



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, July 23, 2019 5:30 PM (EDT)
800 Monmouth Boulevard Wall New Jersey 07719
Brookdale at Wall, Rooms 110 & 112

- I. Call to Order, Reading of Statement and Roll Call - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Adoption of Agenda - Chair Abby-White
- IV. Swearing in of Trustee Lauren Deinhardt - Chair Abby-White
- V. President's Report - Dr. Stout
 - A. NJCCC Presentation - Aaron Fichtner, President NJCCC and Phil Linfante, Chair NJCCC Executive Committee
 - B. Rokit Live Foundation - Bruce Gallipani, Executive Director
- VI. Review of Consent Agenda - Chair Abby-White
 - *Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
 - A. Adoption of Consent Agenda - Chair Abby-White
- VII. Reports from the Board Committees and Liaisons - Chair Abby-White
 - A. Finance & Facilities Committee - July 16, 2019 - Trustee Kaufmann
 - 1. Monthly Financial Reporting - Trustee Kaufmann
 - 2. Update on Capital Projects - Mr. Raymond Savacool, T & M Associates
 - Capital Project Report submitted in Monthly Financial Reports*
 - B. BCC Foundation - Dr. Stout
 - C. Private Public Partnership Committee - Chair Abby-White
- VIII. Public Comment on Agenda Items - Chair Abby-White
- IX. Approval of Public Business Meeting Minutes - Chair Abby-White
 - A. Approval of Public Business Meeting Minutes - June 25, 2019 - Chair Abby-White
 - B. Approval of Executive Session Minutes - June 25, 2019 - Chair Abby-White
 - C. Approval of Special Public Business Meeting - July 16, 2019 - Chair Abby-White
- X. Consent Agenda - Chair Abby-White - 5 minutes
 - A. Human Resources Recommendations
 - B. 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

C. Open Invoice Payment Requests for Vendor, Student and Employee Payments

D. Monthly Financial Reports

- XI. Approval of Revised By-Laws - Chair Abby-White
- XII. Approval of Revised Board of Trustees Calendar - Chair Abby-White
- XIII. Public Comment - Chair Abby-White
- XIV. Old/New Business - Chair Abby-White
- XV. Resolution to Hold a Closed Meeting - Chair Abby-White
- XVI. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XVII. Adjournment - Chair Abby-White
- XVIII. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

June 25, 2019

Brookdale Community College
Warner Student Life Center
765 Newman Springs Rd.
Lincroft, NJ 07738

- A. Chair Abby-White called the meeting to order at 5:30 P.M, she read the mission of the college. and the group made the Pledge of Allegiance.
- 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:
1. On June 19, 2019, at 7:45 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed
	Ms. Suzanne Brennan, Vice-Chair (5:50 PM)	Mr. Joey Stoner
	Ms. Victoria Cattelona, Graduate Trustee	Dr. Yesenia Madas
	Dr. Hank Cram, Trustee	Dr. Nancy Kegelman
	Mr. Paul Crupi, Trustee	Ms. Joan Scocco
	Ms. Madeline Ferraro, Trustee	Dr. William Burns
	Ms. Barbara Horl, Trustee (5:40 PM)	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Mr. Ed Johnson
	Dr. David M. Stout, Secretary	Ms. Kathy Kamatani
	Ms. Marta Rambaud, Trustee (5:50 PM)	Ms. Bonnie Passarella
	Dr. Les Richens, Trustee	Dr. Anita Voogt
Absent	Mr. Dan Becht, Trustee	Ms. Cynthia Gruskos, Recorder
	Ms. Latonya Brennan, Trustee	
		Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	<p>A motion to adopt the meeting agenda was made by Trustee Crupi and seconded by Trustee Ferraro.</p> <p>Motion passed unanimously.</p>	
<p>Recognition of Trustee Cattelona –</p> <p>Chair Abby-White recognized the work of Graduate Trustee Cattelona. She will continue to serve as a member of the Private Public Partnership Ad-Hoc Committee.</p> <p>Dr. Stout read the board resolution recognizing her accomplishments during her year of service to the Board of Trustees (Attachment A).</p>		
<p>President’s Report</p> <p>A. Freeholder Support – Dr. Stout expressed appreciation to the Board of Chosen Freeholders for their Chapter 12 support, which has allowed for significant capital improvements this year and will allow for an additional \$7 million dollars of capital improvements for this upcoming fiscal year. Freeholder Lillian Burry addressed the College and provided information on the Freeholder Scholarship program which provides financial support to Brookdale graduates when they transfer to Monmouth University. She stated that the goal of the scholarship program is to keep Brookdale graduates in Monmouth County.</p> <p>B. CCOG Program Presentation – Mr. Ed Johnson provided a presentation on the \$250,000 Community College Opportunity Grant (CCOG) which was awarded by the state to be used to increase recruitment outreach, retention, and innovative approaches that support student success. He provided information on the different initiatives that were supported by the grant and utilized this year, including the FASFA Coaches, Student Success Navigators, the FAFSA online signature, the Career Studio, funding for the PACE Campus Climate Survey, SEO optimization, and support of Communications and Marketing Campaigns. In addition, in May 2019, the state awarded an additional \$300,000 of financial awards to Brookdale students.</p> <p>C. Recognition of Brookdadians –Dr. Stout recognized Brookdadians who were instrumental in the collective effort to support our enrollment initiatives, our many capital improvement projects, and reaccreditation of the Police Department, the Radiologic Technology program, and the Automotive Technology program. He brought to the attention of the Board the noteworthy recent accomplishments of our students.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Adoption of Consent agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Crupi and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	
<p>Reports from Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – Trustee Kaufmann reported on the Finance & Facilities meeting on June 18.</p> <ol style="list-style-type: none"> Monthly Reporting – He highlighted the following: <ol style="list-style-type: none"> FY19 revenue and expenses are as projected The review of the monthly check register has been reinstated. The committee reviewed the FY20 ASBCC budget and it is up for consideration this evening. The committee reviewed the 33 recommended HR recommendations. 2 grant applications in the amount of \$917,000 with matching funds of \$181,000 were reviewed. The committee reviewed a new procedure/policy for the request for cash reserve funds transfer to operating funds which is still being developed. Update on Capital Projects – Mr. Rooney referred to their June 12 report. He provided the following updates to his report: <ol style="list-style-type: none"> LED Lighting Upgrade – 80% complete and on schedule to be completed by end of August. LED Lighting for CVA and Children’s Learning Center – July award expected Sewer Ejector Pumps MAN/CAR/Library – July award expected Athletic Fields - Soil testing completed and significant earth moving for baseball and softball fields expected. They will be upgrading the irrigation system. They expect to complete the project in the fall and the fields may be playable in the spring. The Partial Roof Replacement and Repair– Recommendation to award to Integrity Roofing The SLC Sewer Ejector Pumps – July award expected – critical project ADA Door Replacement – July award expected ATEC Retaining Wall – July award expected OIT Switch Room – to be completed by the end of the month Sidewalk and Curb Replacement – July 15 Bid Opening – and recommendation on July 16 Wall Building – Spiezle completing their plans and specifications for the sound barrier and the Acoustic Engineer indicated that the sound barrier will bring the noise level down below the Wall Township noise ordinance. <p>B. Audit Committee –Trustee Rambaud reported on the meeting held on June11 She highlighted the</p>		

following:

1. The External Audit Firm reported on their plan for the financial audit; field work is tentatively scheduled to be completed by the end of October, to allow for approval in November, as the Board may not have a meeting in December.
2. No activity on the Ethics Hotline to be reported.
3. Overview of Internal Audit results were reviewed for the Accounts Payable and Purchasing, Credit Card, and Travel Expenditures audits. All were followed up by management and corrective actions are ensuing.
4. The Audit committee recommends moving forward with an Internal Audit RFP.

C. Student's Perspective – Trustee Cattelona reported on the following:

1. **Community Involvement** - She met with local politicians to advocate for the needs of the College. She attended the launch of Monmouth Acts on June 11. She offered to continue to work with the College and would like to stay involved. She announced that she has decided to be a teacher and will be sending her students to Brookdale Community College. She expressed gratitude to be part of the Brookdale family.
2. **Enrollment Report** – She reviewed the Enrollment Report she submitted on May 8. She wrote the report to provide recommendations to increase enrollment, address challenges and recognize the progress the College has made.

D. New Jersey Council of County Colleges (NJCCC) –Trustee Horl reported on the NJCCC meeting held on June 17. A pre-meeting was held to review the Vision 2028 – Framework of NJ Community Colleges report. She described the report's priorities. She reported at the regular meeting the 2020 NJCCC's budget was discussed and the remainder of the time was spent on discussing the state budget.

E. BCC Foundation- Dr. Stout shared the Foundation report. (*Attachment B*)

Public Comment on Agenda Items –

Mr. Jack Ryan – English Faculty - Mr. Ryan suggested the recording of the Public Business Meeting be available on the website. He also requested to have a detailed agenda made available 24 hours in advance of the meeting on the website .He gave credit to the Success Starts at Brookdale campaign to Frank Lawrence and the implementationto BTV.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Public Business Meeting Minutes – May 29, 2019	<p>A motion to approve the minutes from the public business meeting held on May 29, 2019 was made by Trustee Richens and seconded by Trustee Rambaud.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Cram, Crupi, and Ferraro</p>	

<p>Executive Session Minutes – May 29, 2019</p>	<p>A motion to approve the executive session minutes from the meeting held on May 29, 2019 was made by Trustee Richens and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Cram, Crupi and Ferraro</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Consent Agenda</p> <p>A. Human Resources Recommendations</p> <p>B. Application of Grants NJ Department of Labor and Workforce Development, Integrated Adult Basic Skills, English Literacy and Civics Education Grant Program</p> <p>NJ Department of Education, Career and Technical education (CTE) Certificate of Eligibility Educator Preparation Program</p> <p>C. Acceptance of Gifts Donation of Photography Equipment</p> <p>D. Purchases in Excess of \$35,300 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>E. Monthly Financial Reports</p>	<p>A motion to approve the consent agenda was made by Trustee Horl and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Suzanne Brennan, Cattelona, Cram, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
		<p>Action and Follow-up</p>

Topic and Discussion	Votes Taken	Actions
<p>Approval of the FY20 Associated Students of Brookdale Community College (ASBCC) Budget</p>	<p>A motion to ratify the FY20 Associated Students of Brookdale Community College Budget by Trustee Richens and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Suzanne Brennan, Cattelona, Cram, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Lodging of Revised By-Laws</p> <p>No discussion.</p>	<p>A motion to lodge revised by-laws was made by Trustee Horl and seconded by Trustee Ferraro.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Suzanne Brennan, Cattelona, Cram, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

Public Comment

Mr. Jacobs read the public comment statement.

Ms. Anne Marie Sparaco, Director Special Projects – She thanked the Board for their recognition. She wanted to recognize Mike Naparlo, Michelle Branagan and Chris Otis for their unconditional support on a daily basis for assisting in moving the Chapter 12 projects forward.

Mr. Tom Brennan, Radio Station Manager – He reported that they were \$1000 away from reaching their financial goals. He also provided information on their efforts to extend their reach into Western Monmouth and to attract a wider audience. In addition, he noted that in 2002 the Radio Station was also instrumental in implementing the Success Starts at Brookdale marketing campaign

Ms. Meg Natter, Institute Dean - Humanities – She invited the Board to attend the free Shakespeare on the Lawn production of, Merry Wives of Windsor, starting July 11.

Dr. Stout thanked the Radio Station for taking their financial charge seriously.

