



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, June 25, 2019 5:30 PM (EDT)  
765 Newman Springs Road Lincroft, New Jersey 07738  
Brookdale Lincroft Campus, Student Life Center, Navesink I & II

- 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. Recognition of Trustee Cattelona - Chair Abby-White
- V. President's Report - Dr. Stout
  - A. CCOG Program Presentation - Mr. Ed Johnson
  - B. Recognition of Brookdaliens
- 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 - June 18, 2019 - Trustee Kaufmann
    1. Monthly Financial Reporting - Trustee Kaufmann
    2. Update on Capital Projects - Mr. Charles Rooney, T & M Associates  
*Capital Project Report submitted in Monthly Financial Dashboards*
  - B. Audit Committee - June 11, 2019 - Trustee Rambaud
  - C. Student's Perspective - Trustee Cattelona
  - D. NJCCC - Trustee Horl
  - E. BCC Foundation - Dr. Stout
- 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 - May 29, 2019 - Chair Abby-White
  - B. Approval of Executive Session Minutes - May 29, 2019 - Chair Abby-White
- X. Consent Agenda - Chair Abby-White - 5 minutes
  - A. Human Resources Recommendations
  - B. Application of Grants

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

E. Monthly Financial Dashboards

XI. Approval of the FY20 Associated Students of Brookdale Community College (ASBCC) Budget - Chair Abby-White

XII. Lodging of Revised By-Laws - 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

May 29, 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. 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 May 22, 2019, at 12 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                        |
|                 | Mr. Dan Becht, Trustee                               | Mr. Joey Stoner                         |
|                 | Ms. Latonya Brennan, Trustee*                        | Dr. Yesenia Madas                       |
|                 | Ms. Suzanne Brennan, Vice-Chair*                     | Dr. Nancy Kegelman                      |
|                 | Ms. Victoria Cattelona, Graduate Trustee             | Ms. Joan Scocco                         |
|                 | Ms. Barbara Horl, Trustee                            | Mr. Ed Johnson                          |
|                 | Mr. Bret Kaufmann, Trustee                           | Ms. Kathy Kamatani                      |
|                 | Dr. David M. Stout, Secretary                        | Ms. Bonnie Passarella                   |
|                 | Ms. Marta Rambaud, Trustee                           | Dr. William Burns<br>Ms. Patricia Sensi |
|                 | Dr. Les Richens, Trustee (6 PM)                      |   |
|                 |  |   |
| Absent          | Dr. Hank Cram, Trustee                               | Ms. Cynthia Gruskos, Recorder           |
|                 | Mr. Paul Crupi, Trustee                              |   |
|                 | Ms. Madeline Ferraro, Trustee                        | Mr. Charles Rooney, Engineer of Record  |
|                 |  |   |
| College Counsel | Mr. Mitchell Jacobs, Esq., General and Labor Counsel |   |
|                 | *Participated via conference call                    |   |

| Topic and Discussion   | Votes Taken  | Action and Follow-up Actions |
|--|--|------------------------------|
| <b>Adoption of Agenda for Public Business Meeting</b>  | A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee Becht.<br><br>Motion passed unanimously.             |                              |
| <b>Review of Consent Agenda</b> <ul style="list-style-type: none"> <li><i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i></li> </ul> <b>A. Adoption of Consent agenda</b><br>Chair Abby-White announced an additional item has been added to our Purchases. The addendum ( <b>Attachment A</b> ) has been provided in print and uploaded to BoardMax, to approve the award of Professional Engineering and Consulting Services for the rehabilitation of the athletic fields to T & M Associates. .This item is funded by Chapter 12 funds | A motion to adopt the revised consent agenda was made by Trustee Becht and seconded by Trustee Kaufmann,<br><br>Motion passed unanimously. |                              |
| <b>Public Comment on Agenda Items –</b><br><br>No public comment on agenda items.  |  |                              |
| Topic and Discussion   | Votes Taken  | Action and Follow-up Actions |
| <b>Consent Agenda</b><br><br><b>A. Human Resources Recommendations</b><br><br><b>B. Application of Grants</b><br><br><b>C. Acceptance of Grants</b>  | A motion to approve the consent agenda was made by Trustee Becht and seconded by Trustee Kaufmann.<br><br>Motion passed unanimously.       |                              |

|  |  |  |
|--|--|--|
| <p><b>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</b></p> <p><b>(Addendum Added - Attachment A)</b></p> <p><b>E. Monthly Financial Reports</b></p>   | <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cattelona, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>   |  |
| <p><b>Approval of Policies</b></p> <p><b>A. Approval of Policy 4.1001 ASBCC</b></p> <p><b>B. Approval of Policy 4.3500 Budget Transfers</b></p> <p><b>C. Approval of Policy 2.5000 Election of a Graduate to the Board of Trustees</b></p>   | <p>A motion to approve revised policies 4.1001 ASBCC, 4.3500 Budget Transfers, and 2.5000 Election of a Graduate to the Board of Trustees was made by Trustee Horl and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cattelona, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p> |  |
| <p><b>Approval of Resolution Certifying that the Carl D. Perkins Audit for the period of July 1, 2016 through June 30, 2017 was discussed at a public meeting and approving the Brookdale Community College’s Corrective Action Plan that addresses the FY17 Perkins Audit findings and recommendation</b></p> | <p>A motion to approve by resolution that the Carl D. Perkins Audit for the period July 1, 2016 through June 30, 2017 was discussed at a public meeting and to approve the Brookdale Community College’s Corrective Action Plan that addresses the FY17 Perkins Audit findings and recommendations</p>   |  |

|  |  |  |
|--|--|--|
|  | <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cattelona, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>   |  |
| <p><b>Approval of Discontinuance of the Humanities Associate in Arts, Communication Disorders Option</b></p>   | <p>A motion to approve by resolution the Discontinuance of the Humanities Associate in Arts, Communication Disorders Option was made by Trustee Rambaud and seconded by Trustee Kaufmann.</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cattelona, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p> |  |
| <p><b>Approval of Fashion Design Academic Credit Certificate of Achievement and Fashion Merchandising Academic Credit Certificate of Achievement</b></p> | <p>A motion to approve by resolution the approval of the Fashion Design Academic Credit Certificate of Achievement and Fashion Merchandising Academic Credit Certificate of Achievement was made by Trustee Becht and</p>  |  |

|  | <p>seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cattelona, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>   |                              |
|--|--|------------------------------|
| Topic and Discussion   | Votes Taken  | Action and Follow-up Actions |
| <p><b>Approval of Public Business Meeting Minutes – April 30, 2019</b></p> | <p>A motion to approve the minutes from the public business meeting held on April 30, 2019 was made by Trustee Rambaud and seconded by Trustee Cattelona.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cattelona, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p> |                              |
| <p><b>Executive Session Minutes – April 30, 2019</b></p>                   | <p>A motion to approve the executive session minutes from the meeting held on April 30, 2019 was made by Trustee Rambaud and seconded by Trustee</p>   |                              |

|   | <p>Becht.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cattelona, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>   |                              |
|---|--|------------------------------|
| Topic and Discussion  | Votes Taken  | Action and Follow-up Actions |
| <p><b>Approval of Special Public Business Meeting Minutes – January 22, 2019 Finance &amp; Facilities</b></p>   | <p>A motion to approve the minutes for the Special Public Meeting held on January 22, 2019 was made by Trustee Kaufmann and seconded by Trustee Cattelona.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cattelona, Kaufmann, , and Chair Abby-White</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustees Horl and Rambaud.</p> |                              |
| <p><b>Recognition of Lauren Deinhardt Coca-Cola Academic Team Gold Scholar</b> – Dr. Stout presented Lauren Deinhardt with a resolution on behalf of the Board of Trustees highlighting her achievements as a 2019 Coco-Cola Gold Scholar and her exemplary achievements as a student at Brookdale. (<b>Attachment B</b>)</p>   |  |                              |
| <p><b>Recognition of Retirees</b> – Ms. Sensi led a recognition ceremony for our 22 retirees and members of the Senior Leadership Team shared highlights of their service to the college. Retirees who were present were congratulated by Dr. Stout and the Board of Trustees.</p>  |  |                              |
| <p><b>President’s Report</b></p> <p><b>1. Acknowledgment of Brookdalian who assisted during the medical emergency on campus on Tuesday, May 21, 2019.</b></p> <p>Dr. Stout led a moment of silence for Jayne Shalkowski. He acknowledged the joint effort of everyone involved to assist during the medical emergency.</p> <p><b>2. NASA</b> – Professor Gitanjali Kundu provided an overview presentation on the NASA STEM Fellows</p> |  |                              |

program which has funded research for 23 STEM students over the last 5 years. NASA Fellow, Robert Mennella presented on his research. Zyanya Flores and Robert Mennella received a certificate of recognition presented by Dr. Stout on behalf of the Board. This year the NJ Space Grant Consortium Grant will provide a \$5000 fellowship to 8 STEM Fellows.

#### **Reports from Board Committees and Liaisons**

**1) Finance & Facilities Committee –**

- a) Monthly Reporting –Trustee Kaufmann reported that all revenue and expenses for FY19 are as projected.
- b) Capital Improvement Projects – Mr. Rooney provided an update to his report dated 5/14/19. He announced an additional project will be added to replace the sewer ejector pumps in the MAN and CAR buildings and the work is projected to be completed during the last 2 weeks of August. He reported that he expects the rehabilitation of the athletic fields to be completed by the end of fall and the fields will be playable the following year.

**2) Ad-Hoc Public Private Partnerships Committee –**Trustee Cattelona provided a report on the topics discussed at the meeting held on May 6, 2019.

**3) Student's Perspective –** Trustee Cattelona provided a list of events that she represented the Board of Trustees at.

**4) New Jersey Council of County Colleges (NJCCC) –**The next meeting is scheduled for June 17.

**5) BCC Foundation –** Dr. Stout shared information on the successful Brookdale Foundation Scholarship Ball and the upcoming Golf Outing on September 26. The Foundation has voted in 3 new Trustees. The Foundation also received a \$2500 Fundraising Capacity Grant from the Jay and Linda Grunin Foundation. Full Report Attached (**Attachment B**)

#### **Public Comment**

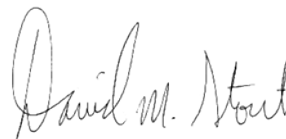
Mr. Jacobs read the public comment statement.

