



Brookdale Community College
Board of Trustees Public Business Meeting
Wednesday, May 29, 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 Lauren Deinhardt Coca-Cola Academic Team Gold Scholar - Dr. Stout
- V. Recognition of Retirees - Dr. Stout
- VI. President's Report - Dr. Stout
 - A. Recognition of NASA Fellows and Presentation of NASA Grant - Dr. Kundu
 - B. Recognition of Brookdaliens
- VII. 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
- VIII. Reports from the Board Committees and Liaisons - Chair Abby-White
 - A. Finance & Facilities Committee - May 21, 2019 - Trustee Kaufmann
 1. Monthly Financial Reporting - May 21, 2019 - Trustee Kaufmann
 2. Corrective Action Plan that Addresses FY17 Perkins Audit Findings & Recommendations - Ms. Manfreda
 3. Chapter 12 Funding- Athletic Field Projects - Mr. Stoner
 4. Update on Capital Projects - Mr. Charles Rooney, T & M Associates
Capital Project Report submitted in Monthly Financial Dashboards
 - B. Ad-Hoc Private Public Partnership - Trustee Cattelona
 - C. Student's Perspective - Trustee Cattelona
 - D. NJCCC - Trustee Crupi
 - E. BCC Foundation - Dr. Stout
- IX. Public Comment on Agenda Items - Chair Abby-White
- X. Approval of Public Business Meeting Minutes - Chair Abby-White

- A. Approval of Public Business Meeting Minutes - April 30, 2019 - Chair Abby-White
- B. Approval of Executive Session Minutes - April 30, 2019 - Chair Abby-White
- C. Approval of Special Public Business Meeting Minutes - January 22, 2019 - Finance & Facilities
- XI. Consent Agenda - Chair Abby-White - 5 minutes
 - A. Human Resources Recommendations
 - B. Application of Grants
 - C. Acceptance 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
- XII. Approval of Policies - Chair Abby-White
 - A. Approval of Policy 4.1001 ASBCC
 - B. Approval of Policy 4.3500 Budget Transfers
 - C. Approval of Policy 2.5000 Election of a Graduate to the Board of Trustees
- XIII. 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 - Chair Abby-White
- XIV. Approval of Discontinuance of the Humanities Associate in Arts, Communication Disorders Option - Chair Abby-White
- XV. Approval of Fashion Design Academic Credit Certificate of Achievement and Fashion Merchandising Academic Credit Certificate of Achievement - Chair Abby-White
- XVI. Public Comment - Chair Abby-White
- XVII. Old/New Business - Chair Abby-White
- XVIII. Resolution to Hold a Closed Meeting - Chair Abby-White
- XIX. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XX. Adjournment - Chair Abby-White
- XXI. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

April 30, 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 April 24, 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 (5:45 PM)	Mr. Joey Stoner
	Ms. Latonya Brennan, (6:15 PM)	Dr. Yesenia Madas
	Ms. Suzanne Brennan, Vice-Chair (5:50 PM)	Dr. Nancy Kegelman
	Ms. Victoria Cattelona, Graduate Trustee	Ms. Joan Scocco
	Mr. Paul Crupi, Trustee	Dr. William Burns
	Dr. Hank Cram, Trustee	Ms. Patricia Sensi
	Ms. Barbara Horl, Trustee (5:40 PM)	Mr. Ed Johnson
	Mr. Bret Kaufmann, Trustee	Ms. Kathy Kamatani
	Dr. David M. Stout, Secretary	Ms. Bonnie Passarella
	Ms. Marta Rambaud, Trustee	
Absent	Ms. Madeline Ferraro, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Les Richens, Trustee	
		Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Trustee Crupi and seconded by Trustee Cattelona. Motion passed unanimously.	
Swearing in of Trustee Barbara Horl -		Freeholder Scharfenberger swore in Trustee Barbara Horl. <i>(Attached A – Oath)</i>
Recognition of Lauren Deinhardt Coca-Cola Academic Team Gold Scholar – Chair Abby-White announced that unfortunately, Laruen Deinhardt is sick this evening and we will invite her back to be recognized at a future meeting.		
Recognition of Leadership of Alpha Pi Theta, Chapter Phi Theta Kappa, (PTK) – Students, Veronique Manfredini, Erica Mittenzwei, Erica Rosenthal, Lauren Deinhardt, Victoria Augello and Jonathan Scott and their Advisor, Professor Angela Saragusa were awarded a certificate of commendation for their exemplary leadership roles and outstanding achievements throughout the year.		
Recognition of Karl Larose – Fellowship of 2019-2020 Congress-Bundestag Youth Exchange for Young Professionals – Dr. Stout read a letter (<i>Attachment B</i>) on behalf of Congressman Smith, who provided congratulations on behalf of the constituents in New Jersey’s Fourth District on Karl’s selection for a fellowship for the 2019-2020 Congress-Bundestag Youth Exchange for Young Professionals and his opportunity to intern with a German company in the automotive industry. Dr. Stout on behalf of the Board, presented Karl with a certificate of commendation.		
Recognition of Dr. Sara McElroy Dr. Stout on behalf of the Board, presented Dr. McElroy a certificate of commendation for her appointment to the National Association for Colleges and Employers (NACE) taskforce.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Human Resources -	<p>A motion to approve the Human Resources recommendations was made by Trustee Cram and seconded by Trustee Becht.</p> <p>YES: Trustees Becht, S. Brennan, Cattelona, Cram Crupi, Horl, Kaufmann, Rambaud and Chair Abby-White.</p> <p>No: None</p> <p>ABSTENTIONS: None</p>	
<p>Review and Adoption of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Adoption of Consent agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Kaufmann and seconded by Vice-Chair Suzanne Brennan.</p> <p>Motion passed unanimously.</p>	
<p>Faculty Tenure & Promotion Recognition – Chair Abby-White on behalf of the Board, commended the Faculty members being promoted for their dedication to our students, their exemplary leadership and service to the college community and their commitment to professional development. She read off some of their collective accomplishments.</p> <p>Dr. Reed congratulated the Faculty members receiving promotion and acknowledged the work of the College Wide Promotion Committee. Professor Arminda Way, Chair of the College Wide Promotion Committee spoke about the peer review process and the selection of the 12 Faculty members to be promoted. Our students, read the bios of each of the Faculty members who were promoted this evening and they were recognized by the Board of Trustees and the audience.</p>		
<p>Professional Staff Association Performance Recognition – On behalf of the Board, Chair Abby-White acknowledged the hard earned honor of the 3 Professional Staff Members receiving Performance Recognition.</p> <p>Ms. Sensi thanked the Board for their continued support of this process. She described the peer driven process and the evaluation criteria. Cynthia Bradbury, Lisa Savage and Robert Yamello were recognized.</p>		
<p>Reports from Board Committees and Liaisons</p> <p>1) Executive Committee - Chair Abby-White reported that the Executive Committee was held on April 23, 2019 and set the agenda.</p>		

- 2) Finance & Facilities Committee** – Trustee Kaufmann reported on the meeting held on April 23, 2019, which was held as a committee meeting because we did not achieve a quorum.
- a) **Monthly Reporting** – He reported that the committee reviewed financial information ending on February 28, 2019. He highlighted the following from the committee discussion:
 - i) The committee reviewed the monthly financial reporting and Trustee Kaufmann reported the financial information is aligned with the budget.
 - ii) The committee was concerned about losses in Auxiliary Services. To date losses were reported to be \$219,000.
 - iii) Considerable time was spent reviewing facilities repairs as well as the FY20 Chapter 12 prioritized projects which were based on the 2012 Facilities Master Plan. Trustee Kaufmann commended the Administrations improved management of the Chapter 12 projects.
 - iv) Trustee Kaufmann announced the upcoming retirement of our Engineer of Record, Charles Rooney and commended his work and the work of T & M Associates, in assisting the College manage many significant projects over the last 3 years.
 - v) The committee reviewed the financial analysis of the Branch Campuses and Higher Education Centers. He deemed this information as important, as it will assist in making informed decisions to address declining enrollment, increasing expenses and the setting of tuition.
 - b) **Update on Capital Projects** – Mr. Rooney provided an update to his Capital Projects report dated April 15, 2019.
- 3) Student Success & Educational Excellence Committee**- Trustee Cram reported on the meeting held on April 18, 2019. He highlighted the following which had significant discussion:
- a) Dr. Kegelmann reported on the MSCHE visiting team and will give a full report to the Board tonight.
 - b) Dr. Reed provided an update on the pilot of four 7 week online courses in fall 2019 which are part of the Academic Master Plan and are intended to increase higher retention and completion rates.
 - c) Dr. Reed reported on the General Education Assessment & Assessment Fellows and their progress toward improving the consistent evaluation of the general education requirements and aligning assessment strategies across the curriculum by connecting measurement resources with each discipline.
 - d) Actionable Items this evening are approval of exceptions for programs that exceed the new sixty credit law. In addition the committee recommended the approval of curriculum changes, for the discontinuance of programs and a change in nomenclature.
 - e) The committee spent much time reviewing the Faculty promotion and Tenure recommendations, as well as reviewing the promotion process.
 - f) An informational item is presented to the Board annually, documenting the Contracts and MOUs for credit and professional studies internships.
- 4) Ad-Hoc Public Private Partnerships Committee** – Trustee Cattelona reported on the progress with Siemens
- 5) Governance Committee** – Vice-Chair Suzanne Brennan reported on the Governance meeting held on April 17. She informed the Board on the policies reviewed and recommended 3 policies for lodging. Discussion included onboarding of new Trustees, timeline for the president’s evaluation, development of president’s goals, and strengthening the board through bringing professional development to the board.
- 6) Audit Committee** –Chair Abby-White reported on the Audit Committee that met on April 16. She reported they reviewed the internal audit report.
- 7) Student’s Perspective** - Trustee Cattelona reported that Laruen Deinhardt will be the incoming

<p>Graduate Trustee in July. She attended the student achievement showcase, PTK induction ceremony, and was planning to attend the Gold Star Dinner, and Honors Symposium</p> <p>8) New Jersey Council of County Colleges (NJCCC) –No report.</p> <p>9) BCC Foundation- - Dr. Stout reported on the upcoming Barringer Dinner, encouraged all to participate in the Brookdale Scholarship Ball and the Golf Outing on September 26, and he announced new scholarship grants received and he encouraged all to attend the Brookdale Scholarship Ball and Golf Outing. <i>(Full Report – Attachment C)</i></p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>President’s Report</p> <ol style="list-style-type: none"> 1. MSCHE Update – Dr. Nancy Kegelmann reported that we received the final report from the small visiting team. She outlined that the small team will be suggesting to MSCHÉ that we are in compliance with the two standards that we were placed on warning. Dr. Stout drafted a response that we will upload to MSCHÉ later this week. <i>(Full Report – Attachment D)</i> 2. Dr. Stout reported that the Senior Leadership Team held a board orientation for new Trustee Barbara Horl and Graduate Trustee elect Lauren Deinhardt and welcomed Trustee Horl to the Board. 		
<p>Public Comment on Agenda Items –</p> <p>Mr. Jack Ryan, English Faculty – Mr. Ryan lodged a constant complaint that it is difficult to comment on agenda items, without the ability to review the full board packet prior to the board meeting. He suggested that we follow the Board of Chosen Freeholder’s model of publishing the agenda and packet the day before the meeting on our website. . He raised an objection, as he thought this was a consistent OPRA violation or minimally a transparency issue. He raised a concern that Continuing Professional Services (CPS) was going to be outsourced. Mr. Ryan commented on the increased diversity of the Board and welcomed Trustee Horl.</p> <p>Dr. Stout clarified that the college is not outsourcing CPS.</p> <p>Chair Abby-White addressed his concern regarding the issue with the posting of the Board Agenda, and said that we will look into posting the board agenda by 4 PM the day before the meeting</p>		
<p>Approval of Public Business Meeting Minutes – March 26, 2019</p> <p>There were no revisions to the minutes.</p>	<p>A motion to approve the minutes from the public business meeting held on March 26, 2019 was made by Trustee Cram and seconded by Vice-Chair S. Brennan.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NO: None</p>	