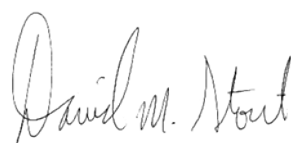
Old/New Business

Chair Abby-White announced the Finance & Facilities meeting will be made a public meeting to allow the approval of 3 to 4 time sensitive awards for capital improvements.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Resolution to Hold a Closed Meeting Mr. Jacobs read the resolution to hold a closed session. (Attachment C)	A motion was made to approve the resolution to hold an executive session by Trustee Horl and seconded by Trustee Ferraro. Motion passed unanimously.	
Motion to Re-Open the Meeting to the Public	A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Trustee Crupi. Motion passed unanimously.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adjournment –</p> <p><i>The meeting was adjourned at 7:25 p.m.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

RESOLUTION

WHEREAS, Ms. Victoria Cattelona served with distinction as Graduate Trustee on the Brookdale Community College Board of Trustees from July 1, 2018 to June 30, 2019; and

WHEREAS, Ms. Cattelona's leadership skills were noted immediately, and she was appointed as the Chair of the Ad-Hoc Private Public Partnership Committee, and in addition, served as a valuable member of the Audit, Governance, By-Laws, and Student Success & Educational Excellence Committees; and

WHEREAS, Victoria served as a spokesperson for the college at our Spring Open House and her "Why not Brookdale" speech encouraged students seeking an affordable quality education to consider Brookdale Community College as their number one choice; and

WHEREAS, Ms. Cattelona has a strong interest in political science, and while studying at Columbia University, shared her knowledge as a panelist at the Annual Conference of the Center for Civic Engagement and represented the College during our Congressional visit in Washington D.C.; and

WHEREAS, she distinguished herself by her active participation in Board discussions; and her valued suggestions, and comments were gratefully received by the Board; and

WHEREAS, Ms. Cattelona recognized the value of board engagement and professional development, and attended the ACCT Leadership Conference, ACCT Legislative Summit, and the annual Board Retreat; and

WHEREAS, she actively engaged in the Middle States Commission on Higher Education's Monitoring Visit; and

WHEREAS, Ms. Cattelona regularly sought out opportunities to continue to engage with our current student body and met with our Student Life Board on many occasions, and attended numerous student events; and

WHEREAS, she brought to the Board her first-hand knowledge and experience she gained during her tenure as a Brookdale Student and regularly provided a report on the student's perspective; and

WHEREAS, Ms. Cattelona was an active and dedicated member of the Brookdale Community College Board of Trustees, and upheld the highest standards of personal and professional integrity as a board member; and

WHEREAS, Ms. Cattelona has earned the respect and admiration of the college community and the members of the Brookdale Community College Board of Trustees; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College extends to Victoria Cattelona its sincere appreciation for her steadfast service to the Board of Trustees, college community, and its students; and

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

David M. Stout
President

Tracey Abby-White
Chair

Brookdale Foundation and Brookdale Alumni Association Update June 2019

The Brookdale Foundation received a \$20,000 grant from the Stone Foundation of New Jersey. This unrestricted gift is for general operations “to be used as you see fit.”

The Foundation will use the \$2,500 grant it received from the Jay and Linda Grunin Foundation to engage the services of a consultant to work with the Board on enhancing its fundraising footprint. A workshop will be held sometime in July.

The Foundation will host an orientation for new Trustees in July.

The Foundation and the Alumni Association are working with our auditors, O’Connor & Drew, P.C. to facilitate the audit fieldwork for the FY19 audit drafts.

The Foundation has submitted an application to the Monmouth Park Charity Fund to receive funds for Joan Litwin Memorial Nursing Scholarships for FY20.

Foundation Trustees reappointed for three-year terms are:

- ✓ Karen Escobedo , Manager Community Outreach, New Jersey Natural Gas
- ✓ James McNamara, VP Ticket sales & Service, Lakewood Blue Claws
- ✓ Tina Munson, Partner, Lomurro Law
- ✓ Bill Toms, The Toms Professional Group, LLC
- ✓ Carmen Penta, Partner, Addeo, Polacco & Penta, LLC
- ✓ Dave Chapman, CEO, The Royal Crown Group

Trustees Rotating Off the Board

- ✓ Brian Burriss
- ✓ Bob Honecker, Jr.

The Foundation Board now has 36 Trustees with a greater mix of people by profession, age, gender, ethnicity and skill sets.

Finally, a reminder that the 40th Annual Education Open Golf Outing is on September 26. A letter and brochure will be mailed this week.

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 **June 25, 2019 at approximately 7 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: June 25, 2019

☒ "(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.(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: , contract negotiations with Monmouth Ocean Foundation For Children; potential litigation regarding construction issues at the Wall Campus, and contract negotiations with Rutgers.

☐ "(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 is:

☐ "(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is a

RESOLUTION
Approved: June 25, 2019

WHEREAS, the length of the Executive Session is estimated to be 60 minutes after which the public (select one) ☒ meeting of the Brookdale Community College Board of Trustees shall reconvene and immediately adjourn or ☐ reconvene and proceed with business where formal action 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.

RESOLUTION
Approved: June 25, 2019

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Special Public Business Meeting Minutes

July 16, 2019

Brookdale Community College
Warner Student Life Center, Trustees Conference Room
765 Newman Springs Rd.
Lincroft, NJ 07733

- A. Trustee Bret Kaufmann called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance.
- 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:
 - 1. On July 9, 2019 at 4:30 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Chair*	Dr. Matthew Reed
	M. Suzanne Brennan, Vice-Chair*	Ms. Patricia Sensi
	Ms. Latonya Brennan, Trustee	Dr. Yesenia Madas
	Dr. Hank Cram, Trustee	Ms. Kathy Kamatani
	Mr. Paul Crupi, Trustee*	Mr. Joey Stoner
	Ms. Lauren Deinhardt, Graduate Trustee* (5:33 PM)	Mr. Ed Johnson
	Ms. Barbara Horl, Trustee (5:33 PM)	Dr. Nancy Kegelman
	Ms. Madeline Ferraro, Trustee*	Dr. Anita Voogt
	Mr. Bret Kaufmann, Trustee	Mr. George Sotirion
	Ms. Marta Rambaud, Trustee*	Ms. Teresa Manfreda
	Dr. David M. Stout, Secretary	
	Dr. Les Richens, Trustee	
		Ms. Cynthia Gruskos, Recorder
Absent	Mr. Dan Becht, Trustee	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	Mr. Michael Regan, T & M, Engineer of Record
	* via conference phone	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda for Public Business Meeting</p> <p>Trustee Kaufmann announced that an addendum to the Purchases in excess of \$36,400 has been added for approval tonight.</p>	<p>A motion to adopt the meeting agenda was made by Trustee Cram and seconded by Trustee L. Brennan. .</p> <p>Motion passed unanimously.</p>	
<p>Swearing in of Graduate Trustee Lauren Deinhardt</p> <p>Mr. Jacobs performed swearing in ceremony of Graduate Trustee Lauren Deinhardt. (Attachment A)</p>		
<p>Facilities Report – Mr. Michael Regan, T & M, Engineer of Record reviewed his report dated July 10, 2019. He provided the following updates or there was significant discussion on the item:</p> <ul style="list-style-type: none"> • LED Lighting for CVA and CLC Building – Recommendation for award at tonight’s meeting to Willdan Energy Solutions. • MAN, LIB, CAR Sanitary Sewer Ejector Pumps – 2 Bidders submitted incomplete packages. Recommended to reject bids for approval at tonight’s meeting and the College will re-bid this project. • Tennis & Basketball Courts/Lincroft Campus – Mr. Regan reported that the tennis courts were completed yesterday... The courts were repaired and resurfaced. Dr. Richens brought up concerns that the courts were reported to be “spongy”. Dr. Stout reported that the Athletic Director and Tennis Coach had reported that 2 of the 8 were in question as to their playability. <p>ACTION ITEM: Ms. Passarella to send contract and performance bonds to Counsel for review. ACTION ITEM: Athletic Director and Tennis Coach to confirm courts are playable before payment to contractor.</p> <ul style="list-style-type: none"> • Sewage Ejector Pumps Replacement at the Student Life Center – EACM Corp. was the apparent low responsible bidder and recommended for approval at tonight’s meeting. The lowest bidder was rejected due to lack of Division of Property Management & Construction (DPMC) classification, which was a requirement of the bid. • ATEC Building Retaining Wall and Drainage Improvements, - The bid received no replies and will be re-bid next month. Vendors were questioned as to why they did not bid, and some responded that they were too busy during this season. • OIT Switch Rooms – Final unit installed and operational as of July 15. • Sidewalks & Curb Replacement/Lincroft & Freehold Campuses – AJR Masonry recommended for 		

award.		
Public Comment on Agenda Items Only No public comment was made.		
Approval of Purchases in Excess of \$36,400 and New Jersey “Pay to Play”, and Pursuant to the New Jersey “Pay-to-Play” Process, in Excess of \$17,500 (Attachment B)	A motion to approve by resolution the purchases listed on the agenda and the addendum was made by Trustee Cram and seconded by Trustee L. Brennan. Motion passed unanimously. YES: Trustees L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White. NO: None ABSTENTIONS: None	
Financial Reporting (4.1) – Mr. Stoner reviewed the financial reporting. He pointed out that the Analysis and Forecast of the Operating, Auxiliary & Capital Funds indicated that there would be a projected excess of revenue at year-end of \$586,155. Chapter 12 funds to be available at year end are \$13,939,551. The cash balances are \$4 million higher than last year. .		
For Review - Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play”, and Pursuant to the New Jersey “Pay-to-Play” Process, in Excess of \$17,500 (4.2) There was no significant discussion on the purchases recommended for approval at the July 23 meeting.		
Change Order Request (4.2a) – No change order request was requested.		
Contract Modification Request (4.2b) No contract modification request was requested.		

Accounts Payable Check Register (4.2c) -

Trustee Kaufmann stated that if a Trustee should have a question on the check register, they should direct their questions to him, and he will follow up with the Administration vs. asking questions during the committee meeting.

HR Future Positions –

1 position was discussed and a justification was presented to the Board of Trustees.

The Following position will be advertised:

- **Senior Office Assistant, Business & Social Science Institute**

HR Monthly Materials – July 2019

The HR July materials were reviewed. There was no significant discussion.

Review of Grants and Gifts

There were no grants and gifts submissions for July.

Discussion Items

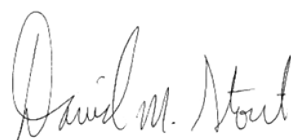
- A. 3 + 1 Programs – Georgian court and Thomas Edison State University** – Dr. Stout informed the Board that the college is exploring a 3+ 1 program with Georgian Court University and Thomas Edison State University. This new model will allow our Brookdale students who graduate with an Associate’s degree to continue to take 300 level (junior year) courses at Brookdale, paying Brookdale tuition. These credits will transfer and the student will take their final year at either of these 4 year institutions and earn their Bachelor’s degree while saving money. The agreements are correctly being negotiated. The 3 + 1 program with Thomas Edison State University will open up more opportunities for international students to complete an affordable online degree.
- B. Ray Catena Partnership** – Dr. Stout provided information to the Board on a new partnership with the Ray Catena Auto Group, which will allow our Auto Tech students to have internship opportunities with the Ray Catena Auto Group and if they are hired after graduation, they will be reimbursed for their Brookdale educational costs. Students must earn a GPA of 3.0 or above to participate in this program. Ray Catena will be invited to the September Board of Trustees meeting and the specifics of the agreement will be shared with the Board prior to the meeting.
- C. Leasing Space – Rutgers Nursing Program** – Rutgers School of Nursing has expressed an interest in leasing space at Brookdale, which Dr. Stout is interested in exploring. This would be a separate lease from the Rutgers Continuing Education which is leasing space in Larrison Hall. This potential lease and MOA will allow our students to obtain a B.S. Nursing from Rutgers on the Lincroft Campus.
- D. CCOG Phase 2** – Dr. Stout provided an update on the implementation of the program this year.

