



Brookdale Community College  
Board of Trustees Public Business Meeting  
Wednesday, May 27, 2020 5:30 PM (EDT)  
New Jersey  
Zoom webinar

- I. Call to Order, Reading of Statement and Roll Call - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Moment of Silence - Chair Abby-White
- IV. Adoption of Agenda - Chair Abby-White
- V. President's Report - Dr. Stout
- VI. Review of Consent Agenda - Chair Abby-White
  - \*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
  - A. Adoption of Consent Agenda - Chair Abby-White
- VII. Reports from the Board Committees and Liaisons - Chair Abby-White
  - A. Finance & Facilities Committee - May 19, 2020 - Vice-Chair Cram
    - 1. Chairs Financial Meeting Summary - Vice-Chair Cram Submitted Report in the Packet
    - 2. Update on Capital Projects - Capital Project Report submitted in Monthly Financial Reports
    - 3. Update on Chapter 12 Funding - Vice-Chair Cram
  - B. Audit Committee - May 5, 2020 - Trustee Rambaud submitted report in packet
  - C. Student's Perspective - Trustee Deinhardt submitted reports in the Packet
  - D. NJCCC - Trustee Horl
  - E. BCC Foundation - Chair Abby-White
- VIII. Public Comment on Agenda Items - Chair Abby-White
- IX. Approval of Public Business Meeting Minutes - Chair Abby-White
  - A. Approval of Public Business Meeting Minutes - April 28, 2020 - Chair Abby-White
  - B. Approval of Executive Session Minutes - April 28, 2020 - Chair Abby-White
- X. Consent Agenda - Chair Abby-White - 5 minutes
  - A. Human Resources Recommendations
  - B. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
  - C. Open Invoice Payment Requests for Vendor, Student and Employee Payments

#### D. Monthly Financial Dashboards

- XI. Authorization to Enter into a Dual Admission Articulation MOU with Monmouth University - Chair Abby-White
- XII. Authorization to Enter into an Articulation Agreement with Southern New Hampshire University - Chair Abby-White
- XIII. Public Comment - Chair Abby-White
- XIV. Old/New Business - Chair Abby-White
- XV. Resolution to Hold a Closed Meeting - Chair Abby-White
- XVI. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XVII. Adjournment - Chair Abby-White
- XVIII. Appendix - Board Materials

## **Finance & Facilities Committee**

**May 20, 2020**

### **Chair's Minutes**

The meeting was convened at 5:33 PM by the chair.

#### **1. Facilities Report**

Mr. Ray Savacool provided his monthly report prepared May 8, 2020 on progress to date on construction projects managed by T&M and projects managed by the college including design/studies/reports in process. Updates as of May 20 were provided. Substantially completed projects were noted and the current status of was provided. The continuation of work on all college projects will need to be evaluated by college counsel for compliance with Executive Order 122 issued on April 8, 2020. To date the college closing has not significantly impacted either staff or contractor work. Contractors working on the life safety and additional lighting project are being monitored for compliance with appropriate protocols for building entry.

The following specific projects generated questions and discussion:

1. Bothe the CVA & LAH Chiller Projects will generate rebates from Clean Energy in the amount of \$83,315.20 and \$169,764.00 respectively.
2. Concerns were expressed about the baseball and softball field sod. The contractor struck a water pipe during construction and reimbursement of related excess water costs are being pursued.
3. The Salt Storage project is on hold pending the installer/manufacturer response to the College's concerns regarding the block base construction.
4. Revisions to the ATEC retaining wall project are being considered including gutters and capture of roadway runoff.
5. Installation of the sound panel at Wall should begin within 10 days.
6. College counsel is issuing a letter to all relevant parties regarding the Wall Campus boiler performance.

#### **Miscellaneous**

- Work is continuing on a report to the F&F committee on the current facilities plan including an update and resource studies conducted in-house as a first step in establishing a new multi-year facility plan.

## **I. Financial Reporting**

Interim Vice President Manfreda provided an overview of operating and capital revenue and expenses as of April 30, 2020. Her report included actual to budget projections reflecting (93.2%) collected revenues and total expenditures (74.2%). Both figures are surprisingly within the historical ranges for revenues and expenditures despite the college closure. There are a few outliers like the print shop, athletics department and healthcare services that will be reviewed for accuracy/explanation. Cash balances as of April 30, 2020 increased by \$3.2 million from the prior year. As of the April report, year to year operating revenue was down \$570,00 and operating expenditures are down \$2.9.

Interim VP Manfreda's analysis and forecast report reflects the ongoing impact of the college's closing with respect to actual and anticipated revenue losses, actual and anticipated pandemic related costs, and proposed pandemic relief funding. With the receipt of the CARES ACT funding a projected \$2.1 million is currently projected. This includes higher than originally projected summer enrollments and ongoing losses in continuing and professional studies and auxiliary accounts.

The report on purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" process in excess of \$17,500 scheduled to appear on the May 27, 2020 BOT agenda was reviewed. The committee had no questions or concerns.

There were no change order requests and payments to vendors, students and employees were presented for review without comment.

## **II. HR-Future Positions/Material**

Associate Vice President Sensi presented the monthly HR report and recommended Board actions for hires, reappointment of executive administration, reappointment of administrators, changes in status and separations to be acted on by the Board at its May 27, 2020 public meeting. A discussion was held on the merits of making the appointments at this time with the number of unknowns regarding the colleges future revenues. It was the consensus of the committee that the recommendations should be approved.

## **III. Review of Grants and Gifts**

There were no grants or gifts to be considered.

#### **IV. Discussion Items**

Dr. Stout reviewed several items for the committee's discussion and consideration related to the financial impact of the pandemic on the college

1. Applications for additional funding to offset extraordinary expenses and revenue losses due to the pandemic.
2. Participation in state-wide initiatives developing reopening plans.
3. Counter measures being considered by the college in response to the financial challenges resulting from the loss of state funding and other decreased revenues.
4. The immediate impact of the state freeze of Chapter 12 Funding.

The meeting was adjourned at 6:49 pm.

# AUDIT COMITEE MEETING 05/05/2020 - REPORT

PREPARED BY COMITTE CHAIR: MS. RAMBAUD

- **Report on Internal Audit Status:** Ms. Manfreda reported that our internal audit firm PKF- O'Connor-Davies, is preparing a new schedule to accommodate the new working circumstances. They have been working on a Student Fee Engagement audit.
- **Report on External Audit Status:** Ms. Manfreda reported that our external audit firm O'Connor Drew PC is planning to perform a 100% Remote Audit. They will request information and provide a secure electronic drop box for submission of documentation. They are planning to stay on schedule.
- **Update on the State of NJ Comptroller:** Ms. Manfreda reported that it is still ongoing and they are working remotely and so far, everything they have asked for has been provided and that they will let us know when they are done and when we can expect a report.
- **Ethics Hotline report:** There has been no activity, reported by Ms. Passarella.
- **Financial Disclosure update:** Ms. Passarella reported that it has been extended till the end of July. We asked members of the Board to do this as soon as possible.
- **RFP for Internal Audit:** We discussed the renewal of the RFP with the current internal audit firm. Financial department and administration are pleased with the communication and the work they have been able to provide so far. The Audit committee recommends the board to renew/approve the RFP.

## **April 2020 Student Report**

- Students appear to be adjusting to their classes well, some approached me with individualized questions about where to find information about psychological services and other campus-based services; and with the guidance from administrators like VP Madas, I was able to relay accurate, precise directions to the inquiring students.
- Students, especially those taking STEM courses, prefer and appreciate online classes using Zoom format, as this closely resembles the traditional in-class course structure.
- Students are very thankful for their understanding professors; this comforts students and helps them adjust to the new online learning platform without feeling immensely pressured by their instructors. Of all the students I spoke with this month, all of them recognized and were grateful for how understanding their instructors have been.

## *May Student Perspective Report*

For this report, I focused on asking students about how the end of the semester was for them, and to specifically discuss their overall feedback. Please see below:

- Students report that STEM classes are much harder online, especially for those who rely on physical, kinesthetic learning. Students advise that giving professors whiteboards to use on Zoom will help them understand and visually comprehend topics in these courses much better.
- Some students feel that online learning can be difficult to get used to. Many students rely on traditional classroom setups, and they are still acclimating themselves as result of the sudden jump to pure online learning. However, many other students have been adjusting well—this statement is not a generalization, just a concern that a few students approached me with.
- Some students reported concerns regarding counseling and psychological services at Brookdale. I observed that many students were reliant on campus counseling services, and the campus closure has prevented them from receiving the psychological care that they are used to. Although Brookdale has provided external counseling resources, students feel most comfortable with their Brookdale counselors. Many would like to see online counseling in the future.
- Students are *so* thankful that Brookdale approved a pass/fail flexible grading option. Speaking as a student myself, online classes can be extremely difficult, especially classes in foreign language or mathematics, and implementing this option assisted students in keeping up their GPA's and allowed them to feel less overall academic pressure.
- Students are very thankful for the effort and dedication exhibited by their professors; although these online learning circumstances are not ideal, students recognize the hard work of their professors in ensuring students receive the proper education that they deserve.
- Some students are concerned about paying for school, and many are unaware of the scholarship opportunities that Brookdale presents. From a student's point of view, I advocate further advertising the incredible scholarship opportunities that Brookdale has to offer. I believe that this would increase student awareness in scholarships and truly assist those in financial need.
- Graduating students feel happy and accomplished in their completion of community college!

