



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, December 17, 2019 5:30 PM (EST)
1 Crown Plaza Hazlet New Jersey 07730
Brookdale at Hazlet, Rms 102 & 103

- 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
 - A. Recognition of Women's Soccer Team
- 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 - December 11, 2019 - Trustee Kaufmann
 - 1. Monthly Financial Reporting - Trustee Kaufmann
 - 2. Update on Capital Projects
 - Capital Project Report submitted in Monthly Financial Dashboards*
 - B. Audit Committee - December 16, 2019 - Trustee Rambaud
 - C. Student's Perspective - Trustee Deinhardt
 - D. BCC Foundation - Dr. Stout
 - E. Public Private Partnership Committee - December 16, 2019 - Chair Abby-White
- VII. Public Comment on Agenda Items - Chair Abby-White
- VIII. Approval of Public Business Meeting Minutes - Chair Abby-White
 - A. Approval of Public Business Meeting Minutes - November 19, 2019 - Chair Abby-White
 - B. Approval of Executive Session Minutes - November 19, 2019 - Chair Abby-White
- IX. Consent Agenda - Chair Abby-White - 5 minutes
 - A. Human Resources Recommendations
 - B. Confidential Non-represented & Executive Compensation - FY20
 - C. Acceptance of Gifts
 - D. Approval of Budget Modification to the New Jersey Department of Education, Office of

Career Readiness

- E. 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
- F. Open Invoice Payment Requests for Vendors, Students and Employee Payments
- G. Monthly Financial Dashboards
- X. Approval of Second Amendment to Lease Agreement with New Jersey City University - Chair Abby-White
- XI. Acceptance of FY19 Financial Audit - Chair Abby-White
- XII. Approval of Revised Policy 6.3000 Student Conduct - Chair Abby-White
- XIII. Public Comment - Chair Abby-White
- XIV. Old/New Business - Chair Abby-White
- XV. Recess for Dinner - Chair Abby-White
- XVI. Workshop on Enrollment
 - A. Enrollment Projections - Dr. Laura Longo, Director, Institutional Research & Evaluation
 - B. FY21 Budget Models - Ms. Teresa Manfreda, Interim Vice President Finance & Operations
- XVII. Resolution to Hold a Closed Meeting - Chair Abby-White
- XVIII. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XIX. Adjournment - Chair Abby-White
- XX. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

