



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, October 27, 2020 5:30 PM (EDT)
Zoom meeting

- I. Call to Order, Reading of Statement , Roll Call and Announcement of Procedures for Making Public Comment - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Moment of Silence - Chair Abby-White
- IV. Adoption of Agenda - Chair Abby-White
- V. 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
- VI. PTK College Project Presentation
- VII. Reports from the Board Committees and Liaisons - Chair Abby-White
 - A. Finance & Facilities Committee - October 20, 2020 - Vice-Chair Cram
 1. Chairs Financial Meeting Summary - Vice-Chair Cram
 2. Update on Capital Projects - Mr. Raymond Savacool, T & M Associates
Capital Project Report submitted in Monthly Financial Reports
 - B. Audit Committee - October 19, 2020 - Trustee Rambaud
 - C. Student's Perspective - Trustee Walker
 - D. Governance Committee - Trustee Brennan
 - E. NJCCC - Trustee Horl
 - F. BCC Foundation - Chair Abby-White
 - G. ACCT Leadership Congress
- VIII. President's Report - Dr. Stout
- IX. Public Comment on Agenda Items - Chair Abby-White
- X. Approval of Public Business Meeting Minutes - Chair Abby-White
 - A. Approval of Public Business Meeting Minutes - September 22, 2020 - Chair Abby-White
 - B. Approval of Executive Session Minutes - September 22, 2020 - Chair Abby-White
- XI. Consent Agenda - Chair Abby-White - 5 minutes
 - A. Human Resources Recommendations
 - B. Acceptance of Gifts

- C. Acceptance of Grants
- D. Application of Grants
- E. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500
- F. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- G. Monthly Financial Reports
- XII. Acceptance of FY20 Enrollment Audit - Chair Abby-White
- XIII. Acceptance of Report of Legal Fees, Government Relations and Public Relations - Chair Abby-White
- XIV. Approval of Policies - Chair Abby-White
All policies lodged on September 22, 2020
 - A. Revised Policy 2.0001 Naming Rights
 - B. Revised Policy - 4.1000 Tuition and Fees
 - C. Revised Policy - 4.7001 - Red Flag Identity Theft Prevention Program
 - D. Revised Policy - 5.0036 Institutional Review Board
 - E. Revised Policy - 6.1000 Admission Policy
 - F. Revised Policy - 6.2000 Financial Aid Policy
 - G. Revised Policy - 2.1001 Title IX Policy Against Sexual Harassment (Previous name - SaVE Act and Violence Against Women Act)
 - H. Revised Policy - 3.9002 Equal Opportunity and Non-Discrimination (Previous name - 3.9002 Non-Discrimination)
Two policies merged together - 3.9002 Non-Discrimination and 3.9007 Equal Opportunity and Anti-Discrimination (will be retired)
 - I. New Policy - 3.0004 Conducting Background Check Policy
- XV. Approval of Resolution Establishing Remote Meeting Procedures and Requirements for the Brookdale Community College Board of Trustees During Declared States of Emergency - Chair Abby-White
- XVI. Public Comment - Chair Abby-White
- XVII. Old/New Business - Chair Abby-White
- XVIII. Resolution to Hold a Closed Meeting - Chair Abby-White
- XIX. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XX. Adjournment - Chair Abby-White
- XXI. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

September 22, 2020

Brookdale Community College Zoom Webinar

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

On September 17, 2020 at 9 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed
	Dr. Hank Cram Vice-Chair	Dr. Yesenia Madas Dr. Nancy Kegelman
	Mr. Dan Becht, Trustee (5:35 PM)	Ms. Patricia Sensi
	Ms. Suzanne Brennan, Trustee	Dr. William Burns
	Mr. Paul Crupi, Trustee	Mr. Ed Johnson
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Madeline Ferraro, Trustee	Ms. Bonne Passarella
	Ms. Barbara Horl, Trustee	Dr. Anita Voogt
	Mr. Bret Kaufmann, Trustee	Ms. Teresa Manfreda
	Ms. Marta Rambaud, Trustee	Ms. Kathy Kamatani
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
	Ms. Hanna Walker, Trustee	
	Dr. David Stout, Secretary	
Absent		
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	

Chair Abby-White requested a moment of silence in honor of the memory of Gersh Tomlinson, one of the founding members of Brookdale Community College, passed away in August

Gersh was born in Antigua and served in the British Army during World War II. He earned a master's degree in Education at Columbia University and served as Assistant Principal of Middletown High School before helping to open the doors at Brookdale Community College in 1969. Gersh served as Executive Assistant to the President, the first Black Vice President during our history, and interim President during his 22-year career at Brookdale.