<p>Executive Session Minutes – March 26, 2019</p>	<p>ABSTENTIONS: Trustee Horl</p> <p>A motion to approve the executive session minutes from the meeting held on March 26, 2019 was made by Trustee Kaufmann and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee Horl</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Special Public Business Meeting Minutes – March 19, 2019, Finance & Facilities</p>	<p>A motion to approve the minutes for the Special Public Meeting held on March 19, 2019 was made by Trustee Kaufmann and seconded by Vice-Chair S. Brennan.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Kaufmann, , and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee Cram. Crupi, Horl and</p>	

	Rambaud.	
Approval of Special Public Business Meeting – March 29, 2019, Board Retreat	<p>A motion to approve the minutes for the Special Public Meeting was held on March 29, 2019 was made by Trustee Cram and seconded by Trustee L. Brennan.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Cattelona, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee Crupi and Horl</p>	
Approval of Special Public Business Meeting – March 30, 2019, Board Retreat	<p>A motion to approve the minutes for the Special Pubic Meeting was held on March 30, 2019 was made by Trustee Cattelona and seconded by Trustee L. Brennan.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Cattelona, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee Crupi and Horl</p>	
Approval of Special Public Business Meeting – April 2, 2019	A motion to approve the Special Business Meeting	

	<p>held on April 2, 2019 was made by Trustee Cram and seconded by Vice-Chair S. Brennan.</p> <p>Motion passed.</p> <p>YES: Trustees S. Brennan, Cram, Cattelona, Kaufmann, and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee Becht, L. Brennan, Crupi, Horl, and Rambaud</p>	
<p>Consent Agenda</p> <p>A. Application of Grants</p> <p>B. Clinical Partnership Affiliations</p> <p>C. Purchases in Excess of \$35,300 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>D. Monthly Financial Reports</p> <p>E. Auxiliary Services FY20 Operating Statements</p>	<p>A motion to approve the consent agenda was made by Trustee L. Brennan and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Horl, Kaufmann, Rambaud, and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Approval of Contract Modifications	<p>A motion to approve by resolution the contract modifications requested was made by Trustee Crupi, and seconded by Vice-Chair S. Brennan.</p> <p>Motion passed unanimously.</p>	

	<p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Horl, Kaufmann, Rambaud, and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Approval of Auxiliary Services FY20 Operating Statements	<p>A motion to approve the Auxiliary Services FY20 Budget was made by Trustee Kaufmann and seconded by Trustee L. Brennan.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Horl, Kaufmann, Rambaud, and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Authorization to seek FY20 Chapter 12 Funding for Infrastructure and Deferred Maintenance Projects	<p>A motion to approve by resolution the use of Chapter 12 funds for the prioritized infrastructure and deferred maintenance projects was made by Trustee L. Brennan and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Horl, Kaufmann, Rambaud, and Chair Abby-White.</p>	

	<p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Programs Exceeding the 60 Credit Hour Standard</p> <p>A. Grant an exception to the 60 credit hour standard for the Automotive Technology Associate in Applied Science, Automotive Technology and General Motors Automotive Service Educational Program (GMASEP) Options</p> <p>B. Grant an exception to the 60 credit hour standard for the Culinary Associate in Applied Science Program</p> <p>C. Grant an exception to the 60 credit hour standard for the Nursing Associate in Applied Science Program</p> <p>D. Grant an exception to the 60 credit hour standard for the Radiologic Associate in Applied Science</p> <p>E. Grant an exception to the 60 credit hour standard for the Respiratory Care Associate in Applied Science</p>	<p>A motion to adopt resolutions authorizing Brookdale Community College to offer the following accredited programs that exceed the 60 credit hour standard:</p> <p>Automotive Technology Associate in Applied Science, Automotive Technology and General Motors Automotive Service Educational Program Options, Culinary Associate in Applied Science Program, Nursing Associate in Applied Science., Radiologic Technology Associate in Applied Science., and Respiratory Care Associate in Applied Science was made by Trustee Cram and seconded by Trustee L. Brennan.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Horl, Kaufmann, Rambaud, and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

<p>Approval of exception to the 60 credit hour standard for the Engineering Associate in Science program and Architecture Associate in Science program in accordance with N.J.S.A. 18A:62-58.</p>	<p>A motion to adopt resolutions approving an exception to the 60 credit hour standard for the Engineering Associate in Science Program and the Architecture Associate in Science Program in accordance with N.J.S.A. 18A:62-58 was made by Trustee Cram and seconded by Trustee L. Brennan.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Horl, Kaufmann, Rambaud, and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Discontinuance of the Human Services Associate in Science, Generalist Option, and the Criminal Justice Academic Credit Certificate</p>	<p>A motion to adopt a resolution discontinuing the Human Services Associate in Science, Generalist Option and the Criminal Justice Academic Credit Certificate was made by Trustee Cram and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Horl, Kaufmann, Rambaud, and Chair Abby-White.</p>	

	<p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of change in Nomenclature for the Technical Studies Associate in Applied Science, Business Management Option, to Technical Studies Associate in Applied Science</p>	<p>A motion to adopt a resolution approving the change in nomenclature from Technical Studies Associate in Applied Science, business Management Option, to Technical Studies Associate in Applied Science was made by Trustee Cram and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Horl, Kaufmann, Rambaud, and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Lodging of Policies</p> <p>A. Lodging of Policy 4.1001 ASBCC</p> <p>B. Lodging of Policy 4.3500 Budget Transfers</p> <p>C. Lodging of Policy 2.5000 Election of a Graduate to the Board of Trustees</p>	<p>A motion to lodge 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 Cram and seconded by Trustee L. Brennan.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L.</p>	

	<p>Brennan, S. Brennan, Cattelona, Cram, Crupi, Horl, Kaufmann, Rambaud, and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Discussion of Findings and Recommendations of Fiscal Audit of the Postsecondary Carl D. Perkins Grant of the Brookdale Community College</p> <p>Dr. Stout explained that the Department of Education, Office of Fiscal Accountability and Compliance has completed a fiscal audit of the postsecondary Carl D. Perkins Grants of the Brookdale Community College. He reviewed with the Board the findings and recommendations documented in the letter addressed to Chair Abby-White dated April 15, 2019.</p>		<p>A resolution will be adopted by the Board of Trustees on May 29 approving the corrective action plan, which addresses the issues raised in the undisputed findings and this resolution and the approved corrective action plan will be sent within 10 days of adoption to the Director, Office of Fiscal Accountability and Compliance</p>
<p>Public Comment</p> <p>Mr. Jacobs read the public comment statement.</p> <p>Mr. Tom Brennan, Radio Station Manager – Mr. Brennan reported on their improved internship, their successful Spring Membership Drive, the securing of a \$15,000 Song Writer’s Grant and additional fundraising initiatives to create revenue from outside sources. In addition, he addressed Trustee Kaufmann’s questions regarding student involvement.</p> <p>Mr. Tom Cioppa – Professor, Incoming Promotions Chair –He raised concerns on the Faculty promotion process. He thanked the Board for the promotions granted this year, but urged them to consider the endorsement and funding of 27 Faculty promotion slots for next year. He felt that the current average of 12 Faculty promotion slots each year is not enough, and is discouraging Faculty to work hard towards promotion, and that could ultimately affect the college in the future. The additional 15 slots were to address concessions made by the Faculty in 2011 when the college was experiencing a difficult time, and the Faculty Association voted to suspend the promotion process that year. In addition, he expressed concern that the Board of Trustees values Administrators more than Faculty based on his perception that Administrators are compensated at a higher level</p> <p>Mr. Jack Ryan – Faculty – Mr. Ryan was concerned about the possibility of the outsourcing of Facilities and the potential reduction of positions. He suggested that the Board of Trustees look at the model of reorganization used at Middlesex Community College, which started at the executive level.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Old/New Business No old or new business.		
Resolution to Hold a Closed Meeting Mr. Jacobs read the resolution to hold a closed session. (<i>Attachment E</i>)	A motion was made to approve the resolution to hold an executive session by Trustee L. Brennan and seconded by Trustee Crupi. Motion passed unanimously.	
Motion to Re-Open the Meeting to the Public	A motion was made to re-open the meeting to the public by Trustee Cram and seconded by Trustee Crupi. Motion passed unanimously.	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adjournment – <i>The meeting was adjourned at 7:50 p.m.</i>	A motion to adjourn the meeting was made by Trustee Cram and seconded by Trustee Crupi. Motion passed unanimously.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

O A T H O F O F F I C E

Member of the Board of Trustees of Brookdale Community College

“I, **BARBARA HORL**, 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.”



Barbara Horl, Trustee

Sworn and Subscribed to
Before Me this 30th day
Of April, 2019



GERRY P. SCHARFENBERGER
Freeholder, Monmouth County, New
Jersey

CHRISTOPHER H. SMITH

4TH DISTRICT, NEW JERSEY

CONSTITUENT SERVICE CENTERS:

MONMOUTH
112 Village Center Drive
Freehold, NJ 07728-2510
(732) 780-3035

OCEAN
405 Route 539
Plumsted, NJ 08514-2303
(732) 350-2300; (609) 286-2571

MERCER
4573 South Broad Street
Hamilton, NJ 08620-2215
(609) 585-7878



Congress of the United States
House of Representatives

April 26, 2019

Attachment B - Minutes Public Business Meeting - April 30, 2019
SENIOR MEMBER, FOREIGN AFFAIRS
COMMITTEE

CHAIRMAN, AFRICA, GLOBAL HEALTH,
GLOBAL HUMAN RIGHTS, AND
INTERNATIONAL ORGANIZATIONS
SUBCOMMITTEE

WESTERN HEMISPHERE
SUBCOMMITTEE

CHAIRMAN, COMMISSION ON SECURITY AND
COOPERATION IN EUROPE

CHAIRMAN, CONGRESSIONAL-EXECUTIVE
COMMISSION ON CHINA

DEAN, NEW JERSEY DELEGATION

Mr. Karl Larose
59 Country Club Road, Apartment 198
Eatontown, NJ 07724-1161

Dear Mr. Larose,

It is with great pleasure that I write to you today, as it was brought to my attention that you have earned the tremendous honor of having been selected as one of the 75 participants for the 2019-2020 Congress-Bundestag Youth Exchange for Young Professionals.