**Professor Arminda Wey –** Professor Mathematics – Professor Wey advocated on behalf of the College wide Promotion Committee and Faculty, to provided increased funding next year for Faculty promotions. She relayed the discouragement from Faculty and the committee when qualified Faculty are turned down for promotion due to lack of funding.

**Tom Brennan, Manager Radio Station,** Mr. Brennan provided information on the Radio station's efforts for fund raising, and he expressed confidence in meeting their financial goal this year. He also shared information about the radio station's role in promoting the college.

| Topic and Discussion  | Votes Taken   | Action and Follow-up Actions |
|---|---|------------------------------|
| <b>Old/New Business</b><br><br>No old or new business was discussed.  |   |                              |
| <b>Resolution to Hold a Closed Meeting</b><br><br>Mr. Jacobs read the resolution to hold a closed session ( <b>Attachment C</b> ) | A motion was made to approve the resolution to hold an executive session by Trustee Cattelona and seconded by Trustee Becht<br><br>Motion passed unanimously. |                              |
| <b>Motion to Re-Open the Meeting to the Public</b>  | A motion was made to re-open the meeting to the public by Trustee Becht and seconded by Trustee Hurl.<br><br>Motion passed unanimously.                       |                              |
| <b>Adjournment –</b><br><br><b>Meeting adjourned at 7:53 PM.</b>  | A motion to adjourn the meeting was made by Trustee Becht and seconded by Trustee Hurl.<br><br>Motion passed unanimously.                                     |                              |

Respectfully submitted:



David M. Stout, Ph.D., Secretary

**Addendum  
May 29, 2019**

| <b>Board<br/>Item<br/>No.</b> | <b>Vendor/Contract<br/>or</b> | <b>Category / Description</b>  | <b>Basis of<br/>Award</b> | <b>Amount<br/>of<br/>Purchase</b> |
|-------------------------------|-------------------------------|--|---------------------------|-----------------------------------|
| <b>Capital</b>                |                               |  |                           |                                   |
| 1                             | T&M Associates                | <b>Professional Engineering Services, RFQ No. 01-2019</b> / This contract is for professional engineering and consulting services for the rehabilitation of the athletic fields and is funded by Chapter 12. | RFQ                       | \$81,400                          |

**Brookdale Community College  
Board of Trustees  
May 29, 2019**

**R E S O L U T I O N**

**WHEREAS**, Ms. Lauren Deinhardt has been named one of the highest achieving community college students in the nation as part of the 2019 Coca-Cola Academic Team; and

**WHEREAS**, Ms. Deinhardt has been named a 2019 Coca-Cola Gold Scholar, an honor which recognizes her as one of the top 50 highest achieving community college students in the nation; and

**WHEREAS**, Ms. Deinhardt has been awarded a \$1,500 scholarship sponsored by the Coca-Cola Scholars Foundation and Phi Theta Kappa International Honor Society; and

**WHEREAS**, Ms. Deinhardt, as Vice President of Membership & Communication in Brookdale's Alpha Pi Theta chapter of Phi Theta Kappa, Honors Ambassador, Honors Peer Mentor, and active volunteer in the Monmouth County community, has represented the highest values held by the College; and

**WHEREAS**, Ms. Deinhardt's hard work, determination, and exemplary achievements – both in and out of the classroom – serve as inspiration to all members of the Brookdale community, and deserve to be recognized and commemorated;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees, on behalf of all Brookdale students, faculty, staff, and administrators, wish to recognize and congratulate Ms. Lauren Deinhardt for being named a 2019 Coca-Cola Academic Team Gold Scholar; and

**BE IT FURTHER RESOLVED** that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Deinhardt so that she can have a permanent reminder of the high esteem she has earned among her peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

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Ms. Tracey Abby-White  
Board Chair

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Dr. David Stout  
President

## **Brookdale Foundation and Brookdale Alumni Association Update May 2019**

**The Brookdale Foundation Scholarship Ball** on May 17<sup>th</sup> was another success.

Thanks to our donors, supporters, attendees and volunteers, the Brookdale Scholarship Ball netted nearly \$120,000 for the Brookdale Foundation's **"Invest in Student Success"** scholarship fund. The proceeds will enable the Foundation to award financial aid scholarships to students who are working hard to earn their degree and need help to overcome financial hurdles. The Scholarship Ball Committee is having a "wrap up" meeting on June 11. The 2020 Scholarship Ball is on Friday, June 5.

**The Brookdale Foundation's 40<sup>th</sup> Annual Education Open Golf Outing** is on September 26.

Please save the date. The Awards Dinner Honorees are John O'Malley and David Kinsel of Avon Pond. The Golf Committee is meeting On June 6 to begin planning. The brochure and letter will be mailed in late June. This year's event will include a helicopter "ball drop" versus a traditional 50/50 raffle.

**The Brookdale Foundation voted in three new Trustees for three-year terms.**

- ✓ Nicholas Giannotte, Managing Director, Maruka USA
- ✓ Donna Flinn, Professor of English at Brookdale
- ✓ Kristian Calibuso, Senior Vice President, Trinity Solar

Eight Trustees' terms end on June 30. The Board Development Chair will reach out to determine if they will "re- up" based on performance and interest.

**The Brookdale Foundation won a \$2,500 Fundraising Capacity Grant from the Jay and Linda Grunin Foundation.** The grant allows the Foundation to work with a consultant of our choice on anything fundraising related. The Foundation Board will decide on the topic and consultant within the next month.

**The Foundation Finance Committee** will meet in June with the firms that manage investments to discuss year-to date performance and the outlook for the remainder of the calendar year.

**The Brookdale Alumni Association continues to support the "Helping Hands" program** by paying for the electrical upgrades recently done in the space to house our food pantry. Synde Kaufman and Tim met with a furniture vendor to work on a design for the space and the vendor is trying to negotiate reduced prices and /or donations of furniture.

**The 2019 Brookdale graduates** received a discounted offer to join the Brookdale Alumni Association as a member at the Commencement Ceremonies. A separate mailer will also be sent to all the graduates inviting them to become a Life Time member for the discounted price of only \$20.

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 33 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

|                | <b>Recommendations</b> |
|----------------|------------------------|
| Faculty        | 2                      |
| Administrative | 1                      |
| Adjuncts       | 3                      |
| Coaches        | 2                      |

**C. Change of Status**

|                | <b>Recommendations</b> |
|----------------|------------------------|
| Executive      | 1                      |
| Faculty        | 2                      |
| Administrative | 12                     |
| Support Staff  | 6                      |

**D. Separations**

|                | <b>Recommendations</b> |
|----------------|------------------------|
| Faculty        | 1                      |
| Administrative | 1                      |
| Support Staff  | 1                      |

**A. HIRES****FACULTY**

1. Name: Lisa Mannino  
Department: Nursing  
Position: Instructor  
Salary: \$58,677, subject to current contract negotiations  
Effective: 9/1/19
2. Name: Janine Siegel  
Department: Reading  
Position: Instructor, temporary, fall semester  
Salary: \$28,416 prorated from an annual base of \$58,677 subject to current contract negotiations  
Effective: 9/1/19 – 12/21/19

**FACULTY DEGREE SUMMARY**

Masters

2

**ADMINISTRATIVE**

1. Name: Sara Brown  
Department: Continuing & Professional Studies  
Position: Director, Center for Holocaust, Human Rights & Genocide Education  
Salary: \$75,160 prorated from an annual base of \$86,160, subject to current contract negotiations  
Effective: 8/16/19

**ADJUNCTS**

1. Name: Gina Herrmann Costa  
Department: Speech
2. Name: Zahida Karim  
Department: Chemistry
3. Name: Erica Osmond  
Department: Speech

ADJUNCT DEGREE SUMMARY

| Doctoral | Masters |
|----------|---------|
| 2        | 1       |

**COACHES**

1. Name: Thomas Rafferty  
Department: Athletics  
Position: Head Coach, Men's Soccer  
Compensation: \$5,750  
Dates: 6/26/19
2. Name: Michael Tursi  
Department: Athletics  
Position: Head Coach, Cross Country  
Compensation: \$4,250  
Dates: 6/26/19

**B. CHANGE OF STATUS****EXECUTIVE**

1. Name: Allison Fitzpatrick  
Department: Office of Branch Campus & Regional Locations  
Position: Interim Dean, Wall & Regional Locations  
Action: Extension of temporary assignment  
New Salary: \$108,215, subject to FY20 adjustment  
Effective: 7/1/19 – until further notice, but not later than 12/31/19

**FACULTY**

1. Name: Joseph Accurso  
Department: Music  
Position: Professor  
Action: Transitional Sabbatical  
New Salary: \$100,140, subject to current contract negotiations  
Effective: 9/1/19 – 12/31/19

2.     Name:                   Eleanor Horgan  
       Department:         Counseling  
       Position:            Professor  
       Action:             End of interim administrative assignment, return to faculty position  
       New Salary:         \$86,521, subject to current contract negotiations  
       Effective:          9/1/19

**ADMINISTRATIVE**

1.     Name:                   Suzanne Altshuler  
       Department:         College Relations  
       Position:            Director, Marketing, Website & Creative Services  
       Action:             Extension of interim position  
       New Salary:         \$70,889, subject to current contract negotiations  
       Effective:          7/1/19 until further notice, but not later than 6/30/20
2.     Name:                   Michelle Branagan  
       Department:         Facilities Administration  
       Position:            Coordinator  
       Action:             Extension of temporary assignment  
       New Salary:         \$51,944, subject to FY20 adjustment  
       Effective:          7/1/19 – until further notice, but not later than 6/30/20
3.     Name:                   Herbert Cohen  
       Department:         Student Affairs  
       Position:            Interim Executive Director, Enrollment Services  
       Action:             Extension of interim assignment  
       New Salary:         \$98,529, subject to FY20 adjustment  
       Effective:          7/1/19 – until further notice, but not later than 6/30/20
4.     Name:                   Shannen Deptula  
       Department:         Enrollment Management  
       Position:            Interim Admissions Representative  
       Action:             Extension of interim administrative position  
       New Salary:         \$55,250, subject to current contract negotiations  
       Effective:          7/1/19 until further notice, but not later than 6/30/20

