



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, February 25, 2020 5:30 PM (EST)  
213 Broadway Long Branch New Jersey 07740  
Brookdale at Long Branch, Room 200

- I. Call to Order, Reading of Statement and Roll Call - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Adoption of Agenda - Chair Abby-White
- IV. President's Report - Dr. Stout
  - A. Literacy Initiatives - Linda Roma
- V. Reports from the Board Committees and Liaisons - Chair Abby-White
  - A. Finance & Facilities Committee - February 18, 2020 - Trustee Kaufmann
    1. Monthly Financial Reporting
    2. Capital Project Update - Mr. Ray Savacool, T & M Associates
  - B. Audit Committee - February 19, 2020 - Trustee Rambaud
  - C. Student Success & Educational Excellence Committee - February 17, 2020 - Vice-Chair Cram
  - D. NJCCC Update/ACCT Legislative Summit - Trustee Horl
  - E. Foundation Update - Dr. Stout
  - F. Student's Perspective - Trustee Deinhardt
- VI. Public Comment on Agenda Items - Chair Abby-White
- VII. 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. Acceptance of Consent Agenda - Chair Abby-White
- VIII. Approval of Public Business Meeting Minutes - January 28, 2020 - Chair Abby-White
  - A. Approval of Executive Session Minutes - January 28, 2020
- IX. Approval of Minutes Special Public Business Meeting Minutes - February 18, 2020 - Chair Abby-White
- X. Approval of Consent Agenda - Chair Abby-White - 5 minutes
  - A. Approval of Human Resources

- B. Application for Grants
- C. Acceptance of Gifts
- D. Acceptance of Budget Modifications to the New Jersey Department of Education, Office of Career Readiness
- E. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
- F. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- G. Monthly Financial Reports
- H. Capital Project Update
- XI. Approval of Monmouth County Public Safety Shared Services for Answering Point - Chair Abby-White
- XII. Authorization to Enter into a Cooperative Pricing System with Hunterdon County Educations Services Commission - Chair Abby-White
- XIII. Acceptance of the Revised Internal Controls and Standard Operating Procedures Manual
- XIV. Approval of Joining the Hazlet BayPoint Association - Chair Abby-White
- XV. Approval of Policy Revisions - Chair Abby-White
  - A. Approval of Policy 4.2002 Sale of College Personal Property
  - B. Approval of Policy 2.0002 Public Access to Government Records
- XVI. Public Comment - Chair Abby-White
- XVII. Old/New Business - Chair Abby-White
- XVIII. Resolution to Hold a Closed Meeting - Chair Abby-White
- XIX. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XX. Adjournment - Chair Abby-White
- XXI. Appendix - Board Materials

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

January 28, 2020

Brookdale Community College  
Student Life Center, Navesink Rooms  
765 Newman Springs Rd.  
Lincroft, NJ 07738