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

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the meeting agenda was made by Trustee Kaufmann and seconded by Trustee Walker Motion passed.	
Review of Consent Agenda <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. 1. Adoption of Consent agenda	A motion to adopt the consent agenda was made by Trustee Cram and seconded by Trustee Ferraro. Motion passed.	
A. Reports from the Board Committees and Liaisons		
B. Finance & Facilities Committee – September 15, 2020 – Vice-Chair Cram reported on the Finance & Facilities meeting held on September 15. He provided an update on ongoing issues with capital improvement projects. Vice-Chair Cram provided information on updating the facilities master plan, and reported the request to have a new reserve study to assist in making decisions on future improvements of the facilities. He summarized the financial reporting as of July 31, and reported that both revenues and expenses are both down, which reflect reductions in state aid, lower than expected enrollments and the impact of the Covid-19 pandemic. In addition, he reported that FY20 preliminary figures indicate the college will add approximately 3 million dollars to its net		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>position, of which the college plans to invest 1 million in an interest-bearing account. The forecast for FY21 based on current projections could be headed towards a significant deficit for the year. He brought to the attention of the Board of an emergency purchase for remedial work to a water leak in the MAS lower level. Trustee Cram reported on the committee's interest in examining the College's institutional development efforts. He further explained that these alternative sources of revenue are being increasingly more important to the College to stabilize tuition and maintain programs. Grants and the Foundation will report minimally quarterly at the meetings. He reported that there was one additional HR recommendation made after the meeting. Gift and grants to be accepted this month were also reviewed.</p> <p>C. Student Success & Educational Excellence Committee – September 14, 2020 - Trustee Kaufmann reported on the meeting held on September 14. His report focused on the 3 main discussion items:</p> <ol style="list-style-type: none"> 1. Voluntary Framework of Accountability (VFA) – Dr. Longo provided a presentation on the Voluntary Framework of Accountability which is designed to give the community college sector more appropriate time frames and metrics to measure student performance. The College is participating with VFA and will allow us to improve our ability to monitor the performance of our programs and to make improvements where needed. 2. Curriculum Change - At tonight's meeting a curriculum change has been recommended for approval to change the degree designation of the Social Science Associate in Arts, Health Science Option to Social Science Associate in Science, Health Science Option. This change will allow improved articulation with the most frequent articulation partners who are now requiring multiple social science courses. 3. Open Educational Resources (OER) – Trustee Kaufmann reviewed the update provided by Dr. Reed on the College's efforts to accelerate development and adoption of OER. He was impressed with the good progress the College has made so far, however it is his understanding that there has been some resistance by faculty, and would encourage the College to continue to make headway in this area. <p>a) Governance Committee – September 16, 2020 - Trustee Brennan reported on the Governance Committee meeting held on September 16. The meeting topics included:</p> <ol style="list-style-type: none"> 1. Lodging of Policies – The committee recommended 9 policies for lodging at this meeting. The Committee is periodically reviewing policies to provide updates as well as developing new policies. The Committee has recommended a new policy on Social Media be created, and the first draft was reviewed, with the recommendation from Counsel for major improvements. This policy will continue to be written and reviewed by the Committee. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>2. Contractually negotiated employee reviews and Board reappointment –There was a discussion on the need to improve the employee evaluation process to allow the Board to have confidence that when they approve appointments, the employees have been properly evaluated and underperforming employees are not reappointed. The Business Optimization Team has been charged with evaluating the employee evaluation process and bring forward recommendations to improve the process at the November Governance Committee meeting.</p> <p>3. Board Professional Development – Trustee Brennan encouraged participation in the ACCT Leadership Congress and announced the dates and that the sessions would be recorded and available for review in the future. She relayed the Committee’s recommendation to continue to replace a Board Retreat with 3 focused workshops during the year. The first workshop will take place in December with a focus on the enrollment projections and building the next budget. The second workshop topic will be selected by the Board Chair and the third workshop in June will focus on defining the strategic priorities and goals for the President for the next year.</p> <p>4. President’s Evaluation – The committee discussed the process for the President’s evaluation and made recommendations for streamlining the process and eliminating the Ad-Hoc Evaluation Committee and including the entire Board in the process.</p> <p>5. President’s Advisory Committee – The Committee reviewed the progress towards the creation of the new President’s Advisory Committee which will be made up a diverse group of leaders in the community.</p> <p>D. Student’s Perspective – Trustee Walker reported on the steps she has taken to connect with students and to encourage participation on the Brookdale Trustee Advisory Committee (BTAC). BTAC presently has 6 members and she will continue to encourage participation. She shared student’s positive experience with Faculty and Advisors, however she communicated that students are looking to participate in more activities outside of the classroom, would benefit from online class technology tutorials and felt that dedicated Academic Advisors would improve the advising experience and student performance outcomes.</p> <p>E. NJCCC – Trustee Horl reported that the advocacy efforts of the NJCCC and all 18,000 supporters that participated in writing letters of support to the legislature has resulted in the restoration of the \$25 million for community college support into Governor Murphy’s budget. The bills that introduced the restoration of the support and the final budget will be voted on in the near future. She attended a NJCCC meeting on Monday where the highlights of the strategic initiatives of the Council were reviewed.</p> <p>F. BCC Foundation – Chair Abby-White reported that the strategic plan for 2021 was reviewed at the Foundation Board meeting on September 17. She encouraged support of the Golf Outing and Dinner as well as purchasing raffle tickets.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>President's Report</p> <p>Recognitions</p> <p>Dr. Stout congratulated Chair Abby-White for her recognition of receiving the distinguished Trustee award at the NJ Council of County Colleges meeting last night. In addition, he congratulated Susan Pagano for receiving the Phenomenal Woman Under 40 Award by the Girl Scouts of the Jersey Shore.</p> <p>Re-opening: Dr. Stout provided the following comments on our reopening and fall enrollment census:</p> <ul style="list-style-type: none"> • I cannot thank our dedicated employees enough for their hard work over the summer to prepare for our fall opening on September 8. Countless hours were spent on our re-opening, the lift was extraordinary. More than 90% of our courses are being taught online, in either asynchronous or live online formats. Other courses that can't be completed online are being offered on Lincroft and Wall Campuses. Our academic support and student services are also operating primarily remotely. Many other employees are working onsite every day including members of our Police and Security, Finance, Facilities, HR, and our COVID response team. There are far too many people to mention in a brief report, but honorable mentions include our Enrollment Services departments, Academic Institute offices, department chairs, faculty and staff who spent the summer preparing remote instructional materials, the COVID Response Team, and the most popular department of the year, the Teaching and Learning Center. • At midnight last night, we took our official census. Fall 15-week enrollment landed 8.8% down in our enrollment compared to last year. For context, on June 30, we were 37.6% lower than the same day last year. The college made extraordinary strides to close that gap, and endured extraordinary pressure to get there. • We are now looking at options for spring class delivery. <p>Brookdale President's Advisory Council</p> <p>Dr. Stout provided an update on the newly created President's Advisory Council, which was the vision of Chair Abby-White last fall, to allow the college to engage with community leaders to ensure the college is meeting the educational needs of the county. The Council was formed by Mr. Johnson and Dr. Voogt with input from Trustees and the Senior Executive Leadership Team. Mr. Johnson reported on the first meeting held today, and will be sharing the meeting notes and action steps which will be taken. He reported that there are 29 active members and 26 of them attended the first meeting.</p> <p>MAS water leak</p> <p>Dr. Stout provided information on a water leak in the MAS lower level which caused water damage, mold growth, high humidity, and poor air quality. He outlined the steps taken to remedy all the issues associated with the water damage, and reported the humidity, and air quality are all back to normal. In</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
addition, all lab items were hand washed and sanitized in the labs.		
Public Comment on Agenda Items <ul style="list-style-type: none"> Caroline Caligero – Assistant Professor Sociology – made comment on Open Educational Resources (OER) from a faculty perspective who have not adopted the use of OER materials. She wanted to reassure the Trustees that the objections for the adoption of OER materials is not due to a resistance to change but there are serious valid pedagogical reasons, and offered the following reasons why OER have not been adopted: <ul style="list-style-type: none"> Unacceptable quality of OER materials Text books are a consistent voice of authority other than the faculty member when teaching beginners. Faculty don't want to remove the idea of investment in education, which includes an investment in textbooks Used textbooks and older additions are alternatives to lowering costs. 		
Approval of Public Business Meeting Minutes <p>A. Approval of Public Business Meeting Minutes – July 28, 2020</p> <p>B. Approval of Executive Session Minutes – July 28, 2020</p>	<p>A motion to approve the minutes from the public business meeting held on July 28, 2020 was made by Trustee Crupi and seconded by Trustee Richens.</p> <p>Motion passed. ABSTENTIONS: None</p> <p>A motion to approve the minutes from the executive session held on July 28, 2020 was made by Trustee Rambuad and seconded by Trustee Horl.</p> <p>Motion passed. ABSTENTIONS: None</p>	
Consent Agenda		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>A. Ratification of August Human Resource Recommendations</p> <p>B. Human Resources Recommendations</p> <p>C. Acceptance of Gifts</p> <p>D. Ratification of August Grant Applications/Acceptances</p> <p>E. Application for Grants</p> <p>F. Ratification of August 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 August</p> <p>G. Emergency 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</p> <p>H. 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</p> <p>I. Ratification of August Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>J. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>K. Monthly Financial Reports</p>	<p>A motion to approve the consent agenda was made by Trustee Kaufmann and seconded by Trustee Ferraro.</p> <p>.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Change in Degree Designation	A motion by resolution to	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>– Social Science Associates in Arts, Health Science Option to Social Associate in Science, Health Science Option</p>	<p>approve the change in degree designation of the Social Science Associate In Arts, Health Science Option to Social Science Associate in Science, Health Science Option was made by Trustee Kaufmann and seconded by Trustee Davis.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Lodging of Policies –</p> <p>A. Lodging of Policy 2.0001 Naming Rights</p> <p>B. Lodging of Policy 4.1000 Tuition and Fees</p> <p>C. Lodging of Policy 4.7001 Red Flag Identity Theft Prevention Program</p> <p>D. Lodging of Policy 5.0036 Institutional Review Boards</p> <p>E. Lodging of Policy 6.1000 Admission Policy</p> <p>F. Lodging of Policy 6.2000 Financial Aid Policy</p> <p>G. Lodging of Policy 2.1001 Title IX Policy Against Sexual</p>	<p>A motion to lodge the following policies was made by Trustee Brennan and seconded by Trustee Becht:</p> <p>Policy 2.0001 Naming Rights, Policy 4.1000 Tuition and Fees, Policy 4.7001 Red Flag Identity Theft Prevention Program, Policy 5.0036 Institutional Review Boards, Policy 6.1000 Admission Policy, Policy 6.2000 Financial Aid Policy, Policy 2.1001 Title IX Policy Against Sexual Harassment (Previous name – SaVE Act and Violence Against Women Act), Policy 3.9002 Equal Opportunity and Non-Discrimination (Previous</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Harassment (Previous name – SaVE Act and Violence Against Women Act)</p> <p>H. Lodging of Policy 3.9002 Equal Opportunity and Non-Discrimination (Previous name – 3.9002 Non-Discrimination)</p> <p>I. Lodging of new Policy 3.0004 Conducting Background Check Policy</p>	<p>name – 3.9002 Non-Discrimination), and new Policy 3.0004 Conducting Background Check Policy</p> <p>Motion passed.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment on Agenda Items</p> <p>Sean Nepveu Adjunct Faculty History – Sean raised concerns he has for the ability of Adjunct Faculty to receive appropriate compensation based on their education that would allow them to pursue a career in Higher Education. He raised a concern about the practice of paying Adjunct Faculty 6 weeks after the courses have begun. He shared his frustrations as a young Faculty Professor to pay for his student loans, not receive access to health insurance, and earning a wage that he believes is not equal to the full-time faculty.</p> <p>Charles King, Adjunct Faculty – Charles was concerned that the Board of Trustees was in an impasse with the Adjunct Faculty Association (AFT) and entered mediation. He has experienced respect and appreciation from his students, the full-time faculty and hoped that the Board of Trustees would show the same appreciation and respect by settling the contract with the Adjunct Faculty Association .</p> <p>Jack Ryan, Faculty – Jack expressed support for our Adjunct Faculty. He asked for an update on the assessment of 7 1/2 week or 8-week semesters.</p> <p>Chair Abby-White responded that she would ask Dr. Stout to provide information on the assessment and communicate the information.</p> <p>Dr. Stout read the following statement in response to the public comment on negotiations with the Adjunct Faculty Association which was provided by Labor Council.:</p> <p><i>The Brookdale Community College Negotiations Team has engaged in good faith negotiations with the Adjunct Faculty Association – AFT and</i></p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><i>offered to provide the Adjunct Faculty Members with the exact increased overload rates as are presently being provided to the full-time faculty at Brookdale Community College. This is supported by the College's long-standing past practice of paying Adjunct Faculty and full-time faculty the same per credit rate for overload courses and is further supported by Board Policy 3.1001 which reads that "Adjunct Faculty employed by the College are paid the same rate as the full-time faculty overload rate and may be assigned up to a maximum of nine credit hours, not to exceed 24.5 working hours, as determined solely by the College, in all combined capacities in any week of any term." Specifically, the College offered the Adjunct Faculty the following overload rates for each credit hour:</i></p> <p style="padding-left: 40px;"><i>2019-2020 - \$850.00 per credit</i> <i>2020-2021 - \$875.00 per credit</i> <i>2021-2022 - \$900.00 per credit</i></p> <p><i>These are the identical rates that were ratified by the Brookdale Community College Faculty Association. The Adjunct Faculty Association rejected the College's financial offer and seeks additional compensation above the full-time faculty rate. As such, the Adjunct Faculty declared impasse and filed for mediation with the Public Employment Relations Commission ("PERC"). The parties presently await the scheduling of a mediation session with PERC, which has been delayed as a result of the COVID-19 pandemic. The College stands ready, willing, and able to finalize the Agreement with the Adjunct Faculty premised on the same overload rates as the full-time faculty.</i></p>		
<p>Old/New Business</p> <p>No old or new business was discussed.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to Hold a closed meeting (Attachment A)</p>	<p>A motion to approve by resolution to hold an executive session was made by Trustee Crupi and seconded by Trustee Walker.</p> <p>Motion passed.</p>	
<p>Motion to Re-Open the meeting to the public</p>	<p>A motion to reopen the meeting to the public was</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>made by Trustee Rambaud and seconded by Vice-Chair Cram.</p> <p>Motion passed. .</p>	
<p>Adjournment</p> <p>Meeting adjourned at 8:25 PM.</p>	<p>A motion to adjourn the meeting was made by Trustee Cram and seconded by Trustee Horl. .</p>	