5.     Name:                     Stuart Goodwin  
       Department:         Finance & Operations  
       Position:             Staff Accountant, full-time temporary  
       Action:               Extension of temporary position  
       New Salary:         \$55,250, subject to FY20 adjustment  
       Effective:           7/1/19 until further notice, but not later than 6/30/20
  
6.     Name:                     Stephen Hudik  
       Department:         College Relations  
       Position:             Interim Director, Communications  
       Action:               Extension of interim position  
       New Salary:         \$74,922, subject to FY20 adjustment  
       Effective:           7/1/19 – until further notice, but not later than 6/30/20
  
7.     Name:                     Kathleen Kamatani  
       Department:         College Relations  
       Position:             Interim Executive Director  
       Action:               Extension of Interim position  
       New Salary:         \$97,749, subject to FY20 adjustment  
       Effective:           7/1/19 – until further notice, but not later than 6/30/20
  
8.     Name:                     Teresa Manfreda  
       Department:         Finance & Operations  
       Position:             Executive Director, Finance & Information Technology Services  
       Action:               Change in position through bona fide search  
       New Salary:         \$97,749, subject to FY20 adjustment  
       Effective:           7/1/19
  
9.     Name:                     Patricia Meyer  
       Department:         Payroll  
       Position:             Acting Payroll Administrator  
       Action:               Extension of acting position; including a 2-week return of the incumbent  
                                Payroll Administrator to complete year end reports  
       New Salary:         \$55,250, subject to current contract negotiations  
       Effective:           7/1/19 – until incumbent returns, but not later than 8/30/19

10. Name: Michael Naparlo  
Department: Facilities  
Position: Supervisor, Maintenance & Grounds  
Action: Extension of monthly stipend  
Effective: 7/1/19 – until further notice, but not later than 12/31/19
11. Name: Laura Qaissaunee  
Department: Grants Development  
Position: Director, Grants & Institutional Development  
Action: Extension of monthly stipend  
Effective: 7/1/19 – until further notice, but not later than 12/31/19
12. Name: Anne Marie Sparaco  
Department: President's Office  
Position: Director, Special Projects  
Action: Extension of monthly stipend  
Effective: 7/1/19 until further notice, but not later than 12/31/19

**SUPPORT STAFF**

1. Name: Edward Johnson  
Department: Physical Plant  
Position: Senior Specialist, HVAC  
Action: Extension of temporary position  
New Salary: \$40,693, subject to current contract negotiations  
Effective: 7/1/19 – until further notice, but not later than 6/30/20
2. Name: Nilufer Onder  
Department: Events Management  
Position: Specialist, Conference Facility Services  
Action: Change in status from temporary to regular through bona fide search  
New Salary: No change  
Effective: 6/26/19
3. Name: Denise Presti  
Department: Financial Aid  
Position: Senior Office Assistant  
Action: Extension of temporary position  
New Salary: \$37,380, subject to current contract negotiations  
Effective: 7/1/19 until further notice, but not later than 6/30/20

4.     Name:                     Erin Tierney  
       Department:         Student Life & Activities  
       Position:             Associate  
       Action:             Extension of temporary position  
       New Salary:         \$41,349, subject to current contract negotiations  
       Effective:          7/1/19 until further notice, but not later than 12/23/19
  
5.     Name:                     Laina Tollefsen  
       Department:         Biology  
       Position:             Instructional Assistant, 10-month position  
       Action:             Change in status from temporary to regular through bona fide search  
       New Salary:         \$43,833, subject to current contract negotiations  
       Effective:          Continuation from temporary position, return to work 9/1/19
  
6.     Name:                     Amy Yates  
       Department:         Continuing & Professional Studies  
       Position:             Associate  
       Action:             Extension of temporary full-time grant-funded position  
       New Salary:         \$42,319, subject to current contract negotiations  
       Effective:          7/1/19 – 6/30/20 or end of assignment, whichever is earlier

**C.     SEPARATIONS****FACULTY**

1.     Name:                     Elana Maloney  
       Department:         English  
       Position:             Instructor  
       Action:             End of temporary position  
       Effective:          6/30/19

**ADMINISTRATIVE**

1.     Name:                     Kirsten Nordgaard  
       Department:         Advising  
       Position:             Student Success Coach/Advisor, temporary position  
       Action:             Resignation  
       Effective:          6/25/19

2.      Name:                      Myrna Wright  
          Department:          Continuing & Professional Studies  
          Position:                Case Manager, Workfirst, New Jersey  
          Action:                  End of grant-funded position  
          Effective:                6/30/19

**SUPPORT STAFF**

1.      Name:                      Danielle Basmagy  
          Department:          Continuing & Professional Studies  
          Position:                Associate  
          Action:                  Resignation  
          Effective:                6/30/19

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 35 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

|                | <b>Recommendations</b> |
|----------------|------------------------|
| Faculty        | 2                      |
| Administrative | 1                      |
| Adjuncts       | 3                      |
| Coaches        | 2                      |

**B. Change of Status**

|                | <b>Recommendations</b> |
|----------------|------------------------|
| Executive      | 1                      |
| Faculty        | 2                      |
| Administrative | 12                     |
| Support Staff  | 8                      |

**C. Separations**

|                | <b>Recommendations</b> |
|----------------|------------------------|
| Faculty        | 1                      |
| Administrative | 1                      |
| Support Staff  | 1                      |

**HUMAN RESOURCES ADDENDUM****B. CHANGE OF STATUS****SUPPORT STAFF**

1.     Name:                     Nina Ercolino  
       Department:         Testing Services  
       Position:             Senior Technician  
       Action:               Change in status from temporary to regular through bona fide search  
       New Salary:          No change  
       Effective:            6/26/19
  
2.     Name:                     Joseph Fournier  
       Department:         Performing Arts Center  
       Position:             Stage Technician  
       Action:               Change in status from temporary to regular through bona fide search  
       New Salary:          No change  
       Effective:            6/26/19

## **2.1 Application for Grants**

### **Executive Summary**

#### **New Jersey Department of Labor and Workforce Development Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program**

Brookdale submitted a proposal to the New Jersey Department of Labor and Workforce Development under its Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program on May 21, 2019. Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to over 750 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy Volunteers-Monmouth County; (2) Monmouth County Vocational School District; (3) Community Affairs and Resource Center; and (4) Ladacin Network, Inc. In addition to serving as lead agency, the College will provide direct services to over 300 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED). Brookdale's direct services are available at Long Branch, Hazlet, Freehold and Neptune Higher Education Centers. Linda Roma, Director Continuing & Professional Studies, will administer the program.

The total grant request is **\$747,815**. The college provides an in-kind match of \$143,979 for a total of \$891,794.

#### **New Jersey Department of Education Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation Program (CE EPP) (Year 3 of 5)**

Brookdale submitted a proposal to the New Jersey Department of Education (NJDOE), Office of Career Readiness, under its Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation (CE EPP) program, on May 23, 2019.

The purpose of the program is to train Career and Technical Education teachers entering the field of education from industry through a two-year, 400-hour alternate route teacher certification preparation program. The CTE CE EPP program is specifically designed to prepare candidates for secondary and exploratory CTE programs. Successful completion of the CTE CE EPP program is a major component of the NJDOE requirements for permanent teacher certification of the CTE content area and Brookdale CC is the sole provider of this program for the State of New Jersey. A new director will be named in July 2019 to administer the program.

June 25, 2019: Director of Grants and Institutional Development, Laura Qaissaune

The total grant requested is **\$170,000** with a college contribution of approximately **\$37,867** for a total of **\$207,867**. Please note: this grant generates an income annually that far exceeds the college contribution.

**Recommendation:**

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

**1.51 Acceptance of Gifts  
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month.

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

The following gift has been accepted and acknowledged for Brookdale Community College by the President:

| <b>DATE</b>        | <b>DONOR</b>  | <b>ITEM</b>                              |
|--------------------|---|--|
| <b>May 9, 2019</b> | <b>Peter Turai<br/>12 Norwick Court<br/>Jackson, NJ 08527</b> | <b>Donation of photography equipment</b> |

4.2 *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*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$35,300. 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 June 18, 2019.

June 25, 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 \$35,300, or purchases with a combined total in excess of \$35,300; 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 \$35,300

June 25, 2019

| Board Item No.    | Vendor/Contractor         | Category / Description   | Basis of Award | Amount of Purchase |
|-------------------|---------------------------|--|----------------|--------------------|
| <b>Capital</b>    |                           |  |                |                    |
| 1                 | Electro Maintenance Inc.  | <b>Electrical Outlet Relocation, Bid No 19-29</b> / Notice was sent to 8 vendors, received 5 replies. This contract is for the labor and material to relocate electrical outlets in 30 classrooms and is funded by Chapter 12.   | Bid            | \$ 16,800.00       |
| 2                 | Integrity Roofing, Inc.   | <b>Roof Replacement and Repairs, Lincroft Campus, Bid No. 19-30</b> / Notice was sent to 21 vendors, received 3 replies. This contract is for roof replacement and repairs of various buildings (CVA, LAH, PAC, Bankier Library, MAC and CAR) on the Lincroft Campus and is funded by Chapter 12.  | Bid            | \$ 796,340.00      |
| 3                 | County of Monmouth        | <b>Paving Services / Exempt 18A:64A-25.10.</b> (Joint purchases by county colleges, municipalities or counties; authority). As part of the Shared Service Agreement with the County, this contract is for paving services on the Lincroft Campus and is funded by Chapter 12.  | Exempt         | \$ 246,583.00 *    |
| 4                 | Stavola Asphalt Co., Inc. | <b>Asphalt</b> / Exempt 18A:64A-25.5.a.(24) (Items available from vendors at cost below State contract pricing for the same product and service which meets or exceeds the State contract terms and conditions). This contract is for the supply and delivery of asphalt for paving projects on the Lincroft Campus and is funded by Chapter 12.   | Exempt         | \$ 553,352.00 *    |
| <b>IT Capital</b> |                           |  |                |                    |
| 5                 | SHI International         | <b>Microsoft EES Agreement</b> / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract will provide the College with licensing for Microsoft Windows Operating Systems and support for Office Products, Visual Studio, Project Pro, server support software for Exchange, SQL, and Systems Management Servers. Purchasing the licenses as part of the MS Campus Agreement reduces the cost of new systems by eliminating the procurement of software at the time of the hardware order. This contract is funded by the IT Budget. FY19 \$71,970.74. | Exempt         | \$ 108,572.34      |