November 19, 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
- 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 November 13, 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, Trustee	Dr. Joan Scocco
	Ms. Suzanne Brennan, Trustee (5:35 PM)	Ms. Patricia Sensi
	Dr. Hank Cram, Vice-Chair	Mr. Ed Johnson
	Ms. Lauren Deinhardt, Trustee	Ms. Kathy Kamatani
	Ms. Madeline Ferraro, Trustee*	Ms. Teresa Manfreda
	Ms. Barbara Horl, Trustee	Dr. William Burns
	Mr. Bret Kaufmann, Trustee	Ms. Bonnie Passerella
	Dr. David M. Stout, Secretary	
	Ms. Marta Rambaud, Trustee (5:35 PM)	
	Dr. Les Richens, Trustee	
Absent	Ms. Paul Crupi, Trustee	Ms. Cynthia Gruskos, Recorder
College Counsel	Mr. Sean Kean, Esq., General Counsel	
	* participation by teleconference	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Chair Abby-White read the Mission statement and led the college in the pledge of allegiance and a moment of silence for the student who passed away on November 4, 2019.		
Adoption of agenda for Public Business Meeting	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee Latonya Brennan.</p> <p>Motion passed unanimously.</p>	
<p>Board of Trustees Reorganization</p> <p>A. Election of Officers of the Board of Trustees – Mr. Kean opened nominations for the Office of the Chair. Trustee Horl nominated Trustee Abby-White. Hearing no further nominations, Mr. Kean closed the nominations for Chair.</p> <p>Election of Vice-Chair – Chair Abby-White opened the nominations for the Office of Vice-Chair. Trustee Richens nominated Trustee Cram. Hearing no further nominations, Chair Abby-White closed the nominations for Vice Chair.</p> <p>Chair Abby-White thanked Trustee Suzanne Brennan for her service as Vice-Chair.</p>	<p>Mr. Kean called for a roll call vote on the nomination of Trustee Abby-White as Board Chair for 2019-2020.</p> <p>YES: Trustees Becht, L. Brennan, Cram, Ferraro, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> <p>Chair Abby-White called for a roll call vote on the nomination of Trustee Cram as Vice-Chair for 2019-2020.</p> <p>YES: YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Ferraro, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Recognition of Inaugural class of Emeritus Employees –		
Dr. Stout honored the inaugural class of Emeritus Employees with a reading of a proclamation. A plaque with their names inscribed was revealed and it will be housed in the Bankier Library.		
Jean Badgley*	Professor, Emeritus - 2019	
Barbara Boyington	Professor, Emeritus - 2019	
Carl Calendar	Administrator, Emeritus - 2019	
Margaret Faria	Staff, Emeritus - 2019	
Anita Feldman	Professor, Emeritus - 2019	
Arnold Gelfman*	Administrator, Emeritus - 2019	
Ellen Hemhauser	Staff, Emeritus - 2019	
Denise Hughes*	Staff, Emeritus - 2019	
Virginia Lee	Professor, Emeritus - 2019	
Nancy McHugh	Administrator, Emeritus - 2019	
Jacob Needle*	Professor, Emeritus - 2019	
James Palumbo*	Administrator, Emeritus - 2019	
Shahin Pirzad*	Professor, Emeritus - 2019	
Philip Poli*	Professor, Emeritus - 2019	
Louis Pullano	Administrator, Emeritus - 2019	
Susan Rosenberg	Professor, Emeritus - 2019	
Howard Rudrow*	Professor, Emeritus - 2019	
William Sandford	Chief of Police, Emeritus - 2019	
Enid Sidel	Professor, Emeritus - 2019	
Richard Sorrell*	Professor, Emeritus - 2019	
Douglas Welsh	Professor, Emeritus - 2019	
Sherri West	Professor, Emeritus - 2019	
Dr. Stout thanked the Emeritus Employee Selection Committee.		
*Posthumous Emeritus Employees		
Approval of Memorandum of Understanding with Georgian Court University 3 + 1 Program	A motion to approve by resolution the Memorandum of Understanding with Georgian Court University to offer a 3 + 1 agreement was made by Trustee Cram and seconded by Trustee S. Brennan.	
Dr. Stout acknowledged our longstanding and successful partnership with Georgian Court University. He described the partnership which will allow Brookdale students to reduce the cost of their education by allowing them to complete their Associates degree and an additional year of coursework at Brookdale prior to	Motion passed unanimously.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
them completing their last year of their Bachelor's degree at Georgian Court University. Students will pay Brookdale tuition through their Junior year.		
<p>A. Signing Ceremony with Georgian Court University 3 + 1 Program –After the agreement was signed, Dr. Marbach, President of Georgian Court University noted this historic moment. He highlighted our shared commitment of providing affordability and accessibility to our students. He stated that he is looking forward to welcoming Brookdale students as future Lions</p>		
<p>President's Report – Dr. Stout thanked the campus community for working hard to keep our community moving forward after a traumatic event on campus.</p>		
<p>Review and Adoption of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Adoption of Consent agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Horl.</p> <p>Motion passed unanimously.</p>	
<p>Reports from the Board Committees and Liaisons –</p> <p>1) Finance & Facilities Committee – Trustee Kaufmann reported on the Finance & Facilities meeting held on November 12. He highlighted the following:</p> <ol style="list-style-type: none"> Based on the college's financial reporting, FY19's revenue and expenses are as projected. The pending FY21 budget will bring significant financial challenges, as enrollment continues to decline and operational expenses continue to increase. For this reason, focus on student retention and student success is extremely important. He stressed the importance of small improvements in student retention and student success will have a big impact on how we address these financial challenges. Trustee Kaufmann provided an update on our current capital improvement projects. <p>2) Student Success & Educational Excellence Committee – Dr. Cram reported on the Student Success & Educational Excellence Committee meeting held on November 11. – He highlighted the following:</p> <ol style="list-style-type: none"> Dr. Reed reported on negotiations with four year partners regarding the implementation of 3+ 1 programs. Dr. Reed provided an update on the College's progress in compliance of the state requirements for open source textbooks and digital materials. Program changes were discussed for informational purposes only. Dr. Reed provided a proposal developed with faculty buy in to address dual credit instructor qualifications and quality control of course outcomes. The proposal is based on the use of 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>bifurcated grades, and the committee recommended that the proposal be reviewed with the county's superintendents.</p> <p>3) Graduate Trustee Report – Trustee Deinhardt is working with a small group of diverse students to seek input on student concerns. She reported that the students were dissatisfied with the current advisor/registration process and the graduation apparel.</p> <p>4) Governance Committee – Trustee Suzanne Brennan reported on the meeting held on November 13. She highlighted the following:</p> <ul style="list-style-type: none"> a) Two policies were reviewed and one will be lodged tonight and the second reaffirmed in January. b) The committee supported initiating a full policy review utilizing a consultant. c) Guidelines for the election process were codified. d) The process for the President's evaluation was reviewed. e) The Board self-evaluation survey will be reviewed and revised if necessary and then administered in January. f) Professional Development opportunities include attendance at the ACCT Legislative Summit in February and the implementation of focused workshops this year. <p>5) Brookdale Community College Foundation – On behalf of the Foundation, Dr. Stout reported on their fundraising activities, including the "Invest in Student Success Campaign", the call for Distinguished Alumni and Honorary Degree nominations, the planning for the Scholarship Ball on June 5, 2020, funding for the replacement of computers in the Library and the support of creating partnerships with area businesses.</p>		
<p>Approval of Public Business Meeting Minutes – October 29, 2019</p>	<p>A motion to approve the minutes from the public business meeting held on October 29, 2019 was made by Trustee L. Brennan and seconded by Trustee S. Brennan.</p> <p>Motion passed unanimously.</p> <p>ABSTENTIONS: Trustee Ferraro</p>	
<p>Approval of Executive Session Minutes – October 29, 2019</p>	<p>A motion to approve the executive session minutes from the meeting held on October 29, 2019 was made by Trustee Horl</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p>ABSTENTIONS: Trustee Ferraro</p>	
Public Comment on Agenda Items – There was no public comment on agenda items.		
Consent Agenda A. Acceptance of Gifts B. Approval of Human Resources C. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments E. Monthly Financial Reports	<p>A motion to approve the consent agenda was made by Trustee Becht and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Memorandum of Agreement between The Brookdale Community College and the BCAA	<p>A motion to approve by resolution the memorandum of agreement between Brookdale Community College and the Brookdale Community College Administrative Association was made by Trustee Rambaud and seconded by Trustee Horl.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustees Becht, L. Brennan, Cram, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee S. Brennan</p>	
Approval of Memorandum of Agreement between the Brookdale Community College and the PSA	<p>A motion to approve by resolution the memorandum of agreement between the Brookdale Community College and the Professional Staff Association was made by Trustee Richens and seconded by Trustee Horl.</p> <p>YES: Trustees Becht, L. Brennan, Cram, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee S. Brennan</p>	
Lodging of Policies	<p>A motion to lodge revised policy 6.3000 Student conduct was made by Trustee Richens and seconded by Trustee S. Brennan.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Deinhardt, Ferraro,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Nicholas Picarello, Former Health Science Student – Nicholas commented on a complaint he had submitted to the President where he documented that while he was a student, the college created and caused an unsafe environment. In addition he reported that an act of retaliation by a health science faculty member occurred which the President failed to act on.</p> <p>Tom Brennan, Radio Station Manager – Mr. Brennan provided an update on their fundraising activities. He also reported that radio station personnel have reported health problems over the years, which he believes is linked to environmental concerns to their location in the basement of ATEC. He urged the Board of Trustees to provide them working conditions where they will not get sick.</p>		
<p>Old/New Business</p> <p>Trustee Horl provided an update on the Community College Opportunity Grant bill (A5979) which will be considered at the Assembly Appropriations Committee In December.</p> <p>Chair Abby-White announced that the Executive and Finance & Facilities committees have been changed to Wednesday, December 11.</p>		
<p>Resolution to Hold a Closed Meting</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 Richens and seconded by Trustee S. Brennan.</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 Abby-White.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed unanimously.	
Adjournment Meeting adjourned at 7:20 PM	A motion to adjourn the meeting was made by Trustee Becht and seconded by Trustee Horl. 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 3 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 **November 19, 2019 at approximately 7 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 November 19, 2019