- A. Chair Abby-White called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance. Chair Abby-White read the mission of the College.
- 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 December 12, 2019 at 11:30 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed
	Mr. Dan Becht, Trustee	Dr. Yesenia Madas Dr. Nancy Kegelman
	Ms. Latonya Brennan, Trustee	Dr. Joan Scocco
	Dr. Hank Cram, Vice-Chair	Mr. Ed Johnson
	Mr. Paul Crupi, Trustee	Ms. Kathy Kamatani
	Ms. Lauren Deinhardt, Trustee	Dr. William Burns
	Ms. Madeline Ferraro, Trustee	Ms. Patricia Sensi
	Ms. Barbara Horl, Trustee	Ms. Bonnie Passarella
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Ms. Teresa Manfreda
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Suzanne Brennan, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	Mr. Ray Savacool, T & M Associates, Engineer of Record
	* participated via conference call	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of agenda for Public Business Meeting</b>	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
<p><b>Signing of New Jersey City University Lease Agreement</b></p> <p>Dr. Henderson, President of New Jersey City University (NJCU), joined Dr. Stout in a signing of the Board approved second amendment to the lease agreement, which extends NJCU's lease for an additional 18-month period commencing July 1, 2020 and ending December 31, 2021. The lease amendment includes classroom space on the Lincroft Campus and additional evening classes at the Wall West Building.</p> <p>Dr. Henderson addressed the Board, and commented on our future partnership with NJCU at Ft. Monmouth. She remarked on her interest in collaborating on athletics and a 3 + 2 program which will allow students to complete 3 years at Brookdale and finish their last 2 years at NJCU with a Masters degree</p>		
<p><b>President's Report</b></p> <p><b>A. Friends of Lifelong Learning</b> –Carol Smith, the founder of Friends of Lifelong Learning, which is a volunteer advocacy group, described their mission to support, promote, enhance and preserve lifelong learning at Brookdale. She shared the group's efforts to improve marketing of the programs, introduce new programs/trips and introduce a wellness campaign which is focused on the mind.</p> <p><b>B. Morris Blackburn and His Legacy Exhibit</b> – Professor Marie Maber thanked the Board for approving her Sabbatical project (Fall 2019 Term) and provided information on the outcomes of her project, which include an art exhibit on <i>Morris Blackburn and his Legacy</i> in the CVA gallery.</p> <p><b>C. Annual Report</b> – Dr. Stout provided the annual report for Fiscal Year 2019 to every Board Member and thanked the College Relations Department for the creation of the report.</p> <p><b>D.</b> Dr. Stout brought to the attention of the Board, that the College is featured in an article in the Edge magazine, <i>View from the Edge</i>.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Reports from the Board Committees and Liaisons</b>		
<p><b>A. Finance &amp; Facilities Committee</b> – Trustee Kaufmann reported on the meeting held on January 21, 2020.</p> <ol style="list-style-type: none"> <li><b>1. Monthly Financial Reporting</b> – Trustee Kaufmann reported that based on the financial reporting as of November 30, 2019 the College is on budget. However, operating revenue is off .4% and expenses are down 3.6%.</li> <li><b>2. FY21 Budget and Tuition and Fee Schedule</b> – He reported that the Committee discussed the proposed FY21 Operating and Capital Budget Models and tuition increases. He recommended that the Board approve a \$3 per credit tuition increase, which is intended to offset increases in employee compensation, as a result of the recent contract settlements.</li> <li><b>3. Capital Project Update</b> – Mr. Ray Savacool, T &amp; M Associates provided an update on our major capital projects.</li> </ol> <p><b>B. Governance Committee</b> –Chair Abby-White, on behalf of Trustee Suzanne Brennan provided a report on the meeting held on January 22, 2020. She reported that they reviewed policies that are recommended for lodging tonight and there was a recommendation to create a new Social Media Policy. She announced there was 100% participation on the Board Self-evaluation and they committee reviewed the survey results. The following action items were identified as a result of the evaluation:</p> <ol style="list-style-type: none"> <li>The creation of a Community Advisory Committee to ensure that the Trustees are involved with the community and to ensure that our program offerings are aligned with the community needs.</li> <li>As a result of concerns with the future direction of the college, 2 additional workshops have been scheduled: <ol style="list-style-type: none"> <li>March 24 – Topic – Enrollment strategies</li> <li>June 23 – Topic - Reaffirm priorities and goals</li> </ol> </li> <li>Improved biannual reporting on goals will be implemented.</li> <li>Professional development - Trustee Horl and Dr. Stout will attend the ACCT Legislative Summit and represent the College at the legislative visits.</li> </ol> <p><b>C. Audit Committee</b> – Trustee Rambaud reported on the Audit Committee held on 1/27/20. She communicated that the Committee reviewed the FY19 Radio Station Audit and recommended the Board approve the Audit this evening.</p> <p><b>D. Private Public Partnership Ad-Hoc Committee</b> –Chair Abby-White reported on the outcomes of the meeting held on January 13. She highlighted that the committee refocused the direction of the committee on 4 types of partnerships: academic, social services, financial and external stakeholders. They agreed to focus on 3 partnerships:</p> <ol style="list-style-type: none"> <li>Increasing non-credit to credit (Academic)</li> <li>Capitalize on Long Branch opportunities ( Community)</li> <li>Expand online (Financial)</li> </ol> <p><b>E. Foundation Update</b> – Dr. Stout shared an update on behalf of the Foundation. He reported on recent donations made to the Foundation which will benefit our students. In addition, he reported that the Foundation is providing another \$105,000 to replace 121 computers in the Bankier Library this spring.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>F. Student's Perspective</b> – Trustee Deinhardt reported on her latest meeting with the Brookdale Trustee Advisory Committee which focused on student opinions on current and potential course offerings and course delivery. She shared their opinions and opportunities to develop new courses.</p>		
<p><b>Public Hearing on Tuition and Fees</b></p> <p><b>Assistant Professor Jack Ryan</b> – expressed concern that our of out of county tuition is not competitive with the tuition of Ocean, Middlesex and Mercer community colleges.</p> <p>Dr. Stout remarked that the out of county tuition is a source of discussion at the College and will be discussed at our next Board workshop.</p>		
<p><b>Public Comment on Agenda Items</b></p> <p><b>Assistant Professor Jack Ryan</b> – requested information on the lease agreement with the New Jersey City University. He brought up his concerns about the decision to build the Wall Higher Education Center and the recent reorganization of the Higher Education Centers, which eliminated the Site Director position. He expressed concerned that the reorganization would negatively affect the operations and services provided to our students. He suggested reinstating the Site Directors. In addition, he advocated to remove the name of Larrison Hall, as the building was named after Harry Larrison who had an indictment and died prior to his trial.</p> <p>Ms. Passarella, Executive Associate Legal Services provided information on the extension of the lease agreement with New Jersey City University, which was included in the December Board of Trustees Public Business meeting packet.</p>		
<p><b>Review and Adoption of Consent Agenda</b></p> <p><b>A. Adoption of Consent agenda</b></p>	<p>A motion to adopt the revised consent agenda was made by Trustee Richens and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p>	
<p><b>Approval of Public Business Meeting Minutes</b> – December 17, 2019</p>	<p>A motion to approve the minutes from the public business meeting held on December 17, 2019 was made by Trustee Horl and seconded by Trustee Rambaud.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Motion passed.</p> <p>ABSTENTIONS: Trustee Ferraro and Richens</p>	
<p><b>Consent Agenda</b></p> <p><b>A. Approval of Human Resources-</b></p> <p><b>B. Acceptance Grants</b></p> <p><b>C. Acceptance of Gifts</b></p> <p><b>D. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</b></p> <p><b>E. Open Invoice Payment Requests for Vendors, Students and Employee Payments</b></p> <p><b>F. Monthly Financial Reports</b></p> <p><b>G. Capital Project Update</b></p> <p><b>H. Designation of Public Agency Compliance Officer (P.A.C.O.)</b></p>	<p>A motion to approve the consent agenda was made by Trustee Ferraro and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cram, Crupi, Ferraro, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of FY21 Schedule of Tuition and Fees</b></p>	<p>A motion to adopt by resolution the Schedule of Tuition and Fees for the academic year 2020/2021 was made by Vice-Chair Cram and seconded by Trustee Crupi.</p> <p><b>Motion Passed</b></p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p><b>YES:</b> Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee Ferraro</p>	
<b>Acceptance of FY21 Operating &amp; Capital Budgets</b>	<p>A motion to adopt by resolution the annual operating and capital budget for fiscal year 2021, including the Chapter 12 allocation was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p>Motion Passed</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee Ferraro</p>	
<b>Approval of FY21 Chapter 12 Projects</b>	<p>A motion to approve by resolution the use of Chapter 12 funds for fiscal year 2021 for the identified list of projects was made by Trustee Kaufmann and seconded by Trustee Rambaud.</p>	



Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Acceptance of FY19 WBJB Radio Audit</b>	<p>A motion to accept the FY19 WBJB Radio audit was made by Trustee Kaufmann and seconded by Trustee Deinhardt.</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval of Memorandum of Agreement between the Brookdale Community College and the Brookdale Community College Faculty Association</b>	<p>A motion to approve by resolution the Memorandum of Agreement between Brookdale Community College and the Brookdale Community College Faculty Association was made by Trustee Crupi and seconded by Trustee Becht.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Ratification of Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College</b>	<p>A motion to ratify Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College was made by Trustee Rambaud and seconded by Trustee Ferraro.</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Lodging of Policy Revisions</b>	<p>A motion to lodge revised policies 4.2002 Sale of College Personal Property and Policy 2.002 Public Access to Government Records was made by</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Trustee Crupi and seconded by Trustee Richens.</p> <p><b>Motion passed unanimously.</b></p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cram, Crupi, Deinhardt, Ferraro, 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>No public comment was made.</p>		
<p><b>Old/New Business</b></p> <p>Trustee Horl shared information on the Jobs NJ program announced by Governor Murphy at his State of the State Address on January 14.</p> <p>Chair Abby-White thanked Trustee Kaufmann for serving as the Chair of the Finance &amp; Facilities Committee since he joined the Board. Vice-Chair Cram will serve as the Chair of the Finance &amp; Facilities Committee and Trustee Kaufmann will serve as the Chair of the Student Success &amp; Educational Excellence Committee going forward.</p> <p>Dr. Stout congratulated Trustee Kaufmann and Rambaud for their reappointments to the Board of Trustees.</p> <p>Chair Abby-White attended the Culture's Rising Stars event. She acknowledged 3 of our Culinary students, Jasmin Ramirez, Aidan Armstrong, and Berkay Tufekcioglu, who participated as Chefs at the event.</p> <p>Chair Abby-White encouraged the Board members to participate in the St. Patrick parades.</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 hold a closed session by Trustee Horl and seconded by Trustee Crupi.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed unanimously.	
<b>Motion to Re-Open the Meeting to the Public</b>	<p>A motion was made to reopen the meeting to the public by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
<b>Adjournment</b>  <b>Meeting adjourned at 7:15 PM.</b>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Horl.</p> <p>Motion passed unanimously.</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 4 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 **January 28, 2020 at approximately 6:40 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.(labor negotiations )



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



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



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



"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is



"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is a

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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.

