



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, September 24, 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. Approval of Partnership with Ray Catena - Chair Abby-White
- V. President's Report - Dr. Stout
 - A. Ray Catena Partnership
 - B. Marketing - Rebranding - Splendor
 - C. Rockit - Bruce Gallipani, Executive Director
 - D. Update Academic Master Plan - Dr. Reed
- VI. Review of Consent Agenda - Chair Abby-White

**Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*

 - A. Adoption of Consent Agenda - Chair Abby-White
- VII. Public Comment on Agenda Items - Chair Abby-White
- VIII. Approval of Public Business Meeting Minutes - Chair Abby-White
 - A. Approval of Public Business Meeting Minutes - July 23, 2019 - Chair Abby-White
 - B. Approval of Executive Session Minutes - July 23, 2019 - Chair Abby-White
- IX. Consent Agenda - Chair Abby-White - 5 minutes
 - A. Human Resources Recommendations
 - B. Acceptance of Grants
 - 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
 - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - E. Monthly Financial Dashboards
 - F. Academic Calendars
- X. Authorization to Exercise the Lease of Space at Brookdale to Rutgers, the State University of

New Jersey - Chair Abby-White

- XI. Lodging of Revised Policies - Chair Abby-White
 - A. 2.9000 Acceptable Use of Computer Network, Resources & Facilities
 - B. 4.1005 Grants & and Special Projects
 - C. 4.1006 Standards for Auditing & Accounting
 - D. 5.0018 Student Produced College Media
 - E. 6.4000 Student Activities
- XII. Public Comment - Chair Abby-White
- XIII. Old/New Business - Chair Abby-White
- XIV. Resolution to Hold a Closed Meeting - Chair Abby-White
- XV. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XVI. Adjournment - Chair Abby-White
- XVII. Appendix - Board Materials

4.4 *Authorization to Exercise the Memorandum of Understanding (MOU) with Ray Catena Motor Corp.,/Ray Catena Auto Group (Ray Catena)*

Brookdale Community College (Brookdale) and Ray Catena have entered into a MOU, which provides the opportunity for students to participate in an Automotive Technician Career Program. Ray Catena and Brookdale are guided by similar visions, missions, and values with respect to the commitment in providing educational services and training programs designed to enable students, as technicians, to succeed in the automotive industry. As a partner in this Program, Brookdale will provide state-of-the-art facilities and a rigorous AAS in Automotive Technology curriculum designed to develop automotive skills and knowledge. Students who successfully complete Brookdale's educational program are eligible to apply for job placement post-graduation with a nationally recognized auto group who is willing to provide tuition reimbursement, a new hire bonus, and other valuable workplace incentives to successful students.

Students who are enrolled in Brookdale's Automotive Technology program for one academic year and earn a minimum 3.0 GPA are eligible to apply for a paid internship with Ray Catena, which will occur during the summer between year one and two with a starting rate of pay for part-time work at \$12-13 per hour, dependent on skill level. Students with an AAS in Automotive Technology and minimum GPA of 3.0 who are selected for full-time employment with Ray Catena within one year of graduation will receive reimbursement of up to \$10,500 of their tuition and fees, \$5,400 in tools, and a \$12,000 employment bonus.

Therefore, the Board of Trustees authorize the College to enter into this MOU and partner with Ray Catena pursuant to the terms and conditions of the arrangement.

This report was reviewed by the Student Success and Educational Excellence Committee of the Board of Trustees at a meeting held September 9, 2019.

September 24, 2019: Vice President Learning, Dr. Matthew Reed

RESOLUTION

WHEREAS, it is inherent with the College's Philosophy and Mission to provide the Monmouth County Community with maximum access to quality educational programs and services; and

WHEREAS, Brookdale Community College has maintained an Automotive Technologies curriculum and AAS Degree Program and;

WHEREAS, the College entered into a two year Memorandum of Understanding with Ray Catena Motor Car Corp./Ray Catena Auto Group, and;

WHEREAS, the current curriculum and degree program have proven satisfactory in terms of access and opportunity; and

WHEREAS, the general conditions for entering into the current MOU has been reviewed by College Counsel and the Student Success and Educational Excellence Committee of the Board of Trustees; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Memorandum of Understanding for the period commencing September 1, 2019 through August 31, 2021, as indicated has been reviewed and has been approved.

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

July 23, 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:

On July 17, 2019 at 2 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.

Please take note, the meeting location was changed due to the campus closure. Signs were placed at the original location, the Brookdale website was updated, a college broadcast email was sent to all employees, and an announcement was made by Brookdale Public Radio providing the new location.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed*
	Mr. Dan Becht, Trustee	Dr. Yesenia Madas Dr. Nancy Kegelman*
	Ms. Latonya Brennan*	Ms. Joan Scocco
	Ms. Suzanne Brennan, Vice-Chair*	Ms. Patricia Sensi*
	Dr. Hank Cram, Trustee	Mr. Ed Johnson
	Ms. Lauren Deinhardt, Trustee	Ms. Kathy Kamatani
	Ms. Madeline Ferraro, Trustee* (5:40 PM)	
	Ms. Barbara Horl, Trustee* (5:40 PM)	
	Mr. Bret Kaufmann, Trustee	
	Dr. David M. Stout, Secretary	
	Ms. Marta Rambaud, Trustee*(5:40 PM)	
	Dr. Les Richens, Trustee (excused at 6:05 PM)	
Absent	Mr. Paul Crupi, Trustee	Ms. Cynthia Gruskos, Recorder

College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	Mr. Michael Regan, T & M Associates, Engineer of Record
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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 Becht.</p> <p>Motion passed unanimously.</p>	
<p>Swearing in of Trustee Lauren Deinhardt</p> <p>Former Graduate Trustee Victoria Cattelona performed the swearing in ceremony of new Graduate Trustee Lauren Deinhardt. Victoria began a new tradition, and gave Lauren a notebook with advice and instructions for her to pass down to the next Graduate Trustee.</p>		
<p>President's Report</p> <p>Dr. Stout thanked Wall Township for making the accommodations to allow us to use their meeting room tonight to hold our Board meeting. The presentations scheduled for this evening were postponed due to the issues related to the storm. He thanked Victoria for her time and the newly created tradition she began and welcomed Lauren as the new Graduate Trustee.</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 Richens and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Reports from Board Committees and Liaisons A. Finance & Facilities Committee – <ol style="list-style-type: none"> 1. Monthly Financial Reporting – Trustee Kaufmann reported on the meeting held on July 16, as a Special Board of Trustees meeting to approve Chapter 12 projects which were time sensitive. He reported that based on the financial reporting ending on May 31, 2019, revenue and expenses are as projected. They spent a majority of the meeting discussing the 28 ongoing Chapter 12 projects and he was pleased with the significant progress on these projects. 2. Update on Capital Projects – Mr. Savacool, T & M Associates –provided updates on his report dated July 10, 2019. B. BCC Foundation – Dr. Stout provided an update on behalf of the Foundation. He provided information on the upcoming mini-retreat, the monitoring of investments by the Foundation Finance Committee, alumni association fundraising efforts and the upcoming Golf Outing. (Full Report – Attachment A) C. Private Public Partnership Committee – Chair Abby-White announced that there is a need for a committee Chair since Trustee Cattelona’s term has expired. She shared that one of the Committee’s goals is to create 2 educational partnerships and provided information on the most recent partnership development with Ray Catena Auto Group.		
Public Comment on Agenda Items – Jack Ryan – Faculty - commented on our fiscal stability. In addition, he urged the Board to encourage transparency through technology, specifically having the recording of the meetings on the website and the board materials accessible 24 hours prior to the Board meetings.		
Approval of Public Business Meeting Minutes – June 25, 2019	A motion to approve the minutes from the public business meeting held on June 25, 2019 was made by Trustee Richens and seconded by Trustee Kaufmann. Motion passed. ABSTENTIONS: Trustees Becht and Deinhardt A motion to approve the	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Executive Session Minutes – June 25, 2019	<p>executive session minutes from the meeting held on June 25, 2019 was made by Trustee Richens and seconded by Trustee Cram.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Becht and Deinhardt</p>	
Approval of Special Public Business Meeting Minutes – July 16, 2019, Finance & Facilities	<p>A motion to approve the minutes for the Special Public Meeting held on July 16, 2019 was made by Trustee Richens and seconded by Trustee Kaufmann.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Becht</p>	
Consent Agenda <ul style="list-style-type: none"> A. Human Resources Recommendations- B. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 - C. Open Invoice Payment Requests for Vendor, Student and Employee Payments - D. Monthly Financial Reports- 	<p>A motion to approve the consent agenda was made by Trustee Becht and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Ferraro, Deinhardt, Horl, Kaufmann, Rambdaud, 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 Revised By-Laws	<p>A motion to approve the revised By-Laws was made by Trustee Becht and seconded by Trustee Kaufmann.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Ferraro, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Revised Board of Trustees Calendar	<p>A motion to cancel the August 25 Public Business Meeting was made by Trustee Becht and seconded by Trustee Cram.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Mr. Jacobs read the public comment statement.</p> <p>David Vadon - Middletown - shared his disappointment that his daughter Meghan who has intellectual disabilities was not accepted into the Keep Achieving (Kach) at Brookdale program due to the limit of 6 students each year. He urged the Board to expand this program to allow more students to participate in this program.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Dr. Stout responded that he has been exploring opportunities with the Executive Director of ARC to come up with ideas on how to expand the program to allow more students to participate.		
Old/New Business Chair Abby-White announced the start time of the August 20 Executive Committee meeting will be changed from 5:15 PM to 6:45 PM.		
Resolution to Hold a Closed Meeting <i>Attachment B</i>	A motion was made to approve by resolution to hold an executive session by Trustee Richens and seconded by Trustee Kaufmann. 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 Becht and seconded by Trustee Kaufmann. Motion passed unanimously.	
Adjournment Meeting adjourned at 6:45 PM	A motion to adjourn the meeting was made by Trustee Kaufmann and seconded by Trustee Becht. Motion passed unanimously.	