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

**April 28, 2020**

#### Brookdale Community College Zoom Webinar

- A. Chair Abby-White called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:

On April 23, 2020 advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

#### Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Chair</b>	Dr. Matthew Reed
	<b>Mr. Dan Becht, Trustee</b>	Dr. Yesenia Madas Dr. Nancy Kegelman
	<b>Ms. Latonya Brennan, Trustee *</b>	Dr. Joan Scocco
	<b>Ms. Suzanne Brennan, Trustee</b>	Ms. Patricia Sensi
	<b>Dr. Hank Cram, Vice-Chair</b>	Mr. Ed Johnson
	<b>Mr. Paul Crupi, Trustee</b>	Ms. Kathy Kamatani
	<b>Ms. Lauren Deinhardt, Trustee</b>	Dr. William Burns
	<b>Ms. Madeline Ferraro, Trustee*</b>	
	<b>Ms. Barbara Horl, Trustee</b>	Ms. Bonnie Passarella
	<b>Mr. Bret Kaufmann, Trustee</b>	Dr. Anita Voogt
	<b>Dr. David M. Stout, Secretary</b>	Ms. Teresa Manfreda
	<b>Ms. Marta Rambaud, Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	Ms. Cynthia Gruskos, Recorder
<b>Absent</b>	<b>Dr. Hank Cram, Vice-Chair</b>	
<b>College Counsel</b>	<b>Mr. Mitch Jacobs, Esq., General and Labor Counsel</b>	Mr. Ray Savacool, T & M Associates, Engineer of Record
<b>*Trustees Ferraro and L. Brennan were in attendance, but lost the ability to be heard on the microphones at portions of the meeting.</b>		

Chair Abby-White read the mission statement: Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effect educational and lifelong learning options with clear paths to personal, educational and economic success.

Chair Abby-White requested a moment of silence for everyone who is struggling with the impact of COVID-19 and to honor recently lost members of the Brookdale family. She acknowledged the passing of:

- Barbara Oliver who served as a Test Administrator from 1994 to 2007
- Gordon Litwin who served as a Board of Trustees member and former Chair of the Board
- Diana Tenant who was a student scheduled to graduate with a degree in Human Services and selfless employee of Fulfill.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>	<p>A motion to adopt the meeting agenda was made by Trustee Kaufmann and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
<b>Approval of Human Resources</b>	<p>A motion to approve the Human Resources recommendations was made by Trustee Suzanne Brennan and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Crupi, Ferraro, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p><b>NAYS:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<b>ABSTENTIONS:</b> None	
<p><b>Faculty Tenure &amp; Promotion Recognition</b> – Dr. Reed provided information on the faculty promotion process which includes the evaluation of each candidate based on criteria in the faculty contract, evaluations by students, Department Chairs and Deans, and the overarching criteria of evidence of teaching excellence. He explained that The College Wide Promotion Committee reviews each of the candidate’s promotion applications and participates in a day long deliberation process, which culminates in their recommendation. Dr. Reed endorsed the slate of candidates.</p> <p><b>A. Faculty Tenure &amp; Promotion Recognition Committee</b> – Professor Cioppa thanked the College Wide Promotion Committee, Professor Goll who served as the Faculty Union representative, Dr. Reed, Hilda Dudik, Dr. Stout and the Board of Trustees for their support of the faculty promotion process. He thanked Chair Abby-White for her leadership of the Board of Trustees. 22 candidates were considered for promotion and 14 were recommended for promotion. He highlighted their achievements and service to the College.</p> <p><b>B. Dr. Reed</b> recognized the 3 Faculty members who are going from non-tenured status to tenured status and promoted to rank of Assistant Professor. He welcomed the following as permanent members of the Brookdale family:</p> <ul style="list-style-type: none"> <li>a. Patricia D’Aloia-Gandolfo, Nursing, Assistant Professor</li> <li>b. Matthew Montemorano, Communication Media, Assistant Professor</li> <li>c. Jennifer Salvo, Reading, Assistant Professor</li> </ul> <p><b>C.</b> Chair Abby-White congratulated the promoted Faculty on behalf of the Board of Trustees.</p> <p><b>D.</b> Professor Cioppa read the names of the promoted Faculty:</p> <ul style="list-style-type: none"> <li>a. Amy Clark, Library, Professor</li> <li>b. Michael Elmes, Mathematics, Associate Professor</li> <li>c. Cheryl Fencik, Biology, Associate Professor</li> <li>d. Marlena Frank, Psychology, Associate Professor</li> <li>e. Diana Glynn, Psychology, Professor</li> <li>f. Christina Greco-Covington, Psychology, Associate Professor</li> <li>g. Jenifer Kaminski, English, Associate Professor</li> <li>h. Gitanjali Kundu, Biology, Associate Professor</li> <li>i. Daniel Lopez, Mathematics, Professor</li> <li>j. Sally Mulvey, Mathematics, Associate Professor</li> <li>k. Debra Mura, Communications Media, Professor</li> <li>l. Suzanne Parker, English, Professor</li> <li>m. Angela Saragusa, English, Professor</li> <li>n. Ashley Tasy, Mathematics, Associate Professor</li> </ul> <p><b>E.</b> Dr. Stout acknowledged the work of the College Wide Promotion Committee, the leadership of Professor Cioppa, and the liaisons to the committee, Dr. Reed and Ms. Sensi. He thanked the Board of Trustees for their commitment to the process</p> <p><b>Professional Staff Association Performance Recognition</b> - Chair Abby-White on behalf of the Board of Trustees, congratulated the three selected honorees for their outstanding service to our students and our College. Ms. Sensi explained the peer driven process which consists of a Committee comprised of peer</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>employees who review the candidate's applications and make the final recommendation . She announced the selection of the following for Performance Recognition:</p> <ol style="list-style-type: none"> <li>1) Jennifer Barker, Accounts Payable</li> <li>2) Katherine Furlong, Financial Aid</li> <li>3) Michelle Paci, Physics</li> </ol> <p>Mr. Frank DeVita, Chair of the Collegewide Committee gave a brief summary of the accomplishments of the candidates that the committee had recommended to receive this recognition.</p>		
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li>• <i>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</i></li> </ul> <p><b>A. Adoption of Consent agenda</b></p>	<p>A motion to adopt the consent agenda was made by Trustee Crupi and seconded by Trustee Becht.</p> <p><b>Motion passed.</b></p>	
<p><b>President's Report</b></p> <p>Dr. Stout thanked the entire college community for their contributions in our transition to remote learning. He read a proclamation from the Board of Chosen Freeholders in honor of our College in recognition of National Community College month. He thanked the Board of Chosen Freeholders for this acknowledgement. In addition, he thanked Ed Johnson and the Office of Government Relations and Community Affairs for the work they've done in connecting with all of our Legislators at the State and local levels.</p>		
<p><b>Reports from the Board Committees and Liaisons</b> - Chair Abby-White announced that the Committee reports have been added to the Board Packet.</p> <p><b>A. Finance &amp; Facilities Committee</b> – April 22, 2020 – Vice-Chair Cram</p> <ol style="list-style-type: none"> <li>1. Monthly Financial Reporting – April 22, 2020 – Vice-Chair Cram</li> <li>2. Update on Capital Projects – Mr. Ray Savacool, T &amp; M Associates</li> </ol> <p><b>B. Student Success &amp; Educational Excellence Committee</b> – April 20, 2020 – Trustee Kaufmann</p> <p><b>C. Student's Perspective</b> – Trustee Deinhardt</p> <p><b>D. NJCCC</b> – Trustee Horl</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>E. BCC Foundation – Dr. Stout</b></p>		
<p><b>Public Comment on Agenda</b></p> <p><b>Professor Jack Ryan</b> – He congratulated all those promoted and brought attention to the those listed as retiring in the Board packet. He commented that he thought there should be access to the recordings of the Zoom Board meetings and the opportunity to have access to the full board agenda prior to the meeting.</p>		
<p><b>Approval of Public Business Meeting Minutes - March 24, 2020</b></p> <p><b>A. Approval of Executive Session Minutes – March 24, 2020</b></p>	<p>A motion to approve the minutes from the public business meeting held on March 24, 2020 was made by Trustee Rambaud and seconded by Trustee Kaufmann.</p> <p><b>Motion passed.</b> <b>ABSTENTIONS:</b> None</p> <p>A motion to approve the minutes from the executive session held on March 24, 2020 was made by Trustee Richens and seconded by Trustee Deinhardt.</p> <p><b>Motion passed.</b> <b>ABSTENTIONS:</b> None</p>	
<p><b>Consent Agenda</b></p> <p><b>A. Application of Grants-</b></p> <p><b>B. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</b></p>	<p>A motion to approve the consent agenda was made by Horl and seconded by Trustee Becht.</p> <p><b>Motion passed</b></p> <p><b>YES:</b> Trustees Becht, S.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>C. Clinical Partnership Affiliations</b> <b>D. Approval of Settlement Agreement</b> <b>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b> <b>F. Monthly Financial Dashboards</b>	Brennan, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White  <b>NO:</b> None  <b>ABSTENTIONS:</b> None	
<b>Acceptance of CARES Act Funding</b>	A motion to accept by resolution the application and acceptance of the CARES Act Funding was made by Trustee S. Brennan and seconded by Trustee Rambaud.  <b>Motion passed.</b>  <b>YES:</b> Trustees Becht, S. Brennan, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.  <b>NO:</b> None  <b>ABSTENTIONS:</b> None	
<b>Approval of Policies – Chair Abby-White</b>  <b>A. Approval of Policy 4.1002 Chargeback Eligibility</b>  <b>B. Approval of Policy 4.3000 Expenditures and Payments of</b>	A motion to approve the following policies: Policy 4.1002 Chargeback Eligibility, Policy 4.3000 Expenditures and Payments of College Funds, and Policy 6.6000 Concurrent Enrollment (previous name – Credits	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>College Funds</b></p> <p><b>C. Approval of Policy 6.6000 Concurrent Enrollment (previous name – Credits in Escrow)</b></p>	<p>in Escrow) was made by Trustee Becht and seconded by Trustee Horl.</p> <p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Becht, S. Brennan, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Public Comment</b></p> <p>Mr. Jacobs read the public comment statement and provided the instructions on how to raise the Zoom hand via the Zoom web or by entering *9 on your phone.</p> <p>No public comment was made.</p>		
<p><b>Old/New Business</b></p> <p>No old or new business was discussed.</p>		
<p><b>Resolution to Hold a Closed Meeting</b></p> <p>College Counsel read the Resolution to hold a closed meeting (<b>Attachment A</b>)</p>	<p>A motion was made to approve by resolution to hold a closed session by Trustee Horl and seconded by Trustee Deinhardt.</p> <p><b>Motion passed.</b></p>	
<p><b>Motion to Re-Open the Meeting to the Public</b></p>	<p>A motion was made to reopen the meeting to the public by Ferraro and seconded by Trustee Crupi.</p> <p><b>Motion passed.</b></p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 7:10 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee S. Brennan and seconded by Deinhardt.</p> <p><b>Motion passed.</b></p>	