x

y

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

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

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

x

"(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 matters falling within the Attorney-Client Privilege.

"(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

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 November 19, 2019

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 36 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Support Staff

Police

Adjuncts

Recommendations

2

2

4

B. Change of Status

Executive

Faculty

Administrative

Support Staff

Recommendations

1

2

18

3

C. Separations

Faculty

Administrative

Recommendations

2

2

A. HIRES**SUPPORT STAFF**

1. Name: Shaun-Marie Cooke
Department: Library
Position: Associate
Salary: \$41,415
Effective: 1/2/20
2. Name: Michael Lowsky
Department: Testing Services
Position: Senior Technician
Salary: \$38,039
Effective: 1/2/20

POLICE

1. Name: Alexandra Clayton
Department: Police
Position: Probationary Police Officer
Salary: \$42,000
Effective: 1/3/20 or as soon thereafter as possible pending completion of all final contingencies
2. Name: Andrew Gioia
Department: Police
Position: Probationary Police Officer
Salary: \$42,000
Effective: 1/3/20 or as soon thereafter as possible pending completion of all final contingencies

ADJUNCTS

1. Name: Kathleen Barnett
Department: NURS
2. Name: Jessica Domb
Department: NURS
3. Name: Sara Nold
Department: NURS

4. Name: Joe Novick
Department: Psychology

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
1	3

B. CHANGE OF STATUSEXECUTIVE

1. Name: Allison Fitzpatrick
Department: Strategic Development & Educational Access
Position: Interim Dean, Regional Locations
Action: Extension of interim assignment
New Salary: No change
Effective: 1/1/20 until further notice but not later than 6/30/20

FACULTY

1. Name: Samantha Doluweera
Department: Mathematics
Position: Instructor
Action: Leave without pay
Effective: 11/8/19 – 11/25/19
2. Name: Townsend Weeks
Department: Environmental Science
Position: Associate Professor
Action: Special Purpose Leave without pay
Effective: 9/26/19 – 12/31/19

ADMINISTRATIVE

1. Name: Meghan Begley
Department: Continuing & Professional Studies
Position: Confidential Administrative Assistant II
Action: Reclassification from N4 to A2 position
New Salary: \$52,914, to be prorated accordingly
Effective: 1/1/20

2. Name: Shannen Deptula
 Department: Admissions
 Position: Assistant Director
 Action: Change in status from interim to regular A3 position through bona fide search
 New Salary: No change
 Effective: 12/18/19

3. Name: Allison Fitzpatrick
 Department: Strategic Development & Educational Access
 Position: Interim Dean, Regional Locations
 Action: Non-renewal in Director, Brookdale at Wall position, through reorganization
 Effective: 11/30/19

4. Name: Eleanor Glazewski
 Department: Registrar
 Position: Interim Registrar
 Action: Extension of temporary assignment
 Effective: 1/1/20 – until further notice, but not later than 6/30/20