Attachment A – Minutes of Public Business Meeting – July 23, 2019
Brookdale Foundation and Brookdale Alumni Association Update July 2019

The Foundation will use the \$2,500 grant it received from the Jay and Linda Grunin Foundation to engage the services of Vicki Bixel, President of Semple-Bixel for a mini-retreat to work with the Board on enhancing its fundraising footprint. The date originally set for August 1 may be postponed until October since many Trustees are unavailable due to work and vacation schedules.

The Foundation Finance Committee met with representatives from Ocean First Bank and Wells Fargo to review year-to-date performances for the invested accounts. Ocean First through Addison Capital manages more than \$3.2 million split between the Library Endowment fund and the Scholarship Fund. Wells Fargo manages nearly \$2.8 million split between the POSEIDON Early College High School fund and the Scholarship fund. The investment objective for all accounts is moderate growth and income. The accounts are actively monitored and managed to insure that funding for projects and scholarships comes from proceeds/cash flow and not from principal.

The Brookdale Alumni Association worked with the Performing Arts Center (PAC) to coordinate acceptance of donation during the Shakespeare on the lawn performances in July. They collected a total of \$667 in cash, checks and through PayPal. The Alumni Association and the Foundation also funded commemorative t-shirts for the cast and crew comprised of current students and alumni in appreciation for their efforts.

A reminder that the 40th Annual Education Open Golf Outing is on September 26. The Foundation is looking for support in the form of sponsorships, golfers, auction donations and participation in the “Helicopter Ball Drop 50/50 raffle.” Invitation letters and brochures were mailed the end of June. The Foundation welcomes the support of the College Trustees.

The Foundation and the Alumni Association continue to work with Synde Kaufman to have the Helping Hands lounge up and running for the fall semester. Renovation work and installation of new furniture are next steps.

A call for nominations for Distinguished Alumni and Honorary Degree recipients will be posted in October in local media and on all social media platforms.

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 **July 23, 2019 at approximately 6:00 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: July 23, 2019



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



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



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



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



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



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

RESOLUTION
Approved: July 23, 2019

WHEREAS, the length of the Executive Session is estimated to be 45 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: July 23, 2019

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 21 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Faculty

1

Administrative

3

Support Staff

4

Adjuncts

11

B. Change of Status**Recommendations**

Administrative

1

C. Separations**Recommendations**

Administrative

1

A. HIRES**FACULTY**

1. Name: William Byrne
Department: Computer Science
Position: Assistant Professor
Salary: \$67,241, subject to current College contract negotiations
Effective: 9/1/19

FACULTY DEGREE SUMMARY

Masters

1

ADMINISTRATIVE

1. Name: Shelley Carlock
Department: Finance
Position: Manager, Finance & Grants
Salary: \$74,922, to be prorated accordingly, subject to current College contract negotiations
Effective: 9/3/19
2. Name: Lori Krane
Department: Continuing & Professional Studies
Position: Program Administrator, Adult Basic Education, full-time, grant-funded position
Salary: \$55,250, to be prorated accordingly, subject to current College contract negotiations
Effective: 9/3/19
3. Name: Jessica Mangold
Department: EOF Office
Position: Student Success Coach, full-time, grant-funded position
Salary: \$55,250, to be prorated accordingly, subject to current College contract negotiations
Effective: 9/3/19

SUPPORT STAFF

1. Name: Andrea Donahue
Department: Business & Social Science
Position: Senior Office Assistant
Salary: \$37,079 subject to current College contract negotiations
Effective: 9/3/19

2. Name: Gina Giannattasio
 Department: Payroll
 Position: Specialist, Payroll, pending final positive reference check
 Salary: \$40,455, subject to current College contract negotiations
 Effective: 9/16/19

3. Name: James Purcaro
 Department: Police
 Position: Security Guard, temporary, part-time 26 hrs/wk
 Salary: \$25,715, subject to current College contract negotiations
 Effective: 9/3/19, until further notice, but not later than 12/23/19

4. Name: Kevin Tyrrell
 Department: Police
 Position: Security Guard, temporary, part-time, 26 hrs/wk
 Salary: \$25,715, subject to current College contract negotiations
 Effective: 9/3/19, until further notice, but not later than 12/23/19

ADJUNCTS

1. Name: Andrew Ciraulo
 Department: History

2. Name: Jodi Gerstmann
 Department: English

3. Name: Eman Hassan
 Department: English

4. Name: T Thiel Hennessy
 Department: Nursing

5. Name: Lori Kraemer
 Department: Reading

6. Name: Maxymilian Levet
 Department: English

7. Name: Pattiann McMahon
 Department: Reading

8. Name: Tiffany Mellon Cantwell
Department: Nursing

9. Name: Tara Miliano
Department: English

10. Name: Carly Minniti
Department: Nursing

11. Name: Mark Raines
Department: English

ADJUNCT DEGREE SUMMARY

Masters

11

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Victoria Massa
Department: Account Receivable
Position: Acting Coordinator
Action: Change in status from N4 to acting A3 position
Effective: 8/16/19 until incumbent returns, but not later than 12/31/19

2. Name: Patricia Meyer
Department: Payroll
Position: Acting Payroll Administrator
Action: Extension of acting position
New Salary: No Change
Effective: 9/1/19 until incumbent returns, but not later than 9/13/19

C. SEPARATIONS

ADMINISTRATIVE

1. Name: Kimberly Heuser
Department: Registration
Position: Registrar
Action: Retirement
Effective: 8/31/19

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 40 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

	Recommendations
Faculty	1
Adjuncts	29
Coaches	1

B. Change of Status

	Recommendations
Administrative	5
Support Staff	1

C. Separations

	Recommendations
Support Staff	2
Police	1

A. HIRES**FACULTY**

1. Name: Sheila Duane
Department: English
Position: Instructor, temporary fall semester
Salary: \$28,416 prorated from an annual base of \$58,677, subject to current College contract negotiations
Effective: 9/1/19 – 12/21/19

