

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Special Public Business Meeting Minutes

July 16, 2019

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

- A. Trustee Bret Kaufmann called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
 - 1. On July 9, 2019 at 4:30 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
	M. Suzanne Brennan, Vice-Chair*	Ms. Patricia Sensi
	Ms. Latonya Brennan, Trustee	Dr. Yesenia Madas
	Dr. Hank Cram, Trustee	Ms. Kathy Kamatani
	Mr. Paul Crupi, Trustee*	Mr. Joey Stoner
	Ms. Lauren Deinhardt, Graduate Trustee* (5:33 PM)	Mr. Ed Johnson
	Ms. Barbara Horl, Trustee (5:33 PM)	Dr. Nancy Kegelman
	Ms. Madeline Ferraro, Trustee*	Dr. Anita Voogt
	Mr. Bret Kaufmann, Trustee	Mr. George Sotirion
	Ms. Marta Rambaud, Trustee*	Ms. Teresa Manfreda
	Dr. David M. Stout, Secretary	
	Dr. Les Richens, Trustee	
		Ms. Cynthia Gruskos, Recorder
Absent	Mr. Dan Becht, Trustee	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	Mr. Michael Regan, T & M, Engineer of Record
	* via conference phone	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda for Public Business Meeting</p> <p>Trustee Kaufmann announced that an addendum to the Purchases in excess of \$36,400 has been added for approval tonight.</p>	<p>A motion to adopt the meeting agenda was made by Trustee Cram and seconded by Trustee L. Brennan. .</p> <p>Motion passed unanimously.</p>	
<p>Swearing in of Graduate Trustee Lauren Deinhardt</p> <p>Mr. Jacobs performed swearing in ceremony of Graduate Trustee Lauren Deinhardt. (Attachment A)</p>		
<p>Facilities Report – Mr. Michael Regan, T & M, Engineer of Record reviewed his report dated July 10, 2019. He provided the following updates or there was significant discussion on the item:</p> <ul style="list-style-type: none"> • LED Lighting for CVA and CLC Building – Recommendation for award at tonight’s meeting to Willdan Energy Solutions. • MAN, LIB, CAR Sanitary Sewer Ejector Pumps – 2 Bidders submitted incomplete packages. Recommended to reject bids for approval at tonight’s meeting and the College will re-bid this project. • Tennis & Basketball Courts/Lincroft Campus – Mr. Regan reported that the tennis courts were completed yesterday... The courts were repaired and resurfaced. Dr. Richens brought up concerns that the courts were reported to be “spongy”. Dr. Stout reported that the Athletic Director and Tennis Coach had reported that 2 of the 8 were in question as to their playability. <p>ACTION ITEM: Ms. Passarella to send contract and performance bonds to Counsel for review. ACTION ITEM: Athletic Director and Tennis Coach to confirm courts are playable before payment to contractor.</p> <ul style="list-style-type: none"> • Sewage Ejector Pumps Replacement at the Student Life Center – EACM Corp. was the apparent low responsible bidder and recommended for approval at tonight’s meeting. The lowest bidder was rejected due to lack of Division of Property Management & Construction (DPMC) classification, which was a requirement of the bid. • ATEC Building Retaining Wall and Drainage Improvements, - The bid received no replies and will be re-bid next month. Vendors were questioned as to why they did not bid, and some responded that they were too busy during this season. • OIT Switch Rooms – Final unit installed and operational as of July 15. 		

<ul style="list-style-type: none"> • Sidewalks & Curb Replacement/Lincroft & Freehold Campuses – AJR Masonry recommended for award. 			
Public Comment on Agenda Items Only No public comment was made.			
Approval of Purchases in Excess of \$36,400 and New Jersey “Pay to Play”, and Pursuant to the New Jersey “Pay-to-Play” Process, in Excess of \$17,500 (Attachment B)	A motion to approve by resolution the purchases listed on the agenda and the addendum was made by Trustee Cram and seconded by Trustee L. Brennan. Motion passed unanimously. YES: Trustees L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White. NO: None ABSTENTIONS: None		
Financial Reporting (4.1) – Mr. Stoner reviewed the financial reporting. He pointed out that the Analysis and Forecast of the Operating, Auxiliary & Capital Funds indicated that there would be a projected excess of revenue at year-end of \$586,155. Chapter 12 funds to be available at year end are \$13,939,551. The cash balances are \$4 million higher than last year. .			
For Review - Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play”, and Pursuant to the New Jersey “Pay-to-Play” Process, in Excess of \$17,500 (4.2) There was no significant discussion on the purchases recommended for approval at the July 23 meeting.			
Change Order Request (4.2a) – No change order request was requested.			
Contract Modification Request (4.2b) No contract modification request was requested.			

Accounts Payable Check Register (4.2c) -

Trustee Kaufmann stated that if a Trustee should have a question on the check register, they should direct their questions to him, and he will follow up with the Administration vs. asking questions during the committee meeting.