5. Name: Bruce Marich
 Department: President's Office
 Position: Director, Special Projects
 Action: Non-renewal in Director, Brookdale at Hazlet position, through reorganization
 Effective: 11/30/19

6. Name: Jackeline Mejias-Fuertes
 Department: Small Business Development Center
 Position: Director, Small Business Development Center
 Action: Extension of grant-funded position
 Effective: 1/1/20 – 6/30/20

7. Name: Gregory Menza
 Department: Continuing & Professional Studies
 Position: Job Developer, HealthWorks/Adult Basic Education Programs, full-time, grant-funded position
 Action: Lateral move through bona fide search
 Effective: 1/2/20

8. Name: Jenna Moltisanti
 Department: Strategic Development & Education Access
 Position: Associate Director, Regional Locations
 Action: Title change
 New Salary: No change
 Effective: 11/1/19

9. Name: Michael Naparlo
 Department: Facilities
 Position: Interim Manager
 Action: Extension of monthly stipend
 Effective: 1/1/20 – until further notice, but not later than 6/30/20

10. Name: Cara Novak
 Department: K-12 Partnerships
 Position: Administrator
 Action: Retroactive monthly stipend of \$312 for assuming additional responsibilities
 Effective: 7/1/18 – 4/30/19

11. Name: Maggie Osmulski
 Department: Small Business Development Center
 Position: Assistant Director, Small Business Development Center
 Action: Extension of grant-funded position
 Effective: 1/1/20 – 6/30/20

12. Name: Laura Qaissaunee
 Department: Grants Development
 Position: Director, Grants & Institutional Development
 Action: Extension of monthly stipend
 Effective: 1/1/20 – until further notice, but not later than 6/30/20

13. Name: Maureen Selheim
 D Department: Strategic Development & Education Access
 Position: Associate Director, Regional Locations
 Action: Title change
 New Salary: No change
 Effective: 11/1/19

14. Name: Paulette Simpson
 Department: Strategic Development & Education Access
 Position: Associate Director, Regional Locations
 Action: Title change
 New Salary: No change
 Effective: 11/1/19
15. Name: Charanne Smith
 Department: Student Basic Needs
 Position: Director
 Action: Non-renewal in Director, Brookdale at Neptune position, through reorganization
 Effective: 11/30/19
16. Name: AnnMarie Sparaco
 Department: President's Office
 Position: Director, Special Projects
 Action: Extension of monthly stipend
 Effective: 1/1/20 – until further notice, but not later than 6/30/20
17. Name: Ann Tickner Jankowski
 Department: VP Learning
 Position: Director, Transfer Resources/Articulation
 Action: Retroactive monthly stipend of \$312 for assuming additional responsibilities
 Effective: 7/1/18 – 4/30/19
18. Name: Candice Watts
 Department: Strategic Development & Educational Access
 Position: Associate Director, Regional Locations
 Action: Change in status from A3 to A4 position through bona fide search
 New Salary: \$65,135 to be prorated accordingly
 Effective: 1/16/20

SUPPORT STAFF

1. Name: Victoria Massa
 Department: Accounts Receivable
 Position: Specialist
 Action: End of acting administrative position, return to N4 position
 Effective: 12/13/19

2. Name: James Purcaro
 Department: Police
 Position: Security Guard, part-time, 26hrs/wk
 Action: Extension of temporary assignment
 New Salary: No change
 Effective: 12/24/19 as temporary position is needed, until further notice, but not later than 6/30/20

3. Name: Kevin Tyrrell
 Department: Police
 Position: Security Guard, part-time, 26hrs/wk
 Action: Extension of temporary assignment
 New Salary: No change
 Effective: 12/24/19 as temporary position is needed, until further notice, but not later than 6/30/20

C. SEPARATIONS**FACULTY**

1. Name: Sheila Duane
 Department: English
 Position: Instructor
 Action: End of temporary assignment
 Effective: 12/21/19

2. Name: Janine Siegel
 Department: Reading
 Position: Instructor
 Action: End of temporary assignment
 Effective: 12/21/19

ADMINISTRATIVE

1. Name: Herbert Cohen
 Department: Student Affairs
 Position: Interim Executive Director, Enrollment Services
 Action: Retirement
 Effective: 12/31/20

2. Name: Stuart Goodwin
 Department: Finance & Operations
 Position: Staff Accountant
 Action: End of temporary assignment
 Effective: 11/26/19

RESOLUTION

WHEREAS, Policy 3.0002 states that confidential non-represented employees shall receive the same benefits as those provided to represented employees whenever possible; and

WHEREAS, the Board ratified a contract with the Administrative Association providing a general wage increase in FY20 of a flat dollar equivalent of 2.376%; and

WHEREAS, the confidential non-represented employees have performed at a consistently high level; and

WHEREAS, the President recommends an increase for these employees consistent with the unionized administrators for FY20; and

WHEREAS, Policy 3.0002 also states that the President shall make recommendations to the Board of Trustees on proposed compensation for individuals in positions at the Dean's level and above; and

WHEREAS, the members of the executive team (Dean, Associate Vice President, and Vice President) have performed with excellence and dedication through the past year; and

WHEREAS, the President recommends and strongly supports salary adjustments for the executive team of a flat dollar equivalent of 2%;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves salary adjustments for confidential non-represented administrators and for the executive staff (Deans, Associate Vice President, Vice President) consistent with the above recommendations; and

BE IT FURTHER RESOLVED that the Board of Trustees wishes to acknowledge the commitment and leadership of said employees and thanks them for their service and dedication to the College and our students.