Public Comment –

There was no public comment.

<p>Adjournment –</p> <p><i>The meeting was adjourned at 6:55 PM</i></p>	<p>A motion to adjourn the meeting was made by Trustee Cram and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	
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Respectfully submitted:

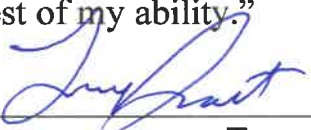


David M. Stout, Ph.D., Secretary

OATH OF OFFICE

Member of the Board of Trustees Of Brookdale Community College

"I, Lauren Deinhardt, 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."

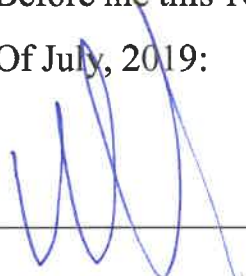


Lauren Deinhardt, Trustee

Sworn and subscribed to:

Before me this 16nd day:

Of July, 2019:



Mitchell B. Jacobs
Attorney at Law of New Jersey



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

4.2 *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*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$36,400. 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 at a meeting held July 16, 2019.

July 16, 2019: Interim Vice President Finance & Operations, Joey Stoner

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$36,400, or purchases with a combined total in excess of \$36,400; 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 Interim 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

WHEREAS the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution;

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 \$36,400
July 16, 2019

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
	Capital			
1	EACM Corp.	Sewage Ejector Pumps Replacement at the Student Life Center, Bid No. 19-31 / Notice was sent to 14 vendors, received 3 replies. This contract is for sewage ejector pumps replacement at the Student Life Center and is funded by Chapter 12.	Bid	\$ 113,000.00
2	Willdan Energy Solutions	CVA and CLC LED Lighting Replacement, Bid No. 20-03 / Notice was sent to 12 vendors, received 3 replies. This contract is for LED lighting replacement in the CVA and CLC buildings and is funded by Chapter 12.	Bid	\$ 121,644.00
3	T&M Associates	Professional Engineering Services, RFQ No. 01-2019 / This contract is for professional engineering and consulting services for the design and bid preparation for the dugouts, bleachers and other related items to the rehabilitation of the athletic fields. This contract is funded by Chapter 12.	RFQ	\$ 23,000.00
4		ATEC Building Retaining Wall and Drainage Improvements, Bid No. 19-32 / Notice was sent to 15 vendors, received no replies. The College will re-bid this project.	Bid	

* Estimated expense based on historical data

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

**Addendum
July 16, 2019**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1		Sewage Ejector Pumps Replacement - MAN, LIB and CAR Buildings, Bid No. 20-02 / Notice was sent to 7 vendors, received 2 replies. This bid was rejected due to conflicting bidder qualification requirements. The College will re-bid this project.	Bid	
2	AJR Masonry LLC	Sidewalk and Curb Replacement, Bid No. 20-01 / Notice was sent to 13 vendors, received 5 replies. This contract is for sidewalk and curb replacement on the Lincroft and Freehold Campuses and is funded by Chapter 12.	Bid	\$ 398,134.00

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 26 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

	Recommendations
Faculty	2
Adjuncts	11
Coaches	1

B. Change of Status

	Recommendations
Faculty	2
Administrative	4
Support Staff	1

C. Separations

	Recommendations
Faculty	2
Support Staff	3

A. HIRES**FACULTY**

1. Name: Matthew Kalos
Department: Anthropology
Position: Instructor
Salary: \$59,768 subject to current College contract negotiations
Effective: 9/1/19
2. Name: Shayla Ward
Department: English
Position: Instructor
Salary: \$61,951 subject to current College contract negotiations
Effective: 9/1/19

FACULTY DEGREE SUMMARY

Doctoral	Masters
1	1

ADJUNCTS

1. Name: Ashley Albro
Department: Nursing
2. Name: Riviani Church
Department: Nursing
3. Name: Ashley Ernst
Department: Fine Art
4. Name: Nicholas Fontana
Department: Architecture
5. Name: Christine Hogan
Department: Nursing
6. Name: Christina Jen
Department: English
7. Name: Tina Marie Lamar
Department: Nursing

8. Name: Richard Pensalosa
Department: Nursing
9. Name: Lisa Schreiber
Department: Nursing
10. Name: Maura Stewart
Department: Respiratory Therapy
11. Name: Kendall Turchyn
Department: English

ADJUNCT DEGREE SUMMARY

Masters I	Bachelors
10	1

COACHES

1. Name: Dennis Flynn
Department: Athletics
Position: Assistant Coach, Cross Country
Compensation: \$1,000
Dates: 6/14/19

B. CHANGE OF STATUS**FACULTY**

1. Name: Elana Maloney
Department: English
Position: Instructor
Action: Change in status from temporary to regular through bona fide search
New Salary: \$58,677 subject to current College contract negotiations
Effective: 9/1/19
2. Name: Nicolette Nicola
Department: English
Position: Instructor
Action: Change in department from Reading/Writing to English
New Salary: No change
Effective: 9/1/19

July 23, 2019: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi

ADMINISTRATIVE

1. Name: Eleanor Horgan
 Department: Enrollment Management
 Position: Interim Director, Advising & Counseling Services
 Action: Temporary extension of interim assignment
 Effective: 7/1/19 – 8/31/19

2. Name: Michael Naparło
 Department: Facilities Administration
 Position: Interim Manager, Facilities Operations
 Action: Temporary assignment
 New Salary: \$63,815, to be prorated accordingly, subject to current College contract negotiations
 Effective: 7/16/19

3. Name: Scott Shanes
 Department: Continuing & Professional Studies
 Position: Program Manager
 Action: Change in status from A3 Program Administrator to A4 Program Manager through reorganization/reclassification
 New Salary: \$63,815, to be prorated accordingly, subject to current College contract negotiations
 Effective: 9/1/19

4. Name: Tricia Taylor
 Department: Athletics
 Position: Interim Assistant Director
 Action: Extension of acting assignment
 Salary: No change
 Effective: 7/1/19, until filled, but not later than 12/31/19

SUPPORT STAFF

1. Name: Dawn Murray
 Department: Common Services
 Position: Associate, Inventory Control/Fixed Asset
 Action: Reclassification from N2 to N4 position
 New Salary: \$40,455
 Effective: 1/7/19

C. SEPARATIONS**FACULTY**

1. Name: Nicole DeSantis
Department: Counseling
Position: Instructor
Action: End of temporary position
Effective: 6/30/19
2. Name: Barbara Gonos
Department: Criminal Justice
Position: Professor
Action: Retirement
Effective: 8/31/19

SUPPORT STAFF

1. Name: Catherine Cutlip
Department: EOF Office
Position: Associate, EOF
Action: Resignation
Effective: 8/16/19
2. Name: Ethan Fria
Department: Library
Position: Associate
Action: Resignation
Effective: 7/25/19
3. Name: Denise Russo
Department: Business & Social Science
Position: Senior Office Assistant
Action: Resignation
Effective: 8/6/19

4.2 *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*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$36,400. 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 Board of Trustees at a meeting held July 16, 2019.

July 23, 2019: Interim Vice President Finance & Operations, Joey Stoner

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$36,400, or purchases with a combined total in excess of \$36,400; 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 Interim 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

WHEREAS the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution;

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 \$36,400
July 23, 2019

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Powerhouse Signworks, Inc.	Banners and Signage, Bid No. 19-22 / This contract is for the supply and installation of directional roadway signs and is funded by Chapter 12.	Bid	\$ 18,550.00
Operating				
2	IOTA Solutions, LLC	Electronic Course Evaluation Services, RFP No. 01-17 / This is one year extension with an option for a 2nd year renewal for electronic course evaluation services. IOTA360 is a hosted web-based solution for administering electronic Student Opinion Reports (SORs) in more than 1,900 course sections a year. IOTA360 collects the survey data and presents the results in a variety of standard and customized graphical reports. This contract is funded by the Planning & Institutional Effectiveness Budget. FY19 \$17,500.	RFP	\$ 17,500.00
3	Collegiate Enterprise Solutions, LLC - dba Registry for College and University Presidents	Professional Services / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract is for professional services for the position of the Interim Vice President of Finance and Operations/CFO and is funded by the Operating Budget. FY19 \$43,400.	Exempt	\$ 44,702.00

* Estimated expense based on historical data

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month of May totaled \$2,275,542.13. 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 July 16, 2019.

July 23, 2019: Interim Vice President Finance & Operations, Joey Stoner



BOARD OF TRUSTEES

Finance & Facilities

4.1 *Financial Reporting*

**For the 11 months ending May 31, 2019
Presented July 16, 2019**

July 23, 2019: Interim Vice President Finance & Operations, Joey Stoner

**Brookdale Community College
Summary of Financial Activity
for the Eleven Months Ending May 31, 2019**

Any reference to budget in the following financial information represents the annual FY19 budget. May 2019 is the eleventh month of the current fiscal year. Generally, when comparing year-to-date financial results to budget, May represents 91.7% of the annual budget. The financial summary that follows offers a brief narrative of year-to-date May 2019 financial performance compared to FY19 budget and to the same period of time last year.

Revenue

Compared to Budget

Total revenue for the eleven months through May 2019 were \$79.5M and represents 94.3% of the FY19 budget of \$84.3M.

State and Local appropriations of \$10.3M and \$20.0M respectively are funded monthly. As of May, State appropriations of \$9.4M and Local of \$18.4M represent 91.5% of budget as expected.

Continuing and Professional Studies' year-to-date revenue of \$2.9M represents 86.9% of FY19 annual budget of \$3.4M. We are anticipating revenue will be about \$80,000 over expenses.

Compared to Last Year

Total operating and capital fee revenue of \$81.1M compared to \$81.7M for the same time last year indicates a decrease of \$589K or -0.73%.

Expenses

Compared to Budget

Total operating expenditures through May 2019 were \$66.6M compared to the FY19 annual expense budget of \$84.3M. Year-to-date expenses through May represent 79% of the FY19 budget and are slightly better than projections. Again, eleven months represents 91.7% of our fiscal year and should serve as a point of reference when comparing actual results to budget.

Compared to Last Year

Total operating expenses for the same period of time last year were \$68.1M compared to \$66.6M this year and indicate a reduction in operating costs of \$1.5M.

Cash Balance

As of May 31, 2019 the College's balance of cash in the bank was \$16.7M which represents \$4.2M increase over last year. For the eleven months through May, the average monthly balance of cash in FY19 was \$15.5M compared to \$11.3 last year.

