



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, November 19, 2019 5:30 PM (EST)
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 - 5 minutes
- II. Pledge of Allegiance - Chair Abby-White - 5 minutes
- III. Moment of Silence - Chair Abby-White
- IV. Adoption of Agenda - Chair Abby-White
- V. Board of Trustees Annual Reorganization
 - A. Election of Officers of the Board of Trustees - Mr. Sean Kean
 - B. Establishment of a Regular Meeting Schedule of the Board of Trustees - Chair
 1. Discussion of Board Schedule
 2. Adoption of 2020 Board of Trustees Annual Calendar
 - C. Appointment of Standing Committees - Chair
 - D. Resolution of Designation of Public Notice Requirements - Chair
 - E. Annual Report of the College - Mr. Hudick
- VI. Recognition of Inaugural class of Emeritus Employees - Chair
- VII. Approval of Memorandum of Understanding with Georgian Court University 3 + 1 Program -Chair
 - A. Signing Ceremony with Georgian Court University- 3 + 1 Program - Dr. Stout & Dr. Marbach
- VIII. President's Report - Dr. Stout
- IX. Review of Consent Agenda - Chair

**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
- X. Reports from the Board Committees and Liaisons - Chair
 - A. Finance & Facilities Committee - Trustee Kaufmann
 1. Monthly Financial Reporting
 2. Facilities Report

- B. Student Success & Educational Excellence Committee - Trustee Cram
- C. Student's Perspective - Trustee Deinhardt
- D. Governance Committee - Vice-Chair Suzanne Brennan
- E. Brookdale Community College Foundation - Dr. Stout
- XI. Approval of Public Business Meeting Minutes - October 29, 2019 - Chair
- XII. Approval of Executive Session Minutes - October 29, 2019 - Chair
- XIII. Public Comment on Agenda Items - Chair
- XIV. Consent Agenda - Chair - 5 minutes
 - A. Acceptance of Gifts
 - B. Approval of Human Resources
 - C. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
 - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - E. Monthly Financial Reports
- XV. Approval of Memorandum of Agreement between the Brookdale Community College and the BCCAA
- XVI. Approval of Memorandum of Agreement between the Brookdale Community College and the PSA
- XVII. Lodging of Policies - Chair
- XVIII. Public Comment - Chair
- XIX. Old/New Business - Chair
- XX. Resolution to Hold a Closed Meeting - Chair
- XXI. Motion to Re-Open the Meeting to the Public - Chair
- XXII. Adjournment - Chair
- XXIII. Appendix - Board Materials

Resolution

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the following are the meeting dates and locations of the Board of Trustees meetings for 2020.

| BOARD OF TRUSTEES MEETING DATES 2020 | | | |
|---|-----------------|----------------------------------|--|
| MONTH | Day | DATE | LOCATION – Subject to Change (Notice will be given if changed) |
| January | Tuesday | January 28, 2020 | Lincroft Campus, Student Life Center Navesink Rooms |
| February | Tuesday | February 25, 2020 | Brookdale at Long Branch, Room 200 |
| March | Friday/Saturday | March 20, 2020 March 21, 2020 | Board Retreat, Location To Be Determined |
| March | Tuesday | March 24, 2020 | Lincroft Campus, Student Life Center Navesink Rooms |
| April | Tuesday | April 28, 2020 | Lincroft Campus, Student Life Center Navesink Rooms |
| May | Wednesday | May 27, 2020 | Neptune High School, Media Center |
| June | Tuesday | June 23, 2020 | Brookdale at Freehold, Rooms 103 & 104 |
| July | Tuesday | July 28, 2020 | Lincroft Campus, Student Life Center Navesink Rooms |
| September | Tuesday | September 22, 2020 | Lincroft Campus, Student Life Center, Navesink Rooms |
| October | Tuesday | October 27, 2020 | Brookdale at Wall, Rooms 110 & 112 |
| November | Tuesday | November 17, 2020 | Lincroft Campus, Student Life Center, Navesink Rooms |
| December | Tuesday | December 15, 2020 | Brookdale at Hazlet, Rooms 102 & 103 |

**The Public Board meetings will begin at 5:30 PM.
(Notice will be given if there is a time change)**

November 19, 2019 – Annual 2020 Board of Trustees Public Business Meeting Calendar for consideration by the Board of Trustees

RESOLUTION

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College will make public notice of the date, time and place of the Board of Trustees meetings to be held in 2020 after the meeting schedule has been adopted by the board.

BE IT FURTHER RESOLVED that the Board of Trustees does hereby designate as official newspapers to receive notices of meetings the following:

The Asbury Park Press

The Star Ledger

BE IT FURTHER RESOLVED that all required notices of meetings of the Board of Trustees shall be posted on the bulletin board on the first floor of the Brookdale Administrative Center.

BE IT FUTHER RESOLVED that a copy of all notices of meetings of the Board of Trustees shall be filed with the Clerk of the County of Monmouth

BE IT FURTHER RESOLVED that the Board of Trustees meeting schedule will be posted on the Brookdale Community Website on the Brookdale Community Board of Trustee webpage.

BE IT FURTHER RESOLVED that any person may request in writing that the Board of Trustees mail to him/her a copy of the notices of any Public, special or rescheduled meetings of the Board of Trustees upon prepayment by such person of the applicable fee hereinafter set forth. All requests made pursuant to this paragraph shall terminate on December 31 of the year in which said request is made subject by filing of a new written request together with prepayment of the applicable fee

Schedule of Mailing Fees

| | |
|---|---------|
| For a copy of the schedule of regular meetings and reschedules thereof | \$4.00 |
| For advance written notice of all regular, special, rescheduled or adjourned meetings during the 2020 year. | \$40.00 |

RESOLUTION

WHEREAS, Brookdale Community College and Georgian Court University are guided by similar visions, missions, and values, and the commitment to provide quality, accessible, affordable higher education to area residents; and

WHEREAS, Brookdale Community College and Georgian Court University are currently partners in the University Partnership program, with courses taught side-by-side at Brookdale's Hazlet location; and

WHEREAS, the 3 + 1 agreement is structured to allow Associate Degree graduates to take up to an additional 30 credits from Brookdale, at Brookdale tuition and fee levels, and apply them to a Georgian Court Bachelor's Degree; and

WHEREAS, the agreement will make a Bachelor's Degree more affordable for students; and

WHEREAS, the "third year" courses will be taught substantially at the Hazlet location, where we already have a healthy partnership; and

WHEREAS, Brookdale Community College and Georgian Court University will provide a full complement of academic and student support services and have shared responsibility for the marketing and promotion of the agreement; and

WHEREAS, the Brookdale – GCU 3 + 1 agreement will fall under the guidance of the existing Partnership Council to address academic, student, and administrative matters as they arise; and

WHEREAS, the Brookdale – GCU 3 + 1 agreement will welcome its first class of "third year" students in the Fall of 2020; and

BE IT FURTHER RESOLVED that the Brookdale Community College – Georgian Court University 3 + 1 agreement will be placed on file in the office of Transfer and Articulation; and

WHEREAS the Board of Trustees of Brookdale Community College has reviewed and approved the Memorandum of Agreement; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Brookdale Community College and Georgian Court University will enter into this 3 + 1 agreement at the time of this signing with the mutual option to renew. Programming will begin in September 2020.

