3 to N4 position
New Salary: No change to current salary, but subject to current contract negotiations
Effective: 7/1/16

C. SEPARATIONS**FACULTY**

1. Name: Patricia Blaser
Department: Interior Design
Position: Professor
Action: Retirement
Effective: 9/1/16
2. Name: Laura Neitzel
Department: History
Position: Associate Professor
Action: Resignation
Effective: 9/8/16

ADMINISTRATIVE

1. Name: Michael Naparlo
 Department: Grounds
 Position: Supervisor, Maintenance & Grounds
 Action: Resignation
 Effective: 8/19/16

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 by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held September 13, 2016.

September 20, 2016: Vice President, Finance & Operations, Maureen Lawrence

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 all the required certifications and disclosures; 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.

**Agenda for Purchases in Excess of \$35,000
September 20, 2016**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Exemplis, c/o Millennium Office Solutions; Commercial Interiors Direct; JSJ Furniture Corp DBA izzy+, c/o JC Office Consultants; MityLite	Furniture for Wall Classroom Building / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision) and Exempt 18A:64A-25.9 (State Contract). These contracts are for the supply, delivery and installation of furniture for the Wall Classroom Building through NJ State Contract and co-op agreements with the Middlesex Regional Educational Services Commission and the Cooperative Purchasing Network (TCPN). These contracts are funded by the Higher Ed Go Bond, Chapter 12, County support, and the capital budget.	Exempt	\$ 271,827.28
Operating				
2	Suburban Trails, Inc. R. Helfrich & Son Corp. Stout's Charter Service Inc.	Charter Bus Services for Tour & Talk Trips, Fall 2016, Bid No. 17-21 / Notice was sent to 8 vendors, received 3 replies. These contracts are for charter bus services for Tour & Talk trips and are funded by CPS' revenue generating programs.	Bid	\$ 12,089.00
3	Simonik Transportation & Warehousing Group, LLC	Moving Services T&M, Bid No. 17-22 / Notice was sent to 12 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for moving services T&M. This contract is funded by the Facilities budget.	Bid	\$ 40,000.00 *
4	UGI Energy Services LLC	Natural Gas / Exempt 18A:64A-25.5.a.(8) (Supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities). This is a 2-year contract for the supply and delivery of natural gas and is funded by the operating budget.	Exempt	\$ 415,000.00 *

* Estimated expense based on historical data

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

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

Payments made to vendors, students, and employees for the month ending July 31, 2016, were \$8,251,644.12. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

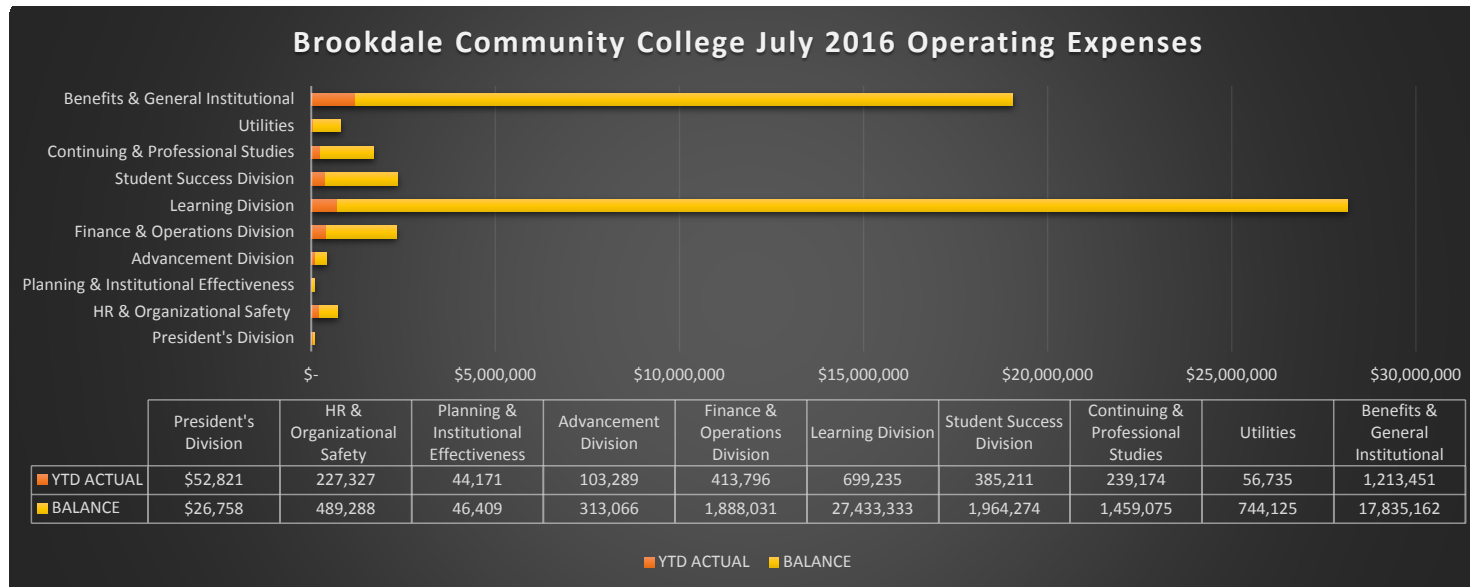
Additional documentation for payments is available in the Accounts Payable Department.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held September 13, 2016.