HR Future Positions –

1 position was discussed and a justification was presented to the Board of Trustees.

The Following position will be advertised:

- **Senior Office Assistant, Business & Social Science Institute**

HR Monthly Materials – July 2019

The HR July materials were reviewed. There was no significant discussion.

Review of Grants and Gifts

There were no grants and gifts submissions for July.

Discussion Items

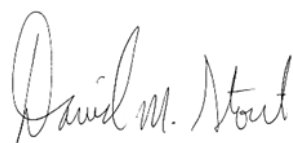
- A. 3 + 1 Programs – Georgian court and Thomas Edison State University** – Dr. Stout informed the Board that the college is exploring a 3+ 1 program with Georgian Court University and Thomas Edison State University. This new model will allow our Brookdale students who graduate with an Associate's degree to continue to take 300 level (junior year) courses at Brookdale, paying Brookdale tuition. These credits will transfer and the student will take their final year at either of these 4 year institutions and earn their Bachelor's degree while saving money. The agreements are correctly being negotiated. The 3 + 1 program with Thomas Edison State University will open up more opportunities for international students to complete an affordable online degree.
- B. Ray Catena Partnership** – Dr. Stout provided information to the Board on a new partnership with the Ray Catena Auto Group, which will allow our Auto Tech students to have internship opportunities with the Ray Catena Auto Group and if they are hired after graduation, they will be reimbursed for their Brookdale educational costs. Students must earn a GPA of 3.0 or above to participate in this program. Ray Catena will be invited to the September Board of Trustees meeting and the specifics of the agreement will be shared with the Board prior to the meeting.
- C. Leasing Space – Rutgers Nursing Program** – Rutgers School of Nursing has expressed an interest in leasing space at Brookdale, which Dr. Stout is interested in exploring. This would be a separate lease from the Rutgers Continuing Education which is leasing space in Larrison Hall. This potential lease and MOA will allow our students to obtain a B.S. Nursing from Rutgers on the Lincroft Campus.
- D. CCOG Phase 2** – Dr. Stout provided an update on the implementation of the program this year.

Public Comment –

There was no public comment.

<p>Adjournment –</p> <p><i>The meeting was adjourned at 6:55 PM</i></p>	<p>A motion to adjourn the meeting was made by Trustee Cram and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	
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Respectfully submitted:

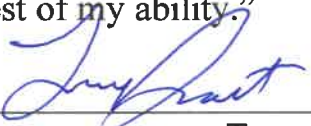


David M. Stout, Ph.D., Secretary

OATH OF OFFICE

Member of the Board of Trustees Of Brookdale Community College

"I, **Lauren Deinhardt**, solemnly swear, that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability."

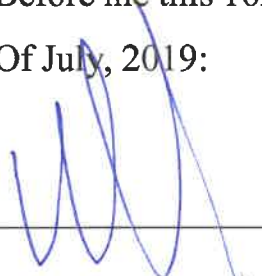


Lauren Deinhardt, Trustee

Sworn and subscribed to:

Before me this 16nd day:

Of July, 2019:



Mitchell B. Jacobs
Attorney at Law of New Jersey



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

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 July 16, 2019.

July 16, 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
July 16, 2019**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	EACM Corp.	Sewage Ejector Pumps Replacement at the Student Life Center, Bid No. 19-31 / Notice was sent to 14 vendors, received 3 replies. This contract is for sewage ejector pumps replacement at the Student Life Center and is funded by Chapter 12.	Bid	\$ 113,000.00
2	Willdan Energy Solutions	CVA and CLC LED Lighting Replacement, Bid No. 20-03 / Notice was sent to 12 vendors, received 3 replies. This contract is for LED lighting replacement in the CVA and CLC buildings and is funded by Chapter 12.	Bid	\$ 121,644.00
3	T&M Associates	Professional Engineering Services, RFQ No. 01-2019 / This contract is for professional engineering and consulting services for the design and bid preparation for the dugouts, bleachers and other related items to the rehabilitation of the athletic fields. This contract is funded by Chapter 12.	RFQ	\$ 23,000.00
4		ATEC Building Retaining Wall and Drainage Improvements, Bid No. 19-32 / Notice was sent to 15 vendors, received no replies. The College will re-bid this project.	Bid	

* Estimated expense based on historical data

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

**Addendum
July 16, 2019**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase	
Capital					
1		Sewage Ejector Pumps Replacement - MAN, LIB and CAR Buildings, Bid No. 20-02 / Notice was sent to 7 vendors, received 2 replies. This bid was rejected due to conflicting bidder qualification requirements. The College will re-bid this project.	Bid		
2	AJR Masonry LLC	Sidewalk and Curb Replacement, Bid No. 20-01 / Notice was sent to 13 vendors, received 5 replies. This contract is for sidewalk and curb replacement on the Lincroft and Freehold Campuses and is funded by Chapter 12.	Bid	\$	398,134.00