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Special Public Business Meeting Minutes**

**February 18, 2020**

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

- 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:
  - 1. On February 20, 2020 at 2 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

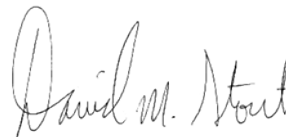
<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Tracey Abby-White, Chair</b>	Dr. Matthew Reed
	<b>Mr. Dan Bech, Trustee*</b>	
	<b>M. Latonya Brennan, Trustee*</b>	Ms. Patricia Sensi
	<b>Ms. Suzannne Brennan, Trustee*</b>	Dr. Yesenia Madas
	<b>Dr. Hank Cram, Vice-Chair</b>	Ms. Kathy Kamatani
	<b>Mr. Paul Crupi, Trustee*</b>	Ms. Teresa Manfreda
	<b>Ms. Lauren Deinhardt, Graduate Trustee</b>	Mr. Ed Johnson
	<b>Ms. Barbara Horl, Trustee*</b>	Dr. Nancy Kegelman
	<b>Mr. Bret Kaufmann, Trustee</b>	Dr. Anita Voogt
	<b>Ms. Marta Rambaud, Trustee*</b>	Dr. William Burns
	<b>Dr. David M. Stout, Secretary</b>	Ms. Bonnie Passarella
		Dr. Joan Scocco
		Ms. Cynthia Gruskos, Recorder
<b>Absent</b>	<b>Ms. Madeline Ferraro, Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	
<b>College Counsel</b>	<b>Mr. Mitchell Jacobs, Esq., General and Labor Counsel</b>	
	<b>* via conference phone</b>	



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda for Public Business Meeting</b>	<p>A motion to adopt the meeting agenda was made by Trustee Kaufmann and seconded by Trustee Deinhardt.</p> <p>Motion passed unanimously.</p>	
<b>Public Comment on Agenda Items</b> No public comment was made.		
<b>Approval of Revised FY21 Operating &amp; Capital Budgets</b>	<p>A motion to adopt by resolution the revised annual operating and capital budget for fiscal year 2021, including the Chapter 12 allocation was made by Trustee Kaufmann and seconded by Vice-Chair Cram.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, and Chair Abby-White.</p> <p><b>NO: None</b></p> <p><b>ABSTENTIONS: None</b></p>	

<b>Approval of Revised FY21 Chapter 12 Projects</b>	<p>A motion to approve by resolution the use of Chapter 12 funds for fiscal year 2021 for the identified revised list of projects was made by Trustee Kaufmann and seconded by Vice-Chair Cram.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, and Chair Abby-White.</p> <p><b>NO: None</b></p> <p><b>ABSTENTIONS: None</b></p>	
<b>Public Comment –</b> No public comment was made.		
<b>Old/New Business –</b> No old or new business was discussed.		
<b>Adjournment –</b>  <i>The meeting was adjourned at 5:36 PM</i>	<p>A motion to adjourn the meeting was made by Trustee Kaufmann and seconded by Trustee Deinhardt.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 10 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Support Staff

Adjuncts

**Recommendations**

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3

**B. Change of Status**

Administrative

**Recommendations**

1

**C. Separations**

Executive

Faculty

Support Staff

**Recommendations**

1

3

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**A. HIRES****SUPPORT STAFF**

1. Name: Bridget van Hemert  
Department: English  
Position: Academic Tutor, Writing, 10-month position  
Salary: \$37,328, prorated from annual base salary of \$44,793  
Effective: 3/2/20

**ADJUNCTS**

1. Name: Anthony T. Corcione  
Department: Criminal Justice
2. Name: Kelly Feeney Flanagan  
Department: Environmental Science
3. Name: Mark Sprenger  
Department: Environmental Science

**ADJUNCT DEGREE SUMMARY**

Doctoral	Bachelors
2	1

**B. CHANGE OF STATUS****ADMINISTRATIVE**

1. Name: Eleanor Glazewski  
Department: Registration & Records  
Position: Registrar  
Action: Change in status from interim to regular through bona fide search  
New Salary: No change  
Effective: 2/26/20

**C. SEPARATIONS****EXECUTIVE**

1. Name: Patricia Gallo  
Department: Business & Social Science  
Position: Institute Dean  
Action: Retirement  
Effective: 6/30/20

**FACULTY**

1. Name: Richard Burke  
Department: English  
Position: Professor  
Action: Retirement  
Effective: 6/30/20
2. Name: Geanna Merola  
Department: Photography  
Position: Professor  
Action: Retirement  
Effective: 6/30/20
3. Name: Michael Toomey  
Department: Fitness  
Position: Professor  
Action: Retirement  
Effective: 6/30/20

**SUPPORT STAFF**

1. Name: Phyllis Nicholson  
Department: Humanities Office  
Position: Senior Office Assistant  
Action: Retirement  
Effective: 2/29/20

## **2.1 Application for Grants**

### **Executive Summary**

#### **A. Monmouth Park Charity Fund**

**Program Title:** Accomplish More Together Collaboration Grant

**Short Title:** Ally and Garden State Equality

**Goal/Purpose:** To develop and promote a longstanding collaboration between Brookdale and Garden State Equality (GSE) to provide education and advocacy for and about the lesbian, gay, bisexual, transgender and queer (LGBTQ) community.

GSE will deliver education and training to the various Brookdale constituents and community residents throughout the program year based on their Teach & Affirm Safe Schools program. A key objective of the project is to provide a safe and accepting learning space for all Brookdale students. The collaboration with GSE will boost the visibility of Brookdale's Ally program on campus, increase the number of allies as well as those seeking support, and create a safe and affirming campus culture for LGBTQ students and staff.

**Program Administrator:** Brookdale Ally Co-Chairs

**Total \$Requested:** \$5,000 and does not require a match from the college.

**Date Submitted:** January 29, 2020

**B. Office of the Secretary of Higher Education****Program Title:** Hunger-Free Campus Act Grant**Short Title:** Helping Hands Lounge

**Goal/Purpose:** To create a blueprint for the sustained operation of the Helping Hands Lounge and develop policies and procedures to guide its operation. The blueprint will help shape the future of the Helping Hands Lounge by detailing a plan of action and identifying specific activities to be carried out to ensure the success of the program.

Activities include the creation of a task force to identify strategies that will ensure recurring food donations; raise student awareness about social services available on campus; sustain existing partnerships; ensure a continuous pool of volunteers are recruited to staff and operate the Lounge; and provide training for staff, volunteers and students in best practices for operating a food pantry.