December 17, 2019 Dr. David Stout, President

**1.51 Acceptance of Gifts
Background**

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

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

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

DATE	DONOR	ITEM
September 13, 2019	General Motors Corporation	Donation of 2017 Chevy Camaro
September 12, 2019	General Motors Corporation	Donation of a 2017 GMC Terrain
November 18, 2019	Aaron Fichtner, Ph.D. President New Jersey Council of County Colleges 330 West State Street Trenton, NJ 08618	Donation of professional attire to the Veterans Center

**2.3 Approval of Budget Modification to the New Jersey Department of Education,
Office of Career Readiness****Perkins Career and Technical Education**

Brookdale submitted a budget modification to the New Jersey State Department of Education, Office of Career Readiness on November 26, 2019, under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional supplies and equipment for Communication Media, Graphic Design and Nursing programs through additional Perkins grant funds received and cost savings realized to date.

The New Jersey Department of Education requires a signed board resolution which authorizes acceptance of the changes. A copy of the resolution is attached.

Recommendation:

The President recommends that the Board of Trustees adopt a resolution accepting the budget modification and authorizing the President to sign the resolution to the New Jersey Department of Education.

December 17, 2019: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

WHEREAS, Brookdale submitted a budget modification to the New Jersey State Department of Education, Office of Career Readiness on November 26, 2019, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional supplies and equipment for Communication Media, Graphic Design and Nursing programs through additional Perkins grant funds received and cost savings realized to date; and

WHEREAS, The New Jersey Department of Education, Office of Career Readiness requires this resolution; and

WHEREAS, the President recommends submission of said budget modification;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College authorizes the submission of this budget modification to the New Jersey Department of Education, Office of Career Readiness.

Date:

SIGNED:

David M. Stout, Ph.D., President

December 17, 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 December 11, 2019.

December 17, 2019: Interim Vice President, Teresa Manfreda

RESOLUTION

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

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

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

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

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

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

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

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

Agenda for Purchases in Excess of \$36,400

December 17, 2019

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Design Resources Group Architects, AIA, Inc.	Professional Engineering Services, RFQ No. 01-2019 / This contract is for professional engineering and consulting services for the replacement of the HVAC system in the BAC Building and is funded by Chapter 12.	RFQ	\$ 23,900.00
2	LandTek Construction LLC, dba United Terrain Group	Salt Storage Building Slab (Revised), Bid No. 20-19 / Notice was sent to 17 vendors, received 9 replies. This contract is for the construction of the slab for the salt storage building and is funded by Chapter 12.	Bid	\$ 75,070.00
3	Ladacin Network; Monmouth County Vocational School; Community Affairs and Resource Center; Literacy Volunteer of New Jersey	Adult Basic Education Skills/Literacy Program / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the reimbursement to the individual entities, which form the Monmouth County Adult Basic Skills Consortium. The Consortium was established to provide and support the adult basic education program. As the lead agency, the College reports to the New Jersey Department of Labor and is directed by the "Workforce Innovation and Opportunity Act"/Title II Program. These contracts are funded by the ABE/Literacy Grant. FY19 \$181,000.	Exempt	\$ 186,000.00 *
Operating				
4	Universal Protection Service LLC dba Allied Universal Security Services	Armed Guard Services / Exempt 18A:64A.25.9 (State Contract). This State Contract is for armed guard services and will be phased in at various regional locations. The cost of armed guards is partially offset by a savings in salary, benefits, and substitute hourly workers for the current security guard lines in the Police Department budget.	Exempt	\$ 97,605.00 *

* Estimated expense based on historical data
Unless otherwise exempt, bids were publicly advertised according to law.

Addendum
December 17, 2019

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Operating PKF O'Connor Davies, LLP	Internal Audit Services, RFP No. 04-20 / Notice was sent to 11 firms, received 6 replies. This is a 6-month contract with an option for a one year renewal for internal auditing services. This contract is funded by the Operating Budget. FY19 \$100,845.	RFP	\$50,000.00 *

* 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 October totaled \$3,146,726.90. 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 December 11, 2019.