November 19, 2019

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

October 29, 2019

Brookdale Community College
Brookdale at Freehold
3680 US Highway 9 South
Freehold, NJ 07728

- A. Chair Abby-White called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance. Chair Abby-White read the mission of the college.
- 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:

On October 23 2019 at 1:20 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. Matt Reed, VP Learning |
| | Mr. Dan Becht, Trustee (5:35 PM) | Ms. Teresa Manfreda, Executive Director Finance & ITS |
| | Ms. Latonya Brennan (5:35 PM) | Dr. Nancy Kegelman, AVP PIE |
| | Ms. Suzanne Brennan, Vice-Chair (5:35 PM) | Dr. Yesenia Madas, AVP Student Affairs |
| | Dr. Hank Cram, Trustee | Ms. Pat Sensi, AVP Human Resources & Organizational Safety |
| | Mr. Paul Crupi, Trustee | Dr. Joan Scocco, Dean CPS |
| | Ms. Lauren Deinhardt, Trustee | Dr. Anita Voogt, AVP Strategic Partnerships |
| | Ms. Madeline Ferraro, Trustee* Excused at 6:30 PM | Dr. William Burns, AVP Educational Access & Innovation |
| | Ms. Barbara Horl, Trustee | Ms. Kathy Kamatani, Interim Executive Director College Relations |
| | Mr. Bret Kaufmann, Trustee (5:55 PM) | Mr. Ed Johnson, Governmental & Community Relations |
| | Dr. David M. Stout, Secretary | Ms. Bonnie Passarella, Executive Associate, Legal |
| | Ms. Marta Rambaud, Trustee | Ms. Cynthia Gruskos, Senior Assistant to the President & the BOT, Recorder |

| | | |
|------------------------|---|--|
| | Dr. Les Richens, Trustee | |
| Absent | Mr. Paul Crupi, Trustee | |
| | | |
| College Counsel | Mr. Mitchell Jacobs, Esq., General Counsel | |
| | *Participated via Teleconference | |

| 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 Richens and seconded by Trustee Horl. Motion passed unanimously. | |
| President's Report Employee Volunteer Connection – Dr. Stout provided information on the 27 th Annual Giving Tree which begins on November 13 and will run through November 29. This non-denominational effort supports people regardless of religious affiliation. Collage – Dean Natter introduced and thanked the Collage Advisors, Assistant Professor Jennifer Kaminski and Instructor Elisa Elorza for their guidance of <i>Collage</i> , Brookdale Community College's Student Magazine of the Arts, an extracurricular club for all students. <i>Collage</i> members shared their mission, goals for the year, and theme. They announced their 49 th edition was awarded gold medalist status from Columbia's Scholastic Press Association operated out of Columbia University. In addition they announced they will be celebrating their 50 th Anniversary edition this spring and will have a weeklong celebration beginning on April 30 in the CVA Gallery. | | |
| Review of Consent Agenda <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> A. Adoption of Consent agenda No items were removed from the consent agenda. Chair Abby-White | A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Horl. Motion passed unanimously. | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|--|------------------------------|
| announced there was a change in the HR materials; Birgit Mondesir's start date was changed to 11/16/19. | | |
| Reports from the Board Committees and Liaisons - A. Finance & Facilities Committee – 1. Monthly Financial Reporting – Trustee Kaufmann reported on the Finance & Facilities meeting held on October 29. He highlighted that based on the financial reporting dated August 31, 2019, that the college is on budget. 2. Update on Capital Projects – Trustee Kaufmann provided information on the progress of our Chapter 12 capital projects. B. ACCT Leadership Congress – Chair Abby-White, Trustee Horl and Trustee Deinhardt shared key takeaways from the ACCT Leadership Congress they attended in October. Each attended different breakout sessions and shared noteworthy information. Chair Abby-White, Dr. Stout and Jennifer Latino, delivered a session entitled Building an empowering governance network through technology. Trustee Horl focused on Trustee advocacy and Trustee Deinhardt provided information on using simulations to enhance real world interdisciplinary learning (board brief contained in the October packet) C. Student's Perspective – Trustee Deinhardt shared the student's perspective on the recent shelter in place incident, the cost of textbooks, improving communications of student events, safety concerns on campus and student appreciation for Dr. Stout's leadership. D. BCC Foundation – Dr. Stout provided an update on the Foundation's fundraising activities, including the Student Success Scholarship Campaign. E. Public Private Partnership Committee – Chair Abby-White reported on the October committee meeting. She provided information on newly developed partnerships this year and their relationship to strategic priorities. F. Audit Committee – Trustee Rambaud reported that the Enrollment audit has been concluded with no findings and recommended approval of the audit. | | |
| Public Comment on Agenda Items – No public comment. | | |
| Approval of Public Business Meeting Minutes: Approval of Public Business Meeting Minutes – September 24, 2019 | A motion to approve the minutes from the public business meeting held on | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|---|------------------------------|
| <p>Approval of Executive Session Minutes – September 24, 2019</p> | <p>September 24, 2019 was made by Trustee Horl and seconded by Trustee Latonya Brennan</p> <p>Motion passed unanimously.</p> <p>ABSTENTIONS: None</p> <p>A motion to approve the executive session minutes from the meeting held on September 24, 2019 was made by Trustee Horl and seconded by Trustee Deinhardt.</p> <p>Motion passed unanimously.</p> <p>ABSTENTIONS: None</p> | |
| <p>Consent Agenda</p> <p>A. Human Resources Recommendations-</p> <p>B. Application of Grants</p> <p>C. Acceptance of Grants</p> <p>D. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 -</p> <p>E. Open Invoice Payment Requests for Vendors</p> <p>F. Monthly Financial Dashboards</p> | <p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Latonya Brennan.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|--|------------------------------|
| | | |
| Approval of FY19 Enrollment Audit - | <p>A motion to approve the FY19 Enrollment Audit was made by Trustee Richens and seconded by Trustee S. Brennan</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |
| Acceptance of Report of Legal Fees, Government Relations and Public Relations- | <p>A motion was made to accept the report of legal fees, government relations and public relations by Trustee Becht and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> | |
| Approval of Revised Policies – <ul style="list-style-type: none"> A. 2.9000 Acceptable Use of Computer Network, Resources & Facilities B. 4.1005 Grants & Special Contracts C. 4.1006 Standards for Auditing & Accounting | <p>A motion to approve the following revised policies: 2.9000 Acceptable Use of Computer Network, Resources & Facilities; 4.1005 Grants & Special Contracts; 4.1006 Standards for Auditing & Accounting; 5.0018 Student Produced College</p> | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|--|------------------------------|
| <p>D. 5.0018 Student Produced College Media</p> <p>E. 6.4000 Student Activities</p> | <p>Media, and 6.4000 Student Activities was made by Trustee Richens and seconded by Trustee Deinhardt.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |
| <p>Approval of MSCHE Substantive Change –</p> | <p>A motion to approve by resolution the submission of a substantive change request to Middle States Commission on Higher Education to reclassify the Freehold and Wall campuses to additional locations was made by Trustee Horl and seconded by Trustee L. Brennan.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|---|------------------------------|
| | NO: None ABSTENTIONS: None | |
| Public Comment Tom Brennan, Radio Station Manager – Mr. Brennan provided an update on their fundraising activities and accomplishments of the Radio Station. He announced that they are working with the students in the recently renamed Radio and Podcast Club. | | |
| Old/New Business Chair Abby-White provided information on a fundraising event to support Fulfill, where our Brookdale students will be competing in a “Chopped” style cooking competition. Dr. Stout announced that this Friday, the woman’s soccer team will be competing in the Region XIX tournament at Ocean County College. | | |
| Resolution to Hold a Closed Meeting College Counsel read the Resolution to hold a closed meeting. (Attachment A) | A motion was made to hold a closed session by Trustee Richens and seconded by Trustee Rambaud. Motion passed unanimously. | |
| Motion to Re-Open the Meeting to the Public | A motion was made to reopen the meeting to the public by Trustee Richens and seconded by Trustee Rambaud. Motion passed unanimously. | |
| Ratification of Settlement and Release Agreement (Resolution was added as an addendum) | A motion was made to ratify by resolution the terms of the settlement and release agreement titled Young et al. vs Brookdale Community College et al. by Trustee Richens and seconded by Trustee Becht. | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|--|------------------------------|
| | <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |
| <p>Adjournment</p> <p>Meeting adjourned at 8 PM.</p> | <p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p> | |

