



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, July 28, 2020 5:30 PM (EDT)
Zoom Meeting

- 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. Swearing in of Trustee Hanna Walker - Mr. Jacobs
- V. Adoption of Agenda - Chair Abby-White
- 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 - July 21, 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
 - B. Student's Perspective - Trustee Walker
 - C. NJCCC - Trustee Horl
 - D. BCC Foundation
 - 1. Presentation of Foundation Strategic Plan - Mr. Zeiss
- VIII. President's Report - Dr. Stout
 - A. Financial Contingency Plan - Dr. Stout
 - B. Password change for NetID - Mr. Sotirion
 - C. Acknowledgement of Retirees - Dr. Stout
- IX. Public Comment on Agenda Items - Chair Abby-White
- X. Approval of Public Business Meeting Minutes - Chair Abby-White
 - A. Approval of Public Business Meeting Minutes - June 23, 2020 - Chair Abby-White
 - B. Approval of Executive Session Minutes - June 23, 2020 - Chair Abby-White
- XI. Consent Agenda - Chair Abby-White - 5 minutes
 - A. Human Resources Recommendations
 - B. Acceptance of Grants

- C. Application for Grants
- 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
- E. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- F. Monthly Financial Reports
- XII. Approval of International Center Fees - Chair Abby-White
- XIII. Approval of Policy - Chair Abby-White
 - A. Waiving of Lodging of Policy 2.1002 Health and Safety Emergency Policy - Chair Abby-White
 - B. Approval of Policy 2.1002 Health and Safety Emergency Policy - Chair Abby-White
- XIV. Public Comment - Chair Abby-White
- XV. Old/New Business - Chair Abby-White
- XVI. Resolution to Hold a Closed Meeting - Chair Abby-White
- XVII. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XVIII. Adjournment - Chair Abby-White
- XIX. Appendix - Board Materials



BROOKDALE COMMUNITY COLLEGE FOUNDATION

FY21 Strategic Plan Draft

Strategic Plan Committee

David Stout, College President; Bernadette Macko, Foundation President; Jody Calendar, BCCF Trustee; Donna Flinn, Faculty & BCCF Foundation Trustee; Lauren Sheehy, Alumni Association President; Julia Zapcic, Secretary & BCCF Trustee; Anita Voogt, Associate VP Strategic Partnerships; Anne Marie Sparaco, Director of Special Projects; and Tim Zeiss, Executive Director, Foundation & Alumni Affairs.

Executive Summary

The Brookdale Community College Foundation is a 501 (C) 3 non-profit organization governed by a Board of Trustees comprised of business and community leaders. The Foundation seeks to support strategic initiatives of the College by securing private financial support for scholarships, programs and services that support student success and provide value to our stakeholders, donors and beneficiaries.

Vision and Mission Statement

Vision: The Brookdale Foundation is a respected steward of private philanthropy and seeks to broaden its base of support in the region and attract transformational gifts that support vital College initiatives.

Mission: To develop and manage private financial support for the College and its students for the following purposes:

- ✓ Scholarships
- ✓ Brookdale Innovation Grants
- ✓ Endowment
- ✓ Educational and Cultural Enrichment Programs
- ✓ Student Basic Needs
- ✓ Building and Capital Expansion Projects

Values

The Brookdale Foundation complies with the Association of Fundraising Professionals (AFP) “Donors Bill of Rights” and is directed and guided in all its functions by integrity, trustworthiness, honesty, transparency, respect, teamwork, accountability and fiscal/fiduciary responsibility.

Campaigning the Cause

The Brookdale Foundation has earned a good reputation among its growing number of supporters, yet the process for identifying and cultivating individuals of great capacity needs to be formalized and accelerated if we are to make significant strides in securing additional support. The Foundation competes with dozens of nonprofits in Monmouth County. There is a lot of competition in the market and we need to stand out as an institution worthy of philanthropic support. And, we need to overcome the perception that the College is state supported versus state assisted.

The Foundation’s Scholarship Ball and Education Open Golf Outing have grown in stature and continue to attract more support. These unrestricted donations fund scholarships and operational costs. The “Invest in Student Success” scholarship fund also generates unrestricted funds. Yet, these three initiatives alone, plus unrestricted investment income, cannot generate the significant dollars we will need to fund College initiatives going forward.

Sponsored and endowed scholarships, the Bankier Library Endowment, the Brookdale Innovation Grant (BIG), the Asbury Promise, and the POSEIDON Early College High School, comprise the bulk of restricted and endowed funds. Prudent investment and spending policies have generated great investment returns/yields. But, these restricted and endowed funds can only be used for the donor designated scholarships or programs.

If we are to attract “transformational” and significant contributions and catapult our capacity to provide substantial resources to the College, we need to:

- ✓ Engage the College leadership and community in our mission
- ✓ Engage a marketing/communications consultant to develop a strategy for social giving and identify a student intern(s) to execute the plan
- ✓ Invest in prospect research in order to grow the pipeline of potential donors
- ✓ Bolster the annual fund
- ✓ Develop and launch a major gifts campaign tied to naming opportunities
- ✓ Develop and launch planned giving initiatives
- ✓ Develop and deploy a viable marketing and communications plan that is compelling, relevant, consistent and broad-based
- ✓ Determine what opportunities exist (if any) through our partnerships with high schools and four-year colleges/universities

The Foundation can only hope to expand its presence, importance, stature, relevance and portfolio by engaging the entire College community, including the Foundation Board of Trustees and the College Board of Trustees in developing and initiating strategies designed to heighten awareness, increase funding, leverage current partnerships/relationships and elevate our position it as an institution that provides value and impactful outcomes throughout Monmouth County.

Goals and Tasks

The strategic plan is formulated on goals that are:

- ✓ Specific
- ✓ Measurable

- ✓ Attainable
- ✓ Realistic
- ✓ Timely

The strategies are the “road map” for how we plan to achieve our goals. The tasks are the specific assignments/activities to be carried out by the individuals identified in the plan. The benchmarks are key indicators of performance.

Outlined Below are the Main Components of the Strategic Plan

Board Development

Goal: Recruit community and business influencers and provide training and resources to have all actively engaged in supporting the Foundation financially and through advocacy.

Tasks:

- ✓ Provide orientation for all Trustees enlisted in the last year and continually educate Foundation Board about College Programs and Initiatives
- ✓ All Trustees to be actively engaged in at least one of the fundraising initiatives
- ✓ Connect Trustees to Deans & Faculty aligned with their professions

Who: Tim, Jacquie and David

When: Orientation in summer 2020 for new Trustees via Zoom, Educational Components at each Board Meeting. Have Trustees commit in writing to committee assignments in August.

Status/Outcome:

Institutional Commitment

Goal: College deploys people and resources (more highly visible office space, for example) that enhance the Foundation’s outreach and connections to key constituents.

Tasks:

- ✓ Provide SELT and Cabinet with opportunities to support the SP
- ✓ Anne Marie Sparaco, Director of Special Projects assigned to the Foundation
- ✓ Foundation office to be relocated to more visible location in BAC
- ✓ College Board Chair serving as liaison to the Foundation Board

Who: Dave, Tracey, Tim and Anne Marie.

When: Anne Marie started July 1. Tim appointed to Cabinet and F&F in June.

Status

Outcome:

Alumni Engagement

Goal: Capitalize on Alumni Pride and increase alumni engagement in activities designed to re-connect them with the College. Plant the “giving” seed among current student body by designing a challenge competition with incentives and prizes.

Tasks:

- ✓ Host virtual meetings for alumni with College President 4 X a year
- ✓ Have faculty identify alumni they remain in contact with and make introductions
- ✓ Promote Career & Leadership service and programs supporting alumni
- ✓ Identify and promote well established BCC alumni of influence
- ✓ Better utilize the LinkedIn Alumni Group to engage members digitally
- ✓ Develop database of past Athletic Hall of Fame inductees and attendees and solicit support for Athletics
- ✓ Hire Third Party Vendor to "clean" Alumni database for “trial” outreach
- ✓ Explore use of Wealth Engine or another vendor to identify top prospects for cultivation

- ✓ Invite all past Distinguished Alumni to meet with College President for Zoom "meet and greet"
- ✓ Identify meaningful opportunities that will increase engagement and giving among our alumni
- ✓ Involve Graduate Trustee and Student Life Board in brainstorming ideas for student campaign.
- ✓ Encourage alumni to support the Brookdale Foundation by shopping on our Amazon Smile site <https://smile.amazon.com/ch/23-7245431>

Who: Tim, Lauren Sheehy, and Alumni Trustees

When:

Status:

Outcome:

Business and Community Partnerships

Goal: Secure financial support from businesses and organizations that benefit from College programs, services and support

Tasks:

- ✓ Demonstrate value provided to employers and the economic impact the College has on the community
- ✓ Increase awareness, connect them to opportunities for free grant-funded CPS programs
- ✓ Add Chambers, MODC, and service organizations to Foundation Constant Contact e-newsletter
- ✓ Create new partnerships with area employers leading to paid internships and job placements for students and financial support for programs identified by the College

Who: Tim, Jim McCarthy, Sarah McElroy, Laureen Sheehy, Anita Voogt

When:

Status:

Outcome:

Private and Corporate Foundations

Goal: Secure \$200,000 in funding from private foundations based in Monmouth County and Corporate Foundations to Secure Funding for specific programs or projects identified by the College as needing support.

Tasks:

- ✓ Form small committee to review list of Trustees serving on these private foundations
- ✓ Set up meetings with identified contacts to share information, secure their input from “active” listening; continue cultivation with goal of securing grants for specific projects that fit their mission
- ✓ Determine if Bruno Associates, Inc. (grant research and writing firm engaged by the College for Federal grant opportunities) is cost-effective vehicle for doing research and grant writing for private foundations to benefit the BCC Foundation for general operating support and College initiatives in need of financial support.
- ✓ Identify Financial Institutions (Trust Officers) that “manage” funds designated for charitable giving

Who: Tim, Donna, Tiff, Susan and Carol

When: Review list in August and begin identification process

Status:

Outcome:

Planned Giving

Goal: Resurrect active promotion of the Brookdale Legacy Society to position Brookdale as the beneficiary of more Bequests, Charitable Trusts, 401 (k) distributions and paid up Life Insurance Policies. Explore working with the Community Foundation of New Jersey to establish a Charitable Gift Annuity program.