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that 11 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 **September 22, 2020 at approximately 6:45 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION

Approved: September 22, 2020

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

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

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

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

☒ "(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. **Discussion of an employee's position, and the timeline for the president's evaluation**

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

RESOLUTION

Approved: September 22, 2020

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

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

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

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

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

RESOLUTION
Approved: September 22, 2020

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 20 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Support Staff

Adjuncts

Coaches

Recommendations

1

2

1

B. Change of Status

Faculty

Administrative

Support Staff

Recommendations

2

2

4

C. Separations

Administrative

Support Staff

Recommendations

4

4

A. HIRES**SUPPORT STAFF**

1. Name: Adam Winkler
Address: Manasquan, New Jersey
County: Monmouth
Department: Mathematics
Position: Academic Tutor, temporary
Salary: \$45,873, to be prorated accordingly
Effective: 11/2/20 until further notice, but not later than 12/23/20
Education: B.S., 2018, Mechanical Engineering, Rutgers University
A.S., 2015, Mathematics, Brookdale Community College
Experience: 2/2019 – Present, Hourly Academic Tutor, Brookdale Community College
2016 – 2018, Undergraduate Researcher, Rutgers University
5/17 – 8/17, Research & Development Intern, Boston Scientific

ADJUNCTS

1. Name: Lisa Michaloski
Address: Metuchen, New Jersey
County: Middlesex
Department: Anthropology
Education: M.A., 2019, Anthropology, Monmouth University
B.A., 2011, History, Rutgers University
Experience: 2016-Present, Teacher, Union County Vocational-Technical Schools
2015-2016, Teacher, Paterson Board of Education
2014-2015, Instructional Aide, Bernards Township Board of Education
2. Name: Jena Valdiviezo
Address: Long Branch, New Jersey
County: Monmouth
Department: Chemistry
Education: Ed.D., 2020, Educational Leadership, Monmouth University
M.S., 2007, Education, Monmouth University
B.S., 2004, Chemistry/Education, Monmouth University
A.S., 2001, Chemistry, Brookdale Community College
Experience: 2004 – Present, District Science Supervisor, Long Branch Board of Education
2004 – Present, Teacher, Long Branch Board of Education

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
1	1

COACHES

1. Name: Katrina Hand
Address: Wall, New Jersey
County: Monmouth
Department: Athletics
Position: Assistant Coach, Women's Volleyball
Compensation: \$3,150
Date: 10/8/20
Education: A.S., 2018, Environmental Science, Brookdale Community College
Experience: 2020 – Present, Grounds Staff, Manasquan River Golf Club
2019 – Present, Physical/Environmental Sciences Staff, New Jersey Department of Environmental Protection
2017 – 2019, Counter Staff, Maccanico's Ice Cream Shoppe

B. CHANGE OF STATUS**FACULTY**

1. Name: Danielle Basmagy
Department: English
Position: Instructor, temporary spring semester
Action: Extension of temporary position
New Salary: \$31,911, prorated from an annual base of \$61,877
Effective: 1/19/21 - 6/30/21
2. Name: Karen Sieben
Department: Philosophy
Position: Instructor, temporary full-year assignment
Action: Temporary change in status from N4 to faculty
New Salary: \$63,717
Effective: 9/1/21 – 6/30/22

ADMINISTRATIVE

1. Name: Cara Novak
Department: K-12 Partnerships
Position: Administrator, K-12 Partnerships
Action: Monthly stipend of \$325 for additional responsibilities
Effective: 10/1/20 until further notice, but not later than 6/30/21

2. Name: Shanna Williams
 Department: College Relations
 Position: Interim Director, Marketing, Website & Creative Services
 Action: Change in status from A2 to A5 position
 New Salary: \$77,762, to be prorated accordingly
 Effective: 11/1/20, until further notice, but not later than 6/30/21

SUPPORT STAFF

1. Name: Frank DeVita
 Department: Accounts Receivable
 Position: Specialist, Accounts Receivable
 Action: Contractual Bumping Placement
 New Salary: No change
 Effective: 11/1/20 with a transition period
2. Name: Helen Anne Johnson
 Department: Foundation and Alumni Affairs
 Position: Temporary Associate, Alumni Relations & Engagement
 Action: Contractual Bumping Placement
 New Salary: No change
 Effective: 11/1/20 with a transition period. This temporary assignment is until further notice but not later than 3/31/21
3. Name: Greg Mahadeen
 Department: Student Life & Activities
 Position: Associate, Student Life & Activities
 Action: Contractual Bumping Placement
 New Salary: No Change
 Effective: 1/1/21
4. Name: Karen Sieben
 Department: Pandemic Response Task Force
 Position: Screening Center Staff
 Action: Extension of temporary assignment
 New Salary: No change
 Effective: 1/1/21 – 6/30/21

C. SEPARATIONS**ADMINISTRATIVE**

1. Name: Steve Hudik
Department: College Relations
Position: Interim Director, Communications
Action: End of temporary assignment
Effective: 10/31/20
2. Name: Jeana Malmros
Department: Student Affairs
Position: Confidential Assistant to the Associate Vice President
Action: Retirement
Effective: 12/31/20, with retirement on 1/1/21
3. Name: Bruce Marich
Department: Student Affairs
Position: Associate Director, COVID Response Team
Action: Retirement
Effective: 6/30/21
4. Name: Timothy Zeiss
Department: Foundation/Alumni Affairs
Position: Executive Director
Action: Resignation
Effective: 2/28/21

SUPPORT STAFF

1. Name: Mary Lambert
Department: Respiratory Therapy
Position: Laboratory/Studio Assistant
Action: Retirement
Effective: 12/31/20, with retirement on 1/1/21
2. Name: Eric Malmros
Department: Physical Plant/Utilities
Position: Senior Specialist, Facilities
Action: Retirement
Effective: 12/31/20, with retirement on 1/1/21

3. Name: Geralyn Saada
 Department: HEC's & K16 Office
 Position: Associate, HEC, Branch Campus
 Action: Retirement
 Effective: 10/31/20, with retirement on 11/1/20

4. Name: Tatiana Shabat
 Department: Mathematics
 Position: Academic Tutor
 Action: Resignation
 Effective: 10/20/20

**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
September 21, 2020	Terry MacDonald 6 Herbert Street Marlboro, NJ 07746	Donation of props and costumes for the Haunted Theater at the Performing Arts Center

2.2 Acceptance of Grants

Executive Summary

A. New Jersey Department of Labor and Workforce Development

Program Title: Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program

Short Title: ABE

Goal/Purpose: Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to over 570 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy New Jersey; (2) Community Affairs and Resource Center (3) Monmouth County Vocational School District; and (4) LADACIN Network, Inc. In addition to serving as lead agency, the College will provide direct services to over 400 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED).

Program Administrator: Linda Roma, Director Continuing & Professional Studies

Total \$ Awarded: \$574,000 The college provides an in-kind match of **\$156,107** for a total of **\$730,107**.

Date Awarded: October 5, 2020

October 27, 2020: Director of Grants and Institutional Development, Laura Quissaunee

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

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

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

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

Program Administrator: Linda Roma, Continuing and Professional Studies**Total \$Awarded:** \$150,000 with a in-kind match of \$25,466, which includes \$9,580 in fringe for two program staff.**Date Awarded:** September 15, 2020

October 27, 2020: Director of Grants and Institutional Development, Laura Quissaunee

C. American Library Association**Program Title:** Resilient Communities: Libraries Respond to Climate Change**Short Title:**

Goal/Purpose: The Bankier Library will partner with the college's Global Citizenship Project and several local environmental organizations to offer programming which focuses on global environmental issues through a local lens. In addition to receiving a monetary stipend, access has been awarded to the Resilient Communities Programming Guide and promotional materials. In addition, the college will be granted public performance rights to screen two documentary films, Decoding the Weather Machine and Fire + Flood.