**Monthly Dashboard Summary
Month Ending July 31, 2016**

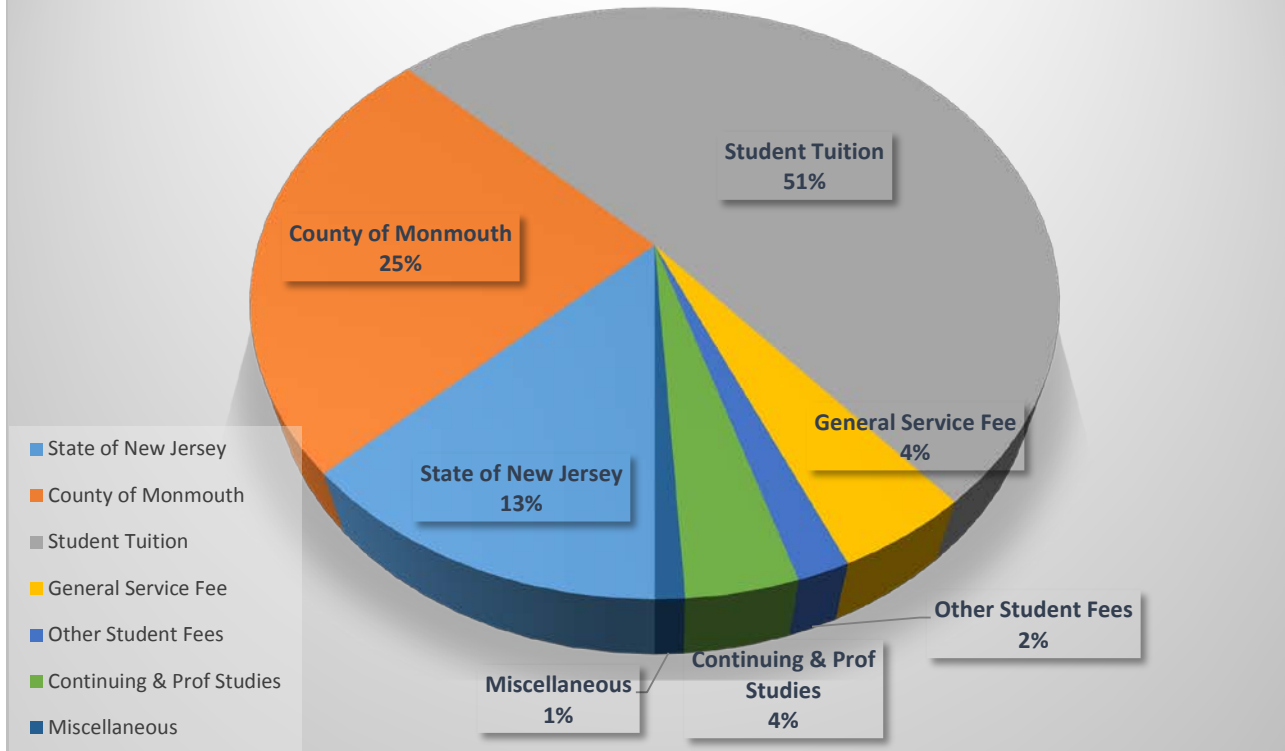
- 1 This report includes only 12 month salaried employee payroll; 10 month salaried employee payroll (mostly faculty) will be included as part of the month ending September 30, 2016 Board report.
- 2 Cash disbursements for the month totaled \$7,958,752.05. Significant vendor payments were made to Benjamin R. Harvey Construction for the Wall Project (\$2,440,968.32) and final payments to Circle A Construction for the Back Campus Walkway.
- 3 These projects are funded on a “reimbursement basis”; the College is required to pay invoices, then submit proof of payment and other support documentation to either the County (for Chapter 12) or the State (GO Bond) for reimbursement of the expense. Turnaround typically takes just a few weeks for the County – reimbursement from the State takes up to 45 days.
- 4 While revenue is trending to projections, typically the month of July does not include significant tuition and fees revenue for the Fall Semester, as the payment due date falls in early August.
- 5 Capital project revenue totals \$32.9M, which represents funds for completion of the Wall Project (GO Bond), Technology Infrastructure funds (ELF & HETI grant dollars), numerous Chapter 12 Infrastructure initiatives as well as student fee revenue earmarked for Technology Improvement Plan (TIP) equipment and annual debt service payments.



