



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, March 24, 2020 5:30 PM (EDT)
765 Newman Springs Road Lincroft New Jersey 07738
Brookdale Lincroft Campus, Student Life Center
Zoom -1-646-558-8656; webinar ID: 427 580 288#.

- I. Call to Order, Reading of Statement and Roll Call - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Adoption of Agenda - Chair Abby-White
- IV. 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
- V. President's Report - Dr. Stout
 - A. Acknowledgement of Sabbatical and Educational Leave Recipients
 - B. Strategic Update
- VI. Reports from the Board Committees and Liaisons - Chair Abby-White
 - A. Finance & Facilities Committee - March 16, 2020 - Vice-Chair Cram
 - 1. Monthly Reporting - Vice-Chair Cram
 - 2. Capital Project Update
 - Capital Project Report submitted in Monthly Financial Dashboards*
 - B. Governance Committee - March 18, 2020 - Trustee Suzanne Brennan
 - C. BCC Foundation
 - 1. Honorary Degree Nominations 2020 - Dr. Stout
 - 2. Distinguished Alumni Awards at Commencement 2020 - Dr. Stout
 - D. Student's Perspective - Trustee Deinhardt
- VII. Approval of Public Business Meeting Minutes - February 25, 2020 - Chair Abby-White
 - A. Approval of Executive Session Minutes - February 25, 2020 - Chair Abby-White
- VIII. Public Comment on Agenda Items - Chair Abby-White
- IX. Consent Agenda - Chair Abby-White
 - A. Approval of Human Resources
 - B. Approval of Acceptance of Gifts
 - C. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Proceess, in Excess of \$17,500
 - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments

E. Monthly Financial Dashboards

- X. Authorization to Enter into a Cooperative Pricing System with Interlocal Purchasing System Co-op - Chair Abby-White
- XI. Authorization to present to Thomas F. Hayes and Roy LaManna an honorary associate degree at Commencement 2020. - Chair Abby-White
- XII. Lodging of Policies - Chair Abby-White
 - A. 4.1002 Chargeback Eligibility
 - B. 4.3000 Expenditures and Payments of College Funds
 - C. 6.6000 Concurrent Enrollment (previous name - Credits in Escrow)
- XIII. Public Comment - Chair Abby-White
- XIV. Old/New Business - Chair Abby-White
- XV. Resolution to Hold a Closed Meeting - Chair Abby-White
- XVI. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XVII. Adjournment - Chair Abby-White
- XVIII. Appendix - Board Materials

Finance & Facilities Committee

March 16, 2020

Chair's Minutes

The meeting was convened at 5:30 PM by the chair.

I. Facilities Report

Mr. Ray Savacool provided his monthly report prepared March 4, 2020 on progress to date on construction projects managed by T&M and projects managed by the college including design/studies/reports in process. Updates as of March 16 were provided. Specific attention is being paid to:

1. The impact of the college closing and state/municipal restrictions due to the coronavirus which may affect inspections and projected project closeouts. No immediate concerns were expressed.
2. Issues related to the aesthetic and structural concerns regarding the recently constructed salt storage building.
3. The expansion of the ATEC retaining wall project to include broader stormwater management /drainage concerns in the area.
4. Ensuring that sidewalk and curb replacement scheduled for the spring include any additional winter weather damage.
5. The re-bidding of the ADA miscellaneous door replacement.
6. The status of the sound panel system design/delivery for the Wall campus.
7. Next steps in the resolution of the boiler issue at Wall.

II. Financial Reporting

Interim Vice President Manfreda provided an overview of operating and capital revenue and expenses as of January 31, 2020. Her report included actual to budget projections reflecting 80.7% collected revenues and 50.5% total expenditures. Both figures are within the historical ranges for revenues and expenditures.

Cash balances as of January 31, 2020 increased to \$5.6 million from the prior year.

As of the January report, revenue was up approximately \$500,000 projected and expenditures were \$610,000 below budgeted expenses.

It was noted that the impact of the school's closing on both revenues and expenses for the remainder of the year have not been factored in the current projections.

Also included in VP Manfreda's report were purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" process in excess of \$17,500 which appear on the March 24, 2020 BOT agenda, an authorization to enter a cooperative agreement and payments to vendors, students and employees. The committee had no questions or concerns. The college continues to be on a sound financial footing for the current fiscal year.

III. HR-Future Positions/Material

Associate Vice President Sensi presented eight recommended positions to be filled and all of them are for existing vacancies. There are 19 recommended HR actions in the agenda to be included in the BOT agenda for March 24, 2020. AVP Sensi also presented two half year sabbaticals and a brief review of the sabbatical application process.

IV. Review of Grants and Gifts

Dr. Stout advised the committee of a recent donation of an automobile to the automotive program.

V. Discussion Items

Dr. Stout reviewed several items for the committee's discussion and consideration including:

1. Contracts requiring RFP and board approval by June for the next fiscal year. Plans to initiate the RFP process was confirmed by staff.
2. An update was provided related to the 3H custodial contract and the need for deep cleaning in response to the corona virus.
3. The consensus of the committee was to support the President's request to authorize 14 promotions. The request was based on the high quality of the current applications as reported by the President and VP Reed.

The meeting was adjourned at 6:35 pm.

Board of Trustees Brief Honorary Degree 2020

Topic: Honorary Degree

General Issue Overview:

In accordance with College regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, the Honorary Degree Committee met and nominations for honorary degree recipients were solicited and evaluated, after which the Committee voted on proposed candidates.

The public and the college community (employees, students, Trustees, and alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was January 31, 2020.

To be eligible for consideration, a nominee needs to have achieved excellence in one or more of the following:

- ✓ Professional Accomplishments
- ✓ Community/Public Service
- ✓ Personal Accomplishments
- ✓ Inspirational Life Achievements: whereby the candidate would serve to inspire Brookdale students

Please note that no current Brookdale employee, Board member or student is eligible to receive this honor.

Honorary Degree Committee Members are Co-Chairs Tim Zeiss, Foundation & Alumni Affairs; Eric Goll, Faculty; Dinneen Jackson, Administration; and, Lauren Sheehy, Alumna.

Recommendation:

The President recommends to the Board of Trustees that he be authorized to present to candidates Thomas Hayes and Roy LaManna an honorary associate degree at Commencement 2020.

Thomas F. Hayes

Tom is currently the Director of Customer and Community Relations for New Jersey Natural Gas Company (NJNG). He is responsible for community outreach, manages the New Jersey Natural Gas Charity, and serves as the liaison with the New Jersey Board of Public Utilities. He and his staff handle numerous programs ranging from home ownership and energy assistance programs to volunteer and educational initiatives throughout NJNG's service area.

Tom currently serves on over twenty-five boards and twenty-four committees for non-profit agencies in the Monmouth, Ocean and Morris County areas. Organizations such as the United Way, YMCA, Ronald McDonald House, Monmouth Park Charity Fund, Monmouth-Ocean Development Council, Senior Citizen's Activity Network, Human Services Advisory Council and

Board of Trustees Brief Honorary Degree 2020

the American Cancer Society. With a B.S. in architecture from the Catholic University of America, Tom has assisted several organizations with facilities planning.

Prior to his current position, Tom headed the company's newly formed Economic Development Department and held executive positions in several business organizations including Chambers of Commerce, Urban Enterprise Zone Boards, and economic development groups.

Tom and his wife Regina purchased and restored the childhood home of Stephen Crane, who authored the "The Red Badge of Courage," and established a museum and community program venue in the home located on Fourth Avenue in Asbury Park.

Tom and Regina are blessed with three wonderful children. At any point you may find the whole family volunteering somewhere in the community. They feel privileged to be able to help make life a little easier for those in need.