ADJUNCTS

1. Name: Stephen Acquaviva
Department: Criminal Justice
2. Name: Jennifer Barnes
Department: Political Science
3. Name: Alan Caballero LaZare
Department: Fine Arts
4. Name: Rebecca Cavanaugh
Department: Political Science
5. Name: Colleen Curry
Department: English
6. Name: Alice DiCorcia
Department: Reading
7. Name: Phillip Dressner
Department: Computer Science
8. Name: Benjamin Doda
Department: Communication Media
9. Name: Joyceann Fileccia
Department: Languages
10. Name: Travis Fragale
Department: Psychology
11. Name: Vanesa Katz
Department: English

12. Name: Kimkyla Kritch
Department: Nursing
13. Name: Carly Kutsup
Department: Communication Media
14. Name: Lawrence Lichtenfeld
Department: English
15. Name: Susan Meeker-Paul
Department: Interior Design
16. Name: Victor Moruzzi
Department: Culinary
17. Name: James Ofeldt
Department: Environmental Science
18. Name: Kristin Paribello
Department: Art History
19. Name: Justin Pfeifer
Department: History
20. Name: Lauren Rabinowitz
Department: Digital Animation
21. Name: Mary Rademacher
Department: English at Early College High School
22. Name: William Roll
Department: Culinary
23. Name: Stephanie Santiago
Department: Fine Arts
24. Name: Frank Seichal
Department: Computer Science
25. Name: Leann Sitar
Department: Philosophy

26. Name: Carol Smith
Department: Languages
27. Name: Robin Smith
Department: Nursing
28. Name: Kevin Squires
Department: Computer Science
29. Name: Qingyan Zhao
Department: Languages/Chinese at Early College High School

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors	Associates
5	22	1	1

COACHES

1. Name: Jose Bastidas
Department: Athletics
Position: Assistant Coach, Men's Soccer
Compensation: \$3,150
Date: 9/1/19

B. CHANGE OF STATUS**ADMINISTRATIVE**

1. Name: Eleanor Glazewski
Department: Registration
Position: Interim Registrar
Action: Change in status from acting to interim assignment
New Salary: No change
Effective: 7/1/19 – until further notice, but not later than 12/31/19
2. Name: Elizabeth Kruijssen
Department: VP, Learning
Position: Director, Curriculum
Action: Change in status from A4 to A5 position through bona fide search
New Salary: \$74,922 prorated accordingly and subject to current College contract negotiations
Effective: 10/16/19

3. Name: Karen O'Neill
 Department: ABE/GED
 Position: Program Coordinator
 Action: Extension of grant-funded position
 New salary: No change
 Effective: 10/1/19 – 6/30/20 or end of assignment, whichever is earlier

4. Name: Suzanne Rauso
 Department: Enrollment Management
 Position: Director, Advising & One-Stop
 Action: Change in status from A3 to A5 position through bona fide search
 New Salary: \$74,922 prorated accordingly and subject to current College contract negotiations
 Effective: 10/16/19

5. Name: Kristin Worthley
 Department: Admissions
 Position: Associate Director, Admissions
 Action: Change in status from A3 to A4 position through bona fide search
 New Salary: \$66,226 prorated accordingly and subject to current College contract negotiations
 Effective: 10/1/19

SUPPORT STAFF

1. Name: Eunice Clark
 Department: Veteran's Center
 Position: Associate
 Action: Lateral transfer
 New Salary: No change
 Effective: 10/1/19

C. SEPARATIONS**SUPPORT STAFF**

1. Name: Michael Hargrave
 Department: Police
 Position: Security Guard
 Action: Retirement
 Effective: 12/31/19

2. Name: Paulette Walker
 Department: Testing Services
 Position: Senior Technician
 Action: Retirement
 Effective: 12/31/19

POLICE

1. Name: Craig Iacouzzi
 Department: Police
 Position: Senior Police Officer
 Action: Resignation
 Effective: 8/28/19

2.2 Acceptance of Grants
Executive Summary**A. New Jersey State Department of Education (NJDOE), Office of Career Readiness**

Program Title: Perkins Career and Technical Education
Short Title: Perkins

Goal/Purpose: Perkins funding 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.

Program Administrator: Matthew Reed, Vice President for Learning
Total \$ Award: \$699,841 – no college match
Date Awarded: July 29, 2019

B. Office of the Secretary of Higher Education

Program Title: Educational Opportunity Fund
Short Title: EOF

Goal/Purpose: EOF funding assists low-income New Jersey residents access higher education by offering supplemental financial aid and a wide array of campus-based outreach and support services for program students.

Program Administrator: Richard Morales-Wright, Director, EOF
Total \$ Award: \$696,138* – with a \$346,004 match from the college
Includes student financial aid and program support
Date Awarded: July 12, 2019

September 24, 2019: Director of Grants and Institutional Development, Laura Qaissaunee

C. New Jersey Department of Education – Office of Career Readiness

Program Title: Career and Technical Education (CTE) Certificate of Eligibility
Educator Preparation Program

Short Title: CTE-CEEP (Year 3 of 5)

Goal/Purpose: The purpose of the program is to train Career and Technical Education teachers entering the field of education from industry through a two-year, 400-hour alternate route teacher certification preparation program. The CTE-CEEP program is specifically designed to prepare candidates for secondary and exploratory CTE programs. Successful completion of the CTE-CEEP program is a major component of the NJDOE requirements for permanent teacher certification of the CTE content area and Brookdale CC is the sole provider of this program for the State of New Jersey.

Program Administrator: Jennifer Calvelli

Total \$ Award: \$170,000 – with a \$37,867* contribution from the college

*Note this grant generates an income annually that far exceeds the college contribution.

Date Awarded: July 23, 2019

D. U.S. Small Business Administration-Rutgers, The State University of New Jersey, Office of Research and Sponsored Programs

Program Title: Small Business Development Center

Short Title: SBDC

Goal/Purpose: SBDC funding enables the SBDC to continue to guide established small business owners and aspiring entrepreneurs to create and expand their business enterprises which will, in turn, result in sustainable growth, job creation and statewide economic development and prosperity in Monmouth and Ocean Counties. The SBDC is part of America's SBDCs, a national network of university and college-based centers that deliver nationwide educational assistance to strengthen small/medium business management, thereby contributing to the growth of local, state and national economies. Jackeline Mejias-Fuertes, Regional Director NJSBDC, administers the program.

Program Administrator: Jackeline Mejias-Fuertes, Regional Director NJSBDC

Total \$ Award: Federal-\$163,348 – with a \$56,163 match from the college
State:- \$27,700 – no college match

Date Awarded: August 14, 2019

September 24, 2019: Director of Grants and Institutional Development, Laura Qaissaunee

E. New Jersey Department of Community Affairs, Division on Women**Program Title:** Displaced Homemakers Services Program**Short Title:** Displaced Homemakers

Goal/Purpose: 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 has been funded for over thirty years.

Program Administrator: Laurie Salka, Program Administrator**Total \$ Awarded:** \$150,000 with a match of \$43,884**Date Awarded:** September 5, 2019**F. The New Jersey Space Grant Consortium – Rutgers, The State University of New Jersey, School of Engineering****Program Title:** NASA STEM Fellowship**Short Title:** Space Grant

Goal/Purpose: Space grant funding will provide \$2,000 to two NASA Fellows to pursue a research project of their choosing. STEM students selected by faculty provide Peer Tutoring for eight hours a week in the STEM Lounge and Learning Commons. The project leads also promote curricular and co-curricular activities such as student recognition events, student showcase, STEM club events, and other on-campus activities.

Program Administrator: Dr. Gitanjali Kundu and Dr. Susan Monroe**Total \$ Awarded:** \$10,000 with a required in-kind match of \$14,525**Date Awarded:** August 13, 2019**Recommendation:**

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

September 24, 2019: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

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

	<u>Amount</u>
New Jersey Department of Education – Office of Career Readiness Perkins Career and Technical Education	\$ 699,841
Office of the Secretary of Higher Education Educational Opportunity Fund (EOF)	\$696,138
New Jersey Department of Education – Office of Career Readiness Career and Technical Education (CTE-CEEP Year 3 of 5)	\$170,000
US Small Business Administration – Rutgers Small Business Development Center (SBDC)	\$163,348 \$27,700
New Jersey Department of Community Affairs – Division on Women Displaced Homemakers	\$150,000
The New Jersey Space Grant Consortium – Rutgers NASA STEM Fellowship	\$10,000

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;

September 24, 2019: Director of Grants and Institutional Development, Laura Qaissaunee

BOARD OF TRUSTEES AGENDA

1 General Functions

2 Administration

3 Human Resources

4 Business & Finance

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

September 24, 2019: Director of Grants and Institutional Development, Laura Qaissaunee

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 August 20, 2019.