|   |  |  |        |    |            |
|---|--|--|--------|----|------------|
| 6 | SHI International                              | <b>McAfee Gold Software Support / Exempt 18A:64A-25.9 (State Contract).</b><br>This State Contract is for McAfee software and technical support and is funded by the IT Budget. FY19 \$19,308.50.  | Exempt | \$ | 20,790.00  |
| 7 | Hyland LLC                                     | <b>Image Now Software, Services and Maintenance / Exempt 18A:64A-25.5.a.(19)</b> (Support and maintenance of proprietary software). This contract provides the College with software and technical services for ImageNow, CaptureNow and Adrenaline users in Admissions and Records, Recruitment, Counseling, Human Resources, and Finance & Operations. This contract is funded by the IT Budget. FY19 \$18,764.34.   | Exempt | \$ | 19,705.69  |
| 8 | Cisco Capital<br>Aspire Technology<br>Partners | <b>Cisco Catalyst 9606 Network Core Switch / Exempt 18A:64A-25.9 (State Contract).</b> This State Contract is for the supply, delivery and installation of the Cisco Catalyst 9606 Core Switch and supporting hardware along with five years of maintenance. The network connectivity at the College is handled by and runs through one core switch within the Gorman Hall Datacenter. Core switches typically have a 6-7 year lifespan at which time upgrade or replacement is required. Upgrade costs to extend End-Of-Service to 2021 is \$345,483. The College's current core switch is reaching its End-Of-Service date on 8/31/2019 and was purchased in 2012 for \$220,541. This contract is funded by the IT Budget.   | Exempt | \$ | 153,595.60 |
| 9 | SHI International                              | <b>VDI VMWare Nimble SAN Replacement / Exempt 18A:64A-25.9 (State Contract).</b> This State Contract is for the supply, delivery and installation of the Nimble HF40 Storage Area Network (SAN) along with five years of maintenance. The College's current lab computing environment includes both physical and virtual computers. Roughly 400 virtual desktops are in use for students' labs each semester which also provide access to lab environment from off campus. The Virtual Desktop Infrastructure (VDI) is housed on both server blades and a Nimble Storage Area Network (SAN) in the Gorman Hall Datacenter. Nimble SAN hardware has a 5-6 year lifespan. The College's current Nimble SAN is reaching its End-Of-Service (EOS) date on 12/11/2019 and was purchased in 2014 for \$71,021. This contract is funded by the IT Budget. | Exempt | \$ | 64,153.00  |

|               |  |   |        |                 |   |
|---------------|--|---|--------|-----------------|---|
| 10            | Dell   | <b>Computers / Exempt 18A:64A.25.9 (State Contract).</b> This State contract is for FY20 purchases of Dell computers and is funded by the IT Budget and various departmental budgets. FY19 \$290,420.   | Exempt | \$ 350,000.00   | * |
| 11            | Apple Inc.                                       | <b>Computers / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority).</b> This contract is for FY20 purchases of Apple computers and products and is funded by the IT Budget and various departmental budgets. FY19 \$75,000.  | Exempt | \$ 85,000.00    | * |
| 12            | Ellucian   | <b>Ellucian Software Subscription, Support, Partner Renewals, and Professional Services / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software).</b> This is a five-year contract that provides the College with Colleague and Ellucian CRM software licensing and support. It includes software upgrades on all listed (purchased) modules and telephone support. This new licensing model provides the College with access to additional modules/applications not included in previous renewal model. The total cost of the new model is \$11,094 more than the previous model over the same amount of time. The total cost includes 3 additional years of CRM Advise licensing (\$173,868), 5 years of CRM Recruit licensing (\$252,715), 5 years of Analytics (\$146,798), and 5 years of Intelligent Learning Platform (\$154,337) representing a totals savings of \$716,624. The Professional Implementation Services portion are included as a time and material service in the amount not to exceed \$79,449. This contract is funded by the IT Budget. FY19 \$527,000. | Exempt | \$ 3,338,325.00 |   |
| <b>Grants</b> |  |   |        |                 |   |
| 13            | NJCCC Consortium<br>Consolidus<br>NJCCPROMOS.com | <b>Promotional/Recruitment Giveaways / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority).</b> This is a one year co-op agreement with an option for a 2nd year renewal with New Jersey County College Joint Purchasing Consortium for the supply and delivery of promotional/recruitment giveaways. This contract is funded by various grants, College Relations, Institutional Marketing and other departmental budgets.  | Exempt | \$ 55,000.00    | * |

## Operating

|    |  |   |        |               |
|----|--|---|--------|---------------|
| 14 | Borden Perlman<br>TL Groseclose<br>True & Associates<br>Balken Risk<br>Management Services | <b>Property &amp; Liability Insurance, RFP No. 06-18</b> / This is the 2nd year of the contract with an option for a 3rd year renewal for property and liability insurance. These contracts are funded by the Operating Budget. FY19 \$823,510.   | RFP    | \$ 867,553.03 |
| 15 | NJ Community<br>College Insurance<br>Pool  | <b>Workers Compensation Insurance</b> / Exempt 18A:64A-25.5.a.(11) (Insurance). This contract is for workers compensation insurance and is funded by the Operating Budget. FY19 \$275,065.  | Exempt | \$ 331,581.00 |
| 16 | Cleary, Giacobbe,<br>Alfieri, & Jacobs, LLC  | <b>College Counsel, RFP No. 08-18</b> / This is the 2nd year of a 2 year contract for college counsel services and is funded by the Operating Budget. FY19 YTD \$79,707.  | RFP    | \$175/hour    |
| 17 | Cleary, Giacobbe,<br>Alfieri, & Jacobs LLC   | <b>College Labor Counsel, RFP No. 09-18</b> / This is the 2nd year of a 2 year contract for college labor counsel services and is funded by the Operating Budget. FY19 YTD \$56,534.  | RFP    | \$175/hour    |
| 18 | Rainone, Coughlin,<br>Minchello - Attorneys<br>at Law                                      | <b>Special and Conflict Counsel, RFP No. 09-18</b> / This is the 2nd year of a 2 year contract for special and conflict counsel services and is funded by the Operating Budget. FY19 YTD \$4,183.50.  | RFP    | \$175/hour    |
| 19 | Winning Strategies<br>Washington   | <b>Professional Representation with Federal Departments, Agencies and Congress to Secure Federal Grant Funding, RFP No. 10-18</b> / This is the 2nd year of a 2 year contract for professional representation with federal departments/agencies and Congress to secure federal grant funding. This contract is funded by the Operating Budget. FY19 \$36,000. | RFP    | \$ 36,000.00  |

|    |                           |   |     |    |            |   |
|----|---------------------------|---|-----|----|------------|---|
| 20 | T & M Associates          | <b>General Engineering Services, Engineer of Record, RFP No. 04-19</b> / This is the 2nd year of a 2 year contract for General Engineering Services as the Engineer of Record and is funded by the Facilities Budget. FY19 YTD \$80,380.                    | RFP | \$ | 125,000.00 | * |
| 21 | Brightview Holdings, Inc. | <b>Snow Removal Services, Bid No. 19-28</b> / Notice was sent to 7 vendors, received 3 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for snow removal services and is funded by the Facilities Budget. FY19 \$425,918. | Bid | \$ | 425,000.00 | * |

\* Estimated expense based on historical data  
Unless otherwise exempt, bids were publicly advertised according to law.

**4.1 Financial Reporting**

**For the 10 months ending April 30, 2019  
Presented June 18, 2019**

June 25, 2019: Interim Vice President Finance & Operations, Joey Stoner

## **Brookdale Community College Summary of Financial Activity for the Ten Months Ending April 30, 2019**

Any reference to budget in the following financial information represents the annual FY19 budget. April 2019 is the tenth month of the current fiscal year. Generally, when comparing year-to-date financial results to budget, April represents 83.3% of the annual budget. The financial summary that follows offers a brief narrative of year-to-date April 2019 financial performance compared to FY19 budget and to the same period of time last year.

### **Revenue**

#### ***Compared to Budget***

Total revenue for the ten months through April 2019 were \$75.9M and represents 90.1% of the FY19 budget of \$84.3M. It is important to keep in mind the revenue cycle of higher education. The majority of revenue at Brookdale is tuition and fees. This is expected through the month of April as we are well into the Spring semester, and have begun Summer registration.

State and Local appropriations of \$10.3M and \$20.0M respectively are funded monthly. As of April, State appropriations of \$8.6M and Local of \$16.7M represent 83.3% of budget as expected.

Continuing and Professional Studies year-to-date revenue of \$2.8M represents 82.1% of FY19 annual budget of \$3.4M. A reforecast was completed for this fiscal year and indicated that both revenue and expenses will be less than the original budget. We are anticipating revenue will be about \$166,000 over expenses.

#### ***Compared to Last Year***

Total revenue of \$75.9M compared to \$74.5M for the same time last year indicates an increase of \$1.4M or +1.8%.

## **Expenses**

### ***Compared to Budget***

Total operating expenditures through April 2019 were \$60.4M compared to the FY19 annual expense budget of \$84.3M. Year-to-date expenses through April represent 71.6% of the FY19 budget and are trending according to projections. Again, ten months represents 83.3% 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 \$61.7M compared to \$60.4M this year and indicate a reduction in operating costs of \$1.365M.

## **Cash Balance**

As of April 30, 2019 the College's balance of cash in the bank was \$17.8M which represents \$4.8M increase over last year. For the ten months through April, the average monthly balance of cash in FY19 was \$15.4M compared to \$11.1M last year.