Brookdale Community College
Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at 6/30/19

	FY19 Budget	5/31/2019	Increase/ (Decrease)	FY19	Projected
Operating					
Revenues:					
Tuition	\$ 38,394,347	\$ 38,108,246	\$ (314,347)	\$	38,080,000
State	10,325,921	9,444,915	-		10,325,921
County	20,027,019	18,358,101	-		20,027,019
Fees	11,413,689	10,100,516	(1,289,006)		10,124,683
Continuing & Prof. Serv.	3,350,000	2,909,563	(320,000)		3,030,000
Other Income	774,000	532,711	(199,000)		575,000
Total revenue	\$ 84,284,976	\$ 79,454,052	\$ (2,122,353)	\$	82,162,623
Expenditures:					
Learning Division	32,516,843	27,838,202	(1,210,654)		31,306,189
Benefits	16,207,983	12,149,977	(62,061)		16,145,922
Finance & Operations	9,096,008	7,945,716	(146,008)		8,950,000
Student Success Division	5,953,317	5,196,743	(173,317)		5,780,000
General Expenses	5,197,090	3,165,697	(453,000)		4,744,090
Continuing & Prof. Serv.	3,160,740	2,628,048	(200,740)		2,960,000
Utilities	2,523,503	2,108,591	(5,000)		2,518,503
Human Resources & Safety	2,257,406	1,935,288	(157,406)		2,100,000
Advancement Division	957,624	849,864	(17,624)		940,000
Planning & Inst. Effectiveness	402,400	362,036	(2,400)		400,000
President & BOT	506,652	466,307	8,348		515,000
Total expenditures	\$ 78,779,566	\$ 64,646,469	\$ (2,419,862)	\$	76,359,704
Other cash requirements					
Debt Principal	1,699,997	-	-		1,699,997
Interest Expense	1,467,443	-	-		1,467,443
TIP/TECH	2,337,970	1,939,393	-		2,337,970
	\$ 5,505,410	\$ 1,939,393	\$ -	\$	5,505,410
Excess revenue/expenditures				\$	297,509
Auxiliary					
Receipts		\$ 1,681,142	\$ 382,504	\$	2,063,646
Disbursements		1,470,340	304,660		1,775,000
Profit/(Loss) Auxiliary		\$ 210,802	\$ 77,844	\$	288,646
Excess revenue/expenditures				\$	288,646
Capital					
Revenues:					
State Chapter 12	\$ 9,641,512	\$ 1,503,522	\$ (6,786,747)	\$	2,854,765
County	9,641,512	1,503,522	(6,786,747)		2,854,765
HETI	47,104	-	(47,104)		-
ELF	683,376	85,546	(630,711)		52,665
Fees-TIP	253,976	209,756	-		253,976
Other Capital Fees	350,000	-	-		350,000
Total revenue	\$ 20,617,480	\$ 3,302,345	\$ (14,251,309)	\$	6,366,171
Expenditures:					
State Chapter 12	\$ 9,641,512	\$ 1,503,522	\$ (6,786,747)	\$	2,854,765
County Chapter 12	9,641,512	1,503,522	(6,786,747)		2,854,765
HETI	47,104	-	(47,104)		-
ELF	683,376	85,546	(630,711)		52,665
Fees-TIP	253,976	209,756	-		253,976
Other Capital Fees	350,000	-	-		350,000
Total expenditures	\$ 20,617,480	\$ 3,302,346	\$ (14,251,309)	\$	6,366,171
Excess revenue/expenditures				\$	-
Total excess revenue/expenditures all funds				\$	586,155

Brookdale Community College
Cash & Fund Balance Analysis
As of May 31, 2019

	FY16	FY17	FY18	FY19
July	\$ 8,690,966.52	\$ 3,924,507.00	\$ 8,467,104.38	\$ 7,558,721.38
August	12,975,549.79	5,257,967.16	10,794,724.59	13,791,437.47
September	9,877,698.58	14,230,855.98	8,116,282.16	17,135,494.98
October	17,120,989.56	10,034,966.35	12,704,404.96	14,911,885.92
November	13,016,350.05	5,881,692.09	12,851,711.00	13,655,458.27
December	11,686,611.54	5,813,306.39	9,253,180.00	10,237,929.92
January	15,380,777.32	10,936,117.45	13,533,588.30	17,083,793.40
February	15,038,852.73	12,352,432.38	12,149,359.50	21,768,631.56
March	17,305,625.98	7,804,144.44	10,721,561.17	20,122,253.27
April	14,070,405.87	7,677,357.19	12,993,416.87	17,790,854.81
May	10,565,164.81	7,240,211.55	12,510,624.36	16,672,952.29
June	5,051,778.69	5,718,427.39	10,477,369.61	

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.
Cash increased \$4,162,327.93 from prior year.

Net Position	6/30/2016	6/30/2017	6/30/2018
\$	1,080,837	\$ 888,304	\$ 3,321,162 *

* FY18 net position is included in the cash balance listed above until draft policies and procedures governing the use of cash reserves are approved, distinctive bank accounts are established, or investment accounts are determined.

July 10, 2019

BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CONSTRUCTION PROJECTS - CHAPTER 12 FUNDS – MANAGED BY T&M

1) SEWER EJECTOR PUMPS/LINCROFT CAMPUS

A contract for the replacement of sewer ejector pumps at the MAS and ATC buildings was awarded to Longo Electrical-Mechanical, Inc. in the amount of \$84,700.00 by the BOT at their May 15, 2018 meeting. The construction is 100% complete and project closeout is underway.

2) CVA & LAH CHILLER REPLACEMENTS

At their special meeting of November 12, 2018, the BOT awarded a contract to Preferred Mechanical, Inc. in the amount of \$1,225,000. The project is substantially complete with only a few punchlist items remaining. Awaiting verification of sound attenuation readings. Both chillers are currently operational. Upon completion of the punchlist items, project closeout will begin.

3) LED LIGHTING UPGRADES

Based on the recommendations of the Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College decided to pursue energy saving measures by replacing the existing light bulbs with LED bulbs. The BOT awarded a contract to Wildan Energy Solutions, Edison, NJ in the amount of \$1,175,880 at their January 29, 2019 meeting. Installation of light bulbs is underway on satellite campuses. The project is scheduled to be completed by the end of August 2019. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project.

4) LED LIGHTING FOR CVA AND CLC BUILDING

Design for the retrofit of the CVA and CLC building is complete. The specifications were completed utilizing the Local Government Energy Audit (LGEA) reports and advertised on June 24th. The bid opening is scheduled for July 9, with intent to award at the July 16 F&F/BOT meeting.

5) MAN, LIB, CAR SANITARY SEWER EJECTOR PUMPS

The design for the replacement of the sanitary sewer ejector pumps at the three referenced locations is complete and the project was advertised on June 20, 2019. A preconstruction meeting was held on June 27 and the bid opening is scheduled for July 12 with the intent to award at the F&F/BOT meeting on July 16, 2019.

6) ATHLETIC FIELDS/LINCROFT CAMPUS

Our office was authorized to proceed with the investigation and design for renovation of the athletic fields in the Lincroft Campus including the baseball and soccer field, softball and practice field to address the deficiencies with the playability. Our effort will focus on the playing fields themselves while also further defining the scope, type and costs of various other site amenities desired. The survey base maps and soil testing have been completed. The goal is to complete the field renovations by the end of 2019.

7) FIRE ALARM PANEL NETWORKING

Our office was authorized to prepare plans and specifications for the networking of the fire alarm panels at the Lincroft Campus. Specifications have been drafted and a meeting was held on July 8, 2019 to review the project scope with Brookdale staff. The overall project will

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

consist of the installation of a single mode fiber to network all fire panels, plus modifications at each panel to support the networking via fiber. The fiber will be installed via state contract, and the panel modifications will be specified by T&M and bid. Existing conditions investigation and project scoping is ongoing.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) MISCELLANEOUS ROOF REPAIRS

At the BOT of June 26, 2108, a contract to prepare bid documents for roof repairs at the Student Life Center, Library, Main Academic Buildings North and South and the Auto Tech Building was awarded to FVHD Architects and Planners, PC in the amount of \$39,750. Contracts in the amount of \$406,340 and \$302,500 were awarded to Roof Integrity and MTB respectively at the BOT meeting of October 23, 2018. Roof Integrity has substantially completed their work at the SLC. The MTB contract is also substantially complete and a final walkthrough on both projects is scheduled for June 13, 2019.

2) TENNIS & BASKETBALL COURTS/LINCROFT CAMPUS

The College has decided to rehabilitate the tennis and basketball courts by repairing the surface cracks and resurfacing the courts along with new nets and posts and basketball stanchions. Bids were received on February 14, 2019 and the BOT awarded a contract to Halecon, Inc. on February 26, 2019 in the amount of \$135,500. The Contractor has completed the crack sealing and is proceeding with coating of the courts. The project is scheduled to be completed in mid-July

3) PARTIAL ROOFING REPLACEMENT AND REPAIR

FVHD was authorized to prepare plans and specifications and provide construction administration services for PAC, CAR, CVA and LAH buildings, as well as the mechanical wells located on the roof of the MAC building. Bid opening was held on June 11, 2019 and Integrity Roofing was awarded the contract at the June 25 BOT meeting in the amount of \$796,340.00.

4) SLC SEWER EJECTOR PUMPS

EI Associates prepared plans and specifications for the replacement of the sewer ejector pumps in the SLC building. This project was advertised on June 6, 2019 and the bid opening was held on June 28, 2019. The apparent low responsible bidder was EACM Corp in the amount of \$117,000. A lower bid had to be rejected as incomplete. The intent is to award at the July 16 F&F/BOT meeting, with the work to be performed over summer break.

5) ADA DOOR REPLACEMENTS/LINCROFT CAMPUS

SSP Architects was awarded a contract for the design and construction administration for replacement of ADA doors on campus.

6) ATEC RETAINING WALL

EI Associates was contracted to investigate an design remedial repairs to the ATEC retaining wall which has experienced erosion after heavy rains. The storm lines were televised on June 3rd and 4th revealing substantial root infiltration. EI completed the design and the project was bid on June 14, 2019. No bids were received on the bid opening date of July 9, 2019. Brookdale is reaching out to plan holders to ascertain why they did not bid. The tree that has impacted the wall will be removed by Monmouth County.

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7) OIT Switch Rooms

There are six rooms with electronic equipment throughout the Lincroft Campus that have experienced chronic high temperature problems which affects the performance of the equipment. The contract for installation of split cooling units in each of the rooms is approximately 80% complete. The final unit had been backordered, but is now expected to be installed and operational by July 15, 2019.

8) SIDEWALKS & CURB REPLACEMENT/LINCROFT & FREEHOLD CAMPUSES

At various locations throughout the Lincroft and Freehold Campuses, sections of curb and sidewalk have deteriorated to the point where replacements are warranted. Mott McDonald designed a program for the replacement of approximately 3,900 LF of concrete curb and 2,600 SY of concrete sidewalk at the Lincroft Campus. An alternate bid for work at the Freehold Campus is also included. The project was advertised on June 24, 2019 and the bid opening is scheduled for July 15 with intent to award at the July 16 F&F/BOT meeting.

9) ROADWAY AND PARKING LOT PAVING

Monmouth County Road Department commenced paving in Lot 2 on July 8, 2019. Milling and paving for this lot should be completed by July 12, 2019, with striping scheduled for July 17, 2019. The main campus roadway paving is scheduled for the week of July 22, 2019.

C. DESIGN/STUDIES/REPORTS

1. FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

Our office was requested to investigate an ongoing basement seepage problem. We have completed a site inspection along with videotaping of the interior and exterior drainage piping. Videotaping required extensive cleaning of the pipes which had numerous clogs throughout the system. The videotaping identified five locations where the piping had separated. A contract in the amount of \$11,075 was awarded to Root 24 to make the repairs. Presently all five locations have been repaired. Unfortunately, recent heavy rain events have shown the seepage problem has not been fully solved. At the direction of the F&F Committee, our office completed a feasibility and cost analysis of installing an exterior cutoff drain around the perimeter of the building. Our preliminary cost estimate for this project is approximately \$200,000 based on the depth and width of excavation, utility conflicts and the need to pump the collected water up into the existing stormwater management system. We await guidance on how to proceed.