Program Administrator: Steven Chudnick, Director, Bankier Library & Learning Resources

Total \$Awarded: \$500 and does not require a match from the college.

Date Awarded: October 1, 2020

Recommendation:

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

October 27, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

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

	<u>Amount</u>
Adult Basic Skills	\$574,000
Displaced Homemakers	\$150,000
American Library Association	\$500

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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

October 27, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

2.2 Application for Grants Executive Summary

A. US Department of Labor, Employment and Training Administration:

Program Title: Strengthening Community College Training Grants

Short Title: SCC

Goal/Purpose: Brookdale has partnered with the Central Jersey Consortium, with Mercer County Community College as the lead, on a grant entitled 'Strengthening Community Colleges through an Accelerated Stackable Credential Pathway in IT and Health Care'.

The project will provide occupational training for industry recognized credentials to up to 600 participants. The populations targeted for participation include unemployed, underemployed, and incumbent workers, including disadvantaged populations such as low-income, women, minorities, veterans, dislocated workers, and other populations with employment barriers or under-represented in the Information Technology and Healthcare industry.

The project will also collaborate with IT and healthcare partners to ensure participants gain job training, as well as providing flexible coursework offered in a variety of formats.

Program Administrator: Linda Roma, Continuing and Professional Studies

Total \$ Requested: \$750,000 over the 4-year grant period and does not require a college match.

Date Submitted: October 8, 2020

Recommendation:

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

October 27, 2020: Director of Grants and Institutional Development, Laura Quassaunee

*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 of the Board of Trustees at a meeting October 20, 2020.

October 27, 2020: Vice President Finance & Operations, Teresa Manfreda

RESOLUTION

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

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

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

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

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

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

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

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

**Agenda for Purchases in Excess of \$36,400
October 27, 2020**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	USA Architects	Professional Engineering Services, RFQ No. 03-2021 / This contract is for professional engineering services for the Lightning Protection Systems Installation Project on the Lincroft Campus and is funded by Chapter 12.	RFQ	\$ 68,440.00
2	All State Office Interiors, Inc.	Flooring Replacement / Exempt 18A:64A.25.9 (NJ State Contract). This contract is for flooring replacement of the PAC stage and is funded by Chapter 12.	Exempt	\$ 21,575.87
CARES Act				
3	Respondus, Inc.	Software License / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year license renewal contract for Respondus LockDown Browser and a site license for Respondus Monitor, allowing unlimited use for the annual term that expires 7/31/2021. Respondus provides an online testing platform that includes analytics-based machine proctoring services and device control to prevent cheating. The site license cost is based on Student FTE and is funded by the CARES Act.	Exempt	\$ 24,642.00
4	OCELOT Inc.	Software License / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is the 1st year of a 3-year contract for Ocelot's artificially intelligent Chatbot powered by IBM's Watson. This contract includes the AI Chatbot for 5 Enrollment Management Departments (Financial Aid, Admissions, Registrar, Advising, and Accounts Receivable). In addition to the AI Chatbot, the contract includes 25 licenses for live agent handoffs, multilingual capabilities, and 100,000 text messages for outgoing targeted campaigns. Ocelot includes the full Financial Aid TV (FATV) Suite that contains over 2,000 videos to assist applicants and students navigate the financial aid process, as well as the New Jersey specific processes. Year 2 and 3 renewal costs will be \$49,000 per year assuming the Multilingual Capability and Text/Nudge Campaigns are renewed; these features are included in Year 1 for free as a trial. This contract is funded by the CARES Act.	Exempt	\$ 34,000.00

5	Ellucian Company L.P.	IT Management Services, RFP No. 05-16 / In partnership with and under the direction of Brookdale's Office of Information Technology (OIT), Ellucian remote resources will provide management services to facilitate the implementation of a third-party Chatbot platform. These services will focus on supporting the four phases of the project and will include project management, web support, monitoring and reporting support, functional systems support, and other ad-hoc support as appropriate. The management services provided by Ellucian will serve as Brookdale's Project Manager during the implementation of Chatbox. A total of up to 825 hours will be available during the Service Period which runs through June 30, 2021 and is funded by the CARES Act.	RFP	\$ 125,208.00	
6	Amazon Business	PPE Merchandise / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the ongoing purchase of PPE merchandise College-wide, and is funded by the CARES Act.	Exempt	\$ 75,000.00	*
Operating					
7	Castle Branch, Inc.	Background Documentation Tracking/Healthcare, and Criminal Record Research, RFP No. 03-20 / This is the 2nd year of a 2 year contract for background documentation tracking/healthcare, and criminal record research and is paid directly by nursing and certificate healthcare program students. FY20 \$100,000.	RFP	\$ 100,000.00	*
8	BSN Sports, Inc. NJCCC Consortium	Athletic Uniforms, Sports Apparel and Supplies / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of athletic uniforms, sports apparel and supplies. This contract is funded by the Athletic Budget. FY20 \$33,192.	Exempt	\$ 44,000.00	*

9	Innovative Risk Solutions; Brown & Brown; Acrisure; Meeker Sharkey & Hurley; Doyle Alliance Group; CBIZ Employee Benefits	Employee Benefits Consultancy Services, RFQ No. 04-2020 / This is the 2nd year of a 2 year contract for pre-qualified firms to provide consulting services for health related insurance coverage to include medical, prescription, dental and/or short-term disability. These contracts will be funded by the Human Resources Budget.	RFQ	\$ 17,500.00 *
10	Constellation New Energy - Gas Division, LLC NJCCC Consortium	Natural Gas / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a 2-year contract with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of natural gas and is funded by the Operating Budget. FY20 \$545,990.	Exempt	\$ 600,000.00 *
11	Brightview Holdings, Inc.	Snow Removal Services, Bid No. 19-28 / This is the 2nd year of the contract with an option for a 3rd year renewal for snow removal services and is funded by the Facilities Budget. FY20 \$135,374.50.	Bid	\$ 200,000.00 *
12	CDWG	Network Switches / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of 4 Cisco Network Switches which were damaged during the tornado. This contract is funded by Risk Management.	Exempt	\$ 21,252.80

* Estimated expense based on historical data

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending September 30, 2020 which totaled \$2,864,359.49. 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 October 20, 2020.

October 27, 2020: Vice President Finance & Operations, Teresa Manfreda

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting October 22, 2020.

October 27, 2020: Vice President Finance & Operations, Teresa Manfreda

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

	FY21 Budget	8/31/2020	Increase/ (Decrease)	FY20 Projected
Operating				
Revenues:				
Tuition	\$ 36,074,791	16,702,645	(500,000)	\$ 35,574,791
State	10,285,798	794,292	(1,484,802)	8,800,996
County	20,027,019	3,337,836	-	20,027,019
Fees	11,290,301	5,112,341	(251,612)	11,038,689
Continuing & Professional Studies	3,450,000	384,333	(845,000)	2,605,000
Other Income	689,500	13,340	(189,500)	500,000
Total Revenue	\$ 81,817,409	26,344,787	(3,270,914)	\$ 78,546,495
Expenditures:				
Academic Affairs	30,039,912	1,389,339	(1,000,000)	29,039,912
Benefits	15,704,750	2,190,976	(250,000)	15,454,750
Finance & Operations	9,038,371	1,145,716	(280,000)	8,758,371
Student Success Division	7,842,230	836,318	(550,000)	7,292,230
General Expenses	4,170,249	806,352	(380,000)	3,790,249
Continuing & Professional Studies	3,011,351	269,233	(300,000)	2,711,351
Utilities	2,208,377	276,982	(300,000)	1,908,377
Human Resources & Safety	2,381,854	354,650	(50,000)	2,331,854
Advancement Division	1,291,881	217,001	(50,000)	1,241,881
Planning & Inst. Effectiveness	383,135	81,661	(5,000)	378,135
President & BOT	466,924	88,822	(1,500)	465,424
Total Expenditures	\$ 76,539,034	7,657,049	(3,166,500)	\$ 73,372,534
Other Cash Requirements				
Debt Principal	1,655,000	1,655,000	-	1,655,000
Interest Expense	1,328,375	122,887	-	1,328,375
TIP/TECH	2,295,000	923,871	-	2,295,000
	\$ 5,278,375	2,701,758	-	\$ 5,278,375
Excess Revenue/Expenditures Projected				\$ (104,413)
Auxiliary				
Receipts	1,087,214	20,169	(983,893)	543,607
Disbursements	2,004,374	176,872	(795,112)	1,000,000
Profit/(Loss) Auxiliary	\$ (917,160)	(156,703)	(188,781)	\$ (456,393)
Excess Revenue/Expenditures Projected				\$ (456,393)
Capital				
Revenues:				
State Chapter 12	2,900,000	12,238	-	2,900,000
County	2,900,000	12,238	-	2,900,000
Risk Management	-	75,000	-	400,000
Total Revenue	\$ 5,800,000	99,476	-	\$ 6,200,000
Expenditures:				
State Chapter 12	\$ 2,900,000	12,238	-	\$ 2,900,000
County Chapter 12	2,900,000	12,238	-	2,900,000
ELF	-	-	-	-
Risk Management	-	402,136	500,000	500,000
Total Expenditures	\$ 5,800,000	426,612	500,000	\$ 6,300,000
Excess Revenue/Expenditures Projected				\$ (100,000)
Total Excess Revenue/Expenditures All Funds Projected				\$ (660,806)

