



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, October 29, 2019 5:30 PM (EDT)
3680 US Highway 9 South Freehold New Jersey 07728
Brookdale at Freehold, Rms 103 & 104

- 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. President's Report - Dr. Stout
- V. 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
- VI. Reports from the Board Committees and Liaisons - Chair Abby-White
 - A. Finance & Facilities Committee - October 22, 2019 - Trustee Kaufmann
 - 1. Monthly Financial Reporting - Trustee Kaufmann
 - 2. Update on Capital Projects - T & M Associates
 - Capital Project Report submitted in Monthly Financial Dashboards*
 - B. ACCT Leadership Congress - Chair Abby-White, Trustee Horl, and Trustee Deinhardt
 - C. Student's Perspective - Trustee Deinhardt
 - D. BCC Foundation - Dr. Stout
 - E. Public Private Partnership Committee - Chair Abby-White
 - F. Audit Committee - Trustee Rambaud
- 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 - September 24, 2019 - Chair Abby-White
 - B. Approval of Executive Session Minutes - September 24, 2019 - Chair Abby-White
- IX. Consent Agenda - Chair Abby-White - 5 minutes
 - A. Human Resources Recommendations
 - B. Application of Grants
 - C. Acceptance of Grants
 - D. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the

New Jersey "Pay to Play" Process, in Excess of \$17,500

E. Open Invoice Payment Requests for Vendors, Students and Employee Payments

F. Monthly Financial Dashboards

- X. Approval of FY19 Enrollment Audit - Chair Abby-White
- XI. Acceptance of Report of Legal Fees, Government Relations and Public Relations - Chair Abby-White
- XII. Approval of Revised Policies - Chair Abby-White
 - A. 2.9000 Acceptable Use of Computer Network, Resources & Facilities
 - B. 4.1005 Grants and Special Contracts
 - C. 4.1006 Standards for Auditing & Accounting
 - D. 5.0018 Student Produced College Media
 - E. 6.4000 Student Activities
- XIII. Approval of MSCHE Substantive Change - Chair Abby-White
- XIV. Public Comment - Chair Abby-White
- XV. Old/New Business - Chair Abby-White
- XVI. Resolution to Hold a Closed Meeting - Chair Abby-White
- XVII. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XVIII. Adjournment - Chair Abby-White
- XIX. Appendix - Board Materials

2019 ACCT Leadership Conference: Using Simulation to Enhance Real World Interdisciplinary Learning

Administrated in Casper College, Wyoming

Casper College implemented an initiative for health science students to gain controlled experience in high stress medical situations, in preparation for future real-world scenarios. This was achieved through the utilization of IPE (interprofessional experience) simulations as a course assessment.

Participating programs included, but were not limited to:

- **Nursing**
- **Respiratory Therapy**
- **Paramedic Studies**
- **Paralegal Studies**
- **Theatre**

The Procedure

During their third semester, students are tasked to respond to an “accident”, whether it be a motor vehicle incident, someone falling down the stairs, etc. The subjects of the “accidents” were mannequins labeled with certain indicators for assessment (i.e. pulse, temperature, etc.) Casper College had purchased specialized simulation mannequins to give actual pulses and emergency indications—but the presenters *stressed* how the same process can be completed with a regular mannequin and creativity. Campus security was involved in facilitating the “accident”, directing traffic and ensuring that no witnesses thought a real emergency was occurring.

Paramedic students were the first to respond, given 20 minutes to: arrive at the scene, assess the situation, report, mobilize and stabilize. Paramedic students then arrive at the “Emergency Room” (a medical facility on campus, not an actual ER), with nursing and respiratory therapist students obeying the “doctor” (a theatre student playing the part). Various incidents occur at the “Emergency Room”, such as the “patient” going into cardiac arrest, prompting students to resuscitate or the “doctor” administering the wrong dose of epinephrine. There are also theatre student confederates witnessing the procedure, who play the part of the “patient’s” frantic family members in order to increase stress in the situation.

The amount of students used per accident are as followed:

- 2-3 paramedic students
- 1-3 respiratory therapist students
- 3 nursing students are used

The amount of confederates are decided by the professors supervising the IPE Assessment.

After stabilization in the “Emergency Room”, all students must document what occurred. Without their knowledge, these reports are sent to paralegal students who critically analyze the reports and later conduct a deposition with the unknowing health science student participants. The deposition

proved to be highly stressful for Casper College students due to the fact that they did not take meticulous reports, and forgot important details between the accident and deposition.

The third, and final portion of the IPE simulation is when the “case” is brought to trial, in an actual courtroom. Health science students are tasked to testify in front of the “jury” (confederate theatre students), “attorneys” (paralegal students) and the “judge” (a paralegal professor). After the trial, students debrief as a group to program instructors, and later to their individual instructors.

Timeline

Accident (Late September-Early October) » Deposition (November) » Trial (February)

Benefits of IPE Simulation

Students....

- learn the importance of detailed documentation
- collaborate with those in other professions, much like a real-world situation
- are exposed to different areas of expertise, thus diversifying their sphere of knowledge
- will develop communication skills for intense, real-world situations
- learn basic real-world knowledge (i.e. how a court trial works, how the ER works, etc.)

Requirements

- A dedicated, creative faculty
- Programs willing to collaborate
- Imagination
- Facilities

Cost

- Additional funding is not necessary. Specialized mannequins are *not* critical for completion of the IPE. The only significant change required is a **redirection of educational resources**.

Brookdale Implications

If a program like this is implemented into Brookdale’s curriculum, some possibilities to tailor the simulation to the school include (but are not limited to):

- Utilizing “accidents” involving opioid overdoses, in consideration of the prevalence of opioid abuse throughout Monmouth County.
- Involvement of local officials such as Monmouth County Prosecutor Chris Gramicionni or Sheriff Shaun Golden.
- Involvement of the Criminal Justice Department in conducting detective-like investigations throughout the IPE.

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

September 24, 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 September 18, 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.