2. NEW ACADEMIC BUILDING-WALL CAMPUS

Unfortunately, noise complaints from adjacent residents persist following the remediation modifications to the roof mounted chiller completed by the College this past summer. Recent noise readings indicate the roof top chiller (running at a simulated full load) exceeds the Wall Township noise ordinance. The architect (Spiezle Design Group) has recommended the installation of a sound barrier wall mounted on the roof parapet immediately in front of the chiller. It was mutually decided that Spiezle would secure the services of an acoustical engineering firm to evaluate the current problem, assess the measures taken to date and provide a recommendation and cost estimate for additional noise attenuating measures. Acentech has completed their investigation and issued a letter report, dated April 8, 2019. Acentech has stated that the construction of a sound barrier in front of the roof top chiller will bring the noise levels below the Wall Township Noise Ordinance limits.

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Spiezle Architectural Group has designed two alternatives for the barrier and provided preliminary costs. A meeting was held with Spiezle on June 18 to discuss cost sharing and select the alternative. Spiezle has completed the design for the alternative chosen at the meeting and has completed the plans and specifications for same.

Regarding water infiltration, Spiezle performed a detailed inspection of the building on February 1, 2019, the findings of which were discussed with Benjamin Harvey (contractor) on March 1, 2019. The contractor, Benjamin Harvey, completed the necessary repairs last month. Regarding site grading, both Spiezle and Benjamin Harvey contend the existing grading is per the contract requirements. However, they indicated that should the College seek to revise the grading they would be willing to discuss a cost sharing arrangement.

Also, during hot humid spells this past summer, condensation problems were experienced in some areas of the building. Based on discussions with Spiezle's HVAC subcontractor (Vanderweil), minor adjustments to the settings on the HVAC equipment were made and operational suggestions were recommended which should resolve the problem. Performance of the HVAC equipment will be monitored over the upcoming cooling season and Vanderweil has agreed to further assist the College if warranted.

Lastly, both Spiezle and the contractor were apprised of a fire sprinkler head rupture which occurred over the winter during an extreme cold spell which caused extensive water damage. It is my understanding that this issue has been turned over to the College's insurance carrier.

Michael R. Regan
on behalf of



Charles J. Rooney, P.E.
Engineer of Record

July 10, 2019
Sheet 5

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1.1000 LEGAL STATUS OF THE BOARD OF TRUSTEES

1.1010 Official Name

The official name of the county college, established under and by virtue of the laws of the State of New Jersey, shall be Brookdale Community College (hereinafter sometimes referred to as “College” or “the College”).

1.1020 Corporate Title

The Board of Trustees shall be a body corporate and shall be known as the “Board of Trustees of Brookdale Community College,” (hereinafter sometimes referred to as the “Board”).

1.1030 Corporate Seal

The corporation shall have a seal, the form and design of which shall be adopted by the Board of Trustees and the custody of which shall be with the Secretary and/or Assistant of the Board of Trustees.

1.1040 Construction and Application

These Bylaws are a general statement of the powers and duties of the Board of Trustees (“Board”) and in no way limit the authority of the Board. Notwithstanding anything contained in these Bylaws, the Board of Trustees retains full authority to modify these Bylaws, in whole or in part, and to otherwise establish policies for conducting the affairs of the College.

1.2000 ORGANIZATION OF THE BOARD

1.2010 Composition of the Board of Trustees

The Board of Trustees consists of twelve voting members. One member is elected from the graduating class appointed in accordance with the laws of the State of New Jersey. The President of the College shall be an ex-officio member of the Board, but without vote. The Executive County Superintendent of Schools shall be an ex-officio member.

1.2020 Authority

The Board of Trustees derives its authority from New Jersey Statute 18A:64A-1 et seq. The Board is subject to provisions of the Constitution of the State of New Jersey, the Regulations and Standards for New Jersey Community Colleges, and its own policies.

The rules contained in the current edition of Robert's Rules of Order Newly Revised and as may be further revised from time to time, shall govern the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board of Trustees may adopt, and any statutes applicable to the College that do not authorize the provisions of these Bylaws to take precedence, under direction of legal counsel.

1.2030 Oath of Office

Each Trustee, prior to taking a seat on the Board of Trustees, shall take and execute the following oath of office:

"I, _____, do 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."

1.2040 Individual Members of the Board

The responsibilities of the Board designated in this section, and such other responsibilities and powers of the Board as are or may be designated in these Bylaws, pertain to the Board as such and not to its members individually. No member of the Board has or shall assume power or responsibility to make decisions affecting the College, the Board, or its agents except as that power or responsibility has been specifically delegated to him/her by the Board.

1.2050 Duties, Powers and Responsibilities

Each Trustee shall endeavor to devote time, thought and study to his/her duties and responsibilities as a member of the Board of Trustees so as to render effective and creditable service.

The Trustee shall attend all Board Meetings, either in person, by phone or video conference, missing rarely and only when necessary. Trustees shall serve on at least one (1) Board committee. The Trustee will be prompt in attendance and an active participant in discussions, allowing no distractions during meeting times to interfere in Board discourse.

The Board of Trustees, responsible to the people of Monmouth County and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in Monmouth County. Trustees shall engage in an ongoing program of Board Professional Development. The

College shall provide information, orientation, and training to each of the Trustees on the legal and ethical responsibilities of a member of the Board. As the policy-making body of the College, the Board shall be charged with the oversight and control of the College. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises this leadership in the operation of the College.

The Board of Trustees, in addition to such other powers expressly granted to it by law, is hereby granted the following powers:

- a. To adopt and periodically review and, if necessary, amend the Mission Statement of the College;
- b. To adopt or change the name of the College;
- c. To adopt and use a corporate seal;
- d. To sue and be sued;
- e. To determine the educational curriculum and program of the College consistent with the programmatic mission of the institution or approved by the Commission on Higher Education;
- f. To appoint and fix the compensation and term of office of a President of the College who shall be the executive officer of the College and an ex officio member of the Board of Trustees;
- g. To appoint, upon nomination of the President, members of the administrative and teaching staffs and fix their compensation and terms of employment subject to the provisions of N.J.S.18A:64A-13;
- h. To appoint or employ, upon nomination of the President, such other officers, agents and employees as may be required to carry out the provisions of these Bylaws and to fix and determine their qualifications, duties, compensation, terms of office and all other conditions and terms of employment and retention;
- i. To fix and determine tuition rates and other fees to be paid by students;
- j. To grant diplomas, certificates or degrees;
- k. To enter into contracts and agreements with the State or any of its political subdivisions or with the United States, or with any public body, department or other agency of the State or the United States or with any individual, firm or corporation which are deemed necessary or advisable by the Board for carrying out the provisions of these Bylaws and the provisions of N.J.S.A. 18A:64-1, et seq.;
- l. To accept from any government or governmental department, agency or other public or private body or from any other source, grants or contributions of money or property which the Board may use for or in aid of any of its purposes;

- m. To acquire (by gift, purchase, condemnation or otherwise), own, lease, use and operate property; whether real, personal or mixed, or any interest therein, which is necessary or desirable for College purposes;
- n. To determine that any property owned by the College is no longer necessary for College purposes and to sell the same at such price and in such manner and upon such terms and conditions as shall be established by the Board;
- o. To exercise the right of eminent domain, pursuant to the provisions of Title 20, Eminent Domain, of the Revised Statutes, to acquire any property or interest therein;
- p. To make and promulgate such rules and regulations, not inconsistent with the provisions of these Bylaws or with the rules and regulations promulgated hereunder or with the provisions of N.J.S.A. 18A:64-1, et seq.; which may be reasonably necessary or incidental to the establishment, maintenance and operation of a county college; and
- q. To exercise all other powers, not inconsistent with the provisions of these Bylaws or with the rules and regulations promulgated hereunder which may be reasonably necessary or incidental to the establishment, maintenance and operation of a county college; and
- r. To establish and maintain a dedicated reserve fund for minor capital needs which in any given year shall not exceed 3% of the replacement value of Brookdale's physical plant.
- s. Monitor and assess their own performance as Board Members, annually completing a Board of Trustees' Evaluation to include items such as Board Organization, Institutional Performance, Board Leadership and Board Performance.
- t. To hire outside professional experts to provide advice and counsel regarding its essential functions, duties and responsibilities
- u. To delegate authority to act upon the Executive Committee as set forth in these By Laws.

1.3000 MEMBERS AND OFFICERS OF THE BOARD

1.3010 Who Shall Serve

The members of the Board shall be appointed and serve under the provisions of those as proscribed by N.J.S.A. 18A:64A-8, N.J.S.A. 18A:69A-9 and these Bylaws.

1.3020 Voting and Non-Voting Members

- a. The President of the College shall serve as a non-voting ex officio Member of the Board. The President shall serve in such capacity from the time of his/her swearing in until his/her termination as President of the College. No hold over of such Board position is permitted.

- b. The Graduating Student Trustee selected from the graduating class shall serve as a voting member of the Board of Trustees for a term of one (1) year commencing at the first meeting of the Board in July following graduation of his/her class. The Board of Trustees, at their discretion, may permit voting rights to the Graduating Student Trustee. No holdover of the Graduating Student Trustee position is permitted.
- c. The Executive County Superintendent of Schools shall serve as a voting member of the Board and shall serve in such capacity from his swearing in until his termination as the Executive County Superintendent. No hold over of such Board position is permitted.
- d. The two (2) Governor's Appointees shall serve as voting members of the Board and shall be sworn into such office as soon thereafter as possible following his/her appointment. The Governor's appointees to the Board shall serve for a four (4) year term. The Governor's appointees shall serve until he/she is replaced by action of the Governor.
- e. The eight (8) Freeholder Appointees shall serve as voting members of the Board and shall serve as Trustees until the end of his or her term. The Freeholder Appointees to the Board shall serve for a four (4) year term. A Freeholder appointee may hold over at the end of his/her expired term until the Board of Chosen Freeholders selects his/her replacement. Once the replacement Trustee is selected, the outgoing Trustee shall immediately cease serving in a hold over capacity.

1.3030 Officer Titles

The Officers of the Board shall be a Chair and a Vice Chair elected from its membership. The President of the College, or his/her designee, shall be Secretary of the Board.

1.3040 Manner of Election of Officers and Term of Office

The Chair and Vice Chair of the Board shall be elected annually at the annual meeting of the Board held during the month of November. They shall assume office immediately upon election and shall serve for a period of one year or until a successor is elected and qualifies. Both Officers shall be elected by a simple majority of the votes cast at the annual meeting. Vacancies in office that may occur after the annual meeting shall be filled by election at the next regular meeting after the vacancy shall have occurred. The new office holder will serve for the remainder of the unexpired term.

1.3050 Duties and Responsibilities of the Officers of the Board

1.3051 Chair of the Board

- a. To preside at all meetings of the Board and to decide on questions of order as well as the right to vote;
- b. To make the final decision regarding Trustee appointment to committees and to appoint the Chair and Vice Chair of any Committee where the full Board of Trustees do not come to agreement about committee Selection;
- c. To execute all contracts and other documents legally requiring the signature of an authorized representative of the Board;
- d. To serve as an ex-officio member of all committees of the Board;
- e. To call special meetings of the Board as required;
- f. To recommend appointments of individuals to the Board of Trustees of the Brookdale Community College Foundation, according to its Bylaws;
- g. To discharge such other functions as may be prescribed by law or delegated to the Chair by the Board;
- h. To coordinate all Board activities and ensure that all Board directives and policies are fulfilled.