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 4 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **October 29, 2019 at approximately 6:30 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 October 29, 2019

x y

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

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

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

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

☒ "(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: conduct interviews for applicants for the Chair of the Board of Trustees

☐ "(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 October 29, 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 October 29, 2019

**1.51 Acceptance of Gifts
Background**

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

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

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

| DATE | DONOR | ITEM |
|------------------|---|---|
| October 9, 2019 | Allstate Office Interiors 113 N Gold Drive Robbinsville, NJ 08691 | Donation of chairs to the Helping Hands Lounge |
| October 24, 2019 | Ashton E. Stathum 16 Meadow Drive Tinton Falls, NJ 07724 | Donation of new apparel to the Helping Hands Lounge |

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 11 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Administrative

Support Staff

Adjuncts

Recommendations

2

2

2

B. Change of Status

Administrative

Support Staff

Recommendations

2

2

C. Separations

Administrative

Recommendations

1

A. HIRES**ADMINISTRATIVE**

1. Name: Marie Jones
Department: Academic Advising
Position: Student Success Coach/Advisor
Salary: \$55,250 to be prorated accordingly, and subject to contract ratification
Effective: 12/2/19
2. Name: Louis Marius
Department: Academic Advising
Position: Student Success Coach/Advisor
Salary: \$55,250 to be prorated accordingly, and subject to contract ratification
Effective: 12/2/19

SUPPORT STAFF

1. Name: Trupti Ashar
Department: Disability Services
Position: Associate
Salary: \$40,455 subject to contract ratification
Effective: 12/1/19
2. Name: Kai Davies
Department: Governmental Affairs & Community Relations
Position: Associate
Salary: \$40,455 subject to an FY20 salary adjustment
Effective: 12/1/19, until further notice, but not later than 6/30/20

ADJUNCTS

1. Name: Mary Ellen Banfield
Department: English
2. Name: Peter Enge
Department: Nursing

ADJUNCT DEGREE SUMMARY

Masters

2

B. CHANGE OF STATUS**ADMINISTRATIVE**

1. Name: Bruce Marich
Department: President's Office
Position: Director, Special Projects, full-time, temporary assignment
Action: Director HEC position eliminated through reorganization, temporary transfer
New Salary: No change
Effective: 12/1/19 – until further notice, but not later than 6/30/20
2. Name: Lynne Shaffery
Department: Strategic Development & Educational Access
Position: Associate Director, Regional Locations
Action: Change in location from Freehold to Hazlet
New Salary: No change
Effective: 12/1/19

SUPPORT STAFF

1. Name: Edward Johnson
Department: Physical Plant
Position: Senior Specialist HVAC
Action: Change in status from temporary to regular position
New Salary: No change
Effective: 11/20/19
2. Name: John Mahaffey
Department: Physical Plant
Position: Operating Engineer
Action: Change in position from 37.5 hrs/wk Senior Specialist to 40 hrs/wk Operating Engineer
New Salary: \$43,723, subject to contract ratification
Effective: 11/20/19

C. SEPARATIONS**ADMINISTRATIVE**

1. Name: Laurie Salka
Department: Displaced Homemakers
Position: Program Administrator
Action: Resignation
Effective: 11/8/19

4.2 *Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$36,400. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee at a meeting held November 12, 2019.