Tasks:

- ✓ Form a planned giving committee comprised of professional advisors (attorneys, trust officers and accountants)
- ✓ Develop collateral materials for distribution to advisors
- ✓ Incorporate a planned giving platform on the Foundation website
- ✓ Promote planned giving opportunities to long time donors, avid Life Long Learners and alumni
- ✓ Establish relationship with the Community Foundation of NJ to explore becoming a beneficiary of charitable gift annuities which they would manage with Brookdale as the beneficiary
- ✓ Profile current “Legacy” members in College publications, social media platforms and host an annual “reception” with the College President (and others TBD)
- ✓ <https://www.brookdalecc.edu/brookdale-foundation/the-legacy-society/>

Who: Tim, Dana, Bernadette, and TBD/

When: Begin work in August

Status:

Outcome:

Donor Advised Funds

Goal: Research how to attract more donations from DAFs.

Tasks:

- ✓ Identify Community Foundations (such as the Community Foundation of New Jersey) and meet with program staff to learn what their donors are interested in and determine how/if we can position Brookdale as a viable and worthy designee for support
- ✓ Identify “National Charities” like Fidelity, Schwab, Vanguard, Goldman Sachs managing DAFs and determine how/if we can position Brookdale as a designee worthy of support
- ✓ Build a marketing plan to inform people who may have a DAF and to people unaware of DAFs.
- ✓ Add language on website about donating via DAFs (include testimony from current DAF donor) and add a DAF Widget on the website (i.e. <https://mcctheater.org/daf-widget/>)
- ✓ https://www.bloomberg.com/news/articles/2020-07-16/rich-americans-are-drawing-down-their-massive-charity-stockpiles?utm_source=Iterable&utm_medium=email&utm_campaign=campaign_1368230&cid=pt&source=ams&sourceId=4858462
- ✓

Who: Tim, Mike Wicke, and TBD

When: Begin in August 2020

Status:

Outcome:

Communications

Goal: Heighten profile of the Foundation Among Key Constituents

Tasks:

- ✓ Develop compelling collateral materials for use with donor cultivation efforts
- ✓ Develop a more compelling and comprehensive mission statement

- ✓ Distribute interesting and inviting content for a Foundation electronic newsletter for varied constituents delivered via Constant Contact and the Brookdale Bulletin include profiles of high-profile donors and Trustees in the Brookdale Bulletin e-newsletter and Constant Contact e-newsletter
- ✓ Develop a high-profile presence on all social media platforms
- ✓ Develop a podcast promoting programs, partners, donors, alumni and Foundation Trustees
- ✓ Better position the "Donate" button on the College Website
- ✓ Include photos and of all Foundation Trustees on Foundation website with names of their companies
- ✓ Announce all Trustee appointments in area media and on social media platforms
- ✓ Utilize BTV and Brookdale Radio to promote events and programs and successful and prominent alumni
- ✓ Hire a marketing or social media consultant to work with a student intern using Brookdale's College Central Network:
<https://www.brookdalecc.edu/career-leadership-development/information-for-employers/> We can host both a Federal Work Study student worker and/or have an intern with your department

Who: Jody, Julia, Kathy, Steve, Paid Consultant and/or Student Intern

When:

Status:

Outcome:

Naming Opportunities

Goal: Engage a firm specializing in “sponsorships” to identify how we can proceed to secure “Time Limited Sponsorships” for College Assets

Tasks:

- ✓ Identify companies specializing in securing naming rights

- ✓ Develop a Request for Proposals (RFP) and form committee to interview companies, evaluate cost, effectiveness and reputation
- ✓ Committee makes recommendation to proceed/not proceed

Who: Tim, Mike, Bonnie and TBD

When: Begin in August 2020

Status:

Outcome:

Special Events

Goal: Increase Scholarship Ball Revenue by 16% (\$175,000)

Tasks:

- ✓ Position this as a "must go to" event
- ✓ Recruit high profile Honorees attracting new "audience"
- ✓ Retain support from current and past supporters and secure new sponsors
- ✓ Actively engage and secure vendor support
- ✓ Utilize a user-friendly platform to increase online registration, sponsorships, pre-event and onsite bidding for silent and live auctions
- ✓ Increase individual ticket prices and some sponsorship packages

Who: Anne Marie, Ball Committee, Advancement Committee and Foundation Board

When: Hold first meeting in October 2020

Status:

Outcome:

Goal: Increase Education Open Revenue by 10% (\$135,000)

Tasks:

- ✓ Identify BCC Alumni COVID-19 Front Line Heroes as Honorees to attract more support
- ✓ Position this a "must go to" event
- ✓ Retain support from current and past supporters and secure new sponsors
- ✓ Actively engage and secure vendor support
- ✓ Use Give Smart platform to increase online registration, sponsorships, Helicopter Ball Drop chances; and BBQ dinner attendance.
- ✓ Conduct live auction to minimize physical contact
- ✓ Reduce cost based on COVID-19 guidelines for "dining" (Eagle Oaks has reduced the player cost by \$60)

Who: Anne Marie, Golf Committee, Advancement Committee and Foundation Trustees

When: Committee met twice in July and continues to solicit.

Status:

Outcome:

Goal: Generate \$115,000 (55% increase) for the "Invest in Student Success" Annual Fund

Tasks:

- ✓ Broaden the scope of the campaign beyond scholarships, to include food, transportation, cost of books, childcare, etc.
- ✓ Resurrect the giving "categories" in a more prominent and compelling manner
- ✓ Launch a Giving Tuesday initiative, using a variety of Social Media tools including Facebook, etc.
- ✓ Increase alumni participation through social media and identify high-profile alumni to serve as Co-Chairs of outreach
- ✓ Promote "sustaining" donation option versus one-time gift to broaden the pipeline of donors (sustaining members contribute more over time)

- ✓ Use Foundation Constant Contact e-newsletter to promote campaign
- ✓ Hire Third Party Vendor to "clean" Alumni database for "trial" outreach
- ✓ Explore use of Wealth Engine or another vendor to identify top prospects for cultivation
- ✓ Encourage individuals and companies to support the Brookdale Foundation by shopping on our Amazon Smile site <https://smile.amazon.com/ch/23-7245431>

Who: Tim, Anne Marie, Lauren, and TBD

When:

Status:

Outcome:

Goal: Secure 4 new Endowed Scholarships at minimum of \$25,000 each for a total of \$100,000.

Tasks:

- ✓ Identify long term donors (individuals and companies) who could be intrigued by the "perpetuity" of an endowed gift in their name or in memory or tribute to family or colleague
- ✓ Update collateral materials on Endowed and Sponsored Scholarships
- ✓ Contact prospects to determine willingness to "meet"
- ✓ Continue to cultivate interest and reinforce funding options

Who: David, Tim and TBD

When:

Status:

Outcome:

Goal: Resurrect “Point of Entry” Event to Develop Pipeline of 40 New Donor Prospects

Tasks:

- ✓ Schedule event featuring College President, Small Business Center client, scholarship student and business partner benefitting from Brookdale programs and resources
- ✓ Foundation Trustees and College Trustees identify and recruit one prospect to attend with them
- ✓ Foundation Trustees and College Trustees perform a post-event “survey” to determine continued interest.

Who: Tim, Anne Marie, Jim McCarthy, Jacqueline

When: Stage event via online platform due to COVID-19 or determine if feasible to conduct in-person event

Status:

Outcome:

Summary

This strategic plan is designed to articulate our vision for the future and confirm our mission. It serves as a roadmap for all activities and a guidepost for setting priorities and making decisions, and it helps identify and communicate fundraising priorities. As we enter our new academic and fiscal year amidst the Covid-19 pandemic, we may need to review, edit, or even redo our strategic planning goals and objectives, as the future is now altered in ways we could not have predicted even a few months ago.

This is an ambitious plan that requires institutional support and engaged participation and support from Foundation Trustees and non-Trustee committee members, College Trustees, SELT, Cabinet, and Faculty. It also necessitates a heightened profile for Foundation leadership. The plan seeks to meet the goals outlined above and to develop a sustainable pipeline of donors among varied constituents who recognize the value that Brookdale Community College provides to students, families, alumni, life-long learners, businesses, organizations and the community as a whole.

Financial Contingency Planning

In order to address the financial strain put on the College's operations due to the COVID-19 crisis, President Stout required the Senior Executive Leadership Team to analyze their departments using the following framework:

1. Invest -- this area is core to the mission and has significant growth potential
2. Maintain -- this area is core to the mission and raises revenue or covers expenses
3. Furlough -- this area supports the mission but cannot operate in FY21
4. Reassign -- this area cannot operate in FY21; staff can be utilized elsewhere
5. Downsize -- this area is relatively peripheral to the mission and overstaffed for FY21
6. Eliminate -- this area is peripheral to mission and staff cannot be reassigned

Phase 1 – Need to close a \$2.5 million financial gap.

- Eliminate vacant positions that lack alignment with the strategic direction of the College.
- Freeze hiring and temporarily defund vacant positions that are important to the strategic direction of the College, but for which we can wait under the current circumstances.
- Move employees into vacant positions that are determined to be essential.
- Freeze discretionary spending including overnight travel and professional development that is not grant funded or required for accreditation.
- Shift funds from departments that cannot operate remotely to departments that need additional resources.
- Utilize grant and CARES Act funding to support needs that qualify for each source of funding.
- Strict Enrollment Management.

Phase 2 – Need to close a \$5 million gap.