1.3052 Vice Chair of the Board

- a. To act for the Chair on request of the Chair or in the Chair's absence;
- b. To discharge such other functions as the Chair may delegate;
- c. For purposes of a quorum, to serve as an alternate ex-officio member when the Chair is unavailable, on all committees of the Board.

1.3053 Secretary of the Board

- a. Ensure written notification (of all meetings to all members of the Board;
- b. To be responsible for recording, preparing, and distributing to all members of the Board the minutes of all regular and special meetings of the Board;
- c. To ensure protocols are in place for custody of the corporate seal of the College, and its use on official documents, and to attest the same by his/her signature;

- d. To be responsible for the oversight of all official records and documents belonging to the Board;
- e. To cause to have prepared and maintained an indexed compilation of all Bylaws and amendment thereto and a copy of the policies of the Board and all amendments thereto, the whole of which shall be known as the Policies of the Board of Trustees of Brookdale Community College;
- f. To be responsible for oversight of official correspondence of the Board and issuance of all of its orders;
- g. To be responsible (give such) for public notices of Board actions as may be required by statutes, Bylaws, or resolutions of the Board;
- h. To perform such other duties as may be required by law or delegated to him/her from time to time by the Board;

1.3054 Chief Executive Officer

The President of the College shall be the Chief Executive Officer of the College through whom the Board carries out its program and exercises its policies. The President may delegate to subordinate officers or employees of the College such powers as he/she may deem appropriate to be exercised under his/her supervision and direction.

Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out the responsibilities of the position. He/She shall perform the following functions:

- a. To inform the Board of all actions taken under authority delegated to him/her;
- b. To advise the Board in all areas of policy and to make recommendations on all matters that affect the College;
- c. To make nominations to the Board for the appointment of administrative and teaching staffs and such other officers, agents and employees as may be required to carry out the provisions of N.J.S.A. 18A:64A-1 et seq.;
- d. To prepare and submit to the Board an annual budget and budget revisions;
- e. To be responsible for the formulation of all reports as may be required by the Board and by local, state, and national agencies;
- f. To issue administrative regulations and procedures designed to implement Board policies;
- g. To represent the College to the community, in cooperation with the Board and the staff, by interpreting the College's programs to the public, students and

parents, the press, and community organizations;

- h. To execute contracts and other documents that do not require a Board resolution (i.e. emergency agreements) and to execute contracts and other documents approved by the Board if expressly authorized by the Board;
- i. To prepare and submit to the Board an annual report on the operation of the College, including recommendations for the immediate and long-range development of the College;
- j. To serve as the official channel for all contacts between staff members and the Board, and the Board and staff members;
- k. To act as the chief administrator of the College, responsible for the organization of the College and for all executive and administrative duties in connection with the operation of the College;
- l. To propose the shape of and maintain the educational program of the College, recommending to the Board from time to time such changes in programs and services as he/she deems desirable to fulfill the stated mission of the College;
- m. To designate, subject to Board approval, an administrative officer of the College to serve as Acting President during his/her absence;
- n. In emergencies, to initiate an emergency purchase, defined as the need for supplies and/or services to the extent that if not procured immediately, serious safety, financial or operational loss will occur. An emergency purchase does not necessarily negate the use of competition, but dictates rather than normal purchasing procedures cannot be followed. The President will provide justification in writing for the emergency purchase to the Chair of the Board as soon as possible.

1.4000 COMMITTEES OF THE BOARD

1.4010 Appointments to Standing Committees

Membership on standing committees of the Board of Trustees, shall consist of the number of Trustees set forth in the provisions applying to each Committee as hereafter provided and shall include in such number, a Chair of such Committee. . For each Committee, the Board Chair shall be an ex- officio member and the Vice Chair shall serve as an alternate to the Board Chair as an ex-officio voting member for purposes of a quorum.

As soon as reasonably practical, following the election of the Chair and Vice Chair, the full Board of Trustees shall meet to discuss Trustee assignments to standing committees, subcommittees, and any other appointed positions. The process of

committee selection shall be open and collaborative and include all Board members

If the Trustees do not agree on committee selections, the Chair-Elect shall have the right to make a final decision regarding all Trustee appointments and appoint the Chair of the Standing Committees.

Standing committees are advisory in nature. Such appointments shall be made annually at the organizational meeting of the Board of Trustees. A member of each standing committees shall serve for a term of one (1) year or until his/her successor has been appointed.

The Board Chair shall fill all vacancies in Committees that occur after the annual reorganizational meeting in his/her sole discretion. If a Committee Chair resigns prior to the end of a term, the Board Chair, in his/her sole discretion, shall appoint a replacement Chair.

1.4020 Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Chair of the Finance Committee and two Trustees appointed by the Chair. The President of the College shall serve ex-officio and act as Secretary of the Committee. The Chair of the Board shall serve as Chair of the Executive Committee.

The Executive Committee shall, in consultation with the President, develop the Agenda for Board Meetings.

The Executive Committee shall meet prior to each regular meeting of the Board or at any other time as may be requested by the Chair or President.

In the event the Chairman, after consultation with the President, determines that it is not feasible to have a meeting of the Board of Trustees to deal with an emergent situation, the Executive Committee is empowered to take action on behalf of the Board when failure to act would have a deleterious effect on students or the operation of the College. Such action taken by the Executive Committee will be binding on the Board. An emergent situation is defined as a situation which endangers lives, property, or the continuation of a vital program.

The Executive Committee shall, to the extent possible, be available to the President for discussion and consultation. In an emergent situation, the President shall utilize the following order of contact:

- a. First, the Chairman;
- b. If the Board Chairman's is unavailable then the Board Vice Chairman; and

- c. If neither the Chairman nor Vice Chairman are available, the President shall contact any other member of the Executive Committee.

In addition to emergent situations, in any month that a Public Business Meeting does not take place, it shall be the duty of the Executive Committee to represent and act for the Board of Trustees between meetings, except to grant degrees, make removals from office or to take any action against an expressed policy of the Board of Trustees. The Chair of the Executive Committee shall submit such actions taken by the Executive Committee for approval of the Board of Trustees at the next regularly scheduled Public Business or Special Meeting of the Board of Trustees, and such actions, if not modified or reversed by a majority of the Trustees in attendance at said Meeting, shall be final.

1.4030 Finance and Facilities Committee

The membership of the Finance and Facilities Committee shall consist of five (5) Trustees. The Finance and Facilities Committee shall meet on a monthly basis or more frequently as may be requested by the Board Chair, the Committee Chair, the Committee members or the President. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following:

- a. Development of all fiscal policies of the Board;
- b. Annual budget and revisions, including advocacy for same at the County and State levels;
- c. Long-range fiscal requirements for operation and development of the College to ensure long term fiscal stability and prosperity of College;
- d. Review of public contracts within the statutory limits of the County College Contracts Law;
- e. Development of all buildings and grounds policies;
- f. Facilities Master Planning for the College;
- g. Requirements for buildings and grounds, both temporary and permanent, including architectural plans;
- h. Development of a master plan for capital improvements and repairs;
- i. build a healthy net position (reserves) to ensure long term financial integrity and positive credit ratings;

- j. Formulate the Board's Strategic Priorities related to Finance and Facilities;
- k. Ensure compliance with Middle States Standard VI (Planning, Resources and Institutional Improvement);
- l. Such other matters as shall be referred to it by the Board of Trustees.

1.4040 Governance Committee

The membership of the Governance Committee shall consist of five (5) Trustees. The Governance Committee shall meet a minimum of four (4) times per year or as may be requested by the President, The Board, the Board Chair, the Committee Members or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees. The Governance Committee shall be responsible for the facilitation of all governance related issues including but not limited to: formulation of mission and goals of the College; periodic review of and recommended modifications and additions to the College's Bylaws; providing oversight, training and orientation to College Trustees for continuing professional development, knowledge and growth; facilitation and evaluation of the performance of the Board of Trustees; developing yearly goals for the Board; developing yearly goals for the President and a process to efficiently and effectively evaluate his/her performance; reviewing, modifying and creating College Bylaws as needed but no less than once per year; reviewing modifying and formulating College Policy and Regulations as needed but no less than once per year; developing and providing strategic direction and establishing strategic priorities to the Board of Trustees; ensuring compliance with Middle States Standards and any and all other matters as may be referred by the Board of Trustees.

1.4050 Student Success and Educational Excellence Committee

The membership of the Student Success and Educational Excellence Committee shall consist of four (4) Trustees. The Student Success and Educational Excellence Committee shall meet a minimum of four (4) times per year or as may be requested by the President, The Board, the Board Chair, the Committee Members or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees. The Student Success and Educational Excellence Committee shall be responsible for ensuring that the College provides its students with proper educational programs and an optimal learning environment to prepare Brookdale Students to successfully compete in the workforce and in the global economy. The Student Success and Educational Excellence Committee shall formulate

and monitor the Board's strategic priorities related to student success and educational excellence; assess curriculum and programs to ensure that educational offerings and programs align with current and future employment, market trends and market opportunities; formulate missions and goals to achieve student success and educational excellence; track, monitor, review and assess the effectiveness of curriculum, programs, student services and any other component of the College or its operations relating to student success and/or educational experience; ensure compliance with Middle States Standards and any other matter that may be referred by the Board of Trustees.

1.4060 Audit Committee

The Audit Committee:

- a. The Audit Committee shall be comprised of four (4) Board members and shall meet a minimum of four (4) times per year. Except for the Board Chair, who may serve ex officio on the Finance Committee, none of its members shall be members of the Finance Committee nor shall any ex officio membership exist between members of the Audit Committee and any other Committee of the Board of Trustees;
- b. Shall consider all matters referred to it by the Board, any member of the College community, and the Director of Internal Audit;
- c. Shall advise the Board of Trustees concerning all appropriate audits and accounting matters;
- d. Meet alone at least twice each year with the College's independent auditors to
- e. Review and approve the audit plan for the current fiscal year, and to receive their report on their findings at the conclusion of the annual audit of the College;
- f. Shall be furnished, directly by the Vice President for Business and Finance, with reports on any significant fiscal matters of the College;
- g. Shall be kept informed by the Officers of the College of any irregularities, reported ethics matters or other need for changes in fiscal procedures which may become known to them;
- h. Shall oversee internal and external audit activities including the recommendation for the appointment of the College's Internal Audit Director, and the recommendation for the appointment of the external audit firm;
- i. Oversee external financial reporting;
- j. The Audit Committee Chair may permit the Board Chair or Vice Chair to attend Audit Committee meetings. The Audit Committee Chair shall have the right, in his/her discretion, to request that the Board Chair or Vice Chair be excused from an Audit Committee meeting.

1.4070 Ad Hoc and Study Committees

The Board Chair may establish and dissolve such ad hoc committees as he/she deems necessary from time to time to secure and promote the welfare of the College and to assist the Board of Trustees in the performance of its functions. Any such committee shall serve in an investigative, advisory, or recommending capacity only. Ad Hoc Committees are advisory in nature.

1.4080 Board of School Estimate

In accordance with the provisions of New Jersey Statute 18A:64A-15, the Chair of the Board of Trustees and the Chair of the Finance Committee shall be the College's representatives to the Board of School Estimate. In the absence of the Chair of the Board of Trustees, the Vice Chair of the Board shall so serve. In the absence of the Chair of the Finance Committee, a Trustee shall be appointed by the Chair of the Board of Trustees to serve on the Board of School Estimate.