November 19, 2019: Interim Vice President, Teresa Manfreda

RESOLUTION

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

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

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

WHEREAS, the vendor has completed all the required certifications and disclosures; and

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

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

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

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

Agenda for Purchases in Excess of \$36,400
November 19, 2019

| Board Item No. | Vendor/Contractor | Category / Description | Basis of Award | Amount of Purchase |
|---------------------------|--|--|---------------------------|-------------------------------------|
| Auxiliary | | | | |
| 1 | Culinary Ventures Vending Coca-Cola Inc. | Vending Beverage, RFP No. 02-16 / This is a 5 year extension for pouring rights and vending beverage services. | RFP | Guarantee Revenue \$92,000.00 |
| 2 | Culinary Ventures Vending | Vending Snack, RFP No. 10-15 / This is a 5 year extension for vending snack services. | RFP | Guarantee Revenue \$60,000.00 |
| Grant | | | | |
| 3 | Canon USA, Inc. | Canon Oce Large Format Printer / This State Contract is for the supply, delivery and installation of a large format printer for the Architecture Department and is funded by the Perkins Grant. | Exempt | \$ 33,274.00 |
| Capital | | | | |
| 4 | VA Electrical Contractor LLC | Life Safety Battery Back-Up Light Replacement, Bid No. 20-18 / Notice was to sent to 14 vendors, received 5 replies. This contract is for the battery back-up light replacement and is funded by Chapter 12. | Bid | \$ 377,000.00 |
| 5 | SSP Architectural Group, Inc. | Professional Engineering Services, RFQ No. 01-2019 / This contract is for professional engineering and consulting services for Phase 2 of the replacement of interior and exterior ADA compliant entrance doors on the Lincroft Campus and is funded by Chapter 12. | RFQ | \$ 27,800.00 |
| Operating | | | | |
| 6 | Paper Mart, Inc. W.B. Mason, Co., Inc. Paterson Card & Paper | Miscellaneous Paper & Envelopes, Bid No. 20-16 / Notice was sent to 8 vendors, received 3 replies. This 6-month contract is for the supply and delivery of miscellaneous paper and envelopes and is funded by the Printing Services Department. FY19 \$61,399. | Bid | \$ 32,000.00 * |

| | | | | |
|---|---|---|-----|-----------------|
| 7 | Brightview Landscapes LLC | General and Athletic Fields Landscaping Services, Bid No. 20-15 / Notice was sent to 10 vendors, received 4 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for general and athletic fields landscaping services. CY19 \$205,657. | Bid | \$ 215,344.00 |
| 8 | Black Rocket Productions, LLC | Non-Credit Digital Arts Youth Programming, RFP No. 03-19 / This is the 2nd year of a 2 year contract for a qualified educational services company to develop, provide, and deliver non-credit digital arts youth programming for summer camps, as well as other programs provided by CPS throughout the year. This service will also include coordinating, staffing, and the overall supervision of the camp operation under the direction of CPS. This contract is funded by CPS' Revenue Generating Programs. CY19 \$59,462. | RFP | \$ 100,000.00 * |
| 9 | Innovative Risk Solutions; Brown & Brown; Acrisure; Meeker Sharkey & Hurley; Doyle Alliance Group; CBIZ Employee Benefits | Employee Benefits Consultancy Services, RFQ No. 04-2020 / This is a one year contract with an option for a 2nd year renewal for pre-qualified firms to provide consulting services for health related insurance coverage to include medical, prescription, dental and/or short-term disability. These contracts will be funded by the Human Resources Budget. | RFQ | |

* Estimated expense based on historical data

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month of September totaled \$2,075,053.36. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held November 12, 2019.

November 19, 2019: Interim Vice President, Teresa Manfreda



BOARD OF TRUSTEES

General Executive
Administration
Human Resources
Finance & Facilities
Health & Safety

4.1 *Financial Reporting*

**For the month ending September 30, 2019
Presented November 12, 2019**

November 19, 2019: Interim Vice President Finance & Operations: Teresa Manfreda

Brookdale Community College
Current Year vs Prior Year
For the month ending September 30, 2019

| | 09/30/19 | 09/30/18 | Change | % Change |
|---|----------------------|----------------------|---------------------|--------------|
| Operating revenue | | | | |
| State of New Jersey | \$ 2,590,616 | \$ 2,587,716 | \$ 2,900 | 0.1% |
| County of Monmouth | 5,006,755 | 5,006,755 | - | 0.0% |
| Student Tuition | 19,156,202 | 19,107,488 | 48,714 | 0.3% |
| Fees | 4,096,275 | 3,794,835 | 301,440 | 7.9% |
| Continuing & Prof Studies | 1,401,847 | 1,433,001 | (31,154) | -2.2% |
| Miscellaneous | 205,647 | 190,044 | 15,603 | 8.2% |
| | <u>\$ 32,457,342</u> | <u>\$ 32,119,839</u> | <u>\$ 337,503</u> | <u>1.1%</u> |
| Operating expenditures | | | | |
| Learning Division | 3,960,606 | 3,816,590 | (144,016) | -3.8% |
| Benefits | 3,509,009 | 3,520,484 | 11,475 | 0.3% |
| Finance & Operations | 2,857,594 | 2,810,781 | (46,813) | -1.7% |
| Student Success Div | 1,184,430 | 1,384,866 | 200,436 | 14.5% |
| General Expenses | 1,381,281 | 1,355,867 | (25,414) | -1.9% |
| Continuing & Prof. Serv. | 822,346 | 756,067 | (66,279) | -8.8% |
| Utilities | 460,508 | 447,273 | (13,235) | -3.0% |
| Human Resources & Safety | 540,782 | 609,264 | 68,482 | 11.2% |
| Planning & Inst. Effectiveness | 108,394 | 123,475 | 15,081 | 12.2% |
| President & BOT | 149,278 | 124,495 | (24,783) | -19.9% |
| Advancement Div | 315,349 | 266,342 | (49,007) | -18.4% |
| | <u>\$ 15,289,578</u> | <u>\$ 15,215,504</u> | <u>\$ (74,074)</u> | <u>-0.5%</u> |
| Net Income - Operating only | <u>\$ 17,167,764</u> | <u>\$ 16,904,335</u> | <u>\$ 263,429</u> | |
| Auxiliary | | | | |
| Receipts | \$ 275,225 | \$ 530,685 | \$ (255,460) | |
| Disbursements | 356,116 | 355,880 | (236) | |
| Profit/ (Loss) - Auxiliary | <u>\$ (80,891)</u> | <u>\$ 174,805</u> | <u>\$ (255,696)</u> | |
| Capital revenue | | | | |
| Capital Improvement Plan Fee | \$ 181,790 | 172,932 | 8,858 | |
| Student Life Center | 544,163 | 522,288 | 21,875 | |
| Capital Reserve | 181,789 | 174,097 | 7,692 | |
| Technology Fee | 1,085,917 | 1,044,577 | 41,340 | |
| Risk management | - | 16,683 | (16,683) | |
| ELF | 24,696 | - | 24,696 | |
| Chapter 12 | 1,382,048 | 593,863 | 788,185 | |
| | <u>\$ 3,400,403</u> | <u>\$ 2,524,440</u> | <u>\$ 875,963</u> | |
| Capital expenses | | | | |
| Minor capital | \$ 4,660 | \$ 41,714 | \$ (37,054) | |
| Technology | 126,249 | - | 126,249 | |
| Risk management | 7,525 | 27,146 | (19,621) | |
| Chapter 12 | 1,382,048 | 591,728 | 790,320 | |
| ELF | 193,677 | - | 193,677 | |
| Interest | 104,280 | 500 | 103,780 | |
| | <u>\$ 1,818,439</u> | <u>\$ 661,088</u> | <u>\$ 1,157,351</u> | |
| Net income Capital only | <u>\$ 1,581,964</u> | <u>\$ 1,863,352</u> | <u>\$ (281,388)</u> | |
| Increase (decrease) from prior year Operating/Auxiliary/Capital | | | <u>\$ (273,655)</u> | |