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 (5:32 PM)	Ms. Joan Scocco
	Ms. Suzanne Brennan, Vice-Chair (5:45 PM)	Ms. Patricia Sensi
	Dr. Hank Cram, Trustee	Mr. Ed Johnson
	Mr. Paul Crupi, Trustee	
	Ms. Lauren Deinhardt, Trustee	Ms. Kathy Kamatani
	Ms. Barbara Horl, Trustee	
	Mr. Bret Kaufmann, Trustee	
	Dr. David M. Stout, Secretary	
	Ms. Marta Rambaud, Trustee (5:35 PM)	
	Dr. Les Richens, Trustee	
Absent	Ms. Madeline Ferraro, Trustee	Ms. Cynthia Gruskos, Recorder
College Counsel	Mr. Bruce Padulla, Esq., General Counsel	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of agenda for Public Business Meeting	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p>	
Approval of Partnership with Ray Catena	<p>A motion to approve by resolution the Memorandum of Understanding with Ray Catena Motor Car Corporation/Ray Catena Auto Group was made by Trustee Becht and seconded by Trustee Horl.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Committee Reports NJCCC – Trustee Horl shared the 3 priorities of NJCCC has with the state legislation which includes lobbying for an increase in operating aid for community colleges, seeking legislation for community colleges to offer baccalaureate degrees in career oriented fields and lobbying that the Community College Opportunity Grant to be put into statute versus being a line item in the state budget.		
President’s Report A. Ray Catena Partnership –Dr. Stout and representatives of the Ray Catena Auto Group formalized their new partnership with a formal signing of a memorandum of understanding which will provide our Automotive Technology students with access to paid internships, job placement after graduation and reimbursement of tuition. B. Marketing – Rebranding- Splendor Design Group presented their new brand campaign “Here will		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>get you There” and they highlighted a website refresh that will enhance the user experience.</p> <p>C. Rokit Foundation– Bruce Gallipani, Executive Director and President of Rokit Foundation and Fred Ferrara, Vice President presented information on their charitable foundation whose mission is to provide music education and scholarships to inspiring young musicians. On November 9, a kickoff event of our partnership with the Rokit Foundation will take place in our CVA Gallery, and proceeds of the sale of art work will benefit Rokit Foundation and Brookdale Community College.</p> <p>D. Academic Master Plan – Dr. Reed presented an update on the Academic Master Plan.</p> <p>Dr. Stout thanked Tim Zeiss and the Foundation Board for funding the Helping Hands Food Pantry and technology improvements in the library.</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 Crupi and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	
<p>Public Comment on Agenda Items – No public comment was made.</p>		
<p>Approval of Public Business Meeting Minutes – July 23, 2019</p>	<p>A motion to approve the minutes from the public business meeting held on July 23, 2019 was made by Trustee L. Brennan and seconded by Trustee Cram.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Crupi</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Executive Session Minutes – July 23, 2019	<p>A motion to approve the executive session minutes from the meeting held on July 23, 2019 was made by Trustee Kaufmann and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Becht, Crupi and Horl</p>	
Consent Agenda <ul style="list-style-type: none"> A. Human Resources Recommendations- B. Acceptance of Grants C. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 - D. Monthly Financial Dashboards E. Academic Calendars 	<p>A motion to approve the consent agenda was made by Trustee Horl and seconded by Trustee Deinhardt.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens, and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Authorization to Exercise the Lease of Space at Brookdale to Rutgers, the State University of New Jersey -	<p>A motion to approve by resolution the lease agreement with Rutgers University was made by Trustee Richens and seconded by Vice Chair Suzanne Brennan.</p> <p>YES: Trustees Becht, L.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens, and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Lodging of Revised Policies –</p> <p>A. 2.9000 Acceptable Use of Computer Network, Resources & Facilities</p> <p>B. 4.1005 Grants & Special Projects</p> <p>C. 4.1006 Standards for Auditing & Accounting</p> <p>D. 5.0018 Student Produced College Media</p> <p>E. 6.4000 Student Activities</p>	<p>A motion to lodge the following revised policies: 2.9000 Acceptable Use of Computer Network, Resources & Facilities; 4.1005 Grants & Special Projects; 4.1006 Standards for Auditing & Accounting; 5.0018 Student Produced College Media, and 6.4000 Student Activities was made by Trustee Richens and seconded by Trustee Rambaud.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens, and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Kevin Brown, Vice President and NJ State Director, 32BJ SEIU – Mr. Brown representing the 32BJ SEIU union brought up concerns related to the employees of 3H, who won the custodial contract at the College. He reported that 3H is a party to a collective bargaining agreement with Local 32BJ and has violated the contract. He said that 3H has denied health insurance, vacation and holiday pay to well over a third of the workforce; has failed to pay wages required by the contract, and disregarded an arbitrator's award in</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>favor of a fired employee. Mr. Brown suggested that the College require all future contractors to offer a standard wage policy.</p> <p>Elias Tobias, Employee 3H Service Systems, Inc. – Mr. Tobias is a cleaner who is employed by 3H. He stated that many of his co-workers have been denied wages, health insurance, vacations, sick days and holidays which they are entitled to under their union contract. He asked the Board to consider establishing a standard wage policy and require all contractors to offer employment to existing employees during the first 90 days of a new contract.</p> <p>Tom Brennan, Radio Station Manager – Mr. Brennan provided an overview of their fundraising activities and accomplishments, their service to the County through the recording of public service announcements, and he reported on their successful Songwriters on the Beach events.</p> <p>Brian McKeon, Faculty, Math Department – Mr. McKeon brought up concerns for a mandate that requires all employees to complete compliance training but our Adjunct Faculty are not compensated for completing the training, whereas all other employees are. He was also concerned about unfunded state mandates for OER. He suggested that our College Counsel should be lobbying for these mandates to be funded.</p> <p>Old/New Business</p> <p>Vice-Chair Suzanne Brennan announced that if any board member is interested in running for Chair or Vice-Chair they should communicate their interest to her and be prepared to give a presentation at the October meeting and the formal vote will occur at the November meeting.</p> <p>Dr. Stout acknowledged employees at the meeting who were in the HR packet this month. He congratulated Suzanne Rauso and Elizabeth Kruijssen for their new positions. He also acknowledged the retirement of Michael Hargrave and Paulette Walker and thanked them for their service to the college.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to hold a closed meeting (Attachment A)</p>	<p>A motion was made to hold a closed session by Trustee Becht and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion was made to reopen the meeting to the public by Trustee Richens and seconded by Trustee L. Brennan.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed unanimously.	
Adjournment Meeting adjourned at 7:35 PM	A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Cram. Motion passed unanimously.	