1.4090 Community Advisory Committees

The Board of Trustees may establish from time to time, as deemed necessary and desirable, Advisory Committees to assist the Board in the determination of community needs. Members of Advisory Committees shall be appointed by the Chair of the Board after consultation with the President and with the approval of the Board of Trustees. The Chair of the Board shall designate the Chairs of such Community Advisory Committees.

1.5000 MEETINGS OF THE BOARD OF TRUSTEES

1.5010 Annual Meeting

The annual meeting (organizational meeting) of the Board of Trustees shall be held in November as required by the provisions of New Jersey Statute 18A:64A-10 and in accordance with these Bylaw provisions relating to the election of the Chair and Vice Chair. The agenda for the annual meeting shall be as follows:

- a. Election of officers;
- b. Discussion of appointment of standing committees;
- c. Discussion of establishment of a regular meeting schedule;
- d. Designation of official media for public notification;

- e. Annual report of the College,
- f. Such other matters as the Board of Trustees deems appropriate.

1.5020 Public Business Meetings

Public Business Meetings of the Board of Trustees shall be held no fewer than ten (10) times during the course of the College's fiscal year and shall be held at times and locations to be determined by the Chairperson, or by the Board, should the Chairperson fail to do so. Establishment of the regular public business meeting schedule shall be established at the Annual Meeting. A Public Business meeting can be established for any other date than that fixed at the Annual Meeting, provided that the same shall be fixed by the Board Chair, for a day not less than seven days following the notice for such other date. Subject to the mandatory number of required meetings as set forth above, any Public Business Meeting may be cancelled by a majority vote of the Board of Trustees.

Trustees may attend and vote at any Public Business Meetings of the Board of Trustees or any other meeting of the board of Trustees by telephone conference or video conferencing methods.

When practical, any Trustee who is to participate in any meeting via telephone or video conferencing shall inform the Board Secretary of his/her desire to participate in the meeting via telephone or video conferencing in sufficient time for the appropriate meeting materials and information to be provided to the Trustee for effective participation in the meeting. If the Board Chair is to participate by telephone or video conferencing, then the Vice Chair, if physically present at the meeting, shall chair the meeting. If neither the Chair nor Vice Chair is physically present at the meeting, then the Chair of the Finance and Facilities Committee, if physically present, shall chair the meeting. If neither the Chair, Vice Chair nor Chair of the Finance and Facilities Committee are physically present at the meeting, the Chair of the meeting shall be selected in alphabetical order among those physically present at the meeting.

1.5030 Special Meetings

Special meetings shall be called by the Chair or upon written request by four Trustees, or by the President when approved by the Chair. The notice of any such meeting shall specify the matter(s) to be considered at said meeting. No other matters shall be considered at said meetings.

All Trustees may attend special meetings of the full Board of Trustees by telephone conference or video conferencing methods. Trustees must inform the Brookdale

Administration that they are planning to attend a meeting remotely with sufficient time for the administration to provide appropriate data to the Trustee for effective participation in the meeting.

1.5040 Committee, Subcommittee, Working Group and Ad Hoc Committees of the Board

All Trustees may attend the meetings of their assigned committee and/or subcommittees by telephone or videoconferencing methods. Trustees must inform the Brookdale Administration that they are planning to attend a meeting remotely with sufficient time for the administration to provide appropriate data to the Trustee for effective participation in the meeting. Any committee meeting of the Board with a quorum expected in attendance will be noticed, pursuant to the Open Public Meetings Act.

1.5050 Adjourned Meetings

Adjourned meetings may be held as the business of the Board of Trustees requires. At the time of adjournment, the time, date, and place of the continuation of the meeting shall be determined and announced, which said date shall not be less than 48 hours after the meeting which shall be adjourned.

1.5060 Executive Sessions

Executive sessions of the Board may be held to discuss any subject permissible under the provisions of the Open Public Meetings Act provided that a resolution shall be adopted by the Board at a public meeting stating the general nature of the subject to be discussed and stating as precisely as possible the time when and the circumstances under which the discussion conducted in Executive Session can be disclosed to the public, pursuant to the Open Public Meetings Act. The Board shall take no formal action during an Executive Session of the Board.

1.5070 Meetings in General

All Public Business meetings of the Board, except executive sessions, shall be open and accessible to the public. The public may be heard on Board Agenda topics at the start of all Public Board meetings, and also heard on all other College matters at the end of all Public Board meetings. The Chair of the Board shall oversee the process of public comment. All meetings of the Board of Trustees and committees thereof are conducted within the provisions of the Open Public Meetings Act. The Board reserves the right to go into executive session at any time during a public meeting as necessary within the provisions of said Act.

1.5080 Notice of Meetings

The schedule of Regular meetings adopted at the annual meeting shall be mailed to the official media, prominently posted in at least one public place reserved for such announcements, and filed with the Clerk of Monmouth County and all others who have duly requested a copy of same. Notice of any revision of said schedule of regular meetings shall likewise be given within seven days following such revision.

Forty-eight hours' notice of other meetings of the Board of Trustees or committees thereof shall be given in the same fashion as provided for notice of the schedule of regular meetings, which notice shall give the date, time, location, and, to the extent known, the agenda of such meeting. Such notice shall also state accurately whether formal action may or may not be taken.

Upon the affirmative vote of three-quarters of the members present, the Board of Trustees or the Executive Committee may hold an emergency meeting, notwithstanding the failure to provide the above notice, if such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing for such notice would be likely to result in substantial harm to the public interest. Such meeting shall be limited to discussion of and acting with respect to such matters of urgency and importance. Notice shall be given as soon as possible after the calling of such meeting.

1.5090 Quorum

A majority of the Trustees shall constitute a quorum for the transaction of business at regular and special meetings. A smaller number may call the roll, record the names of absentees, and adjourn to meet at a specified future time. A majority of the members of a committee shall constitute a quorum for the transaction of committee business.

1.5100 Majority Vote

An affirmative vote of a majority of all Trustees present at regular, special, and committee meetings shall be required for the passage of any motion, except where otherwise provided by law, the Regulations and Standards for the New Jersey Community Colleges, or by the provisions of these Bylaws.

1.5110 Reconsideration of Vote

The reconsideration of a vote shall be moved only by a Trustee who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular meeting, and the matter as thus finally decided shall not be revived within a period of six months unless by consent of a two-thirds majority of the Board.

1.5120 Agenda

A draft agenda shall be prepared by the President, after consultation with the Board Chair and Executive Committee, and distributed to Board Members within five days prior to a meeting to allow the provision of notices required hereunder. A final agenda will be adopted by the Board at or soon after the start of public Board meetings; the Board may make any changes it wishes before voting to adopt it. Items that are not on the agenda may be considered by consent of the majority of the Trustees present at the meeting.

The Board will meet in Workshop, Executive and Regular Sessions as appropriate. Workshops will operate with a Consent Agenda whereby routine and/or actions or decisions of less significance in Finance, Human Resources, and Grants will be authorized to proceed for action at the Regular Meeting. An item may be moved from the Consent Agenda upon consensus of the Board and acted upon separately.

1.5130 Parliamentary Rules

Robert's Rules of Order, Revised, shall be followed in conducting the meetings of the Board except as otherwise provided by the Board. College Counsel shall act as Parliamentarian at Board meetings.

1.5140 Minutes of Meetings

Minutes of regular and special meetings of the Board and of the executive sessions held in conjunction therewith are public records. Written minutes shall be distributed to the Board and such other persons as the Board may designate and shall be posted at the College. The Minutes shall be available to any person and shall be kept on file at the College as a permanent record of official actions of the Board.

The minutes shall record the names of the members present, the subjects considered, the actions taken, and the vote of each member. A Trustee voting on an issue may state his/her reasons and have them recorded in the minutes if he so requests at the time of voting.

Minutes of executive sessions from which the public is excluded pursuant to the Open Public Meeting Act, N.J.S.A. 10:4-14 shall likewise be documented and shall be disclosed to the public in accordance with the Open Public Meetings Act when the subject of discussion in executive session no longer requires confidentiality.

Minutes shall be recorded of all committee meetings which shall contain the names of the members present, the subjects discussed, and the recommendations to be made, if any.

1.5150 Appearances and Hearings before the Board

The Public may be heard on Board Agenda topics at the start of all Public Board meetings, and also heard on College matters at the end of all Public Board meetings. All meetings of the Board of Trustees and committees thereof are conducted within the provisions of the Open Public Meetings Act.

The public has the right to speak at a public meeting of the Board; speakers will be treated consistently as to time to comment and manner of comment. How much time is allowed for each speaker, the timing of the comment within the meeting's framework, and determination of whether comments are permitted at a particular meeting, are all within the discretion of the Chair of the Board.

Any individual or group may petition the Board for a Hearing before the Board and an opportunity to be heard on any subject that lies within the Board's jurisdiction by contacting the Administrative Assistant to the Board, who will advise of the Board Meeting dates or arrange for a Hearing before the Board.

In the case of Legal and/or Contractual Matters requiring a Hearing before the Board, the applicant for such a hearing shall file with the Administrative Assistant to the Board a written request, together with the question or topic for discussion or presentation, at least 48 hours prior to the scheduled Meeting and/or Hearing.

1.6000 CHANGES IN BYLAWS AND POLICIES OF THE BOARD

1.6010 Amendments to the Bylaws

These Bylaws may be revised, repealed, or added to by a majority vote of all the Trustees then in office at any regular or special meeting of the Board duly convened, provided that the proposed amendment shall have been presented in writing at a previous regular meeting of the Board and have been previously reviewed by the Governance Committee.

1.6020 Lodging of Policy

No matter of policy shall be submitted to the Board for approval or placed on a regular or special meeting agenda for action by the Board unless it has been presented in writing at a previous regular meeting of the Board. This rule may be waived only by the unanimous consent of those Board members present and voting at the meeting when any such proposed action is contemplated.

The adoption of policy requires the affirmative vote of a majority of all Trustees then in office.

1.7000 MISCELLANEOUS BYLAWS OF THE BOARD

1.7010 Conflicts of Interest

No Board member or employee shall have a direct or indirect interest, financial or otherwise, in a contract with the College or incur any obligation of any nature, which contract or obligation is in substantial conflict with the proper discharge of his/her duties in the public interest as provided by law. It shall be the obligation of each Board member or employee of the College to disclose to his/her immediate superior or to the Board, whichever is appropriate, any personal interest which he/she may have in any business transaction of the College.

N.J.S.A. 18A:64A-9 forbids the full-time and part-time and/or contractual employment of Board of Trustee members' for a two-year period following the end of their tenure on the Board.

1.7020 External Auditor

An accounting firm shall be retained by the Board to perform any and all accounting and auditing services requested by the Board or required by law.

1.7030 Fiscal Year

The fiscal year of the College shall be from July 1 to June 30 inclusive.

1.7040 General Counsel and Special Counsel

Practicing attorneys-at-law, admitted to the Bar of the State of New Jersey, shall be retained by the Board to render legal services to the College and Board in the roles of General Counsel and Special Counsel when needed. Board General Counsel shall attend all regular meetings of the Board and such other meetings as directed by the Board Chair or Board of Trustees. Any Special Counsel so appointed shall attend such meetings as may be requested by the Board or by General Counsel.