Roy LaManna

Roy is the CEO and Co-Founder of the Inc. 500 Company Vydia, who played a major role in launching the careers of music artists Lil Pump, Fetty Wap, Post Malone and Bad Bhabie prior to major record label offers. Vydia provides an end-to-end solution to empower the next generation of music creators, managers, and labels. Their cutting-edge technology provides the digital infrastructure for audio and video distribution, content protection, rights management, advanced payments, and data tracking from one easy-to-use platform.

Prior to launching Vydia, Roy founded Trendsetter Media & Marketing, the company currently responsible for marketing the biggest names in music including Lady Gaga, Maroon 5, Bebe Rexha, Andy Grammer, Major Lazer and more.

Roy was recently named a Top Entrepreneur by Inc. Magazine and Entrepreneur Magazine and has been featured in Forbes, The Huffington Post, Rolling Stone and the Wall Street Journal. In November 2019 Deloitte released its annual North America Technology Fast 500, a ranking of the fastest-growing North American companies in technology sectors. Vydia, headquartered at Bell Works, was ranked 175.

Roy is an active leader in the community. He has partnered with local high schools, universities and the Newark All-Stars organization to create ongoing mentorships and internship programs for disadvantaged youth and cultivate the tech leaders of tomorrow. He also serves on the TJ Martell's "Music for Cure" foundation board and remains an active supporter of local non-profit organizations like Princeton's Eden Autism Organization.

Submitted by: Tim Zeiss, Executive Director, Foundation & Alumni Affairs

Board Brief – 2020 Brookdale Community College Distinguished Alumni

General Issue Overview:

This prestigious award is presented to selected alumni (graduates/attendees) whose professional, personal and/or civic accomplishments and service to the community have earned them unquestionable recognition. The award is presented at the College Commencement ceremonies on May 14, 2020.

A “Call for Nominations” was distributed by the Brookdale Community College Alumni Association to the college community and the community at large with a nomination deadline of January 31, 2020. The award recognizes alumni for:

- ✓ Professional achievements --demonstrated accomplishment(s) in any field of professional endeavor
- ✓ Personal achievements -- demonstrated accomplishment in any field of community service or any area where active participation demonstrates that the nominee is a shining example for others

Two alumnae have been selected for 2020.

Sheila Wexler '78

Sheila is one of the pioneers in the treatment of compulsive gambling. In 1987, she developed and implemented a compulsive gambling in-patient program at New Hope Foundation in Marlboro, NJ. This was groundbreaking at the time.

Sheila graduated from Brookdale with her Associates in Applied Sciences in Human Services in 1978. She was interested in pursuing a career in gambling addiction treatment, but in the 1970s, gambling addiction treatment was nonexistent. So, instead, she did an internship at New Hope Foundation which is an inpatient treatment center serving those in need to treatment for substance abuse disorders. Her tenure at New Hope started as a college internship and she retired as Deputy Director in 1994.

Sheila is Licensed Certified Alcohol and Drug Counselor and a Certified Compulsive Gambling Counselor. She is the author of the chart on the effects of compulsive gambling on the family, which is used by counselors in the field of recovery. Sheila and her husband Arnie have provided extensive training on Compulsive, Problem and Underage gambling to more than 40,000 gaming employees and have written Responsible Gaming Programs for major gaming companies. They have also presented educational workshops nationally and internationally.

Sheila is the Executive Director of the Compulsive Gambling Foundation and she and her husband also ran a national help line 888-LAST BET.

She is a proud mother of three adult children and four adult grandchildren.

Board Brief – 2020 Brookdale Community College Distinguished Alumni

Kevin Garrison'94

Kevin attended Brookdale after serving three years in the Army and having served in Operation Desert Shield and Desert Storm. He is the founder of The Blessing Bag Brigade, a non-profit organization dedicated to showing compassion and humanitarianism towards the homeless.

Their mission is to help the homeless find some comfort. There are homeless that can't afford basic necessities. The Blessing Bag Brigade started by distributing numerous bags five nights a week in New York City. Their journey allowed them to bring this idea home to Middletown, Asbury Park, Ocean Grove, Freehold, Keansburg, Atlantic Highlands, Newark, and other Jersey Shore areas, where they are now committed to distributing supplies.

They collect men's socks, snack foods: including breakfast bars, water bottles, shampoo, body wash/soap, toothbrushes, travel sized toothpaste, travel sized lotion, deodorant, disposable razors and more. They have nearly twenty (20) drop-off locations throughout Monmouth County. Thanks to the generosity of donors, the Blessing Bag Brigade has given out over 49,227 blessing bags since December 2016 and have served about 8,000 meals.

Their mission has expanded to help kids with special needs to enhance their life skills. The Blessing Bag Brigade is involved in five Jersey Shore area schools. The children receive, divide, and pack the supplies into gallon bags. The organization coordinates that on a monthly to bimonthly basis.

According to Kevin "We may not be able to cure homelessness, but we definitely show them we care. Our compassion proves to them, that people do want to help. Sometimes all they need is a little hope, and someone to say they care."

Submitted by: Tim Zeiss, Executive Director, Foundation & Alumni Affairs

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

February 25, 2020

Brookdale Community College
213 Broadway
Long Branch, NJ 07740

- 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 February 19, 2020 at 2 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed
	Mr. Dan Becht, Trustee (5:40 PM)	Dr. Yesenia Madas Dr. Nancy Kegelmann
	Ms. Latonya Brennan, Trustee	Dr. Joan Scocco
	Ms. Suzanne Brennan, Trustee (6:10 PM)	
	Dr. Hank Cram, Vice-Chair	Mr. Ed Johnson
	Mr. Paul Crupi, Trustee (5:40 PM)	Ms. Kathy Kamatani
	Ms. Lauren Deinhardt, Trustee (5:45 PM)	Dr. William Burns
	Ms. Madeline Ferraro, Trustee	Ms. Patricia Sensi
	Ms. Barbara Horl, Trustee	Ms. Bonnie Passarella
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Ms. Teresa Manfreda
	Ms. Marta Rambaudo, Trustee	
	Dr. Les Richens, Trustee	
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Madeline Ferraro, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	Mr. Ray Savacool, T & M Associates, Engineer of Record
	* participated via conference call	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of agenda for Public Business Meeting	<p>A motion to adopt the meeting agenda was made by Trustee Kaufmann and seconded by Trustee Horl.</p> <p>Motion passed unanimously.</p>	

President's Report

- A. Literacy Initiatives** – Linda Roma, Director, Continuing & Professional Studies, presented on our literacy program offerings: Adult Basic Education, which includes Adult GED classes, English for speakers of other languages (EOSL), and Civics education and the Youth GED programs. She reviewed the history of the programs, the funding sources and the funding levels. She provided information on the program offerings, program outcomes, program challenges and program strengths. The challenges specifically discussed were that New Jersey does not match federal dollars for the adult programs, the GED Test is not covered by the grant, there is a long waitlist for the programs (750 on waitlist), and that NJ is the only state whose GED passing score is 150.

Trustee Crupi suggested that the Board members should advocate that the State should match funds for Title II – Workforce Innovation Opportunity Act, to increase funding and meeting the needs of the community.

- B. Retirements.** - Dean Gallo, Professor Richard Burke, Professor Geanna Merola, Professor Michael Toomey and Senior Office Assistant Phyllis Nicholson were acknowledged and thanked for their service to the College. All are listed to retire between now and June 30.
- C. MSCHE Monitoring Report** – Dr. Stout reported that the MSHCE monitoring report will be uploaded prior to the March 1 deadline.

Reports from the Board Committees and Liaisons

- A. Finance & Facilities Committee – February 18, 2020** – Trustee Kaufmann provided his last Finance & Facilities report as Chair of the committee. Chair Abby-White thanked him for his service to this committee

1. Monthly Financial Reporting – Trustee Kaufmann reported that the College is on budget and forecasted to finish the year with a small surplus. He discussed the recommendation to support the purchase of the Documentary with CCOG Grant funding
2. Capital Project Update – Mr. Ray Savacool, T & M Associates provided an update to his report submitted in the Board materials.

