



Brookdale Community College
Special Public Business Meeting - Finance & Facilities Committee Meeting
Tuesday, July 16, 2019 5:30 PM (EDT)
765 Newman Springs Road Lincroft New Jersey 07738
Student Life Center, Trustees Conference Room

- I. Call to Order, Reading of the Statement and Roll Call - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Adoption of Agenda - Chair Abby-White
- IV. Swearing in of Graduate Trustee Lauren Deinhardt - Mr. Jacobs
- V. Facilities Report - Mr. Raymond Sabacool, T&M, Interim Vice President Stoner - 5 minutes
- VI. Public Comment on Agenda Items - Chair Abby-White
- VII. 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 - Chair Abby-White
- VIII. Financial Reporting (4.1) - Interim Vice President Stoner, Executive Director Finance & Operations Manfreda - 10 minutes
- IX. 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) - Interim Vice President Stoner - 10 minutes
- X. Change Order Request Report (4.2a) NONE - Interim Vice President Stoner - 5 minutes
- XI. Contract Modification Request (4.2b) NONE - Interim Vice President Stoner
- XII. Accounts Payable Check Register (4.2c) - Interim Vice President Stoner
- XIII. HR - Future Positions - Associate Vice President Sensi
- XIV. Review of HR Material - Associate Vice President Sensi
- XV. Review of Grants & Gifts NONE - President Stout
- XVI. Discussion Items
 - A. 3 + 1 Programs - Georgian Court and Thomas Edison State University - Dr. Stout
 - B. Ray Catena Partnership - Dr. Stout
 - C. Leasing Space - Rutgers Nursing - Dr. Stout
- XVII. Public Comment - Chair Abby-White
- XVIII. Resolution to Hold a Closed Meeting - Chair Abby-White

- XIX. Motion to Re-Open Meeting to the Public - Chair Abby-White
- XX. Old or New Business - Chair Abby-White
- XXI. Adjournment - Chair Abby-White

July 10, 2019

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) SEWER EJECTOR PUMPS/LINCROFT CAMPUS

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

2) CVA & LAH CHILLER REPLACEMENTS

At their special meeting of November 12, 2018, the BOT awarded a contract to Preferred Mechanical, Inc. in the amount of \$1,225,000. The project is substantially complete with only a few punchlist items remaining. Awaiting verification of sound attenuation readings. Both chillers are currently operational. Upon completion of the punchlist items, project closeout will begin.

3) LED LIGHTING UPGRADES

Based on the recommendations of the Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College decided to pursue energy saving measures by replacing the existing light bulbs with LED bulbs. The BOT awarded a contract to Wildan Energy Solutions, Edison, NJ in the amount of \$1,175,880 at their January 29, 2019 meeting. Installation of light bulbs is underway on satellite campuses. The project is scheduled to be completed by the end of August 2019. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project.

4) LED LIGHTING FOR CVA AND CLC BUILDING

Design for the retrofit of the CVA and CLC building is complete. The specifications were completed utilizing the Local Government Energy Audit (LGEA) reports and advertised on June 24th. The bid opening is scheduled for July 9, with intent to award at the July 16 F&F/BOT meeting.

5) MAN, LIB, CAR SANITARY SEWER EJECTOR PUMPS

The design for the replacement of the sanitary sewer ejector pumps at the three referenced locations is complete and the project was advertised on June 20, 2019. A preconstruction meeting was held on June 27 and the bid opening is scheduled for July 12 with the intent to award at the F&F/BOT meeting on July 16, 2019.

6) ATHLETIC FIELDS/LINCROFT CAMPUS

Our office was authorized to proceed with the investigation and design for renovation of the athletic fields in the Lincroft Campus including the baseball and soccer field, softball and practice field to address the deficiencies with the playability. Our effort will focus on the playing fields themselves while also further defining the scope, type and costs of various other site amenities desired. The survey base maps and soil testing have been completed. The goal is to complete the field renovations by the end of 2019.

7) FIRE ALARM PANEL NETWORKING

Our office was authorized to prepare plans and specifications for the networking of the fire alarm panels at the Lincroft Campus. Specifications have been drafted and a meeting was held on July 8, 2019 to review the project scope with Brookdale staff. The overall project will

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

consist 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, and the panel modifications will be specified by T&M and bid. Existing conditions investigation and project scoping is ongoing.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) MISCELLANEOUS ROOF REPAIRS

At the BOT of June 26, 2108, a contract to prepare bid documents for roof repairs at the Student Life Center, Library, Main Academic Buildings North and South and the Auto Tech Building was awarded to FVHD Architects and Planners, PC in the amount of \$39,750. 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. Roof Integrity has substantially completed their work at the SLC. The MTB contract is also substantially complete and a final walkthrough on both projects is scheduled for June 13, 2019.