- All of the above.
- Explore opportunities for early retirement programs.
- Furlough employees who cannot perform their functions remotely.
- Shift funds from departments that are furloughed to cover expenses in departments that are determined to be important to the strategic direction of the College.
- Pursue voluntary furloughs with each union.

Phase 3 – Need to close \$7.5 million gap.

- All of the above.
- Outsource administrative units that can be outsourced for significant financial savings.
- Lay off employees from departments that are not core to the strategic direction of the College.
- Lay off employees with less than 4 years at Brookdale who are not required for accreditation.
- Sell properties.

Retirees Jan – July 2020

This year to date, we have had 21 Brookdalians retire from employment. This is a significant number of employees who have left their mark on the College, making it a better place! We are very grateful for their service and their contributions! When I looked at the list, I was amazed but not surprised to see that more than half this number were Brookdalians for 25 or more years! The list includes:

2020 Retirees through July 2020

Name	Years of FT Service	Yrs of PT Service	Final Title	Final Department
Bennett, Nancy	6+	3.5	Administrator	Learning Disabilities
McClure, Robert	8	5	Assistant Professor	Automotive
Tschaen, Patti	11 +		Academic Tutor	Mathematics
Selheim, Maureen	13+	7	Associate Director, Regional Location	Wall
Santa Croce, Joan	14		Assistant Professor	Nursing
Leung, Ellen	16	1	Financial Aid Specialist	Financial Aid
Dudick, Hilda	16+	12	Director, Learning Division Operations	VP Learning Office
Malpica-Proctor, Oly	17	9	Professor	Mathematics
Nicholson, Phyllis	18		Sr. Office Assistant	Humanities
Smith, Marian	21+		Director	CPS
Hernandez, Jose	25		College Store Assistant	College Store
Weeks, Townsend	28		Assistant Professor	Environmental Sciences
Tickner-Jankowski, Ann	29+		Director-Transfer Resources/Articulation	VP Learning Office
Ghezzi, Mark	29+		Supervisor	Common Services
Merola, Geanna	30+		Professor	Photography
Daly, Kris	32+		Maintenance Staff	Physical Plant Utilities
Accurso, Joseph	33		Professor	Music
Burke, Richard	33		Professor	English
Meyer, Debbie	39		Professor	Economics
Toomey, Michael	46		Professor	Fitness
Gallo, Patricia	47		Institute Dean	Business and Social Sci.

A brief word on those with 25 or more years making a difference!

Jose Hernandez - Jose is well known for his bright, cheery personality; always quick with a joke or a story to tell. Many customers to the Bookstore praise Jose for the help he offered over the years; in fact, it is not unusual to have a student who graduated many years ago come in asking about Jose. He is always willing to

go the extra mile - whether that was carrying a heavy item to a customer's vehicle, or helping a freshman find their way around campus to new, unfamiliar buildings. Jose is always willing to meet new challenges with a "can do" attitude, a cheerful disposition, and contagious positivity.

Townsend Weeks - Townie was a lively instructor who taught Geology, Oceanography and Environmental Science and brought a lot of real-life field experiences to the classroom. He brought the students to the mountains of New Jersey on Geology field trips, he immersed them in Tropical Ecology by having the students camp in the Everglades and taught Marine Biology in the Raritan Bay by bringing them out on our kayaks. Townie will also be missed for his captivating story telling skills.

Ann Tickner-Jankowski – Ann Tickner-Jankowski - In her role as Director of Articulation and Transfer, Ann was the face of the College in working out transfer agreements with four-year colleges and universities throughout the region. She was a go-to person on all transfer-related questions, and a trusted source of input on proposed curriculum changes. Her service with the Early College High School program was invaluable. She left with the well-deserved respect of her colleagues.

Mark Ghezzi –Mark has been a dedicated employee to Brookdale for over 29 plus years. Mark was the backbone of DTS Services before moving to Common Services for the past four years running the mailroom and receiving department. Mark also assisted Event Management working weekend events. He is a true team player and always has a big smile on his face. Mark will be truly missed by his colleagues throughout campus and the regional locations.

Professor Geanna Merola has been a leader of all Photography initiatives in our Arts department, and a co-advisor for our award-winning student arts magazine, *Collage*. In addition to serving as the curator and tireless advocate for Brookdale's Special Collection of Photography, Geanna's work has been displayed in dozens of galleries in New York City, Philadelphia, and many other galleries around the country and as far away as Italy. While we will miss seeing her around campus and teaching our students, we are confident that we will continue to see Geanna's photography on book and magazine covers as well as in special collections around the world for many years to come.

Kris Daly - For over 32 years Kris has worked diligently to keep all Brookdale locations looking great. He is a dedicated employee who always put the college first. His passion can be seen throughout the college from inside and out. The countless hours Kris has put to assist in getting the athletic fields ready over these as well. We want to wish Kris congratulations and good luck on his future endeavors.

Professor Joe Accurso has inspired thousands of Brookdale students to hone their musical skills since he began teaching as an adjunct instructor in the Music department in 1984. During his tenure, he secured \$350,000 in grants from the U.S. Department of Higher Education and created our state- of- the- art Electronic Music Lab. He served as Department Chair for the Performing Arts & Speech Department, and he was both the conductor and musical director for over twenty Broadway musicals at Brookdale. Most notably, Joe founded the Brookdale Big Band, a celebrated professional group dedicated to preserving jazz, swing, and the classic big band sound, which has played more than 250 shows over the past 35 years throughout the region.

English Professor **Richard (Tim) Burke** is well-known for his commitment to comprehensive research, the proper documentation of sources, and pushing his students to think critically about current issues. Students and colleagues know him as the "*New York Times* professor" since many of his letters to the editor have been published in it and also because he requires his students to have a copy of the *Times* for every class. He served as co-advisor of *Collage* for 20 years, and as the English department's art curator, made the department and Humanities offices warm and inviting for all visitors.

Debbie Meyers - always put students first. Debbie embraced technology, whether it was teaching Microeconomics online or creating podcasts to help students understand the requirements of a research paper. She inspired students to connect the economic topics taught in her classes to current events, creating a lasting impression. A highlight of Debbie's career as an Economics professor is that one of her students, Lauren Tatulli, was hired as a full-time instructor in her department. We are thrilled that we do not have to say goodbye to Debbie just yet as she will continue to teach online in the Fall.

Mike Toomey - retired after 45 years at Brookdale contributing to countless students from Brookdale as well as the High Tech High School learning fitness and first aid. He is responsible for the partnership with Key Port High School so Brookdale can offer an EMT course and taught CPR to generations of EMTs. He insists on calling each of us Sir and Ma'am, consistently reminding us of what it means to be humble and gracious.

Pat Gallo, Dean of Business and Social Sciences, retired after a 47-year career at Brookdale. She started as faculty, teaching shorthand and secretarial sciences in the old horse stalls. Over time, she became a department chair, division chair, Dean of Business, and Dean of Business and Social Science. Over her career, she hired nearly everybody in the Business area. She founded Leadership Brookdale, which will bear her name from now on. She won the Outstanding Administrator award, twice. She became the institutional memory of the college, especially in her contributions to the Academic Standards committee. And the Culinary and Hospitality programs simply would not have existed if she had not championed them. She leaves with the respect of her colleagues, and our best wishes for a happy retirement.

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

June 23, 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 June 18, 2020 at 11 AM 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:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed
	Mr. Dan Becht, Trustee	Dr. Yesenia Madas Dr. Nancy Kegelman
	Ms. Suzanne Brennan, Trustee	Ms. Patricia Sensi
	Ms. Lauren Deinhardt, Trustee	Dr. William Burns
	Ms. Dyese Davis, Trustee	Mr. Ed Johnson
	Ms. Madeline Ferraro, Trustee	Dr. Joan Scocco
	Ms. Barbara Horl, Trustee (5:45 PM)	Ms. Bonnie Passarella
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Ms. Teresa Manfreda
	Ms. Marta Rambaudo, Trustee	Ms. Kathy Kamatani
		Ms. Cynthia Gruskos, Recorder
Absent	Dr. Hank Cram Vice-Chair Mr. Paul Crupi, Trustee Dr. Les Richens, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	

Chair Abby-White requested a moment of silence in honor of the memory of Isabel Crane, long serving modern language adjunct instructor who passed away on June 7. Her gentle smile, quick wit and funny comments brought much joy and happiness to everyone, especially her students. Brian Morris, English Adjunct Professor during the years of 2007-2010 passed away on June 8. He will be remembered as a warm hearted, generous, compassionate being.