- B. Audit Committee** – February 19, 2020 – Trustee Rambaud reported on the Audit committee held

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>on February 19. She recommended the approval of the revised Internal Controls and Standard Operating Manual. She provided information on the new Internal Audit firm, PKF O'Connor Davies and the work they have performed thus far, including the Procurement Card Audit. She reported that there were no ethic hotline reports, the State of NJ Comptroller Audit's fieldwork should be completed by March 15, and the College is preparing a response to a MSCHE student complaint.</p> <p>C. Student Success & Educational Excellence Committee – February 17, 2020 – Chair Abby-White acknowledged the long- term service of Vice-Chair Cram as the Chair of the committee. Trustee Kaufmann and Vice-Chair Cram are switching roles. Going forward, Trustee Kaufmann will chair the Student Success & Educational Excellence Committee and Vice-Chair Cram will chair the Finance & Facilities Committee. Vice-Chair Cram provided a report on the meeting held on February 17. He gave an update on the following:</p> <ul style="list-style-type: none"> a. Administrative Unit review on Student Life and Activities b. Information on the 5-year program review process c. The implementation of 3 + 1 programs d. The College's progress in complying with the state requirements for OER requirements, and dual enrollment. <p>D. NJCCC Update/ACCT Legislative Summit – Trustee Horl provided a report on the ACCT Legislative Summit, the recent NJCCC Council meeting and a summary of key points of the Governor's budget address.</p> <p>E. Foundation Update – Dr. Stout provided a report(Attachment A) on behalf of the Foundation.</p> <p>F. Student's Perspective – Trustee Deinhardt reported on her meeting with students (Brookdale Trustee Advisory Committee) and their discussion on the registration process, improved follow up with students who have a monitoring code that indicates they are experiencing difficulties and concerns about tutoring services for Accounting 102. She reported that the students are pleased with decrease wait times for Advising.</p>		
<p>Public Comment on Agenda Items – Chair Abby-White</p> <p>No public comment was made.</p>		
<p>Review and Adoption of Consent Agenda</p> <ul style="list-style-type: none"> • <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Adoption of Consent agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Horl.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed unanimously.	
Approval of Public Business Meeting Minutes – January 28, 2020	<p>A motion to approve the minutes from the public business meeting held on January 28, 2020 was made by Trustee Becht and seconded by Vice Chair Cram.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Suzanne Brennan</p> <p>A motion to approve the minutes from the executive session held on January 28, 2020 was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Suzanne Brennan</p>	
Approval of Special Public Business Meeting Minutes – February 18, 2020	<p>A motion to approve the minutes from the special public business meeting held on February 18, 2020 was made by Trustee Horl and seconded by Trustee Deinhardt.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Richens</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Consent Agenda A. Approval of Human Resources- B. Application for Grants C. Acceptance of Gifts D. Acceptance of Budget Modifications to the New Jersey Department of Education, Office of Career Readiness E. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500 F. Open Invoice Payment Requests for Vendors, Students and Employee Payments G. Monthly Financial Reports H. Capital Project Update	<p>A motion to approve the consent agenda was made by Trustee Crupi and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Monmouth county Public Safety Share Services for Answering Point – Chair Abby-White	<p>A motion to approve by resolution to enter into a shared service agreement with the County of Monmouth for emergency dispatch services for a three-year period was made by Trustee Cram and seconded by Trustee L. Brennan.</p> <p>Motion passed</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Authorization to enter into a Cooperative Pricing System with Hunterdon County Educations Services Commission – Chair Abby-White</p>	<p>A motion to approve by resolution to enter into a cooperative pricing agreement with The Hunterdon County Education Services Commission was made by Vice-Chair Cram and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Acceptance of the Revised Internal Controls</p>	<p>A motion to accept the</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
and Standard Operating Procedures Manual	<p>revised Internal Controls and Standard Operating Procedures Manual was made by Trustee Rambaud and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Joining the Hazlet BayPoint Association	<p>A motion to approve by resolution that the College shall join full membership in the Hazlet Baypoint Association based on the condition of securing an easement for NJ Transit Bus Service to and from the Hazlet Higher Education Center and being named as an additionally insured party in the Associations insurance policy was made by Vice-Chair Cram and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Rambaud, Richens and Chair Abby-White NO: None ABSTENTIONS: None	
Approval of Policy Revisions A. Approval of Policy 4.2002 Sale of College Personal Property B. Approval of Policy 2.0002 Public Access to Government Records	A motion to approve the revised policies 4.2002 Sale of College Personal Property and 2.0002 Public Access to Government Records was made by Trustee S. Brennan and seconded by Trustee Crupi. Motion passed unanimously. YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White NO: None ABSTENTIONS: None	
Public Comment No public comment was made.		
Old/New Business Announcements were made on upcoming events, the Board of School Estimate to be held on February 27, and that the Executive and Finance & Facilities meetings will be held on March 16.		
Resolution to Hold a Closed Meeting College Counsel read the Resolution to hold a closed meeting (Attachment B)	A motion was made to approve by resolution to hold a closed session by Trustee Rambaud and seconded by Trustee Richens.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed unanimously.	
Motion to Re-Open the Meeting to the Public	<p>A motion was made to reopen the meeting to the public by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
Adjournment Meeting adjourned at 7:29 PM.	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	

Brookdale Foundation and Alumni Association Update February 2020

The Honorees for the Brookdale Scholarship Ball on June 5th are

John Forbes, President of the NJ Thoroughbred Horsemen's Association; the Monmouth-Ocean Pan Hellenic Council; and, the Garden State Film Festival. The Foundation will host a Kick-Off Reception at the Thompson Park Visitor Center on April 2nd from 6 to 8 pm. The Scholarship Ball Committee has added 13 new members. The Foundation will utilize the GIVESMART platform for event registration and mobile bidding.

The recipients of the Barringer Award for Excellence sponsored by the

Brookdale Alumni Association are Synde Kaufman, ESL Coordinator; Oly Malpica Proctor, Professor of Mathematics, and Debbie Almeida, Manager of Accounts Payable and Special Projects. They will be celebrated at the 35th Annual Barringer Awards Dinner on Friday, May 1, 2020 at the Essex & Sussex in Spring Lake.

The Foundation & Alumni Annual Scholarship Recognition Ceremony

is on March 5th in the Robert J Collins Arena. This annual event recognizes the students who received scholarships this academic year made possible by the individuals, organizations, employees and alumni who support the **"Invest in Student Success"** scholarship fund and other scholarships administered through the Foundation. Those who contributed are invited to attend.

The recipients of the Distinguished Alumni Award are Kevin Garrison, a 1994 graduate. Kevin attended Brookdale after serving three years in the Army during Operation Desert Shield and Storm. He is founder of the Blessing Bag Brigade NJ, a 501(3)-nonprofit organization. And, Sheila Wexler, a 1978 graduate. She is a Licensed Certified Compulsive Gambler Counselor and a Licensed Certified Alcohol and Drug Counselor. Each will be recognized at Commencement on May 14th.

A Board Brief will be submitted to the College Trustees for the March meeting proposing recipients of an Honorary Degree in accordance with College regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, to be presented at Commencement on May 14th.