## 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 April 28, 2020 at approximately 6:30 PM the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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☐ "(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 \_\_\_\_\_

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☐ "(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 \_\_\_\_\_

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☐ "(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

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

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

☒ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **potential litigation regarding construction issues at the Wall Campus and contract negotiations with 3H**

☒ "(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 an evaluation of the performance of the president and a discussion of the president's employee contract.**

☐ "(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

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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**

**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 FY21 of a flat dollar equivalent of 2.67%; 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 FY21; 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**, there is uncertainty about the College's finances based on the impact the pandemic has had on funding, expenses, and enrollment; and

**WHEREAS**, the members of the executive team (Dean, Associate Vice President, and Vice President) have discussed the effects of the pandemic on the College and willingly accept their leadership role in a compensation decision for FY21; and

**WHEREAS**, with their support, the President recommends no increase in compensation for the Deans, Associate Vice Presidents, and Vice President in FY21;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees approves 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.

Respectfully submitted, Dr. David Stout, President

May 27, 2020: Associate Vice President, Human Resources & Organizational Safety, Patricia Sensi

### 3.1 Human Resources Recommendations

Hires, Executive & Administration Reappointments, Change of Status & Separations - This month there are a total of 164 recommended items. A summary of the action items is listed below with supporting documentation attached.

<b>A. Hires</b>	<b>Recommendations</b>
Faculty	4
Adjuncts	2
<b>B. Reappointment of Executive Administration</b>	10
<b>C. Reappointment of Administrators</b>	128
<b>D. Change of Status</b>	<b>Recommendations</b>
Executive	3
Administrative	11
<b>E. Separations</b>	<b>Recommendations</b>
Faculty	1
Administrative	2
Support Staff	3

**A. HIRES****FACULTY**

1. Name: Stacie Carter  
Department: Reading & Academic Access  
Position: Instructor, temporary fall semester  
Salary: \$29,965  
Effective: 9/1/20 – 12/23/20
2. Name: Georgia Cassidy  
Department: Nursing  
Position: Instructor  
Salary: \$61,877  
Effective: 9/1/20
3. Name: Jessica Domb  
Department: Nursing  
Position: Instructor  
Salary: \$61,877  
Effective: 9/1/20
4. Name: Christine Hogan  
Department: Nursing  
Position: Assistant Professor  
Salary: \$71,241  
Effective: 9/1/20

**FACULTY DEGREE SUMMARY**

Masters

4

**ADJUNCTS**

1. Name: Greg Mahadeen  
Department: FITN
2. Name: Karen Morgan  
Department: NURS

**ADJUNCT DEGREE SUMMARY**

Masters

2

**B. REAPPOINTMENT OF EXECUTIVE ADMINISTRATION – JULY 1, 2020 – June 30, 2021**

Anoop Ahluwalia	Institute Dean	STEM
Williams Burns	Associate Vice President	Innovation & Learning Resources
Jayne Edman	Institute Dean	Health Sciences
Nancy Kegelman	Associate Vice President	Planning & Institutional Effectiveness
Yesenia Madas	Associate Vice President	Student Affairs
Margaret Natter	Institute Dean	Humanities
Matthew Reed	Vice President	Learning
Patricia Sensi	Associate Vice President	Human Resources & Organizational Safety
Joan Scocco	Dean	Continuing & Professional Studies
Anita Voogt	Associate Vice President	Strategic Partnerships

- C. REAPPOINTMENT OF ADMINISTRATORS** - This year, annual contracts are to be issued to 128 administrators.

**Grant-funded Administrators****Grant-funded through 9/30/20**

O'Neill, Karen	Program Coordinator	ABE/GED
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**Grant-funded through 12/31/20**

Mejias-Fuertes, Jackeline	Director-Small Business Development	Small Business Development Center
Osmulski, Maggie	Assistant Director, Small Business Development	Small Business Development Center

**Reappointment is contingent upon pending grant-funding through 6/30/21**

Armstrong, Torina	Student Success Coach, Title III Grant	Student Affairs
Cox, Euniqha	Program Administrator, Displaced Homemakers Services	Displaced Homemakers Services
Desiderato, Sue	Associate Project Director, Title III Grants	Grants Development
Devine, Barbara	Program Administrator, Teacher Training	Career Pathways
Dressner-Ehrlich, Alice	Student Success Coach, Title II Grant	Student Affairs
Fowler, Stephen	Instructional Designer, Title III Grant	Grants Development
Krane, Lori	Program Administrator	ABE/GED
Mangold, Jessica	Student Success Coach, EOF	EOF Office
Menza, Gregory	Program Administrator, One-Stop	Career Pathways
Vanzant, Carla	Student Success Coach, EOF	EOF Office
Volpi, Charles	Customer Relations Management Administrator, Title III Grant	Grants Development
Wright, Myrna	Program Administrator, Displaced Homemakers Services	Displaced Homemakers Services

**Non-Grant-funded Administrators**

Alfieri, Ann Marie	Confidential Administrator, Strategic Partnerships/SD&EA	Strategic Dev & Edu Access
Almeida, Deborah	Manager-Accounts Payable & Special Projects	Accounts Payable
Amundson, Katelyn	Director-Athletics & Recreation	Athletics
Arnold, Karyn	Associate Director-Financial Aid	Financial Aid
Austin, Peggy	Department Administrator, SD&EA	Strategic Dev & Edu Access
Begley, Meghan	Administrative Assistant, Athletics & Recreation	Athletics
Brennan, Thomas	Manager-Radio Station	Radio Station
Brown, Sara	Director, Chhange	Holocaust, Human Rights & Gen
Brown, Richard	Manager-Print Shop	Print Shop
Brutsman, Lauren	Director, Student Life & Activities	Student Life & Activities
Burkhard, Mary Jo	Administrative Assistant-Student Life	Student Life & Activities
Carlock, Shelley	Manager, Finance & Grants	Finance & Operations Office
Caruso, Joseph	Student Success Coach/Advisor	Advising
Cattelona, Barbara	Coordinator-Auto Lab	Automotive
Cheremisinoff, Laura	Administrator - Scheduling & Operations	Registration & Records
Cosentino, Joyce	Administrator-Fitness Center	Fitness Center
Cosme, Kevin	Graphic Artist/Design Coordinator	Marketing & Creative Service