**Program Administrator:** Dr. Charanne Smith, Director of Student Basic Needs

**Total \$Requested:** \$94,765 and does not require a match from the college.

**Date Submitted:** January 31, 2020

**Recommendation:**

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

**1.51 Acceptance of Gifts  
Background**

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

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

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

DATE	DONOR	ITEM
February 13, 2020	Mr. John Tobia, Director Monmouth County Public Works and Engineering 250 Center Street Freehold, NJ 07728	Donation of a 2008 Dodge Charger



## **RESOLUTION**

**WHEREAS**, it is inherent with the College's Philosophy and Mission to reduce operational expenses in order to provide affordable quality educational programs and services to the Monmouth County Community; and

**WHEREAS**, The County of Monmouth has offered to donate to Brookdale Community College a 2008 White Dodge Charger, Vehicle Identification No. 2B3KA43G88H130977, mileage – 107,938; and

**WHEREAS**, the President of Brookdale Community College has verified that the vehicle can be utilized by the Police Department; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College shall accept the donation of the 2008 Dodge Charger from the County of Monmouth.

**BE IT FURTHER RESOLVED** that the President, or his designee, is authorized to execute any all documents necessary to effectuate the full intent and purpose of this resolution

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

Brookdale will submit a budget modification to the New Jersey State Department of Education, Office of Career Readiness on or before February 28, 2020, under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional supplies and equipment for Computer Science, Graphic Design and Communication Media programs through cost savings realized to date.

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

**Recommendation:**

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

February 25, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

**RESOLUTION**

WHEREAS, Brookdale will submit a budget modification to the New Jersey State Department of Education, Office of Career Readiness on or before February 28, 2020, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional supplies and equipment for Computer Science, Graphic Design and Communication Media programs through cost savings realized to date; and

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

**WHEREAS**, the President recommends submission of said budget modification;

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

Date:

SIGNED:

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David M. Stout, Ph.D., President

February 25, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

*4.2 Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and  
Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$36,400. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

Also listed are bids and proposals over \$17,500 that met the New Jersey State "Pay-to-Play" Law, N.J.S.A. 19:44a-20.1 et seq., Chapters 51 and 271.

This report was reviewed by the President and the Finance & Facilities Committee at a meeting held February 18, 2020.

February 25, 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

February 25, 2020

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
<b>Capital</b>				
1	Epic Mechanical Inc.	<b>HVAC Upgrades to the BAC and ASB Buildings, Bid No. 20-22</b> / Notice was sent to 19 vendors, received 8 replies. This contract is for the HVAC upgrades to the BAC and ASB buildings and is funded by Chapter 12.	Bid	\$ 583,000.00
2	Fire Security Technologies	<b>Fire Alarm Inspection, Testing, and T&amp;M Repairs, Bid No. 20-07</b> / This contract is for the supply and installation of door holders and smoke detectors in the tunnels and is funded by Chapter 12.	Bid	\$ 19,950.00
<b>Grant</b>				
3	Hirsch Solutions	<b>Brother Garment Printer, Bid No. 20-24</b> / Notice was sent to 8 vendors, received 1 reply. This contract is for the supply and delivery of a Brother Garment Printer and is funded by the Perkins Grant.	Bid	\$ 23,859.80
4	Laerdal Medical Corporation	<b>SimMan Mannikin and Accessories, Bid No. 20-25</b> / Notice was sent to 8 vendors, received 2 replies. This contract is for the supply, delivery, and training for a SimMan Manikin and Accessories. This contract is funded by the Perkins Grant.	Bid	\$ 70,423.14
5	Cornerstone Media, LLC	<b>Recruitment Advertising / Exempt 18:64A-25.5.a.(20)</b> (Recruitment and advertising). This contract is for print, internet, outdoor, television (audio visual production) recruitment advertising and is funded by the CCOG Grant.	Exempt	\$ 27,000.00
<b>Operating</b>				
6	County of Monmouth	<b>911 Shared Services Program / Exempt 18A:64A-25.10.</b> (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the payment of the 911 shared services program with the County and is funded by the Police Budget. CY19 \$51,070.	Exempt	\$ 52,091.00

7	College Board	<b>Accuplacer Tests /</b> Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This New Jersey County College Joint Purchasing Consortium (NJCCJPC) contract is for the supply of Basic Skills (Accuplacer) Placement tests for FY21, which are required for all new degree students to measure their level of readiness in reading, writing, and mathematics for college-level work. This contract is funded by the Testing Center Budget and is then assessed to the student. FY20 \$29,250.	Exempt	\$	29,250.00	*
8	R. Helfrich & Son Corp. Suburban Trails, Inc.	<b>Bus Services for Tour &amp; Talk Spring Trips, Bid No. 20-23 /</b> Notice was sent to 5 vendors, received 3 replies. These contracts are for charter bus services for 11 Tour & Talk trips and are funded by CPS' revenue generating programs.	Bid	\$	14,311.00	

\* Estimated expense based on historical data

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

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

The Check Register Summary reflects payments made to vendors, students, and employees in the month of December 31, 2019 totaled \$2,213,683.99. 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 February 18, 2020.

February 25, 2020: Interim Vice President, Teresa Manfreda



#### 4.1 *Financial Report*

The following is the Financial Report for the month ending December 31, 2019.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held February 18, 2020.

February 25, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

**Brookdale Community College**  
**Analysis and Forecast of the Operating, Auxiliary, & Capital Funds**  
**Positions at December 31, 2019**