Having competed with over 500 applicants around the country, to be selected to for this fellowship is an outstanding achievement for which you should be very proud. In qualifying for this honor, I am told that you worked diligently to obtain your degree in Auto Technology through Brookdale Community College, for which you will fulfill the requirements in May 2019. As part of your upcoming fellowship, I am aware that you will spend an academic year overseas, in Germany, where you are going to study German and automotive technology, and will be taking the opportunity to intern with a German company in the automotive industry. Given your obvious passion for the subject, I am confident that your time abroad will be a truly enriching experience.

On behalf of the constituents in New Jersey's Fourth District, congratulations on your outstanding accomplishment. Please accept my best wishes for success in all of your future endeavors.

Sincerely,

CHRISTOPHER H. SMITH
Member of Congress

Co-Chairman of the following Congressional Member Organizations: Task Force on Alzheimer's Disease • Bi-Partisan Coalition for Combating Anti-Semitism
Lyme Disease Caucus • Coalition for Autism Research and Education • Bi-Partisan Congressional Pro-Life Caucus • Bosnia Caucus • Poland Caucus
Ad Hoc Congressional Committee for Irish Affairs • Congressional Caucus on Human Trafficking • Vietnam Caucus • Congressional Heart and Stroke Coalition



PRINTED ON RECYCLED PAPER

THIS MAILING WAS PREPARED, PUBLISHED, AND MAILED AT TAXPAYER EXPENSE.

April 2019 Report to the College Board

The Alumni Association's 34th Annual Barringer Award Dinner is this Friday, May 3 at the Essex & Sussex in Spring Lake. The recipients are Dr. Ave Latte, Professor of Education, Dr. Nancy Liu, Professor of Physics and myself. More than 100 people are slated to attend.

The Brookdale Foundation Scholarship Ball is May 17th. The deadline for sponsorships and ads is this Friday. The deadline for reservations is May 10th. I encourage everyone to support this annual event with proceeds earmarked for the "Invest in Student Success" scholarship fund.

The Brookdale Foundation's 40th Annual Education Open Golf Outing is on September 26th. Please save the date. The Awards Dinner Honorees are John O'Malley and David Kinsel of Avon Pond. Avon Pond is a volunteer run organization that serves the Shore area and surrounding communities by providing ice skating, pond hockey and numerous charitable and other events throughout the winter season including Wounded Warriors.

The Brookdale Foundation received a \$50,000 grant from the OceanFirst Foundation to provide fifty \$1,000 scholarships for the 2019-2020 academic year. Other recent donations include:

- ✓ \$27,000 for a new Alexandra McKechnie Endowed Memorial Scholarship for Nursing Students
- ✓ \$26,000 from the Seabrook Community for scholarships
- ✓ \$14,000 from the Source Foundation for scholarships
- ✓ \$13,500 from the Asbury Park Hall of Fame Organization for scholarships
- ✓ \$12,000 in new contributions to the TJ Bruno Endowed Memorial Scholarship
- ✓ \$10,000 from the Kurr Foundation

Middle States
Update to the Board
April 30, 2019

Student Success and Educational Excellence Committee reviewed the following on April 18, 2019.

Dr. Stout circulated the Small Team report college wide, solicited correction of fact and submitted a marked up copy of the draft to Dr. Swanger on April 17, 2019.

The final Small Team Visit Report was received this week. It contains the following **commendations**:

1. The Board and Administration made significant progress with regard to Ethics and Integrity in its operations, meetings and processes.
2. It is evident that Brookdale is engaged in the assessment of student learning and a culture of assessment is emerging.
3. The appointment of the current President has stabilized the leadership and culture of the institution and has the support of the college community.

It states that in the **visitors' judgement the institution appears to meet** the two standards II and V for which the institution was placed on warning.

The visitors gave the following suggestion and recommendation for **Standard II**

Suggestion:

1. The team suggests that the institution strive to be more transparent in the spirit of collegial governance.

Recommendations:

1. The team recommends that the Board intentionally strive to add diversity to its composition in order to better reflect the student population.
2. The team recommends that Brookdale strive to attract and retain a diverse faculty and staff to better reflect the student population.

Standard V

Suggestions

1. The team suggests that Brookdale continue to invest in faculty and staff professional development through campus wide workshops and external conferences on assessment and accreditation.

2. The team suggests that Brookdale fully utilize the Assessment Fellow Initiative.

Recommendations:

1. The team recommends that Brookdale purchase an improved internal system of documenting assessment results, action plans and follow-up strategies.
2. The team recommends that Brookdale expand the sharing of assessment data and the improvements made to curriculum, programs and services, including academic support services, campus wide in a manner that elevates the scholarship of teaching and learning and improves the student experience.
3. The team recommends that Brookdale develop a schedule whereby program faculty and general education faculty meet on regular basis to discuss assessment results and collaborative interventions for the improvement of student learning.
4. The team recommends that the Program Audit content more intentionally reflect: a) the results of program-level assessment and use of those results; b) the results of general education assessment as it impacts the program under review and use of those results; and c) the actions taken in response to student success data not meeting expected criteria (i.e. success rate, completion rate and number of times students repeat a course).

Standard IV

As the result of the team's interviews and its review of the documentation, the information above demonstrates that the institution has engaged in a forthright, successful effort to comply with the institution's expectations.

SELT discussed the outline of the Response on April 17, 2019.

The College will respond to the recommendations by May 2. The response will address activities and plans to address the Visiting Team's suggestions and recommendations.

Middle States action dates:

May 28, 2019 MSCHE Committee on Follow-up Activities expresses opinion

June 26-27, 2019 MSCHE Commission Meeting determining accreditation status

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that 8 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **April 30, 2019 at approximately 7:45 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐ "(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐ "(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐ "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

RESOLUTION
Approved - April 30, 2019



"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body.(labor negotiations)



"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality



"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is: improving college security



"(7) Any pending or anticipated litigation or contract negotiation in which the public is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: contract negotiations with Hazlet Board of Education;; potential litigation regarding construction issues at the Wall Campus, contract negotiations with Rutgers, contract negotiations with the Registry and anticipated contract negotiations regarding college operations.



"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: a matter involving terms and conditions of employment of an employee



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

RESOLUTION
Approved - April 30, 2019

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

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Brookdale Community College Board of Trustees hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed; and

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall post this Resolution on the Board website and furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

RESOLUTION
Approved - April 30, 2019

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Special Public Business Meeting Minutes

January 22, 2019

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

- A. Chair Abby-White called the meeting to order at 6:00 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 January 17, at 12:15 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*, left at 6:30 PM	Ms. Patricia Sensi
	Ms. Suzanne Brennan, Vice-Chair	Dr. Herbert Cohen
		Ms. Kathy Kamatani
	Ms. Latonya Brennan, Trustee* left at 6:30 PM	Mr. Joey Stoner
	Ms. Victoria Cattelona, Trustee	Dr. Bill Burns
	Dr. Hank Cram, Trustee	Mr. Ed Johnson
	Ms. Madeline Ferraro, Trustee	Ms. Joan Scocco
	Mr. Bret Kaufmann, Trustee	Mr. Tim Drury
	Dr. David M. Stout, Secretary	Mr. George Sotirion
	Dr. Les Richens, Trustee	Ms. Teresa Manfreda
		Ms. Bonnie Passarella
		Ms. Cynthia Gruskos, Recorder
Absent	Dr. Carl Guzzo, Jr., Trustee	
	Mr. Paul Crupi, Trustee	
	Ms. Marta Rambaud, Trustee	
		Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	
	* via conference phone	

Minutes of the Public Business Meeting, January 22, 2019
DRAFT

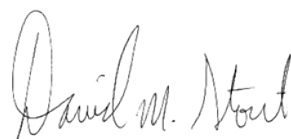
Page 1

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee Ferraro.</p> <p>Motion passed unanimously.</p>	
Change Order Request (4.2a) – 1. The Change order was not deemed a change order and should be processed as a purchase. The Change order will be removed from the January 29 agenda.		
<p>Facilities Report – Mr. Rooney reviewed his Construction Project report dated 1/16/19. There was significant discussion on the following.</p> <ul style="list-style-type: none"> a. LED Lighting Upgrades – A recommendation for an award will be made next week for approval by the board on January 29. b. Tennis & Basketball Courts – The President recommended moving forward with this improvement project using option one. The Trustees suggested moving forward with the RFP process. c. Athletic Fields/Lincroft Campus – The Trustees requested a master plan for the rehabilitation of the athletic fields on the Lincroft Campus. This is a possible board retreat discussion item. d. ATEC Retaining Wall – Mr. Stoner to follow up on the outcome of the insurance claim. 		
Financial Reporting (4.1) – Interim Vice President Stoner reviewed the FY19 financial reports ending on December 31, 2018. The Auxiliary Analysis was discussed. New units were added to the Auxiliary Budget this year, and consequently it was difficult to compare to the prior year as the financials were in the operating budget. There was a discussion on the Radio Station and demographic information on the listeners and the number of listeners were requested.		
Payments to Vendors, Students and Employees (4.2b) – The report was reviewed and there was no concerns raised.		
Purchases in Excess of \$35,300 and New Jersey “Pay-to-Play”, and Pursuant to the New Jersey “Pay-to-Play” Process, in Excess of \$17,500 (4.2) - Justifications for each purchase were reviewed. The Trustees raised no concerns and the purchases will move forward for approval at the January 29 meeting. The LED Lighting Retrofit recommendation will be added to the report.		

<p>Public Comment on Agenda Items Only – No public comment was made.</p>
<p>Approval of FY20 Tuition and Fees – Discussion was made under the Discussion Items. No action taken.</p>
<p>Approval of FY20 Operating and Capital Budget Discussion was made under the Discussion Items. No action taken.</p>
<p>HR Future Positions – Ms. Sensi reviewed the job posting recommendations. No concerns were raised and the positions will be posted.</p>
<p>HR Monthly Materials – January 2019 –HR positions were reviewed and there was no significant discussion. HR positions will be submitted for approval at the January 29, 2019 meeting.</p>
<p>Review of Grants and Gifts – No grants or gifts were submitted this month.</p>
<p>Discussion Items – Tuition and Fees – FY20 and FY20 Operating & Capital Budget – Mr. Stoner reviewed 3 models based on different enrollment projections and tuition and fee structure. The following is a summary of the discussion points:</p> <ul style="list-style-type: none"> a. Dr. Stout recommended basing the FY20 Preliminary budget on Model 2 – 4.9% decline in enrollment, state and county funding remaining flat, a reduction of expenses of \$1.5 million, a \$5.00 per credit tuition increase and an increase of fees to 27.5% of tuition (\$39.33). The total change for a full time student would be an increase of \$126 per semester. Trustees had a full discussion on financial stewardship of the college and our students. The Trustees were in support of this recommendation. b. Dr. Stout was concerned about raising tuition further to create funds to add to the reserve and preferred to focus on increasing revenue through retention of current students and via partnerships. This budget is not based on having a net surplus at the end of year, but it is the goal of the President to add to the reserve through fiscally responsible strategic planning. c. Mr. Stoner to create a FY21 budget calendar to give the Trustees a timeline of budget planning. Timeline should include Trustee budget workshops. d. The Board Retreat to include a discussion on the college’s footprint. Mr. Stoner to provide a financial analysis of all locations by March.