Cuddy, Donna	Associate Director - K-12 Partnerships	K-12 Partnerships
DeButts, Linda	Program Manager-Professional Development	Human Resources
DeLosSantos, Vivian	Administrative Assistant-Facilities	Facilities Administration
DeMichael, Denise	Manager-Educational Services Systems	Registration & Records
Deptula, Shannen	Assistant Director, Admissions	Admissions
DeStefano, Michael	Manager-Accounts Receivable	Accounts Receivable
DeVoe, William	Manager-Testing Services	Testing Services
DiBuccio, Carol	Institute Administrator	Humanities Office
Donovan, Jill	Assistant Director-Career & Leadership Development	Career & Leadership Dev
Edward, Katherine	Director, Educational Services Outcome Assessment	Educational Access/Innovation
Ehret, Mary	Director-Nursing	Health Sciences Office
Episcopia, James	Executive Director, Operations	Auxiliary Services
Farnkopf, Stephanie	Student Success Coach/Advisor	Advising
Fitzsimmons, Stephanie	Director-Financial Aid	Financial Aid
Flood, Anna	Administrative Assistant-International Center	International Education Center
Florio, Kristin	Manager-Sales & Development	College Relations
Glazewski, Eleanor	Registrar	Registration & Records
Gruskos, Cynthia	Senior Assistant to the President & BOT	President's Office
Halpin, Michael	Police Lieutenant	Police
Henn, Patricia	Confidential Assistant to the VP	VP Learning Office
Jackson, Dinneen	Coordinator-Grants	Grants Development
Jeune, Christopher	Manager-Student Conduct & Compliance	Student Conduct & Compliance
Johnson, AnnMarie	Coordinator, Research	Planning & Inst Effectiveness
	Executive Director-Governmental & Community	
Johnson, Edward	Relations	Govnt & Comm Relations
Jones, Marie	Student Success Coach/Advisor	Advising
Jordan, Jennifer	Assistant Director-Financial Aid	Financial Aid
Kane, Noreen	Program Administrator-Community Outreach	Community Outreach
Kanthajan, Kornpipob	Manager - HR Services	Human Resources
Kaufman, Synde	ESL Administrator	Languages/ESL
Kerr-Mccurry, Norah	Director-LMS & Innovations Center	Innovation Center
Kimler, Robert	Chief of Police	Police
King, Catherine	Administrator-Accounts Payable	Accounts Payable
Kneute, Michelle	Benefits Administrator	Human Resources
Kruijssen, Elizabeth	Director, Curriculum	VP Learning Office
Kugit, Jacqueline	Employment Manager	Human Resources

LaGaipa, Anthony	Graphic Artist/Design Coordinator	Marketing & Creative Service
LaPorta, Anne	Assistant Director-Career & Leadership Development	Career & Leadership Dev
Lo, Rita	Manager-Information Commons & Library Systems	Library
Longo, Laura	Director-Institutional Research & Evaluation	Planning & Inst Effectiveness
Loori, Helen	Assistant to the Vice President	Finance & Operations Office
Malmros, Jeana	Confidential Assistant to the Vice President	Student Affairs Office
Manfreda, Teresa	Executive Director, Finance & ITS	Finance & Operations
Marius, Louis	Student Success Coach/Advisor	Advising
Martin, Linda	Director-Community Outreach	Community Outreach
Mattsson, Erin	Operations Manager	Continuing & Professional Studies
McCarthy, James	Director, CPS	Continuing & Professional Studies
McElroy, Sarah	Director-Career Services & Leadership Development	Career & Leadership Dev
McGreevy, Kathleen	Confidential Administrative Assistant	Human Resources
Messina, Joan	Payroll Manager	Payroll
Molski, Anita	Institute Administrator	STEM Office
Moltisanti, Jenna	Associate Director, Regional Location Wall	Brookdale At Wall
Morales-Wright, Richard	Director-EOF	EOF Office
Naparolo, Michael	Supervisor, Maintenance & Grounds	Grounds
Nolan, Kevin	Associate Director-One Stop	Enrollment Management
Novak, Cara	Administrator, K-12 Partnerships	K-12 Partnerships
Ortore, Janice	Coordinator-Foundation/Alumni Affairs	Foundation/Alumni Affairs
Otis, Christopher	Manager-Fire, Safety & Environmental Compliance	Facilities Administration
Oversen, Ernest	Director-Disability Services	Disability Services
Pagano, Susan	Program Administrator	Career Pathways
Passarella, Bonnie	Executive Associate, Legal Services	President's Office
Patterson, Julie	Coordinator - Testing Services	Testing Services
Popovich, John	Administrator-Office of Innovation & Learning Resources	Innovation & Learn Office
Qaissaunee, Laura	Director-Grants & Institutional Development	Grants Development
Rauso, Suzanne	Director, Advising & One Stop	Enrollment Management
Reilly, Mary Beth	Director, Admissions	Admissions
Robinson, Richard	Programming Coordinator	Radio Station
Roma, Linda	Director, CPS	Continuing & Professional Studies
Rudinski, Joan	Institute Administrator	Business & Soc Sci Office
Sanders, Kelli	Administrator, Events Management	Events Management

Scarangella, Susan	Institute Administrator	Health Sciences Office
Shaffery, Lynne	Associate Director, Regional Locations Hazlet	Brookdale At Hazlet
Shaloum, Jonathan	Instructional Designer	Innovation Center
Shanes, Scott	Manager, Healthcare Training	CPS Healthcare Training
Shea, Kathleen	Assistant Director, Admissions	Admissions
Simpson, Paulette	Associate Director, Regional Locations Neptune	Brookdale At Neptune
Smith, Charanne	Director, Student Basic Needs	Student Basic Needs
Sparaco, Anne Marie	Director, Special Projects	President's Office
Stathum, Michelle	Confidential Administrator-Office of Advancement	Govnt & Comm Relations
Stockton, Lee	Enrollment Management Administrator	Enrollment Management
Sullivan, Emily	Payroll Administrator	Payroll
Taylor, Tricia	Assistant Director-Athletics & Recreation	Athletics
Terreros, Jorge	Associate Director, Regional Locations Freehold	Brookdale At Freehold
Thomas, Janice	Director, International Education Center	International Education Center
Thulen, Kelly	Supervisor-Library	Library
Tierney, Patricia	Coordinator-ABE/GED	ABE/GED
Tierney, ErinMarie	Assistant Director-Student Life & Activities	Student Life & Activities
Tomkins, David	Coordinator-Athletics & Recreation	Athletics
Van Lew, Kim	Manager, Purchasing	Purchasing
Vanderspiegel, Sherri	Supervisor-Performing Arts Center	Performing Arts Center
Wadych-Ketley, Lucyna	Assistant Director, International Education Center	International Education Center
Watts, Candice	Associate Director, Regional Locations Freehold	Brookdale At Freehold
Williams, Shanna	College Relations Coordinator	College Relations
Wilson, Fidel	Director, ECHS Programs & Educational Partnerships	Educational Partnerships
Worthley, Kristin	Associate Director, Admissions	Admissions
Zambrano, Linda	Coordinator-Accounts Receivable	Accounts Receivable
Zeiss, Timothy	Executive Director-Foundation/Alumni Affairs	Foundation/Alumni Affairs

**D. CHANGE OF STATUS****EXECUTIVE**

1. Name: Allison Fitzpatrick  
Department: Strategic Development & Educational Access  
Position: Interim Dean, Regional Locations  
Action: Extension of interim assignment  
New Salary: No change  
Effective: 7/1/20 until further notice, but not later than 12/31/20
2. Name: Teresa Manfreda  
Department: Finance & Operations  
Position: Interim Vice President  
Action: Interim appointment to fill critical role  
New Salary: No change  
Effective: 7/1/20 until further notice, but not later than 12/31/20
3. Name: Norah Kerr-McCurry  
Department: Business & Social Sciences  
Position: Institute Dean, interim assignment  
Action: Change in status from administrative to interim executive level position  
New Salary: \$110,725  
Effective: 7/1/20 – until further notice, but not later than 6/30/21

**ADMINISTRATIVE**

1. Name: Suzanne Altshuler  
Department: College Relations  
Position: Interim Director, Marketing, Website & Creative Services  
Action: Extension of interim position  
New Salary: \$78,472, to be prorated accordingly  
Effective: 7/1/20 until further notice, but not later than 12/23/20
2. Name: Michael Amodio  
Department: Facilities Administration  
Position: Interim Supervisor, Maintenance & Grounds, full-time, temporary  
Action: Extension of interim assignment  
New Salary: \$58,470, to be prorated accordingly  
Effective: 7/1/20 – until further notice, but not later than 12/23/20

3. Name: Michelle Branagan  
Department: Facilities Administration  
Position: Coordinator  
Action: Extension of temporary assignment  
New Salary: \$55,494, to be prorated accordingly  
Effective: 7/1/20 – until further notice, but not later than 12/31/20
4. Name: Steven Chudnick  
Department: Library  
Position: Director, Library & Learning Resources  
Action: Title change only  
Effective: 11/1/19
5. Name: Herbert Cohen  
Department: Student Affairs  
Position: Interim Executive Director, Enrollment Services  
Action: Extension of interim assignment  
New Salary: As approved for FY21  
Effective: 7/1/20 – through 12/31/20 with 1/1/21 retirement
6. Name: Stephen Hudik  
Department: College Relations  
Position: Interim Director, Communications  
Action: Extension of interim position  
New Salary: As approved for FY21  
Effective: 7/1/20 – until further notice, but not later than 12/23/20
7. Name: Kathleen Kamatani  
Department: College Relations  
Position: Interim Executive Director, College Relations  
Action: Extension of Interim position  
New Salary: As approved for FY21  
Effective: 7/1/20 – until further notice, but not later than 12/23/20
8. Name: Bruce Marich  
Department: President's Office  
Position: Director, Special Projects Engagement, full-time, temporary assignment  
Action: Extension of temporary assignment  
New Salary: \$120,406, to be prorated accordingly  
Effective: 7/1/20 – until further notice, but not later than 12/23/20