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.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the meeting agenda was made by Trustee Kaufmann and seconded by Trustee Ferraro. Motion passed.	
Recognition of Trustee Latonya Brennan – Chair Abby-White recognized Latonya Brennan with a reading of a resolution in honor of her service to the Board of Trustees. (Attachment A)		
Swearing in of Trustee Dyese Davis – Mr. Jacobs swore in Trustee Davis.		
Recognition of Trustee Lauren Deinhardt – Chair Abby-White recognized Trustee Deinhardt’s service to the Board of Trustees with a reading of a resolution. (Attachment C)		
Recognition of Dr. Pat A. Gallo – Dr. Stout recognized Dr. Pat Gallo on her retirement with a reading of a resolution. (Attachment D).		
Renaming of the Brookdale Leadership Program to the Pat A. Gallo Leadership Program	A motion to rename the Brookdale Leadership Program to the Dr. Pat A. Gallo Leadership Program was made by Chair Abby-White and seconded by Trustee Brennan. Motion passed	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Review of Consent Agenda <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. 	A motion to adopt the consent agenda was made by Trustee Davis and by Trustee Ferraro.	
A. Adoption of Consent agenda	Motion passed.	
<p>Reports from the Board Committees and Liaisons - Chair Abby-White reported that the committee reports were submitted In the Board packet. She requested that Trustee Horl provide her report on the NJCCC this evening.</p> <p>A. Finance & Facilities Committee – June 15, 2020 – Vice-Chair Cram</p> <ol style="list-style-type: none"> Chairs Financial Meeting Summary – Vice-Chair Cram submitted report in the packet Update on Capital Projects – Capital Project Report submitted in Monthly Financial Reports <p>B. Student’s Perspective – Trustee Deinhardt Submitted reports in the packet</p> <p>C. New Jersey Council of County Colleges (NJCCC) – Trustee Horl reported that she is part of the NJCCC State and Federal Policy Committee that has been meeting every 2 weeks since the onset of the COVID-19 pandemic. They have been developing an advocacy agenda due to the massive state aid cuts to all of the community colleges in NJ. She urged the Board of Trustees to join her in advocating for restoration of funding in state operating aid so the College can continue to deliver educational programming and services to our students. She provided information on how to reach our legislators who represent our county and directed them to the Legislative Action Center on the NJCCC website. She also reported that at the monthly NJCCC meeting held on June 15 the Council had a lengthy discussion on creating initiatives to confront social injustice.</p> <p>D. BCC Foundation – submitted report in packet</p>		
<p>President’s Report – Dr. Stout read the following letter that he sent out on June 22 to the entire College community:</p> <p>As you know, the State's revenues have been severely impacted by COVID-19 which is creating uncertainty in our fiscal year (FY) 2021 budget, set to begin on July 1. Our FY2021 budget was approved by our Board of Trustees in January, as it always is, partially based on the assumption that we would receive the same State funding allocation that we've received in the past. Our State aid amounts to 12.5% of our expected revenues for FY2021. That was obviously before anyone knew what would happen to our State revenues as a result of this pandemic.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>In April, the NJ Department of Treasury calculated a \$10 billion State revenue shortfall which caused the State to propose an extension of their deadline to pass their next budget until October 1, 2020. They proposed a supplemental budget to provide funding from July 1 through September 30. Unfortunately, this supplemental budget didn't include any funding for higher education during the first quarter of our next fiscal year (July 1, 2020-September 30, 2020). The result is a lack of certainty about \$2,571,450 in funding that the College needs to pay for operating expenses such as salaries, benefits, and instructional supplies.</p> <p>The NJ State Legislature is currently considering "The New Jersey COVID-19 Emergency Bond Act" that, if approved, should provide partial funding to the State's colleges. The bill was approved by the State Assembly and referred to the Senate Budget and Appropriations Committee on June 4, but the NJ Legislature webpage doesn't indicate that this bill has been scheduled for a vote at this time. In my discussions with our elected officials, I have found that there is some opposition to this bill stemming from concerns over the State borrowing money and incurring debt. I've heard that the bill could be brought forward for a vote as soon as next Monday or later in July after our new fiscal year begins.</p> <p>I appreciate the support of our employees, the Brookdale Board of Trustees, the Senior Leadership Team, the NJ Council of County Colleges, the NJ Presidents Council, and our elected officials for their countless hours spent advocating for State funding. Despite this advocacy, I cannot currently guarantee that this bill will pass or the dollar amount that will be approved. Yet, the fact that this bill is even being considered is certainly a glimmer of hope.</p> <p>Please keep in mind that New Jersey is experiencing very serious financial problems and there are many unknowns. We don't know if this bill will pass, how much money will flow to Brookdale if the bill does pass, and what the funding will look like when the final State budget is approved in October. On the other hand, what has never been in question is the strength, resilience, and excellence of Brookdale Community College. Your College leadership has worked very hard over the past three years to improve the fiscal health of our institution so that we can continue to actualize our mission. We will continue to work with you to develop contingency plans for various funding possibilities that keep this institution strong, resilient, and excellent, plans that enable us to continue securely deliver our noble mission for countless future generations. We will get through this by working together.</p> <p>Chair Abby-White responded to his report and directed him on behalf of the Board, to develop and present a comprehensive plan including viable options for fiscal year 2021 and that plan needs to be presented at the July meeting.</p> <p>President's Recognitions – Dr. Stout acknowledged and thanked Allison Fitzpatrick for her service to the College as Interim Dean, Regional Locations and congratulated her on her new position as Vice President at North Hampton Community College. He thanked Suzanne Altshuler for her service to the College as the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Interim Director of Marketing and wished her well. Dr. Stout thanked Kris Daly for his service to the College and wished him well with his upcoming retirement.		
<p>Public Comment on Agenda Items – Chair Abby—White provided directions on how to raise your hand in the Zoom webinar via the computer or telephone in order to make public comment on agenda items only.</p> <p>Jack Ryan, Professor – Mr. Ryan requested that the recordings of the meetings be available on the website without having to put in an OPRA request. He also was pleased that the full Board agenda and packet were available on the website prior to the meeting and encouraged this practice. He welcomed Trustee Dyese Davis to the College. In addition, he congratulated all those employees who were retiring or moving on to other institutions.</p>		
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – May 27, 2020</p> <p>B. Approval of Executive Session Minutes – May 27, 2020</p>	<p>A motion to approve the minutes from the public business meeting held on May 27, 2020 was made by Trustee Ferraro and seconded by Trustee Becht.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Davis</p> <p>A motion to approve the minutes from the executive session held on May 27, 2020 was made by Trustee Rambaud and seconded by Trustee Kaufmann.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Davis</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Consent Agenda A. Human Resources Recommendations B. Application for Grants C. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 D. Open Invoice Payment Requests for Vendor, Student and Employee Payments E. Monthly Financial Report	<p>A motion to approve the consent agenda was made by Trustee Brennan and seconded by Trustee Deinhardt.</p> <p>YES: Trustees Becht, Brennan, Davis, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Student Fee Allocations	<p>A motion to approve by resolution the allocation of fees for the Academic year 2020/2021 was made by Trustee Ferraro and seconded by Trustee Becht.</p> <p>YES: Trustees Becht, Brennan, Davis, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTION: None</p>	
Approval of the Associated Students of Brookdale Community College (ASBCC) FY21 Budget	<p>A motion to ratify the FY21 Associated Students of Brookdale Community College Budget was made by Trustee Horl and seconded by Trustee Deinhardt</p> <p>YES: Trustees Becht, Brennan, Davis,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Deinhardt, Ferraro, Horl, Kaufmann, Rambaud and Chair Abby-White NO: None ABSTENTIONS: None	
Approval of the Auxiliary Services FY21 Budget	A motion to ratify the Auxiliary Services FY21 Operating Statements was made by Trustee Rambaud and seconded by Trustee Davis. YES: Trustees Becht, Brennan, Davis, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud and Chair Abby-White NO: None ABSTENTIONS: None	
Governor's Emergency Education Relief (GEEF) Fund	A motion to approve by resolution the Governor's Emergency Education Relief funding was made by Trustee Brennan and seconded by Trustee Davis. YES: Trustees Becht, Brennan, Davis, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud and Chair Abby-White NO: None ABSTENTIONS: None	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Change in Nomenclature – Humanities, Liberal Education Option to Humanities, Liberal Arts Option AA	<p>A motion to approve by resolution the change in nomenclature for the Humanities Association in Arts, , Liberal Education Option to Humanities Associate in Arts, Liberal Arts Option was made by Trustee Kaufmann and seconded by Trustee Rambaud.</p> <p>YES: Trustees Becht, Brennan, Davis, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Change in Nomenclature – Teacher Assistant to Instructional Assistant AAS	<p>A motion to approve by resolution the change in nomenclature for the Teachers Assistant in Applied Science to Instructional Assistant Associate in Applied Science was made by Trustee Becht and seconded by Trustee Horl.</p> <p>YES: Trustees Becht, Brennan, Davis, Deinhardt, Ferraro, Horl, Kaufmann, Rambaud and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTION: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Public Comment</p> <p>Mr. Jacobs read the statement on public comment and gave instructions on how to raise your hand in Zoom which would identify the desire to make public comment.</p> <p>Jack Ryan, Assistant Professor, English – expressed concerns for the College’s plans for the fall semester. He suggested that we need to focus on making the student experience the best possible if we are offering courses via an online experience. He suggested that we run mock Zoom classes prior to the first day of class to ensure students are comfortable with the technology. In addition, he suggested to change the past protocol of changing the Brookdale userid password from the first day of class to another day, which would result in a smoother first day. Mr. Ryan voiced concerns that faculty were looking for more direction for the fall semester, to allow them to plan appropriately for their classes. He also suggested that faculty should be able to decide how hybrid classes will be run.</p> <p>Barbara Baron, Professor, Dept. Chair Speech Communications –suggested that the College try to save money wherever possible, and further suggested that we reduce energy costs while the campus is closed by having lights turned off and air conditioning set higher</p> <p>Michele Halat, Assistant Professor of Nursing – as a nurse and as a faculty member, she is concerned that we are planning for a safe reopening of the campus, and would like to know the details of the plan. She also would like the plan to include the protocol if a faculty member or student becomes sick during the semester.</p> <p>Amy Clark – Faculty, Librarian – echoed the concern about the lack of a clear plan for the return in the fall semester. She urged the College to prioritize the health and safety of the faculty as the plans are made. She felt that faculty should have the ability to make their own choice on the teaching modality they would prefer to use considering the pedagogical aspect and a health and safety aspect for the faculty member and their family, especially if the faculty member is immunocompromised or a loved one they are taking care of.</p> <p>Carey Fox – Professor Biology – in response to the budget challenges the College is experiencing, she urged the College to give the Faculty a voice on where budget cuts are made. She suggested the College not eliminate positions which would reduce student support services.</p> <p>Diditi Mitra, Associate Professor, Sociology – had concerns about the Fall Semester and the planning process. She urged the decisions to include the faculty and allow faculty to decide how they would deliver their teaching materials.</p> <p>John Bukovec – Professor, Theater, President BCCFA – as a representative of the Faculty he voiced concerns on the lack of a clear plan for the Fall Semester which will guarantee the safety of faculty and students, allow Faculty to choose the teaching modalities they would like to use to deliver their materials, and urged the College to include the faculty in the decision-making process as we move forward.</p> <p>Chair Abby-White thanked everyone for their public comment.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Old/New Business		
<p>Chair Abby-White announced that she appointed Trustee Davis to the Finance & Facilities Committee and Governance Committee. Trustee Horl was appointed to the Student Success & Educational Excellence Committee. She thanked Trustee Ferraro for her service on the Governance Committee and she will continue to serve on the Finance & Facilities Committee. She announced that she will serve as the liaison to the Foundation.</p> <p>Trustee Brennan attended the first town hall and encouraged everyone to participate in the second one on June 25.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to hold a closed meeting (Attachment E)</p>	<p>A motion was made to approve by resolution to hold a closed session by Trustee Brennan and seconded by Trustee Deinhardt.</p> <p>Motion passed.</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion was made to reopen the meeting to the public by Trustee Deinhardt and seconded by Trustee Kaufmann.</p> <p>Motion passed.</p>	
<p>Adjournment</p> <p>Meeting adjourned at 7:06 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Davis and seconded by Trustee Rambaud.</p> <p>Motion passed.</p>	