Brookdale Community College
Cash Balance Analysis
As of August 31, 2020

	FY18	FY19	FY20	FY21
July	\$ 8,467,104.38	\$ 7,558,721.38	\$ 10,694,336.61	\$ 19,820,616.03
August	10,794,724.59	13,791,437.47	25,206,886.85	24,471,328.78 *
September	8,116,282.16	17,135,494.98	13,041,992.34	
October	12,704,404.96	14,911,885.92	18,338,044.75	
November	12,851,711.00	13,655,458.27	16,867,655.45	
December	9,253,180.00	10,237,929.92	14,167,967.32	
January	13,533,588.30	17,083,793.40	22,742,013.89	
February	12,149,359.50	21,768,631.56	25,206,414.03	
March	10,721,561.17	20,122,253.27	24,884,753.24	
April	12,993,416.87	17,790,854.81	21,010,892.16	
May	12,510,624.36	16,672,952.29	24,535,881.00	
June	10,477,369.61	14,116,437.62	22,510,949.43	

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.
Cash decreased \$735,558.07 from prior year.

* Current month cash detail

General Fund Account	\$ 4,335,745.93	Interest earned: 7/1/19-6/30/20	\$ 14,459.56
Operating Fund Account	18,381,717.48	7/1/20-8/31/20	124.37
Payroll Account	1,721,594.51		\$ 14,583.93
Credit Card Account	32,270.86		
	<u>\$ 24,471,328.78</u>		

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

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) 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.

Contractor will be onsite September 8 to address the balance of the punch list items. We note a tornado touched down on the fields damaging some outfield fencing and overturning the existing soccer bleachers.

2) 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.

Final walk through with the college was held on October 5, 2020 and a punch list was generated and provided to the contractor.

3) 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.

ClearSpan is currently on site disassembling the building. New blocks are being delivered as of the date of this report.

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.

Roofing punch list work is complete. Contractor has ordered thresholds for all door access points to complete the project.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

2) ATEC RETAINING WALL

Suburban Consulting Engineers was awarded the design work for the retaining wall and additional drainage. Work at the BOT on July 28, 2020 in the amount of \$43,700.00

Suburban is working on the design.

3) ROOF REPAIRS – PHASE 3

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

Scoping has been finalized and is to be approved by the BOT prior to commencing with the design plans.

4) ADA AND MISCELLANEOUS DOOR REPLACEMENT

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

Anticipated start date is September 14, 2020.

5) SOUND PANEL INSTALLATION -WALL CAMPUS

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

Delivery of sound blanket expected by late September. Surround has been installed.

6) REPLACEMENT OF HVAC SYSTEM BAC BUILDING

Design Resources Group, Inc has been awarded a professional service contract in the amount of \$23,900.00 for the design of the replacement of the HVAC System at the BAC Building. Project design was awarded at the December 17, 2019 BOT meeting. Project was awarded to Epic Mechanical in the amount of \$583,000.00.

Minor punch list work remains prior to close out

7) ROOF REPLACEMENT AND REPAIRS FREEHOLD CAMPUS

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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

Work on the project commenced on August 26, 2020. Project is expected to be completed by the end of September.

8) TUNNEL DOOR REPLACEMENT

The project involves the replacement of fire and security doors and the specifications were prepared by Brookdale Community College staff. C and M Door Control was awarded the project in the amount of \$73,497.00 at the May 27, 2020 BOT meeting. Kick off meeting was held on June 10, 2020.

Project is complete with the exception of lock cylinders.

9) SECURITY CAMERA AND SURVEILLANCE SYSTEM

This work is being coordinated by the IT Department. SHI is the installer for the work. Their bid in the amount of \$1,023,470.99 was approved at the BOT on June 23, 2020. Total contract amount including equipment is \$1,334,872.72.

Project consists of security camera installation at the Lincroft, Freehold, Hazlet, and Long Branch campuses. Materials have been ordered and are arriving onsite. The contract with SHI is being finalized.

10) PARKING LOT REPAVING

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

Parking lot 5 to be repaved through a cooperative agreement with Monmouth County. A revised cost estimate was submitted and approved by the Executive Committee and is scheduled for full board approval in September. Construction is scheduled to start in late September 2020.

C. DESIGN/STUDIES/REPORTS

1. FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

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

2. NEW ACADEMIC BUILDING-WALL CAMPUS

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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

Facilities is coordinating a site inspection from the Manufacturer's representative. It is tentatively scheduled for September 29, 2020 pending approval of work order.

3. MAN REAR VESIBULE SLAB LEAKAGE

T&M investigated the vestibule slab at the rear of the MAN building. The slab is poorly pitched and water leakage into the building is an issue. An inspection summary was issued reviewing the existing conditions of concern. T&M will issue a report after reviewing the structural drawings for the vestibule.

Facilities is researching additional plans that may contain information relevant to the stair construction.

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

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

G:\Projects\BRCC\G2101\Calculations & Reports\10-07-20 PROJECT STATUS REPORT.docx

BROOKDALE COMMUNITY COLLEGE

AGREED-UPON PROCEDURES REPORT ON SCHEDULE OF TOTAL CREDIT HOUR ENROLLMENTS

JUNE 30, 2020

BROOKDALE COMMUNITY COLLEGE

Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollment

June 30, 2020

C O N T E N T S

Independent Accountants Agreed-Upon Procedures Report	1 - 3
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Schedules:

Total Credit Hour Enrollments (Schedule A)	4
Sampling Methodology and Results for Confirmation for Student Enrollment (Schedule B)	5
Base Chargeback Rate Per In-County Hour (Schedule C)	6

INDEPENDENT ACCOUNTANTS AGREED-UPON PROCEDURES REPORT

Brookdale Community College
765 Newman Springs Road
Lincroft, NJ 07738-1543

We have performed the procedures enumerated below, which were agreed to by Brookdale Community College (the “College”), the New Jersey Department of the Treasury, Office of Management and Budget and the New Jersey Council of County Colleges (“NJCCC”) solely to assist you in connection with your reporting requirements, as set forth in the 2020 Statement of Auditing and Accounting Standards for County Colleges (“Standards”) recommended by the New Jersey Council of County Colleges for use by the New Jersey Department of the Treasury, for the year ended June 30, 2020.

The College’s management is responsible for meeting those requirements and maintaining records in accordance with these Standards. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We applied and observed the following during our agreed-upon procedures performed for the year ended June 30, 2020:

1. From the College’s master list of fundable credit courses offered during the year ended June 30, 2020, we selected a sample of 40 courses and chose one student from each course during fiscal year ended June 30, 2020 and performed the following procedures:
 - a. Sent positive confirmation letters to all students included in the sample. The letters specifically attempted to confirm the student’s enrollment in the particular course sampled, the amount billed for the semester, the amount paid for the semester, and the remaining balance due. Information concerning the methodology and results of this procedure is included in Schedule A of this report.

No exceptions were noted as a result of this procedure.

- b. Traced the courses sampled to the NJCCC's list of approved credit courses and determined that: (1) the courses were approved for funding in the year ended June 30, 2020; and (2) the number of credit hours claimed by the College agreed to the number of credit/contract hours approved by NJCCC.

No exceptions were noted as a result of this procedure.

- c. Examined source documentation for each course/student in the sample (e.g. registration records, grade assignments, payment records, class rosters, attendance records, etc.) to (1) verify the validity of the quantitative representations made on the management-prepared schedules; (2) make sure that adequate descriptions and course outlines were available for each course, in accordance with state funding requirements; and (3) determine the audit trail is valid and adequate for certification of the schedule of credit hour enrollments and Base Chargeback Rate per In-County Credit Hour.

No exceptions were noted as a result of this procedure.

2. Reviewed compliance with the 2020 Statement of Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasury.

No exceptions were noted as a result of this procedure.

3. Multiplied reported credit hours by appropriate standard tuition charges per credit hour and compared the result to tuition income per the relevant general ledger tuition income accounts.

No exceptions were noted as a result of this procedure.

4. Reviewed that the eligible portion of grant funded courses was calculated and reported accurately.

The College did not conduct any eligible grant funded courses during the year ended June 30, 2020.

5. Reviewed all contracts for the delivery of community college courses that were claimed for state aid to determine that the College demonstrated direct costs and control of the courses.