9.     Name:                   Birgit Mondesir  
       Department:         Admissions  
       Position:            Assistant Director, Admissions, full-time, temporary  
       Action:             Extension of temporary assignment  
       Salary:             \$58,470, to be prorated accordingly  
       Effective:          7/1/20 – until further notice, but not later than 12/23/20
10.    Name:                   Michael Naparlo  
       Department:         Facilities Administration  
       Position:            Interim Manager, Facilities Operations  
       Action:             Extension of interim assignment  
       New Salary:         \$67,035, to be prorated accordingly  
       Effective:          7/1/20 – until further notice, but not later than 12/31/20
11.    Name:                   Kim Van Lew  
       Department:         Purchasing  
       Position:            Manager  
       Action:             Reclassification from A4 to A5  
       New Salary:         \$77,153 to be prorated accordingly  
       Effective:          5/7/20

**E.     SEPARATIONS****FACULTY**

1.     Name:                   Joanie Scott  
       Department:         Nursing  
       Position:            Instructor  
       Action:             Resignation  
       Effective:          6/30/20

**ADMINISTRATIVE**

1.     Name:                   Hilda Dudick  
       Department:         VP for Learning Office  
       Position:            Director, Learning Division Operations  
       Action:             Retirement, effective 7/1/20  
       Effective:          6/30/20

2.     Name:                     Marian Smith  
       Department:         Continuing & Professional Studies  
       Position:             Director, CPS  
       Action:               Retirement, effective 7/1/20  
       Effective:            6/30/20

**SUPPORT STAFF**

1.     Name:                     Ellen Leung  
       Department:         Financial Aid  
       Position:             Financial Aid Specialist  
       Action:               Retirement, effective 7/1/20  
       Effective:            6/30/20
2.     Name:                     James Purcaro  
       Department:         Police  
       Position:             Security Guard, part-time 26 hrs/wk  
       Action:               End of temporary assignment  
       Effective:            6/30/20
3.     Name:                     Kevin Tyrrell  
       Department:         Police  
       Position:             Security Guard, part-time 26 hrs/wk  
       Action:               End of temporary assignment  
       Effective:            6/30/20

*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 May 19, 2020.

May 27, 2020: Interim Vice President Finance & Operations, 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  
May 27, 2020**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Chapter 12</b>				
1	C&M Door Controls, Inc.	<b>Fire Rated Door Replacements, Bid No. 20-36</b> / Notice was sent to 8 vendors, received 3 replies. This contract is for fire rated door replacements in the tunnels on the Lincroft Campus and is funded by Chapter 12.	Bid	\$ 73,497.00
2	Automatic Door Systems, LLC	<b>ADA Door Replacements, Phase 2, Bid No. 20-34</b> / Notice was sent to 13 vendors, received 3 replies. This contract is for ADA Door Replacements on the Lincroft Campus and is funded by Chapter 12.	Bid	\$ 654,900.00
3	Automated Building Controls Inc.	<b>HVAC Building Automation and T&amp;M, Bid No. 18-30</b> / This contract for HVAC services for various capital projects on the Lincroft Campus and is funded by Chapter 12.	Bid	\$ 23,688.30
4	Pilot Electric Co., Inc.	<b>Pump Parts, Motors, Belts and Repairs, Bid No. 19-24</b> / This contract is for the supply and installation of a water pump unit at the Library and is funded by Chapter 12.	Bid	\$ 6,865.00
<b>Grants</b>				
5	Ladacin Network; Monmouth County Vocational School; Community Affairs and Resource Center; Literacy Volunteer of New Jersey	<b>Adult Basic Education Skills/Literacy Program (FY21)</b> / 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. FY20 YTD \$149,066.	Exempt	\$ 186,000.00 *

<b>Operating</b>				
6	UNUM	<b>Short Term Disability Insurance (FY21)</b> / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract with an option for a 2nd year renewal for short term disability insurance and is funded by the Operating Budget. This is estimated for reference, as monthly payments vary on employee headcount. This FY21 contract reflects a 0% increase from FY20. FY20 YTD \$142,623.	Exempt	\$ 185,000.00 *
7	Bruno Associates, Inc. Winning Strategies Washington, LLC	<b>Professional Representation with Federal Departments, Agencies and Congress to Secure Federal Grant Funding, RFP No. 08-20</b> / Notice was sent to 12 vendors, received 3 replies. These contracts are for one year with an option for a 2nd year renewal for professional representation with federal departments/agencies and Congress to secure federal grant funding. These contracts are funded by the Operating Budget. FY20 YTD \$27,000.	RFP	\$ 46,000.00 *
8	International Business Machines Corporation	<b>Software License Subscription (FY21)</b> / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the IBM SPSS Statistics Campus Edition license subscription and support and is funded by Student Tech Fees and the Learning Office Budget. FY20 \$39,375.	Exempt	\$ 40,530.00
9	Dell	<b>McAfee Gold Software Support (FY21)</b> / Exempt 18A:64A-25.9 (State Contract). This State Contract is for McAfee software and technical support and is funded by the IT Budget. FY20 \$20,790.	Exempt	\$ 22,263.36
10	Hyland LLC	<b>Image Now Software, Services and Maintenance (FY21)</b> / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract provides the College with software and technical services for ImageNow, CaptureNow, and Adrenaline users in Admissions & Records, Recruitment, Counseling, Human Resources, and Finance & Operations. This contract is funded by the IT Budget. FY20 \$19,705.69.	Exempt	\$ 22,760.06
11	CollegeNet	<b>Annual Maintenance Renewal (FY21)</b> / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract is for the software maintenance of Series25, 25Live, Schedule 25 and Schedule25 Optimizer which are web-based scheduling and calendaring solutions. This contract is funded by the IT Budget. FY20 \$19,560.	Exempt	\$ 19,972.00

12	Zoom Video Communications, Inc.	<b>Licenses (FY21) /</b> Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply of Zoom licenses and is funded by the IT Budget. FY20 \$12,798.11.	Exempt	\$	25,478.00	
13	**See attached list of vendors for student recruitment advertising services.	<b>Student Recruitment Advertising (FY21) /</b> Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). These contracts are for print, internet, outdoor, and television recruitment advertising. These contracts are funded by the Institutional Marketing Budget. FY20 YTD \$242,338.	Exempt	\$	450,000.00	*
14	NJCCC Consortium Consolidus NJCCPROMOS.com	<b>Promotional/Recruitment Giveaways (FY21) /</b> Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is the 2nd year of a 2 year co-op agreement with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of promotional/recruitment giveaways. This contract is funded by various grants, College Relations, Institutional Marketing and other departmental budgets. FY20 YTD \$58,567.	Exempt	\$	65,000.00	*
15	O'Connor & Drew, PC	<b>Independent Audit Services, RFP No. 07-19 /</b> This is the 2nd year of a 2 year contract for independent audit services and is funded by the Operating Budget. FY20 \$83,000.	RFP	\$	85,000.00	
16	PKF O'Connor Davies, LLP	<b>Internal Audit Services, RFP No. 04-20 /</b> This is a one year renewal for internal auditing services and is funded by the Operating Budget. FY20 YTD \$6,906.	RFP	\$	75,000.00	*
17	Monmouth County (Shared Services)	<b>Treated Salt, Vehicle Repairs, Tree Removal and Road Repair Services /</b> Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for services provided by Monmouth County and is funded by various Operating Budgets. FY20 YTD \$41,378.	Exempt	\$	65,000.00	*
18	Sal Electric Co., Inc.	<b>Electrical Services T&amp;M, Bid No. 20-28 /</b> Notice was sent to 7 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for electrical services and is funded by the Facilities Budget. FY20 YTD \$78,723.	Bid	\$	100,000.00	*

19	Ascend Construction Management, Inc.	<b>Carpentry Services T&amp;M, Bid No. 20-29</b> / Notice was sent to 11 vendors, received 7 replies. This is a one year contract with an option for a 2nd year renewal for carpentry services and is funded by the Facilities Budget. FY20 YTD \$0.	Bid	\$ 25,000.00 *
20	CertaPro Painters for Eastern Monmouth County, dba Thronsdon Services LLC	<b>Painting Services T&amp;M, Bid No. 20-30</b> / Notice was sent to 8 vendors, received 7 replies. This is a one year contract with an option for a 2nd year renewal for painting services and is funded by the Facilities Budget. FY20 YTD \$12,923.	Bid	\$ 100,000.00 *
21	Mazza Recycling Services, Ltd.	<b>Trash Removal and Recycling Services, Bid No. 20-31</b> / Notice was sent to 8 vendors, received 3 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for trash removal and recycling services. This contract is funded by the Facilities Budget. FY20 YTD \$62,381.	Bid	\$ 90,000.00 *
22	TEC Elevator Inc.	<b>Elevator Maintenance Services, Bid No. 20-33</b> / Notice was sent to 12 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for elevator maintenance services and repairs. This contract is funded by the Facilities Budget. FY20 YTD \$16,702.	Bid	\$ 46,920.00 *
23	Premier Enterprises, LLC	<b>Roofing Repairs and Replacement Services, Bid No. 20-35</b> / Notice was sent to 9 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for roofing repairs and replacement services. This contract is funded by the Facilities Budget. FY20 YTD \$30,000.	Bid	\$ 55,000.00 *
24	3H Service System, Inc.	<b>Custodial Services, Bid No. 18-19</b> / This is the 3rd year of a 3 year contract for custodial services and is funded by the Facilities Budget. *\$75,000 included in cost for Special Events. FY20 YTD \$1,451,923.	Bid	\$ 1,783,800.00 *
25		<b>Custodial Services, Bid No. 20-27</b> / Notice sent to 29 vendors, received 8 replies. All bids have been rejected.		