Monthly Operating Expenditures

	BUDGET	YTD ACTUAL	COMMIT **	BALANCE
President's Division	\$ 534,558	\$ 52,821	\$ 454,980	\$ 26,758
HR & Organizational Safety	2,277,954	227,327	1,561,338	489,288
Planning & Institutional Effectiveness	479,457	44,171	388,877	46,409
Advancement Division	1,455,137	103,289	1,038,781	313,066
Finance & Operations Division	8,927,611	413,796	6,625,784	1,888,031
Learning Division	33,343,319	699,235	5,210,750	27,433,333
Student Success Division	5,963,852	385,211	3,614,367	1,964,274
Continuing & Professional Studies	3,258,216	239,174	1,559,967	1,459,075
Utilities	2,905,962	56,735	2,105,103	744,125
Benefits & General Institutional	22,031,061	1,213,451	3,982,448	17,835,162
Total	<u>\$ 81,177,127</u>	<u>\$ 3,435,210</u>	<u>\$ 26,542,395</u>	<u>\$52,199,521</u>

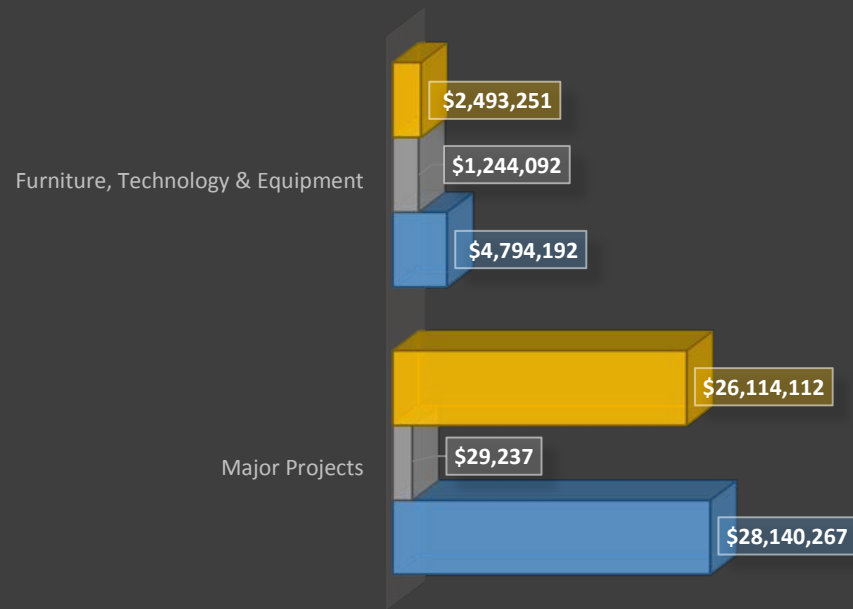
July 2016 Operating Revenue Sources



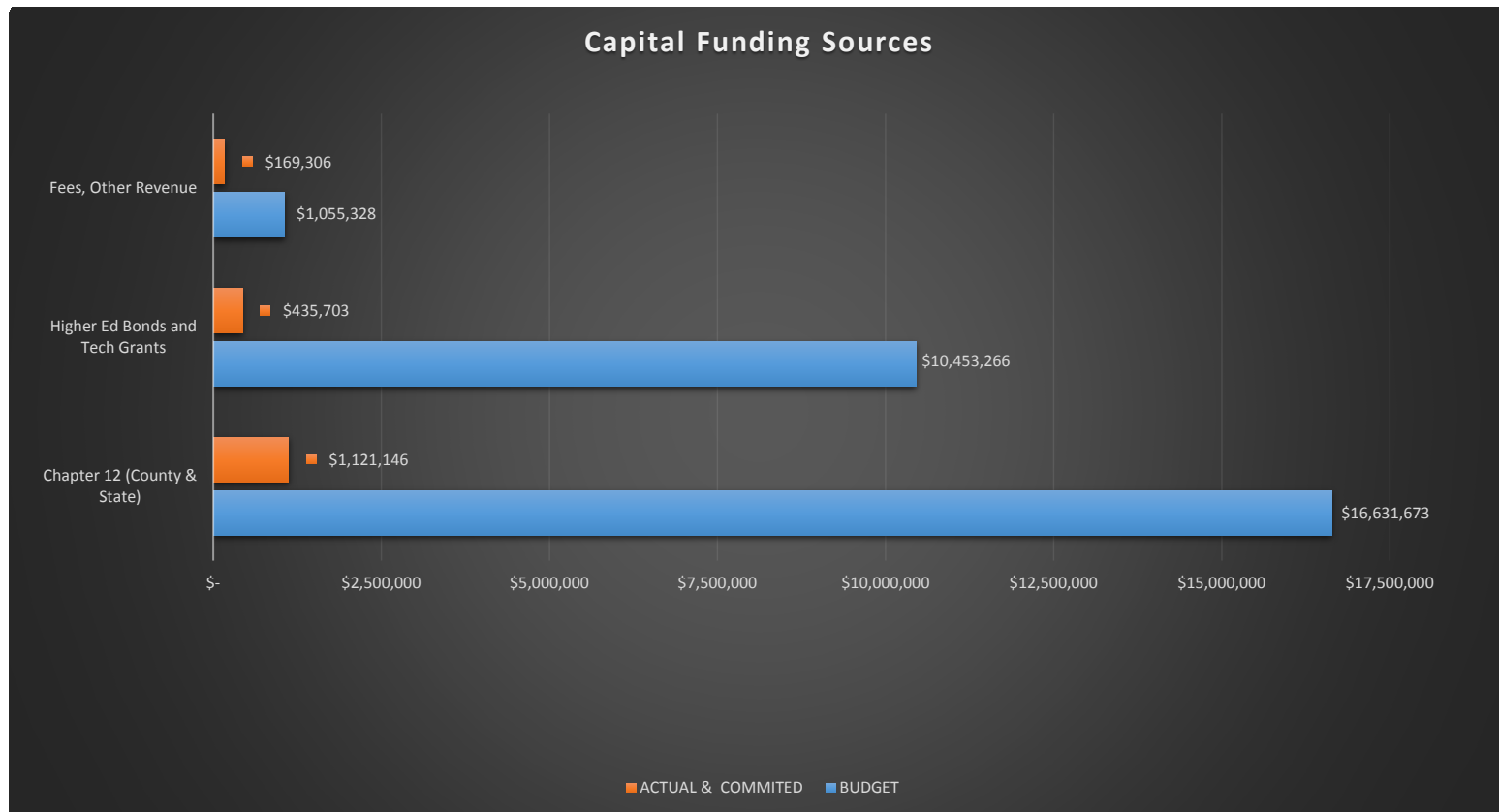
	BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,378,940	\$	862,572	\$ 9,516,368
County of Monmouth		20,027,019		1,668,918	18,358,101
Student Tuition		41,764,827		14,955,994	26,808,833
General Service Fee		3,702,741		1,679,096	2,023,645
Other Student Fees		1,439,600		583,526	856,074
Continuing & Prof Studies		3,060,000		619,010	2,440,990
Approp from Reserve		-		-	-
Miscellaneous		804,000		41,714	762,286
Total	\$	81,177,127	\$	20,410,830	\$ 60,766,297

JULY 2016 CAPITAL FUND EXPENDITURES

■ BALANCE ■ SPENT ■ BUDGET



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	28,140,267	\$	10,131,672	\$	29,237	\$ 26,114,112
Furniture, Technology & Equipment		4,794,192		-		1,244,092	2,493,251
Total	\$	32,934,459	\$	10,131,672	\$	1,273,329	\$ 28,607,363