No exceptions were noted as a result of this procedure.

6. Obtained the accompanying Schedule B - Total Credit Hour Enrollments, for the year ended June 30, 2020, prepared by management of the College. We reviewed the documentation underlying the calculation of credit hour enrollments, and recalculated all columns and rows to verify mathematical accuracy.

No exceptions were noted as a result of this procedure.

7. Obtained the accompanying Schedule C - Base Chargeback Rate Per In-County Credit Hour, for the year ended June 30, 2020, prepared by management of the College. Verified, from the sample of 40 students selected in Procedure 1, those that were resident, in-county students (34 of 40), and determined that they were properly classified with in-county enrollments by verifying they resided in the county. We also recalculated the Base Chargeback Rate Per In-County Credit Hour, as shown on Schedule C.

No exceptions were noted as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the items referred to above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Brookdale Community College, the New Jersey Department of the Treasury, Office of Management and Budget, and the New Jersey Council of County Colleges and is not intended to be, and should not be, used by anyone other than the specified parties.

Certified Public Accountants
Braintree, Massachusetts

DATE

BROOKDALE COMMUNITY COLLEGE

Sampling Methodology and Results for Confirmation for Student Enrollment

Schedule A

For the Year Ended June 30, 2020

Credit Student Enrollment

Methodology:

A sample of 60 students was arrived at using the following parameters:

Confidence level	90%
Expected rate of occurrence	0.0%
Maximum tolerable error rate	5.0%

Results:

Mailed	40
Returned	13
Returned correct	13
Returned with exceptions	None
Returned undelivered	None

Alternate procedures were applied to the confirmations that had no responses to determine course enrollments.

BROOKDALE COMMUNITY COLLEGE

Total Credit Hour Enrollments

Schedule B

For the Year Ended June 30, 2020

	Summer III 2019 <u>Term</u>	Fall 2019 <u>Term</u>	Winter and Spring 2020 <u>Term</u>	Summer I & II 2020 <u>Term</u>	Total Fiscal Year
Credit Hours	<u>6,648</u>	<u>112,089</u>	<u>101,163</u>	<u>20,223</u>	<u>240,123</u>
			In-County Credit Hours		207,888
			Out of County Credit Hours		<u>32,235</u>
					<u>240,123</u>

BROOKDALE COMMUNITY COLLEGE

Base Chargeback Rate Per In-County Credit Hour

Schedule C

For the Year Ended June 30, 2020

Total In-County Resident Enrollment Credit Hours	207,888
Divided by 30 Credit Hours	<u>30</u>
Resident FTE	<u>6,930</u>
Total County Aid	\$ 20,027,019
Divided by Resident FTE	<u>6,930</u>
Base Chargeback Rate per In-County FTE	2,890
Divided by 30	<u>30</u>
Base Chargeback Rate per In-County Credit Hour	\$ 96.34

4.3 *Legal Costs, Government Relations, and Public Relations*

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public no later than November 1 each year, “an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations.”

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 20, 2020.

October 27, 2020: Vice President Finance & Operations, Teresa Manfreda

Brookdale Community College
Report of Legal Fees, Government Relations, and Public Relations
For the Fiscal Years 2020 and 2019

	FY20	FY19
Legal Fees	\$134,625	\$167,538
Government Relations	36,000	36,000
Public Relations	<u>34,465</u>	<u>39,580</u>
TOTAL	<u>\$205,090</u>	<u>\$243,118</u>

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.0001 Naming Rights

I. Title of Policy

Naming Rights

II. Objective of Policy

To set standards to ensure that all College buildings, facilities, grounds, equipment, awards, programs or other College assets are named in a manner consistent with the vision, mission and values of the College.

~~The College seeks to generate private financial support through the Brookdale Community College Foundation by providing opportunities for naming rights in the form of 1) philanthropic support and 2) sponsorships. An updated articulated Naming Rights Policy will insure that the reputation and integrity of the College are maintained and that a fair, equitable and transparent process is in place. An articulated revised and updated Naming Rights Policy provides a framework for seizing new opportunities to generate philanthropic and sponsorship financial support through the Brookdale Community College Foundation and provide significant financial support for College programs, projects and initiatives including but not limited to scholarships, professional staff and faculty development, Brookdale Innovation Grants, and deferred maintenance.~~

III. Authority

New Jersey Statues: County Colleges, 18A--64A

IV. Policy Statement

The College seeks to generate private financial support through the Brookdale Community College Foundation by providing opportunities for naming rights in the form of 1) philanthropic support and 2) sponsorships. An articulated Naming Rights Policy will insure that the reputation and integrity of the College are maintained and that a fair, equitable and transparent process is in place. An articulated revised and updated Naming Rights Policy provides a framework for seizing new opportunities to generate philanthropic and sponsorship financial support through the Brookdale Community College Foundation and provide significant financial support for College programs, projects and initiatives including but not limited to scholarships, professional staff and faculty development, Brookdale Innovation Grants, and deferred maintenance.

The College Board of Trustees, the President, and the Brookdale Community College Foundation shall follow defined, transparent and consistent processes/guidelines in the naming of buildings, facilities, grounds, equipment, awards, programs or other assets. These processes/guidelines will define the scope of permissible naming ~~areas~~assets and programs; compatibility with the College Promotion, Advertising and Sponsorship Regulation (2.8000R); consistency with the College Acceptance of Gifts and Grants Regulation (2.000R); philanthropic donations; time--limited sponsorships; “de-naming” procedures and protocols, and more.

V. Responsibility for Implementation

President and Board of Trustees

Proposed: 2/21/13

Approved: 2/21/13

Replaces previous 2.0001 Naming of Buildings (effective 2/13)

Updated: X/X/2020

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.0001 Naming Rights

I. Title of Policy

Naming Rights

II. Objective of Policy

To set standards to ensure that all College buildings, facilities, grounds, equipment, awards, programs or other College assets are named in a manner consistent with the vision, mission and values of the College.

III. Authority

New Jersey Statutes: County Colleges, 18A-64A

IV. Policy Statement

The College seeks to generate private financial support through the Brookdale Community College Foundation by providing opportunities for naming rights in the form of 1) philanthropic support and 2) sponsorships. An articulated Naming Rights Policy will insure that the reputation and integrity of the College are maintained and that a fair, equitable and transparent process is in place. An articulated revised and updated Naming Rights Policy provides a framework for seizing new opportunities to generate philanthropic and sponsorship financial support through the Brookdale Community College Foundation and provide significant financial support for College programs, projects and initiatives including but not limited to scholarships, professional staff and faculty development, Brookdale Innovation Grants, and deferred maintenance.

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V. Responsibility for Implementation

President and Board of Trustees

Proposed: 2/21/13
Approved: 2/21/13
Replaces previous 2.0001 Naming of Buildings (effective 2/13)
Updated: X/X/202

Brookdale Community College College Policy

4.1000 Tuition and Fees

I. Title of Policy

Tuition and Fees

II. Objective of Policy

To set a tuition and fee schedule and structure to ensure that revenue from tuition and fees is sufficient to achieve the budget set for the school year.

III. Authority

New Jersey Statutes 18A: 3B, 18A:64A-12; the Board of Trustees Bylaw 1.3054, and its own policies and regulations, including 2.0003, Policy Items Requiring Action by the President and 2.0004R, Action by the Board of Trustees.

IV. Policy Statement

A tuition and fee schedule shall be proposed by the President in furtherance of the annual budget process. The tuition schedule shall include separate rates for residents of Monmouth County, residents of other New Jersey counties, out-of-state residents, and students enrolled in special programs. The schedule will be developed to provide budgeted revenue not estimated to be met from state, county and other sources.

A schedule of tuition and fees shall be adopted by the Board of Trustees when it approves the College budget, and revised from time to time, when appropriate and necessary.

~~It is the responsibility of the President to inform~~ The President shall have the responsibility of informing students and the general public of all tuition and fees so adopted in a timely fashion.

Revisions to the schedule of tuition and fees may, under extraordinary circumstances be proposed by the President during the academic year. Such revisions must be approved by the Board of Trustees.

Discounts can be applied to select groups as approved by ~~by as maybe~~ the President and Board of Trustees.

The requirements for refunds ~~Requirements for any the granting of any refund~~ of tuition and/or fees are outlined in the College's regulations. ~~shall be provided by College regulations which which~~ are developed by the Administration and approved by the

President. Such regulations shall ensure that the College retains funds adequate to cover its direct and indirect costs for services rendered.

V. Responsibility for Implementation

President and Board of Trustees

Approved: Board of Trustees 5/24/73

Revised: 10/24/96

Addendum: January 15, 2004

Approved 12/11/03

Updated: X/X/2020

Brookdale Community College College Policy

4.1000 Tuition and Fees

I. Title of Policy

Tuition and Fees

II. Objective of Policy

To set a tuition and fee schedule and structure to ensure that revenue from tuition and fees is sufficient to achieve the budget set for the school year.