RESOLUTION

WHEREAS, Latonya Brennan has served with distinction on the Board of Trustees of Brookdale Community College since December 2016; and

WHEREAS, Trustee Brennan was appointed by Governor Christie, and served with honor as a respected business woman, civic leader, and loyal ambassador of Brookdale Community College; and

WHEREAS, she distinguished herself as Chair of the Ad-hoc Revenue Generating Committee in 2017 and advanced the work of the Finance and Facilities, Audit, and Governance Committees; and

WHEREAS, she will be remembered by her astute observations and recommendations and that she always put the welfare of Brookdale students at the forefront of any debate or discussion; and

WHEREAS Ms. Brennan exhibited deep respect and appreciation for her fellow Trustees, the President, the Senior Leadership Team, Faculty, and Staff; and

WHEREAS, the campus community will remember Trustee Brennan for leading many standing ovations at public business meetings or cheering the hardest as our Graduates walked into the Arena for commencement; and

WHEREAS, Trustee Brennan served during the period of a presidential search, and in 2018 served on the Presidential Search Screening Committee; and

WHEREAS, she demonstrated that leadership involves seeking and respecting opinions of the entire campus community, and her efforts resulted in the appointment of Dr. David M. Stout as the 7th president of Brookdale Community College; and

WHEREAS. It is our hope that we will honor her service by exhibiting the same grace, humility and kindness to each other, as she bestowed upon us during her tenure as Trustee; and

NOW, THEREFORE, BE IT RESOLVED that the President, the Board of Trustees and the entire College community extends its appreciation to Latonya Brennan. for her dedication, diligence and unwavering commitment to Brookdale Community College; and


BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Brennan so that she has a permanent reminder of the high esteem she has earned among her colleagues

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Murphy.

OATH OF OFFICE

Member of the Board of Trustees of Brookdale Community College

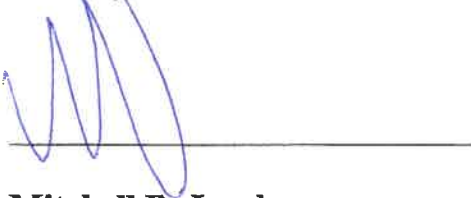
"I, Dyese Davis solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability."


Dyese Davis, Trustee

Sworn and subscribed to:

Before me this 23 day:

of June, 2020



Mitchell B. Jacobs
Attorney at Law of New Jersey

R E S O L U T I O N

WHEREAS, Ms. Lauren Deinhardt served with distinction as Graduate Trustee on the Brookdale Community College Board of Trustees from July 1, 2019 to June 30, 2020; and

WHEREAS, she also served as a valued, well-informed member of the Student Success & Educational Excellence Committee and the Private Public Partnership Committee; and

WHEREAS, Ms. Deinhardt recognized the value of board engagement and professional development, and attended the ACCT Leadership Conference in San Francisco, and the annual Board Retreat; and

WHEREAS, Lauren served as a spokesperson for the college at our Fall Open House and her speech encouraged students seeking an affordable quality education to consider Brookdale Community College as their number one choice; and

WHEREAS, she distinguished herself by her active participation in Board discussions; and her valued suggestions, and comments were gratefully received by the Board; and

WHEREAS, Ms. Deinhardt engaged in connecting the community to the College, and future students will benefit by having increased opportunities for internships; and

WHEREAS, Ms. Deinhardt regularly sought out opportunities to continue to engage with our current student body and organized the Brookdale Trustee Advisory Committee; and

WHEREAS, she brought to the Board her first-hand knowledge and experience she gained during her tenure as a Brookdale Student and regularly provided a report on the student's perspective; and

WHEREAS, Lauren will be remembered for her passion for keeping our community safe and we look forward to her future contributions in the safety of the residents of Monmouth County as a Security professional; and

WHEREAS, Ms. Deinhardt was an active and dedicated member of the Brookdale Community College Board of Trustees, and upheld the highest standards of personal and professional integrity as a board member; and

WHEREAS, Ms. Deinhardt has earned the respect and admiration of the college community and the members of the Brookdale Community College Board of Trustees; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College extends to Lauren Deinhardt its sincere appreciation for her steadfast service to the Board of Trustees, college community, and its students; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Deinhardt so that she can have a permanent reminder of the high esteem she has earned among her colleagues.

**Brookdale Community College
Board of Trustees
June 23, 2020**

R E S O L U T I O N

WHEREAS, Dr. Pat Gallo has honorably served Brookdale Community College for nearly 47 years as Professor of Business Technology, Team Leader, Learning Center Chair, Acting Associate Dean, Chairperson of the Business & Computer Science Division, Dean of the Business & Technology Division, and Business & Social Sciences Institute Dean; and

WHEREAS, Dr. Gallo served as the president of the NJ Business Education Association, the Eastern Business Education Association, and the National Business Education Association; and

WHEREAS, Dr. Gallo was instrumental in the founding of Brookdale's chapter of Phi Theta Kappa International Honor Society, Leadership Brookdale which she coordinated for seven years, and the Culinary Arts partnership program with the Monmouth County Vocational School District; and

WHEREAS, Dr. Pat Gallo coordinated the College's Open House, Adjunct Orientation, and Adjunct Professional Development initiatives for many years, and served on countless committees including the Marketing Users Group and the Information Technology Advisory Council; and

WHEREAS, Dr. Pat Gallo is a past recipient of the Brookdale Community College Alumni Association's Barringer Award for Educational Excellence, the NJ Business Education Association Educator-of-the-Year Award, the Eastern Business Education Association's Post-Secondary Educator-of-the-Year Award, and the National Business Education Association's Post-Secondary Teacher-of-the-Year Award; and

WHEREAS, the above summary of activities does not adequately express the impact that Dr. Gallo has had on Brookdale Community College, its employees, its students, and its surrounding community, nor does it express how beloved Dr. Gallo is or the degree to which her colleagues will miss her as she enters into retirement.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees, on behalf of all Brookdale faculty, staff, and administrators, wish to honor Dr. Gallo's distinguished career by renaming the Leadership Brookdale Program as the Dr. Pat A. Gallo Leadership Brookdale Program so that her legacy will continue to influence the development of many generations of emerging leaders; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Dr. Gallo so that she can have a permanent reminder of the high esteem she has earned among her peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

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 6 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 **June 23, 2020 at approximately 6: 45 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

☐ "(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐ "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

RESOLUTION

Approved: June 23, 2020

☒ "(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 – **update on 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 (noise issue and Boiler) and the Salt storage structure, potential litigation with a student and matters falling within the attorney-client privilege.**

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

☐ "(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

RESOLUTION
Approved: June 23, 2020

WHEREAS, the length of the Executive Session is estimated to be 45 to 60 minutes after which the public (select one) ☒ meeting of the Brookdale Community College Board of Trustees shall reconvene and immediately adjourn or ☐ reconvene and proceed with business where formal action may be taken.

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Brookdale Community College Board of Trustees hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed; and

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall post this Resolution on the Board website and furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

RESOLUTION
Approved: June 23, 2020

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 46 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Faculty

Support Staff

Adjuncts

Recommendations

1

1

7

B. Change of Status

Administrative

Support Staff

Recommendations

17

19

C. Separations

Police

Recommendations

1

A. HIRES**FACULTY**

1. Name: Mary Rademacher
Department: English
Position: Instructor, one-year temporary position
Salary: \$61,877
Effective: 9/1/20 – 6/30/20

FACULTY DEGREE SUMMARY

Masters

1

SUPPORT STAFF

1. Name: Denise Presti
Department: Enrollment Services
Position: Specialist, One-Stop
Salary: \$42,495
Effective: 8/3/20

ADJUNCTS

1. Name: Sarah Campbell
Department: Innovation & Learning Resources
2. Name: James Fagen
Department: Criminal Justice
3. Name: James Fenn
Department: Criminal Justice
4. Name: Gina M. Messina
Department: Fashion/Marketing
5. Name: John E. O'Rourke
Department: Criminal Justice
6. Name: Andrea Trachtenberg
Department: Fashion/Marketing

7. Name: Jennifer Winn
Department: Innovation & Learning Resources

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
2	5

B. CHANGE OF STATUSADMINISTRATIVE

1. Name: Peggy Austin
Department: Student Affairs
Position: Administrator, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 3/23/20, until further notice but not later than 3/31/21
2. Name: Herbert Cohen
Department: Student Services
Position: Executive Director
Action: Change in interim assignment through reorganization
New Salary: No change
Effective: 8/1/20, until further notice but not later than 12/31/20
3. Name: Susan Mannino

Department: Financial Aid
Position: Coordinator
Action: Change in status from N4 to A2 administrative position through bona fide search
New Salary: \$54,434, to be prorated accordingly
Effective: 8/1/20
4. Name: Bruce Marich
Department: Student Affairs
Position: Associate Director, COVID Response Team, full-time temporary position
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 3/23/20, until further notice but not later than 12/23/20