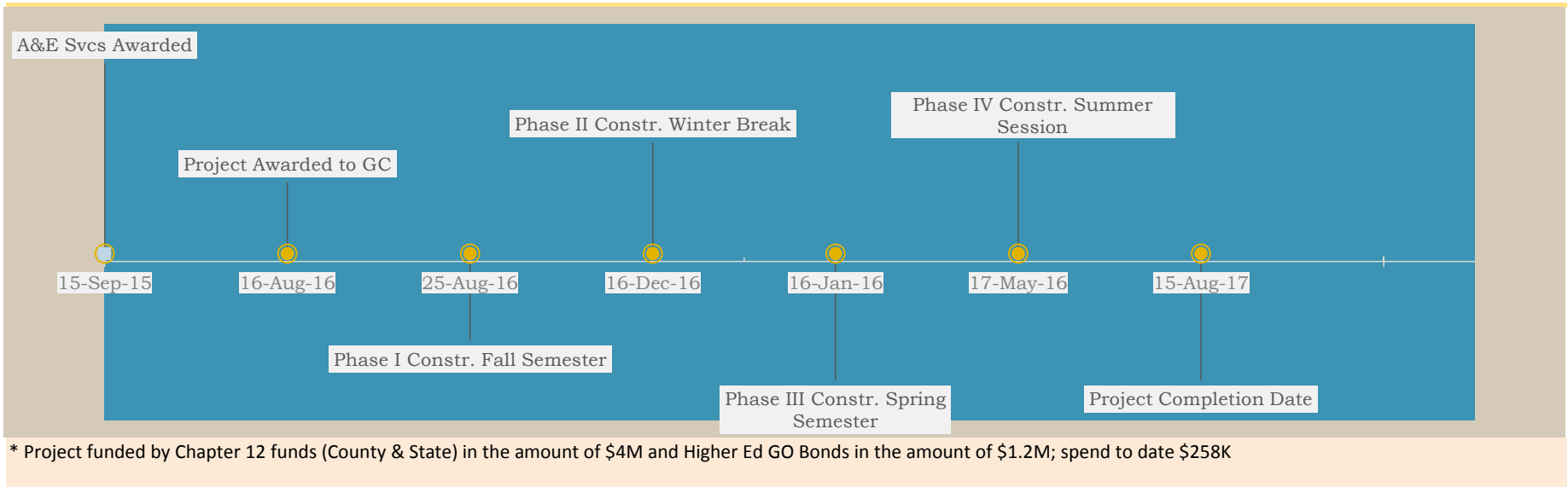


Capital Summary			
		BUDGET	ACTUAL & COMMITTED
Chapter 12 (County & State)	\$	16,631,673	\$ 1,121,146
Higher Ed Bonds and Tech Grants	\$	10,453,266	\$ 435,703
Fees, Other Revenue	\$	1,055,328	\$ 169,306

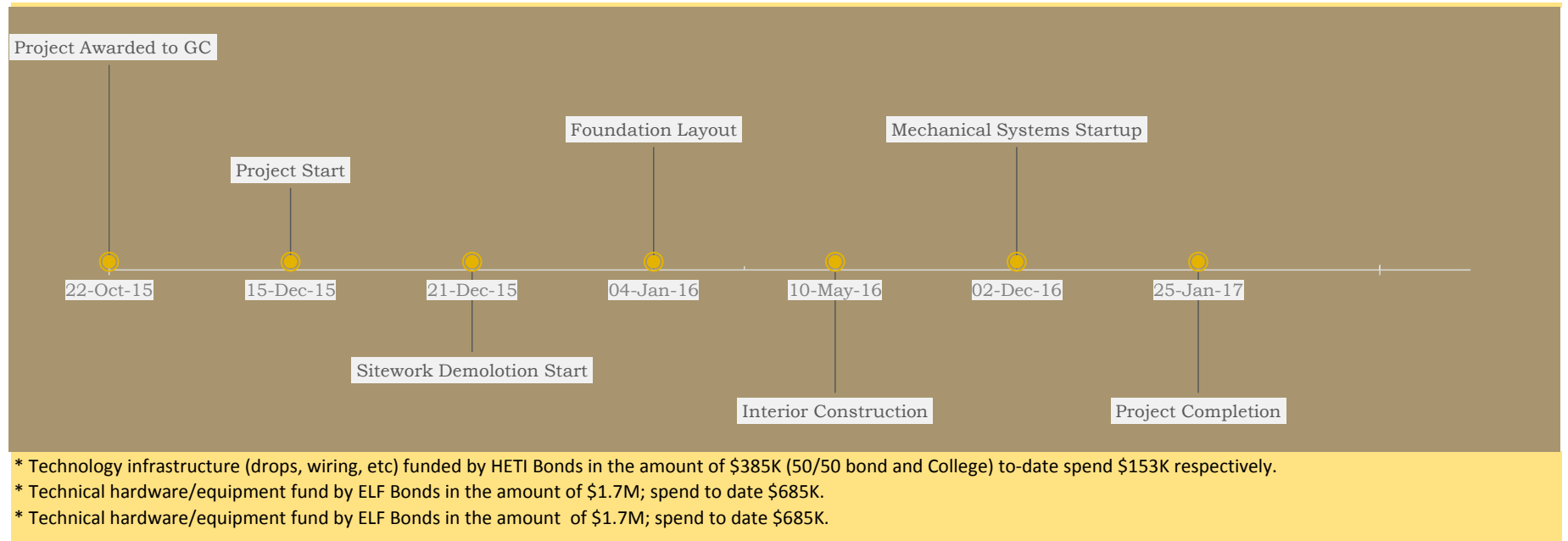
		ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects		\$ 1,951,142		\$ -	\$ -
	8120520 - Gorman Hall	-	298	298	-
	8120545 - Back Campus Walkway	-	410,924	410,924	-
	8120550 - Wall Campus Expansion	-	1,539,920	2,004	1,537,916
FY12 Chapter 12		1,951,142	1,951,142	413,226	1,537,916
FY13 Chapter 12 Projects		1,228,633	400,000	-	400,000
	8130515 - Replacement of Carpet and Flooring MAC	-	373,648	-	373,648
	8130530 - Infrastructure Improvements Lincroft	-	454,985	285,474	169,511
FY13 Chapter 12		1,228,633	1,228,633	285,474	943,159
FY14 Chapter 12 Projects		3,761,898	-	-	-
	8140505 - Renovation of MAS Science Labs	-	3,742,244	71,320	3,670,924
	8140510 - Infrastructure Improvements Lincroft	-	19,654	-	19,654
FY14 Chapter 12		3,761,898	3,761,898	71,320	3,690,578
FY15 Chapter 12 Projects		3,190,000	1,595,000	-	1,595,000