III. Authority

New Jersey Statutes 18A: 3B, 18A:64A-12; the Board of Trustees Bylaw 1.3054, and its own policies and regulations, including 2.0003, Policy Items Requiring Action by the President and 2.0004R, Action by the Board of Trustees.

IV. Policy Statement

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The requirements for refunds of tuition and/or fees are outlined in the College's regulations which are developed by the Administration and approved by the President. Such regulations shall ensure that the College retains funds adequate to cover its direct and indirect costs for services rendered.

V. Responsibility for Implementation

President and Board of Trustees

Approved: Board of Trustees 5/24/73

Revised: 10/24/96

Addendum: January 15, 2004

Approved 12/11/03

Updated: X/X/2020

Brookdale Community College College Policy

4.7001 Red Flag Identity Theft Prevention Program

I. Title of Policy

Red Flag Identity Theft Prevention Program

II. Objective of Policy

The College hereby establishes an identity theft program ("the Program") to comply with the "Red Flags Rule," promulgated by the Federal Trade Commission (FTC). ~~The Program is designed to detect, prevent and mitigate identity theft, which is a threat to the well-being of the College community.~~ The Red Flags Rule requires institutions such as the College to implement a written identity theft program to help identify any of the relevant "red flags" that indicate theft in daily operations of the College.

III. Authority

The "Red Flag Rule" has been promulgated by the FTC in the FTC's implementation of Sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003, an amendment to the Fair Credit Reporting Act (FCRA) pursuant to U.S.C. 1681s(a)(1).

IV. Policy Statement

The Red Flag Rule requires institutions that hold "covered accounts" (accounts as to which a person makes repeat payments) to develop and implement an identity theft prevention program for new and existing accounts in order to prevent identity theft crime and to mitigate its damage.

The President will develop College Regulations and procedures as required to ensure compliance with the Program which shall include reasonable steps to:

1. Identify relevant Red Flags for covered accounts that the College offers or maintains and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and
4. Ensure that the Program is updated periodically to reflect changes in risks to College consumers and to the safety and soundness of the College from identity theft.

V. Responsibility for Implementation

President

Lodged: August 13, 2009

Approved: September 10, 2009

[Updated: X/X/2020](#)

Brookdale Community College College Policy

4.7001 Red Flag Identity Theft Prevention Program

I. Title of Policy

Red Flag Identity Theft Prevention Program

II. Objective of Policy

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III. Authority

The “Red Flag Rule” has been promulgated by the FTC in the FTC’s implementation of Sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003, an amendment to the Fair Credit Reporting Act (FCRA) pursuant to U.S.C. 1681s(a)(1).

IV. Policy Statement

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The President will develop College Regulations and procedures as required to ensure compliance with the Program which shall include reasonable steps to:

1. Identify relevant Red Flags for covered accounts that the College offers or maintains and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and
4. Ensure that the Program is updated periodically to reflect changes in risks to College consumers and to the safety and soundness of the College from identity theft.

V. Responsibility for Implementation

President

Lodged: August 13, 2009

Approved: September 10, 2009

Updated: X/X/2020

Submitted for approval: October 27, 2020

Page **2** of **2**

BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY

5.0036 Institutional Review Board

I. Title of ~~policy~~Policy

Institutional Review Board

II. Objective of Policy

To establish an administrative body to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the College. responsibility for the Human Subjects Review Process.

III. Authority

~~Code of Federal Regulations: Title 45, Part 46, 45 CFR 46.101–505.~~ Protection of Human Subjects

IV. Policy Statement

In order to ensure that Brookdale Community College is in compliance with federal guidelines and standards for research by assuring that human beings exposed to or participating in any research procedures are adequately protected, the Board of Trustees delegates to the President the authority to establish an Institutional Review Board for Human Subjects Research.

V. Responsibility for Implementation

President

Lodged: 5/14/09

Approved: 6/11/09

Updated: X/X/2020

**BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY**

5.0036 Institutional Review Board

I. Title of Policy

Institutional Review Board

II. Objective of Policy

To establish an administrative body to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the College.

III. Authority

45 CFR 46.101–505, Protection of Human Subjects

IV. Policy Statement

In order to ensure that Brookdale Community College is in compliance with federal guidelines and standards for research by assuring that human beings exposed to or participating in any research procedures are adequately protected, the Board of Trustees delegates to the President the authority to establish an Institutional Review Board for Human Subjects Research.

V. Responsibility for Implementation

President

Lodged: 5/14/09

Approved: 6/11/09

Updated: X/X/2020

BROOKDALE COMMUNITY COLLEGE **COLLEGE POLICY**

6.1000 Admission Policy

I. Title of Policy

Admission Policy

II. Objective of Policy

To maintain admissions regulations and procedures that are sufficiently flexible to adjust to the educational needs of the community.

III. Authority

Higher Education Restructuring Act of 1994; Higher Education Opportunity Act of 2008

IV. Policy Statement

Brookdale Community College (the “College”) is an equal opportunity/affirmative action institution. The College shall admit, to the extent of its physical and financial resources, anyone 18 years of age or older, or anyone who is a high school graduate or holder of an equivalency diploma, and individuals not possessing a high school diploma or equivalency diploma who are at least 18 years of age and have not attended high school for at least one year. In addition, high school students eligible for the Fast Start Program, Dual Enrollment Program, Early College High School Program or Middle College High School Program may apply for admission to credit programs or credit courses. Admissions priority is given to Monmouth County residents. All active duty military stationed in Monmouth County and their family members are considered Monmouth County residents for tuition purposes. Students will be admitted upon proof of vaccinations per U.S. Department of Education policy.

Where specific skill deficiencies are identified, the College reserves the right to require applicants to take non-credit developmental courses in reading, language skills, computation or basic algebra.

Should it be necessary to limit enrollment due to insufficient facilities, staff, and/or funds, admission shall be on a first-come first-served basis.

Admission to the College does not imply admission to all programs. Accordingly, admission to specialized programs requiring external clinical experiences or programs bound by contractual regulations may be limited. Also, admission to such specialized programs is subject to additional criteria and restrictions.

The Disabilities Services office ensures compliance with federal and state laws, that no qualified student with a disability be excluded from participation in, or be denied the

benefits of, services, programs or activities of the College, or be subject to discrimination by the College or its personnel.

Consistent with federal and state guidelines, the College will conduct appropriate assessment and evaluation of a student's ability to benefit, and honor a "leave of absence" protocol for students serving in the military, per the Higher Education Opportunity Act of 2008.

V. Responsibility for Implementation

President.

Approved: 3/17/69

Revised: 6/29/95

Revised: October 2010

Approved: January 2011

Updated: X/X/2020

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

6.1000 Admission Policy

I. Title of Policy

Admission Policy

II. Objective of Policy

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III. Authority

Higher Education Restructuring Act of 1994; Higher Education Opportunity Act of 2008

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Consistent with federal and state guidelines, the College will conduct appropriate assessment and evaluation of a student's ability to benefit, and honor a "leave of absence" protocol for students serving in the military, per the Higher Education Opportunity Act of 2008.

V. Responsibility for Implementation

President.

Approved: 3/17/69

Revised: 6/29/95

Revised: October 2010

Approved: January 2011

Updated: X/X/2020

BROOKDALE COMMUNITY COLLEGE **COLLEGE POLICY**

6.2000 Financial Aid Policy

I. Title of Policy

Financial Aid Policy

II. Objective of Policy

To maximize the opportunity for students to achieve their educational goals regardless of financial resources and to clarify the conditions under which financial aid can be awarded.

III. Authority

Board of Trustees Policy No. 4.1004; [HEA \(r\)\(1\) and \(r\)\(2\)](#)

IV. Policy Statement

It is generally accepted that financial assistance plays an integral role in the admission and retention of students. Inability to meet educational expenses can adversely influence students' educational goals: [and their ability to earn secondary education.](#)

The President ~~shall implement~~ has implemented a financial aid program which ~~will~~ maximizes the opportunity for students to achieve their educational goals regardless of financial resources. To this end the ~~College President shall seek to secure~~s financial assistance funds from available sources. The President ~~shall reports~~ to the Board of Trustees on the financial aid program once each summer annually.~~rA.~~

The financial aid program may include but is not limited to:

1. Grants and scholarships
2. Loans
3. Part-time employment both on and off the campus
4. ~~Tuition waivers within budget limitations~~
5. Combinations of all of the above

~~In distributing aid, priority consideration shall be given to full-time students. (Exceptions may be made if funds are earmarked specifically for part-time students.)~~

~~Students convicted for any criminal offense involving drugs will may result in loss of eligibility for any financial aid. Federal guidelines mandate that a Federal or State drug conviction can disqualify a student for Federal Student Aid Funds. Federal and State guidelines may disqualify a student from receiving Federal any Student Aid Funds~~

IV. - Responsibility for Implementation

President

Approved: 9/17/69

Revised: 7/12/01

Revised: October 2010

Approved: January 2011

Updated: X/X/2020

Related Regulation: 6.2000R Financial Aid Program

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

6.2000 Financial Aid Policy

I. Title of Policy

Financial Aid Policy

II. Objective of Policy

To maximize the opportunity for students to achieve their educational goals regardless of financial resources and to clarify the conditions under which financial aid can be awarded.