	<b>FY20 Budget</b>	<b>12/31/2019</b>	<b>Increase/ (Decrease)</b>	<b>FY20 Projected</b>
<b>Operating</b>				
<b>Revenues:</b>				
Tuition	\$ 36,833,034	\$ 31,325,260	\$ 946,504	\$ 37,779,538
State	10,325,921	5,178,332	(179,844)	10,146,077
County	20,027,019	8,344,591	-	20,027,019
Fees	11,497,431	7,011,809	189,398	11,686,829
Continuing & Prof. Studies	3,400,000	1,887,164	(160,000)	3,240,000
Other Income	774,000	379,033	(100,000)	674,000
<b>Total Revenue</b>	<b>\$ 82,857,405</b>	<b>\$ 54,126,189</b>	<b>\$ 696,058</b>	<b>\$ 83,553,463</b>
<b>Expenditures:</b>				
Learning Division	32,452,456	13,600,421	(101,411)	32,351,045
Benefits	15,862,285	6,731,259	(50,005)	15,812,280
Finance & Operations	8,900,361	3,999,251	(63,520)	8,836,841
Student Success Division	5,614,476	2,456,968	(42,000)	5,572,476
General Expenses	4,661,374	1,878,410	-	4,661,374
Continuing & Prof. Studies	3,155,511	1,584,657	(205,511)	2,950,000
Utilities	2,273,503	783,626	-	2,273,503
Human Resources & Safety	2,282,050	1,014,166	(61,633)	2,220,417
Advancement Division	1,193,269	593,331	(46,146)	1,147,123
Planning & Inst. Effectiveness	385,275	191,783	2,000	387,275
President & BOT	650,953	307,815	4,440	655,393
<b>Total Expenditures</b>	<b>\$ 77,431,513</b>	<b>\$ 33,141,687</b>	<b>\$ (563,786)</b>	<b>\$ 76,867,727</b>
<b>Other Cash Requirements</b>				
Debt Principal	1,766,815	1,340,000	(384,999)	1,381,816
Interest Expense	1,396,917	804,546	(8,351)	1,388,566
TIP/TECH	2,262,158	1,456,544	-	2,262,158
	<b>\$ 5,425,890</b>	<b>\$ 3,601,090</b>	<b>\$ (393,350)</b>	<b>\$ 5,032,540</b>
<b>Excess Revenue/Expenditures Projected</b>				<b>\$ 1,653,194</b>
<b>Auxiliary</b>				
Receipts		\$ 758,657	\$ -	\$ 1,527,500
Disbursements		750,125	-	1,795,112
<b>Profit/(Loss) Auxiliary</b>		<b>\$ 8,532</b>	<b>\$ -</b>	<b>\$ (267,612)</b>
<b>Excess Revenue/Expenditures Projected</b>				<b>\$ (267,612)</b>
<b>Capital</b>				
<b>Revenues:</b>				
State Chapter 12	\$ 1,950,000	\$ 1,492,672	\$ -	\$ 1,950,000
County	1,950,000	1,492,672	-	1,950,000
ELF	-	-	-	-
Capital Fees	3,659,075	3,268,722		3,659,075
Risk Management	-	26,682		55,523
<b>Total revenue</b>	<b>\$ 7,559,075</b>	<b>\$ 6,280,748</b>	<b>\$ -</b>	<b>\$ 7,614,598</b>
<b>Expenditures:</b>				
State Chapter 12	\$ 1,950,000	\$ 1,492,672	\$ -	\$ 1,950,000
County Chapter 12	1,950,000	1,492,672	-	1,950,000
ELF	-	389,689	-	483,572
Technology	2,262,158	1,599,532	-	2,262,158
Interest	1,396,917	109,977	-	1,396,917
Risk Management	-	55,523	-	55,523
<b>Total Expenditures</b>	<b>\$ 7,559,075</b>	<b>\$ 5,140,065</b>	<b>\$ -</b>	<b>\$ 8,098,170</b>
<b>Excess Revenue/Expenditures Projected</b>				<b>\$ (483,572)</b>
<b>Total Excess Revenue/Expenditures All Funds Projected</b>				<b>\$ 902,010</b>

**Brookdale Community College**  
**Cash Balance Analysis**  
**As of December 31, 2019**

	<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	
<b>February</b>	12,352,432.38	12,149,359.50	21,768,631.56	
<b>March</b>	7,804,144.44	10,721,561.17	20,122,253.27	
<b>April</b>	7,677,357.19	12,993,416.87	17,790,854.81	
<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 \$3,930,037.40 from prior year.**

**\* Current month cash detail**

General Fund Account	\$ 3,327,024.63	<i>Interest earned as of 12/31: \$</i>	<i>5,862.63</i>
Operating Fund Account	10,813,945.26		
Payroll Account	25,562.43		
Credit Card Account	1,435.00		
	<u>\$ 14,167,967.32</u>		

February 4, 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.

*The work is substantially complete. Punchlist work is scheduled for completion the week of February 3, 2020.*

2) LED LIGHTING UPGRADES

Based on the recommendations of the Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College decided to pursue energy saving measures by replacing the existing light bulbs with LED bulbs. The BOT awarded a contract to Willdan Energy Solutions, Edison, NJ in the amount of \$1,175,880 at their January 29, 2019 meeting.

*Final payment voucher has been submitted and closeout is underway.*

3) LED LIGHTING FOR CVA AND CLC BUILDING

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

*Project is complete. Awaiting submission of closeout documents to proceed with final payment.*

4) MAN, LIB, CAR SANITARY SEWER EJECTOR PUMPS

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

*Ejector pumps have been installed at all three locations and are operational. Punchlist inspection to be scheduled.*

5) ATHLETIC FIELDS/LINCROFT CAMPUS

A project to reconstruct the baseball and softball field as well as rehabilitate the soccer field was awarded to Precise Construction in the amount of \$2,335,609.75 The project will provide for the installation of subsurface drainage and irrigation system, replacing dugouts and bleachers and leveling of the fields.

*Drainage is completed on baseball and softball fields. Dugouts have been installed on both fields. Fencing and concrete pads are underway.*

6) FIRE ALARM PANEL NETWORKING

The project consists of the installation of a single mode fiber to network all fire panels, plus modifications at each panel to support the networking via fiber. The fiber will be installed via

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

state contract in the amount of \$99,735.25 through NetQ. Fire Securities Technologies, Inc was awarded the electrical panel work in the amount of \$120,000.00.

*Tie in of the fiber optic cables to the panels is ongoing. Testing to be scheduled during spring break.*

7) 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 ongoing and is scheduled through March.*

8) SALT STORAGE BUILDING

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 slab and pavement repair have been completed. The structure construction is scheduled to start on February 13, 2020.*

**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.*

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. A rebid is anticipated for construction after classes are completed.

*During the pre-bid meeting potential contractors expressed concern with the condition of the wall and there was indication that the project would not address the global issues. Revision to the scope of the project is being considered.*

3) SIDEWALKS & CURB REPLACEMENT/LINCROFT & FREEHOLD CAMPUSES

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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.

*A substantial portion of the work is complete. The balance of the work will be completed in the spring of 2020.*

4) MASSAGE THERAPY RELOCATION

Massage Therapy is being relocated to the lower level of the CAR building and USA Architects completed redesign of the space for this use. Shorelands, Inc., was awarded the contract for the work in the amount of \$85,000.00.

*Work is ongoing and scheduled for completion mid-month.*

5) ROOF REPAIRS – PHASE 3

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

*Awaiting submission of final plans prior to establishing a bid date.*

6) 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.

*Design is complete. Bid opening is anticipated in March.*

7) 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 for the project is expected to be delivered in February and work will commence thereafter.*

8) 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.

*Design is complete and bid opening is scheduled for February 11, 2020..*

9) ROOF REPLACEMENT AND REPAIRS FREEHOLD CAMPUS

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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.

*Design is underway.*

#### 10) 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 and an award is expected for the March, 2020 BOT meeting.

### 2) DESIGN/STUDIES/REPORTS

#### 1. FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

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

*T & M Associates inspected the building after a recent rainfall and will issue a letter report on observations of the site.*

#### 2. NEW ACADEMIC BUILDING-WALL CAMPUS

Due to noise complaints, related to the chiller that faces adjoining residents, the architect (Spiezle Design Group) has evaluated options for reducing the noise level and after review by an acoustical engineering firm

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

Also, during hot humid spells this past summer, condensation problems were experienced in some areas of the building. Based on discussions with Spiezle's HVAC subcontractor

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

(Vanderweil), minor adjustments to the settings on the HVAC equipment were made and operational suggestions were recommended which should resolve the problem. Performance of the HVAC equipment will be monitored over the upcoming cooling season and Vanderweil has agreed to further assist the College if warranted.

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

A handwritten signature in dark ink, appearing to read 'RWS', followed by a long horizontal flourish.