2) TENNIS & BASKETBALL COURTS/LINCROFT CAMPUS

The College has decided to rehabilitate the tennis and basketball courts by repairing the surface cracks and resurfacing the courts along with new nets and posts and basketball stanchions. Bids were received on February 14, 2019 and the BOT awarded a contract to Halecon, Inc. on February 26, 2019 in the amount of \$135,500. The Contractor has completed the crack sealing and is proceeding with coating of the courts. The project is scheduled to be completed in mid-July

3) PARTIAL ROOFING REPLACEMENT AND REPAIR

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

4) SLC SEWER EJECTOR PUMPS

EI Associates prepared plans and specifications for the replacement of the sewer ejector pumps in the SLC building. This project was advertised on June 6, 2019 and the bid opening was held on June 28, 2019. The apparent low responsible bidder was EACM Corp in the amount of \$117,000. A lower bid had to be rejected as incomplete. The intent is to award at the July 16 F&F/BOT meeting, with the work to be performed over summer break.

5) ADA DOOR REPLACEMENTS/LINCROFT CAMPUS

SSP Architects was awarded a contract for the design and construction administration for replacement of ADA doors on campus.

6) ATEC RETAINING WALL

EI Associates was contracted to investigate an 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.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

7) OIT Switch Rooms

There are six rooms with electronic equipment throughout the Lincroft Campus that have experienced chronic high temperature problems which affects the performance of the equipment. The contract for installation of split cooling units in each of the rooms is approximately 80% complete. The final unit had been backordered, but is now expected to be installed and operational by July 15, 2019.

8) 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 advertised on June 24, 2019 and the bid opening is scheduled for July 15 with intent to award at the July 16 F&F/BOT meeting.

9) ROADWAY AND PARKING LOT PAVING

Monmouth County Road Department commenced paving in Lot 2 on July 8, 2019. Milling and paving for this lot should be completed by July 12, 2019, with striping scheduled for July 17, 2019. The main campus roadway paving is scheduled for the week of July 22, 2019.

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

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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

Spiezle Architectural Group has designed two alternatives for the barrier and provided preliminary costs. A meeting was held with Spiezle on June 18 to discuss cost sharing and select the alternative. Spiezle has completed the design for the alternative chosen at the meeting and has completed the plans and specifications for same.

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.

Michael R. Regan
on behalf of



Charles J. Rooney, P.E.
Engineer of Record

July 10, 2019
Sheet 5

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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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



BOARD OF TRUSTEES

Finance & Facilities

4.1 *Financial Reporting*

**For the 11 months ending May 31, 2019
Presented July 16, 2019**

July 23, 2019: Interim Vice President Finance & Operations, Joey Stoner

**Brookdale Community College
Summary of Financial Activity
for the Eleven Months Ending May 31, 2019**

Any reference to budget in the following financial information represents the annual FY19 budget. May 2019 is the eleventh month of the current fiscal year. Generally, when comparing year-to-date financial results to budget, May represents 91.7% of the annual budget. The financial summary that follows offers a brief narrative of year-to-date May 2019 financial performance compared to FY19 budget and to the same period of time last year.

Revenue

Compared to Budget

Total revenue for the eleven months through May 2019 were \$79.5M and represents 94.3% of the FY19 budget of \$84.3M.

State and Local appropriations of \$10.3M and \$20.0M respectively are funded monthly. As of May, State appropriations of \$9.4M and Local of \$18.4M represent 91.5% of budget as expected.

Continuing and Professional Studies' year-to-date revenue of \$2.9M represents 86.9% of FY19 annual budget of \$3.4M. We are anticipating revenue will be about \$80,000 over expenses.

Compared to Last Year

Total operating and capital fee revenue of \$81.1M compared to \$81.7M for the same time last year indicates a decrease of \$589K or -0.73%.

Expenses

Compared to Budget

Total operating expenditures through May 2019 were \$66.6M compared to the FY19 annual expense budget of \$84.3M. Year-to-date expenses through May represent 79% of the FY19 budget and are slightly better than projections. Again, eleven months represents 91.7% of our fiscal year and should serve as a point of reference when comparing actual results to budget.

Compared to Last Year

Total operating expenses for the same period of time last year were \$68.1M compared to \$66.6M this year and indicate a reduction in operating costs of \$1.5M.