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 2 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 **September 24, 2019 at approximately 6:30 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION

Approved: September 24, 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: **potential litigation regarding construction issues at the Wall Campus and contract negotiations with the Hazlet Board of Education.**



"(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: September 24, 2019

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 30 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Administrative

Adjuncts

Recommendations

2

3

B. Change of Status

Executive

Administrative

Support Staff

Recommendations

1

10

10

C. Separations

Executive

Faculty

Support Staff

Recommendations

1

1

2

A. HIRES**ADMINISTRATIVE**

1. Name: Birgit Mondesir
Department: Admissions
Position: Assistant Director, Admissions, full-time, temporary
Salary: \$55,250, to be prorated accordingly, and subject to current College contract negotiations
Effective: 11/16/19 – until further notice, but not later than 6/30/20
2. Name: Michael Amodio
Department: Facilities Administration
Position: Supervisor, Maintenance & Grounds, full-time, temporary
Salary: \$55,250 to be prorated accordingly and is subject to current College contract negotiations
Effective: 11/1/19 – until further notice, but not later than 6/30/20

ADJUNCTS

1. Name: Melissa Borre
Department: Languages
2. Name: Amanda Massey
Department: Paralegal
3. Name: Kevin Squires
Department: Computer Science

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
1	1	1

B. CHANGE OF STATUS**EXECUTIVE**

1. Name: Teresa Manfreda
Department: Finance & Operations
Position: Interim Vice President
Action: Interim appointment to fill critical role
New Salary: \$129,440 to be prorated accordingly and subject to an FY20 adjustment
Effective: 10/1/19 until further notice, but not later than 6/30/20

ADMINISTRATIVE

1. Name: Ann Marie Alfieri
 Departments: Strategic Partnerships/Strategic Development & Educational Access
 Position: Confidential Administrator, Strategic Partnerships/Strategic Development & Educational Access

 Action: Title change and change in band from A2 to A3 through reorganization
 New Salary: \$55,669 to be prorated accordingly and is subject to an FY20 adjustment
 Effective: 11/1/19

2. Name: Peggy Austin
 Department: Strategic Development & Educational Access
 Position: Department Administrator, Strategic Development & Educational Access
 Action: Title change and change in band from A2 to A3 through reorganization
 New Salary: \$56,536 to be prorated accordingly and is subject to Current College contract negotiations

 Effective: 11/1/19

3. Name: Shannen Deptula
 Department: Admissions
 Position: Assistant Director, Admissions, full-time, temporary
 Action: Title change
 New Salary: No change
 Effective: 9/1/19

4. Name: Kevin Nolan
 Department: Enrollment Management
 Position: Associate Director, One-Stop
 Action: Retroactive monthly stipend of \$310 for FY18, and \$312 for FY19 for A5 level responsibilities

 Effective: 5/17/18 – 9/15/18

5. Name: Kathleen Shea
 Department: Admissions
 Position: Assistant Director, Admissions
 Action: Title change
 New Salary: No change
 Effective: 9/1/19

6. Name: Charanne Smith
 Department: Student Affairs
 Position: Director, Student Basic Needs
 Action: Transfer
 New Salary: No change
 Effective: 11/1/19

7. Name: Lee Stockton
 Department: Enrollment Management
 Position: Enrollment Management Administrator
 Action: Retroactive monthly stipend of \$310 for FY18, and \$312 for FY19 for A5 level responsibilities
 Effective: 5/17/18 – 9/15/18

8. Name: Tricia Taylor
 Department: Athletics
 Position: Assistant Director
 Action: Change in status from acting to regular A3 position, through bona fide search
 New Salary: \$63,537 prorated accordingly and subject to current College contract negotiations
 Effective: 11/1/19

9. Name: ErinMarie Tierney
 Department: Student Life & Activities
 Position: Assistant Director
 Action: Change in status from N4 to an A3 position through bona fide search
 New Salary: \$55,250 prorated accordingly and subject to current College contract negotiations
 Effective: 11/1/19

10. Name: Kristin Worthley
 Department: Admissions
 Position: Assistant Director, Admissions
 Action: Title change before 10/1/19 promotion to Associate Director position
 New Salary: No change
 Effective: 9/1/19 – 9/30/19

SUPPORT STAFF

1. Name: Deborah Brown
 Department: Strategic Development & Educational Access
 Position: Specialist, One-Stop – Regional Locations
 Action: Title change through reorganization
 New Salary: No change
 Effective: 11/1/19

2. Name: Kamala Das
 Department: Educational Services
 Position: Academic Tutor
 Action: Title change through reorganization
 New Salary: No change
 Effective: 11/1/19

3. Name: Mary Ann Gurrera
 Department: Strategic Development & Educational Access
 Position: Specialist, One-Stop – Regional Locations
 Action: Title change through reorganization
 New Salary: No change
 Effective: 11/1/19

4. Name: Maria Maccanico
 Department: Strategic Development & Educational Access
 Position: Specialist, One-Stop – Regional Locations
 Action: Title change through reorganization
 New Salary: No change
 Effective: 11/1/19

5. Name: Maria Cecilia Rodriguez
 Department: Strategic Development & Educational Access
 Position: Specialist, One-Stop – Regional Locations
 Action: Title change through reorganization
 New Salary: No change
 Effective: 11/1/19

6. Name: Karen Sieben
 Department: Learning Commons
 Position: Learning Commons Assistant
 Action: Title and department change through reorganization
 New Salary: No change
 Effective: 11/1/19

7. Name: Patti Tschaen
 Department: Educational Services
 Position: Academic Tutor
 Action: Title and department change through reorganization
 New Salary: No change
 Effective: 11/1/19

8. Name: Denise Vigil
 Department: Strategic Development & Educational Access
 Position: Specialist, One-Stop – Regional Locations
 Action: Title change through reorganization
 New Salary: No change
 Effective: 11/1/19

9. Name: Leah Wasacz
 Department: Educational Services
 Position: Academic Tutor
 Action: Title and department change through reorganization
 New Salary: No change
 Effective: 11/1/19

10. Name: Donna Williams
 Department: Strategic Development & Educational Access
 Position: Specialist, One-Stop – Regional Locations
 Action: Title change through reorganization
 New Salary: No change
 Effective: 11/1/19