December 17, 2019: Interim Vice President, Teresa Manfreda



BOARD OF TRUSTEES

Leslie Green, Chairman

William J. Green

William J. Green

Finance & Facilities

William J. Green

4.1 Financial Reporting

**For the month ending October 31, 2019
Presented December 11, 2019**

December 17, 2019: Interim Vice President Finance & Operations, Teresa Manfreda

Brookdale Community College
Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at 10/31/19

	FY20 Budget	10/31/2019	Increase/ (Decrease)	FY20 Projected
Operating				
Revenues:				
Tuition	\$ 36,833,034	\$ 19,167,745	\$ 606,837	\$ 37,439,871
State	10,325,921	3,453,188	-	10,325,921
County	20,027,019	6,675,673	-	20,027,019
Fees	11,497,431	4,110,991	270,176	11,767,607
Continuing & Prof. Serv.	3,400,000	1,645,996	(160,000)	3,240,000
Other Income	774,000	228,361	(100,000)	674,000
Total revenue	\$ 82,857,405	\$ 35,281,954	\$ 617,013	\$ 83,474,418
Expenditures:				
Learning Division	31,956,244	7,153,687	(126,199)	31,830,045
Benefits	15,868,663	4,543,108	-	15,868,663
Finance & Operations	8,833,041	2,625,323	(56,136)	8,776,905
Student Success Division	5,572,733	1,609,761	(112,243)	5,460,490
General Expenses	5,448,951	1,506,958	-	5,448,951
Continuing & Prof. Serv.	3,130,633	1,099,311	(180,633)	2,950,000
Utilities	2,273,503	671,872	-	2,273,503
Human Resources & Safety	2,265,281	702,812	(64,864)	2,200,417
Advancement Division	1,152,058	395,432	(4,935)	1,147,123
Planning & Inst. Effectiveness	377,887	136,232	-	377,887
President & BOT	552,520	205,056	4,440	556,960
Total expenditures	\$ 77,431,514	\$ 20,649,552	\$ (540,570)	\$ 76,890,944
Other cash requirements				
Debt Principal	1,766,815	-	-	1,766,815
Interest Expense	1,396,917	104,279	-	1,467,443
TIP/TECH	2,262,158	1,061,182	-	2,337,970
	\$ 5,425,890	\$ 1,165,461	\$ -	\$ 5,572,228
Excess revenue/expenditures projected				\$ 1,157,583
Auxiliary				
Receipts	\$ 442,267	\$ -	\$ -	\$ 1,527,500
Disbursements	491,718	-	-	1,795,112
Profit/(Loss) Auxiliary	\$ (49,451)	\$ -	\$ -	\$ (267,612)
Excess revenue/expenditures projected				\$ (267,612)
Capital				
Revenues:				
State Chapter 12	\$ 1,950,000	\$ 1,004,267	\$ -	\$ 1,950,000
County	1,950,000	1,004,267	-	1,950,000
ELF	623,077	24,696	-	623,077
Fees-Technology	2,262,158	1,087,451	-	2,262,158
Other Capital Fees	-	910,283	-	907,742
Total revenue	\$ 6,785,235	\$ 4,030,962	\$ -	\$ 7,692,977
Expenditures:				
State Chapter 12	\$ 1,950,000	\$ 1,004,267	\$ -	\$ 1,950,000
County Chapter 12	1,950,000	1,004,267	-	1,950,000
ELF	623,077	269,946	-	623,077
Technology	-	1,408,468	-	2,262,158
Other	-	124,432	-	907,742
Total expenditures	\$ 4,523,077	\$ 3,811,379	\$ -	\$ 7,692,977
Excess revenue/expenditures projected				\$ -
Total excess revenue/expenditures all funds projected				\$ 889,971

Brookdale Community College
Cash Balance Analysis
As of October 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	13,041,992.34
October	10,034,966.35	12,704,404.96	14,911,885.92	18,338,044.75 *
November	5,881,692.09	12,851,711.00	13,655,458.27	
December	5,813,306.39	9,253,180.00	10,237,929.92	
January	10,936,117.45	13,533,588.30	17,083,793.40	
February	12,352,432.38	12,149,359.50	21,768,631.56	
March	7,804,144.44	10,721,561.17	20,122,253.27	
April	7,677,357.19	12,993,416.87	17,790,854.81	
May	7,240,211.55	12,510,624.36	16,672,952.29	
June	5,718,427.39	10,477,369.61	14,116,437.62	

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.
Cash increased \$3,426,158.83 from prior year.

* Total cash consists of \$15,016,882.75 in the Operating accounts and \$3,321,162.00 in the General Fund accounts.

December 2, 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. There is a small punch list of items to complete prior to close out of the project. Once the work is completed and inspected, we will close out the project.

2) LED LIGHTING UPGRADES

Based on the recommendations of the Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College decided to pursue energy saving measures by replacing the existing light bulbs with LED bulbs. The BOT awarded a contract to Willdan Energy Solutions, Edison, NJ in the amount of \$1,175,880 at their January 29, 2019 meeting. Installation of lighting is complete, but punch list items remain. Upon completion of the punch list final payment documents will be prepared. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project. T&M held a meeting with the Clean Energy Program to review progress for reimbursement and we are working with the program to provide necessary documentation.

3) LED LIGHTING FOR CVA AND CLC BUILDING

LED lighting specifications were completed utilizing the Local Government Energy Audit (LGEA) reports, advertised, bid and awarded at the July 16 F&F/BOT meeting to Willdan Energy Solutions in the amount of \$121,644.00. Work is substantially completed in both buildings and the project will be closed out pending a walk through to verify completed items.

4) MAN, LIB, CAR SANITARY SEWER EJECTOR PUMPS

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

5) ATHLETIC FIELDS/LINCROFT CAMPUS

A project to reconstruct the baseball and softball field as well as rehabilitate the soccer field was awarded to Precise Construction in the amount of \$2,335,609.75 The project will provide for the installation of subsurface drainage and irrigation system, replacing dugouts and bleachers and leveling of the fields. It is anticipated that work will be completed for sod installation in late winter 2020. Demolition has been completed. The softball and baseball fields have been excavated to subgrade and installation of subsurface drainage and retaining walls is scheduled for the coming weeks.