	8150515 - Infrastructure Improvements		1,595,000	351,126	1,243,874
FY15 Chapter 12		3,190,000	3,190,000	351,126	2,838,874
FY16 Chapter 12 Projects*		3,000,000	-	-	3,000,000
FY16 Chapter 12		3,000,000	-	-	3,000,000
FY17 Chapter 12 Projects*		3,500,000	-	-	3,500,000
FY17 Chapter 12		3,500,000	-	-	3,500,000
FY16 Capital Bonds & Grants					
	8131005 - Higher Ed Bond Administration - Wall	7,816,117	-	95,792	7,720,325
	8131010/8131030 - Equipment Leasing Fund (ELF)	1,287,093	-	278,290	1,008,803
	8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	150,056	-	61,621	88,435
	8161005 - Higher Ed Bon Administration - MAS	1,200,000	-	-	1,200,000
Higher Ed Bonds and Tech Grants		10,453,266	-	435,703	10,017,563
FY17 Infrastructure Projects					
	8122410 - Wall Campus Reserve	-	-	75,754	(75,754)
	8132450 - College Hi Ed Bond Admin Match - Wall	605,272	-	31,931	573,341
	8132455/8132460 - College HETI Match	150,056	-	61,621	88,435
	8162450 - College Hi Ed Bond Admin Match - MAS	300,000	-	-	-
College Capital		1,055,328	-	169,306	586,022
		\$ 28,140,267	\$ 10,131,672	\$ 1,726,155	\$ 26,114,112