C. SEPARATIONS**EXECUTIVE**

1. Name: Joey Stoner
Department: Finance & Operations
Position: Interim Vice President
Action: Resignation
Effective: 9/30/19

FACULTY

1. Name: Linda Wang
Department: Mathematics
Position: Professor
Action: Retirement
Effective: 12/31/19

STAFF

1. Name: Michael Hargrave
Department: Police
Position: Security Guard
Action: Change in retirement date from 12/31/19 to 11/30/19
Effective: 11/30/19
2. Name: Dean Pease
Department: Physical Plant
Position: Operating Engineer
Action: Separation
Effective: 10/21/19

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

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

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

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

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

RESOLUTION
Approved: September 24, 2019

2.2 Application for Grants

Executive Summary

A. New Jersey Office of the Secretary of Higher Education (OSHE)

Program Title: College Readiness Now VI

Short Title: (CRN VI)

Goal/Purpose: The College Readiness Now VI program will serve 125 students in 11th and 12th grades who are not yet college ready; highest priority will be given to students who are living below the poverty line. The College will collaborate with Raritan and Neptune high schools during the academic year sessions to offer 75 students instruction, support services, and a one-credit First-Year Seminar. Ten students selected from the Neptune cohort will participate in a separate English ALP program. Students will take a foundational studies course and a college level course concurrently utilizing one instructor for both courses

The 5-week summer session will serve up to 50 students in weeklong Academic Success Boot Camps held on the Lincroft campus and Hazlet and Neptune regional locations. Students taking part in the summer boot camps will be drawn from various high schools throughout the County.

Program Administrator: Fidel Wilson, Director, Early College High School Programs & Educational Partnerships

Total \$Requested: \$69,650 and does not require a match from the college.

Date Submitted: October 2, 2019

Recommendation:

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

2.1 Acceptance of Grants**Executive Summary****A. Bergen Community College with funding from the US Department of Labor****Program Title:** Scaling Apprenticeship Through Sector Based Strategies**Short Title:** NJ HealthWorks

Goal/Purpose: To develop, expand, and scale apprenticeships in health care occupations. In year one of the project Brookdale will provide health care training to 25 students and place several in apprenticeships with area health care providers.

The NJ HealthWorks partnership includes Bergen Community College (lead agency) along with health care industry employers, a national health care union, a health care business association, and the New Jersey Health Professions Consortium, a partnership of 15 New Jersey institutions of higher education (IHE). Additional partners include regional workforce development boards, one stop system providers, local government agencies, and community based organizations working with IHEs serving respective counties and communities.

Program Administrator: Marian Smith**Total \$ Award:** \$155,860 (Year 1)**Date Awarded:** November 11, 2019**B. US Department of Education****Program Title:** Strengthening Institutions - Year 3**Short Title:** Title III

Goal/Purpose: The long-term project goal is to improve student persistence, retention, and completion rates, especially for high need students including low-income and minority students. Year three will continue its focus on (1) enhancing student engagement through technology-based targeted interventions and regular communication enabled by implementation of a Customer Relations Management (CRM) system; and (2) enhancing online and hybrid courses through quality standards and interactive content.

Program Administrator: Laura Qaissaunee, Director of Grants & Institutional Development**Total \$ Awarded:** \$406,323 – no college match in year 3**Date Awarded:** October 1, 2019

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

C. County of Monmouth, Workforce Innovation and Opportunity Act (WIOA)**Program Title:** Youth Employment & Training Program for Eligible Out-of-School Youth**Short Title:** OSY

Goal/Purpose: To serve 100 disengaged youth between the ages of 16 and 24 who need instruction and remediation to obtain the HSE and transition to further education, career training and/or work. Brookdale will serve students at four locations including its regional locations in Long Branch, Hazlet, and Freehold. There will be an OSY program at each of the locations where Brookdale offers corresponding Adult Basic Education (GED/ESL).

Program Administrator: Linda Roma, Director-Adult Basic Education**Amount \$Awarded:** \$240,000 – no college match**Date Awarded:** September 30, 2019**D. County of Monmouth, Workforce Innovation and Opportunity Act (WIOA)****Program Title:** One Stop Operator Services**Short Title:** One Stop

Goal/Purpose: To strengthen the collaboration between Brookdale Community College, Continuing and Professional Studies and the Monmouth County Division of Workforce Development by identifying regional job opportunities and assisting Monmouth County Division of Employment and Training clients with their job search.

Program Administrator: Gregory Menza**Amount \$Awarded:** \$50,000 – no college match**Date Awarded:** August 14, 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.

October 29, 2019: Director of Grants and Institutional Development, Laura Quissaunee

RESOLUTION

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

	<u>Amount</u>
Bergen County College – with funding from USDOL NJ Health Works	\$ 155,860
US Department of Education Title III	\$406,323
County of Monmouth Youth Employment & Training	\$240,000
County of Monmouth One Stop Operator Services	\$50,000

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;

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.

October 29, 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 October 22, 2019.

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
October 29, 2019

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	TEC Elevator Company	Emergency Repair of Freehold Elevator, Bid No. 18-23 / Exempt 18A:64A-25.6 (Emergency purchase). This contract is for the emergency repair of the elevator at the Freehold Campus and is funded by Chapter 12.	Exempt Bid	\$ 21,450.00
2	Network Cabling Inc. dba, Net Q Multimedia	Fiber Cabling for New Fire Alarm Panels / Exempt 18A:64A-25.9 (State Contract). This State Contract is for the supply and installation of fiber cabling for the new fire alarm panels on the Lincroft Campus and is funded by Chapter 12.	Exempt	\$ 99,753.25
3	Burlew Mechanical LLC	Plumbing Services T&M, Bid No. 19-25 / This contract is for the boiler replacement at the Freehold Campus and is funded by Chapter 12.	Bid	\$ 80,880.00
4	Shorelands Construction, Inc.	Acoustic Screen for Academic Building Chiller at the Wall Campus, Bid No. 20-12 / Notice was sent to 8 vendors, received 3 replies. This contract is for the supply and installation of an acoustic screen to reduce noise from the rooftop chiller. This contract is funded by Chapter 12.	Bid	\$ 92,000.00
5	Fire Security Technologies, Inc.	Fire Alarm Panel Networking, Bid No. 20-13 / Notice was sent to 9 vendors, received 1 reply. This contract is for the networking of 18 fire alarm panels and is funded by Chapter 12.	Bid	\$ 120,000.00
6	Shorelands Construction, Inc.	Interior Renovation Lower Level of CAR Building, Bid No. 20-14 / Notice was sent to 26 vendors, received 10 replies. This contract is for the interior renovation of Rooms 011 and 013 located in the lower level of the CAR Building for CPS' massage therapy program. This contract is funded by Chapter 12.	Bid	\$ 85,000.00