6) FIRE ALARM PANEL NETWORKING

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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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 was also awarded at the October 29 BOT meeting. Work is scheduled for winter break. NetQ has begun preparatory work on the project.

7) LIFE SAFETY AND ADDITIONAL LIGHTING

T&M has been contracted to prepare specifications for the replacement of the battery back-ups and to provide additional lighting efficiencies. The bid opening was held on November 8, 2019 awarded at the November 19, 2019 BOT to VA Electrical Contractor LLC in the amount of \$377,000.00. A preconstruction conference is scheduled for December 5, 2019.

8) SALT STORAGE BUILDING

The college is required to provide a permanent salt storage facility in order to comply with NJDEP regulations and our office has evaluated options to comply with the regulations. The BOT approved procuring the fabric structure through Sourcewell Cooperative at a cost of \$144,015.85 from Clear Span for a 35 by 30 fully enclosed salt storage building. T&M has completed plans and specifications for providing the concrete pad for the structure and the bid opening is scheduled for December 10, 2019 with award to be considered at the December 17, 2019 BOT.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) PARTIAL ROOFING REPLACEMENT AND REPAIR

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

2) ADA DOOR REPLACEMENTS/LINCROFT CAMPUS

SSP Architects was awarded a contract for the design and construction administration for replacement of ADA doors on campus. Automatic Door Systems, Inc. was awarded the project at the F&F/BOT on August 20. A preconstruction walkthrough was held on September 26 and a coordination meeting is scheduled for October 16. Work has commenced and is scheduled for completion by December 20, 2019.

3) ATEC RETAINING WALL

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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

4) 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 substantially complete at the Lincroft Campus and Freehold Campus. The balance of the work will be completed in the spring of 2020.

5) MASSAGE THERAPY RELOCATION

Massage Therapy is being relocated to the lower level of the CAR building and USA Architects has been awarded a contract to redesign the space for this use. The bid opening was held on October 15 and the apparent low bidder is Shorelands, Inc., in the amount of \$85,000.00. The award was approved at the BOT on October 29, 2019. Demolition started on November 11, 2019 and the work is scheduled for completion in mid-February.

6) ATEC FOLDING DOOR

The replacement of the room partitioning door at the ATEC building was awarded at the BOT meeting on September 24 in the amount of \$23,450.00 to Tri-State Folding Partitions, Inc. Work is scheduled for December 6, 2019.

7) ROOF REPAIRS - PHASE 3

FVHD is currently scoping roof repairs to pitched roofs, including gutters and flashing repairs as necessary and a proposal for predation of bid documents is being submitted for consideration.

8) ADA AND MISCELLANEOUS DOOR REPLACEMENT

SSP has submitted their proposal in the amount of \$27,800.00 for design of Phase II of the ADA Doors and other exterior doors and was approved at the BOT November meeting. A kick off meeting is scheduled for December 11, 2019. A bid opening is anticipated in February 2020 with the start of project in March.

2) DESIGN/STUDIES/REPORTS

1. FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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. The award was approved at the BOT on October 29. A preconstruction conference is scheduled for December 5, 2019.

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

4.4 *Approval to Extend the New Jersey City University (NJCU) Lease Agreement*

Brookdale Community College (the “College”) and New Jersey City University (“NJCU”) have participated in a partnership providing educational services and programs to Monmouth County residents since the fall of 2003.

On September 1, 2017, the College and NJCU entered into a Lease Agreement for classroom space and related educational services at the College’s Wall location East Building. Following the completion of the College’s new academic building “Wall West”, NJCU requested use of the new building to conduct additional programs for its students. On October 18, 2019, the First Amendment to the Lease Agreement addressed security costs and confirmed the end of the Lease Agreement term, which is June 30, 2020.

The College is recommending a Second Amendment to the Lease Agreement which modifies the original Lease Agreement by extending the term for an additional 18 month period commencing July 1, 2020 and ending December 31, 2021. The Lease Agreement also increases the rent reflective of the inclusion of additional classrooms at the College’s Lincroft campus and additional evening classes at the Wall West Building beginning January 1, 2020 and running through December 31, 2021. The leasing obligation, based on the cost per square footage and hours of use, is outlined as follows:

1/1/2020 – 6/30/2020 \$20,387.30/month, six months total of \$122,325
7/1/2020 – 6/30/2021 \$20,736.92/month, twelve month total of \$248,843
7/1/2021 – 12/31/2021 \$21,151.67/month, six month total of \$126,151.67

NJCU is responsible for any additional IT line usage costs it incurs.