**Brookdale Community College**  
**Current Year vs Prior Year**  
**For the Ten Months Ending April 30, 2019**

|  | 04/30/19             | 04/30/18             | Change                | % Change    |
|--|----------------------|----------------------|-----------------------|-------------|
| <b>Operating revenue</b>   |                      |                      |                       |             |
| State of New Jersey  | \$ 8,604,031         | \$ 8,617,406         | \$ (13,375)           | -0.2%       |
| County of Monmouth   | 16,689,183           | 16,689,183           | -                     | 0.0%        |
| Student Tuition  | 37,571,912           | 39,189,963           | (1,618,051)           | -4.1%       |
| Fees   | 9,797,677            | 6,736,202            | 3,061,475             | 45.4%       |
| Continuing & Prof Studies  | 2,751,876            | 2,677,995            | 73,881                | 2.8%        |
| Miscellaneous  | 505,111              | 635,092              | (129,981)             | -20.5%      |
|  | <u>\$ 75,919,790</u> | <u>\$ 74,545,841</u> | <u>\$ 1,373,949</u>   | <u>1.8%</u> |
| <b>Operating expenditures</b>  |                      |                      |                       |             |
| Capital Outlay   | 41,713               | -                    | (41,713)              | 0.0%        |
| TIP/TECH   | 1,818,121            | 1,585,857            | (232,264)             | 0.0%        |
| Debt Service   | -                    | -                    | -                     | 0.0%        |
| Learning Division  | 24,962,632           | 25,485,960           | 523,328               | 2.1%        |
| Benefits   | 11,127,629           | 10,958,159           | (169,470)             | -1.5%       |
| Finance & Operations   | 7,129,702            | 7,799,160            | 669,458               | 8.6%        |
| Student Success Div  | 4,705,789            | 4,987,416            | 281,627               | 5.6%        |
| General Expenses   | 3,008,537            | 3,178,273            | 169,736               | 5.3%        |
| Continuing & Prof. Serv.   | 2,372,827            | 2,367,300            | (5,527)               | -0.2%       |
| Utilities  | 1,909,538            | 2,220,145            | 310,607               | 14.0%       |
| Human Resources & Safety   | 1,775,165            | 1,680,950            | (94,215)              | -5.6%       |
| Planning & Inst. Effectiveness   | 334,365              | 364,795              | 30,430                | 8.3%        |
| President & BOT  | 421,097              | 277,959              | (143,138)             | -51.5%      |
| Advancement Div  | 769,561              | 835,524              | 65,963                | 7.9%        |
|  | <u>\$ 60,376,676</u> | <u>\$ 61,741,498</u> | <u>\$ 1,364,822</u>   | <u>2.2%</u> |
| <b>Net Income - Operating only</b>                                     | <u>\$ 15,543,114</u> | <u>\$ 12,804,343</u> |                       |             |
|  |                      |                      | <u>\$ 2,738,771</u>   |             |
| <b>AUXILIARY:</b>  |                      |                      |                       |             |
| Receipts   | \$ 1,577,729         | \$ 4,559,625         | \$ (2,981,896)        |             |
| Disbursements  | 1,318,877            | 4,405,175            | 3,086,298             |             |
| <b>Profit/ (Loss) - Auxiliary</b>                                      | <u>\$ 258,852</u>    | <u>\$ 154,450</u>    | <u>\$ 104,402</u>     |             |
| <b>CAPITAL (FEES):</b>   |                      |                      |                       |             |
| Capital Improvement Plan Fee   | 320,439              | 265,852              | 54,587                |             |
| Student Life Center  | 964,584              | 1,077,042            | (112,458)             |             |
| Capital Reserve  | 321,529              | 359,386              | (37,857)              |             |
| Other Capital  | 27,070               | 2,314,479            | (2,287,409)           |             |
| <b>Revenue from Capital fees:</b>                                      | <u>\$ 1,633,622</u>  | <u>\$ 4,016,759</u>  | <u>\$ (2,383,137)</u> |             |
| <b>Increase (decrease) from prior year Operating/Auxiliary/Capital</b> |                      |                      | <u>\$ 460,036</u>     |             |

*Brookdale Radio, TV, Performing Arts Center, and the Fitness Center are now part of Auxiliary Services.  
Athletics is now part of the Operating budget.  
Revenue and expenses for these accounts have been realigned in FY18 to reflect the current structure.*

**Brookdale Community College**  
**Operating Revenue Report**  
**For the Ten Months Ending April 30, 2019**

|                                 | YTD Actual           | Budget               | Balance               | % Actual to Budget |
|---------------------------------|----------------------|----------------------|-----------------------|--------------------|
| State of New Jersey             | \$ 8,604,031         | \$ 10,325,921        | \$ (1,721,890)        | 83.3%              |
| County of Monmouth              | 16,689,183           | 20,027,019           | (3,337,836)           | 83.3%              |
|                                 | <b>25,293,214</b>    | <b>30,352,940</b>    | <b>(5,059,726)</b>    | <b>83.3%</b>       |
| Student Tuition:                |                      |                      |                       |                    |
| Summer III                      | 978,402              | 38,394,347           | (37,415,945)          |                    |
| Fall and Winter                 | 18,283,431           |                      | 18,283,431            |                    |
| Spring                          | 15,836,530           |                      | 15,836,530            |                    |
| Summer I & II                   | 2,475,319            |                      | 2,475,319             |                    |
| Prior Year Tuition Adj          | (1,770)              |                      | (1,770)               |                    |
|                                 | <b>37,571,912</b>    | <b>38,394,347</b>    | <b>(822,435)</b>      | <b>97.9%</b>       |
| Fees:                           |                      |                      |                       |                    |
| General Service Fee             | 6,629,169            | 8,283,569            | (1,445,978)           | 80.0%              |
| Application Fee                 | 149,971              | 175,000              | (25,029)              | 85.7%              |
| Installment Plan Fee            | 155,163              | 170,000              | (14,837)              | 91.3%              |
| LAB Fees                        | 2,785,014            | 2,618,220            | 426,794               | 106.4%             |
| Late Fees                       | 18,875               | 25,400               | (6,525)               | 74.3%              |
| Transcript Fee                  | 57,508               | 82,000               | (24,492)              | 70.1%              |
| Other                           | 1,977                | 59,500               | (525,945)             | 3.3%               |
|                                 | <b>9,797,677</b>     | <b>11,413,689</b>    | <b>(1,616,012)</b>    | <b>85.8%</b>       |
| Continuing & Prof Studies:      |                      |                      |                       |                    |
| Contract Training Direct Pay    | 186,155              | 275,000              | (88,845)              | 67.7%              |
| New Pathways to Teaching        | 50,397               | 40,000               | 10,397                | 126.0%             |
| Healthcare Services             | 770,279              | 777,000              | (6,721)               | 99.1%              |
| Business & Career Training      | 149,840              | 330,000              | (180,160)             | 45.4%              |
| Computer Training               | 159,241              | 220,000              | (60,759)              | 72.4%              |
| CTE Grant                       | 386,018              | 600,000              | (213,982)             | 64.3%              |
| Sandy Hook                      | 37,677               | 45,000               | (7,323)               | 83.7%              |
| Trips / Excursions              | 212,982              | 270,000              | (57,018)              | 78.9%              |
| Misc. Open Enrollment Programs  | 416,533              | 395,000              | 21,533                | 105.5%             |
| Summer Adventure Camps          | 374,040              | 380,000              | (5,960)               | 98.4%              |
| Accelerated Career & Technology | 8,560                | 18,000               | (9,440)               | 47.6%              |
| Fitness                         | 154                  | -                    | 154                   | 0.0%               |
|                                 | <b>2,751,876</b>     | <b>3,350,000</b>     | <b>(598,124)</b>      | <b>82.1%</b>       |
| Miscellaneous:                  |                      |                      |                       |                    |
| Indirect Cost Recovery          | 194,349              | 774,000              | (579,651)             |                    |
| Other Departmental Revenue      | 27,385               |                      | 27,385                |                    |
| Miscellaneous                   | 29,416               |                      | 29,416                |                    |
| General Performances            | 10,078               |                      | 10,078                |                    |
| International Center            | 224,509              |                      | 224,509               |                    |
| Summer Sports Camp              | 19,375               |                      | 19,375                |                    |
|                                 | <b>505,112</b>       | <b>774,000</b>       | <b>(268,888)</b>      | <b>65.3%</b>       |
| Total                           | <b>\$ 75,919,790</b> | <b>\$ 84,284,976</b> | <b>\$ (8,365,185)</b> | <b>90.1%</b>       |

**Brookdale Community College**  
**Operating Expenditure Report**  
**For the Ten Months Ending April 30, 2019**

|                                | <b>YTD Actual</b>    | <b>Budget</b>        | <b>Balance</b>       | <b>% Actual to Budget</b> |
|--------------------------------|----------------------|----------------------|----------------------|---------------------------|
| Capital Outlay                 | \$ 41,713            | \$ 41,713            | \$ -                 | 100.0%                    |
| TIP/TECH                       | 1,818,121            | 2,337,970            | 519,849              | 77.8%                     |
| Debt Service                   | -                    | 3,167,440            | 3,167,440            | 0.0%                      |
| Learning Division              | 24,962,632           | 32,475,130           | 7,512,498            | 76.9%                     |
| Benefits                       | 11,127,629           | 16,207,983           | 5,080,354            | 68.7%                     |
| Finance & Operations           | 7,129,702            | 9,096,008            | 1,966,306            | 78.4%                     |
| Student Success Division       | 4,705,789            | 5,953,317            | 1,247,528            | 79.0%                     |
| General Expenses               | 3,008,537            | 5,197,090            | 2,188,553            | 57.9%                     |
| Continuing & Prof. Serv.       | 2,372,827            | 3,160,740            | 787,913              | 75.1%                     |
| Utilities                      | 1,909,538            | 2,523,503            | 613,965              | 75.7%                     |
| Human Resources & Safety       | 1,775,165            | 2,257,406            | 482,241              | 78.6%                     |
| Planning & Inst. Effectiveness | 334,365              | 402,400              | 68,035               | 83.1%                     |
| President & BOT                | 421,097              | 506,652              | 85,555               | 83.1%                     |
| Advancement Division           | 769,561              | 957,624              | 188,063              | 80.4%                     |
| Capital Reserve                | -                    | -                    | -                    | -                         |
|                                | <u>\$ 60,376,676</u> | <u>\$ 84,284,976</u> | <u>\$ 23,908,300</u> | <u>71.6%</u>              |
| Salaries & Wages               | \$ 36,039,695        | \$ 46,277,958        | \$ 10,238,263        | 77.9%                     |
| Other Expenses                 | 24,336,981           | 38,007,018           | 13,670,037           | 64.0%                     |
|                                | <u>\$ 60,376,676</u> | <u>\$ 84,284,976</u> | <u>\$ 23,908,300</u> | <u>71.6%</u>              |