**Pest Control Services, Bid No. 20-32 /** Notice was sent to 7 vendors, received 1 reply. Bid was rejected due to non-compliance with bid requirements (no bid security).

\* Estimated expense based on historical data

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

**\*\* List of Student Recruitment Advertising Vendors  
Board Item No. 12**

- |  |                           |
|--|---------------------------|
| • Intersection                           | • Iris Communications     |
| • Clarus                                 | • Townsquare Media        |
| • Comcast/Spotlight, dba <u>EffectTV</u> | • Ally Marketing          |
| • NFL Network                            | • M. Studio               |
| • Splendor                               | • Beasley Media Group     |
| • Meltwater                              | • Industry Magazine       |
| • Altice Media                           | • Press Communications    |
| • Positive Expectations                  | • Orange 142              |
| • Tenet Partners                         | • Gannett/ <u>LocaliQ</u> |
| • <u>iHeart</u> Media                    | • Newport Media Holdings  |
| • Core Studios                           |                           |

#### 4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the months ending March 31 and April 30, 2020 which totaled \$2,101,247.21 and \$2,649,829.72 respectively. 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 May 19, 2020.

May 27, 2020: Interim Vice President, Teresa Manfreda

#### 4.1 *Financial Report*

The following is the Financial Report for the month ending April 30, 2020.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting May 19, 2020.

May 27, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

**Brookdale Community College**  
**Analysis and Forecast of the Operating, Auxiliary, & Capital Funds**  
**Positions at April 30, 2020**

	FY20 Budget	4/30/2020	Increase/ (Decrease)	FY20 Projected
<b>Operating</b>				
<b>Revenues:</b>				
Tuition	\$ 36,833,034	37,350,923	1,155,100	\$ 37,988,134
State	10,325,921	8,163,203	(1,368,408)	8,957,513
County	20,027,019	16,689,183	-	20,027,019
Fees	11,497,431	11,901,212	658,580	12,156,011
Continuing & Professional Studies	3,400,000	2,558,338	(841,090)	2,558,910
Other Income	774,000	575,676	2,970,224	3,744,224 *
<b>Total Revenue</b>	<b>\$ 82,857,405</b>	<b>77,238,535</b>	<b>2,574,406</b>	<b>\$ 85,431,811</b>
<b>Expenditures:</b>				
Learning Division	32,378,784	25,101,879	(378,784)	32,000,000
Benefits	15,862,285	10,809,137	(50,005)	15,812,280
Finance & Operations	8,900,361	6,882,933	36,139	8,936,500
Student Success Division	5,694,877	4,340,301	(82,000)	5,612,877
General Expenses	4,640,183	2,791,943	727,638	5,367,821
Continuing & Professional Studies	3,155,511	2,337,982	(348,554)	2,806,957
Utilities	2,273,503	1,707,892	(38,503)	2,235,000
Human Resources & Safety	2,282,050	1,705,442	(51,633)	2,230,417
Advancement Division	1,193,269	903,303	(45,769)	1,147,500
Planning & Inst. Effectiveness	385,275	308,285	2,000	387,275
President & BOT	665,416	538,505	3,415	668,831
<b>Total Expenditures</b>	<b>\$ 77,431,514</b>	<b>57,427,602</b>	<b>(226,056)</b>	<b>\$ 77,205,458</b>
<b>Other Cash Requirements</b>				
Debt Principal	1,766,815	1,340,000	(384,999)	1,381,816
Interest Expense	1,396,917	1,392,316	(3,555)	1,393,362
TIP/TECH	2,262,158	2,023,106	160,000	2,422,158
	<b>\$ 5,425,890</b>	<b>4,755,422</b>	<b>(228,554)</b>	<b>\$ 5,197,336</b>
<b>Excess Revenue/Expenditures Projected</b>				<b>\$ 3,029,016</b>
<b>Auxiliary</b>				
Receipts	1,624,750	1,279,069	(242,500)	1,285,000
Disbursements	1,892,363	1,304,702	(195,112)	1,600,000
<b>Profit/(Loss) Auxiliary</b>	<b>\$ (267,613)</b>	<b>(25,633)</b>	<b>(47,388)</b>	<b>\$ (315,000)</b>
<b>Excess Revenue/Expenditures Projected</b>				<b>\$ (315,000)</b>
<b>Capital</b>				
<b>Revenues:</b>				
State Chapter 12	1,950,000	3,001,403	2,050,000	4,000,000
County	1,950,000	3,001,403	2,050,000	4,000,000
Risk Management	-	62,344	-	150,344
<b>Total Revenue</b>	<b>\$ 3,900,000</b>	<b>6,065,151</b>	<b>4,100,000</b>	<b>\$ 8,150,344</b>
<b>Expenditures:</b>				
State Chapter 12	\$ 1,950,000	3,001,403	2,050,000	\$ 4,000,000
County Chapter 12	1,950,000	3,001,403	-	4,000,000
ELF	-	440,503	483,572	483,572
Risk Management	-	102,600	185,600	185,600
<b>Total Expenditures</b>	<b>\$ 3,900,000</b>	<b>6,545,910</b>	<b>2,719,172</b>	<b>\$ 8,669,172</b>
<b>Excess Revenue/Expenditures Projected</b>				<b>\$ (518,828)</b>
<b>Total Excess Revenue/Expenditures All Funds Projected</b>				<b>\$ 2,195,188 *</b>

\* Projections include the full institutional CARES Act of \$3.1M. The College has not yet determined what percentage of these funds will offset FY20 expenses. At this time the assumption is that the excess amount of \$2,195,188 will offset FY21's budget, bringing the excess amount in the current fiscal year to zero dollars.

**Brookdale Community College**  
**Cash Balance Analysis**  
**As of April 30, 2020**

	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
<b>July</b>	\$ 3,924,507.00	\$ 8,467,104.38	\$ 7,558,721.38	\$ 10,694,336.61
<b>August</b>	5,257,967.16	10,794,724.59	13,791,437.47	16,751,087.53
<b>September</b>	14,230,855.98	8,116,282.16	17,135,494.98	13,041,992.34
<b>October</b>	10,034,966.35	12,704,404.96	14,911,885.92	18,338,044.75
<b>November</b>	5,881,692.09	12,851,711.00	13,655,458.27	16,867,655.45
<b>December</b>	5,813,306.39	9,253,180.00	10,237,929.92	14,167,967.32
<b>January</b>	10,936,117.45	13,533,588.30	17,083,793.40	22,742,013.89
<b>February</b>	12,352,432.38	12,149,359.50	21,768,631.56	25,206,414.03
<b>March</b>	7,804,144.44	10,721,561.17	20,122,253.27	24,884,753.24
<b>April</b>	7,677,357.19	12,993,416.87	17,790,854.81	21,010,892.16 *
<b>May</b>	7,240,211.55	12,510,624.36	16,672,952.29	
<b>June</b>	5,718,427.39	10,477,369.61	14,116,437.62	

**Note: Cash balances include operating, capital, auxiliary and ASBCC combined.**  
**Cash increased \$3,220,037.35 from prior year.**

\* Current month cash detail

<b>General Fund Account</b>	<b>\$ 4,335,440.93</b>	<b><i>Interest earned as of 4/30: \$14,278.93</i></b>
Operating Fund Account	16,629,880.59	
Payroll Account	11,886.16	
Credit Card Account	33,684.48	
	<u>\$ 21,010,892.16</u>	

	<b>6/30/2017</b>	<b>6/30/2018</b>	<b>6/30/2019</b>	<b>Change 2018-2019</b>
<b>Net Position</b>				
Unrestricted	888,304	2,612,609	6,979,043	4,366,434
Restricted	1,193,330	708,533	623,077	(85,456)
<b>Total</b>	<b>\$ 2,081,634</b>	<b>\$ 3,321,142</b>	<b>\$ 7,602,120</b>	<b>\$ 4,280,978</b>

May 8, 2020

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 to replace the chillers and piping at CVA and LAH.

*We are processing final payment and submitting for Clean Energy rebate of \$83,315.20.*

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 Wildan Energy Solutions, Edison, NJ in the amount of \$1,175,880 at their January 29, 2019 meeting.

*Final payment has been made. We are submitting for NJ Clean Energy rebate of \$169,764.00*

3) 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.

*All work is complete and inspected. Awaiting submission of manuals to closeout project.*

4) 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.

*Topsoil and sod are currently being installed.*

5) LIFE SAFETY AND ADDITIONAL LIGHTING

VA Electrical Contractor LLC was awarded a contract in the amount of \$377,000.00 for the replacement of emergency lighting and battery back-ups and to provide additional lighting efficiencies.