August 20, 2019: Interim Vice President Finance & Operations, Joey Stoner

RESOLUTION

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

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

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

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

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

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

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

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

Agenda for Purchases in Excess of \$36,400
August 20, 2019

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Middletown, Colts Neck and Holmdel Township Police Departments	Security Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for security services for events sponsored by external vendors at the Collins Arena and Warner Student Life Center. These contracts are funded by Events Management's Revenue Generating Programs. FY19 \$14,900.	Exempt	\$ 26,000.00 *
Capital				
2	Burlew Mechanical LLC	Replacement of Gas Water Heaters, Bid No. 20-06 / Notice was sent to 11 vendors, received 4 replies. This contract is for the replacement of gas water heaters in the Collins Arena and is funded by Chapter 12.	Bid	\$ 31,100.00
3	Automatic Door Systems, LLC	ADA Door Replacements, Bid No. 20-04 / Notice was sent to 18 vendors, received 2 replies. This contract is for ADA Door Replacements and is funded by Chapter 12.	Bid	\$ 457,190.00
4	Iris Communications	Student Recruitment Advertising / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). This contract for recruitment advertising will provide environmental branding and graphics for the Library and New Testing Center. This contract is funded by Chapter 12.	Exempt	\$ 12,085.00
Operating				
5	NCS Pearson, Inc.	Exam Forms, Testing Material and Online Testing Software / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This contract is for the supply and delivery of CompTIA exam vouchers, GED Testing Forms, other test/voucher forms and software for online testing. These contracts are funded by CPS Revenue Generating Programs; Testing Center Revenue Generating Programs; Testing Center Operating Budget; and various grants. FY19 YTD \$27,700.	Exempt	\$ 32,000.00 *
6	Ally Marketing, Inc.	Student Recruitment Advertising / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). This contract for recruitment advertising will provide continued website development and additional digital marketing support. This contract is funded by the Institutional Marketing Budget. FY19 YTD \$262,653.	Exempt	\$ 27,900.00 *

7	Institute for American Universities; Study Abroad Association LLC	Travel Services for Short Term Programs / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). These contracts are for the payment of travel expenses for 2 faculty-led short term programs to Paris and Italy. This estimate includes tour services, airfare, hotel accommodations, airport transportation, meals and insurance. These contracts are funded by Student Program Fees.	Exempt	\$ 77,234.00 *
8	Mity Lite Inc.	Folding Chairs and Storage Carts / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of folding chairs and storage carts for various events in the Arena and Student Life Center. This contract is funded by the ASBCC Budget.	Exempt	\$ 18,187.95
9	R. Helfrich & Son Corp. Suburban Trails, Inc.	Charter/Coach Bus Services for Intercollegiate Athletics, Bid No. 20-05 / Notice was sent to 5 vendors, received 3 replies. These contracts are for bus services for 75 intercollegiate athletic events and are funded by the Athletic Budget. FY19 \$59,484.	Bid	\$ 74,373.00 *
10	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing and Repairs, Bid No. 20-07 / Notice was sent to 5 vendors, received 1 reply. This 9-month contract with an option for a 2nd year renewal is for fire alarm inspection, testing and repairs and is funded by the Facilities Budget. FY19 \$45,495.	Bid	\$ 81,025.00 *
11	Xenegrade Corp.	System Solution for Course/Section Set-up, Student Registration & Payment, RFP No. 11-19 / Notice was sent to 3 vendors, received 2 replies. This is a one year contract with an option for a 2nd and 3rd renewal for a software system to provide user-friendly online registration, course selection, and payment plan for non-credit students. This contract is funded by the CPS Budget.	RFP	\$ 78,550.00
12	Progressive Physical Rehabilitation Seva Elkanovich, PT, DPT, CSCS	Lease of Office Space, RFP No. 01-20 / Notice was sent to 1 vendor, received 1 reply. This is a one year contract with an option for a 2nd year renewal for the lease of office space in the BREC building commencing on 10/1/19. The College will receive a payment of \$2,000/month for leasing this space.	RFP	Revenue \$2,000/month

* Estimated expense based on historical data

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

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 September 17, 2019.

September 24, 2019: Interim Vice President Finance & Operations, Joey Stoner

RESOLUTION

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

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

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

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

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

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

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

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

**Agenda for Purchases in Excess of \$36,400
September 24, 2019**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Precise Construction Inc.	Rehabilitation of Athletic Fields - Lincroft Campus (Phase 1), Bid No. 20-08 / Notice was sent to 21 vendors, received 4 replies. This contract is for the rehabilitation of the athletic fields and is funded by Chapter 12.	Bid	\$2,335,609.75
2	Longo Electrical-Mechanical, Inc.	Sewage Ejector Pumps Replacement - MAN, LIB and CAR Buildings, Bid No. 20-09 / Notice was sent to 14 vendors, received 4 replies. This contract is for the replacement of sewage ejector pumps in the MAN, LIB and CAR Buildings and is funded by Chapter 12.	Bid	\$ 133,365.00
3	Tri-State Folding Partitions Inc.	Replacement of Folding Acoustical Walls, Bid No. 20-11 / Notice was sent to 6 vendors, received 2 replies. This contract is for the replacement of the folding acoustical walls in the ATEC Building, Rooms 218/220, and is funded by Chapter 12.	Bid	\$ 23,450.00
4	T&M Associates	Engineering Services for Salt Storage, RFQ 01-2019 / This contract is for professional engineering services for the development and preparation of bid specifications for a Salt Storage Structure and is funded by Chapter 12.	RFQ	\$ 20,250.00
5	TEC Elevator Company	Emergency Repair of ATEC Elevator, Bid No. 18-23 / Exempt 18A:64A-25.6 (Emergency purchase). This contract is for the emergency repair of the elevator in the ATEC Building and is funded by Chapter 12.	Exempt Bid	\$ 21,758.00
Operating				
6	Institute for American Universities	Study Abroad Program Fees / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of tuition and fees for students who are studying abroad this semester. This contract is funded by Student Program Fees.	Exempt	\$ 45,175.00

7	Study Abroad Association; Universidad Veritas	Travel Services for Short Term Faculty-Led Programs / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). These contracts are for the payment of travel expenses for 2 faculty-led short term programs to Italy and Costa Rica. This estimate includes tour services, airfare, hotel accommodations, airport transportation, meals and insurance. These contracts are funded by Student Program Fees.	Exempt	\$ 100,354.00	*
8	West Publishing Corporation /Thomson Reuters	Subscription Services / Exempt 18:64A-25.5.a.(6) (Library materials). This contract is for subscription services for material used by the Paralegal Program and the Library. This service includes printed updates to the NJ Practice Collection as they are released, as well as online access to a large variety of law materials beyond those related to New Jersey. This contract is funded by the Library Budget. FY19 \$15,086.	Exempt	\$ 17,768.52	
9	NJCCC Consortium - Turnitin, LLC	Software Service / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op agreement with New Jersey County College Joint Purchasing Consortium for Turnitin which is a web-based plagiarism detection software. This contract is funded by the Library Budget. FY19 \$23,858.44.	Exempt	\$ 24,411.56	
10	Suburban Trails, Inc. R. Helfrich & Son Corp.	Bus Services for Tour & Talk Fall Trips, Bid No. 20-10 / Notice was sent to 5 vendors, received 4 replies. These contracts are for charter bus services for 10 Tour & Talk Fall Trips and are funded by CPS Revenue Generating Programs.	Bid	\$ 10,157.00	

* Estimated expense based on historical data

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month of June totaled \$2,693,507.40. 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 August 20, 2019.

August 20, 2019: Interim Vice President Finance & Operations, Joey Stoner

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month of July totaled \$3,569,609.17. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held September 17, 2019.