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

| | FY17 | FY18 | FY19 | FY20 |
|------------------|-----------------|-----------------|-----------------|------------------|
| July | \$ 3,924,507.00 | \$ 8,467,104.38 | \$ 7,558,721.38 | \$ 10,694,336.61 |
| August | 5,257,967.16 | 10,794,724.59 | 13,791,437.47 | 16,751,087.53 |
| September | 14,230,855.98 | 8,116,282.16 | 17,135,494.98 | 13,041,992.34 |
| October | 10,034,966.35 | 12,704,404.96 | 14,911,885.92 | |
| November | 5,881,692.09 | 12,851,711.00 | 13,655,458.27 | |
| December | 5,813,306.39 | 9,253,180.00 | 10,237,929.92 | |
| January | 10,936,117.45 | 13,533,588.30 | 17,083,793.40 | |
| February | 12,352,432.38 | 12,149,359.50 | 21,768,631.56 | |
| March | 7,804,144.44 | 10,721,561.17 | 20,122,253.27 | |
| April | 7,677,357.19 | 12,993,416.87 | 17,790,854.81 | |
| May | 7,240,211.55 | 12,510,624.36 | 16,672,952.29 | |
| June | 5,718,427.39 | 10,477,369.61 | 14,116,437.62 | |

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.

Cash decreased \$4,093,502.64 from prior year.

| Net Position | 6/30/2017 | 6/30/2018 |
|---------------------|------------------|------------------|
| \$ | 888,304 | \$ 3,321,162 |

* \$3,321,162 (FY18's ending net position) has been transferred to a separate general account in October 2019.

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) CVA & LAH CHILLER REPLACEMENTS

Preferred Mechanical, Inc. was awarded a contract in the amount of \$1,225,000. The project is substantially complete and both chillers are currently operational. Trane has completed manufacture of the sound attenuation panels that our office has approved. The sound attenuation add on package and the contractor has installed the package during the week of October 28. Once the work is completed and inspected, we will close out the project.

2) 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 Willdan Energy Solutions, Edison, NJ in the amount of \$1,175,880 at their January 29, 2019 meeting. Installation of lighting is substantially complete, but punch list items remain. Upon completion of the punch list final payment documents will be prepared. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project. T&M held a meeting with the Clean Energy Program to review progress for reimbursement and we are working with the program to provide necessary documentation.

3) LED LIGHTING FOR CVA AND CLC BUILDING

LED lighting specifications were completed utilizing the Local Government Energy Audit (LGEA) reports, advertised, bid and awarded at the July 16 F&F/BOT meeting to Willdan Energy Solutions in the amount of \$121,644.00. Work has commenced on the CVA building and CLC is scheduled for next week.

4) MAN, LIB, CAR SANITARY SEWER EJECTOR PUMPS

The project for the replacement of the sanitary sewer ejector pumps at MAN, LIB and CAR was awarded at the BOT on September 24, 2019 Longo Mechanical in the amount of \$133,365.00 with anticipated construction during the holiday break. A pre-construction conference was held on October 31.

5) ATHLETIC FIELDS/LINCROFT CAMPUS

A project to reconstruct the baseball and softball field as well as rehabilitate the soccer field was awarded to Precise Construction in the amount of \$2,335,609.75 The project will provide for the installation of subsurface drainage and irrigation system, replacing dugouts and bleachers and leveling of the fields. It is anticipated that work will be completed for sod installation in late winter 2020. The Contractor has mobilized to the job and demolition is underway.

6) FIRE ALARM PANEL NETWORKING

T&M was authorized to prepare plans and specifications for the networking of the fire alarm panels at the Lincroft Campus. The overall project consists of the installation of a single mode fiber to network all fire panels, plus modifications at each panel to support the networking via fiber. The fiber will be installed via state contract. The bid opening took place on October 15, 2019 and award was made at the BOT on October 29 to Fire Securities Technologies, Inc in the amount of \$120,000.00. The fiber optic work was procured through state contract in the amount of \$99,735.25

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

through NetQ and that was also awarded at the October 29 BOT meeting. Work is scheduled for winter break. NetQ has scheduled a walk through for the week of November 11, 2019.

7) LIFE SAFETY AND ADDITIONAL LIGHTING

T&M has been contracted to prepare specifications for the replacement of the battery back-ups and to provide additional lighting efficiencies. The bid opening is scheduled for November 8, 2019 with award to be considered at the November 19, 2019 BOT .

8) SALT STORAGE BUILDING

The college is required to provide a permanent salt storage facility in order to comply with NJDEP regulations and our office has evaluated options to comply with the regulations. The BOT approved procuring the fabric structure through Sourcewell Cooperative at a cost of \$144,015.85 from Clear Span for a 35 by 30 fully enclosed salt storage building. T&M has completed plans and specifications for providing the concrete pad for the structure and the bid opening is scheduled for November 8, 2019 with award to be considered at the November 19, 2019 BOT.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) PARTIAL ROOFING REPLACEMENT AND REPAIR

FVHD prepared plans and specifications for PAC, CAR, CVA and LAH building roof replacement and repair, as well as the mechanical wells located on the roof of the MAC building. Integrity Roofing was awarded the contract at the June 25 BOT meeting in the amount of \$796,340.00. Construction is complete at CAR and CVA and the contractor is awaiting screen panel delivery. Punchlist walk through is scheduled for the November 21, 2019.