7	ClearSpan Fabric Structures International Inc.	Salt Storage Structure / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and installation of a salt storage structure on the Lincroft Campus and is funded by Chapter 12.	Exempt	\$ 144,015.85
Operating				
8	Castle Branch, Inc.	Documentation Tracking/Healthcare, and Criminal Record Research, RFP No. 03-20 / Notice was sent to 7 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for documentation tracking/healthcare, and criminal record research and is paid directly by nursing and certificate healthcare program students. FY19 \$100,000.	RFP	\$ 100,000.00 *
9	Holmes Corporation	Textbooks / Exempt 18:64A-25.5.a.(6) (Textbooks). This contract is for the supply and delivery of textbooks for the Project Management Certificate and Facility Management Professional (FMP) courses and is funded by CPS Revenue Generating Programs.	Exempt	\$ 22,000.00 *
10	Follett	Textbooks / Exempt 18:64A-25.5.a.(6) (Textbooks). This contract is for the supply and delivery of various textbooks and is funded by CPS Revenue Generating Programs, grants and operating budgets.	Exempt	\$ 24,000.00 *
11	NJCCC Consortium - BSN Sports, Inc. Ampro Sports	Athletics Uniform & Apparel / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract with New Jersey County College Joint Purchasing Consortium for the supply and delivery of athletics uniform and apparel. These contracts are funded by the Athletic Budget. FY19 \$40,588.75.	Exempt	\$ 44,000.00 *

* 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 August totaled \$2,464,981.87. 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 October 22, 2019.

October 29, 2019: Executive Director Finance & ITS, Teresa Manfreda



BOARD OF TRUSTEES

Chairman of the Board

President

Finance & Facilities

Human Resources

Legal & Compliance

4.1 Financial Reporting

**For the month ending August 31, 2019
Presented October 22, 2019**

October 29, 2019: Executive Director Finance & ITS, Teresa Manfreda

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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 1,725,144	\$ 10,325,921	\$ (8,600,777)	16.7%
County of Monmouth	3,337,837	20,027,019	(16,689,183)	16.7%
	5,062,981	30,352,940	(25,289,960)	16.7%
Student Tuition:				
Summer III	1,024,597	36,833,034	(37,369,750)	
Fall and Winter	17,022,386		17,022,386	
Spring	(14,664)		(14,664)	
Summer I & II	(9,193)		(9,193)	
Prior Year Tuition Adj	2,363		2,363	
	18,025,489	36,833,034	(20,368,858)	48.9%
Fees:				
General Service Fee	2,324,460	8,842,239	(6,517,779)	26.3%
Application Fee	26,900	150,000	(123,100)	17.9%
Installment Plan Fee	-	125,000	(125,000)	0.0%
LAB Fees	1,495,658	2,237,192	(741,535)	66.9%
Late Fees	1,680	23,000	(21,320)	7.3%
Transcript Fee	12,330	75,000	(62,670)	16.4%
Other	1,115	45,000	(43,885)	2.5%
	3,862,142	11,497,431	(7,635,289)	33.6%
Continuing & Prof Studies:				
Contract Training Direct Pay	(71,296)	275,000	(346,296)	-25.9%
New Pathways to Teaching	2,628	40,000	(37,372)	6.6%
Healthcare Services	477,666	802,000	(299,334)	59.6%
Business & Career Training	62,247	355,000	(267,753)	17.5%
Computer Training	21,969	220,000	(198,031)	10.0%
CTE Grant	60,256	600,000	(539,744)	10.0%
Sandy Hook	9,084	45,000	(35,916)	20.2%
Trips / Excursions	96,970	270,000	(173,030)	35.9%
Misc. Open Enrollment Programs	119,495	395,000	(275,505)	30.3%
Summer Adventure Camps	304,868	380,000	(75,132)	80.2%
Accelerated Career & Technology	-	18,000	(18,000)	0.0%
Fitness	200	-	200	0.0%
	1,084,087	3,400,000	(2,265,913)	31.9%
Miscellaneous:				
Indirect Cost Recovery	2,514	774,000	(771,486)	
Other Departmental Revenue	4,520		4,520	
Miscellaneous	18,544		18,544	
General Performances	-		-	
International Center	126,929		126,929	
Summer Sports Camp	-		-	
	152,506	774,000	(621,494)	19.7%
Total	\$ 28,187,205	\$ 82,857,405	\$ (56,181,513)	34.0%

Operating Expenditure Report
For the month ending August 31, 2019

	YTD Actual	Budget	Balance	% Actual to Budget
Learning Division	1,648,339	31,956,244	30,307,905	5.2%
Benefits	2,443,473	15,868,663	13,425,190	15.4%
Finance & Operations	2,032,226	8,833,041	6,800,815	23.0%
Student Success Division	780,117	5,572,733	4,792,616	14.0%
General Expenses	914,141	5,448,951	4,534,810	16.8%
Continuing & Prof. Serv.	457,297	3,130,633	2,673,336	14.6%
Utilities	368,405	2,273,503	1,905,098	16.2%
Human Resources & Safety	384,607	2,265,281	1,880,674	17.0%
Planning & Inst. Effectiveness	80,665	377,887	297,222	21.3%
President & BOT	103,436	552,520	449,084	18.7%
Advancement Division	205,176	1,152,058	946,882	17.8%
	<u>\$ 9,417,882</u>	<u>\$ 77,431,514</u>	<u>\$ 68,013,632</u>	<u>12.2%</u>
Salaries & Wages	\$ 3,457,038	\$ 46,378,024	\$ 42,820,920	7.5%
Other Expenses	5,960,844	31,053,490	25,192,712	19.2%
	<u>\$ 9,417,882</u>	<u>\$ 77,431,514</u>	<u>\$ 68,013,632</u>	<u>12.2%</u>