Discussion Items – Enterprise Fleet Management – Interim Vice President Joey Stoner Due to time limitations this item was not discussed.		
Discussion Items – Data Recovery Shared Service – Interim Vice President Joey Stoner and CIO IT George Sotirion – Due to time limitations this item was not discussed.		
Informational Material – Brookdale Community College Alumni & Foundation Audits Due to time limitations this item was not discussed.		
Public Comment – There was no public comment.		
Motion to Hold a Closed Session A closed session was not held.		
Old/New Business No old or new business discussed.		
Adjournment – <i>The meeting was adjourned at 8: 20 PM</i>	A motion to adjourn the meeting was made by Trustee Cram and seconded by Trustee Richens. Motion passed unanimously.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 153 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Faculty	1
Adjuncts	4
B. Reappointment of Executive Administration	12
C. Reappointment of Administrators	130
D. Change of Status	Recommendations
Administrative	4
E. Separations	Recommendations
Faculty	1
Support Staff	1

A. HIRES**FACULTY**

1. Name: Matthew Perry
Department: Business
Position: Instructor
Salary: \$58,677 subject to current College contract negotiations
Effective: 9/1/19

FACULTY DEGREE SUMMARY

Masters

1

ADJUNCTS

1. Name: Andrew Economou
Department: Fitness
2. Name: Gayle Hallett
Department: Chemistry
3. Name: Henry Lopez
Department: Respiratory Therapy
4. Name: Sarah Nusbaum
Department: Respiratory Therapy

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Associates
1	2	1

B. REAPPOINTMENT OF EXECUTIVE ADMINISTRATION - July 1, 2019 – June 30, 2020

Anoop Ahluwalia	Institute Dean	STEM
Williams Burns	Associate Vice President	Educational Access/Innovation
Jayne Edman	Institute Dean	Health Sciences
Patricia Gallo	Institute Dean	Business & Social Sciences
Nancy Kegelman	Associate Vice President	Planning & Institutional Effectiveness
Yesenia Madas	Associate Vice President	Student Affairs
Margaret Natter	Institute Dean	Humanities
Matthew Reed	Vice President	Learning
Patricia Sensi	Associate Vice President	Human Resources & Organizational Safety
Joan Scocco	Dean	Continuing & Professional Studies
Joey Stoner	Interim Vice President	Finance & Operations
Anita Voogt	Associate Vice President	HECs & K16

C. REAPPOINTMENT OF ADMINISTRATORS - This year, annual contracts are to be issued to 129 administrators.
Grant-funded Administrators
Grant-funded through 9/30/19

O'Neill, Karen	Program Coordinator	ABE/GED
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Grant-funded through 12/31/19

Mejias-Fuertes, Jackeline	Director-Small Business Development	Small Business Development Center
Maggie Osmulski	Assistant Director, Small Business Development	Small Business Development Center

Reappointment is contingent upon pending grant-funding through 6/30/20

Armstrong, Torina	Student Success Coach, Title III Grant	Student Affairs
Desiderato, Sue	Associate Project Director, Title III Grants	Grants Development
Dressner-Ehrlich, Alice	Student Success Coach, Title II Grant	Student Affairs
Fowler, Stephen	Instructional Designer, Title III Grant	Grants Development
Gregory Menza	Program Administrator, One-Stop	Career Pathways
Salka, Laurie	Program Administrator, Displaced Homemakers Services	Displaced Homemakers Services
Charles Volpi	Customer Relations Management Administrator, Title III Grant	Grants Development

Non-Grant-funded Administrators

Amundson, Katelyn	Director-Athletics & Recreation	Athletics
Arnold, Karyn	Associate Director-Financial Aid	Financial Aid
Austin, Peggy	Evening Campus Administrator	Brookdale At Freehold
Bennett, Nancy	Administrator-Learning Disabilities Program	Reading & Learning Dis
Brennan, Thomas	Manager-Radio Station	Radio Station
Brown, Richard	Manager-Print Shop	Print Shop
Brutsman, Lauren	Director, Student Life & Activities	Student Life & Activities
Burkhard, Mary Jo	Administrative Assistant-Student Life	Student Life & Activities
Caruso, Joseph	Student Success Coach/Advisor	Advising
Cattelona, Barbara	Coordinator-Auto Lab	Automotive
Cheremisinoff, Laura	Administrator - Scheduling & Operations	K-12 Partnerships
Chudnick, Steven	Director-Library	Library
Cohen, Herbert	Director, Advising, Counseling & One-Stop	Student Affairs
Cosentino, Joyce	Administrator-Fitness Center	Fitness Center
Cosme, Kevin	Graphic Artist/Design Coordinator	Marketing & Creative Service
Cuddy, Donna	Associate Director - K-12 Partnerships	K-12 Partnerships
Curto, Stephen	Director-Student Services	Office of Student Services
DeLosSantos, Vivian	Administrative Assistant-Facilities	Facilities Administration
DeMichael, Denise	Manager-Educational Services Systems	Admissions & Registration
DeStefano, Michael	Manager-Accounts Receivable	Accounts Receivable
Devine, Barbara	Program Administrator, Teacher Training	Career Pathways
DeVoe, William	Manager-Testing Services	Testing Services
DiBuccio, Carol	Institute Administrator	Office of Humanities
Donovan, Jill	Assistant Director-Career & Leadership Development	Career Svcs & Leadership Dev
Edward, Katherine	Director, Educational Services Outcome Assessment	Educational Access/Innovation
Ehret, Mary	Director-Nursing	Office of Health Sciences
Farnkopf, Stephanie	Student Success Coach/Advisor	Advising
Fitzpatrick, Allison	Director, Branch Campus	Brookdale At Wall
Fitzsimmons, Stephanie	Director-Financial Aid	Financial Aid
Flood, Anna	Administrative Assistant-International Center	International Education Center
Florio, Kristin	Manager-Sales & Development	College Relations
Ghezzi, Mark	Supervisor-Common Services	Common Services-Administration
Glazewski, Eleanor	Associate Registrar	Admissions & Registration
Heuser, Kimberly	Registrar	Admissions & Registration

Jackson, Dinneen	Coordinator-Grants	Grants Development
Jeune, Christopher	Manager-Student Conduct & Compliance	Student Conduct & Compliance
Johnson, AnnMarie	Coordinator, Research	Planning & Inst Effectiveness
Jordan, Jennifer	Assistant Director-Financial Aid	Financial Aid
Kane, Noreen	Program Administrator-Community Outreach	Community Outreach
Kaufman, Synde	ESL Administrator	Languages/ESL
Kerr-Mc Curry, Norah	Director-LMS & Innovations Center	Innovation Center
King, Catherine	Administrator-Accounts Payable	Accounts Payable
Kruijssen, Elizabeth	Associate Director-HEC	Brookdale At Hazlet
LaGaipa, Anthony	Graphic Artist/Design Coordinator	Marketing & Creative Service
LaPorta, Anne	Assistant Director-Career & Leadership Development	Career Svcs & Leadership Dev
Lo, Rita	Manager-Information Commons & Library Systems	Library
Longo, Laura	Director-Institutional Research & Evaluation	Planning & Inst Effectiveness
Marich, Bruce	Director-Hazlet Higher Education Center	Brookdale At Hazlet
Martin, Linda	Director-Community Outreach	Community Outreach
McCarthy, James	Director, Continuing & Professional Studies	Continuing & Professional Studies
McElroy, Sarah	Director-Career Services & Leadership Development	Career Svcs & Leadership Dev
Messina, Joan	Payroll Manager	Payroll
Molski, Anita	Institute Administrator	Office of STEM
Moltisanti, Jenna	Associate Director-HEC	Brookdale At Long Branch
Morales-Wright, Richard	Director-EOF	EOF Office
Naparolo, Michael	Supervisor-Maintenance & Grounds	Grounds
Nolan, Kevin	Associate Director-One Stop	Enrollment Management
Novak, Cara	Administrator, K-12 Partnerships	K-12 Partnerships
Ortore, Janic	Coordinator-Foundation/Alumni Affairs	Foundation/Alumni Affairs
Oversen, Ernest	Director-Disability Services	Disability Services
Pagano, Susan	Program Administrator	Career Pathways
Patterson, Julie	Coordinator - Testing Services	Testing Services
Popovich, John	Administrator-Innovation & Learning Resources	Innovation & Learning
Qaissaunee, Laura	Director-Grants & Institutional Development	Grants Development
Rauso, Suzanne	Student Success Coach/Advisor	Advising
Reilly, Mary Beth	Director, Admissions	Admissions
Robinson, Richard	Programming Coordinator	Radio Station
Roma, Linda	Director, Continuing & Professional Studies	Continuing & Professional Studies
Rudinski, Joan	Institute Administrator	Office of Bus & Soc Sci

Sanders, Kelli	Administrator, Events Management	Events Management
Scarangella, Susan	Institute Administrator	Office of Health Sciences
Selheim, Maureen	Associate Director-Branch Campus	Brookdale At Wall
Shaffery, Lynne	Associate Director-Branch Campus	Brookdale At Freehold
Shaloum, Jonathan	Instructional Designer	Innovation Center
Shanes, Scott	Program Administrator - Healthcare Training	Career Pathways
Shea, Kathleen	Admissions Representative	Recruitment
Simpson, Paulette	Associate Director-HEC	Brookdale At Neptune
Smith, Charanne	Director-Neptune Higher Education Center	Brookdale At Neptune
Smith, Marian	Director, Continuing & Professional Studies	Continuing & Professional Studies
Stockton, Lee	Enrollment Management Administrator	Enrollment Management
Sullivan, Emily	Payroll Administrator	Payroll
Taylor, Tricia	Administrative Assistant, Athletics & Recreation	Athletics
Terreros, Jorge	Student Success Coach/Advisor	Advising
Thomas, Janice	Director-International Center	International Education Center
Thulen, Kelly	Supervisor-Library	Library
Tickner-Jankowski, Ann	Director-Transfer Resources/Articulation	Office of VP Learning
Tierney, Patricia	Coordinator-ABE/GED	ABE/GED
Tomkins, David	Coordinator-Athletics & Recreation	Athletics
Van Lew, Kim	Manager, Purchasing	Purchasing
Vanderspiegel, Sherri	Supervisor-Performing Arts Center	Performing Arts Center
Vanzant, Carla	Student Success Coach, EOF	EOF Office
Wadych-Ketley, Lucyna	Assistant Director, International Education Center	International Education Center
Watts, Candice	Assistant Director, EOF	EOF Office
Williams, Shanna	College Relations Coordinator	College Relations
Wilson, Fidel	Director, ECHS Programs & Educational Partnerships	Educational Partnerships
Worthley, Kristin	Admissions Representative	Recruitment
Zambrano, Linda	Coordinator-Accounts Receivable	Accounts Receivable
Zeiss, Timothy	Executive Director-Foundation/Alumni Affairs	Foundation/Alumni Affairs
Alfieri, Ann Marie	Confidential Administrative Assistant II	Office of HECs & K16
Almeida, Deborah	Manager-Accounts Payable & Special Projects	Accounts Payable
DeButts, Linda	Program Manager-Professional Development	Human Resources
Dudick, Hilda	Director, Learning Division Operations	Office of VP Learning
Episcopia, James	Executive Director, Operations	Auxiliary Services
Gruskos, Cynthia	Senior Assistant to the President & BOT	President's Office
Halpin, Michael	Police Lieutenant	Police