This report was reviewed by the President and Board of Trustees at the meeting held December 17, 2019

December 17, 2019: Interim Vice President Finance & Operations, Teresa Manfreda

RESOLUTION

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

WHEREAS, Brookdale Community College has maintained and operated a Higher Education Center in Wall since the fall of 2001 and;

WHEREAS, the College entered into an agreement with the New Jersey City University (NJCU) for continued educational partnership opportunities since the fall of 2003, and;

WHEREAS, the current location has proven satisfactory in terms of access and general accommodations for providing the community with the opportunity for accessible continued education; and

WHEREAS, the general conditions for extending the current Lease Agreement through December 31, 2021, have been review by the Board of Trustees; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Lease Agreement with New Jersey City University, as indicated, has been extended for the period commencing January 1, 2020 and extending through December 31, 2021 via a Second Amendment, which Second Amendment has been approved by the Board of Trustees.

December 17, 2019

4.4 *Acceptance of Brookdale Community College's FY19 Financial Statement Audit*

Pursuant to the requirements of the Higher Education Reorganization Act of 1994, the Board of Trustees authorized the appointment of external auditors, O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2019, at its April 30, 2019 meeting.

An audit of financial accounts has been completed, and the results of the College's FY19 Financial Statement audit are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held December 16, 2019.

Brookdale Community College College Policy

6.3000 Student Conduct

I. Title of Policy

Student Conduct

II. Objective of Policy

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

III. Authority

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

Bylaws 1.2050 and 1.3054

IV. Policy Statement

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

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

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

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

1. All students shall conduct themselves at the College or at College sponsored activities in a manner that does not disrupt or obstruct College operations or functions or

Submitted for ~~Lodging~~Approval: Board of Trustees Public Business Meeting – November 19December 157, 2019

infringe upon, or interfere with, the lawful exercise of the rights and freedoms of others. The President is authorized to employ the process of the criminal and civil law to terminate any campus disruption and to restore College functions ~~and in an effort to~~ prevent injury to persons or property.

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

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

V. Responsibility for Implementation

President

Approved: 10/29/69

Revised: 7/12/01

Submitted for ~~Lodging~~Approval: Board of Trustees Public Business Meeting – November 19December 157, 2019

Brookdale Community College College Policy

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

Bylaws 1.2050 and 1.3054

IV. Policy Statement

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

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

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1. All students shall conduct themselves at the College or at College sponsored activities in a manner that does not disrupt or obstruct College operations or functions or infringe upon, or interfere with, the lawful exercise of the rights and freedoms of others. The President is authorized to employ the process of the criminal and civil law to terminate any campus disruption and to restore College functions in an effort to prevent injury to persons or property.

Submitted for Approval: Board of Trustees Public Business Meeting – December 17, 2019

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2. All Brookdale students must assume responsibility for their own conduct. Therefore, the President shall have the power to suspend or expel any student violating this Policy under procedures consistent with due process. In the event the College believes that an act implicates possible criminal wrongdoing, the College shall report same to the appropriate legal authority.

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

V. Responsibility for Implementation

President

Approved: 10/29/69

Revised: 7/12/01

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2020 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 Dr. Hank Cram – Vice-Chair Ms. Suzanne Brennan 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 2020 v2 – 11/22/19

2020 Public Business Meetings (PBM)	Executive ----- SLC, TCR	Governance ----- BAC, PCR	Student Success & Educational Excellence	Finance & Facilities SLC, TCR	Audit ----- BAC, PCR	Public Private Partnership ----- SLC, TCR
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.
Tuesday, January 28 Lincroft, SLC, Navesink I & II	January 21 5:15 PM	January 22 6 PM		January 21 5:30 PM		January 13 4:30 PM
Tuesday, February 25 Brookdale at Long Branch, Rm 200	February 18 5:15 PM		Feb. 17 5:30 PM BAC, PCR	Feb. 18 5:30 PM	February 19 6 PM	
Tuesday, March 24 Lincroft, SLC, Navesink I & II	March 17 5:15 PM	March 18 6 PM		March 17 5:30 PM		March 16 4:30 PM
Tuesday, April 28 Lincroft, SLC, Navesink I & II	April 21 5:15 PM		April 20 5:30 PM BAC, PCR	April 21 5:30 PM		
Wednesday, May 27 Neptune High School, 2nd Floor Media Center or Freehold	May 19 5:15 PM			May 19 5:30 PM	May 5 6 PM	May 18 4:30 PM
Tuesday, June 23 Brookdale at Freehold, 103 & 104	June 16 5:15 PM			June 16 5:30 PM		
Tuesday, July 28 Lincroft, SLC, Navesink I & II	July 21 5:15 PM			July 21 5:30 PM		July 20 4:30 PM
NO PBM Meeting in August	August 18 5:15 PM			August 18 5:30 PM		
Tuesday, September 22 Lincroft, SLC, Navesink I & II	September 15 5:15 PM	Sept. 16 6 PM	Sept 14 5:30 PM SLC, TC	Sept. 15 5:30 PM		September 14 4:30 PM
Tuesday, October 27 Brookdale at Wall, 110 & 112	October 20 5:15 PM			October 20 5:30 PM	Oct. 19 6 PM	
Tuesday, November 17 Lincroft, SLC, Navesink I & II	November 10 5:15 PM	Nov. 11 6 PM	Nov. 9 5:30 PM, SLC, TC	Nov. 10 5:30 PM		November 9 4:30 PM
Tuesday, December 15 Brookdale at Hazlet, 102 & 103	December 9 5:15 PM			Dec. 9 5:30 PM	December 1 6 PM	

Human Resources is a Committee of the whole