5. Name: James McCarthy
 Department: Pandemic Response Task Force
 Position: Project Manager, Pandemic Response Task Force
 Action: Temporary responsibilities on the COVID Response Team
 New Salary: No change
 Effective: 6/22/20, until further notice but not later than 3/31/21

6. Name: Kara McCoy
 Department: Business & Social Science Office
 Position: Institute Administrator
 Action: Change in status from N4 to A3 position through bona fide search
 New Salary: \$58,090, to be prorated accordingly
 Effective: 8/1/20

7. Name: Jenna Moltisanti
 Department: Student Affairs
 Position: Associate Director, COVID Response Team
 Action: Temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 3/23/20
 Additional Action: Temporary change in status from A4 to A5 Director, COVID Response Team through reorganization

 New Salary: \$77,762 to be prorated accordingly
 Effective: 7/11/20, until further notice but not later than 3/31/21

8. Name: Kevin Nolan
 Department: Enrollment Services
 Position: Manager, One-Stop
 Action: Change in title only
 New Salary: No change
 Effective: 8/1/20

9. Name: Suzanne Rauso
 Department: Enrollment Services
 Position: Director, Academic Advising
 Action: Change in title only
 New Salary: No change
 Effective: 8/1/20

10. Name: Mary Beth Reilly
Department: Enrollment Services
Position: Executive Director, interim assignment
Action: Interim assignment through reorganization
New Salary: \$101,873 to be prorated accordingly
Effective: 8/1/20, until further notice, but not later than 6/30/21
11. Name: Kelli Sanders
Department: Pandemic Response Task Force
Position: Administrator, Pandemic Response Task Force
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 7/6/20, until further notice but not later than 3/31/21
12. Name: Teresa Silletti
Department: Continuing & Professional Studies
Position: Confidential Administrative Assistant II
Action: Change in status from N4 Confidential to A2 Confidential through bona fide search
New Salary: \$54,434, to be prorated accordingly
Effective: 8/1/20
13. Name: Lynne Shaffery
Department: Student Affairs
Position: Associate Director, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 3/23/20, until further notice but not later than 3/31/21
14. Name: Paulette Simpson
Department: Student Affairs
Position: Associate Director, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 3/23/20, until further notice but not later than 3/31/21
15. Name: Jorge Terreros
Department: Student Affairs
Position: Associate Director, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 3/23/20, until further notice but not later than 3/31/21

16. Name: Carla Vanzant
Department: EOF
Position: Assistant Director, EOF
Action: Lateral move through bona fide search
New Salary: No change
Effective: 8/1/20
17. Name: Candice Watts
Department: Student Affairs
Position: Associate Director, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 3/23/20, until further notice but not later than 3/31/21

SUPPORT STAFF

1. Name: Deborah Brown
Department: Student Affairs
Position: One-Stop Specialist, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 3/23/20, until further notice but not later than 3/31/21
2. Name: Morris Collier
Department: Pandemic Response Task Force
Position: Screening Center Staff, COVID Response Team, part-time position
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 7/20/20, until further notice but not later than 3/31/21
3. Name: John DeSena
Department: Pandemic Response Task Force
Position: Screening Center Staff, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 7/20/20, until further notice but not later than 3/31/21
4. Name: Scott Dyson
Department: Pandemic Response Task Force
Position: Screening Center Staff, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 7/20/20, until further notice but not later than 3/31/21

5. Name: Stephen Finnegan
 Department: Pandemic Response Task Force
 Position: Screening Center Staff, COVID Response Team
 Action: Temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 7/20/20, until further notice but not later than 3/31/21

6. Name: Joseph Fournier
 Department: Teaching & Learning Center
 Position: TLC Specialist, COVID Response Team
 Action: Temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 6/3/20, until further notice but not later than 3/31/21

7. Name: Mary Ann Gurrera
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 3/23/20, until further notice but not later than 3/31/21

8. Name: Timothy Kohan
 Department: Pandemic Response Task Force
 Position: Screening Center Staff, COVID Response Team, part-time, 10-month position
 Action: Temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 8/1/20, until further notice but not later than 3/31/21

9. Name: Maria Maccanico
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 3/23/20, until further notice but not later than 3/31/21

10. Name: Gregory Mahadeen
 Department: Pandemic Response Task Force
 Position: Screening Center Staff, COVID Response Team
 Action: Temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 7/20/20, until further notice but not later than 8/31/20

11. Name: Frank McGaughran
Department: Teaching & Learning Center
Position: TLC Specialist, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 6/3/20, until further notice but not later than 3/31/21
12. Name: Maria Cecilia Rodriguez
Department: Student Affairs
Position: One-Stop Specialist, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 3/23/20, until further notice but not later than 3/31/21
13. Name: Nathaniel Stokes
Department: Pandemic Response Task Force
Position: Screening Center Staff, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 7/20/20, until further notice but not later than 3/31/21
14. Name: Beth Tarantino
Department: Enrollment Services
Position: Specialist, One-Stop
Action: Lateral move through bona fide search
New Salary: No change
Effective: 8/1/20
15. Name: Bruce Thompson
Department: Student Affairs
Position: One-Stop Specialist, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 3/23/20, until further notice but not later than 3/31/21
16. Name: Denise Vigil
Department: Student Affairs
Position: One-Stop Specialist, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 3/23/20, until further notice but not later than 3/31/21

17. Name: Matthew Walker
Department: Facilities
Position: Senior Specialist, Facilities, - COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 7/6/20, until further notice but not later than 3/31/21
18. Name: Donna Williams
Department: Student Affairs
Position: One-Stop Specialist, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 3/23/20, until further notice but not later than 3/31/21
19. Name: Nathan Zerbe
Department: Facilities
Position: Senior Specialist, Facilities, - COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 7/6/20, until further notice but not later than 3/31/21

C. SEPARATIONS

1. Name: Andrew Gioia
Department: Police
Position: Probationary Police Officer
Action: Resignation
Effective: 7/31/20

2.2 Acceptance of Grants
Executive Summary**A. U.S. Small Business Administration-Rutgers, The State University of New Jersey, Office of Research and Sponsored Programs****Program Title:** Small Business Development Center**Short Title:** SBDC

Goal/Purpose: SBDC funding enables the SBDC to continue to guide established small business owners and aspiring entrepreneurs to create and expand their business enterprises which will, in turn, result in sustainable growth, job creation and statewide economic development and prosperity in Monmouth and Ocean Counties. The SBDC is part of America's SBDCs, a national network of university and college-based centers that deliver nationwide educational assistance to strengthen small/medium business management, thereby contributing to the growth of local, state and national economies. Jackeline Mejias-Fuertes, Regional Director NJSBDC, administers the program.

Program Administrator: . Jackeline Mejias-Fuertes, Regional Director NJSBDC**Total \$ Award:** Federal-\$168,391 – with a \$59,865 match from the college
State:- \$13,720 – no college match**Date Awarded:** July 2020**Recommendation:**

The President recommends that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the President to sign funding notification forms and any appropriate amendments.

July 28, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College has applied for the grant funds listed below:

	<u>Amount</u>
US Small Business Administration – Rutgers	
Small Business Development Center (SBDC)	\$168,391
	\$13,720

WHEREAS, the College has been notified that the funds have been approved; and

WHEREAS, Board Policy 2.0000 requires Board acceptance of all grants received by Brookdale Community College; and

WHEREAS, the President recommends acceptance of said grant funds;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College authorizes the President to accept the grant funds listed above and to sign the funding notification forms and any appropriate amendments thereto.

July 28, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

2.2 Application for Grants Executive Summary

A. New Jersey Department of Education – Office of Career Readiness

Program Title: Career and Technical Education (CTE) Certificate of Eligibility
Educator Preparation Program

Short Title: CTE-CEEP (Year 4 of 5)

Goal/Purpose: The purpose of the program is to train Career and Technical Education teachers entering the field of education from industry through a two-year, 400-hour alternate route teacher certification preparation program. The CTE-CEEP program is specifically designed to prepare candidates for secondary and exploratory CTE programs. Successful completion of the CTE-CEEP program is a major component of the NJDOE requirements for permanent teacher certification of the CTE content area and Brookdale CC is the sole provider of this program for the State of New Jersey.

Program Administrator: Jennifer Calvelli, Continuing and Professional Studies

Total \$ Requested: \$190,000 – with a \$55,620* contribution from the college
*Note this grant generates income that offsets the college match/contribution.

Date Submitted July 23, 2020

B. New Jersey Department of Community Affairs, Division on Women**Program Title:** Displaced Homemakers Program**Short Title:** DH Services

Goal/Purpose: To support individuals in achieving financial self-sufficiency due to a loss of their primary source of income due to separation, divorce, widowhood, spousal disability or spousal military deployment.

The program provides employability skills training to approximately 200 displaced homemakers residing in Monmouth County. Program services include intake and assessment, computer training, job readiness, healthy eating, financial literacy workshops and a weekly support group. During COVID-19 services and workshops are being provided remotely via telephone, email and Zoom meetings. Services are provided at no cost to the clients.

The Displaced Homemakers Services has been supported by Brookdale Community College for over thirty years.

Program Administrator: Linda Roma, Continuing and Professional Studies**Total \$Requested:** \$150,000 with a in-kind match of \$25,466*

*Note the grant incurs \$9,580 in fringe for two full-time staff.

Date Submitted: July 24, 2020**Recommendation:**

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

2.1 Application for Grants Executive Summary

C. Noth Jersey Transportation Planning Board

Program Title: Local Mobility Initiative: Congestion Mitigation and Air Quality (CMAQ)

Short Title: Jersey Blues Line Shuttle Service

Goal/Purpose: A Shuttle Service called the 'The Jersey Blues Line' will be developed to get to students to class without a car, and without trip duplication. In addition to reduced emissions and improved air quality, this service will lower barriers to education and training and increase the likelihood that students will complete their education. The specific route and schedule will align with the College's course schedule, identifying groups of students who may need to travel from one campus to another in order to complete their program's requirements.