September 24, 2019: Interim Vice President Finance & Operations, Joey Stoner



BOARD OF TRUSTEES

General Executive

Administration

Human Resources

Finance & Facilities

Policy & Education

4.1 Financial Reporting

**For the 12 months ending June 30, 2019 (Preliminary)
Presented August 20, 2019**

August 20, 2019: Interim Vice President Finance & Operations, Joey Stoner

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

	FY19 Budget	6/30/2019	Increase/ (Decrease)	FY19 Projected
Operating				
Revenues:				
Tuition	\$ 38,394,347	\$ 37,938,084	\$ (456,263)	\$ 37,938,084
State	10,325,921	10,285,798	(40,123)	10,285,798
County	20,027,019	20,027,019	-	20,027,019
Fees	11,413,689	9,984,785	(1,428,904)	9,984,785
Continuing & Prof. Serv.	3,350,000	3,145,144	(204,856)	3,145,144
Other Income	774,000	592,156	(181,844)	592,156
Total revenue	\$ 84,284,976	\$ 81,972,986	\$ (2,311,990)	\$ 81,972,986
Expenditures:				
Learning Division	32,516,843	30,898,608	(1,618,235)	30,898,608
Benefits	16,207,983	13,207,865	(700,118)	15,507,865
Finance & Operations	9,096,008	8,963,396	(132,612)	8,963,396
Student Success Division	5,953,317	5,757,194	(196,123)	5,757,194
General Expenses	5,197,090	3,759,115	(17,090)	5,180,000
Continuing & Prof. Serv.	3,160,740	2,928,257	(232,483)	2,928,257
Utilities	2,523,503	2,292,530	(230,973)	2,292,530
Human Resources & Safety	2,257,406	2,098,899	(158,507)	2,098,899
Advancement Division	957,624	925,636	(31,988)	925,636
Planning & Inst. Effectiveness	402,400	390,060	(12,340)	390,060
President & BOT	506,652	511,560	4,908	511,560
Total expenditures	\$ 78,779,566	\$ 71,733,120	\$ (3,325,561)	\$ 75,454,005
Other cash requirements				
Debt Principal	1,699,997	-	-	1,699,997
Interest Expense	1,467,443	-	-	1,467,443
TIP/TECH	2,337,970	2,211,142	-	2,211,142
	\$ 5,505,410	\$ 2,211,142	\$ -	\$ 5,378,582
Excess revenue/expenditures				\$ 1,013,571
Auxiliary				
Receipts		\$ 2,142,688	\$ 220,000	\$ 2,362,688
Disbursements		1,636,789	250,000	1,886,789
Profit/(Loss) Auxiliary		\$ 505,899	\$ (30,000)	\$ 475,899
Excess revenue/expenditures				\$ 475,899
Capital				
Revenues:				
State Chapter 12	\$ 9,641,512	\$ 2,089,903	\$ (7,551,609)	\$ 2,089,903
County	9,641,512	2,089,902	(7,551,610)	2,089,902
HETI	47,104	-	(47,104)	-
ELF	683,376	85,546	(597,830)	85,546
Fees-TIP	253,976	251,756	(2,220)	251,756
Other Capital Fees	350,000	-	-	350,000
Total revenue	\$ 20,617,480	\$ 4,517,107	\$ (15,750,373)	\$ 4,867,107
Expenditures:				
State Chapter 12	\$ 9,641,512	\$ 2,089,903	\$ (7,551,609)	\$ 2,089,903
County Chapter 12	9,641,512	2,089,902	(7,551,610)	2,089,902
HETI	47,104	-	(47,104)	-
ELF	683,376	85,546	(597,830)	85,546
Fees-TIP	253,976	251,756	(2,220)	251,756
Debt Service			-	
Total expenditures	\$ 20,617,480	\$ 4,517,107	\$ (15,750,373)	\$ 4,867,107
Excess revenue/expenditures				\$ -
Total excess revenue/expenditures all funds				\$ 1,489,470

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

	FY16	FY17	FY18	FY19
July	\$ 8,690,966.52	\$ 3,924,507.00	\$ 8,467,104.38	\$ 7,558,721.38
August	12,975,549.79	5,257,967.16	10,794,724.59	13,791,437.47
September	9,877,698.58	14,230,855.98	8,116,282.16	17,135,494.98
October	17,120,989.56	10,034,966.35	12,704,404.96	14,911,885.92
November	13,016,350.05	5,881,692.09	12,851,711.00	13,655,458.27
December	11,686,611.54	5,813,306.39	9,253,180.00	10,237,929.92
January	15,380,777.32	10,936,117.45	13,533,588.30	17,083,793.40
February	15,038,852.73	12,352,432.38	12,149,359.50	21,768,631.56
March	17,305,625.98	7,804,144.44	10,721,561.17	20,122,253.27
April	14,070,405.87	7,677,357.19	12,993,416.87	17,790,854.81
May	10,565,164.81	7,240,211.55	12,510,624.36	16,672,952.29
June	5,051,778.69	5,718,427.39	10,477,369.61	14,116,437.62

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.
Cash increased \$3,639,068.01 from prior year.

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

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



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

4.1 *Financial Reporting*

For the month ending July 31, 2019

Presented September 17, 2019

September 24, 2019: Interim Vice President Finance & Operations, Joey Stoner

Brookdale Community College
Current Year vs Prior Year
For the month ending July 31, 2019

	07/31/19	07/31/18	Change	% Change
Operating revenue				
State of New Jersey	\$ 862,572	\$ 862,572	\$ -	0.0%
County of Monmouth	1,668,918	1,668,918	-	0.0%
Student Tuition	14,399,990	14,689,767	(289,777)	-2.0%
Fees	3,306,952	3,019,683	287,269	9.5%
Continuing & Prof Studies	566,724	712,732	(146,008)	-20.5%
Miscellaneous	120,778	79,720	41,058	51.5%
	<u>\$ 20,925,934</u>	<u>\$ 21,033,392</u>	<u>\$ (107,458)</u>	<u>-0.5%</u>
Operating expenditures				
Learning Division	894,475	777,694	(116,781)	-15.0%
Benefits	1,417,686	1,371,640	(46,046)	-3.4%
Finance & Operations	487,144	583,360	96,216	16.5%
Student Success Div	395,233	452,255	57,022	12.6%
General Expenses	507,752	439,489	(68,263)	-15.5%
Continuing & Prof. Serv.	195,416	203,799	8,383	4.1%
Utilities	175,691	175,568	(123)	-0.1%
Human Resources & Safety	222,433	258,194	35,761	13.9%
Planning & Inst. Effectiveness	31,859	51,399	19,540	38.0%
President & BOT	55,157	43,273	(11,884)	-27.5%
Advancement Div	102,657	77,144	(25,513)	-33.1%
	<u>\$ 4,485,503</u>	<u>\$ 4,433,815</u>	<u>\$ (51,688)</u>	<u>-1.2%</u>
Net Income - Operating only	<u>\$ 16,440,431</u>	<u>\$ 16,599,577</u>		
			<u>\$ (159,146)</u>	
AUXILIARY:				
Receipts	\$ 132,318	\$ 388,328	\$ (256,010)	
Disbursements	124,791	101,761	(23,030)	
Profit/ (Loss) - Auxiliary	<u>\$ 7,527</u>	<u>\$ 286,567</u>	<u>\$ (279,040)</u>	
CAPITAL (FEES):				
Capital Improvement Plan Fee	137,794	132,130	5,664	
Student Life Center	41,246	400,130	(358,884)	
Capital Reserve	137,793	133,377	4,416	
Other Capital	-	30,970	(30,970)	
Revenue from Capital fees:	<u>\$ 316,833</u>	<u>\$ 696,607</u>	<u>\$ (379,774)</u>	
Increase (decrease) from prior year Operating/Auxiliary/Capital			<u>\$ (817,959)</u>	

Brookdale Community College
Operating Revenue Report
For the month ending July 31, 2019