Cash Balance

As of May 31, 2019 the College's balance of cash in the bank was \$16.7M which represents \$4.2M increase over last year. For the eleven months through May, the average monthly balance of cash in FY19 was \$15.5M compared to \$11.3 last year.

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

	FY19 Budget	5/31/2019	Increase/ (Decrease)	FY19	Projected
Operating					
Revenues:					
Tuition	\$ 38,394,347	\$ 38,108,246	\$ (314,347)	\$	38,080,000
State	10,325,921	9,444,915	-		10,325,921
County	20,027,019	18,358,101	-		20,027,019
Fees	11,413,689	10,100,516	(1,289,006)		10,124,683
Continuing & Prof. Serv.	3,350,000	2,909,563	(320,000)		3,030,000
Other Income	774,000	532,711	(199,000)		575,000
Total revenue	\$ 84,284,976	\$ 79,454,052	\$ (2,122,353)	\$	82,162,623
Expenditures:					
Learning Division	32,516,843	27,838,202	(1,210,654)		31,306,189
Benefits	16,207,983	12,149,977	(62,061)		16,145,922
Finance & Operations	9,096,008	7,945,716	(146,008)		8,950,000
Student Success Division	5,953,317	5,196,743	(173,317)		5,780,000
General Expenses	5,197,090	3,165,697	(453,000)		4,744,090
Continuing & Prof. Serv.	3,160,740	2,628,048	(200,740)		2,960,000
Utilities	2,523,503	2,108,591	(5,000)		2,518,503
Human Resources & Safety	2,257,406	1,935,288	(157,406)		2,100,000
Advancement Division	957,624	849,864	(17,624)		940,000
Planning & Inst. Effectiveness	402,400	362,036	(2,400)		400,000
President & BOT	506,652	466,307	8,348		515,000
Total expenditures	\$ 78,779,566	\$ 64,646,469	\$ (2,419,862)	\$	76,359,704
Other cash requirements					
Debt Principal	1,699,997	-	-		1,699,997
Interest Expense	1,467,443	-	-		1,467,443
TIP/TECH	2,337,970	1,939,393	-		2,337,970
	\$ 5,505,410	\$ 1,939,393	\$ -	\$	5,505,410
Excess revenue/expenditures				\$	297,509
Auxiliary					
Receipts		\$ 1,681,142	\$ 382,504	\$	2,063,646
Disbursements		1,470,340	304,660		1,775,000
Profit/(Loss) Auxiliary		\$ 210,802	\$ 77,844	\$	288,646
Excess revenue/expenditures				\$	288,646
Capital					
Revenues:					
State Chapter 12	\$ 9,641,512	\$ 1,503,522	\$ (6,786,747)	\$	2,854,765
County	9,641,512	1,503,522	(6,786,747)		2,854,765
HETI	47,104	-	(47,104)		-
ELF	683,376	85,546	(630,711)		52,665
Fees-TIP	253,976	209,756	-		253,976
Other Capital Fees	350,000	-	-		350,000
Total revenue	\$ 20,617,480	\$ 3,302,345	\$ (14,251,309)	\$	6,366,171
Expenditures:					
State Chapter 12	\$ 9,641,512	\$ 1,503,522	\$ (6,786,747)	\$	2,854,765
County Chapter 12	9,641,512	1,503,522	(6,786,747)		2,854,765
HETI	47,104	-	(47,104)		-
ELF	683,376	85,546	(630,711)		52,665
Fees-TIP	253,976	209,756	-		253,976
Other Capital Fees	350,000	-	-		350,000
Total expenditures	\$ 20,617,480	\$ 3,302,346	\$ (14,251,309)	\$	6,366,171
Excess revenue/expenditures				\$	-
Total excess revenue/expenditures all funds				\$	586,155

Brookdale Community College
Cash & Fund Balance Analysis
As of May 31, 2019

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

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.
Cash increased \$4,162,327.93 from prior year.

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

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

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 Board of Trustees at a meeting held July 16, 2019.