Henn, Patricia	Confidential Assistant to the VP, Learning	Office of VP Learning
Johnson, Edward	Executive Director-Governmental & Community Relations	Govnt & Community Relations
Kanthajan, Kornpipob	Manager - HR Services	Human Resources
Kimler, Robert	Chief of Police	Police
Kneute, Michelle	Benefits Administrator	Human Resources
Kugit, Jacqueline	Employment Manager	Human Resources
Loori, Helen	Assistant to the Vice President, Finance & Operations	Finance & Operations
	Confidential Assistant to the Vice President, Student Affairs	Office of Student Affairs
Malmros, Jeana	Manager, Finance	Finance & Operations
Manfreda, Teresa	Operations Manager	Continuing & Professional Studies
Mattsson, Erin	Confidential Administrative Assistant, HR & Organizational Safety	Human Resources
McGreevy, Kathleen	Manager-Fire, Safety & Environmental Compliance	Facilities Administration
Otis, Christopher	Executive Associate, Legal Services	President's Office
Passarella, Bonnie	Director, Special Projects	President's Office
Sparaco, Anne Marie	Confidential Administrator-Office of Advancement	Govnt & Community Relations
Stathum, Michelle		

D. CHANGE OF STATUS

ADMINISTRATIVE

- Name: Herbert Cohen
Department: Student Affairs
Position: Interim Executive Director
Action: End of interim A6 assignment
Effective: 6/30/19
- Name: Eleanor Glazewski
Department: Registration
Position: Acting Registrar
New Salary: \$23,583 prorated from an annual base of \$88,863
Effective: 3/26/19 until further notice but not later than 6/30/19
- Name: Michael Naparło
Department: Facilities
Position: Supervisor, Maintenance & Grounds
Action: Revision of monthly stipend to \$370 for assuming Director level responsibilities
Effective: 4/1/19 until further notice but not later than 6/30/19

4. Name: Ann Marie Sparaco
 Department: President's Office
 Position: Director, Special Projects
 Action: Monthly stipend of \$370 for A6 administrative responsibilities
 Effective: 3/31/19 until further notice but not later than 6/30/19

E. SEPARATIONS**FACULTY**

1. Name: Marilee Luick
 Department: Nursing
 Position: Professor
 Action: Faculty Transition to Retirement
 Effective: 6/30/19

SUPPORT STAFF

1. Name: Ellen Hemhauser
 Department: Disability Services
 Position: Associate
 Action: Retirement
 Effective: 7/31/19

2.1 Application for Grants

Executive Summary

US Department of State

The Capacity Building Program for US Study Abroad

Brookdale submitted a proposal to the US Department of State for funding under The Capacity Building Program for US Study Abroad on March 29, 2019. Funding will enable the College to develop two new STEM-focused, project-based, experiential learning courses. The two courses- Environmental Science and Principles of Sustainability will be offered at the Universidad Veritas in San Jose, Costa Rica. The program will target female, first-generation and minority students, as well as STEM majors. The courses will also be open to all non-STEM majors as General Education Courses. Juliette Goulet, Ph.D., Assistant Professor, will administer the program.

The total grant amount requested is **\$35,000** and does not require a match from the college.

Perkins Career and Technical Education

Brookdale submitted a proposal to the New Jersey State Department of Education (NJDOE), Office of Career Readiness, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006 on May 1, 2019. Funding for FY'20 will enable the College to update equipment and technology in several career and technical education programs; increase or maintain performance levels in skill proficiency, program completion and retention, career placement and participation in non-traditional programs; and integrate academic and career and technical instruction. Matthew Reed, Vice President for Learning, will administer the program.

The total grant amount requested is **\$699,841** and does not require a match from the college.

Monmouth County Division of Workforce Development**One-Stop Operator Services**

Brookdale submitted a proposal to the County of Monmouth County Division of Workforce Development on May 13, 2019. The purpose of the program is to strengthen the collaboration between Brookdale Community College, Continuing and Professional Studies and the Monmouth County Division of Workforce Development by identifying regional job opportunities and assisting Monmouth County Division of Employment and Training clients with their job search. Gregory Menza, Job Placement Specialist from Continuing and Professional Studies will provide One-Stop Operator Service delivery.

The total grant requested is **\$50,000** and does not require a match from the college.

Displaced Homemakers

Brookdale submitted a proposal to the New Jersey Department of Community Affairs, Division on Women for continued funding under its Displaced Homemakers Program on May 15, 2019. The program provides employability skills training to approximately 200 displaced homemakers residing in Monmouth County. Program services include intake assessment, educational training/employment development, individual and group counseling, workshops, referrals and job development/placement and are offered at the Long Branch, Hazlet, Freehold regional centers, as well as the Lincroft campus. The program, under the direction of Laurie Salka, Program Administrator for Displaced Homemakers, has been funded for over thirty years.

The total grant request is **\$150,000** with an in-kind match of **\$43,884** for a total of **\$193,884**.

Recommendation:

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

2.2 Acceptance of Grants**Executive Summary****A. The National Security Agency and the National Science Foundation****Program Title:** GenCyber Jersey Blues Summer Camps**Short Title:** GenCyber Camps

Goal/Purpose: Brookdale Community College proposes to host the 4th Annual GenCyber Jersey Blues Summer Camps for 40 high-school-age students (9 through 12 grades). Students will be recruited from traditionally under-represented populations, specifically females and minority (URM) (African-American, Latinos and Latinas) to participate in these two one-week camps. A multi-modal instructional approach, which includes hands-on and lab activities, small (1-to-5) teacher-to-student ratio, immediate feedback, and dedicated time for review and reflection ensures that participants meet the identified learning goals of the project.

Program Administrator: Michael Qaissaunee, Chair, Engineering and Technology**Amount Requested** \$59,737.84**Date Awarded:** April 29, 2019**Recommendation:**

The President recommends that the Board of Trustees approve acceptance of the grant awards listed.

RESOLUTION

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

	<u>Amount</u>
The National Security Agency and the National Science Foundation – GenCyber Camps	\$59,737.84

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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

May 29, 2019: Director of Grants and Institutional Development, Laura Qaissaunee

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 May 21, 2019.

May 29, 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

May 29, 2019

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	***See attached list of pre-approved vendors	Architectural, Engineering, and Other Professional Services, RFQ No. 01-2019 / This is the 2nd year of a 2 year contract for pre-qualified firms to provide architectural, engineering and other professional services. These contracts will be funded by various capital budgets.	RFQ	
2	SSP Architects	Professional Engineering Services, RFQ No. 01-2019 / This contract is for professional engineering and consulting services for the replacement of interior and exterior ADA compliant entrance doors on the Lincroft Campus and is funded by Chapter 12.	RFQ	\$ 32,800.00
3	Mott MacDonald, LLC	Professional Engineering Services, RFQ No. 01-2019 / This contract is for professional engineering and consulting services for the sidewalk replacement project on the Lincroft and Freehold Campuses and is funded by Chapter 12.	RFQ	\$ 43,550.00
4	Automated Building Controls, Inc.	Building Automation and Control System Service, Maintenance and T&M, Bid No. 18-30 / This contract is for building automation T&M services for 2 compressor replacements at the Hazlet regional location and is funded by Chapter 12.	Bid	\$ 15,222.00
Grant				
5	Hezel Associates	Evaluation Services for the Teacher Education Program, RFP No. 04-18 / This is the 3rd year of the contract for consulting and evaluation services for the Teacher Education Program and is funded by the Career and Technical Education, Certificate of Eligibility, Educator Preparation Program (CTE-CE EPP) Grant. FY19 \$27,100.	RFP	\$ 27,800.00
6	Network Cabling Inc.	Data Network Drops / Exempt 18A:64A-25.9 (State Contract). This contract is for data network drops for the state-of-the-art classroom technologies project and is funded by the ELF Grant.	Exempt	\$ 24,696.25
7	SHI International	Epson Projectors, Cables and Installation / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery and installation of 119 Epson projectors for the state-of-the-art classroom technologies project and is funded by the ELF Grant.	Exempt	\$ 381,950.00

Operating

8	Blackboard, Inc.	Maintenance Renewal, RFP No. 04-12 / This contract is for the maintenance renewal of hardware and software, supplies and related services for the One Card System and is funded by the IT and Student Life & Activities Budgets. FY19 \$100,000.	RFP	\$ 110,000.00	*
9	N.J. Institute of Technology/ NJEDGE.Net	Internet Service Provider, VMware Renewal and Membership Dues / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for internet services. NJ Institute of Technology/NJEDGE.Net is a non-profit corporation of the New Jersey's Colleges and Universities President's Council. It is New Jersey's statewide high-speed Internet network for colleges and universities. Brookdale is utilizing this internet service for data services within and outside the State. We also use the service for ITV courses. This contract also includes the renewal of VMware (virtual desktop) and membership dues for NJEDGE.Net co-op pricing and other services. This contract is funded by the IT Budget. FY19 \$286,805.	Exempt	\$ 275,370.72	
10	CollegeNet	Annual Maintenance Renewal / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract is for the software maintenance of Series25, 25Live, Schedule 25 and Schedule25 Optimizer which are web-based scheduling and calendaring solutions. This contract is funded by the IT Budget. FY19 \$19,160.	Exempt	\$ 19,560.00	
11	SHI International	Adobe License Agreement / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software) and 18A:64A-25.28.d. (Contracts extending beyond the fiscal year, multi-year). This is the 1st year of a 3 year contract for the Adobe License Agreement and is funded by the Learning Office and IT Budgets. FY19 \$44,571.	Exempt	\$ 50,156.00	
12	International Business Machines Corporation	Software License Subscription / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the IBM SPSS Statistics Campus Edition license subscription and support and is funded by Student Tech Fees. FY19 \$38,220.	Exempt	\$ 39,735.00	
13	**See attached list of vendors for student recruitment advertising services.	Student Recruitment Advertising / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). These contracts are for print, internet, outdoor, and television recruitment advertising for FY20. These contracts are funded by the Institutional Marketing Budget. FY19 YTD \$262,653.	Exempt	\$ 450,000.00	*