* pending approval

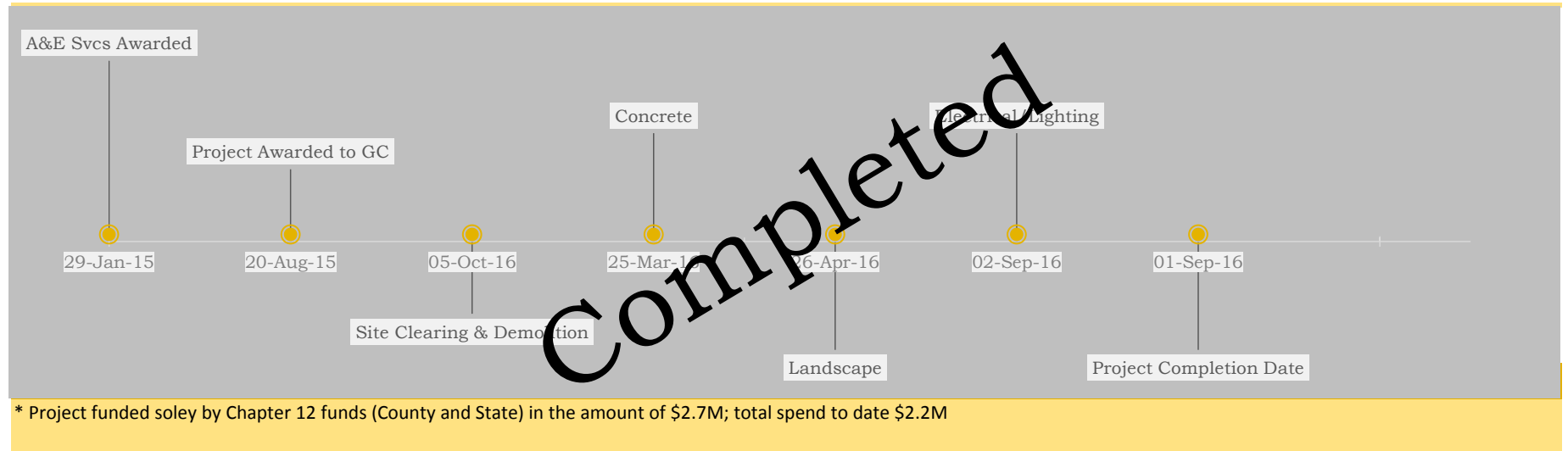
MAS Science Lab Renovation



Wall Academic Building



Back Campus Walkway



4.2c *Utilization of Cooperative Purchasing Initiative*

The College is a current participant in the New Jersey County College Joint Purchasing Consortium, Monmouth County Shared Services, the Middlesex Regional Educational Services Commission, and the County of Somerset Cooperative to promote the reduction in cost of goods or services by bidding or quoting in conjunction with other county colleges, the County of Monmouth, and other governmental agencies.

The College has investigated the feasibility and fit with the National Intergovernmental Purchasing Alliance Company (National IPA)/ The Cooperative Purchasing Network (TCPN) and determined that this would be of great benefit to the College. The resolutions that follow will serve as the Board's approval to engage the contract for participation.