2) ADA DOOR REPLACEMENTS/LINCROFT CAMPUS

SSP Architects was awarded a contract for the design and construction administration for replacement of ADA doors on campus. Automatic Door Systems, Inc. was awarded the project at the F&F/BOT on August 20. A preconstruction walkthrough was held on September 26 and a coordination meeting is scheduled for October 16. Work is scheduled to begin in the third week of November.

3) ATEC RETAINING WALL

EI Associates was contracted to investigate and design remedial repairs to the ATEC retaining wall which has experienced erosion after heavy rains. The storm lines were televised on June 3rd and 4th revealing substantial root infiltration. EI completed the design and the project was bid on June 14, 2019. No bids were received on the bid opening date of July 9, 2019. Brookdale is reaching out to plan holders to ascertain why they did not bid. The tree that has impacted the wall will be removed by Monmouth County. The project will be rebid in January 2020 for construction in March/April.

4) SIDEWALKS & CURB REPLACEMENT/LINCROFT & FREEHOLD CAMPUSES

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

At various locations throughout the Lincroft and Freehold Campuses, sections of curb and sidewalk have deteriorated to the point where replacements are warranted. Mott McDonald designed a program for the replacement of approximately 3,900 LF of concrete curb and 2,600 SY of concrete sidewalk at the Lincroft Campus. An alternate bid for work at the Freehold Campus is also included. The project was awarded at the July 16 F&F/BOT meeting to AJR Masonry, LLC in the amount of \$398,134.00. Construction is substantially complete at the Lincroft Campus and Freehold Campus. The balance of the work will be completed in the spring of 2020.

5) MASSAGE THERAPY RELOCATION

Massage Therapy is being relocated to the lower level of the CAR building and USA Architects has been awarded a contract to redesign the space for this use. The bid opening was held on October 15 and the apparent low bidder is Shorelands, Inc., in the amount of \$85,000.00. The award was approved at the BOT on October 29, 2019.

6) ATeC FOLDING DOOR

The replacement of the room partitioning door at the ATeC building was awarded at the BOT meeting on September 24 in the amount of \$23,450.00 to Tri-State Folding Partitions, Inc. Final walk through schedule for October 16 and work will be completed over the holiday break.

7) ROOF REPAIRS – PHASE 3

FVHD is currently scoping roof repairs to pitched roofs, including gutters and flashing repairs as necessary.

8) ADA AND MISCELLANEOUS DOOR REPLACEMENT

SSP has submitted their proposal for Phase II the ADA Doors and other exterior doors for BOT approval at November meeting. Once approved, they will begin the construction documents. College anticipates the bid opening for February with start of project in March.

2) DESIGN/STUDIES/REPORTS

1. FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

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

2. NEW ACADEMIC BUILDING-WALL CAMPUS

Due to noise complaints, related to the chiller that faces adjoining residents, the architect (Spiezle Design Group) has evaluated options for reducing the noise level and after review by an acoustical

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

engineering firm Spiezle designed a panel system to surround the chiller. The project was bid on October 15 and the apparent low bidder was Shorelands, Inc, in the amount of \$92,000.00. The award was approved at the BOT on October 29.

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

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

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

Raymond W. Savacool, P.E.
Engineer of Record

G:\Projects\BRCC\G2001\Calculations & Reports\11-05-19 PROJECT STATUS REPORT.docx

SUBJECT: Adoption of Administrative Association
Settlement Agreement

DATE: November 19, 2019

CATEGORY: Human Resources

ITEM & FILE #: 3.3

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution Adopting 2019-22
Administrative Association
Settlement Agreement &
Memorandum of
Agreement

BACKGROUND:

In accordance with current collective bargaining agreement (CBA) language, the College entered into negotiations with the Administrative Association for a successor agreement in February, 2019. The current CBA expired on June 30, 2019. After numerous negotiating sessions, the Administrative Association and the Management teams came to a tentative agreement on, October 10, 2019, subject to ratification.

The membership of the Administrative Association ratified the proposed contract with the College November 5, 2019. A summary of the terms of the 2019-22 contract is attached. Board ratification of this Agreement is respectfully recommended.

RECOMMENDATION:

The President recommends that the Board of Trustees adopt the resolution approving the provisions of the Agreement between the Administrative Association and Brookdale Community College, as proposed.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: November 19, 2019

EFFECTIVE DATE: As Indicated

November 19, 2019: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi

RESOLUTION

WHEREAS, the Brookdale Community College Administrative Association is the exclusive representative for collective negotiations on behalf of the administration; and

WHEREAS, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Administrative Association covering terms and conditions of employment expired on June 30, 2019; and

WHEREAS, both the College and the Association identified provisions in the contractual Agreement which required revision; and

WHEREAS, a Memorandum of Agreement has been signed by both parties, subject to ratification by the Association and the Board of Trustees; and

WHEREAS, the Administrative Association ratified the Agreement on November 5, 2019; and

WHEREAS, Labor Counsel and the President recommend approval of the proposed Agreement, approved by the Brookdale Community College Administrative Association; and

WHEREAS, the Board of Trustees of Brookdale Community College considers the Agreement reasonable and proper and that the recommendation of Labor Counsel and the President be accepted;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the attached Memorandum of Agreement is hereby approved.

BE IT FURTHER RESOLVED that the proper Officers of the College are authorized to execute this Agreement, signed on November 1, 2019, on behalf of the Board of Trustees of Brookdale Community College.