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 862,572	\$ 10,325,921	\$ (9,463,349)	8.4%
County of Monmouth	1,668,918	20,027,019	(18,358,101)	8.3%
	2,531,490	30,352,940	(27,821,450)	8.3%
Student Tuition:				
Summer III	1,029,227	36,833,034	(37,365,120)	
Fall and Winter	13,388,220		13,388,220	
Spring	(11,571)		(11,571)	
Summer I & II	(7,112)		(7,112)	
Prior Year Tuition Adj	1,226		1,226	
	14,399,990	36,833,034	(23,994,357)	39.1%
Fees:				
General Service Fee	1,889,866	8,842,239	(6,952,373)	21.4%
Application Fee	11,975	150,000	(138,025)	8.0%
Installment Plan Fee	-	125,000	(125,000)	0.0%
LAB Fees	1,395,840	2,237,192	(841,352)	62.4%
Late Fees	1,710	23,000	(21,290)	7.4%
Transcript Fee	6,631	75,000	(68,369)	8.8%
Other	930	45,000	(44,070)	2.1%
	3,306,952	11,497,431	(8,190,479)	28.8%
Continuing & Prof Studies:				
Contract Training Direct Pay	(71,325)	275,000	(346,325)	-25.9%
New Pathways to Teaching	1,460	40,000	(38,540)	3.7%
Healthcare Services	215,996	802,000	(586,004)	26.9%
Business & Career Training	20,311	355,000	(334,689)	5.7%
Computer Training	6,280	220,000	(213,720)	2.9%
CTE Grant	6,704	600,000	(593,296)	1.1%
Sandy Hook	8,100	45,000	(36,900)	18.0%
Trips / Excursions	34,670	270,000	(235,330)	12.8%
Misc. Open Enrollment Programs	65,214	395,000	(329,786)	16.5%
Summer Adventure Camps	279,114	380,000	(100,886)	73.5%
Accelerated Career & Technology	-	18,000	(18,000)	0.0%
Fitness	200	-	200	0.0%
	566,724	3,400,000	(2,833,276)	16.7%
Miscellaneous:				
Indirect Cost Recovery	-	774,000	(774,000)	
Other Departmental Revenue	2,250		2,250	
Miscellaneous	2,173		2,173	
General Performances	-		-	
International Center	116,355		116,355	
Summer Sports Camp	-		-	
	120,778	774,000	(653,222)	15.6%
Total	\$ 20,925,934	\$ 82,857,405	\$ (61,931,471)	25.3%

Operating Expenditure Report
For the month ending July 31, 2019

	YTD Actual	Budget	Balance	% Actual to Budget
Learning Division	894,475	31,956,244	31,061,769	2.8%
Benefits	1,417,686	15,868,663	14,450,977	8.9%
Finance & Operations	487,144	8,833,041	8,345,897	5.5%
Student Success Division	395,233	5,572,733	5,177,500	7.1%
General Expenses	507,752	5,448,951	4,941,199	9.3%
Continuing & Prof. Serv.	195,416	3,130,633	2,935,217	6.2%
Utilities	175,691	2,273,503	2,097,812	7.7%
Human Resources & Safety	222,433	2,265,281	2,042,848	9.8%
Planning & Inst. Effectiveness	31,859	377,887	346,028	8.4%
President & BOT	55,157	552,520	497,363	10.0%
Advancement Division	102,657	1,152,058	1,049,401	8.9%
	<u>\$ 4,485,503</u>	<u>\$ 77,431,514</u>	<u>\$ 72,946,011</u>	<u>5.8%</u>
Salaries & Wages	\$ 1,721,689	\$ 46,378,024	\$ 44,556,269	3.7%
Other Expenses	2,763,814	31,053,490	28,389,742	8.9%
	<u>\$ 4,485,503</u>	<u>\$ 77,431,514</u>	<u>\$ 72,946,011</u>	<u>5.8%</u>

Brookdale Community College
Cash & Fund Balance Analysis
As of July 31, 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	
September	14,230,855.98	8,116,282.16	17,135,494.98	
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 increased \$3,135,615.23 from prior year.

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

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

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) SEWER EJECTOR PUMPS/LINCROFT CAMPUS

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

2) CVA & LAH CHILLER REPLACEMENTS

At their special meeting of November 12, 2018, the BOT awarded a contract to Preferred Mechanical, Inc. in the amount of \$1,225,000. The project is substantially complete and both chillers are currently operational. Our office has approved the sound attenuation add on package and the contractor is scheduling the installation of same. Once the work is completed, we will close out the project.

3) LED LIGHTING UPGRADES

Based on the recommendations of the Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College decided to pursue energy saving measures by replacing the existing light bulbs with LED bulbs. The BOT awarded a contract to Willdan Energy Solutions, Edison, NJ in the amount of \$1,175,880 at their January 29, 2019 meeting. Installation of lighting is substantially complete, and a punch list walkthrough was conducted on September 3rd and 4th. Punch list work will be completed in the next two weeks. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project.

4) LED LIGHTING FOR CVA AND CLC BUILDING

LED lighting specifications were completed utilizing the Local Government Energy Audit (LGEA) reports and advertised on June 24th. The bid opening was on July 9, and award was made at the July 16 F&F/BOT meeting to Willdan Energy Solutions in the amount of \$121,644.00. Work will commence after completion of the first phase.

5) MAN. LIB. CAR SANITARY SEWER EJECTOR PUMPS

The design for the replacement of the sanitary sewer ejector pumps at the three referenced locations was bid on July 12, 2019, but both bids were rejected as unresponsive. The project was re-advertised on August 8, 2019 and the bid opening is scheduled for September 13, 2019. We anticipate approval of award at the BOT on September 24, 2019 with anticipated construction during the holiday break.

6) ATHLETIC FIELDS/LINCROFT CAMPUS

A project to reconstruct the baseball and softball field as well as rehabilitate the soccer field was advertised on August 7, 2019. A prebid meeting was held on August 15, and the bid opening is scheduled for September 10, 2019. The project will provide for the installation of subsurface drainage and irrigation system, replacing dugouts and leveling of the fields. It is anticipated that work will be completed for sod installation in late winter 2020.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

7) 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. A walk through is scheduled for September 13 to review the fiber installation. The panel modifications specifications are completed, and T&M is coordinating for a bid opening date with purchasing.

8) 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. It is anticipated that specifications will be completed for bidding by the end of September for an October BOT award.

9) 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. It appears BRCC can procure the fabric structure through Sourcewell Cooperative while T&M will prepare plans and specifications for providing the concrete pad for the structure

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) MISCELLANEOUS ROOF REPAIRS

Bid documents for roof repairs at the Student Life Center, Library, Main Academic Buildings North and South and the Auto Tech Building were prepared by FVHD Architects and Planners, 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. Both roofs are substantially complete. There are minor items to be addressed on the projects prior to close out.

2) PARTIAL ROOFING REPLACEMENT AND REPAIR

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

3) SLC SEWER EJECTOR PUMPS

EI Associates prepared plans and specifications for the replacement of the sewer ejector pumps in the SLC building. This project bid opening was held on June 28, 2019 and EACM Corp was awarded the contract in the amount of \$113,000. The project was awarded at the July 16 F&F/BOT meeting. Work has been completed and the contractor is addressing punch list items.

4) ADA DOOR REPLACEMENTS/LINCROFT CAMPUS

SSP Architects was awarded a contract for the design and construction administration for replacement of ADA doors on campus. The bid opening was held on August 15 and Automatic Door Systems, Inc. was awarded the project at the F&F/BOT on August 20. A preconstruction

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

walkthrough is scheduled for September 26. The project involves the replacement of 24 doors at 12 locations.

5) ATEC RETAINING WALL

El 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. El 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.

6) SIDEWALKS & CURB REPLACEMENT/LINCROFT & FREEHOLD CAMPUSES

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

7) 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. It is expected the design will be completed by the end of September for bid and award at the November BOT meeting.

8) ATEC FOLDING DOOR

The replacement of the room partitioning door at the ATEC building is out to bid and is expected to be awarded at the BOT meeting in October for installation during the semester break.