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

	08/31/19	08/31/18	Change	% Change
Operating revenue				
State of New Jersey	\$ 1,725,144	\$ 1,725,144	\$ -	0.0%
County of Monmouth	3,337,837	3,337,837	-	0.0%
Student Tuition	18,025,488	17,990,400	35,089	0.2%
Fees	3,862,142	3,543,497	318,645	9.0%
Continuing & Prof Studies	1,084,087	1,275,579	(191,492)	-15.0%
Miscellaneous	152,507	105,854	46,652	44.1%
	<u>\$ 28,187,205</u>	<u>\$ 27,978,311</u>	<u>\$ 208,894</u>	<u>0.7%</u>

Operating expenditures				
Learning Division	1,648,339	1,464,549	(183,790)	-12.5%
Benefits	2,443,473	2,421,348	(22,125)	-0.9%
Finance & Operations	2,032,226	1,903,313	(128,913)	-6.8%
Student Success Div	780,117	897,658	117,541	13.1%
General Expenses	914,141	1,063,380	149,239	14.0%
Continuing & Prof. Serv.	457,297	509,148	51,851	10.2%
Utilities	368,405	417,157	48,752	11.7%
Human Resources & Safety	384,607	435,835	51,228	11.8%
Planning & Inst. Effectiveness	80,665	90,795	10,130	11.2%
President & BOT	103,436	81,168	(22,268)	-27.4%
Advancement Div	205,176	157,420	(47,756)	-30.3%
	<u>\$ 9,417,882</u>	<u>\$ 9,441,771</u>	<u>\$ 23,889</u>	<u>0.3%</u>

Net Income - Operating only \$ 18,769,324 \$ 18,536,540

\$ 232,783

AUXILIARY:

Receipts	\$ 171,538	\$ 144,567	\$ 26,971
Disbursements	237,986	234,817	(3,169)
Profit/ (Loss) - Auxiliary	<u>\$ (66,448)</u>	<u>\$ (90,250)</u>	<u>\$ 23,802</u>

CAPITAL (FEES):

Capital Improvement Plan Fee	169,480	160,245	9,235
Student Life Center	507,318	484,325	22,993
Capital Reserve	169,480	161,443	8,037
Other Capital	-	29,734	(29,734)
Revenue from Capital fees:	<u>\$ 846,278</u>	<u>\$ 835,747</u>	<u>\$ 10,531</u>

Increase (decrease) from prior year Operating/Auxiliary/Capital \$ 267,116

Brookdale Community College
Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at 8/31/19

	FY20 Budget	8/31/2019	Increase/ (Decrease)	FY20 Projected
Operating				
Revenues:				
Tuition	\$ 38,394,347	\$ 18,025,489	\$ -	\$ 38,394,347
State	10,325,921	1,725,144	-	10,325,921
County	20,027,019	3,337,837	-	20,027,019
Fees	11,413,689	3,862,142	-	11,413,689
Continuing & Prof. Serv.	3,350,000	1,084,087	-	3,350,000
Other Income	774,000	152,506	-	774,000
Total revenue	\$ 84,284,976	\$ 28,187,205	\$ -	\$ 84,284,976
Expenditures:				
Learning Division	31,956,244	1,648,339	-	31,956,244
Benefits	15,868,663	2,443,473	-	15,868,663
Finance & Operations	8,833,041	1,902,977	-	8,833,041
Student Success Division	5,572,733	780,117	-	5,572,733
General Expenses	5,448,951	914,141	-	5,448,951
Continuing & Prof. Serv.	3,130,633	457,297	-	3,130,633
Utilities	2,273,503	368,405	-	2,273,503
Human Resources & Safety	2,265,281	384,607	-	2,265,281
Advancement Division	1,152,058	205,176	-	1,152,058
Planning & Inst. Effectiveness	377,887	80,665	-	377,887
President & BOT	552,520	103,436	-	552,520
Total expenditures	\$ 77,431,514	\$ 9,288,633	\$ -	\$ 77,431,514
Other cash requirements				
Debt Principal	1,699,997	-	-	1,699,997
Interest Expense	1,467,443	-	-	1,467,443
TIP/TECH	2,337,970	129,249	-	2,337,970
	\$ 5,505,410	\$ 129,249	\$ -	\$ 5,505,410
Excess revenue/expenditures				\$ -
Auxiliary				
Receipts		\$ 171,538	\$ 1,355,962	\$ 1,527,500
Disbursements		237,986	1,557,126	1,795,112
Profit/(Loss) Auxiliary		\$ (66,448)	\$ (201,164)	\$ (267,612)
Excess revenue/expenditures				\$ (267,612)
Capital				
Revenues:				
State Chapter 12	\$ 1,900,000	\$ 539,275	\$ -	\$ 1,900,000
County	1,900,000	539,275	-	1,900,000
ELF	680,714	37,564	-	680,714
Fees-TIP	-	-	-	-
Other Capital Fees	-	-	-	-
Total revenue	\$ 4,480,714	\$ 1,116,114	\$ -	\$ 4,480,714
Expenditures:				
State Chapter 12	\$ 1,900,000	\$ 539,275	\$ -	\$ 1,900,000
County Chapter 12	1,900,000	539,275	-	1,900,000
ELF	680,714	37,564	-	680,714
Fees-TIP	-	-	-	-
Debt Service	-	-	-	-
Total expenditures	\$ 4,480,714	\$ 1,116,114	\$ -	\$ 4,480,714
Excess revenue/expenditures				\$ -
Total excess revenue/expenditures all funds				\$ (267,612)

Brookdale Community College
Cash & Fund Balance Analysis
As of August 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	16,751,087.53
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 \$2,959,650.06 from prior year.

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

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

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) CVA & LAH CHILLER REPLACEMENTS

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

2) LED LIGHTING UPGRADES

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

3) LED LIGHTING FOR CVA AND CLC BUILDING

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

4) MAN, LIB, CAR SANITARY SEWER EJECTOR PUMPS

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

5) 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. A preconstruction conference is scheduled for October 16, 2019 and work is expected to commence shortly thereafter.