1.7050 Indemnification

The Board shall require that each of its members as well as employees handling College funds be insured, at College expense, to protect the College from loss sustained through fraudulent or dishonest acts or any act of omission performed in the line of official duty. The amount of the insurance shall be determined annually in the budget process.

The Board of Trustees of Brookdale Community College shall provide every Trustee

with appropriate insurance coverage for any good faith activity relating to their service as Trustee. All Trustees shall be indemnified and held harmless for any litigation arising from good faith activities as Trustee. Full legal defense costs shall be provided to all Trustees for any legal action relating to their service on the Board.

1.7060 Code of Ethics for Trustees of Brookdale Community College

I. Title of Policy

Code of Ethics for Trustees of Brookdale Community College

II. Objective of Policy

To establish a Code of Ethics for the conduct of all Trustees of Brookdale Community College.

III. Authority

N.J.S.A. 18A:64A-12; Executive Order No. 65 issued by Governor Codey on November 16, 2005, and Board of Trustee Bylaw 1.7060 Code of Ethics for Trustees of Brookdale Community College.

IV. Policy Statement

The Board of Trustees of Brookdale Community College and each Trustee serving thereon will comply with the following Code of Ethics:

- A. A Trustee should devote time, thought, and study to the duties and responsibilities of a community college trustee so as to render effective and creditable service.
- B. As an individual, a Trustee has no legal authority outside of the meetings of the Board and should conduct him/herself accordingly with College staff, local citizens, and facets of the community.
- C. A primary function of the Board of Trustees is to establish the policies and the goals of the institution and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals, but the administration of the College's operations shall be left to the President and the President's staff.
- D. No College Trustee should accept from any person, directly or indirectly, or through his/her spouse or any member of his/her family any gift, favor, service, employment, or other things of value under circumstances from which it might be reasonably inferred or which he/she knows or has reasons to believe is offered to him/her with intent to influence his/her

public duties and responsibilities.

- E. No College Trustee should knowingly act in an official capacity, by voting or otherwise, on any College matter in which he/she has an interest.
- F. Disclosure of the precise nature of the interest or involvement, at first knowledge of the transaction, should be required in the event that the Board must consider any College matter which also involves:
 - 1. A member of the Board of Trustees or a member of his/her family (defined as spouse, parents, siblings, or children); and/or
 - 2. An organization with which a member of the Board of Trustees is affiliated.
- G. Disclosure should be further required of Board members concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the institution.
- H. No College Trustee should act as an officer or agent of the College for the transaction of any business with himself/herself or in which he/she has an interest.
- I. No College Trustee should willfully disclose to any person or party for pecuniary gain any information not generally available to members of the public which he/she receives or acquires in the course of his/her official duties.
- J. No College Trustee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which might reasonably be expected to impair his/her objectivity or independence of judgment, or which is otherwise in substantial conflict with the proper discharge of his/her duties in the public interest.
- K. No College Trustee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself/herself or others.
- L. No College Trustee should act in his/her official capacity in any matter wherein he/she has a direct or indirect interest that might reasonably be expected to impair his/her objectivity or independence of judgment.
- M. No member of the Board of Trustees, including the President of the College, nor any member of the immediate families of such officials, shall do business, directly or indirectly, with the institution that they govern or by which they are employed. For purposes of this section, "member of the immediate family" shall mean the official's spouse, child, parent or sibling

residing in the same household.

- N. The prohibitions in M, above, shall also apply to any firm, association or partnership by which the College President or Trustee is employed, from which the President or College Trustee receives compensation, or of which the President or College Trustee owns or controls more than one percent of the profits or assets of that firm, association or partnership. Such prohibitions shall also apply to shareholders, associates or professional employees of a professional service corporation regardless of the extent or amount of their shareholder interest in such a corporation.
- O. A President or College Trustee who is currently involved in a business relationship that is prohibited by this Policy shall be given 30 days to terminate the prohibited business relationship or to resign from public office. Failure to comply with the terms set forth in sections M through O, above shall constitute good cause for the removal from employment or office of the College President or College Trustee.
- P. The Executive Director of the Executive Commission on Ethical Standards is hereby authorized to grant an exception from the terms set forth in sections M through O, above, if, in the judgment of the Executive Director, the entity that employs, provides compensation or is owned in part by the College Trustee is one with which the College may contract with pursuant to N.J.S.A. 52:13D-19 and N.J.S.A. 52:34-10, or where the public interest requires that an exception be made.
- Q. Violations of this Code of Ethics may also constitute cause for removal of an appointed member of the Board of Trustees pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board and/or the appropriate appointing authority.
- R. Board members will annually sign a statement affirming the Code of Ethics and their intention to fully comply with same.
- S. The members of the Board of Trustees will comply annually with public law with regard to the filing of financial disclosure statements.

The following definitions shall have the following meanings with regard to the Code of Ethics for Trustees of Brookdale Community College:

“College Matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against, or with Brookdale Community College or which requires any official action by the Board of Trustees, its officers, or employees.

“College Trustee” means any person who is a member of the Board of Trustees

of Brookdale Community College. This includes the President, who by appointment is an ex-officio member of the Board of Trustees.

“Interest” means any personal, financial, economic, property, or other concern amounting to a right, advantage, share, or portion coming either directly or indirectly to a Trustee singularly or in affiliation with any person or party as defined herein.

“Member of the immediate family” will mean the official’s spouse, child, parent or sibling residing in the same household.

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.

Approved: August 1995

Revised: December 2005

Proposed Revision: March 2016

Approved Revision March 2016

1.7070 Trustee Conduct:

I. Objective of Policy

To articulate the referral process of reporting trustee misconduct to the appointing authority.

II. Authority

N.J.S.A. 18A:64-1 et seq.

III. Policy Statement

A. Each Trustee shall uphold and fulfill the values, principles, duties and obligations set forth in these Bylaws, the College’s Mission Statement and N.J.S.A. 18A:64-1 et seq. Each Trustee further agrees to fulfill his or her responsibility to the residents of Monmouth County and the Brookdale Community College Community. If an accusation is brought to the attention of the Board that a Trustee is not committed to or has violated any of the values, principles, duties or responsibilities as set forth above, the Board of Trustees may report such Trustee to the appointing authority for further action”. No fewer than (8) eight affirmative votes shall be required for the referral of the matter to the appointing authority.

B. If an accusation or complaint against a Trustee involves an alleged criminal violation of federal, state, or local law, then the Board attorney, in cooperation with the Chair of the Board and the President of the College, shall immediately refer the matter

to the Monmouth County Prosecutor's Office. If the Monmouth County Prosecutor's Office finds that the complaint or accusation has merit and constitutes a potential criminal violation of the law, the Board shall: (1) immediately request said Trustee to take a leave of absence and (2) refer the matter to the appointing authority for action.

Lodged: Board of Trustees, 11/27/2018 as Policy #1.2051
Approved: Board of Trustees, 12/18/2018

APPROVED BY BOT: 4/22/93 1/25/96

8/26/99

5/11/2000

12/9/04

11/7/07

Revised: 10/20/11

Lodged: 10/17/13

APPROVED BY BOT 11/21/13

PROPOSED REVISIONS FOR DISCUSSION: 20 NOV 2014

PROPOSED REVISIONS FOR DISCUSSION MAY 9, 2016

LODGED MAY 17, 2016

APPROVED BY BOT JUNE 21, 2016

LODGED: JANUARY 29, 2019

APPROVED BY BOT: FEBRUARY 26, 2019

LODGED: JUNE 25, 2019

Submitted for Approval: July 23, 2019

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BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2019 Committee Appointments

Board Bylaw 1.4010, 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 voting member for purposes of a quorum.

Committees meeting monthly	<u>Executive Committee (5)</u> Ms. Tracey Abby-White, Chair Ms. Suzanne Brennan, Vice-Chair Dr. Hank Cram Mr. Bret Kaufmann Ms. Marta Rambaud		<u>Finance and Facilities (5)</u> Mr. Bret Kaufmann, Chair Ms. Madeline Ferraro Dr. Les Richens Dr. Hank Cram Ms. Latonya Brennan
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Dr. Hank Cram, Chair Dr. Les Richens Mr. Bret Kaufmann Vacant	<u>Governance (5)</u> Ms. Suzanne Brennan, Chair Ms. Madeline Ferraro Ms. Marta Rambaud Mr. Dan Becht Ms. Latonya Brennan	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Mr. Paul Crupi Mr. Dan Becht Vacant
Committees Meeting on as needed basis	<u>Private Public Partnership – Ad-Hoc</u> Ms. Suzanne Brennan Ms. Barbara Horl		
Liaisons	<u>Liaisons</u> <u>Liaison to New Jersey Council of County Colleges (NJCCC)</u> Ms. Barbara Horl <u>NJCCC Trustees Ambassador</u> Ms. Barbara Horl	<u>Liaison to Brookdale Community College Foundation</u> Vacant	

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2019 3/14/19 v4

2019 Public Business Meetings (PBM)	Executive	Governance	Student Success & Educational Excellence	Finance & Facilities	Audit	Public Private Partnership	Foundation Board
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet monthly	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Tuesday, January 29 Brookdale at Wall, Rms 110 & 112	January 22 5:30 PM			January 22 6 PM	January 15 6 PM	January 7 5 PM	January 17 4 PM
Tuesday, February 26 Brookdale at Long Branch, Rm 200	February 19 5 PM	Feb. 21 6 PM	Feb. 21 5 PM	Feb. 19 5:30 PM			
Tuesday, March 26 Lincroft, SLC, Navesink I & II	March 19 5 PM			March 19 5:30 PM	March 11 6 PM	March 4 4 PM	March 14 3:45 PM
Board Retreat - Friday-Saturday, March 29 (6 PM to 9 PM) & March 30 (9 AM – 12 PM)							
MSCHE Follow up visit – April 2, 2:15 PM – 3:15 PM – SLC, Trustees Conference Room							
Tuesday, April 30 Lincroft, SLC, Navesink I & II	April 23 5 PM	April 17 5:30 PM	April 18 5:30 PM	April 23 5:30 PM	April 16 6 PM		
Wednesday, May 29 Lincroft, SLC, Navesink I & II	May 21 5 PM			May 21 5:30 PM		May 6 5 PM	May 23 4 PM
Tuesday, June 25 Lincroft, SLC, Navesink I & II	June 18 5 PM			June 18 5:30 PM	June 11 6 PM		
Tuesday, July 23 Brookdale at Wall, Rms 110 & 112	July 16 5 PM			July 16 5:30 PM		July 1 5 PM	
Tuesday, August 27 Lincroft, SLC, Navesink I & II	August 20 7 PM			August 20 5:30 PM		August 5 5 PM	
Tuesday, September 24 Lincroft, SLC, Navesink I & II	September 17 5:15 PM	Sept. 16 5:30 PM	Sept. 19 5:30 PM	Sept. 17 5:30 PM	Sept. 10 6 PM		
Tuesday, October 29 Brookdale at Freehold, 103 & 104	October 22 5:15 PM			October 22 5:30 PM		October 7 5 PM	
Tuesday, November 19 Lincroft, SLC, Navesink I & II	November 12 5:15 PM	Nov. 13 5:30 PM	Nov. 14 5:30 PM	Nov. 12 5:30 PM			
Tuesday, December 17 Brookdale at Hazlet, Rms 102 & 103	December 10 5:15 PM			Dec. 10 5:30 PM	December 3 6 PM	December 2 5 PM	

| Human Resources is a Committee of the whole; v3 – changed Audit March 4 start time; v4 – August meeting location; v5 – time of executive sessions