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

|  | FY19 Budget          | 4/30/2019            | Increase/<br>(Decrease) | FY19<br>Projected    |
|--|----------------------|----------------------|-------------------------|----------------------|
| <b>Operating</b>                                   |                      |                      |                         |                      |
| <b>Revenues:</b>                                   |                      |                      |                         |                      |
| Tuition  | \$ 38,394,347        | \$ 37,571,912        | \$ (274,727)            | \$ 38,119,620        |
| State  | 10,325,921           | 8,604,031            | -                       | 10,325,921           |
| County   | 20,027,019           | 16,689,183           | -                       | 20,027,019           |
| Fees   | 11,413,689           | 9,797,677            | (1,283,613)             | 10,130,076           |
| Continuing & Prof. Serv.                           | 3,350,000            | 2,751,876            | (364,230)               | 2,985,770            |
| Other Income                                       | 774,000              | 505,112              | (124,000)               | 650,000              |
| <b>Total revenue</b>                               | <b>\$ 84,284,976</b> | <b>\$ 75,919,791</b> | <b>\$ (2,046,570)</b>   | <b>\$ 82,238,406</b> |
| <b>Expenditures:</b>                               |                      |                      |                         |                      |
| Learning Division                                  | 32,516,843           | 25,004,345           | (246,843)               | 32,270,000           |
| Benefits   | 16,207,983           | 11,127,629           | (1,017,983)             | 15,190,000           |
| Finance & Operations                               | 9,096,008            | 7,129,702            | (39,620)                | 9,056,388            |
| Student Success Division                           | 5,953,317            | 4,705,789            | (113,625)               | 5,839,692            |
| General Expenses                                   | 5,197,090            | 3,008,537            | (453,000)               | 4,744,090            |
| Continuing & Prof. Serv.                           | 3,160,740            | 2,372,827            | (341,443)               | 2,819,297            |
| Utilities  | 2,523,503            | 1,909,538            | (5,000)                 | 2,518,503            |
| Human Resources & Safety                           | 2,257,406            | 1,775,165            | (112,822)               | 2,144,584            |
| Advancement Division                               | 957,624              | 769,561              | (29,624)                | 928,000              |
| Planning & Inst. Effectiveness                     | 402,400              | 334,365              | (2,400)                 | 400,000              |
| President & BOT                                    | 506,652              | 421,097              | 18,379                  | 525,031              |
| <b>Total expenditures</b>                          | <b>\$ 78,779,566</b> | <b>\$ 58,558,555</b> | <b>\$ (2,343,981)</b>   | <b>\$ 76,435,585</b> |
| <b>Other cash requirements</b>                     |                      |                      |                         |                      |
| Debt Principal                                     | 1,699,997            | -                    | -                       | 1,699,997            |
| Interest Expense                                   | 1,467,443            | -                    | -                       | 1,467,443            |
| TIP/TECH   | 2,337,970            | 1,818,121            | -                       | 2,337,970            |
|  | <b>\$ 5,505,410</b>  | <b>\$ 1,818,121</b>  | <b>\$ -</b>             | <b>\$ 5,505,410</b>  |
| <b>Excess revenue/expenditures</b>                 |                      |                      |                         | <b>\$ 297,411</b>    |
| <b>Auxiliary</b>                                   |                      |                      |                         |                      |
| Receipts   | \$ 1,577,729         | \$ 382,271           | \$ 1,960,000            |                      |
| Disbursements                                      | 1,318,877            | 400,000              | 1,718,877               |                      |
| <b>Profit/(Loss) Auxiliary</b>                     | <b>\$ 258,852</b>    | <b>\$ (17,729)</b>   | <b>\$ 241,123</b>       |                      |
| <b>Excess revenue/expenditures</b>                 |                      |                      |                         | <b>\$ 241,123</b>    |
| <b>Capital</b>                                     |                      |                      |                         |                      |
| <b>Revenues:</b>                                   |                      |                      |                         |                      |
| State Chapter 12                                   | \$ 9,641,512         | \$ 1,327,983         | \$ (6,786,747)          | \$ 2,854,765         |
| County   | 9,641,512            | 1,327,983            | (6,786,747)             | 2,854,765            |
| HETI   | 47,104               | -                    | (47,104)                | -                    |
| ELF  | 683,376              | 23,749               | (630,711)               | 52,665               |
| Fees-TIP   | 253,976              | 128,182              | -                       | 253,976              |
| Other Capital Fees                                 | 350,000              | -                    | -                       | 350,000              |
| <b>Total revenue</b>                               | <b>\$ 20,617,480</b> | <b>\$ 2,807,897</b>  | <b>\$ (14,251,309)</b>  | <b>\$ 6,366,171</b>  |
| <b>Expenditures:</b>                               |                      |                      |                         |                      |
| State Chapter 12                                   | \$ 9,641,512         | \$ 1,327,983         | \$ (6,786,747)          | \$ 2,854,765         |
| County Chapter 12                                  | 9,641,512            | 1,327,983            | (6,786,747)             | 2,854,765            |
| HETI   | 47,104               | -                    | (47,104)                | -                    |
| ELF  | 683,376              | 23,749               | (630,711)               | 52,665               |
| Fees-TIP   | 253,976              | 128,182              | -                       | 253,976              |
| Debt Service                                       | -                    | -                    | -                       | -                    |
| <b>Total expenditures</b>                          | <b>\$ 20,617,480</b> | <b>\$ 2,807,897</b>  | <b>\$ (14,251,309)</b>  | <b>\$ 6,366,171</b>  |
| <b>Excess revenue/expenditures</b>                 |                      |                      |                         | <b>\$ -</b>          |
| <b>Total excess revenue/expenditures all funds</b> |                      |                      |                         | <b>\$ 538,534</b>    |

**Brookdale Community College  
Cash & Fund Balance Analysis  
As of April 30, 2019**

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

**Note: Cash balances include operating, capital, auxiliary and ASBCC combined.  
Cash increased \$4,797,437.94 from prior year.**

| <b>Net Position</b> | <b>6/30/2016</b> | <b>6/30/2017</b> | <b>6/30/2018</b> |
|---------------------|------------------|------------------|------------------|
|                     | \$ 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.

# CAPITAL FUND REPORT

## Chapter 12 Funding

|                     | Project                                | FY19<br>Budget      | Expended<br>through<br>June 30, | Expended/<br>Committed<br>4/30/19 | Balance<br>4/30/2019 |
|---------------------|--|---------------------|---------------------------------|-----------------------------------|----------------------|
| <b>2014 Funding</b> |  | <b>\$ 4,250,000</b> |                                 |                                   |                      |
| 8140505             | MAS Labs Renovation                    | \$ -                | \$ 2,648,610                    | \$ -                              | \$ -                 |
| 8140510             | Infrastructure Improvements - Lincroft | 4,683               | 878,850                         | 4,683                             | -                    |
| 8140515             | Police Station Renovations             | -                   | 8,907                           | -                                 | -                    |
| 8140520             | South Gorman Hall Water Main           | -                   | 33,962                          | -                                 | -                    |
| 8140530             | R&R- Janitorial/Mech Closet            | -                   | 7,410                           | -                                 | -                    |
| 8140535             | Repair/Remediate-Dance Studio          | -                   | 19,605                          | -                                 | -                    |
| 8140540             | Floor and Carpet Replacement           | 3,546               | 164,971                         | 3,546                             | -                    |
| 8140545             | Roof Assessment                        | 52,750              | -                               | 51,370                            | 1,380                |
| 8140550             | LAH Renovations                        | 187,683             | -                               | 187,683                           | -                    |
| 8140555             | Various Roof Upgrades                  | 239,023             | -                               | 239,023                           | -                    |
|                     |  | <u>487,685</u>      | <u>3,762,314</u>                | <u>486,305</u>                    | <u>1,380</u>         |
| <b>2015 Funding</b> |  | <b>\$ 3,200,000</b> |                                 |                                   |                      |
| 8150505             | CUP Piping Replacement                 | 2,382               | 35,923                          | -                                 | 2,382                |
| 8150510             | Infrastructure Improvements            | 24,614              | 41,016                          | -                                 | 24,614               |
| 8150515             | Life Safety                            | 419,818             | 433,263                         | 19,078                            | 400,740              |
| 8150520             | Car / One Stop                         | 11,431              | 13,050                          | 11,431                            | -                    |
| 8150525             | Upgrade Sewer System                   | 176,117             | 15,404                          | 90,596                            | 85,521               |
| 8150530             | LED Lighting                           | 1,273,880           | -                               | 1,078,813                         | 195,067              |
| 8150535             | Tennis Courts                          | 138,500             | -                               | 138,500                           | -                    |
| 8150540             | Fire Panel Replacements                | 115,000             | -                               | 115,000                           | -                    |
| 8150545             | Blue Phones                            | 216,444             | -                               | 216,444                           | -                    |
| 8150550             | Emergency Chairs                       | 31,144              | -                               | 31,144                            | -                    |
| 8150555             | HVAC Switch OIT Rooms                  | 60,900              | -                               | 17,400                            | 43,500               |
| 8150560             | Hot Water Heater                       | 15,184              | -                               | 15,184                            | -                    |
| 8150565             | HVAC Upgrades                          | 35,847              | -                               | 35,847                            | -                    |
| 8150570             | MAC 104 Renovations                    | 11,990              | -                               | 11,989                            | 1                    |
| 8150575             | MAC 109 Renovations                    | 32,183              | -                               | 32,183                            | -                    |
| 8150580             | Testing Center/Library Renovations     | 18,255              | -                               | 18,255                            | -                    |
| 8150585             | Grease Traps                           | 28,901              | -                               | 28,901                            | -                    |
| 8150590             | ATEC Retaining Wall                    | 48,754              | -                               | -                                 | 48,754               |
|                     |  | <u>2,661,344</u>    | <u>538,656</u>                  | <u>1,860,765</u>                  | <u>800,579</u>       |
| <b>2016 Funding</b> |  | <b>\$ 3,000,000</b> |                                 |                                   |                      |
| 8160505             | Roof Replacement - SLC                 | 408,302             | 97,312                          | 407,001                           | 1,301                |
| 8160510             | Roof Replacement - BAC                 | 28,237              | 115,173                         | 28,237                            | -                    |
| 8160525             | Various Roof Upgrades                  | 63,478              | -                               | 63,478                            | -                    |
| 8160530             | Roof Assessment                        | 63,375              | -                               | 63,375                            | -                    |
| 8160535             | Life Safety                            | 23,815              | -                               | -                                 | 23,815               |
| 8160540             | Fire Alarm Upgrade                     | 10,000              | -                               | -                                 | 10,000               |
| 8160545             | ADA Door Replacements                  | 32,000              | -                               | -                                 | 32,000               |
|                     | Future Projects                        | 2,158,308           | -                               | -                                 | 2,158,308            |
|                     |  | <u>2,787,515</u>    | <u>212,485</u>                  | <u>562,091</u>                    | <u>2,225,424</u>     |
| <b>2017 Funding</b> |  | <b>\$ 3,500,000</b> |                                 |                                   |                      |
| 8170505             | General Infr Improvements              | -                   | -                               | -                                 | -                    |
| 8170510             | Resurface/Curb/Sidewalk Replacement    | 636,478             | 289,137                         | 242,928                           | 393,550              |
| 8170515             | CUP condenser water loop               | 126,396             | 998,730                         | 71,151                            | 55,245               |
| 8170520             | Maintenance Building Renovations       | 8,495               | 20,102                          | 8,495                             | -                    |
| 8170525             | Replacement of Chillers                | 1,318,467           | 5,550                           | 1,318,467                         | -                    |
| 8170530             | Carpet Replacement CVA                 | 62,611              | -                               | 62,611                            | -                    |
| 8170535             | Carpet Replacement LIB                 | 10,757              | -                               | 10,757                            | -                    |
| 8170540             | Sidewalk Repair - Freehold             | 2,014               | -                               | 2,014                             | -                    |
| 8170545             | Sidewalk Repair - Hazlet               | 3,825               | -                               | 3,825                             | -                    |
| 8170550             | TLC Carpet Replacement                 | 17,438              | -                               | -                                 | 17,438               |
|                     |  | <u>2,186,481</u>    | <u>1,313,519</u>                | <u>1,720,248</u>                  | <u>466,233</u>       |