July 23, 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 23, 2019

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Powerhouse Signworks, Inc.	Banners and Signage, Bid No. 19-22 / This contract is for the supply and installation of directional roadway signs and is funded by Chapter 12.	Bid	\$ 18,550.00
Operating				
2	IOTA Solutions, LLC	Electronic Course Evaluation Services, RFP No. 01-17 / This is one year extension with an option for a 2nd year renewal for electronic course evaluation services. IOTA360 is a hosted web-based solution for administering electronic Student Opinion Reports (SORs) in more than 1,900 course sections a year. IOTA360 collects the survey data and presents the results in a variety of standard and customized graphical reports. This contract is funded by the Planning & Institutional Effectiveness Budget. FY19 \$17,500.	RFP	\$ 17,500.00
3	Collegiate Enterprise Solutions, LLC - dba Registry for College and University Presidents	Professional Services / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract is for professional services for the position of the Interim Vice President of Finance and Operations/CFO and is funded by the Operating Budget. FY19 \$43,400.	Exempt	\$ 44,702.00

* Estimated expense based on historical data

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

July 2019

Position	Title Replaced	Department	Date Approved At F & F	Comments
Senior Office Assistant, Business & SS Institute	Senior Office Assistant, Business & SS Institute (D. Russo)	Business		Resigned eff 8/6/19

Each academic institute office has at least 2 SOAs. For BSSI, one is located in MAN and one is located in LAH. The Institute Administrator and the Dean located in MAN require an SOA to complete the work required in this office. This is a replacement, not an additional position.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 24 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Faculty

Adjuncts

Coaches

Recommendations

1

11

1

B. Change of Status

Faculty

Administrative

Support Staff

Recommendations

2

4

1

C. Separations

Faculty

Support Staff

Recommendations

2

2

A. HIRES**FACULTY**

1. Name: Shayla Ward
Department: English
Position: Instructor
Salary: \$61,951 subject to current contract negotiations
Effective: 9/1/19

FACULTY DEGREE SUMMARY

Masters

1

ADJUNCTS

1. Name: Ashley Albro
Department: Nursing
2. Name: Riviani Church
Department: Nursing
3. Name: Ashley Ernst
Department: Fine Art
4. Name: Nicholas Fontana
Department: Architecture
5. Name: Christine Hogan
Department: Nursing
6. Name: Christina Jen
Department: English
7. Name: Tina Marie Lamar
Department: Nursing
8. Name: Richard Pensalosa
Department: Nursing
9. Name: Lisa Schreiber
Department: Nursing

10. Name: Maura Stewart
Address: Farmingdale, New Jersey
County: Monmouth
Department: Respiratory Therapy

11. Name: Kendall Turchyn
Department: English

ADJUNCT DEGREE SUMMARY

Masters I	Bachelors
10	1

COACHES

1. Name: Dennis Flynn
Department: Athletics
Position: Assistant Coach, Cross Country
Compensation: \$1,000
Dates: 6/14/19

B. CHANGE OF STATUS**FACULTY**

1. Name: Elana Maloney
Department: English
Position: Instructor
Action: Change in status from temporary to regular through bona fide search
New Salary: \$58,677 subject to current contract negotiations
Effective: 9/1/19

2. Name: Nicolette Nicola
Department: English
Position: Instructor
Action: Change in department from Reading/Writing to English
New Salary: No change
Effective: 9/1/19

ADMINISTRATIVE

1. Name: Eleanor Horgan
 Department: Enrolment Management
 Position: Interim Director, Advising & Counseling Services
 Action: Temporary extension of interim assignment
 Effective: 7/1/19 – 8/31/19

2. Name: Michael Naparło
 Department: Facilities Administration
 Position: Interim Manager, Facilities
 Action: Temporary assignment
 New Salary: \$63,815, to be prorated accordingly, subject to current contract negotiations
 Effective: 7/16/19

3. Name: Scott Shanes
 Department: Continuing & Professional Studies
 Position: Manager, Healthcare Training
 Action: Change in status from A3 to A4 through reorganization/reclassification
 New Salary: \$63,815, to be prorated accordingly, subject to current contract negotiations
 Effective: 9/1/19

4. Name: Tricia Taylor
 Department: Athletics
 Position: Interim Assistant Director
 Action: Extension of acting assignment
 Salary: No change
 Effective: 7/1/19, until filled, but not later than 12/31/19

SUPPORT STAFF

1. Name: Dawn Murray
 Department: Commons Services
 Position: Associate, Inventory Control/Fixed Asset
 Action: Reclassification from N2 to N4 position
 New Salary: \$40,455
 Effective: 1/7/19

C. SEPARATIONS**FACULTY**

1. Name: Nicole DeSantis
Department: Counseling
Position: Instructor
Action: End of temporary position
Effective: 6/30/19
2. Name: Barbara Gonos
Department: Criminal Justice
Position: Professor
Action: Retirement
Effective: 8/31/19

SUPPORT STAFF

1. Name: Catherine Cutlip
Department: EOF Office
Position: Associate, EOF
Action: Resignation
Effective: 8/16/19
2. Name: Denise Russo
Department: Business & Social Science
Position: Senior Office Assistant
Action: Resignation
Effective: 8/6/19