The 'Jersey Blues Line' will connect existing transit with the Higher Education Centers and lower a barrier for many students who have difficulty completing their education due to lack of transportation.

Program Administrator:

Total \$ Requested: \$750,000 with a college match of \$187,500 over the three-year grant for a total of \$937,500.

Submission deadline: July 23, 2020

Recommendation:

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

July 28, 2020: Director of Grants and Institutional Development, Laura Quissaunee

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee at a meeting held July 21, 2020.

RESOLUTION

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

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

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

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

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

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

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

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

Agenda for Purchases in Excess of \$36,400
July 28, 2020

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Suburban Consulting Engineers, Inc.	Professional Engineering Services, RFQ No. 03-2021 / This contract is for professional engineering and consulting services for the design and bid preparation of the ATeC retaining wall replacement and drainage improvement project and is funded by Chapter 12.	RFQ	\$ 43,700.00
2	Stavola Asphalt Co., Inc.	Asphalt / Exempt 18A:64A-25.5.a.(24) (Items available from vendors at cost below State contract pricing for the same product and service which meets or exceeds the State contract terms and conditions). This contract is for the supply and delivery of asphalt for paving Parking Lot 5 on the Lincroft Campus and is funded by Chapter 12.	Exempt	\$ 128,000.00 *
3	County of Monmouth	Milling and Paving Services / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). As part of the Shared Service Agreement with the County, this contract is for milling and paving services for Parking Lot 5 on the Lincroft Campus and is funded by Chapter 12.	Exempt	\$ 190,000.00 *
4	Denville Line Painting, Inc.	Parking Lot Striping Services / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for parking lot striping for Parking Lot 5 on the Lincroft Campus and is funded by Chapter 12.	Exempt	\$ 32,000.00 *
5	Automated Building Controls, Inc.	Building Automation and Control System Service, Maintenance and T&M, Bid No. 20-37 / This contract is for the replacement of a furnace and HVAC unit in the Receiving/Mail Center and is funded by Chapter 12.	Bid	\$ 12,614.77

CARES Act

6	Aspire Technology Partners, LLC	Emergency Purchase for Instant Temperature and Monitoring Alert System / Exempt 18A:64A-25.6. (Emergency Purchases and Contracts). This contract is for the supply and delivery of 6 standalone instant temperature and monitoring alert system devices. This contract is funded by CARES Act.	Exempt	\$	23,816.00	
7	GovConnection Inc.	Tablets / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of 300 tablets for faculty use and is funded by CARES Act.	Exempt	\$	41,673.00	
8	NurseTim Inc.	Virtual Clinical Simulation Software / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the purchase of virtual clinical simulation software licenses for Nursing students for Fall and Spring semesters. This contract is funded by CARES Act.	Exempt	\$	54,000.00	*
9	Shaderware Ltd.	Virtual Radiography Software / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the purchase of the full suite of virtual radiography software licenses for Radiology students. The full suite includes the site and unlimited users. This contract is funded by the CARES Act.	Exempt	\$	90,000.00	

Operating

10	Ferguson Plumbing Supply	Plumbing Supplies (FY21) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of plumbing supplies and is funded by the Facilities Budget. FY20 \$22,417.	Exempt	\$	25,000.00	*
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* 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 months ending June 30, 2020 which totaled \$2,664,196.48. 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 July 21, 2020.

July 28, 2020: Vice President Finance & Operations, Teresa Manfreda

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting July 21, 2020.

July 28, 2020: Vice President Finance & Operations, Teresa Manfreda

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

	FY20 Budget	6/30/2020	Increase/ (Decrease)	FY20 Projected
Operating				
Revenues:				
Tuition	\$ 36,833,034	38,177,732	1,344,698	\$ 38,177,732
State	10,325,921	8,954,612	(1,371,309)	8,954,612
County	20,027,019	20,027,019	-	20,027,019
Fees	11,497,431	12,191,834	694,403	12,191,834
Continuing & Professional Studies	3,400,000	2,581,179	(818,821)	2,581,179
Other Income	774,000	625,573	(148,427)	625,573
Total Revenue	\$ 82,857,405	82,557,949	(299,456)	\$ 82,557,949
Expenditures:				
Academic Affairs	32,378,784	30,448,501	(1,330,283)	31,048,501
Benefits	15,862,285	12,867,923	(100,000)	15,762,285
Finance & Operations	8,900,361	8,826,904	(73,457)	8,826,904
Student Success Division	5,694,877	5,174,998	(499,879)	5,194,998
General Expenses	4,640,183	3,019,983	-	4,640,183
Continuing & Professional Studies	3,155,511	2,655,595	(499,916)	2,655,595
Utilities	2,273,503	1,752,786	(520,717)	1,752,786
Human Resources & Safety	2,282,050	2,022,335	(259,715)	2,022,335
Advancement Division	1,193,269	1,089,652	(103,617)	1,089,652
Planning & Inst. Effectiveness	385,275	364,407	(20,868)	364,407
President & BOT	665,416	649,833	(15,583)	649,833
Total Expenditures	\$ 77,431,514	68,872,917	(3,424,035)	\$ 74,007,479
Other Cash Requirements				
Debt Principal	1,766,815	1,381,816	(384,999)	1,381,816
Interest Expense	1,396,917	1,396,917	-	1,396,917
TIP/TECH	2,262,158	2,104,148	(158,010)	2,104,148
	\$ 5,425,890	4,882,881	(543,009)	\$ 4,882,881
Excess Revenue/Expenditures Projected				\$ 3,667,589
Auxiliary				
Receipts	1,624,750	1,471,402	(156,098)	1,371,402
Disbursements	1,892,363	1,511,456	(208,656)	1,586,456
Profit/(Loss) Auxiliary	\$ (267,613)	(40,054)	52,558	\$ (215,054)
Excess Revenue/Expenditures Projected				\$ (215,054)
Capital				
Revenues:				
State Chapter 12	1,950,000	3,712,210	1,762,210	3,712,210
County	1,950,000	3,712,210	1,762,210	3,712,210
Risk Management	-	221,478	-	221,478
Total Revenue	\$ 3,900,000	7,645,898	3,524,420	\$ 7,645,898
Expenditures:				
State Chapter 12	\$ 1,950,000	3,712,210	1,762,210	\$ 3,712,210
County Chapter 12	1,950,000	3,712,210	1,762,210	3,712,210
ELF	-	440,503	440,503	440,503
Risk Management	-	127,224	198,667	198,667
Total Expenditures	\$ 3,900,000	7,992,147	4,163,590	\$ 8,063,590
Excess Revenue/Expenditures Projected				\$ (417,692)
Total Excess Revenue/Expenditures All Funds Projected				\$ 3,034,843

Brookdale Community College
Cash Balance Analysis
As of June 30, 2020

	FY17	FY18	FY19	FY20
July	\$ 3,924,507.00	\$ 8,467,104.38	\$ 7,558,721.38	\$ 10,694,336.61
August	5,257,967.16	10,794,724.59	13,791,437.47	16,751,087.53
September	14,230,855.98	8,116,282.16	17,135,494.98	13,041,992.34
October	10,034,966.35	12,704,404.96	14,911,885.92	18,338,044.75
November	5,881,692.09	12,851,711.00	13,655,458.27	16,867,655.45
December	5,813,306.39	9,253,180.00	10,237,929.92	14,167,967.32
January	10,936,117.45	13,533,588.30	17,083,793.40	22,742,013.89
February	12,352,432.38	12,149,359.50	21,768,631.56	25,206,414.03
March	7,804,144.44	10,721,561.17	20,122,253.27	24,884,753.24
April	7,677,357.19	12,993,416.87	17,790,854.81	21,010,892.16
May	7,240,211.55	12,510,624.36	16,672,952.29	24,535,881.00
June	5,718,427.39	10,477,369.61	14,116,437.62	22,510,949.43 *

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.
Cash increased \$8,394,511.81 from prior year.

* Current month cash detail

General Fund Account	\$ 4,335,621.56	<i>Interest earned as of 6/30: \$14,459.56</i>
Operating Fund Account	18,155,609.06	
Payroll Account	11,756.96	
Credit Card Account	<u>7,961.85</u>	
	<u>\$ 22,510,949.43</u>	

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

July 9, 2020

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) 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.

2) 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.

Fields are complete. Punchlist work and work on the press box to commence on Monday, July 13, 2020.

3) 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.

The contract is complete pending a final walk through.

4) 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 College Counsel sent ClearSpan a letter outlining the deficiencies with the construction on June 25, 2020 and the College is awaiting a response.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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.

Integrity Roofing will be on site to complete the punch list work on July 10, 2020. They are also waiting on a delivery of a door seal to be completed on receipt.

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 3rd and 4th revealing substantial root infiltration. EI completed the design and the project was bid on June 14, 2019. No bids were received on the bid opening date of July 9, 2019. The tree that has impacted the wall was removed by Monmouth County.

RFP have been sent to several engineering firms for quotes for design work.

3) 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.

Facilities is reviewing scope for finalization with FVHD.

4) ADA AND MISCELLANEOUS DOOR REPLACEMENT

The project consists of Phase II of ADA Door replacement and replacement of other exterior doors. The contract was awarded to Automatic Door Systems with a total bid price of \$654,900.00 at the May 27, 2020 BOT meeting. Kick off meeting was held on June 10, 2020.

Door delivery is approximately four weeks away.

5) 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.

Building Permit was issued. Siding to be installed July 9, 2020.

6) 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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

Building. Project design was awarded at the December 17, 2019 BOT meeting. Project was awarded to Epic Mechanical in the amount of \$583,000.00.

Construction is continuing. Electrical work is wrapping up and gas work is complete.

7) ROOF REPLACEMENT AND REPAIRS FREEHOLD CAMPUS

FVHD designed the roof replacement and repair at the Freehold Campus. Bid opening was held on May 29, 2020. The low bidder was GC Dynatech Construction, LLC in the amount of \$365,000.00 and was approved at the BOT meeting on June 23, 2020.