**Memorandum of Agreement
Administrative Association Contract**

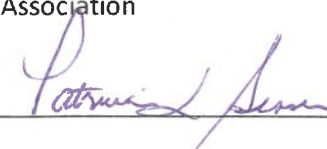
July 1, 2019 to June 30, 2022

1. Cover page, Preamble, Article XVIII and any other reference in contract - Contract period – **July 1, 2019 to June 30, 2022.**
2. Article XVI - Add: **Adjusted salaries shall be rounded to the nearest dollar.**
General wage increases:
 Yr 1 - \$1650
 Yr 2 - \$1900
 Yr 3 - \$2000
Minimums and maximums to increase 80% of the general wage increases in each year of the contract.
3. Insert after Article I.A, renumber provisions of the Article that follow: **Grant funded employees must comply with the terms of the specific grant under which they are employed.**
4. Article III C. "which" is replaced by "**when.**"
5. Article III G. – omit "appropriate vice."
6. Article VI A.1. In the second sentence, "fully funded by" is replaced by "**dependent on.**"
At the end of this provision, add: "**All grant funded positions must comply with the terms of the specific grant.**"
7. Article VI B.1. Revise to read: "Recommendations for non-renewal by the appropriate Officer of the College to the President with a copy to the employee will be completed by December 15, **except that an administrator on a multi-year contract shall receive notice in accordance with statute, currently one year prior to the expiration of the employee's multi-year contract.** Failure of the College to send such notice by December 15, **or in accordance with statute in the case of a multi-year contract,** shall be construed as an offer of contract. Administrators whose positions are fully funded by external grants have no expectation of continued employment beyond the expiration of the budget that funds the incumbent's position. If a grant expires without renewal, employment will terminate at the end of the budget cycle with or without notice by December 15.
8. Article VIII B. 1. And B. 2 - Representation Fee - omitted
9. Article IX C. 5 Request for Arbitration. First sentence revised to read: "If the aggrieved person is not satisfied with the disposition of the grievance at Step Three (President's level), or if no decision has been rendered within five (5) working days after the grievance was delivered, he/she may request in writing, **within 15 working days of the Step Three response or deadline for a response,** that the Association submit its grievance to arbitration.
10. Article X B. Tuition Reimbursement. Add below the examples: **Such payments shall be made first by reducing any monies owed to the employee at the time of separation. If additional monies are owed by the employee from tuition reimbursement, payment shall be made within twelve (12) months following termination or separation from the College.**

11. Article X F.2. Sick Leave. Add a sentence to end of provision: **"An administrator must provide reasonable notice to his/her direct supervisor."**
12. Article X.F.6.c. Child Rearing: Revise first sentence to read: "A full-time Administrator who has completed one year of continuous service shall be entitled to child rearing leave of up to one year with pay through the expiration of **eligible** accrued leave and without pay thereafter in combination with short-term disability or adoption."
13. Article XI A. – Mileage and Meals: Add last sentence to A. to read: "Reimbursement shall be for miles in excess of the distance from home to work."
14. Article XII – B. Change "Work-Week" to "Workweek" and capitalize "P" in "plan":
Voluntary Compressed Workweek Plan"
15. Article XII B.6. Change "amount" to **"number."**
16. Article XV – Part-Time Employment. A. In third sentence, change "term" to **"semester."**
Add a sentence as next paragraph: **"This right must be exercised no less than 14 days before classes start except in the case of class cancellation for low enrollment or if displaced by a full-time faculty member."**
17. Article XV Add C. **Hourly Work Outside Primary Job - Whenever possible, hourly administrative work that can be done outside regular working hours will be posted before the positions are filled. Administrators who apply and are hired for such additional work will be paid the part-time hourly rate for the job's band level. At the time of the appointment, the employee will be notified of the number of hours per week and the anticipated end date. Extension of the assignment must be mutually agreed. The Association will be notified of all such appointments.**
18. Article XVI – Classification and Compensation. Add to A. "General Wage Increases.
Adjusted salaries shall be rounded to the nearest dollar."
19. Article XVII Add G: **Upon written request of the Association, the President shall have the authority to demand that any entity, acting without the expressed written consent of the Association, that publishes course examinations and other academic materials developed by administrative members during the course of employment with the College on its website, cease and desist that activity and remove all course material from said website.**
20. Article XVIII Duration of Agreement – change dates in A from 2016-19 to **2019-22** and change date in Witness section
21. Article III G. "Exceeds Expectations" or **"rated as 'Extraordinary' or 'Outstanding.'"**
22. The College will establish a Regulation for stipend eligibility, which will be shared with BCCAA leadership for review and discussion before final approval.


For the Association


Date


For the College


Date

10/23/19

SUBJECT: Adoption of Professional Staff Association
Settlement Agreement

DATE: November 19, 2019

CATEGORY: Human Resources

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution Adopting 2019-22
Professional Staff Association
Settlement Agreement &
Memorandum of
Agreement

BACKGROUND:

In accordance with current collective bargaining agreement (CBA) language, the College entered into negotiations with the Professional Staff Association for a successor agreement in March, 2019. The current CBA expired on June 30, 2019. After numerous negotiating sessions, the Professional Staff Association and the Management teams came to a tentative agreement on, October 10, 2019, subject to ratification.

The membership of the Professional Staff Association ratified the proposed contract with the College November 5, 2019. A summary of the terms of the 2019-22 contract is attached. Board ratification of this Agreement is respectfully recommended.

RECOMMENDATION:

The President recommends that the Board of Trustees adopt the resolution approving the provisions of the Agreement between the Professional Staff Association and Brookdale Community College, as proposed.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: November 19, 2019

EFFECTIVE DATE: As Indicated

November 19, 2019: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi

RESOLUTION

WHEREAS, the Brookdale Community College Professional Staff Association is the exclusive representative for collective negotiations on behalf of the administration; and

WHEREAS, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Professional Staff Association covering terms and conditions of employment expired on June 30, 2019; and

WHEREAS, both the College and the Association identified provisions in the contractual Agreement which required revision; and

WHEREAS, a Memorandum of Agreement has been signed by both parties, subject to ratification by the Association and the Board of Trustees; and

WHEREAS, the Professional Staff Association ratified the Agreement on November 5, 2019; and

WHEREAS, Labor Counsel and the President recommend approval of the proposed Agreement, approved by the Brookdale Community College Professional Staff Association; and

WHEREAS, the Board of Trustees of Brookdale Community College considers the Agreement reasonable and proper and that the recommendation of Labor Counsel and the President be accepted;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the attached Memorandum of Agreement is hereby approved.


BE IT FURTHER RESOLVED that the proper Officers of the College are authorized to execute this Agreement, signed on November 1, 2019, on behalf of the Board of Trustees of Brookdale Community College.