This report was reviewed by the President and the Board of Trustees at a meeting held September 13, 2016.

September 20, 2016: Vice President, Finance & Operations, Maureen Lawrence

RESOLUTION

WHEREAS, Brookdale Community College is entering into a Cooperative Pricing Agreement with the National Intergovernmental Purchasing Alliance Company (National IPA)/The Cooperative Purchasing Network (TCPN); and

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the National Intergovernmental Purchasing Alliance Company (National IPA)/The Cooperative Purchasing Network (TCPN) hereinafter referred to as the "Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, the Board of Trustees of the Brookdale Community College, County of Monmouth, State of New Jersey approves participation in a Cooperative Pricing System for the provision and performance of goods and services; and

NOW, THEREFORE BE IT RESOLVED that the National Intergovernmental Purchasing Alliance Company (National IPA)/The Cooperative Purchasing Network (TCPN) and Brookdale Community College enter into this cooperative pricing agreement.



Strategic Priorities

2015-2017



Strategic Priorities 2015 – 2017: Goals

In fulfilling the mission of the College, the overarching goals of the Board of Trustees Strategic Priorities are to focus the College on its future and establish the groundwork for the next strategic plan.

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2016

2016 Workshop/Public Business Meetings (PBM)	Executive	Audit	Finance & Facilities	Policy & Education	Governance	Foundation Board Meetings	NJCCC
DATES/LOCATIONS Public Workshop 5:30 PM Public Business Mtg. 7:30 PM	Agenda for Meetings: Emergent issues.	Shall meet minimum of five times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested		
Tuesday, January 19 Lincroft, SLC, Twin Lights	Mon., Jan. 11 5:00 PM*		Tues., Jan. 12 6:00 PM	Wed., Jan. 13 5:00 PM	Mon., Jan. 11 6:00 PM	Thur., Jan. 28 2:30 PM	
Tuesday February 16 Lincroft, SLC, Navesink Rooms	Mon., Feb. 8 5:00 PM*		Thur., Feb. 11 6:00 PM*	Thur., Feb. 11 5:00 PM			
Tuesday, March 15 Freehold Campus, 103/104	Mon., Mar. 7 5:00 PM*	Tue., March 8 5:00 PM	Tue., March 8 6:00 PM*		Mon., March 7 6:00 PM	Thur., March 24 3:00 PM	March 10 or 14 Ocean CC
Tuesday, April 19 Lincroft, SLC, Navesink Rooms	Mon., Apr. 11 5:00 PM*		Tue., April 12 6:00 PM	Thur., April 14 5:00 PM			
Tuesday, May 17 Lincroft, SLC, Navesink Rooms	Mon., May 9 5:00 PM*	Tue., May 10 5:00 PM	Tue., May 10 6:00 PM*		Mon., May 9 6:00 PM	Thur., May 19 4:00 PM	
Tuesday, June 21 Lincroft, SLC, Navesink Rooms	Mon., June 13 5:00 PM*		Tue., June 14 6:00 PM	Thurs., June 16 4:00 PM	Mon., June 13 6:00 PM	Thur., June 16 4 PM	
Tuesday, July 19 (5:00 PM) * – Public Business Meeting via conference call							
Tuesday, August 16 Lincroft, SLC, Navesink Rooms	Mon., Aug. 8 5:00 PM*	Mon., Aug. 9 5:00 PM	Tue., Aug. 9 6:00 PM*		Mon., Aug. 8 6 PM		
Tuesday, September 20 Lincroft, SLC, Navesink Rooms	Mon., Sept. 12 5:00 PM*		Tues., Sept. 13 6:00 PM*	Mon., Sept. 12 6:00 PM			
Tuesday, October 18 Lincroft, SLC, Navesink Rooms	Mon. Oct. 10 5:00 PM*	Mon., Oct. 10 TBD	Mon., Oct. 10 6:00 PM				
Tuesday, November 22 Lincroft, SLC, Navesink Rooms	Mon., Nov. 14 5:00 PM*	Tue., Nov. 15 5:00 PM	Tue., Nov. 15 6:00 PM	Thur., Nov. 17 5:00 PM			
Tuesday, November 29 Reorganization Meeting , Lincroft, SLC, Navesink Rooms							
Tuesday, December 20 Lincroft, SLC, Navesink Rooms	Mon., Dec. 12 5:00 PM*		Tue., Dec. 13 6:00 PM		Mon., Dec. 12 6:00 PM		

Human Resources is a Committee of the whole: shall meet as required and/or requested