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 **February 25, 2020 at approximately 6:40 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

☐ "(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 _____



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



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



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



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



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



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

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

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

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

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

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

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 19 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Support Staff

Adjuncts

Recommendations

1

6

B. Change of Status

Administrative

Recommendations

3

C. Separations

Faculty

Administrative

Support Staff

Recommendations

5

1

1

D. Sabbaticals

Faculty

Recommendations

2

A. HIRES**SUPPORT STAFF**

1. Name: Arielle Ponce Napolitano
Department: College Relations
Position: Associate
Salary: \$41,415
Effective: 4/1/20

ADJUNCTS

1. Name: Fan Liu
Department: Languages
2. Name: Robin Lee Malik
Department: Interior Design
3. Name: Cynthia Matthews
Department: Fashion
4. Name: Dustin Milotte
Department: Art
5. Name: Timothy O'Neil
Department: Interior Design
6. Name: Kiara Ramos
Department: Communication Media

ADJUNCT DEGREE SUMMARY

Masters	Bachelors	Associates
3	2	1

B. CHANGE OF STATUS**ADMINISTRATIVE**

1. Name: Meghan Begley
Department: Athletics
Position: Administrative Assistant
Action: Change in position from A2 to A1 through bona fide search
New Salary: No change
Effective: 4/1/20
2. Name: Kara McCoy
Department: STEM Office
Position: Acting Institute Administrator
Action: Extension of temporary A3 reassignment
New Salary: No change
Effective: 4/1/20 until further notice, but not later than 6/30/20
3. Name: Jorge Terreros
Department: Strategic Development & Educational Access
Position: Associate Director, Regional Locations
Action: Change in position from A3 to A4 through bona fide search
New Salary: \$65,135 to be prorated accordingly
Effective: 4/1/20

C. SEPARATIONS**FACULTY**

1. Name: Richard Burke
Department: English
Position: Professor
Action: Faculty Transition to Retirement Program
Effective: 9/1/20 – 6/30/21
2. Name: William Byrne
Department: Computer Science
Position: Instructor
Action: Non-renewal of contract
Effective: 6/30/20

3. Name: Mara McAuley
 Department: Allied Health
 Position: Instructor, Health Information Technology
 Action: Non-renewal through program elimination
 Effective: 6/30/20

4. Name: Robert McClure
 Department: Automotive Technology
 Position: Assistant Professor
 Action: Retirement
 Effective: 6/30/20

5. Name: Joan Santa Croce
 Department: Nursing
 Position: Assistant Professor
 Action: Retirement
 Effective: 6/30/20

ADMINISTRATIVE

1. Name: Steven Chudnick
 Department: Library
 Position: Director
 Action: Resignation
 Effective: 6/30/20

SUPPORT STAFF

1. Name: Patti Ann Tschaen
 Department: Mathematics
 Position: Academic Tutor
 Action: Retirement
 Effective: 3/31/20

D. SABBATICALS**FACULTY**

1. Name: Michael Broek
 Department: English
 Length of Sabbatical: One-Half Year
 Effective: 2021 Spring Term

2. Name: Paul Tucker
 Department: Automotive Technology
 Length of Sabbatical: One-Half Year
 Effective: 2021 Spring Term

FACULTY SABBATICALS

CANDIDATE: Michael Broek
DEPARTMENT: English
LENGTH OF SABBATICAL: 2021 Spring Term

The purpose of Michael's sabbatical to expand his research, secure publication of his findings, and create a symposium that would attract regional or national attention. Michael seeks to connect the aesthetic operations of Moby Dick to wider areas of humanities, including the Black Lives Matter movement and the crisis of trans-national migration.

Michael was hired fulltime at Brookdale in September 2001. He earned a bachelor's degree in English from Georgia State University, a master's degree in Creative Writing from Goddard College and a PhD in American Literature from the University of Essex in England.

CANDIDATE: Paul Tucker
DEPARTMENT: Automotive Technology
LENGTH OF SABBATICAL: 2021 Spring Term

The purpose of Paul's sabbatical is to prepare OER study materials for the Automotive Electrical classes, which will improve the educational outcomes and lower the costs for our students.

Paul was hired fulltime at Brookdale in October 1985. He earned a bachelor's degree in Sociology and a master's degree in Social Work from Temple University. ASE certified.

**1.51 Acceptance of Gifts
Background**

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

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

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

DATE	DONOR	ITEM
February 25, 2020	General Motors Corporation	Donation of 2018 Chevy Silverado

March 24, 2020: Laura Qaissaunee, Director of Grants & Institutional Development

*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 March 26, 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
March 24, 2020

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Able Mechanical Inc.	Commercial Kitchen Equipment Repairs (FY21), Bid No. 19-21 / This is the 2nd year of a 2 year contract for commercial kitchen equipment repairs and is funded between the Dining Services Budget and Culinart's reimbursement of \$15,000 towards repairs. FY20 YTD \$20,312.	Bid	\$ 30,000.00 *
Capital				
2	Powerhouse Signworks, Inc.	Banners and Signage, Bid No. 19-22 / This contract is for the supply and installation of directional roadway signs for Freehold and is funded by Chapter 12.	Bid	\$ 8,000.00
3	Sal Electric Co., Inc.	Electrical T&M, Bid No. 18-22 / This contract is for electrical services for various Lincroft capital projects in FY20 and is funded by Chapter 12.	Bid	\$ 84,411.00
4	Pilot Electric Co., Inc.	Pump Parts, Motors, Belts and Repairs, Bid No. 19-24 / This contract is for the supply and installation of pumps for various Lincroft capital projects in FY20 and is funded by Chapter 12.	Bid	\$ 15,990.00
5	Automated Building Controls Inc.	HVAC Building Automation and T&M, Bid No. 18-30 / This contract for HVAC services for various Lincroft and Freehold capital projects in FY20 and is funded by Chapter 12.	Bid	\$ 25,882.00
6		ADA Door Replacements, Phase 2, Bid No. 20-26 / Notice was sent to 7 vendors, received 1 reply. This bid has been rejected due to non-compliance with required bid forms.	Bid	
Grant				
7	**See attached list of pre-approved vendors	Consulting Services for E-Mate Grant Program (FY21), RFQ No. 02-2020 / This is the 2nd year of a 2 year contract for consulting services and is funded by the NSF grant. FY20 YTD \$35,798.	RFQ	\$ 105,000.00 *

8	Higher Ed Insight LLC	Evaluation Services for the Teacher Education Program (FY21), RFP No. 04-18 / This is the 3rd year of the contract for consulting and evaluation services for the Teacher Education Program and is funded by the Career and Technical Education, Certificate of Eligibility, Educator Preparation Program (CTE-CE EPP) Grant. FY20 \$27,800.	RFP	\$ 28,500.00	
Operating					
9	W.B. Mason Co., Inc.	Office Supplies (FY21) / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply and delivery of office supplies and is funded by various departmental budgets. FY20 YTD \$32,116.18.	Exempt	\$ 50,000.00	*
10	Nelnet Business Solutions, Inc.	Student Payment Gateway Services (FY21), RFP No. 05-19 / This is the 2nd year of a 2 year contract for student payment gateway services to include electronic payment processing, on-line student payments, electronic statements and payment plan management. This contract is funded by Student Fees.	RFP	Revenue \$105,000	
11	Konica Minolta Business Solutions USA, Inc.	Maintenance, Supplies, Print Management for Copiers and Printers (FY21) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is the 3rd year of the contract with an option for renewal up to 5 years for the maintenance, supplies and print management services for the copiers and printers. This contract is funded by the Printing Services Budget. FY20 YTD \$62,521.	Exempt	\$ 114,328.80	*
12	Ellucian Inc.	IT Managed Services, RFP No. 05-16 (FY21) / This is the 5th year of a 5 year contract for IT Managed Services and is funded by the IT Budget. FY20 \$2,584,872.	RFP	\$ 2,584,872.00	
13	Cisco Systems Capital Corporation	Cisco Smartnet Maintenance (FY21) / Exempt 18A:64A.25.9 (State Contract). This is the 4th year of a 5 year State Contract for Cisco equipment maintenance. This includes the maintenance of the phone system, wireless network system and the unified communication equipment. This contract is funded by the IT Budget. Quarterly payments. FY20 \$247,270.32.	Exempt	\$ 247,270.32	
14	SHI International	Adobe License Agreement (FY21) / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software) and 18A:64A-25.28.d. (Contracts extending beyond the fiscal year, multi-year). This is the 2nd year of a 3 year contract for the Adobe License Agreement and is funded by the Learning Office and IT Budgets. FY20 \$50,156.	Exempt	\$ 50,156.00	