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.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

2. NEW ACADEMIC BUILDING-WALL CAMPUS

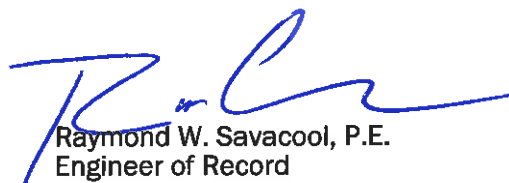
Unfortunately, noise complaints from adjacent residents persist following the remediation modifications to the roof mounted chiller completed by the College this past summer. Recent noise readings indicate the roof top chiller (running at a simulated full load) exceeds the Wall Township noise ordinance.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

Spiezle Architectural Group has designed the barrier and provided preliminary costs and has completed the plans and specifications for same. The project will be bid on October 15 and we anticipate award at the BOT meeting 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. There has been no further reports of condensate issues.

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

BROOKDALE COMMUNITY COLLEGE
2020-2021
ACADEMIC CALENDAR

SUMMER III 2020

July 6, 2020	Monday	First day of instruction
August 15, 2020	Saturday	Last day of instruction

FALL 15 2020*

September 2-3, 2020	Wednesday-Thursday	Faculty Days
September 7, 2020	Monday	Labor Day Holiday
September 8, 2020	Tuesday	First day of instruction
November 26-29, 2020	Thursday-Sunday	Thanksgiving Recess
December 22, 2020	Tuesday	Thursday Class Schedule
December 23, 2020	Wednesday	Friday Class Schedule
December 23, 2020	Wednesday	Last day of instruction
*Saturday classes are held for 14 weeks Sept. 12 to Dec. 19 with extended class time		

FALL 7A 2020

September 8, 2020	Tuesday	First day of instruction
October 24, 2020	Saturday	Last day of instruction

FALL 11 2020

October 6, 2020	Tuesday	First day of instruction
November 26-29, 2020	Thursday-Sunday	Thanksgiving Recess
December 22, 2020	Tuesday	Thursday Class Schedule
December 23, 2020	Wednesday	Friday Class Schedule
December 23, 2020	Wednesday	Last day of instruction

FALL 7B 2020

October 30, 2020	Friday	First day of instruction
November 24, 2020	Tuesday	Thursday Class Schedule
December 23, 2020	Wednesday	Last day of instruction

WINTERIM 2021

January 4, 2021	Monday	First day of instruction
January 15, 2021	Friday	Last day of instruction

SPRING 2021

January 18, 2021	Monday	Martin Luther King, Jr. Day Holiday
January 19, 2021	Tuesday	Faculty Day
January 20, 2021	Wednesday	First day of instruction
March 14-20, 2021	Sunday-Saturday	Spring Break
May 11, 2021	Tuesday	Last day of instruction
May 13-14, 2021	Thursday-Friday	Faculty Days
May 13, 2021	Thursday	Graduation

SPRING 7A 2021

January 20, 2021	Wednesday	First day of instruction
March 9, 2021	Tuesday	Last day of instruction

SPRING 11 2021

February 17, 2021	Wednesday	First day of instruction
March 14-20, 2021	Sunday-Saturday	Spring Break
May 11, 2021	Tuesday	Last day of instruction
May 13, 2021	Thursday	Graduation

SPRING 7B 2021

March 22, 2021	Monday	First day of instruction
May 11, 2021	Tuesday	Last day of instruction

SUMMER I 2021

May 17, 2021	Monday	First day of instruction
May 31, 2021	Monday	Memorial Day Holiday
June 28, 2021	Monday	Last day of instruction

SUMMER II 2021

June 7, 2021	Monday	First day of instruction
July 4-5, 2021	Sunday-Monday	Independence Day Holiday
August 16, 2021	Monday	Last day of instruction

BROOKDALE COMMUNITY COLLEGE
2021-2022
ACADEMIC CALENDAR

SUMMER III 2021

July 6, 2021	Tuesday	First day of instruction
August 16, 2021	Monday	Last day of instruction

FALL 15 2021*

September 1-2, 2021	Wednesday-Thursday	Faculty Days
September 6, 2021	Monday	Labor Day Holiday
September 8, 2021	Wednesday	First day of instruction
November 25-28, 2021	Thursday-Sunday	Thanksgiving Recess
December 22, 2021	Wednesday	Friday Class Schedule
December 23, 2021	Thursday	Last day of instruction
*Saturday classes are held for 14 weeks Sept. 11 to Dec. 18 with extended class time		

FALL 7A 2021

September 8, 2021	Wednesday	First day of instruction
October 26, 2021	Tuesday	Last day of instruction

FALL 7B 2021

October 29, 2021	Friday	First day of instruction
December 23, 2021	Thursday	Last day of instruction

WINTERIM 2022

January 3, 2022	Monday	First day of instruction
January 14, 2022	Friday	Last day of instruction

SPRING 15 2022

January 17, 2022	Monday	Martin Luther King, Jr. Day Holiday
January 18, 2022	Tuesday	Faculty Day
January 19, 2022	Wednesday	First day of instruction
March 13-19, 2022	Sunday-Saturday	Spring Break
May 10, 2022	Tuesday	Last day of instruction
May 12-13, 2022	Thursday-Friday	Faculty Days
May 12, 2022	Thursday	Graduation

SPRING 7A 2022

January 19, 2022	Wednesday	First day of instruction
March 8, 2022	Tuesday	Last day of instruction

SPRING 7B 2022

March 23, 2022	Wednesday	First day of instruction
May 10, 2022	Tuesday	Last day of instruction

SUMMER I 2022

May 16, 2022	Monday	First day of instruction
May 30, 2022	Monday	Memorial Day Holiday
June 27, 2022	Monday	Last day of instruction

SUMMER II 2022

May 30, 2022	Monday	Memorial Day Holiday
June 6, 2022	Monday	First day of instruction
July 4, 2022	Monday	Independence Day Holiday
August 15, 2022	Monday	Last day of instruction

BROOKDALE COMMUNITY COLLEGE
2022-2023
ACADEMIC CALENDAR

SUMMER III 2022

July 4, 2022	Monday	Independence Day Holiday
July 5, 2022	Tuesday	First day of instruction
August 15, 2022	Monday	Last day of instruction

FALL 15 2022 *

September 5, 2022	Monday	Labor Day Holiday
September 6-7, 2022	Tuesday-Wednesday	Faculty Days
September 8, 2022	Thursday	First day of instruction
November 24-27, 2022	Thursday-Sunday	Thanksgiving Recess
December 23, 2022	Friday	Last day of instruction

*Saturday classes are held for 14 weeks Sept. 10 to Dec. 17 with extended class time

FALL 7A 2022

September 8, 2022	Thursday	First day of instruction
October 26, 2022	Wednesday	Last day of instruction

FALL 7B 2022

November 1, 2022	Tuesday	First day of instruction
December 20, 2022	Tuesday	Saturday Class Schedule
December 23, 2022	Friday	Last day of instruction

WINTERIM 2023

January 3, 2023	Tuesday	First day of instruction
January 13, 2023	Friday	Last day of instruction, 9 days

SPRING 15 2023

January 16, 2023	Monday	Martin Luther King, Jr. Day Holiday
January 17, 2023	Tuesday	Faculty Day
January 18, 2023	Wednesday	First day of instruction
March 12-18, 2023	Sunday-Saturday	Spring Break
May 9, 2023	Tuesday	Last day of instruction
May 11-12, 2023	Thursday-Friday	Faculty Days
May 11, 2023	Thursday	Graduation

SPRING 7A 2023

January 18, 2023	Wednesday	First day of instruction
March 7, 2023	Tuesday	Last day of instruction

SPRING 7B 2023

March 22, 2023	Wednesday	First day of instruction
May 9, 2023	Tuesday	Last day of instruction

SUMMER I 2023

May 15, 2023	Monday	First day of instruction
May 29, 2023	Monday	Memorial Day Holiday
June 26, 2023	Monday	Last day of instruction

SUMMER II 2023

June 5, 2023	Monday	First day of instruction
July 4, 2023	Tuesday	Independence Day Holiday
August 8, 2023	Tuesday	Last day of instruction

4.3 *Authorization to Exercise the Lease of Space at Brookdale to Rutgers, the State University of New Jersey*

Brookdale Community College (Brookdale) and Rutgers, the State University of New Jersey (Rutgers) are guided by similar visions, missions and values and the commitment to educational access and attainment for all permeates both institutional cultures. The organizing principle of the Brookdale-Rutgers Partnership is the collaboration of people and resources to provide students expanded academic, career and lifelong learning opportunities inclusive of associate degrees from Brookdale, and baccalaureate-completion, post-baccalaureate and master's degrees from Rutgers. Brookdale and Rutgers agree to offer such programs in a cooperative and efficient manner so as to provide equal opportunities in compliance with all appropriate Federal and State statutes and regulations.