A preconstruction conference is scheduled for Friday, July 10, 2020.

8) 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. C and M Door Control was awarded the project in the amount of \$73,497.00 at the May 27, 2020 BOT meeting. Kick off meeting was held on June 10, 2020.

Door delivery is approximately four weeks away.

9) SECURITY CAMERA AND SURVEILLANCE SYSTEM

This work is being coordinated by the IT Department. SHI is the installer for the work. Their bid in the amount of \$1,023,470.99 was approved at the BOT on June 23, 2020.

Project consists of security camera installation at the Lincroft, Freehold, Hazlett, and Long Branch campuses.

10) PARKING LOT REPAVING

Facilities is coordinating with Monmouth County Road Department for drainage work, pavement repair and repaving within Lot 1 and Lot 5.

Lot 1 remedial work is complete. Storm drain work is scheduled for the week of July 6, 2020.

C. 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.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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 Counsel issued a letter to all relevant parties regarding the boiler performance. Fulton Heating Solutions, the manufacturer of the boilers issued a response. Facilities is coordinating a site inspection from the Manufacturer's representative.

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.

A handwritten signature in blue ink, appearing to read 'R. Savacool', with a stylized flourish at the end.

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

G:\Projects\BRCC\G2001\Calculations & Reports\07-09-20 PROJECT STATUS REPORT.docx

4.3 *Approval of Revised International Center Fees for FY21*

BACKGROUND

State regulations require each County College to annually file a schedule of tuition and fees to be charged during the following academic year. It is also required that the schedule of tuition and fees be reviewed at a public meeting of the Board of Trustees at which time the College Community can be heard.

On January 28, 2020, the Board of Trustees approved the FY21 Tuition and Fees. The International Center has submitted a revision to their fees to support programing and remain competitive and responsive to new opportunities. The fees are submitted for approval.

This recommendation has been reviewed by the President and the Finance & Facilities Committee of the Board of Trustees and at a meeting held on July 21, 2020.

RESOLUTION

WHEREAS, State regulations require each County College to file annually a schedule of tuition and fees to be charged during the following academic year; and

WHEREAS, the schedule of tuition and fees must be reviewed at a public meeting of the Board of Trustees at which time the Community can be heard; and

WHEREAS, the Administration has developed a Revised Schedule Fees for the International Center for the academic year 2020/2021 as an appendage to the Board Policy on Tuition and Fees (4.1000) and is made a part hereof and attached hereto:

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Schedule of International Fees for the academic year 2020/2021 attached hereto be and the same is hereby adopted.

July 28, 2020

January 28, 2020 Approved Fees

- I. Study Abroad Fees – Brookdale Community College is a member of the College Consortium for International Studies (CCIS), and manages programs in Scotland and Canada.**
 - A. Application Fee \$50 (to be deducted from administrative fee)
 - B. Administration Fee for CCIS programs sponsored by Brookdale \$550
 - C. Administration Fee for all other CCIS programs \$400
- II. International Student (F-1 Visa) Fee – processing international student admission applications and immigration compliance**
 - A. I-20 (Certificate of Eligibility for Nonimmigrant Student Status) Processing Fee - \$50.00

Revised Fees for approval

- I. Study Abroad Fees – Brookdale Community College is a member of the College Consortium for International Studies (CCIS), and manages programs in Scotland, France, Spain and Canada.**
 - A. Administration Fee for CCIS programs sponsored by Brookdale \$550
 - B. Administration Fee for all other CCIS programs \$400
 - C. Administration Fee for short term, J-Term and virtual experiences not to exceed \$250.
- II. International Student (F-1 Visa) Fee – processing international student admission applications and immigration compliance**
 - A. I-20 (Certificate of Eligibility for Nonimmigrant Student Status) Processing Fee - \$50.00

Brookdale Community College College Policy

2.1002 Health and Safety Emergency Policy

I. Title of Policy

Health and Safety Emergency Policy

II. Objective of Policy

This policy of Brookdale Community College ("College") confers upon the President of the College certain emergency powers in order to protect the health, safety and welfare of students, staff, community members, tenants, contractors, vendors and other invitees during a public health emergency and/or state of emergency.

III. Authority

The Bylaws of the Board of Trustees.

Related Policy - 2.1000 College Security

IV. Policy Statement

The College is committed to providing a safe and secure learning and working environment for its students, staff, members of the public as well as business and other invitees entering on College property. To achieve this objective, the President, in consultation with the Executive Committee, has the power to declare that a health and/or safety emergency exists at the College. Once such an Emergency Declaration is made, it shall take effect immediately and remain in effect for a period not to exceed 60 days unless such Declaration is extended or renewed by the President via written notification to the Board of Trustees. Upon determining that a health or safety emergency exists, the President will promptly communicate/broadcast to the College community this information via all available means including text alerts, emails and a notice posted on the College website. Additionally, while an Emergency Declaration is in effect, the President has the power to take certain actions that are necessary and proper to address the emergency until such time when the Board of Trustees can convene to review the matter. The actions the President may take include but are not limited to:

- Mobilize and deploy personnel and resources of the College to take emergency actions to protect individuals, College facilities and buildings, and notify appropriate government agencies;
- Take all needful and necessary actions including implementation of rules and regulations which may impose requirements and restrictions at the College effective immediately;
- Work in coordination with community, law enforcement and/or governmental entities during the health and/or safety emergency.

The President, following consultation with the Executive Committee, will immediately, upon declaration of the state of emergency or public health emergency, inform the Board of Trustees that a state of emergency or public health emergency has been declared and will provide a formal informational status report to the Board of Trustees at the next regularly scheduled or emergency meeting of the Board of Trustees.

The President is charged with establishing regulations to ensure a safe and secure environment during a public health and/or safety emergency.

V. Responsibility for Implementation

President

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2020 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

Membership on standing committees of the Board of Trustees, except as otherwise herein expressly provided shall consist of five Trustees, including the Chair of the Committee. The Board Chair is an ex officio member and the Vice Chair serves as an alternate to the Board Chair as an ex-officio voting member for purposes of a quorum.

Committees meeting monthly	<u>Executive Committee (5)</u> Ms. Tracey Abby-White, Chair Dr. Hank Cram – Vice-Chair Ms. Suzanne Brennan Mr. Bret Kaufmann Ms. Marta Rambaud		<u>Finance and Facilities (5)</u> Dr. Hank Cram, Chair Mr. Bret Kaufmann Ms. Madeline Ferraro Dr. Les Richens Ms. Dyese Davis
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Mr. Bret Kaufmann, Chair Dr. Hank Cram Dr. Les Richens Ms. Barbara Horl	<u>Governance (5)</u> Ms. Suzanne Brennan, Chair Ms. Hanna Walker Ms. Marta Rambaud Mr. Dan Becht Ms. Dyese Davis	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Mr. Paul Crupi Mr. Dan Becht Ms. Hanna Walker
Liaisons	Liaisons <u>Liaison to New Jersey Council of County Colleges (NJCCC)</u> Ms. Barbara Horl <u>NJCCC Trustees Ambassador</u> Ms. Barbara Horl		<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White, Chair

* The Human Resources Committee – A committee of the whole

V3 – removal of PPP committee; v6 06/11/20 – Dyese Davis added, Barbara Horl added to SS & EE, Lauren Deinhardt added to Audit and Governance and removed from SS & EE, Madeline Ferraro removed from Governance ; v7 – 7/01/20 – Hanna Walker added and Tracey Abby-White added as Liaison to Foundation

(Events in bold are held outside of Lincroft Campus)

[illegible]

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2020

v7- 05/21/20

2020 Public Business Meetings (PBM)	Executive ----- SLC, TCR	Governance ----- BAC, PCR	Student Success & Educational Excellence	Finance & Facilities SLC, TCR	Audit ----- BAC, PCR	Public Private Partnership ----- SLC, TCR	
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet monthly	Shall meet a minimum of four times per year or as requested.	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 8:30 AM	
Tuesday, February 25 Brookdale at Long Branch, Rm 200	February 18 5:15 PM		Feb. 17 5:30 PM BAC, PCR	Feb. 18 5:30 PM	February 19 6 PM		
Tuesday, March 24 Lincroft, SLC, Navesink I & II/Zoom	March 16 5:15 PM	March 18 6 PM		March 16 5:30 PM		March 16 8:30 AM	
Tuesday, April 28 Zoom Webinar	April 22 5:15 PM		April 20 5:30 PM BAC, PCR	April 22 5:30 PM			
Wednesday, May 27 Zoom Webinar	May 19 5:15 PM			May 19 5:30 PM	May 5 6 PM	May 18 8:30 AM	
Tuesday, June 23 Zoom Webinar	June 15 5:15 PM			June 15 5:30 PM			
Tuesday, July 28 Lincroft, SLC, Navesink I & II	July 21 5:15 PM			July 21 5:30 PM		July 20 8:30 AM	
NO PBM Meeting in August	August 18 5:15 PM			August 18 5:30 PM			
Tuesday, September 22 Lincroft, SLC, Navesink I & II	September 15 5:15 PM	Sept. 16 6 PM	Sept 14 5:30 PM SLC, TC	Sept. 15 5:30 PM		September 14 8:30 AM	
Tuesday, October 27 Brookdale at Wall, 110 & 112	October 20 5:15 PM			October 20 5:30 PM	Oct. 19 6 PM		
Tuesday, November 17 Lincroft, SLC, Navesink I & II	November 10 5:15 PM	Nov. 11 6 PM	Nov. 9 5:30 PM, SLC, TC	Nov. 10 5:30 PM		November 9 8:30 AM	
Tuesday, December 15 Brookdale at Hazlet, 102 & 103	December 9 5:15 PM			Dec. 9 5:30 PM	December 1 6 PM		

Human Resources is a Committee of the whole

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

7/27/2020 9:12:48 AM