15	Powerhouse Signworks	Banners and Signage, Bid No. 19-22 (FY21) / This is the 2nd year of a 2 year contract for the supply, delivery, and installation of banners and signage for the marketing department. This contract is funded by the Institutional Marketing Budget and various departmental budgets. FY20 YTD \$13,228.	Bid	\$ 40,000.00 *
16	***See attached list of pre-approved vendors	Graphic Design Services, RFQ No. 01-2020 (FY21) / This is the 2nd year of a 2 year contract for pre-qualified vendors to provide graphic design services. These contracts are funded by the Institutional Marketing Budget. FY20 YTD \$8,200.	RFQ	\$ 25,000.00 *
17	Cengage Learning, Inc. (ed2go)	Continuing Education Online Training (FY21), RFP No. 06-19 / This is the 2nd year of a 2 year contract for continuing education online training services and is funded by CPS' revenue generating programs. FY20 YTD \$7,824.	RFP	\$ 33,000.00 *
18	Monmouth County Vocational School District	Science Summer Camp Programming (FY21) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the delivery of 10 CPS Summer Science Camp programs by High Tech, Bio Tech, and MAST High Schools. This contract is funded by CPS' revenue generating programs. FY20 \$45,200.	Exempt	\$ 59,000.00 *
19	Parchment Inc.	eTranscript Services, RFP No. 06-15 (FY21) / This is a one year extension of the contract for transcript ordering and processing services and is funded by student fees.	RFP	REVENUE \$3/Transcript Request
20	Assessment Technologies Institute, LLC	Nursing Comprehensive Assessment & Review Program and Student Exams (FY21) / Exempt 18A:64A-25.5.a.(19)(Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware). This contract is for an on-line comprehensive assessment, tutorial review programs, and EHR Tutor for nursing students. This contract is funded by Student Lab Fees. FY20 YTD \$125,306.	Exempt	\$ 159,000.00 *

21	NCS Pearson, Inc.	Exam Forms, Testing Material, and Online Testing Software (FY21) / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This contract is for the supply and delivery of CompTIA exam vouchers, GED testing forms, other test/voucher forms, and software for online testing. These contracts are funded by CPS' revenue generating programs; Testing Center revenue generating programs; Testing Center operating budget; and various grants. FY20 YTD \$18,456.95.	Exempt	\$	32,000.00	*
22	Institute for American Universities	Study Abroad Program Fees / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of tuition and fees for students who are studying abroad this semester. This contract is funded by Student Program Fees.	Exempt	\$	123,327.00	
23	CDW Government	Cisco Catalyst Switches / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of 3 switches that were damaged during a power outage and is funded by Risk Management.	Exempt	\$	22,556.01	
24	JC Office Consultants Group LaCasse	Furniture / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority) and Exempt 18A:64A.25.9 (State Contract). These contracts are for the supply, delivery and installation of furniture for student lounge areas in the MAC Building and is funded by the ASBCC Budget.	Exempt	\$	60,000.00	*
25	Zoom Video Communications, Inc.	Emergency Purchase for Additional Licenses / Exempt 18A:64A-25.6. (Emergency Purchases and Contracts). This contract is for the supply of additional Zoom licenses and is funded by the IT Budget.	Exempt	\$	16,110.00	
26	SHI International	Emergency Purchase for Laptops / Exempt 18A:64A-25.6. (Emergency Purchases and Contracts). This contract is for the supply and delivery of 400 laptops and is funded by the Operating and Student Life Budgets.	Exempt	\$	145,000.00	*

* Estimated expense based on historical data

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

****Pre-approved E-Mate Consultants - Grant
RFQ No. 02-2020, 2nd Year of a 2-year Contract**

Board Item No. 7

- Jaime L. Mahoney
- Academy Source – Innovative Technology Specialists Inc.
- Lamoka Educational Consulting (Margaret D. Weeks)
- Jonathan Fingerut
- Learnobject, LLD/Malcolm Johnstone
- Ian Anderson
- Terry D. Vaughn

*****Pre-approved Graphic Designers - Operating
RFQ No. 01-2020, 2nd Year of a 2-year Contract**

Board Item No. 16

- Leslie Van Pelt
- My House Design
- Barbara Walsh Graphic Design
- Semgeeks
- Magnum Integrated Marketing
- Bev Vienckowski
- Jersey Printing Associates, Inc.

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month of January 31, 2020 totaled \$2,117,937.71. 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 March 16, 2020.

March 24, 2020: Interim Vice President, Teresa Manfreda

4.1 *Financial Report*

The following is the Financial Report for the month ending January 31, 2020.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting March 16, 2020.

March 24, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

Brookdale Community College
Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at January 31, 2020

	FY20 Budget	1/31/2020	Increase/ (Decrease)	FY20 Projected
Operating				
Revenues:				
Tuition	\$ 36,833,034	\$ 34,974,037	\$ 946,504	\$ 37,779,538
State	10,325,921	6,040,904	(179,844)	10,146,077
County	20,027,019	11,682,428	-	20,027,019
Fees	11,497,431	11,334,968	189,398	11,686,829
Continuing & Professional Studies	3,400,000	2,373,345	(400,000)	3,000,000
Other Income	774,000	485,701	(48,862)	725,138
Total Revenue	\$ 82,857,405	\$ 66,891,383	\$ 507,196	\$ 83,364,601
Expenditures:				
Learning Division	32,378,784	15,909,266	(117,739)	32,261,045
Benefits	15,862,285	7,727,025	(50,005)	15,812,280
Finance & Operations	8,900,361	4,767,158	(80,000)	8,820,361
Student Success Division	5,694,877	2,997,263	(42,000)	5,652,877
General Expenses	4,640,183	2,329,980	-	4,640,183
Continuing & Professional Studies	3,155,511	1,802,834	(205,511)	2,950,000
Utilities	2,273,503	1,149,155	(13,503)	2,260,000
Human Resources & Safety	2,282,050	1,190,239	(61,633)	2,220,417
Advancement Division	1,193,269	676,326	(45,769)	1,147,500
Planning & Inst. Effectiveness	385,275	220,767	2,000	387,275
President & BOT	665,416	363,832	3,415	668,831
Total Expenditures	\$ 77,431,514	\$ 39,133,845	\$ (610,745)	\$ 76,820,769
Other Cash Requirements				
Debt Principal	1,766,815	1,340,000	(384,999)	1,381,816
Interest Expense	1,396,917	809,342	(3,555)	1,393,362
TIP/TECH	2,262,158	1,758,448	-	2,262,158
	\$ 5,425,890	\$ 3,907,790	\$ (388,554)	\$ 5,037,336
Excess Revenue/Expenditures Projected				\$ 1,506,495
Auxiliary				
Receipts		\$ 1,037,610	\$ 489,890	\$ 1,527,500
Disbursements		890,856	809,256	1,700,112
Profit/(Loss) Auxiliary		\$ 146,754	\$ (319,366)	\$ (172,612)
Excess Revenue/Expenditures Projected				\$ (172,612)
Capital				
Revenues:				
State Chapter 12	\$ 1,950,000	\$ 1,673,296	\$ -	\$ 1,950,000
County	1,950,000	1,673,296	-	1,950,000
Risk Management	-	26,682	55,523	55,523
Total revenue	\$ 3,900,000	\$ 3,373,273	\$ 55,523	\$ 3,955,523
Expenditures:				
State Chapter 12	\$ 1,950,000	\$ 1,673,296	\$ -	\$ 1,950,000
County Chapter 12	1,950,000	1,673,296	-	1,950,000
ELF	-	403,550	483,572	483,572
Risk Management	-	59,125	59,125	59,125
Total Expenditures	\$ 3,900,000	\$ 3,809,266	\$ 542,697	\$ 4,442,697
Excess Revenue/Expenditures Projected				\$ (487,174)
Total Excess Revenue/Expenditures All Funds Projected				\$ 846,709

Brookdale Community College
Cash Balance Analysis
As of January 31, 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	
March	7,804,144.44	10,721,561.17	20,122,253.27	
April	7,677,357.19	12,993,416.87	17,790,854.81	
May	7,240,211.55	12,510,624.36	16,672,952.29	
June	5,718,427.39	10,477,369.61	14,116,437.62	

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.
Cash increased \$5,658,220.49 from prior year.