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

G:\Projects\BRCC\G2001\Calculations & Reports\02-04-20 PROJECT STATUS REPORT.docx



4.2a *Authorization to Enter into the Monmouth County Public Safety Shared Services for Emergency Dispatch Services for a three-year period*

The College has been utilizing Monmouth County's Shared Services to maximize the reduction of costs associated with emergency dispatch services since 2015. The College would like to participate in a three-year agreement commencing January 1, 2020 or as soon thereafter as the services begin, and continue through December 31, 2022.

The full 2020 fee shall be \$52,091, with a one and a half percent increase in the second year, and a one percent increase in the third.

The College has investigated the feasibility and fit of services offered by the County, and seeks to continued its participation in this service.

The resolutions that follow will serve as the Board's approval to engage the contracts for participation.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held February 18, 2020.

## **RESOLUTION**

### **AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE COUNTY OF MONMOUTH**

**WHEREAS**, the New Jersey Uniform Shared Services and Consolidation Act (C.40A:65-1, et seq.) authorizes local contracting units such as Brookdale Community College (hereafter, the “College”) to enter into Shared Service Agreements with other local contracting units; and

**WHEREAS**, the County of Monmouth, a local contracting unit, has offered to provide shared services to the College through December 31, 2019; and

**WHEREAS**, it is in the best interest of the College to enter into the proposed Shared Services Agreement with the County of Monmouth.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the College is hereby authorized to execute the attached Shared Services Agreement with the County of Monmouth; and

**BE IT FURTHER RESOLVED**, that the College shall forward a certified copy of this resolution, along with the executed Shared Service Agreement to Elizabeth Perez, Shared Services Coordinator, County of Monmouth, 1 E. Main Street, Freehold, New Jersey 07728.

#### 4.2aa *Utilization of Cooperative Purchasing Initiative*

The College participates in the New Jersey County College Joint Purchasing Consortium, Monmouth County Shared Services, the Middlesex Regional Educational Services Commission, the County of Somerset Cooperative, the National Intergovernmental Purchasing Alliance Company (National IPA)/ The Cooperative Purchasing Network (TCPN), and the U.S. Communities Government Purchasing Alliance. Participation promotes the reduction in cost of goods or services by bidding or quoting in conjunction with other county colleges, the County of Monmouth, and other governmental agencies.

The College has investigated the feasibility and fit with Hunterdon County Educational Services Commission and determined that this would be of great benefit to the College. The resolution that follows will serve as the Board's approval to engage the contract for participation.

**This report was reviewed by the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held February 18, 2020.**

## **RESOLUTION**

**WHEREAS**, Brookdale Community College is entering into a Cooperative Pricing Agreement with the Hunterdon County Educational Services Commission; and

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

**WHEREAS**, the Board of Trustees of the Brookdale Community College, County of Monmouth, State of New Jersey approves participation in a Cooperative Pricing System for the provision and performance of goods and services; and

**NOW, THEREFORE BE IT RESOLVED** that Hunterdon County Educational Services Commission and Brookdale Community College enter into the following cooperative pricing agreement.

RESOLUTION FOR MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM

A RESOLUTION AUTHORIZING THE Brookdale Community College  
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

RESOLUTION DATED FEBRUARY 25, 2020

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on February 25, 2020, the governing body of Brookdale Community College, County of Monmouth, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

**Brookdale Community College**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of Brookdale Community College.

**AUTHORITY**

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the President, or Vice President for Finance & Operations) is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

**CERTIFICATION**

BY:

\_\_\_\_\_  
Dr. David Stout, President, Brookdale Community College

ATTEST BY:

\_\_\_\_\_  
Teresa Manfreda, Interim Vice President, Finance & Operations

#### 4.3 *Acceptance of the Revised Internal Control and Standard Operating Procedures Manual*

On January 29, 2019, the College submitted the Internal Control and Standard Operating Procedures Manual for Acceptance as a document with moving parts to be updated annually.

The Audit Committee met on February 19 to review the manual which reflects the changes or updates to the College's internal control processes and procedures over the past year. A summary of these changes follows.

This report was reviewed by the President and Audit Committee of the Board of Trustees at a meeting held February 19, 2020, and recommends that the Board accept the manual.

February 25, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

**Brookdale Community College**  
**Revised Internal Control and Standard Operating Procedures Manual**

**The changes below were presented to Audit Committee on February 19, 2020**

- **Updated Organizational Chart** for College. Remove outdated organizational chart and add link to the chart from the College's website. The College updates the chart regularly.
  - <http://www.brookdalecc.edu/documents/org-chart/ORG-CHART-02.10.2020.1>
- **Risk Assessment:**
  - Finance Managers meet monthly with Executive Director of Finance & ITS to discuss changes in various departments (Accounts Receivable, Accounts Payable, Grants, Finance, and Purchasing).
- **Purchasing:**
  - Revised threshold: The College's QPA (Purchasing Manager) is authorized to sign requisitions between \$10,001 and \$17,499.
- **Accounts Payable:**
  - Added detail for explanatory purposes to the receiving process: Documentation is electronic. Goods must be received through our receiving department. The receiving department must access the Purchase Order Receiving (PORC) module in our Colleague system. This method allows the receiving department to electronically record the merchandise as it is received. When the receiver accesses this screen, all outstanding and back ordered items for a purchase are displayed. The purchase order must have a status of "outstanding" before an item can be accepted. When the form is saved, the status of an "outstanding" or "backordered" line item becomes "accepted". If this process is not completed, then the system will not allow the invoice to be paid.

No Active Context. Search for People or open Favorites to get started

PORC - Purchase Order Receiving

PO Number : P0078605 PO Date : 03/27/19 Buyer : Patricia A. Kearns  
Vendor : Vernon Library Supplies, Inc. Buyer Phone :  
Initiator : Carol A. Slaughter

Date Received : 03/28/19  
Packing Slip  
Arrived Via : 010

Item Description	Vendor Part	Qty Ordered	Unit	Qty Accepted	MSDS Rec'd
1 [X] Security tags		2,000	EA		
2 [X] Shipping		1,000	EA		
3 [X]					
4 [X]					
5 [X]					
6 [X]					
7 [X]					
8 [X]					
9 [X]					
10 [X]					

Received By : Deborah Almeida Accept All Items [X]

- Added detail for explanatory purposes to travel policy: Travel Specific to Perkins :
  - Travel expenses related to Perkins grant are accompanied with written justification and approval by the Vice President of Learning.
  - The Manager of Finance & Grants ensures that travel costs including lodging, do not exceed the federal per diem rates during the travel approval process.
  - The Manager Purchasing will verify that the start and end dates fall within the Perkins funding period. Any remaining amount will be categorized as a pre-paid expense for subsequent years.
- **Other items:**
  - Added Attachment F: Fixed Assets & Inventory Control
  - Added Attachment G: Grants
  - Miscellaneous corrections to language and titles or positions.