In connection with this cooperative endeavor in providing academic, career, and lifelong learning opportunities, the Parties wish to enter into a Lease for a portion of premises owned by Brookdale located at 765 Newman Springs Road, Lincroft, NJ, commonly referred to as Larrison Hall and at the Campus in Freehold located at 3680 Route 9 South in Freehold Township.

Therefore, the Board of Trustees authorize the College to enter into this Lease Agreement, which outlines the terms and conditions of the rental arrangement.

This report was reviewed by the Interim Vice President, Finance & Operations and the Finance & Facilities Committee of the Board of Trustees at a meeting held September 17, 2019.

September 24, 2019: Interim Vice President Finance & Operations, Joey Stoner

RESOLUTION

WHEREAS, it is inherent with the College's Philosophy and Mission to provide the Monmouth County Community with maximum access to quality educational programs and services; and

WHEREAS, Brookdale Community College has maintained and operated a campuses in Lincroft, and Freehold, NJ and;

WHEREAS, the College entered into an agreement with Rutgers, the State University of NJ, to rent space, and;

WHEREAS, the current locations have proven satisfactory in terms of access and general accommodations to expand and accommodate Rutgers University's needs; and

WHEREAS, the general conditions for entering into the current lease have been review by the College Counsel and the Finance & Facilities Committee of the Board of Trustees; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Lease Agreement as indicated has been reviewed for the period commencing September 1, 2019 through August 31, 2024, and has been approved.

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.9000 Acceptable Use of Computer Network, Resources & Facilities

I. Title of Policy

Acceptable Use of Computer Network, Resources and Facilities

II. Objective of Policy

To authorize the President to develop a Brookdale Community College ("College") Regulation to establish rules, procedures and guidelines for the acceptable use of using the College's computer network, resources, and facilities.

III. Authority

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

Bylaws 1.2050 and 1.3054

IV. Policy Statement

To establish the proper and acceptable use and to prevent the misuse and abuse of the College's computer network, resources and facilities, and to establish appropriate conduct for all users of the College's resources, the President is authorized to develop and implement a regulation that establishes the rules, procedures and guidelines for using the College's computer network, resources, and facilities.

V. Responsibility for Implementation

President

Approved: 11/14/01

Brookdale Community College College Policy

4.1005 Grants ~~& and~~ Special Projects

I. Title of Policy

Grants and Special Contracts

II. Objective of Policy

To establish guidelines for the pursuit of grants and special contracts.

III. Authority

~~New Jersey Statutes N.J.S.A.~~ 18A:64A-12

[Bylaws 1.2050 and 1.3054](#)

IV. Policy Statement

It is the policy of the Board of Trustees that grants are pursued to further the mission, vision and strategic priorities of the College. The President is responsible for reviewing all grant applications, ensuring the grant is consistent with our College values, making certain ensuring that the College has sufficient funds to support each grant, and adhering to the terms and conditions of each grant. ~~The Board of Trustees must approve all grant applications, and accept all grant awards.~~ All grant applications and awards are subject to Board of Trustees approval.

V. Responsibility for Implementation

President

Approved: Board of Trustees 10/24/96

Brookdale Community College College Policy

4.1006 Standards for Auditing & Accounting

I. Title of Policy

Standards for Auditing and Accounting

II. Objective of Policy

~~To set the standards for auditing and accounting practices and direct the President to develop appropriate College regulations to implement this policy.~~

To establish criteria and responsibility for accounting practices and engagement of independent certified public accountants for attestation purposes

III. Authority

N.J.S.18A: ~~Chapter 3B et seq. and 18A:64A-12(New) Higher Education Governance~~
Bylaws 1.2050 and 1.3054

IV. Policy Statement

The Administration shall establish standards for auditing and accounting practices, and shall develop appropriate College regulations to implement this policy. In this process, the Administration shall adhere to the following:

A. The accounting system and reports shall be maintained in accordance with the latest guidelines as promoted by the American Institute of Certified Public Accountants (AICPA), the Government Accountability Office (GAO), and applicable Governmental Accounting Standards Board (GASB) pronouncements, and the industry audit guide, Audits of Colleges and Universities. Audits of Federal Financial ~~Assistance Awards~~ shall be in accordance with the requirements of the U.S. Office of Management and Budget Circular A-133, Audit of States, Local Governments and Non-Profit Organizations, and the New Jersey Office of Management and Budget Circular 04-0415-08, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.

B. All audits shall be filed annually, shall be conducted by a certified public accountant ~~of New Jersey~~, and shall be in accordance with standards established by the AICPA, GAO, and other authoritative organizations as stated in (A).

C. Every five (5) years Brookdale Community College shall change its certified public accounting firm, or the account partners and auditing staff within the same firm.

V. Responsibility for Implementation

President

Approved: 1/25/96

Revised: 2/9/06

Brookdale Community College College Policy

5.0018 Student Produced College ~~Mass~~-Media

I. Title of Policy

Student Produced College ~~Mass~~-Media

II. Objective of Policy

To authorize the President to develop [Brookdale Community College](#) (“College”) Regulations governing the conditions under which student produced College mass media are published.

III. Authority

~~New Jersey State Statutes — County Colleges, 18A:64A-12d. (General Powers of Boards) N.J.S.A. 18A:64A-12d~~

~~Bylaws 1.2050 and 1.3054~~

IV. Policy Statement

In accordance with the Philosophy, Mission, and Goals of the College, [Brookdale Community College](#) the College seeks to assist each student to become more broadly educated. The principles of freedom of expression and [a responsible press](#) with responsibility shall be the overriding guidelines for student produced College ~~mass~~ media.

To facilitate this ~~policy~~ [Policy](#) the President shall develop College Regulations governing student produced College mass media.

V. Responsibility for Implementation

President

Approved: 5/24/73

Revised: 10/22/81

7/12/01

Revised 7.9.19

Page 2 of 2

Submitted for Lodging: Board of Trustees Public Business Meeting – September 24, 2019

Brookdale Community College College Policy

6.4000 Student Activities

I. Title of Policy

Student Activities

II. Objective of Policy

To authorize the President to develop comprehensive campus life programming.

III. Authority

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

Bylaws 1.2050 and 1.3054

IV. Policy Statement

B

Brookdale Community College ("College") is committed to enhancing the eCollege experience through comprehensive campus life programming. The College seeks to complement educational excellence with social and cultural programs that are student centered. These programs complement the eCollege mMission and support students through their academic journey while improving their interpersonal relationships and providing leadership opportunities.

~~In concurrence with the stated objectives in the philosophical platform of the College, Brookdale Community College seeks to assist each student to become more broadly educated and to develop improved interpersonal relationships. Participation in an organized student activities program will facilitate in accomplishing both of these objectives.~~

To facilitate ~~said~~such participation experience, the administration shall provide a comprehensive student activities and campus life programming which, when appropriate, shall be developed in cooperation with other units of the College.

The student and campus life activities program shall meet the following criteria:

1. It shall be planned and implemented with maximum involvement of students.

2. It shall encompass social and cultural activities and coordinate with intramural and intercollegiate as well as various special purpose organizations developed in response to student interest.

3. It shall include diversity in planned activities.

4. The President shall have the authority to establish the structure for approving organizational activities which are to be recognized by the College.

5. The student activities program shall be supported, in part, by a student activities fee.

V. Responsibility for Implementation

President

Approved: 4/20/70

Revised: 7/12/01

Revised 7.9.19

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 **09/11/19 v7**

2019	Executive	Governance	Student Success & Educational Excellence	Finance & Facilities	Audit	Public Private Partnership	Foundation Board
Public Business Meetings (PBM)	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
DATES/LOCATIONS Public Business Meeting 5:30 PM							
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 10 5:15 PM			Dec. 10 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