*Work on the project is progressing though the contractor shall coordinate with College to assure appropriate protocols are followed for entry to the buildings. Wall and Long Branch are complete.*

6) SALT STORAGE BUILDING

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

The college is required to provide a permanent salt storage facility in order to comply with NJDEP regulations and 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. The concrete pad for the structure was publicly bid and subsequently awarded to United Terrain Group at a cost of \$75,070.00.

*The fabric structure was installed in February. The installer has not yet appropriately responded to the Colleges concern regarding the block base construction.*

## **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.

*There are punch list items remaining and FVHD is reviewing with the contractor. Awaiting status update.*

### **2) 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 3<sup>rd</sup> and 4<sup>th</sup> 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. The tree that has impacted the wall was removed by Monmouth County.

*Revisions to the scope of the project are being considered. Gutters to be added to the ATEC building to drain it away from the courtyard. Drains to be considered to capture road runoff before it enters the courtyard.*

### **3) 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.

*The contractor has a small punch list outstanding prior to close out of the project. The work is scheduled for next week.*

### **4) ROOF REPAIRS – PHASE 3**

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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.

*Final plans were submitted to Facilities for review.*

5) ADA AND MISCELLANEOUS DOOR REPLACEMENT

SSP was awarded a professional services contract in the amount of \$27,800.00 for design of Phase II of the ADA Doors and other exterior doors.

*Bid opening was held on May 1, 2020. There were three bidders and the low bid was Automatic Door Systems with a total bid price of \$654,900.00.*

6) SOUND PANEL INSTALLATION -WALL CAMPUS

Spiezle designed a panel system to surround the chiller. The project was bid on October 15 and the apparent low bidder was Shorelands, Inc, was awarded a contract in the amount of \$92,000.00. on October 29, 2019.

*Steel is currently being galvanized and construction should start within 10 days pending receipt of building permits.*

7) REPLACEMENT OF HVAC SYSTEM BAC BUILDING

Design Resources Group, Inc has been awarded a professional service contract in the amount of \$23,900.00 for the design of the replacement of the HVAC System at the BAC Building. Project design was awarded at the December 17, 2019 BOT meeting.

*Project was awarded at the BOT on February 25, 2020 to Epic Mechanical in the amount of \$583,000.00. Awaiting building permits from Middletown Township.*

8) ROOF REPLACEMENT AND REPAIRS FREEHOLD CAMPUS

FVHD has been awarded a professional service contract in the amount of \$35,750.00 for the design of the roof replacement and repair at the Freehold Campus. Project design was awarded at the January 28, 2020 BOT meeting.

*Project is out to bid. Prebid is scheduled for May 14 and bid opening is scheduled for May 29, 2020.*

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

9) TUNNEL DOOR REPLACEMENT

The College will go out to bid for the replacement of fire and security doors within the tunnel system. Specifications are being prepared by Brookdale Community College staff.

*Bid opening was held on May 5, 2020. There were three bidders and the low bid was C and M Door Control in the amount of \$73,497.00.*

10) SECURITY CAMERA AND SURVEILLANCE SYSTEM

*Final proposal for services and equipment to be coordinated by the IT Department.*

2) DESIGN/STUDIES/REPORTS

1. FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

*The Freehold campus downspout and drainage pipe system was videoed, cleaned and repairs made to the system as necessary. Additional drainage piping was also installed to reduce the seeps within the front parking lot. The feasibility of a perimeter drain system was considered but the costs for installation was prohibitive. T&M recently inspected the building and reviewed the drainage patterns around the site and issued a letter report on possible additional drainage improvements which could further reduce the seepage problem. Estimate of construction costs for the improvements is \$40,000.00.*

2. NEW ACADEMIC BUILDING-WALL CAMPUS

The college is compiling information regarding the operation and performance the boilers which have had flame failure on multiple occasions.

*College Council is issuing a letter to all relevant parties regarding the boiler performance.*

3. MAN REAR VESIBULE SLAB LEAKAGE

T&M investigated the vestibule slab at the rear of the Man building. The slab is poorly pitched and water leakage into the building is an issue. T&M will issue a report after reviewing the structural drawings for the vestibule.

May 8, 2020  
Sheet 5

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

A handwritten signature in blue ink, appearing to read 'R. Savacool', with a long horizontal flourish extending to the right.

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

G:\Projects\BRCC\G2001\Calculations & Reports\05-08-20 PROJECT STATUS REPORT.docx

*Authorization to Enter Into a Dual Admission Articulation Memorandum of Understanding (MOU) with  
Monmouth University*

**Background**

Being guided by similar visions, missions and values and the commitment to helping students succeed in their educational journeys, Brookdale Community College (Brookdale) and Monmouth University (MU) seek to establish a Dual Admission Articulation Program by entering into a Memorandum of Understanding (MOU) that is designed to provide students with a seamless pathway from Brookdale to MU. The Institutions will jointly develop Program-to-Program articulation agreements for specific high demand majors and offer incentives which includes joint academic advising, financial aid and assistance, special programs, and designated scholarships to encourage student participation. This program will also provide a Reverse Transfer option in compliance with the New Jersey Reverse Transfer legislation for those students who transfer to MU before completion of an Associate's Degree program.

**The Program**

Students would be able to enter the conditional Dual Admission Articulation Program through one of two pathways, either via admission to Brookdale or via the MU application. Students who choose to begin their college coursework at Brookdale and who plan to transfer to MU may elect to directly enroll in this Program by completing a Dual Admission Application and Academic Release form allowing MU and Brookdale to share the student's information upon matriculation or any time prior to completing 30 credits at Brookdale. As to admission via MU, all freshman applicants who apply to MU but are denied direct admission will receive notification of conditional dual admission to MU in partnership with Brookdale through the MOU. Students would need to complete a Dual Admission Application and Academic Release form, available on line, and matriculation will be tracked by both Institutions. Minimum cumulative GPA and transferable credits requirements are detailed in the MOU.

Students who participate in the Program will be invited to participate in specially designated activities and special events conducted by both Institutions starting their first year at Brookdale and will receive a special MU identification card for these purposes as well as being provided with access to MU facilities including the library, fitness center and pool. The foregoing is subject to CDC guidelines and public health safety restrictions in accordance with NJ Executive Orders in effect.

Eligible students may be awarded an associate degree retroactively via a process known as reverse transfer. Brookdale and MU agree to offer programs in a cooperative and efficient manner so as to provide equal opportunities in compliance with all appropriate Federal and State statutes and regulations and pursuant to the provisions outlined in the MOU. The MOU shall have an initial term of five (5) years from the effective date which may be renewed for successive two (2) year terms exercisable in a writing signed by both Institutions prior to the end of the then current term. There will be no monetary exchange between Brookdale and MU. Each Institution will collect and retain the appropriate tuition and other fees from the student for the period of time that the student is enrolled in each individual Institution.

**Conclusion**

It is our recommendation that the Board of Trustees approve the MOU at the May 27, 2020 Public Meeting.

## **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**, the College engaged in discussions with Monmouth University and both Institutions have reached an agreement to establish a Dual Admission Articulation Program (Program) that is designed to provide students with a seamless pathway from Brookdale Community College to Monmouth University; and

**WHEREAS**, a Dual Admission Articulation Memorandum of Understanding (MOU) has been drafted which outlines the benefits and incentives of the Program which includes joint academic advising, financial aid and assistance, special programs, and designated scholarships to encourage student participation as well as providing a Reverse Transfer option to eligible students; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the MOU has been reviewed and approved and the Board of Trustees authorizes the College to enter into this MOU and partner with Monmouth University pursuant to the terms and conditions of the arrangement.

*Authorization to Enter Into an Academic Articulation Agreement  
with Southern New Hampshire University*

**Background**

Southern New Hampshire University (SNHU) and Brookdale Community College (Brookdale), in the spirit of academic cooperation and in order to facilitate the transfer of graduates of Brookdale to SNHU College of Online and Continuing Education (SNHU-COCE), wish to enter into an Academic Articulation Agreement (Agreement). The Agreement is designed to provide Brookdale Business Administration and Nursing students with a smooth pathway from Brookdale to SNHU as well as providing tuition discounts in SNHU-COCE to Brookdale students, alumni, employees and immediate family members of employees.

**The Program**

The Agreement provides that SNHU-COCE guarantees transferability of all credits in Brookdale's AAS Nursing and AS Business Administration to SNHU-COCE's BS Nursing and BS Business Administration based on course equivalency tables incorporated into the Agreement. Any students enrolling at SNHU-COCE may transfer up to 90 credit hours for a bachelor's with unlimited CLEP, DANTES and Excelsior, military training (based upon a transcript from the American Council on Education [ACE], College Credit Recommendation Service or Community College of the Air Force transcript) and ACE or National College Credit Recommendation Service credits providing students meet residency requirements. Transfer credit is awarded based on degree program requirements. Residency requirements equate to 30 credit hours or ten classes.

The Agreement to articulate also provides eligible Brookdale students, graduates, employees and immediate family members of employees (broadly defined as spouses, domestic partners, children, siblings and parents) a ten (10%) percent tuition reduction in SNHU-COCE courses. In addition, those eligible who apply to the on-line program will receive a waiver of the application fee normally required by SNHU-COCE. Transferability of third party course work will be evaluated on a case-by-case basis.