|   |                      |                     |                     |                      |  |
|---|----------------------|---------------------|---------------------|----------------------|--|
| <b>2018 Funding</b>                           |                      | <b>\$ 3,800,000</b> |                     |                      |  |
| 8180505 Removal & Disposal Tank Freehold      | 22,846               | -                   | 22,303              | 543                  |  |
| 8180510 Water Infiltration Project - Freehold | 200,000              | -                   | 40,905              | 159,095              |  |
| 8180515 Wall Acoustical Louvers               | 41,091               | -                   | 39,259              | 1,832                |  |
| 8180520 Sewer Ejector Pumps                   | 310,000              | -                   | 40,110              | 269,890              |  |
| 8180525 LED Lighting HEC's                    | 194,324              | -                   | 194,324             | -                    |  |
| 8180530 Flooring Replacement                  | 17,383               | -                   | 17,383              | -                    |  |
| 8180535 Stair Thread Replacement              | 3,889                | -                   | 3,889               | -                    |  |
| 8180540 Sewer Ejector Pumps - Lincroft        | 53,550               | -                   | -                   | 53,550               |  |
| 8081545 HVAC Switch Room - Wall               | 13,210               | -                   | -                   | 13,210               |  |
| 8180550 Compressor Hazlet                     | 15,222               | -                   | -                   | 15,222               |  |
| 8180555 Sidewalk Replacement                  | 7,050                | -                   | -                   | 7,050                |  |
| Future Projects                               | 2,921,435            | -                   | -                   | 2,921,435            |  |
|   | <u>3,800,000</u>     | -                   | <u>358,173</u>      | <u>3,441,827</u>     |  |
| <b>*2019 Funding - \$7,600,000</b>            |                      |                     |                     |                      |  |
| Unallocated - Future Projects                 | 7,600,000            | -                   | -                   | 7,600,000            |  |
|   | <u>7,600,000</u>     | -                   | -                   | <u>7,600,000</u>     |  |
| <b>Totals</b>                                 | <u>\$ 19,523,025</u> | <u>\$ 5,826,974</u> | <u>\$ 4,987,582</u> | <u>\$ 14,535,443</u> |  |

\* Pending County Bond Sale

#### 4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month of April totaled \$2,385,395.41. 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 June 18, 2019.

June 25, 2019: Interim Vice President Finance & Operations, Joey Stoner



YOUR GOALS. OUR MISSION.

June 12, 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 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 CVC BUILDING

Design for the retrofit of the CVA and CVC building is underway. We expect to complete the specifications utilizing the Local Government Energy Audit (LGEA) reports and advertise the project shortly with the intent to award the project at the BOT meeting on July 23, 2019.

#### 5) MAN. LIB. CAR SANITARY SEWER EJECTOR PUMPS

Our office is proceeding with the design for the replacement of the sanitary sewer ejector pumps at the three referenced locations. In order to complete the work prior to the 2019-2020 school year, per the college, the design will be completed and ready for advertisement by June 27 with the intent to award the contract at the BOT meeting on July 23, 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. We are proceeding with this design and anticipate completion of the design work within 45 days.



Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

## **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**

At the Board of Trustee retreat in April, 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 MTB was the apparent low bidder with a base and alternate bid of \$595,080.00. Award will be recommended pending review of the bid documents by FVHD.

### **4) SLC SEWER EJECTOR PUMPS**

A contract for engineering design and construction administration services was awarded to EI Associates on April 30, 2019 in the amount of \$18,750. A meeting was held on May 13, 2019, to discuss the schedule for the completion/advertisement of the construction documents and anticipated recommendation for award of contractor at the July Board meeting. It is intended for the work to be performed over the summer break. This project was advertised on June 6, 2019 and the bid opening is scheduled for June 28, 2019.

### **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, in the amount of \$32,800. A kick off meeting to review the scope and schedule is being held on June 13, 2019.

### **6) ATEC RETAINING WALL**

During heavy rain events this past summer, an existing stepped timber retaining wall adjacent to the ATEC building, experienced significant damage and erosion. A contract for engineering design and construction administrative services was awarded to EI Associates in the amount of \$48,400. The storm lines were televised on June 3<sup>rd</sup> and 4<sup>th</sup> and a meeting with EI is scheduled for June 12 to review findings and potential solutions to the issue.



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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 and the anticipated completion date is June 21, 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. A design contract to Mott McDonald was issued at the May 29 BOT meeting. A meeting to review the scope of improvements is on June 14, 2019.

9) ROADWAY AND PARKING LOT PAVING

Monmouth County Road Department will be paving parking lot 2 and the entrance road from Route 520 to Museum Drive this summer.

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.

Spiezle Architectural Group has designed two alternatives for the barrier and provided preliminary costs. A meeting will be scheduled with Spiezle to discuss cost sharing along with the schedule to install the improvements.



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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.

Raymond W. Savacool, P.E.  
on behalf of

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

4.3 *FY20 Associated Students of Brookdale Community College (ASBCC)  
Operating Statement*

The office of Student Life and Activities has prepared the FY20 Associated Students of Brookdale Community College (ASBCC) budget. This budget supports programming needs for students, faculty, and staff. It also funds student publications, clubs, and organizations, and provides support for other campus wide activities such as orientation, graduation, and Athletics.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 18, 2019.

June 25, 2019: Interim Vice President Finance & Operations, Joey Stoner

The annual ASBCC revenue budget of \$563,859 is funded by a combination of student General Service fees and fundraising \$449,734 is derived from fees based on a projected enrollment of 7,974 FTEs and an additional \$114,125 is from fundraising. Budgeted expenditures account for an additional \$97,650 over revenues. This figure is from prior years carry over capital funds.

The current fiscal year allocations were developed to align with the College's redesign, earmarking funds to support the goals and mission of the Institution while continuing to provide opportunities for co-curricular learning that compliments classroom activities. The intention of the funding is to collaborate more with complimenting curriculum by creating more diverse and cultural programs supporting priorities in academic areas and departments. The Student Life Board provided input and advisement based on their experience planning programs and collaborative oversight of clubs and organizations.

ASBCC recognizes over 58 active clubs and organizations on all its campuses. The clubs and organizations generate revenue through fundraising, ticket sales, bus trips, and an array of other activities.