14	PeopleAdmin Inc.	Software License for Applicant Tracking / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract is for the annual renewal of the software license used by Human Resources to track job applicants' information and is funded by the Human Resources Budget. FY19 \$27,420.85.	Exempt	\$	27,420.85
15	Paper Mart, Inc.; Paterson Card and Paper Co.	Miscellaneous Paper & Envelopes, Bid No. 19-26 / Notice was sent to 10 vendors, received 2 replies. These contracts are for the supply and delivery of paper and envelopes July 1, 2019 through December 31, 2019, and are funded by the Printing Services Budget. FY19 \$32,800.	Bid	\$	34,800.00 *
16	W.B. Mason Co., Inc.	Copy Paper and Recycled Paper, Bid No. 19-27 / Notice was sent to 10 vendors, received 3 replies. This contract is for the supply and delivery of copy paper and recycled paper for the period of July 1, 2019 through December 31, 2019 and is funded by the Printing Services Budget. FY19 \$28,000.	Bid	\$	33,000.00 *
17	JC Office Consultants Groupe LaCasse	Furniture for MLK, STEM and Other Lounge Areas / Exempt 18A:64A-25.9 (State Contract) and Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the supply, delivery, and installation of furniture for the Martin Luther King, Jr. Lounge (SLC), STEM Lounge (MAS 107), and other lounge areas. These contracts are funded by the ASBCC Budget.	Exempt	\$	92,555.00 *
18	Thronsdon Services, LLC dba CertaPro Painters	Painting Services, Bid No. 19-11 / This is the 2nd year of a 2 year contract for painting services and is funded by the Facilities Budget. FY19 YTD \$78,630.	Bid	\$	120,000.00 *
19	Weatherproofing Technologies, Inc.	Roofing Services and Repairs FY20 / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for roofing services and repairs and is funded by the Facilities Budget. FY19 YTD \$40,281.	Exempt	\$	55,000.00 *
20	PARS Environmental, Inc.	Health, Safety and Environmental Regulatory Compliance Services, RFP No. 09-19 / Notice was sent to 15 vendors, received 5 replies. This is a one year contract with an option for a 2nd year renewal for health, safety, and environmental regulatory compliance services and is funded by the Facilities Budget. FY19 YTD \$9,573.	RFP	\$	40,000.00 *

* Estimated expense based on historical data

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

**Addendum
May 29, 2019**

Board Item No.	Vendor/Contract or	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	T&M Associates	Professional Engineering Services, RFQ No. 01-2019 / 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

Asbestos Consultant

Brinkerhoff Environmental
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 PARS Environmental
 T&M Associates
 Tokarski & Millemann

Bidding

Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 EI Associates
 Element Architectural Group
 Enovate Engineering
 Feinberg & Associates
 Fraytak Veisz Hopkins Duthie
 Marin Architects
 Maser Consulting
 Michael Graves Architectural Design
 Mott MacDonald
 The Musial Group
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sartor
 Parette Somjen Architects
 Posen Architects
 SSP Architectural Group
 Spiezle Architectural Group
 Settembrino Architects
 Sonnefeld & Trocchia
 T&M Associates
 Tokarski & Millemann
 USA Architects

Building Commissioning

Fraytak Veisz Hopkins Duthie
 Posen Architects
 Settembrino Architects
 Tokarski & Millemann

Civil Engineering

CME Associates
 EI Associates
 Element Architectural Group
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sartor
 Settembrino Architects
 Suburban Consulting Engineers
 T&M Associates
 Tokarski & Millemann

Construction Administration

Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 EI Associates
 Element Architectural Group
 Enovate Engineering
 Feinberg & Associates
 Fraytak Veisz Hopkins Duthie
 Marin Architects
 Maser Consulting
 Michael Graves Architectural Design
 Morgan Construction Mgmt.
 Mott MacDonald
 The Musial Group
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sartor
 Parette Somjen Architects
 Posen Architects
 SSP Architectural Group
 Spiezle Architectural Group
 Settembrino Architects
 Sonnefeld & Trocchia
 T&M Associates
 Tokarski & Millemann
 USA Architects

Construction Documents

Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 EI Associates
 Element Architectural Group
 Feinberg & Associates
 Fraytak Veisz Hopkins Duthie
 Marin Architects
 Maser Consulting
 Michael Graves Architectural Design
 Mott MacDonald

The Musial Group
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sartor
 Parette Somjen Architects
 Posen Architects
 SSP Architectural Group
 Spiezle Architectural Group
 Settembrino Architects
 Sonnefeld & Trocchia
 T&M Associates
 Tokarski & Millemann
 USA Architects

Construction Feasibility

Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 EI Associates
 Element Architectural Group
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 Mott MacDonald
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sartor
 Parette Somjen Architects
 SSP Architectural Group
 Spiezle Architectural Group
 Settembrino Architects
 Suburban Consulting Engineers
 T&M Associates
 Tokarski & Millemann
 USA Architects



Construction Mgmt. Svcs.

CME Associates
EI Associates
Element Architectural Group
Enovate Engineering
Fraytak Veisz Hopkins Duthie
Maser Consulting
Morgan Construction Mgmt.
PARS Environmental
Parette Somjen Architects
Settembrino Architects
T&M Associates
Tokarski & Millemann

Design Development

Clarke Canton Hintz
(DRG) Design Resources Group Architects
DMR Architects
EI Associates
Element Architectural Group
Feinberg & Associates
Fraytak Veisz Hopkins Duthie
Marin Architects
Maser Consulting
Michael Graves Architectural Design
Mott MacDonald
The Musial Group
(PS&S) Paulus, Sokolowski & Sartor
Parette Somjen Architects
Posen Architects
SSP Architectural Group
Spiezle Architectural Group
Settembrino Architects
Sonnenfeld & Trocchia
Tokarski & Millemann
USA Architects

Electrical Engineering

(DRG) Design Resources Group Architects
EI Associates
Element Architectural Group
Fraytak Veisz Hopkins Duthie
Maser Consulting
(PS&S) Paulus, Sokolowski & Sartor
Settembrino Architects
Suburban Consulting Engineers
T&M Associates
Tokarski & Millemann

Field Verification

Clarke Canton Hintz
(DRG) Design Resources Group Architects
DMR Architects
EI Associates
Element Architectural Group
Enovate Engineering
Feinberg & Associates
Fraytak Veisz Hopkins Duthie
Maser Consulting
Michael Graves Architectural Design
Mott MacDonald
(PS&S) Paulus, Sokolowski & Sartor
Spiezle Architectural Group
Settembrino Architects
Sonnenfeld & Trocchia
T&M Associates
Tokarski & Millemann
USA Architects

Industrial Hygiene

Brinkerhoff Environmental
Fraytak Veisz Hopkins Duthie
Maser Consulting
Mott MacDonald
PARS Environmental
T&M Associates
Tokarski & Millemann

Interior Design

Clarke Canton Hintz
(DRG) Design Resources Group Architects
DMR Architects
EI Associates
Element Architectural Group
Feinberg & Associates
Fraytak Veisz Hopkins Duthie
Marin Architects
Michael Graves Architectural Design
The Musial Group
(PS&S) Paulus, Sokolowski & Sartor
Parette Somjen Architects
Posen Architects
SSP Architectural Group
Spiezle Architectural Group
Settembrino Architects
Tokarski & Millemann
USA Architects

Land Surveying

CME Associates
Element Architectural Group
Enovate Engineering
Fraytak Veisz Hopkins Duthie
Maser Consulting
(PS&S) Paulus, Sokolowski & Sartor
Settembrino Architects
Suburban Consulting Engineers
Tokarski & Millemann

Landscape Architecture

Clarke Canton Hintz
CME Associates
Edgewater Design
Element Architectural Group
Fraytak Veisz Hopkins Duthie
Maser Consulting
Mott MacDonald
The Musial Group
PARS Environmental
(PS&S) Paulus, Sokolowski & Sartor

Spiezle Architectural Group
 Settembrino Architects
 Suburban Consulting Engineers
 T&M Associates
 Tokarski & Millemann

Mechanical Engineering

(DRG) Design Resources Group Architects
 EI Associates
 Element Architectural Group
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 The Musial Group
 (PS&S) Paulus, Sokolowski & Sarto
 Settembrino Architects
 T&M Associates
 Tokarski & Millemann

MEP/Energy

(DRG) Design Resources Group Architects
 EI Associates
 Element Architectural Group
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 The Musial Group
 (PS&S) Paulus, Sokolowski & Sarto
 Settembrino Architects
 T&M Associates
 Tokarski & Millemann

Mold Consultant

Brinkerhoff Environmental
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 PARS Environmental
 T&M Associates
 Tokarski & Millemann

Onsite Construction Management

CME Associates
 EI Associates
 Element Architectural Group
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 Morgan Construction Mgmt.
 PARS Environmental
 Settembrino Architects
 T&M Associates
 Tokarski & Millemann

Plumbing/Fire Protection Engineer

(DRG) Design Resources Group Architects
 EI Associates
 Element Architectural Group
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 (PS&S) Paulus, Sokolowski & Sarto
 Settembrino Architects
 T&M Associates
 Tokarski & Millemann

Programming/Needs Assessment

Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 EI Associates
 Element Architectural Group
 Feinberg & Associates
 Fraytak Veisz Hopkins Duthie
 Marin Architects
 Maser Consulting
 Michael Graves Architectural Design
 Mott MacDonald
 The Musial Group
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sarto
 Parette Somjen Architects
 Posen Architects
 SSP Architectural Group
 Spiezle Architectural Group

Settembrino Architects
 Sonnefeld & Trocchia
 Tokarski & Millemann
 USA Architects

Roofing

(DRG) Design Resources Group Architects
 EI Associates
 Element Architectural Group
 Fraytak Veisz Hopkins Duthie
 Mott MacDonald
 (PS&S) Paulus, Sokolowski & Sarto
 SSP Architectural Group
 Settembrino Architects
 Tokarski & Millemann
 USA Architects

Schematic Design

Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 EI Associates
 Element Architectural Group
 Feinberg & Associates
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 Michael Graves Architectural Design
 Mott MacDonald
 The Musial Group
 (PS&S) Paulus, Sokolowski & Sarto
 Parette Somjen Architects
 Posen Architects
 SSP Architectural Group
 Spiezle Architectural Group
 Settembrino Architects
 Sonnefeld & Trocchia
 Tokarski & Millemann
 USA Architects

Board Item No. 13

List of Student Recruitment Advertising Vendors

- Intersection
- Clarus
- Spotlight
- NFL Network
- Splendor
- Meltwater
- Altice Media
- Positive Expectations
- Tenet Partners
- iHeart Media
- Core Studios



BOARD OF TRUSTEES

Chairman of the Board

President

Vice President

Finance & Facilities

Human Resources

4.1 *Financial Reporting*

**For the 9 months ending March 31, 2019
Presented May 21, 2019**

May 29, 2019: Interim Vice President Finance & Operations, Joey Stoner

Brookdale Community College Summary of Financial Activity for the Nine Months Ending March 31, 2019

Any reference to budget in the following financial information represents the annual FY19 budget. March 2019 is the ninth month of the current fiscal year. Generally, when comparing year-to-date financial results to budget, March represents 75% of the annual budget. The financial summary that follows offers a brief narrative of year-to-date March 2019 financial performance compared to FY19 budget and to the same period of time last year.

Revenue

Compared to Budget

Total revenues for the nine months through March 2019 were \$72.2M and represents 85.7% 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. Well into the Spring semester and having begun Summer registration, the College has recognized the majority of tuition and fee revenue for FY19.

State and Local appropriations of \$10.3M and \$20.0M respectively are funded monthly. As of March, State appropriations of \$7.8M and Local of \$15M represent 75% of budget as expected.

Continuing and Professional Studies year to date revenue of \$2.6M represents 78.7% of FY19 annual budget of \$3.4M. As with tuition and fee revenue, we anticipate that through the remaining months, the actual results will align with budget.

Compared to Last Year

Total revenue of \$72.2M compared to \$70.7M for the same time last year indicates an increase of \$1.5M or +2.1%.

Expenses

Compared to Budget

Total operating expenditures through March 2019 were \$53.8M compared to the FY19 annual expense budget of \$84.3M. Year to date March expenses represent 63.9% of the FY19 budget. Again, nine months represents 75% 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 \$55.3M compared to \$53.8 this year indicating a reduction of operating costs of \$1,439M.