**Finance and Facilities Committee Brief****Ed Johnson, Executive Director Governmental Affairs & Community Relations****February 5, 2020****Hazlet Baypoint Association Agreement****Background**

The College is committed to increasing access to all Brookdale locations for students, faculty and staff through multi-modal transportation planning efforts. Recognizing the diverse transportation demands of our students and workforce, Brookdale seeks collaborative partnerships with state and county transportation authorities, local municipal entities and business organizations to promote safe and reliable transportation to its regional locations. The idea is that by creating collaborative multi-modal transportation partnership agreements, such as the Hazlet Baypoint Association Agreement, Brookdale can promote the use of public transportation as an opportunity to connect Monmouth County residents in our local communities to the resources and programs the college offers.

**Hazlet-Baypoint Association**

Currently, the Brookdale Hazlet Center is accessible only by private modes of transportation. While NJ Transit bus lines run along two local major routes (Rt.35 & Rt. 36) there is no direct line that provides public transportation service to the Hazlet Center.

In 2016, Brookdale Community College, NJ Transit and the Baypoint Association entered in to discussions to develop a plan for initiating direct bus service to the Hazlet Center. While a plan was developed, there were remained some concerns that prevented a final agreement from being reached. In January 2020, a resolution to the matter was proposed to the benefit of both Brookdale Community College and the Baypoint Association.

**Key Points of the Agreement**

Brookdale Community College would become a full voting member of the Baypoint Association. In exchange for becoming a fully active member, the Baypoint Association would issue an easement for NJ Transit Bus Service on the main entrance road up to/from and into the Brookdale Property

- 1) Annual membership dues of \$4,000 payable quarterly;
- 2) Full Voting Membership (BCC representative designated by Dr. Stout)
- 3) Insurance Coverage under the Baypoint Association and under the separate BCC Policy;
- 4) Membership Services including Basic Maintenance (roadway area debris/litter), Snow Removal, Catch-basin Maintenance & Landscaping
- 5) Responsibility of 20% of road maintenance/repair costs

## **Summary**

With the support BCC President Stout, the Office of Governmental Affairs and Community Relations recommends that the Board of Trustees approve Brookdale membership in the Baypoint Association. While we would commit to a 20% share of repair and replacing the entire road, we would be able to secure an easement for NJ Transit Bus service to the Hazlet Center, exercise influence in the office park/association and offer cost savings on construction by bringing it under the College/County with the other members paying their share.

## **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 is committed to increasing access to all Brookdale locations for students, faculty and staff through multi-modal transportation planning efforts; and

**WHEREAS**, recognizing the diverse transportation demands of our students and workforce, Brookdale seeks collaborative partnerships with state and county transportation authorities, local municipal entities and business organizations to promote safe and reliable transportation to its regional locations; and

**WHEREAS**, by joining full membership in the Hazlet Baypoint Association, Brookdale will obtain an easement for NJ Transit Bus service to/from the Hazlet Center; and

**WHEREAS**, the Hazlet Baypoint Association will list Brookdale as an additionally insured party in the Association's Insurance Policy; and

**WHEREAS**, the general conditions for joining full membership in the Hazlet Baypoint Association have been reviewed by the Finance and Facilities Committee;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that Brookdale Community College shall join full membership in The Hazlet Baypoint Association based on the condition of securing an easement for NJ Transit Bus service to/from the Hazlet Center and being named as an additionally insured party in the Association's insurance policy;

**FURTHER**, that the Board of Trustees authorizes the President to effect ancillary agreements and policies associated with the implementation and operation of NJ Transit Bus Service at the Hazlet Center.

# Brookdale Community College College Policy

## 4.2002 ~~Disposal Sale~~ of ~~Personal~~ College ~~Personal~~ Property

### I. Title of Policy

~~Disposal Sale~~ of ~~Personal~~ College ~~Personal~~ Property

### II. Objective of Policy

To establish responsibilities and guidelines for ~~disposal the sale of of~~ Brookdale Community College ("College") ~~personal~~ property.

### III. Authority

~~New Jersey Statutes 18A:64a-12; New Jersey Statutes 18A:64a-25.27~~

N.J.S.A. 18A:64A-12 and 18A:64A-25.27

Bylaws 1.2050 and 1.3054

### IV. Policy Statement

Responsibility for ~~disposing disposing or the sale of selling~~ College ~~personal~~ property shall rest with the President, with the approval of the Board of Trustees. All such disposals ~~or sales~~ will comply with applicable statutes and adhere to procedures established by College ~~regulations~~ Regulations. ~~Trading in property as part of a purchasing agreement shall not be considered as "disposal" and therefore shall not be subject to the requirements set forth herein.~~ The Board of Trustees shall approve the ~~disposal~~ conveyance of College buildings or land.

### V. Responsibility for Implementation

President

Approved: Board of Trustees 10/24/96

Updated: 1/ /2020

## **Brookdale Community College College Policy**

### **4.2002 Sale of College Personal Property**

#### **I. Title of Policy**

Sale of College Personal Property

#### **II. Objective of Policy**

To establish responsibilities and guidelines for the sale of Brookdale Community College ("College") personal property.

#### **III. Authority**

N.J.S.A. 18A:64A-12 and 18A:64A-25.27

Bylaws 1.2050 and 1.3054

#### **IV. Policy Statement**

Responsibility for disposing or selling College personal property shall rest with the President, with the approval of the Board of Trustees. All such disposals or sales will comply with applicable statutes and adhere to procedures established by College Regulations. The Board of Trustees shall approve the conveyance of College buildings or land.

#### **V. Responsibility for Implementation**

President

Approved: Board of Trustees 10/24/96

## **BROOKDALE COMMUNITY COLLEGE** **COLLEGE POLICY**

### 2.0002 Public Access to Government Records

~~Disclaimer: The content on this webpage appears as a courtesy to site visitors and is for general informational purposes only. To obtain a copy of the official applicable policy or regulation, please contact Brookdale's Public Records Custodian via the Public Records webpage of the Brookdale website at <https://www.brookdalecc.edu/about/public-records>~~

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#### **I. Title of Policy**

Public Access to Government Records

#### **II. Objective of Policy**

To authorize the President to appoint a "Custodian of Government Records" and to develop [Brookdale Community College \("College"\)](#) regulations and procedures as required assuring compliance with the [NEW JERSEY PUBLIC ACCESS TO GOVERNMENT RECORDS ACT \(the "Act"\)](#); [New Jersey Public Access to Government Records Law, known as the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq.](#)

#### **III. Authority**

[NEW JERSEY PUBLIC ACCESS TO GOVERNMENT RECORDS ACT](#) [New Jersey Public Access to Government Records Law known as the New Jersey Open Public Records Act, N.J.S.A.47:1A-1 et seq.](#) [and N.J.S.A. 18A:64A-12](#)

#### **IV. Policy Statement**

This administrative policy is adopted to assure compliance by the College with [the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq.](#), commonly abbreviated "[OPRA](#)" ~~the applicable provisions of the NEW JERSEY PUBLIC ACCESS TO GOVERNMENT RECORDS ACT (the "Act")~~, which became effective on July 8, 2002. This policy evidences the commitment of the [college-College](#) to make government records, as defined in ~~the Act~~ [OPRA](#), readily accessible for inspection, copying, or examination, while safeguarding from public access, proprietary or personal information entrusted to the College with the reasonable expectation that the College will treat the information as confidential and/or private.