6) FIRE ALARM PANEL NETWORKING

T&M was authorized to prepare plans and specifications for the networking of the fire alarm panels at the Lincroft Campus. The overall project consists of the installation of a single mode fiber to network all fire panels, plus modifications at each panel to support the networking via fiber. The fiber will be installed via state contract. The bid opening took place on October 15, 2019 and we are recommending award at the BOT on October 29 to Fire Securities

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

Technologies, Inc in the amount of \$120,000.00. The fiber optic work was procured through state contract in the amount of \$99,735.25 through NetQ and that purchase will also be considered for BOT approval at the October 29 meeting.

7) LIFE SAFETY AND ADDITIONAL LIGHTING

T&M has been contracted to prepare specifications for the replacement of the battery back-ups and to provide additional lighting efficiencies. The specifications are being finalized and we are coordinating with the College to finalize the bid.

8) SALT STORAGE BUILDING

The college is required to provide a permanent salt storage facility in order to comply with NJDEP regulations and our office has evaluated options to comply with the regulations. BRCC can procure the fabric structure through Sourcewell Cooperative and a quote of \$144,015.85 was received from Clear Span for a 35 by 30 fully enclosed salt storage building. T&M is completing 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. The punch list work was completed and approved by FVHD and final payment is being processed.

2) PARTIAL ROOFING REPLACEMENT AND REPAIR

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

3) ADA DOOR REPLACEMENTS/LINCROFT CAMPUS

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

4) ATEC RETAINING WALL

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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

impacted the wall will be removed by Monmouth County. The project will be rebid in January 2020 for construction in March/April.

5) 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 complete at the Lincroft Campus and a punch list walk through is scheduled for October 18. After completion the contractor will mobilize to Freehold Campus.

6) MASSAGE THERAPY RELOCATION

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

7) ATEC FOLDING DOOR

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

C. DESIGN/STUDIES/REPORTS

1. FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

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

2. NEW ACADEMIC BUILDING-WALL CAMPUS

Due to noise complaints, related to the chiller that faces adjoining residents, the architect (Spiezle Design Group) has evaluated options for reducing the noise level and after review by an acoustical engineering firm Spiezle designed a panel system to surround the chiller. The project was bid on October 15 and the apparent low bidder was Shorelands, Inc, in the amount of \$92,000.00.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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

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

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



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

G:\Projects\BRCC\G2001\Calculations & Reports\10-15-19 PROJECT STATUS REPORT.docx

BROOKDALE COMMUNITY COLLEGE

AGREED-UPON PROCEDURES REPORT ON SCHEDULE OF TOTAL CREDIT HOUR ENROLLMENTS

JUNE 30, 2019

BROOKDALE COMMUNITY COLLEGE

Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments

June 30, 2019

C O N T E N T S

Independent Accountants' Report on Applying Agreed-Upon Procedures	1-3
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Schedules:

Sampling Methodology and Results for Confirmation for Student Enrollment (Schedule A)	4
Total Credit Hour Enrollments (Schedule B)	5
Base Chargeback Rate Per In-County Hour (Schedule C)	6

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Brookdale Community College
765 Newman Springs Road
Lincroft, New Jersey 07738-1543

We have performed the procedures enumerated below, which were agreed to by Brookdale Community College (the "College"), the New Jersey Department of the Treasury, Office of Management and Budget and the New Jersey Council of County Colleges ("NJCCC") solely to assist you in connection with your reporting requirements, as set forth in the 2019 Statement of Auditing and Accounting Standards for County Colleges ("Standards") recommended by the New Jersey Council of County Colleges for use by the New Jersey Department of the Treasury, for the year ended June 30, 2019.

The College's management is responsible for meeting those requirements and maintaining records in accordance with these Standards. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We applied and observed the following during our agreed-upon procedures performed for the year ended June 30, 2019:

1. From the College's master list of fundable credit courses offered during the year ended June 30, 2019, we selected a sample of 40 courses and chose one student from each course during fiscal year ended June 30, 2019 and performed the following procedures:
 - a. Sent positive confirmation letters to all students included in the sample. The letters specifically attempted to confirm the student's enrollment in the particular course sampled, the amount billed for the semester, the amount paid for the semester, and the remaining balance due. Information concerning the methodology and results of this procedure is included in Schedule A of this report.

No exceptions were noted as a result of this procedure.

- b. Traced the courses sampled to the NJCCC's list of approved credit courses and determined that: (1) the courses were approved for funding in the year ended June 30, 2019; and (2) the number of credit hours claimed by the College agreed to the number of credit/contract hours approved by NJCCC.

No exceptions were noted as a result of this procedure.

- c. Examined source documentation for each course/student in the sample (e.g. registration records, grade assignments, payment records, class rosters, attendance records, etc.) to (1) verify the validity of the quantitative representations made on the management-prepared schedules; (2) make sure that adequate descriptions and course outlines were available for each course, in accordance with State funding requirements; and (3) determine the audit trail is valid and adequate for certification of the schedule of credit hour enrollments and Base Chargeback Rate per In-County Credit Hour.

No exceptions were noted as a result of this procedure.

2. Reviewed compliance with the 2019 Statement of Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasury.

No exceptions were noted as a result of this procedure.

3. Multiplied reported credit hours by appropriate standard tuition charges per credit hour and compared the result to tuition income per the relevant general ledger tuition income accounts.

No exceptions were noted as a result of this procedure.

4. Reviewed that the eligible portion of grant funded courses was calculated and reported accurately.

The College did not conduct any eligible grant funded courses during the year ended June 30, 2019.

5. Reviewed all contracts for the delivery of community college courses that were claimed for state aid to determine that the College demonstrated direct costs and control of the courses.

No exceptions were noted as a result of this procedure.

6. Obtained the accompanying Schedule B - Total Credit Hour Enrollments, for the year ended June 30, 2019, prepared by management of the College. We reviewed the documentation underlying the calculation of credit hour enrollments, and recalculated all columns and rows to verify mathematical accuracy.

No exceptions were noted as a result of this procedure.

7. Obtained the accompanying Schedule C - Base Chargeback Rate Per In-County Credit Hour, for the year ended June 30, 2019, prepared by management of the College. Verified, from the sample of 40 students selected in Procedure 1, those that were resident, in-county students (38 of 40), and determined that they were properly classified with in-county enrollments by verifying they resided in the county. We also recalculated the Base Chargeback Rate Per In-County Credit Hour, as shown on Schedule C.