* Current month cash detail

General Fund Account	\$ 4,330,443.69	<i>Interest earned as of 1/31:</i>	\$ 9,281.69
Operating Fund Account	18,361,199.98		
Payroll Account	25,352.47		
Credit Card Account	25,017.75		
	<u>\$ 22,742,013.89</u>		

March 4, 2020

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) CVA & LAH CHILLER REPLACEMENTS

Preferred Mechanical, Inc. was awarded a contract in the amount of \$1,225,000 to replace the chillers and piping at CVA and LAH.

All work is complete, and we are processing final payment.

2) LED LIGHTING UPGRADES

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

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

3) LED LIGHTING FOR CVA AND CLC BUILDING

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

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

4) MAN, LIB, CAR SANITARY SEWER EJECTOR PUMPS

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

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

5) ATHLETIC FIELDS/LINCROFT CAMPUS

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

Bleachers are being erected. Backstop fencing is being erected. Irrigation is scheduled to start March 9.

6) FIRE ALARM PANEL NETWORKING

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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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

Testing to be scheduled during the week of March 16-20 to coincide with spring break.

7) LIFE SAFETY AND ADDITIONAL LIGHTING

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

Work on the project is progressing and is ahead of schedule. Work is scheduled through March.

8) SALT STORAGE BUILDING

The college is required to provide a permanent salt storage facility in order to comply with NJDEP regulations and the BOT approved procuring the fabric structure through Sourcewell Cooperative at a cost of \$144,015.85 from Clear Span for a 35 by 30 fully enclosed salt storage building. The concrete pad for the structure was publicly bid and subsequently awarded to United Terrain Group at a cost of \$75,070.00.

The fabric structure was installed in February. The college is reviewing the punch list with the contractor prior to accepting the project.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) PARTIAL ROOFING REPLACEMENT AND REPAIR

FVHD prepared plans and specifications for PAC, CAR, CVA and LAH building roof replacement and repair, as well as the mechanical wells located on the roof of the MAC building. Integrity Roofing was awarded the contract at the June 25 BOT meeting in the amount of \$796,340.00.

There are punch list items remaining and FVHD is reviewing with the contractor.

2) ATEC RETAINING WALL

El 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. El 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.

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

3) SIDEWALKS & CURB REPLACEMENT/LINCROFT & FREEHOLD CAMPUSES

At various locations throughout the Lincroft and Freehold Campuses, sections of curb and sidewalk have deteriorated to the point where replacements are warranted. Mott McDonald

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

designed a program for the replacement of approximately 3,900 LF of concrete curb and 2,600 SY of concrete sidewalk at the Lincroft Campus. An alternate bid for work at the Freehold Campus is also included. The project was awarded at the July 16 F&F/BOT meeting to AJR Masonry, LLC in the amount of \$398,134.00.

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

4) MASSAGE THERAPY RELOCATION

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

Work has been completed on the project.

5) ROOF REPAIRS – PHASE 3

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

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

6) ADA AND MISCELLANEOUS DOOR REPLACEMENT

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

Design is complete. Bid opening is scheduled for March 10, 2020.

7) SOUND PANEL INSTALLATION -WALL CAMPUS

Spiegle 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.

Awaiting steel delivery for the project work to commence.

8) REPLACEMENT OF HVAC SYSTEM BAC BUILDING

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

Project was awarded at the BOT on February 25, 2020 to Epic Mechanical in the amount of \$583,000.00.

9) ROOF REPLACEMENT AND REPAIRS FREEHOLD CAMPUS

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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

Design is underway.

10) TUNNEL DOOR REPLACEMENT

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

Project is being finalized by the College staff for bidding.

2) DESIGN/STUDIES/REPORTS

1. FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

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

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

2. NEW ACADEMIC BUILDING-WALL CAMPUS

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

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

Also, during hot humid spells this past summer, condensation problems were experienced in some areas of the building. Based on discussions with Spiezle's HVAC subcontractor (Vanderweil), minor adjustments to the settings on the HVAC equipment were made and operational suggestions were recommended which should resolve the problem. Performance

March 4, 2020
Sheet 5

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

of the HVAC equipment will be monitored over the upcoming cooling season and Vanderweil has agreed to further assist the College if warranted.

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



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

G:\Projects\BRCC\G2001\Calculations & Reports\03-04-20 PROJECT STATUS REPORT.docx

4.2a *Utilization of Cooperative Purchasing Initiative*

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

The College has investigated the feasibility and fit with The Interlocal Purchasing System (TIPS) Co-op and determined that this would be of great benefit to the College. The resolution that follows will serve as the Board's approval to engage the contract for participation.

This report was reviewed by the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held March 16, 2020.

RESOLUTION

WHEREAS, Brookdale Community College is entering into a Cooperative Pricing Agreement with The Interlocal Purchasing System (TIPS) Co-op; and

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

WHEREAS, The Interlocal Purchasing System (TIPS) Co-op, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

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

NOW, THEREFORE BE IT RESOLVED that The Interlocal Purchasing System (TIPS) Co-op and Brookdale Community College enter into the following cooperative pricing agreement.

RESOLUTION FOR MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM

A RESOLUTION AUTHORIZING THE Brookdale Community College
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT
RESOLUTION DATED MARCH 24, 2020

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

WHEREAS, The Interlocal Purchasing System (TIPS) Co-op, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on March 24, 2020, the governing body of Brookdale Community College, County of Monmouth, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

Brookdale Community College

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

AUTHORITY

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

CONTRACTING UNIT

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

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

BY:

Dr. David Stout, President, Brookdale Community College

ATTEST BY:

Teresa Manfreda, Interim Vice President, Finance & Operations

Board of Trustees Brief Honorary Degree 2020

Topic: Honorary Degree

General Issue Overview:

In accordance with College regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, the Honorary Degree Committee met and nominations for honorary degree recipients were solicited and evaluated, after which the Committee voted on proposed candidates.

The public and the college community (employees, students, Trustees, and alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was January 31, 2020.

To be eligible for consideration, a nominee needs to have achieved excellence in one or more of the following:

- ✓ Professional Accomplishments
- ✓ Community/Public Service
- ✓ Personal Accomplishments
- ✓ Inspirational Life Achievements: whereby the candidate would serve to inspire Brookdale students

Please note that no current Brookdale employee, Board member or student is eligible to receive this honor.

Honorary Degree Committee Members are Co-Chairs Tim Zeiss, Foundation & Alumni Affairs; Eric Goll, Faculty; Dinneen Jackson, Administration; and, Lauren Sheehy, Alumna.

Recommendation:

The President recommends to the Board of Trustees that he be authorized to present to candidates Thomas Hayes and Roy LaManna an honorary associate degree at Commencement 2020.

Thomas F. Hayes

Tom is currently the Director of Customer and Community Relations for New Jersey Natural Gas Company (NJNG). He is responsible for community outreach, manages the New Jersey Natural Gas Charity, and serves as the liaison with the New Jersey Board of Public Utilities. He and his staff handle numerous programs ranging from home ownership and energy assistance programs to volunteer and educational initiatives throughout NJNG's service area.

Tom currently serves on over twenty-five boards and twenty-four committees for non-profit agencies in the Monmouth, Ocean and Morris County areas. Organizations such as the United Way, YMCA, Ronald McDonald House, Monmouth Park Charity Fund, Monmouth-Ocean Development Council, Senior Citizen's Activity Network, Human Services Advisory Council and

Board of Trustees Brief Honorary Degree 2020

the American Cancer Society. With a B.S. in architecture from the Catholic University of America, Tom has assisted several organizations with facilities planning.