Brookdale and SNHU agree to offer programs in a cooperative and efficient manner so as to provide equal opportunities in compliance with all appropriate Federal and State statutes and regulations. The Agreement will be reviewed by both Institutions annually and any substantive changes to the curriculum will be communicated promptly. Brookdale agrees to notify students of transfer opportunities, to collaborate with SNHU on other forms of transfer communication and to participate in recruitment activities during the academic school year.

The Agreement is to be effective May 7, 2020 and continue until terminated without cause upon 90 days' notice by either Institution. In the event the Agreement is terminated, it is understood and agreed that the termination will not apply to those students already accepted to SNHU under the terms of the Agreement. There will be no monetary exchange between Brookdale and SNHU. Each Institution will collect and retain the appropriate tuition and other fees from the student for the period of time that the student is enrolled in each individual Institution.

**Conclusion**

It is our recommendation that the Board of Trustees approve the Agreement at the May 27, 2020 Public Meeting.

Submitted for Approval: May 27, 2020

## **RESOLUTION**

**WHEREAS**, it is inherent with Brookdale Community College's philosophy and Mission to provide students with maximum access to quality educational programs and services; and

**WHEREAS**, Brookdale Community College (College) has engaged in discussions with Southern New Hampshire University (SNHU) and both Institutions have reached an agreement which is outlined in an Academic Articulation Agreement (Agreement) designed to provide Business Administration and Nursing students with a seamless pathway from the College to SNHU and its College of Online and Continuing Education (SNJU-COCE) as well as providing a 10 (ten %) percent tuition reduction to eligible College students, alumni, employees and immediate family members who apply to on-line courses with a waiver of SNHU-COCE's application fee; and

**WHEREAS**, the conditions for entering into the Agreement have been reviewed by the Board of Trustees; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the Agreement has been reviewed and approved and the Board of Trustees authorizes the College to enter into this Agreement and partner with Southern New Hampshire University pursuant to the terms and conditions of the arrangement.

**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.

<b>Committees meeting monthly</b>	<b><u>Executive Committee (5)</u></b> <b>Ms. Tracey Abby-White, Chair</b> Dr. Hank Cram – Vice-Chair Ms. Suzanne Brennan Mr. Bret Kaufmann Ms. Marta Rambaud		<b><u>Finance and Facilities (5)</u></b> <b>Dr. Hank Cram, Chair</b> Mr. Bret Kaufmann Ms. Madeline Ferraro Dr. Les Richens Ms. Latonya Brennan
<b>Committees meeting 4 times per year</b>	<b><u>Student Success &amp; Educational Excellence (4)</u></b> <b>Mr. Bret Kaufmann, Chair</b> Dr. Hank Cram Dr. Les Richens Ms. Lauren Deinhardt	<b><u>Governance (5)</u></b> <b>Ms. Suzanne Brennan, Chair</b> Ms. Madeline Ferraro Ms. Marta Rambaud Mr. Dan Becht Ms. Latonya Brennan	<b><u>Audit Committee (4)</u></b> <b>Ms. Marta Rambaud, Chair</b> Mr. Paul Crupi Mr. Dan Becht Vacant
<b>Committees Meeting on as needed basis</b>	<b><u>Private Public Partnership – Ad-Hoc</u></b> Ms. Suzanne Brennan Ms. Barbara Horl Ms. Lauren Deinhardt		
<b>Liaisons</b>	<b><u>Liaisons</u></b> <b><u>Liaison to New Jersey Council of County Colleges (NJCCC)</u></b> Ms. Barbara Horl <b><u>NJCCC Trustees Ambassador</u></b> Ms. Barbara Horl	<b><u>Liaison to Brookdale Community College Foundation</u></b> Vacant	

\* The Human Resources Committee – A committee of the whole

**BROOKDALE COMMUNITY COLLEGE**  
**2020 UPCOMING EVENTS**

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
May 5	Audit Committee Meeting	6:00PM	Zoom virtual meeting
May 19	Executive Committee Meeting	5:15PM	Zoom virtual meeting
May 19	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
May 21	Foundation Board Meeting	4:00PM - 6:00PM	SLC, Trustee Conference Room/Cancelled
<b>May 27</b>	<b>BOT Public Business Meeting</b>	<b>5:30PM</b>	Zoom webinar
<b>June 15</b>	<b>NJCCC Council Meeting</b>	<b>5:00 PM</b>	Zoom virtual meeting
June 15	Executive Committee Meeting	5:15 PM	Zoom virtual meeting
June 15	Finance & Facilities Committee Meeting	5:30PM	Zoom virtual meeting
June 18	Foundation Board Meeting	4:00PM – 6:00PM	SLC, Trustee Conference Room
<b>June 23</b>	<b>BOT Public Business Meeting</b>	<b>5:30PM</b>	Zoom virtual meeting
July 21	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
July 21	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
July 28	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
August 18	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
August 18	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 2	Convocation	9:00AM	Robert J. Collins Arena
September 14	Student Success & Educational Excellence Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 15	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
September 15	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 16	Governance Committee Meeting	6:00PM	BAC, President's Conference Room
September 22	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
<b>September 24</b>	<b>Education Golf Outing</b>	<b>All Day</b>	<b>Eagle Oaks Country Club</b>
<b>September 30-October 3</b>	<b>ACCT Leadership Congress</b>		<b>Hyatt Regency, Chicago</b>
October 19	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
October 20	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
October 20	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
<b>October 27</b>	<b>BOT Public Business Meeting</b>	<b>5:30PM</b>	<b>Brookdale at Wall, Rooms 110 &amp; 112</b>
November 9	Student Success & Educational Excellence Committee Meeting	5:30PM	SLC, Trustees Conference Room
November 10	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
November 10	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
November 11	Governance Committee Meeting	6:00PM	BAC, President's Conference Room
November 15	Fall Open House	12 PM – 2:30 PM	Robert J. Collins Arena
November 17	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
December 1	Audit Committee Meeting	6:00PM	BAC, President's Conference Room

DATE	EVENT	TIME	LOCATION
<b>December 7-9</b>	<b>MSCHE Annual Conference</b>		<b>Philadelphia, PA</b>
December 9	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
December 9	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
<b>December 15</b>	<b>BOT Public Business Meeting</b>	<b>5:30PM</b>	<b>Brookdale at Hazlet, Rms 102 &amp; 103</b>

### Brookdale Community College 2020 Upcoming Events

**BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2020**

**v7- 05/21/20**

<b>2020 Public Business Meetings (PBM)</b>	<b>Executive ----- SLC, TCR</b>	<b>Governance ----- BAC, PCR</b>	<b>Student Success &amp; Educational Excellence</b>	<b>Finance &amp; Facilities SLC, TCR</b>	<b>Audit ----- BAC, PCR</b>	<b>Public Private Partnership ----- SLC, TCR</b>	
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.	Committee dissolved on 3/6/20	
Tuesday, January 28 Lincroft, SLC, Navesink I & II	January 21 5:15 PM	January 22 6 PM		January 21 5:30 PM		January 13 <b>8:30 AM</b>	
Tuesday, February 25 <b>Brookdale at Long Branch, Rm 200</b>	February 18 5:15 PM		Feb. 17 5:30 PM <b>BAC, PCR</b>	Feb. 18 5:30 PM	February 19 6 PM		
Tuesday, March 24 <b>Lincroft, SLC, Navesink I &amp; II/Zoom</b>	<b>March 16</b> 5:15 PM	March 18 6 PM		<b>March 16</b> 5:30 PM		<b>March 16</b> <del>8:30 AM</del>	
Tuesday, April 28 <b>Zoom Webinar</b>	<b>April 22</b> 5:15 PM		April 20 5:30 PM <b>BAC, PCR</b>	<b>April 22</b> 5:30 PM			
Wednesday, May 27 <b>Zoom Webinar</b>	May 19 5:15 PM			May 19 5:30 PM	May 5 6 PM	<del>May 18</del> <del>8:30 AM</del>	
Tuesday, June 23 <b>Zoom Webinar</b>	<b>June 15</b> 5:15 PM			<b>June 15</b> 5:30 PM			
Tuesday, July 28 Lincroft, SLC, Navesink I & II	July 21 5:15 PM			July 21 5:30 PM		<del>July 20</del> <del>8:30 AM</del>	
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 <b>SLC, TC</b>	Sept. 15 5:30 PM		<del>September 14</del> <del>8:30 AM</del>	
Tuesday, October 27 <b>Brookdale at Wall, 110 &amp; 112</b>	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, <b>SLC, TC</b>	Nov. 10 5:30 PM		<del>November 9</del> <del>8:30 AM</del>	
Tuesday, December 15 <b>Brookdale at Hazlet, 102 &amp; 103</b>	December 9 5:15 PM			Dec. 9 5:30 PM	December 1 6 PM		

Human Resources is a Committee of the whole

SLC, TCR – Warner Student Life Center, Trustees Conference Room; BAC, PCR – BAC, President’s Conference Room

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v3 – changed PPP to 8:30 AM; v4- Changed Exec/F & F to March 16; v5 – PPP dissolved; v6 – Change F & F and Exec April and June