Memorandum of Agreement
Professional Staff Association Contract
July 1, 2019 to June 30, 2022

1. Cover page, Preamble, 19.3, 23.1 and any other reference in contract - Contract period – July 1, 2019 to June 30, 2022.
2. 20.1 - Revise first sentence to add **"and the full-time 10 month employee"** after **"the full-time."**
Replace the chart with the following:
July 1, 2019 to June 30, 2020 - \$1200, **retro to July 1, 2019**
July 1, 2020 to June 30, 2021 - \$1350
July 1, 2021 to June 30, 2022 - \$1450
Minimums and maximums to increase by 80% of the general wage increases in each year of the contract.
3. Insert after Article 1.1, renumber provisions of the Article that follow: **"Grant funded employees must comply with the terms of the specific grant under which they are employed."**
4. Add new Article 4.7, renumber provision of the Article that follow - **"All September 1 – June 30 ten (10) month employees who work 37.5 hours per week shall be considered full-time 10-month regular employees of the College."**
5. In 4.14.F and 4.15.B. Change **"amount"** to **"number."**
6. 8.4. A. Revise to read: **"If an employee is granted a reclassification pursuant to this Article, any salary increase shall be retroactive to the pay period following the date that the employee filed the request for reclassification."**
7. Article 10.2 Add **"employee"** after **"temporary."**
8. Add new 10.3 are renumber remaining provisions. New 10.3: All September 1 – June 30 ten (10) month employees who work 37.5 hours per week are considered full-time regular employees.
9. 14.2 add to the end of the provision: **"Such payments shall be made first by reducing any monies owed to the employee at the time of separation. If additional monies are owed by the employee from tuition reimbursement, payment shall be made within twelve (12) months following termination or separation from the College."**
10. 14.7.E and 14.7.L: Change the title **"EVP, Educational Services"** to **"Vice President for Learning"**
11. Eliminate 19.7.
12. 20.2 – Add after last sentence: **(See 20.3 below for FY19-22.)**
13. Add 20.3: For the July 1, 2019 to June 30, 2022 Agreement only, the general wage increases and longevity payments shall not be prorated for FT10 month or part-time employees. (Leave time accruals shall continue to be prorated.)
14. Add 20.4: **"Hourly Positions Outside Primary Job - Whenever possible, hourly support staff positions that can be done outside regular working hours will be posted before the positions are filled. Support staff members who apply and are hired for such additional positions will be paid the part-time hourly rate for the job's band level. This provision shall not apply to overtime assignments or to summer work in the ten (10) month employee's primary position."**

At the time of the appointment, the employee will be notified of the number of hours of work per week and the anticipated end date. Extensions of the assignment must be mutually agreed. The Association will be notified of all such appointments."

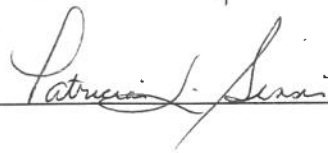
For the Association:



Date:



For the College:



Date:



Brookdale Community College College Policy

6.3000 Student Conduct

I. Title of Policy

Student Conduct

II. Objective of Policy

To communicate expectations in terms of student conduct while on campus, at regional locations and at College sponsored events, activities and functions.

III. Authority

N.J.S.A. 18A:64A-12

Bylaws 1.2050 and 1.3054

IV. Policy Statement

~~At Brookdale Community College (“College”), freedom with responsibility is the prevailing principle of student life and conduct.~~

At Brookdale Community College (“College”), a safe and effective learning environment is paramount to our students’ success. Therefore, the College shall develop appropriate rules to help ensure responsible student behavior and procedures that ensure due process to address student actions that violate the College’s established expectations.

As an educational institution, the College upholds the freedom to learn, to inquire, to dissent, to speak freely and to be heard, and to assemble and protest peacefully. The responsible enjoyment and exercise of these freedoms means respect for the rights of all and cannot permit infringement upon the rights of others or interference with the peaceful and lawful use and enjoyment of College resources.

While the specific expectations and procedures are outlined in the College’s Student Code of Conduct (6.3000R) Accordingly, the following general statements shall prevail relative to student conduct:

1. All students shall conduct themselves at the College or at College sponsored activities in a manner that does not disrupt or obstruct College operations or functions or infringe upon, or interfere with, the lawful exercise of the rights and freedoms of others.

Submitted for Lodging: Board of Trustees Public Business Meeting – November 19, 2019

The President is authorized to employ the process of the criminal and civil law to terminate any campus disruption and to restore College functions and in an effort to prevent injury to persons or property.

2. All Brookdale students must assume responsibility for their own conduct. Therefore, the President shall have the power to suspend or expel any student violating this ~~policy~~ Policy under procedures consistent with due process. Any violation of this policy constituting a criminal act, in addition to suspension or expulsion, may result in criminal prosecution at the discretion of the President. In the event the College believes that an act implicates possible criminal wrongdoing, the College shall report same to the appropriate legal authority.

The President is responsible for administering this ~~policy~~ Policy within the framework of the foregoing principles and shall develop appropriate ~~administrative~~ regulations Regulations and administrative procedures to assure its implementation.

V. Responsibility for Implementation

President

Approved: 10/29/69

Revised: 7/12/01

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. Lauren Deinhardt | <u>Governance (5)</u> Ms. Suzanne Brennan, Chair Ms. Madeline Ferraro Ms. Marta Rambaud Mr. Dan Becht Ms. Latonya Brennan | <u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Mr. Paul Crupi Mr. Dan Becht Vacant |
| Committees Meeting on as needed basis | <u>Private Public Partnership – Ad-Hoc</u> Ms. Suzanne Brennan Ms. Barbara Horl Ms. Lauren Deinhardt | | |
| 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 11/08/19 v8

| 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 CANCELLED | August 20 6:45PM | | | August 20 5:30 PM | | August 5 5 PM | |
| Tuesday, September 24 Lincroft, SLC, Navesink I & II | September 17 5:15 PM | Sept. 16 5:30 PM | Sept. 9 5:30 PM | Sept. 17 5:30 PM | Sept. 10 6 PM | | |
| Tuesday, October 29 Brookdale at Freehold, 103 & 104 | October 22 5:15 PM | | | October 22 5:30 PM | | October 7 4 PM | |
| Tuesday, November 19 Lincroft, SLC, Navesink I & II | November 12 5:15 PM | Nov. 13 5:30 PM | Nov. 11 5:30 PM | Nov. 12 5:30 PM | | | |
| Tuesday, December 17 Brookdale at Hazlet, Rms 102 & 103 | December 11 5:15 PM | | | Dec. 11 5:30 PM | December 3 6 PM | December 2 4 PM | |

| Human Resources is a Committee of the whole; v3 – changed Audit March 4 start time; v4 – August meeting location; v5 – time of executive sessions ; v6 – Sept. – SS&EE