Prior to his current position, Tom headed the company's newly formed Economic Development Department and held executive positions in several business organizations including Chambers of Commerce, Urban Enterprise Zone Boards, and economic development groups.

Tom and his wife Regina purchased and restored the childhood home of Stephen Crane, who authored the "The Red Badge of Courage," and established a museum and community program venue in the home located on Fourth Avenue in Asbury Park.

Tom and Regina are blessed with three wonderful children. At any point you may find the whole family volunteering somewhere in the community. They feel privileged to be able to help make life a little easier for those in need.

Roy LaManna

Roy is the CEO and Co-Founder of the Inc. 500 Company Vydia, who played a major role in launching the careers of music artists Lil Pump, Fetty Wap, Post Malone and Bad Bhabie prior to major record label offers. Vydia provides an end-to-end solution to empower the next generation of music creators, managers, and labels. Their cutting-edge technology provides the digital infrastructure for audio and video distribution, content protection, rights management, advanced payments, and data tracking from one easy-to-use platform.

Prior to launching Vydia, Roy founded Trendsetter Media & Marketing, the company currently responsible for marketing the biggest names in music including Lady Gaga, Maroon 5, Bebe Rexha, Andy Grammer, Major Lazer and more.

Roy was recently named a Top Entrepreneur by Inc. Magazine and Entrepreneur Magazine and has been featured in Forbes, The Huffington Post, Rolling Stone and the Wall Street Journal. In November 2019 Deloitte released its annual North America Technology Fast 500, a ranking of the fastest-growing North American companies in technology sectors. Vydia, headquartered at Bell Works, was ranked 175.

Roy is an active leader in the community. He has partnered with local high schools, universities and the Newark All-Stars organization to create ongoing mentorships and internship programs for disadvantaged youth and cultivate the tech leaders of tomorrow. He also serves on the TJ Martell's "Music for Cure" foundation board and remains an active supporter of local non-profit organizations like Princeton's Eden Autism Organization.

Submitted by: Tim Zeiss, Executive Director, Foundation & Alumni Affairs

Brookdale Community College College Policy

4.1002 Chargeback Eligibility

I. Title of Policy

Chargeback* Eligibility

**"Chargeback" means the charge from a receiving Community College to a County which sends students to attend the receiving Community College at in-county tuition rates.

"Community College" means a community or county-assisted college established pursuant to N.J.S.A. 18A:64A-1 et seq.

II. Objective of Policy

To set reimbursement guidelines for eligible non-Monmouth County and in-County students.

III. Authority

New Jersey Statutes 18A:3B et seq., 18A:64A-12 and N.J.S.A. 18A:64A-23

IV. Policy Statement

New Jersey Community Colleges are in part supported by County taxes which automatically subsidize education for their County residents. Under provisions of the "Chargeback Assistance Law", N.J.S.A. 18A:64A-23 (2013), a person who is a legal resident of a County in New Jersey and attends a Community College in another New Jersey County may be eligible to receive a Chargeback Approval and receive the benefits of in-county tuition rates for the College they attend.

~~A person attending Brookdale Community College because his/her local community or county-assisted college does not offer a particular program of study will be permitted to register for and attend, on a chargeback basis, course work necessary to satisfy the requirements of such a program of study. This requirement will apply whether or not any portion of that course work is offered at the student's local community or county-assisted college.~~

~~For the purpose of chargeback, Comprehensive Support Centers for Learning Disabled Students, New Jersey Centers for Collegiate Deaf Education, and College Resource Centers for Visually Impaired Students, shall be considered eligible programs of study.~~

~~Students required to enroll in a comprehensive remedial program must take that full sequence of remediation in the home county with the exception of students enrolled in Comprehensive Support Centers for Learning Disabled Students, New Jersey Centers for Learning Disabled Students, New Jersey Centers for Collegiate Deaf Education, or College Resource Centers for Visually Impaired Students. Students enrolled in the programs of these Centers may complete required comprehensive remedial programs at the Centers. The definition of comprehensive remedial program for these students shall be the standard which was in effect for the current fiscal year.~~

~~Students not required to enroll in a comprehensive remedial program as defined above may take such remediation as part of the program of study at Brookdale Community College on a chargeback basis.~~

A student shall be eligible to attend Brookdale Community College on a **chargeback** Chargeback basis if the student's local county or county-assisted college cannot admit the student into a particular course or program of study desired by the student due to it not being offered as part of the college's regular course curriculum or catalog or as a result of a lack of available space in the course or program of study, which continues or will continue over one year from the initial date of attempted admission. These same factors will be considered for Monmouth County residents who wish to attend a county or county-assisted college outside of Monmouth County. Monmouth County residents will be required to provide evidence of residency in the county for at least 12 months and additional documentation related to their program of study/course enrollment.

Additional consideration for Chargeback eligibility will be given to those students who live more than 30 miles from their local county or county-assisted college, and live closer in proximity to a Brookdale Community College county or county-assisted college located outside of their county of residence. Eligibility based on mileage will be determined by the local in-county or county-assisted college in which the student resides.

~~Brookdale Community College, upon Upon accepting the out-of-county students, Brookdale Community College shall charge the differential chargeback rates as recommended by the Council of County Colleges and determined by the State Treasurer in consultation with the Council of County Colleges.~~

Brookdale Community College shall provide to the sending counties:

A. Certification of each chargeback student's current semester's enrollment, by course and by program, on its chargeback billing;

B. Certification of the previous year's audited resident enrollments and audited level of county support;

C. The current year course catalog.

~~As the receiving college, Brookdale Community College, may expend the amount per credit hour collected for minor capital purposes as part of its chargeback billing.~~

V. Responsibility for Implementation

President

Approved: 1/25/96

Revised: 10/24/96

Revised 7.9.19

Brookdale Community College College Policy

4.1002 Chargeback Eligibility

I. Title of Policy

Chargeback* Eligibility

**"Chargeback" means the charge from a receiving Community College to a County which sends students to attend the receiving Community College at in-county tuition rates.

"Community College" means a community or county-assisted college established pursuant to N.J.S.A. 18A:64A-1 et seq.

II. Objective of Policy

To set reimbursement guidelines for eligible non-Monmouth County and in-County students.

III. Authority

New Jersey Statutes 18A:3B et seq., 18A:64A-12 and N.J.S.A. 18A:64A-23

IV. Policy Statement

New Jersey Community Colleges are in part supported by County taxes which automatically subsidize education for their County residents. Under provisions of the "Chargeback Assistance Law", N.J.S.A. 18A:64A-23 (2013), a person who is a legal resident of a County in New Jersey and attends a Community College in another New Jersey County may be eligible to receive a Chargeback Approval and receive the benefits of in-county tuition rates for the College they attend.

A student shall be eligible to attend Brookdale Community College on a Chargeback basis if the student's local county or county-assisted college cannot admit the student into a particular course or program of study desired by the student due to it not being offered as part of the college's regular course curriculum or catalog or as a result of a lack of available space in the course or program of study, which continues or will continue over one year from the initial date of attempted admission. These same factors will be considered for Monmouth County residents who wish to attend a county or county-assisted college outside of Monmouth County. Monmouth County residents

will be required to provide evidence of residency in the county for at least 12 months and additional documentation related to their program of study/course enrollment.

Additional consideration for Chargeback eligibility will be given to those students who live more than 30 miles from their local county or county-assisted college, and live closer in proximity to a county or county-assisted college located outside of their county of residence. Eligibility based on mileage will be determined by the in-county or county-assisted college in which the student resides. Upon accepting out-of-county students, Brookdale Community College shall charge the differential chargeback rates as determined by the State Treasurer in consultation with the Council of County Colleges.