The five top retention priorities for FY20 are as follows:

1. Support co-curricular learning
  - a. Fund institute activities for a broader learning outside the classroom experience
  - b. Continue funding Brookdale's Carl Calendar's Visiting Writers Series, which brings world class authors to campus
  - c. Provide financial support for the Adobe Connect software contract which aids in the distance education orientations, co-curricular programming which includes, but is not limited to, student planning, training etc., with face-to-face online connections
2. Continued support of collaborate department activities such as:
  - a. Fund lectures to support planned, small to large scale speakers who lend value to the International Education Center, Disabilities Services, and the Institutes
  - b. Fund contemporary issues and provide continued support for a planned, large scale speaker
  - c. Support of a large scale speaker for the Annual Jack Needle Lecture program
  - d. Support Cops and Conduct initiative with our Police Department and Student Conduct
  - e. Fund Career Service and Leadership Development initiatives to encourage participation in workshops presented for leadership and career centered programs
  - f. Support Maxient software to ensure a more efficient process for Judicial Affairs and Compliance
  - g. Continue to support the Athletic program initiatives, which help defray the costs of Regional and National play across all sports
3. Support diversity and cultural initiatives
  - a. Fund programs/panel discussions centered around world issues
  - b. Fund extended travel programs to engage students to learn about culture and community
  - c. Support programming with Disability Services and the International Center so students are more aware of diversity in the communities that they live in
  - d. Support for participation in a Volunteer Service program, helping Brookdale engage in our surrounding community beyond our campuses
  - e. Support the Helping Hands initiative, fighting food insecurity across campus to take care of our own

4. Provide financial support in three Student Success areas:
  - a. Orientations
    - i. Develop a comprehensive agenda and assessment of New Student Orientation
  - b. First Year Experience/2YE
    - i. Support developmental courses and HUDV for outside the classroom events in support of learned curriculum
    - ii. Fund activities supporting retention initiatives
  - c. Graduation
    - i. Develop an outline and to-do list for graduation ensuring each graduation is perfect and uniform
    - ii. Support of activities for graduating students
5. Continue to support the expansion of social programs which foster positive student engagement opportunities
  - a. Provide funding for new speakers to aid in meeting educational goals as part of ongoing lecture series
  - b. Continue to support student run social programs reflecting a sense of community, networking, friendship, and connections with the College
  - c. Continue to book talent for successful *Laugh at Lunch* program to build community and an opportunity for social engagement at a commuter campus
  - d. Continue to book talent for the *Live at Lunch* series to appreciate diversity through exploration of other cultures

The following FY20 Operating and Capital Statement is for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

**Brookdale Community College**  
**Associated Students of Brookdale Community College**  
**FY20 Budget**

|                                | <b>FY18<br/>Actual</b> | <b>FY19<br/>Budget</b>   | <b>Actual at<br/>4/30/19</b> | <b>Estimated<br/>through<br/>6/30/19</b> | <b>FY20<br/>Request</b> |
|--------------------------------|------------------------|--|------------------------------|--|-------------------------|
| <b>Revenue:</b>                |                        |  |                              |  |                         |
| Student activities fee         | \$ 398,265             | \$ 445,000   | \$ 429,139                   | \$ 539,525                               | \$ 449,734              |
| Other revenue                  | 154,741                | 105,000  | 73,815                       | 103,030                                  | 114,125                 |
| <b>Total Revenue</b>           | <b>553,006</b>         | <b>550,000</b>    | <b>502,954</b>               | <b>642,555</b>                           | <b>563,859</b>          |
| <b>Expenditures:</b>           |                        |  |                              |  |                         |
| ASBCC administration           | 55,154                 | 89,700   | 62,528                       | 130,001                                  | 98,025                  |
| ASBCC communications           | 12,581                 | 11,780   | 5,624                        | 10,449                                   | 11,780                  |
| Capital improvements           |                        | 92,555   | 17,498                       | 44,751                                   | 97,650                  |
| College wide activities        | 230,013                | 276,450  | 234,476                      | 275,428                                  | 287,300                 |
| Division activities            | 16,390                 | 28,500   | 9,344                        | 17,870                                   | 16,300                  |
| Clubs and organizations        | 100,879                | 77,070   | 62,368                       | 66,253                                   | 80,070                  |
| Athletics/Intramurals          | 61,662                 | 63,000   | 27,770                       | 42,404                                   | 64,000                  |
| Graduation expense             | 1,264                  | 1,500  | 594                          | 1,500                                    | 6,384                   |
| ASBCC scholarship fund         | -                      | 1,000  | -                            | 1,000                                    | -                       |
| Student engagement programs    | 9,791                  | 1,000  | -                            | -  | -                       |
| Intercollegiate travel reserve | -                      | -  | -                            | -  | -                       |
| <b>Total Expenditures</b>      | <b>487,734</b>         | <b>642,555</b>  | <b>420,202</b>               | <b>589,655</b>                           | <b>661,509</b>          |
| Excess Revenue/Expense         | 65,272                 | (92,555)   | 82,752                       | 52,900                                   | (97,650)                |
| Beginning fund balance         | 1,113,680              | 1,178,952  | 1,178,952                    | 1,178,952                                | 1,231,852               |
| Excess                         | 65,272                 | (92,555)   | 82,752                       | 52,900                                   | (97,650)                |
| Ending fund balance            | <u>\$ 1,178,952</u>    | <u>\$ 1,086,397</u>  | <u>\$ 1,261,704</u>          | <u>\$ 1,231,852</u>                      | <u>\$ 1,134,202</u>     |

## **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. ~~k.~~ Ensure compliance with Middle States Standard VI (Planning, Resources and Institutional Improvement); ~~and~~

- ~~l.~~ 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

Submitted for Lodging: June 25, 2019

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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 ~~m~~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.~~monthly, unless the Board decides to eliminate a monthly meeting, on a day, hour, and at a place to be fixed and determined at the annual meeting.~~ 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 ~~a~~Annual ~~m~~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 ~~the any scheduled~~ Public Business ~~monthly~~ ~~m~~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

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

**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.

|  |   |  |  |
|--|---|--|--|
| <b>Committees meeting monthly</b>            | <b><u>Executive Committee (5)</u></b><br><b>Ms. Tracey Abby-White, Chair</b><br>Ms. Suzanne Brennan, Vice-Chair<br>Dr. Hank Cram<br>Mr. Bret Kaufmann<br>Ms. Marta Rambaud          |  | <b><u>Finance and Facilities (5)</u></b><br><b>Mr. Bret Kaufmann, Chair</b><br>Ms. Madeline Ferraro<br>Dr. Les Richens<br>Dr. Hank Cram<br>Ms. Latonya Brennan |
| <b>Committees meeting 4 times per year</b>   | <b><u>Student Success &amp; Educational Excellence (4)</u></b><br><b>Dr. Hank Cram, Chair</b><br>Dr. Les Richens<br>Mr. Bret Kaufmann<br>Ms. Victoria Cattelona                     | <b><u>Governance (5)</u></b><br><b>Ms. Suzanne Brennan, Chair</b><br>Ms. Madeline Ferraro<br>Ms. Marta Rambaud<br>Mr. Dan Becht<br>Ms. Latonya Brennan | <b><u>Audit Committee (4)</u></b><br><b>Ms. Marta Rambaud, Chair</b><br>Mr. Paul Crupi<br>Mr. Dan Becht<br>Vacant  |
| <b>Committees Meeting on as needed basis</b> | <b><u>Private Public Partnership – Ad-Hoc</u></b><br><b>Ms. Victoria Cattelona, Chair</b><br>Ms. Suzanne Brennan<br>Ms. Barbara Horl  |  |  |
| <b>Liaisons</b>                              | <b><u>Liaisons</u></b><br><b><u>Liaison to New Jersey Council of County Colleges (NJCCC)</u></b><br>Ms. Barbara Horl<br><b><u>NJCCC Trustees Ambassador</u></b><br>Ms. Barbara Horl | <b><u>Liaison to Brookdale Community College Foundation</u></b><br>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<br>Public Business Meetings (PBM)   | Executive                                | Governance  | Student Success & Educational Excellence                 | Finance & Facilities  | Audit  | Public Private Partnership                                   | Foundation Board                    |
|--|--|---|--|-----------------------|--|--|-------------------------------------|
| DATES/LOCATIONS<br>Public Business Meeting<br>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<br>Brookdale at Wall, Rms 110 & 112                            | January 22<br>5:30 PM                    |   |  | January 22<br>6 PM    | January 15<br>6 PM   | January 7<br>5 PM  | January 17<br>4 PM                  |
| Tuesday, February 26<br>Brookdale at Long Branch, Rm 200                           | February 19<br>5 PM                      | Feb. 21<br>6 PM                                   | Feb. 21<br>5 PM  | Feb. 19<br>5:30 PM    |  |  |                                     |
| Tuesday, March 26<br>Lincroft, SLC, Navesink I & II                                | March 19<br>5 PM                         |   |  | March 19<br>5:30 PM   | March 11<br>6 PM   | March 4<br>4 PM  | March 14<br>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<br>Lincroft, SLC, Navesink I & II                                | April 23<br>5 PM                         | April 17<br>5:30 PM                               | April 18<br>5:30 PM                                      | April 23<br>5:30 PM   | April 16<br>6 PM   |  |                                     |
| Wednesday, May 29<br>Lincroft, SLC, Navesink I & II                                | May 21<br>5 PM                           |   |  | May 21<br>5:30 PM     |  | May 6<br>5 PM  | May 23<br>4 PM                      |
| Tuesday, June 25<br>Lincroft, SLC, Navesink I & II                                 | June 18<br>5 PM                          |   |  | June 18<br>5:30 PM    | June 11<br>6 PM  |  |                                     |
| Tuesday, July 23<br>Brookdale at Wall, Rms 110 & 112                               | July 16<br>5 PM                          |   |  | July 16<br>5:30 PM    |  | July 1<br>5 PM   |                                     |
| Tuesday, August 27<br>Lincroft, SLC, Navesink I & II                               | August 20<br>5 PM                        |   |  | August 20<br>5:30 PM  |  | August 5<br>5 PM   |                                     |
| Tuesday, September 24<br>Lincroft, SLC, Navesink I & II                            | September 17<br>5 PM                     | Sept. 16<br>5:30 PM                               | Sept. 19<br>5:30 PM                                      | Sept. 17<br>5:30 PM   | Sept. 10<br>6 PM   |  |                                     |
| Tuesday, October 29<br>Brookdale at Freehold, 103 & 104                            | October 22<br>5 PM                       |   |  | October 22<br>5:30 PM |  | October 7<br>5 PM  |                                     |
| Tuesday, November 19<br>Lincroft, SLC, Navesink I & II                             | November 12<br>5 PM                      | Nov. 13<br>5:30 PM                                | Nov. 14<br>5:30 PM                                       | Nov. 12<br>5:30 PM    |  |  |                                     |
| Tuesday, December 17<br>Brookdale at Hazlet, Rms 102 & 103                         | December 10<br>5 PM                      |   |  | Dec. 10<br>5:30 PM    | December 3<br>6 PM   | December 2<br>5 PM   |                                     |

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