~~The Director Internal Audit, reporting directly to the President, is hereby appointed the~~  
~~The~~ Custodian of Government Records (the "Custodian"). This position shall be ~~is~~  
responsible for ~~discharging~~ implementing the duties ~~and responsibilities provided by~~  
~~assigned by the Act. OPRA.~~

## **V. Responsibility for Implementation**

President

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Lodged: Board of Trustees, 5/9/02

Approved: 6/13/02

Revised: 2/6/14

Approved: 2/19/14

Revised/Updated: 1/\_\_\_/2020

See also: **College Statement on/Request for Public Records**

# **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

## **2.002 Public Access to Government Records**

### **I. Title of Policy**

Public Access to Government Records

### **II. Objective of Policy**

To authorize the President to appoint a Custodian of Government Records and to develop Brookdale Community College ("College") regulations and procedures as required assuring compliance with the New Jersey Public Access to Government Records Law, known as the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

### **III. Authority**

New Jersey Public Access to Government Records Law known as the New Jersey Open Public Records Act, N.J.S.A.47:1A-1 et seq. and N.J.S.A. 18A:64A-12

### **IV. Policy Statement**

This administrative policy is adopted to assure compliance by the College with the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq, commonly abbreviated "OPRA", which became effective on July 8, 2002. This policy evidences the commitment of the College to make government records, as defined in OPRA, readily accessible for inspection, copying, or examination, while safeguarding from public access, proprietary or personal information entrusted to the College with the reasonable expectation that the College will treat the information as confidential and/or private.

The Custodian of Government Records is responsible for implementing the duties and responsibilities provided by OPRA.

### **V. Responsibility for Implementation**

President

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Lodged: Board of Trustees, 5/9/02  
Approved: 6/13/02  
Revised: 2/6/14  
Approved: 2/19/14



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

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
February 9-12	<b>ACCT National Legislative Summit</b>		<b>Washington D.C.</b>
February 17	Student Success & Educational Excellence Committee Meeting	5:30PM	BAC, President's Conference Room
February 18	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
February 18	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
February 19	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
<b>February 24</b>	<b>NJCCC Council Meeting</b>	<b>5:00 PM</b>	<b>Middlesex County College, West Hall</b>
<b>February 25</b>	<b>BOT Public Business Meeting</b>	<b>5:30PM</b>	<b>Brookdale at Long Branch, Rm 200</b>
Mach 5	Foundation Scholarship Recognition	5:00 PM – 7:00 PM	Robert J. Collins Arena
March 16	Public Private Partnership Committee Meeting	8:30AM	SLC, Trustees Conference Room
March 16	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
March 16	Finance & Facilities Meeting	5:30PM	SLC, Trustees Conference Room
March 18	Governance Committee Meeting	6:00PM	BAC, President' Conference Room
March 24	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
March 29	Open House	1:00 PM	Robert J. Collins Arena
<b>April 3</b>	<b>Wilbur Ray Scholarship Dinner</b>	<b>6:00PM - 9:00PM</b>	<b>Jacques Reception Center, Middletown</b>
April 20	Student Success & Educational Excellence Committee Meeting	5:30PM	BAC, President's Conference Room
April 21	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
April 21	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
April 28	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
<b>May 1</b>	<b>Barringer Awards Dinner</b>	<b>6:00-9:00PM</b>	<b>The Essex &amp; Sussex, Spring Lake</b>
May 5	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
May 13	CHHANGE Colloquium	9:00 AM	Robert J. Collins Arena
May 14	Commencement	9:00AM-3:00PM	Robert J. Collins Arena
May 15	Scholars Day	9:00 AM	
May 19	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
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
<b>May 27</b>	<b>BOT Public Business Meeting</b>	<b>5:30PM</b>	<b>Brookdale at Neptune HS, 2<sup>nd</sup> Floor Media Center</b>
June 4	CPS Completion Ceremony	6:00PM-7:30PM	SLC, Navesink Rooms
<b>June 5</b>	<b>Scholarship Ball</b>	<b>6:00 PM-10:00 PM</b>	<b>Eagle Oaks Country Club</b>
June 16	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
<b>June 15</b>	<b>NJCCC Council Meeting</b>	<b>5:00 PM</b>	<b>Middlesex County College, West Hall</b>
June 16	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
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>	<b>Brookdale at Freehold, Rooms 103 &amp; 104</b>

DATE	EVENT	TIME	LOCATION
July 20	Public Private Partnership Committee Meeting	8:30AM	SLC, Trustees Conference Room
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	Public Private Partnership Committee Meeting	8:30AM	SLC, Trustees Conference Room
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	Public Private Partnership Committee Meeting	8:30AM	SLC, Trustees Conference Room
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
<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**  
**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 SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2020** v4- 02/24/20

<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 needed	Shall meet a minimum of four times per year or as needed	Shall meet monthly	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.
Tuesday, January 28 Lincroft, SLC, Navesink I & II	January 21 5:15 PM	January 22 6 PM		January 21 5:30 PM		January 13 <span style="color: red;">8:30 AM</span>
Tuesday, February 25 <span style="color: red;">Brookdale at Long Branch, Rm 200</span>	February 18 5:15 PM		Feb. 17 5:30 PM <span style="color: red;">BAC, PCR</span>	Feb. 18 5:30 PM	February 19 6 PM	
Tuesday, March 24 Lincroft, SLC, Navesink I & II	<span style="color: red;">March 16</span> 5:15 PM	March 18 6 PM		<span style="color: red;">March 16</span> 5:30 PM		March 16 <span style="color: red;">8:30 AM</span>
Tuesday, April 28 Lincroft, SLC, Navesink I & II	April 21 5:15 PM		April 20 5:30 PM <span style="color: red;">BAC, PCR</span>	April 21 5:30 PM		
Wednesday, May 27 <span style="color: red;">Neptune High School, 2<sup>nd</sup> Floor Media Center or Freehold</span>	May 19 5:15 PM			May 19 5:30 PM	May 5 6 PM	May 18 <span style="color: red;">8:30 AM</span>
Tuesday, June 23 <span style="color: red;">Brookdale at Freehold, 103 &amp; 104</span>	June 16 5:15 PM			June 16 5:30 PM		
Tuesday, July 28 Lincroft, SLC, Navesink I & II	July 21 5:15 PM			July 21 5:30 PM		July 20 <span style="color: red;">8:30 AM</span>
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 <span style="color: red;">SLC, TC</span>	Sept. 15 5:30 PM		September 14 <span style="color: red;">8:30 AM</span>
Tuesday, October 27 <span style="color: red;">Brookdale at Wall, 110 &amp; 112</span>	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, <span style="color: red;">SLC, TC</span>	Nov. 10 5:30 PM		November 9 <span style="color: red;">8:30 AM</span>
Tuesday, December 15 <span style="color: red;">Brookdale at Hazlet, 102 &amp; 103</span>	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  
V3 – changed PPP to 8:30 AM; v4- Changed Exec/F & F to March 16