Brookdale Community College shall provide to the sending counties:

- A. Certification of each chargeback student's current semester's enrollment, by course and by program, on its chargeback billing;
- B. Certification of the previous year's audited resident enrollments and audited level of county support;
- C. The current year course catalog.

V. Responsibility for Implementation

President

Approved: 1/25/96

Revised: 10/24/96

Brookdale Community College College Policy

4.3000 Expenditures ~~& and~~ Payment of College Funds

I. Title of Policy

Expenditures and Payment of College Funds

II. Objective of Policy

To establish responsibility and guidelines for the expenditure of [Brookdale Community College](#) ("College") funds.

III. Authority

~~New Jersey Statutes 18A:64a-12.~~ [N.J.S.A. 18A:64A-12](#)

IV. Policy Statement

~~The Responsibility~~ [responsibility](#) for authorizing payment of all obligations and signing of checks shall rest with the President ~~of the College~~.

The ~~administration~~ [Administration](#) shall observe the following:

A. Payment for goods and services received by the College shall be processed on a timely basis, according to standard business practices.

B. College ~~regulations~~ [Regulations](#) shall prescribe signers and approved amounts. Checks [and supporting documentation to electronic payments \(eChecks\)](#) above threshold amounts require two signatures, one of which is manual. Threshold amounts will be reviewed annually by the [Audit Finance](#) Committee of the Board of Trustees.

V. Responsibility for Implementation

President

Approved: 8/1/68

Revised: 10/24/96

Brookdale Community College College Policy

4.3000 Expenditures and Payment of College Funds

I. Title of Policy

Expenditures and Payment of College Funds

II. Objective of Policy

To establish responsibility and guidelines for the expenditure of Brookdale Community College ("College") funds.

III. Authority

N.J.S.A. 18A:64A-12**IV. Policy Statement**

The responsibility for authorizing payment of all obligations and signing of checks shall rest with the President.

The Administration shall observe the following:

A. Payment for goods and services received by the College shall be processed on a timely basis, according to standard business practices.

B. College Regulations shall prescribe signers and approved amounts. Checks and supporting documentation to electronic payments (eChecks) above threshold amounts require two signatures, one of which is manual. Threshold amounts will be reviewed annually by the Audit Committee of the Board of Trustees.

V. Responsibility for Implementation

President

Approved: 8/1/68
Revised: 10/24/96

Brookdale Community College College Policy

6.6000 ~~Credits in Escrow~~Concurrent Enrollment

I. Title of Policy

~~Credits in Escrow~~Concurrent Enrollment

II. Objective of Policy

To authorize the President to develop ~~a~~College regulations governing the conditions under which high school students may enroll in credit courses.

“Concurrent enrollment”, also known as “dual enrollment”, is a program where students are enrolled in two schools simultaneously. Under this Policy, high school students earn College credit toward a postsecondary diploma, certificate or degree at Brookdale Community College. Concurrent enrollment courses also count as credit toward a high school diploma.

III. Authority

~~General Powers of Boards~~N.J.S.A. 18A:64A-12

IV. Policy Statement

The ~~Brookdale Community~~ College Board of Trustees authorizes the President to encourage qualified high school students to enroll for credit courses at the College concurrent with their high school enrollment. Existing regulations and procedures applicable to special and part-time students shall apply to such persons, notwithstanding the age limitation in the Board Policy on Admissions, 6.1000.

V. Responsibility for Implementation

President

Approved: 3/17/71
Revised: 12/22/83
7/12/01

Brookdale Community College College Policy

6.6000 Concurrent Enrollment

I. Title of Policy

Concurrent Enrollment

II. Objective of Policy

To authorize the President to develop College regulations governing the conditions under which high school students may enroll in credit courses.

“Concurrent enrollment”, also known as “dual enrollment”, is a program where students are enrolled in two schools simultaneously. Under this Policy, high school students earn College credit toward a postsecondary diploma, certificate or degree at Brookdale Community College. Concurrent enrollment courses also count as credit toward a high school diploma.

III. Authority

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

IV. Policy Statement

The College Board of Trustees authorizes the President to encourage qualified high school students to enroll for credit courses at the College concurrent with their high school enrollment. Existing regulations and procedures applicable to special and part-time students shall apply to such persons, notwithstanding the age limitation in the Board Policy on Admissions, 6.1000.

V. Responsibility for Implementation

President

Approved: 3/17/71

Revised: 12/22/83

7/12/01

BROOKDALE COMMUNITY COLLEGE
2020 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
Mach 5	Foundation Scholarship Recognition	5:00 PM – 7:00 PM	Robert J. Collins Arena
March 17	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
March 17	Finance & Facilities Meeting	5:30PM	SLC, Trustees Conference Room
March 18	Governance Committee Meeting	6:00PM	BAC, President' Conference Room
March 24	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II/Zoom
March 28	Open House	1:00 PM	Robert J. Collins Arena
April 20	Student Success & Educational Excellence Committee Meeting	5:30PM	BAC, President's Conference Room
April 21	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
April 21	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
April 28	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
May 5	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
May 13	CHHANGE Colloquium	9:00 AM	Robert J. Collins Arena
May 14	Commencement	9:00AM-3:00PM	Robert J. Collins Arena
May 15	Scholars Day	9:00 AM	
May 19	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
May 19	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
May 21	Foundation Board Meeting	4:00PM - 6:00PM	SLC, Trustee Conference Room
May 27	BOT Public Business Meeting	5:30PM	Brookdale at Neptune HS, 2nd Floor Media Center
June 4	CPS Completion Ceremony	6:00PM-7:30PM	SLC, Navesink Rooms
June 5	Scholarship Ball	6:00 PM-10:00 PM	Eagle Oaks Country Club
June 16	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
June 15	NJCCC Council Meeting	5:00 PM	Middlesex County College, West Hall
June 16	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
June 18	Foundation Board Meeting	4:00PM – 6:00PM	SLC, Trustee Conference Room
June 23	BOT Public Business Meeting	5:30PM	Brookdale at Freehold, Rooms 103 & 104
July 21	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
July 21	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
July 28	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
August 18	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
August 18	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 2	Convocation	9:00AM	Robert J. Collins Arena
September 14	Student Success & Educational Excellence Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 15	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
September 15	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 16	Governance Committee Meeting	6:00PM	BAC, President's Conference Room
September 22	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
September 24	Education Golf Outing	All Day	Eagle Oaks Country Club

DATE	EVENT	TIME	LOCATION
September 30-October 3	ACCT Leadership Congress		Hyatt Regency, Chicago
October 19	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
October 20	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
October 20	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
October 27	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rooms 110 & 112
November 9	Student Success & Educational Excellence Committee Meeting	5:30PM	SLC, Trustees Conference Room
November 10	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
November 10	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
November 11	Governance Committee Meeting	6:00PM	BAC, President's Conference Room
November 15	Fall Open House	12 PM – 2:30 PM	Robert J. Collins Arena
November 17	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
December 1	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
December 7-9	MSCHE Annual Conference		Philadelphia, PA
December 9	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
December 9	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
December 15	BOT Public Business Meeting	5:30PM	Brookdale at Hazlet, Rms 102 & 103

Brookdale Community College 2020 Upcoming Events

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2020 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2020

v5- 030620

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	March 16 5:15 PM	March 18 6 PM		March 16 5:30 PM		March 16 8:30 AM
Tuesday, April 28 Lincroft, SLC, Navesink I & II	April 21 5:15 PM		April 20 5:30 PM BAC, PCR	April 21 5:30 PM		
Wednesday, May 27 Neptune High School, 2nd Floor Media Center or Freehold	May 19 5:15 PM			May 19 5:30 PM	May 5 6 PM	May 18 8:30 AM
Tuesday, June 23 Brookdale at Freehold, 103 & 104	June 16 5:15 PM			June 16 5:30 PM		
Tuesday, July 28 Lincroft, SLC, Navesink I & II	July 21 5:15 PM			July 21 5:30 PM		July 20 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