Cash Balance

As of March 31, 2019 the College's balance of cash in the bank was \$20.1M which represents \$9.4M increase over last year. For the nine months through March, the average monthly balance of cash for FY19 is \$15.1M compared to \$10.9M last year.

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

	FY19 Budget	3/31/2019	Increase/ (Decrease)	FY19 Projected
Operating				
Revenues:				
Tuition	\$ 38,394,347	\$ 36,747,111	\$ (354,727)	\$ 38,039,620
State	10,325,921	7,763,148	-	10,325,921
County	20,027,019	15,020,264	-	20,027,019
Fees	11,413,689	9,632,519	(1,395,438)	10,018,251
Continuing & Prof. Serv.	3,350,000	2,638,022	(175,000)	3,175,000
Other Income	774,000	448,427	(134,000)	640,000
Total revenue	\$ 84,284,976	\$ 72,249,491	\$ (2,059,165)	\$ 82,225,811
Expenditures:				
Learning Division	32,516,843	21,688,577	(246,843)	32,270,000
Benefits	16,207,983	10,015,786	(1,017,983)	15,190,000
Finance & Operations	9,096,008	6,498,965	(39,620)	9,056,388
Student Success Division	5,953,317	4,201,257	(113,625)	5,839,692
General Expenses	5,197,090	3,001,062	(635,000)	4,562,090
Continuing & Prof. Serv.	3,160,740	2,061,075	(80,000)	3,080,740
Utilities	2,523,503	1,683,167	(5,000)	2,518,503
Human Resources & Safety	2,257,406	1,610,010	(112,822)	2,144,584
Advancement Division	957,624	688,479	(29,624)	928,000
Planning & Inst. Effectiveness	402,400	305,782	(2,400)	400,000
President & BOT	506,652	369,460	18,379	525,031
Total expenditures	\$ 78,779,566	\$ 52,123,620	\$ (2,264,538)	\$ 76,515,028
Other cash requirements				
Debt Principal	1,699,997	-	-	1,699,997
Interest Expense	1,467,443	-	-	1,467,443
TIP/TECH	2,337,970	1,708,936	-	2,337,970
	\$ 5,505,410	\$ 1,708,936	\$ -	\$ 5,505,410
Excess revenue/expenditures				\$ 205,373
Auxiliary				
Receipts		\$ 1,378,960	\$ 531,040	\$ 1,910,000
Disbursements		1,147,632	547,368	1,695,000
Profit/(Loss) Auxiliary		\$ 231,328	\$ (16,328)	\$ 215,000
Excess revenue/expenditures				\$ 215,000
Capital				
Revenues:				
State Chapter 12	\$ 9,641,512	\$ 1,060,512	\$ (6,786,747)	\$ 2,854,765
County	9,641,512	1,060,512	(6,786,747)	2,854,765
HETI	47,104	-	(47,104)	-

ELF	683,376	23,749	(630,711)	52,665
Fees-TIP	253,976	-	-	253,976
Other Capital Fees	350,000	-	-	350,000
Total revenue	<u>\$ 20,617,480</u>	<u>\$ 2,144,773</u>	<u>\$ (14,251,309)</u>	<u>\$ 6,366,171</u>

Expenditures:

State Chapter 12	\$ 9,641,512	\$ 1,060,512	\$ (6,786,747)	\$ 2,854,765
County Chapter 12	9,641,512	1,060,512	(6,786,747)	2,854,765
HETI	47,104	-	(47,104)	-
ELF	683,376	23,749	(630,711)	52,665
Fees-TIP	253,976	-	-	253,976
Debt Service			-	
Total expenditures	<u>\$ 20,617,480</u>	<u>\$ 2,144,773</u>	<u>\$ (14,251,309)</u>	<u>\$ 6,366,171</u>

Excess revenue/expenditures \$ -

Total excess revenue/expenditures all funds \$ 420,373

Brookdale Community College
Cash Balance Analysis
As of March 31, 2019

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

Note: Cash balances include capital, auxiliary and ASBCC combined.
Cash increased \$9,400,692.10 from prior year.

**BROOKDALE COMMUNITY COLLEGE PROJECTS****A. CONSTRUCTION PROJECTS - CHAPTER 12 FUNDS – MANAGED BY T&M****1) FIRE ALARM PANEL REPLACEMENT PROJECT**

Due to the age of eight existing fire alarm panels on the Lincroft campus and the difficulty in finding parts to maintain these panels, a contract to replace the panels was awarded to Fire Securities Technology, Inc. in the amount of \$115,000 by the BOT at their October 23, 2018 meeting. Construction is 100% complete and the project has been closed out. The final paid contract amount was \$107,100 against an awarded contract amount of \$115,000.

2) 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 project is 100% complete and final project payment and closeout is underway.

3) 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. Both chillers are currently operational. Upon completion of the punchlist items, project closeout will begin.

4) LED LIGHTING UPGRADES

Based on the recommendations of the Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College decided to pursue energy saving measures by replacing the existing light bulbs with LED bulbs. The BOT awarded a contract to Wildan Energy Solutions, Edison, NJ in the amount of \$1,175,880 at their January 29, 2019 meeting. Installation of new light bulbs in the non-academic areas is currently underway. The academic areas are scheduled to be completed over the summer. 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.

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. However, a roof leak has been detected in an area adjacent to their work. Roof Integrity is currently investigating the problem and will be submitting a recommendation for repair shortly. The MTB contract is approximately 97% complete with substantial completion expected this month.



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. Construction is currently underway with completion scheduled by 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. We anticipate the design work to be completed within the next week with a bid opening scheduled on or about June 10.

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.

5) ADA DOOR REPLACEMENTS/LINCROFT CAMPUS

Four responses to an RFP for design and construction administration services were received on April 26, 2019. The low quote was submitted by SSP Architects in the amount of \$32,800 which we consider to be reasonable for the scope of work and therefore recommend they be awarded the contract.

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. 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. We anticipate construction to begin over the summer break.

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. To that end the College has secured a contractor to install split cooling units in the rooms to keep the equipment functioning properly. A kick off meeting with the contractor was held on May 13, 2019. The work is scheduled to begin on May 20th with an anticipated completion date of June 7th.

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. To that end, the College prepared and issued an RFP to four Architectural/Engineering firms for engineering design and construction



administration services. Three responses to the RFP were received on May 8, 2019. The responses are currently under review.

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) ATHLETIC FIELDS/LINCROFT CAMPUS

Our office has been directed to prepare a fee proposal letter to provide engineering services for design and construction administrative services for rehabilitating the existing fields with new sod, infield mix, sprinklers, fencing and field amenities. We anticipate submitting our proposal within two weeks.

3) 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 initiated design of the barrier. Once preliminary costs are determined a meeting will be scheduled with Spiezle to discuss cost sharing along with the schedule to install the improvements.

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.



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

Brookdale Community College College Policy

4.1001 ASBCC

I. Title of Policy

Associated Students of Brookdale Community College (ASBCC) Fund

II. Objective

To ~~establish procedures and guidelines~~ develop a regulation guiding the administration for the administration of an ASBCC Fund.

III. Authority

N.J.S.A. 18A:64A-1, et seq., N.J.S.A. 18A:3B-6(b) and (i).

~~New Jersey Statutes 18A: Chapter 3B (new) Higher Education Governance~~

IV. Policy Statement

Whenever ~~the Brookdale Community College~~ ("College") shall collect a General Service Fee from a ~~regular or special~~ student, a portion of the fee shall be utilized ~~for the purpose of developing a broad-based student services to enhance the student experience program~~, subject to the following:

A. All funds collected from the General Service Fees apportioned to the ASBCC shall be held by the College under the designation "ASBCC Fund."

B. An annual budget for the ASBCC Fund shall be developed by elected representatives of the student body in cooperation with the administration, and shall be reviewed by the President of the College, and approved by the Board of Trustees.

C. The ASBCC Fund shall be administered by Finance and accounted for, under the authority of the Board of Trustees, according to law and subject to audit in the same manner as all other funds of the College. Finance shall ensure that all expenditures are made in strict accordance with the approved budget.

~~D. The President of the College shall ensure that all expenditures are made in strict accordance with the approved budget.~~

D. If a surplus ASBCC budget is anticipated for year end, the surplus funds will be carried forward to the next ASBCC fiscal budget. The surplus funds will be used to fund

Submitted for Approval – May 29, 2019 (Lodged April 30, 2019)

Page 1 of 2

capital improvement projects, ~~and or~~ improvements to technology, student services, or events that will enhance the student experience.

V. Responsibility for Implementation:

President

Approved: 5/24/73

Revised: 10/24/96

Submitted for Approval – May 29, 2019 (Lodged April 30, 2019)

Page **2** of **2**

Brookdale Community College College Policy

4.1001 ASBCC

I. Title of Policy

Associated Students of Brookdale Community College (ASBCC) Fund

II. Objective

To develop a regulation guiding the administration of an ASBCC Fund.

III. Authority

N.J.S.A. 18A:64A-1, et seq., N.J.S.A. 18A:3B-6(b) and (i).

IV. Policy Statement

Whenever Brookdale Community College ("College") shall collect a General Service Fee from a student, a portion of the fee shall be utilized to enhance the student experience, subject to the following:

A. All funds collected from the General Service Fees apportioned to the ASBCC shall be held by the College under the designation "ASBCC Fund."

B. An annual budget for the ASBCC Fund shall be developed by elected representatives of the student body in cooperation with the administration, and shall be reviewed by the President of the College, and approved by the Board of Trustees.

C. The ASBCC Fund shall be administered by Finance and accounted for, under the authority of the Board of Trustees, according to law and subject to audit in the same manner as all other funds of the College. Finance shall ensure that all expenditures are made in strict accordance with the approved budget.

D. If a surplus ASBCC budget is anticipated for year end, the surplus funds will be carried forward to the next ASBCC fiscal budget. The surplus funds will be used to fund capital improvement projects, improvements to technology, student services, or events that will enhance the student experience.

V. Responsibility for Implementation:

President

Submitted for Approval – May 29, 2019 (Lodged April 30, 2019)

Page 1 of 2

Approved: 5/24/73
Revised: 10/24/96

Submitted for Approval – May 29, 2019 (Lodged April 30, 2019)
Page **2** of **2**

Brookdale Community College College Policy

4.3500 Budget Transfers

I. Title of Policy

Budget Transfers

II. Objective of Policy

To establish parameters within which the President is authorized to make budget transfers during the fiscal year.

III. Authority

Board of Trustees Bylaws 1.~~3034~~ 1.3054 i.

IV. Policy Statement

Procedures for budget transfers shall be established by [Brookdale Community College](#) ("College") regulations and periodically reviewed by the Finance ~~and Facilities~~ Committee of the Board of Trustees.

Budget transfers shall not be utilized to establish positions, or offices, ~~or programs~~ without prior Board approval.

A one-time budget transfer of 10% or more of a division's annual budget must have the approval of the Board of Trustees.

V. Responsibility for Implementation

President

Approved: 8/25/77

Revised: 10/24/96

Brookdale Community College College Policy

4.3500 Budget Transfers

I. Title of Policy

Budget Transfers

II. Objective of Policy

To establish parameters within which the President is authorized to make budget transfers during the fiscal year.