Revised Dates in Blue -

***Indicates Conference Call Conference Call Number is: 1-866-537-1618 - passcode: 6392 734#**

Approved – December 17, 2015 – v1; v3 – locations entered

Feb. 3, 2016 – changed P & E committee meetings, v4

March 2, 2016 – changed to reflect March Audit meeting will be rescheduled, v5; September 8, 2016 – added the October Audit Meeting, v 8

BROOKDALE COMMUNITY COLLEGE
UPCOMING EVENTS

BOLD indicates off Lincroft campus

2016

September 1 Convocation – 9 AM – Arena
September 12 BOT Executive Committee – 5 PM
September 12 BOT Policy & Education Committee– 6 PM
September 13 BOT Finance & Facilities Committee– 6 PM
September 15 Education Open Golf Outing and Dinner
September 19 NJCCC – Trustee Seminar – 5 PM – Holiday Inn, East Windsor, NJ
September 20 BOT Workshop/Public Business Meeting – 5:30 PM, SLC, Navesink Rooms

October 5 – 8 ACCT Leadership Congress, New Orleans
October 10 BOT Executive Committee – 5 PM
October 10 Finance & Facilities Committee – 6 PM
October 10 Audit Committee – Time to be determined
October 18 BOT Workshop & Pubic Business Meeting – 5:30 PM, SLC, Navesink Rooms
October 26 Chhange Testimonial Dinner – 6:30 PM – Grand Marquis, Old Bridge, NJ

November 14 BOT Executive Committee – 5 PM
November 15 BOT Audit Committee – 5 PM
November 15 BOT Finance & Facilities Committee – 6 PM
November 17 BOT Policy & Education Committee – 5 PM
November 22 BOT Workshop/Public Business Meeting – 5:30 PM, SLC, Navesink Rooms
November 29 BOT Reorganization Meeting – 5:30 PM, SLC, Navesink Rooms

December 12 BOT Executive Committee – 5 PM
December 12 BOT Governance Committee – 6 PM
December 13 BOT Finance & Facilities Committee– 6 PM
December 20 BOT Workshop & Public Business Meeting – 5:30 PM, SLC, Navesink Rooms

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2016 Committee Appointments

Board Bylaw 1.4020, appointments to Standing Committee

Membership on standing committees of the Board of Trustees, except as otherwise herein expressly provided shall consist of five Trustees, including the Chair of the Committee. The Board Chair is an ex officio member and the Vice Chair serves as an alternate to the Board Chair as an ex-officio for purposes of a quorum.

<u>Executive Committee</u> Dr. Carl Guzzo, Jr., Chair Mr. Joseph DiBella, Vice Chair Ms. Lora Campbell Mr. Paul Crupi Mr. Bret Kaufmann Ms. Marta Rambaud	<u>Audit Committee</u> Mr. William Dalton, Chair Ms. Lora Campbell Dr. Les Richens Ms. Marta Rambaud	<u>Finance and Facilities</u> Mr. Joseph DiBella, Chair Mr. Gary Tolchin Mr. Paul Crupi Mr. Bret Kaufmann
<u>Policy and Education</u> Dr. Hank Cram, Chair Ms. Lora Campbell Mr. Paul Crupi Dr. Les Richens Ms. Marta Rambaud Mr. Kevin Przystawski	<u>Governance</u> Mr. Paul Crupi, Chair Mr. Joseph DiBella Ms. Tracey Abby-White	<u>Nominating Committee</u> Ms. Lora Campbell Mr. William Dalton Mr. Bret Kaufmann Ms. Marta Rambaud
<u>Liaison to New Jersey Council of County Colleges</u> Ms. Tracey Abby-White	<u>New Jersey Council of County Colleges Trustees Ambassador</u> Ms. Tracey Abby-White	<u>Liaison to Brookdale Community College Foundation</u> Mr. Gary Tolchin Ms. Tracey Abby-White
<u>The Human Resources Committee</u> A Committee of the whole	<u>Ad-Hoc By Laws Committee</u> Ms. Lora Campbell Mr. Paul Crupi, Chair Dr. Hank Cram Mr. William Dalton Mr. Joseph DiBella Ms. Marta Rambaud Created (11/20/14)	<u>Ad-Hoc Human Resources</u> Dr. Carl Guzzo, Jr., Chair Dr. Hank Cram Dr. Les Richens Mr. Joseph DiBella Mr. Bill Dalton Mr. Kevin Przystawski Created (08/20/15)

Committee Assignments Approved on December 17, 2015

Ad-Hoc Engineering Committee – created 07/16/15 and dissolved – 12/17/2015

Ad-Police Committee – created 01/29/15 and dissolved 08/12/15

Added Les Richens to Audit Committee – 2/9/2016 – ver 3; Ad-Hoc By-Laws Chair – Mr Crupi – ver. 4

Added Marta Rambaud committee assignments – 6/8/2016; removed Paul Geissler – 6/27/2016; added Kevin Przystawski – 7/1/16