No exceptions were noted as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the items referred to above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Brookdale Community College, the New Jersey Department of the Treasury, Office of Management and Budget, and the New Jersey Council of County Colleges and is not intended to be, and should not be, used by anyone other than the specified parties.

**Certified Public Accountants
Braintree, Massachusetts**

DATE

BROOKDALE COMMUNITY COLLEGE

Sampling Methodology and Results for Confirmation for Student Enrollment

Schedule A

For the Year Ended June 30, 2019

Credit Student Enrollment

Methodology:

A sample of 40 students was arrived at using the following parameters:

Confidence level	90%
Expected rate of occurrence	0.0%
Maximum tolerable error rate	5.0%

Results:

Mailed	40
Returned	18
Returned correct	18
Returned with exceptions	None
Returned undelivered	None

Alternate procedures were applied to the confirmations that had no responses to determine course enrollments.

BROOKDALE COMMUNITY COLLEGE

Total Credit Hour Enrollments

Schedule B

For the Year Ended June 30, 2019

	Summer III 2018 <u>Term</u>	Fall 2018 <u>Term</u>	Winter and Spring 2019 <u>Term</u>	Summer I & II 2019 <u>Term</u>	Total Fiscal Year
Credit Hours	<u>6,580</u>	<u>118,193</u>	<u>105,307</u>	<u>20,808</u>	<u>250,888</u>
				In-County Credit Hours	217,042
				Out of County Credit Hours	<u>33,846</u>
					<u>250,888</u>

BROOKDALE COMMUNITY COLLEGE

Base Chargeback Rate Per In-County Credit Hour

Schedule C

For the Year Ended June 30, 2019

Total In-County Resident Enrollment Credit Hours	217,042
Divided by 30 Credit Hours	<u>30</u>
Resident FTE	<u>7,235</u>
Total County Aid	\$ 20,027,019
Divided by Resident FTE	<u>7,235</u>
Base Chargeback Rate per In-County FTE	\$ 2,768
Divided by 30	<u>30</u>
Base Chargeback Rate per In-County Credit Hour	\$ 92.27

4.3 *Legal Costs, Government Relations, and Public Relations*

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public no later than November 1 each year, “an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations.”

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 22, 2019.

October 29, 2019: Executive Director Finance & ITS, Teresa Manfreda

Brookdale Community College
Report of Legal Fees, Government Relations, and Public Relations
For the Fiscal Years 2019 and 2018

	FY19	FY18
Legal Fees	\$167,538	\$195,989
Government Relations	36,000	36,367
Public Relations	<u>39,580</u>	<u>29,137</u>
TOTAL	<u>\$243,118</u>	<u>\$261,493</u>

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

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 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~~Contracts

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

4.1005 Grants and Special Contracts

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

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, ensuring that the College has sufficient funds to support each grant, and adhering to the terms and conditions of each grant.. 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

4.1006 Standards for Auditing & Accounting

I. Title of Policy

Standards for Auditing and Accounting

II. Objective of 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: 3B et seq. and 18A:64A-12

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 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 15-08, 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, 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](#) the 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 Approval: Board of Trustees Public Business Meeting – October 29, 2019 (Lodged
September 24, 2019)

Brookdale Community College College Policy

5.0018 Student Produced College Media

I. Title of Policy

Student Produced College Media

II. Objective of Policy

To authorize the President to develop Brookdale Community College ("College") Regulations governing the conditions under which student produced College media are published.

III. Authority

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, the College seeks to assist each student to become more broadly educated. The principles of freedom of expression and a responsible press shall be the overriding guidelines for student produced College media.

To facilitate this Policy the President shall develop College Regulations governing student produced College media.

V. Responsibility for Implementation

President

Approved: 5/24/73

Revised: 10/22/81

7/12/01

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 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

Brookdale Community College ("College") is committed to enhancing the College 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 College Mission and support students through their academic journey while improving their interpersonal relationships and providing leadership opportunities.

To facilitate said experience, the administration shall provide comprehensive student 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

Authorization to submit substantive change request to Middle States Higher Education Commission to reclassify Freehold and Wall from branch campuses to additional locations.

Brookdale is requesting approval from Middle States Commission on Higher Education to reclassify both the Brookdale at Freehold and the Wall Branch Campus from “branch campus” status to “additional location” status.

A branch campus per Middle States is a site physically apart from the main campus where courses are offered by full-time faculty assigned to the site, operations are managed by administration and staff assigned to the site, has a comprehensive budget for operations, and provides student services comparable to those at the main campus.

Analysis of the sites finds a full-time faculty presence at the location is not needed. Offerings at both Freehold and Wall are held to the same high academic standard as at the main campus and are monitored by Department Chairs and Institute Deans. Students are and will continue to be supported in appropriately-staffed Student Success Centers. Other services such as the provision of food services and bookstore are unnecessary as other options are readily available. Students can easily order books online and have them delivered directly to their residences.

Reclassifying both the Freehold and Wall sites from branch campuses to additional locations addresses the Board’s priorities of student success and financial stability. The enrollment at those sites have declined and the cost of providing the array of services and staffing required as branch campuses is not the best use of college resources.

Students’ best interest and educational excellence at these locations will continue. The physical locations, programming and student support services needed by the students at the sites will continue to be provided to suit students’ needs. Access to all services for students in close proximity to both locations are available at the main campus, within 15 miles and via technology. Public transportation via NJTransit has significantly increased bus access from both regions to the main campus in the past few years.

The substantive request was reviewed by President and the Student Success & Educational Excellence committee at a meeting held on September 19, 2019.

RESOLUTION

WHEREAS, Brookdale Community College is compliant with Middle States Commission on Higher Education policies; and

WHEREAS, Middle States requirements for branch campus status for Freehold and Wall are deemed unnecessary to provide excellent educational programming and services to students in those regions; and

WHEREAS, reclassifying branch campus status for Freehold and Wall to additional locations; and

WHEREAS, the reclassification addresses the Board's priorities of student success and financial stability; and

WHEREAS, it is deemed to be in the best interest of students;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the College submit substantive change requests to Middle States Commission on Higher Education to reclassify the Freehold and Wall branch campuses to additional locations.

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