III. Authority

Board of Trustees Bylaws 1. 1.3054 i.

IV. Policy Statement

Procedures for budget transfers shall be established by Brookdale Community College ("College") regulations and periodically reviewed by the Finance and Facilities Committee of the Board of Trustees.

Budget transfers shall not be utilized to establish positions, or offices, without prior Board approval.

A one-time budget transfer of 10% or more of a division's annual budget must have the approval of the Board of Trustees.

V. Responsibility for Implementation

President

Approved: 8/25/77

Revised: 10/24/96

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.5000 Election of a Graduate to the Board of Trustees

I. Title of Policy

Election of a Graduate to the Board of Trustees

II. Objective of Policy

To establish the process for election of a graduate to serve as a voting member of the Board of Trustees.

III. Authority

New Jersey Statute 18A:64A-8 (amended) and the Bylaws of the Board of Trustees, Section 1.2010 and Section 1.3020

IV. Policy Statement

Each spring the President will poll the students who have applied for graduation to determine who among them wishes to be considered by the student body for election to the Board of Trustees of the Brookdale Community College ("College") as provided by the statute.

~~The names of the candidates will be submitted to the student body as part of the annual student government elections. An election will be~~ held each spring. Rules for the election will be established by the Office of Student Life and Activities with the approval of the Associate Vice President Student Affairs Dean of Student Development.

The candidate receiving the greatest number of votes will ~~take~~ will serve a one year term of office commencing at their swearing in ceremony after June 30th, B ~~organizational meeting of the Board of Trustees in November of the year of the election,~~ subject to the successful candidate's having been awarded an associate degree prior to June 30th of the preceding academic year.

In the event that the candidate receiving the greatest number of votes fails to qualify as a graduate or is unable to accept the office, the candidate receiving the next greatest number of votes will be considered the successful candidate and so on.

V. Responsibility for Implementation

President

Submitted for Approval May 29, 2019 (Lodged April 30,2019)Lodging—April 30, 2019
Page 1 of 2

Approved: Board of Trustees 10/13/80
Rev.: 12/13/07

Submitted for Approval May 29, 2019 (Lodged April 30,2019)Lodging — April 30, 2019
Page **2** of **2**

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.5000 Election of a Graduate to the Board of Trustees

I. Title of Policy

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II. Objective of Policy

To establish the process for election of a graduate to serve as a voting member of the Board of Trustees.

III. Authority

New Jersey Statute 18A:64A-8 (amended) and the Bylaws of the Board of Trustees, Section 1.2010 and Section 1.3020

IV. Policy Statement

Each spring the President will poll the students who have applied for graduation to determine who among them wishes to be considered by the student body for election to the Board of Trustees of Brookdale Community College ("College") as provided by the statute.

An election will be held each spring. Rules for the election will be established by the Office of Student Life and Activities with the approval of the Associate Vice President Student Affairs.

The candidate receiving the greatest number of votes will serve a one year term of office commencing at their swearing in ceremony after June 30th, subject to the successful candidate's having been awarded an associate degree prior to June 30th of the preceding academic year.

In the event that the candidate receiving the greatest number of votes fails to qualify as a graduate or is unable to accept the office, the candidate receiving the next greatest number of votes will be considered the successful candidate and so on.

V. Responsibility for Implementation

President

Approved: Board of Trustees 10/13/80
Rev.: 12/13/07

Submitted for Approval May 29, 2019 (Lodged April 30, 2019)
Page 1 of 1

2.1 Approval of Carl D. Perkins Audit Corrective Action Plan

The State of New Jersey Department of Education, Office of Fiscal Accountability and Compliance completed an audit of Brookdale Community College's Carl D. Perkins Grant for the period July 1, 2016 through June 30, 2017 (FY17 Perkins Audit). Brookdale's total award for this period was \$524,637.00.

According to the FY17 Perkins Audit, the College charged \$6,285.30 to Perkins for non-allowable or questionable expenses. It was also noted in the FY17 Perkins Audit that Brookdale expended \$11,894.00 in unreimbursed expenditures that furthered the statutory purpose of the Perkins Grant. As a result, Brookdale was given credit for the unreimbursed expenditures and the recovery due to the State of New Jersey Department of Education is \$0.00.

The FY17 Perkins Audit detailed five findings and recommendations. In accordance with the requirements established by the State of New Jersey Department of Education, Brookdale has reviewed the findings and recommendations and developed a Corrective Action Plan.

The State of New Jersey Department of Education requires that Brookdale Community College's Board of Trustees adopt a resolution certifying that the audit findings were discussed at a public meeting, and approving a Corrective Action Plan that addresses the FY17 Perkins Audit findings and recommendations. The Corrective Action Plan is attached.

The President recommends that the Board of Trustees adopt a resolution certifying that the Carl D. Perkins Audit for the period July 1, 2016 through June 30, 2017 was discussed at a public meeting, and approving Brookdale Community College's Corrective Action Plan that addresses the FY17 Perkins Audit findings and recommendations.

WHEREAS, the State of New Jersey Department of Education, Office of Fiscal Accountability and Compliance completed an audit of Brookdale Community College's Carl D. Perkins Grant for the period July 1, 2016 through June 30, 2017 (FY17 Perkins Audit), and Brookdale's total award for this period was \$524,637.00; and

WHEREAS, according to the FY17 Perkins Audit, the College charged \$6,285.30 to Perkins for non-allowable or questionable expenses; and

WHEREAS, it was also noted in the FY17 Perkins Audit that Brookdale expended \$11,894.00 in unreimbursed expenditures that furthered the statutory purpose of the Perkins Grant, and, as a result, Brookdale was given credit for the unreimbursed expenditures and the recovery due to the State of New Jersey Department of Education is \$0.00; and

WHEREAS, the FY17 Perkins Audit detailed five findings and recommendations; and

WHEREAS, In accordance with the requirements established by the State of New Jersey Department of Education, Brookdale has reviewed the findings and recommendations and developed a Corrective Action Plan; and

WHEREAS, the State of New Jersey Department of Education requires that Brookdale Community College's Board of Trustees adopt a resolution certifying that the audit findings were discussed at a public meeting, and approving a Corrective Action Plan that addresses the FY17 Perkins Audit findings and recommendations;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Brookdale Community College certifies that the Carl D. Perkins Audit for the period July 1, 2016 through June 30, 2017 was discussed at a public meeting and approves Brookdale Community College's Corrective Action Plan that addresses the FY17 Perkins Audit findings and recommendations.

May 29, 2019

5.1 Curriculum

The Speech Department has proposed discontinuance of the Humanities Associate in Arts, Communication Disorders Option, due to low retention and graduation rates.

Based on the Five Year Program Review of the Communication Disorders Option, the Speech Department determined that the option is no longer viable. Retention and graduation rates for the option have been consistently low resulting in decreased enrollment in the upper 200 level courses. In addition, student transfer has been problematic as there are only three institutions that offer a baccalaureate degree in communications disorders, and only one of the three that accepts Brookdale's required SPCH 231 *The Nature and Development of Language*. Employment in this field requires a minimum of a Master's degree.

All students in the Communication Disorders Option have been notified of the discontinuance. Required courses will continue to be offered allowing matriculated students to complete the Option.

The discontinuance of the Humanities Associate in Arts, Communication Disorders Option, has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution discontinuing the Humanities Associate in Arts, Communication Disorders Option.

WHEREAS, The Speech Department has proposed discontinuance of the Humanities Associate in Arts, Communication Disorders Option, due to low retention and graduation rates; and

WHEREAS, based on the Five Year Program Review of the Communication Disorders Option, the Speech Department determined that the option is no longer viable; and

WHEREAS, retention and graduation rates for the option have been consistently low resulting in decreased enrollment in the upper 200 level courses; and

WHEREAS, student transfer has been problematic as there are only three institutions that offer a baccalaureate degree in communications disorders, and only one of the three that accepts Brookdale's required SPCH 231 *The Nature and Development of Language*; employment in this field requires a minimum of a Master's degree; and

WHEREAS, all students in the Communication Disorders Option have been notified of the discontinuance and required courses will continue to be offered allowing matriculated students to complete the Option; and

WHEREAS, the discontinuance of the Humanities Associate in Art, Communication Disorders Option, has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Humanities Associate in Arts, Communication Disorders Option, be and hereby is discontinued.

May 29, 2019

5.2 Curriculum

The Business/Fashion Design and Merchandising Department have proposed two new certificates: Fashion Design Academic Credit Certificate of Achievement and Fashion Merchandising Academic Credit Certificate of Achievement.

The College currently offers an Associate in Science in Fashion Design and Merchandising that requires students to select from a concentration in either fashion design or fashion merchandising. Graduates from the Fashion program have expressed an interest in completing additional course work in either design or merchandising. The two new certificates have been designed so that graduates as well as new students have the opportunity to acquire skill sets for employment and advancement in the fashion industry.

The Fashion Design Academic Credit Certificate of Achievement is an 18-credit certificate that offers coursework in sewing techniques, fashion illustration, textile science, and color theory. Graduates will have skills for employment in apparel design, product development, costume design, and retail as well as entrepreneurial opportunities.

The Fashion Merchandising Academic Credit Certificate of Achievement is a 24-credit certificate that offers coursework in fashion merchandising, marketing, merchandising display, and global sourcing. Graduates will have skills for employment in retail management, entry level buying, merchandiser, inventory control, and visual merchandising.

The Fashion Design Academic Credit Certificate of Achievement and Fashion Merchandising Academic Credit Certificate of Achievement have been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Student Success and Educational Excellence Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving the Fashion Design Academic Credit Certificate of Achievement and the Fashion Merchandising Academic Credit Certificate of Achievement.

WHEREAS, the Business/Fashion Design and Merchandising Department have proposed two new certificates: Fashion Design Academic Credit Certificate of Achievement and Fashion Merchandising Academic Credit Certificate of Achievement; and

WHEREAS, the College currently offers an Associate in Science in Fashion Design and Merchandising that requires students to select from a concentration in either fashion design or fashion merchandising; and

WHEREAS, graduates from the Fashion program have expressed an interest in completing additional course work in either design or merchandising; and

WHEREAS, the two new certificates have been designed so that graduates as well as new students have the opportunity to acquire skill sets for employment and advancement in the fashion industry; and

WHEREAS, the Fashion Design Academic Credit Certificate of Achievement is an 18-credit certificate that offers coursework in sewing techniques, fashion illustration, textile science, and color theory, and graduates will have skills for employment in apparel design, product development, costume design, and retail as well as entrepreneurial opportunities; and

WHEREAS, the Fashion Merchandising Academic Credit Certificate of Achievement is a 24-credit certificate that offers coursework in fashion merchandising, marketing, merchandising display, and global sourcing, and graduates will have skills for employment in retail management, entry level buying, merchandiser, inventory control, and visual merchandising; and

WHEREAS, the Fashion Design Academic Credit Certificate of Achievement and Fashion Merchandising Academic Credit Certificate of Achievement have been reviewed by Institute

Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Student Success & Educational Excellence Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Fashion Design Academic Credit Certificate of Achievement and Fashion Merchandising Academic Credit Certificate of Achievement be and are hereby approved.

May 29, 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.

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

* The Human Resources Committee – A committee of the whole

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

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

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