III. Authority

Board of Trustees Policy No. 4.1004; HEA (r)(1) and (r)(2)

IV. Policy Statement

It is generally accepted that financial assistance plays an integral role in the admission and retention of students. Inability to meet educational expenses can adversely influence students' educational goals and their ability to earn secondary education.

The President has implemented a financial aid program which maximizes the opportunity for students to achieve their educational goals regardless of financial resources. To this end the College secures financial assistance funds from available sources. The President reports to the Board of Trustees on the financial aid program annually.

The financial aid program may include but is not limited to:

1. Grants and scholarships
2. Loans
3. Part-time employment both on and off the campus
4. Combinations of all of the above

Federal and State guidelines may disqualify a student from receiving any Student Aid Funds.

V. Responsibility for Implementation

President

Approved: 9/17/69
Revised: 7/12/01
Revised: October 2010
Approved: January 2011

Updated: X/X/2020

Related Regulation: 6.2000R Financial Aid Program

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.1001 Title IX Policy Against Sexual Harassment

I. Title of Policy

Title IX Policy Against Sexual Harassment

II. Objective of Policy

To affirm the College's commitment to create and maintain an environment that is free from sexual harassment, including domestic violence, dating violence, sexual assault and/or stalking. As a result of this Board policy and as required by law, Brookdale Community College is compliant with Title IX, the Violence Against Women Reauthorization Act (VAWA) and the obligations on all post-secondary institutions under its Campus Sexual Violence Act (SaVE).

III. Authority

All applicable legislation including but not limited to the Clery Act by the Violence Against Women Reauthorization Act (VAWA) of 2013; the Campus SaVE Act of 2012; Title IX of the Education Amendments of 1972, as amended, 34 C.F.R. 106, effective 8/14/2020; the Prevention of Domestic Violence Act of 1991, N.J.S.A. 2C:25-17 et seq; State of New Jersey P.L. 1994, Chapter 160; other applicable State or Federal law; and the Bylaws of the Board of Trustees.

IV. Policy Statement

Brookdale Community College is committed to prevention of sexual harassment so that no student or employee shall engage in such behavior or be victimized by such behavior. This includes, as defined by Title IX, domestic violence, dating violence, sexual assault, stalking, the conditioning by an employee of an aid, benefit or service on an individual's participation in unwelcome sexual conduct, and unwelcomed conduct determined by a reasonable person to be so severe and pervasive and objectively offensive that it effectively denies a person equal access to an education program or activity. The College offers free supportive measures to involved parties; a fair and equitable complaint procedure; the ability to pursue informal resolution; prevention, awareness, risk reduction, compliance, and bystander intervention information; crime statistics; methods for reporting incidents; and ensures confidentiality to the extent possible. Relevant College policies, regulations and procedures are disseminated to the campus community annually.

As required by law, the Brookdale Community College Annual Security Report contains policy statements and crime statistics for all Brookdale locations.

Also see Policy 3.9002 and Regulation 3.9002R, Equal Opportunity and Non-Discrimination, which use a broader definition of sexual harassment than this policy, consistent with other State and federal laws that also prohibit sexual harassment. Therefore, complaints of sexual harassment alleged to have been committed by an employee or third parties that do not fall within the scope of this policy may still be investigated under Policy 3.9002.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 1/15/1998

Approved: 6/19/2014

Revised: 1/29/2015

Approved: 2/26/2015 Revised:

Lodged, 5/19/2015

Approved: Board of Trustees, 6/25/2015

Note: Policy 6.1002 Campus Sexual Assault Victim's Bill of Rights was retired and replaced with Policy 2.1001 SaVE Act and Violence Against Women Act.

Approved: Board of Trustees, XX/XX/XXXX, previously named 2.1001 SaVE Act and Violence Against Women Act

Supporting Documents

1. 3.9009 Involuntary Administrative Leave Policy
2. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act
3. Annual Clery Report

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

I. Title of Policy

3.9002 Equal Opportunity and Non-Discrimination

II. Objective of Policy

To provide equal opportunity in all areas of the College's employment and educational practices, to foster a safe and non-discriminatory workplace and educational environment in all areas of College operations and programs and to provide a discrimination free workplace and educational environment.

III. Authority

All applicable legislation including but not necessarily limited to Executive Order 11246 as amended by Executive Order 11375; the Civil Rights Acts of 1964 and 1991; the Age Discrimination in Employment Act of 1967 as amended by the Older Workers Benefit Protection Act of 1990; the Equal Pay Act of 1963; Genetic Information Nondiscrimination Act of 2008; the Rehabilitation Act of 1973; Vietnam-Era Veterans Readjustment Assistance Act of 1974; Uniformed Services Employment and Reemployment Rights Act; Section 504 of the Rehabilitation Act of 1973 as amended; Americans with Disabilities Act of 1991 and the ADAA of 2008; N.J.S.A. 10:5-1, et seq.- the New Jersey Law Against Discrimination and N.J.S.A. 10:6-1, et seq.- the New Jersey Civil Rights Act, Title 18A of the New Jersey Statutes; other applicable State and Federal law, and the Bylaws of the Board of Trustees.

IV. Policy Statement

This Policy extends to recruitment and hiring, working conditions, pay and benefits, professional development opportunities, performance review, promotion, and all other terms and conditions of employment. Furthermore, the College shall not discriminate or permit harassment or a hostile environment on the basis of any protected class in employment or the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

The College is an equal opportunity education institution and does not discriminate on the basis of race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities, AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law), atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status, citizenship

status, or any other group status protected by law, unless required by a bona fide occupational qualification. All forms of unlawful discrimination or harassment including sexual harassment, which is a form of unlawful gender discrimination, are prohibited.

For the accompanying Regulation and for the Internal Procedures for Complaints Alleging Discrimination, Harassment or Hostile Work Environment in the Workplace or Education Programs, see [3.900XR9002R](#). ~~(make this a link to the reg)~~

This Policy does not apply to sexual harassment that is prohibited by Title IX of the Education Amendments Act of 1972, as amended, [34 C.F.R. 106](#), including sexual assault, dating violence, domestic violence, and stalking. Such conduct is covered by Policy 2.1001 [Title IX Policy Against Sexual Harassment](#) and the accompanying Regulation, 2.1001R [Title IX Regulation Against Sexual Harassment](#). ~~(make both the policy and reg links).~~

Allegations of sexual harassment that fall within the scope of [Policy 2.1001](#) ~~the~~ Title IX Policy [Against Sexual Harassment](#) (hereinafter “Title IX Policy”) must be handled in accordance with the Title IX Policy and are excluded from the scope of this Policy and accompanying regulation. However, this policy utilizes a broader definition of sexual harassment than the Title IX Policy, consistent with other State and Federal laws that also prohibit sexual harassment. Therefore, complaints of sexual harassment alleged to have been committed by employees or third parties that do not fall within the scope of the Title IX ~~policy~~ [Policy](#) may still be investigated under this Policy.

V. Responsibility for Implementation

President

Approved: 11/16/1989

Revised: 6/27/1996

Revised: 9/25/2018, replaces Affirmative Action Policy

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

~~Revised: XX/XX/2020, previously named 3.9002 Non-Discrimination and Policy 3.9007 Equal Opportunity and Anti-Discrimination retired on XX/XX/XXXX~~

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

I. Title of Policy

3.9002 Equal Opportunity and Non-Discrimination

II. Objective of Policy

To provide equal opportunity in all areas of the College's employment and educational practices, to foster a safe and non-discriminatory workplace and educational environment in all areas of College operations and programs and to provide a discrimination free workplace and educational environment.

III. Authority

All applicable legislation including but not necessarily limited to Executive Order 11246 as amended by Executive Order 11375; the Civil Rights Acts of 1964 and 1991; the Age Discrimination in Employment Act of 1967 as amended by the Older Workers Benefit Protection Act of 1990; the Equal Pay Act of 1963; Genetic Information Nondiscrimination Act of 2008; the Rehabilitation Act of 1973; Vietnam-Era Veterans Readjustment Assistance Act of 1974; Uniformed Services Employment and Reemployment Rights Act; Section 504 of the Rehabilitation Act of 1973 as amended; Americans with Disabilities Act of 1991 and the ADAA of 2008; N.J.S.A. 10:5-1, et seq.- the New Jersey Law Against Discrimination and N.J.S.A. 10:6-1, et seq.- the New Jersey Civil Rights Act, Title 18A of the New Jersey Statutes; other applicable State and Federal law, and the Bylaws of the Board of Trustees.

IV. Policy Statement

This Policy extends to recruitment and hiring, working conditions, pay and benefits, professional development opportunities, performance review, promotion, and all other terms and conditions of employment. Furthermore, the College shall not discriminate or permit harassment or a hostile environment on the basis of any protected class in employment or the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

The College is an equal opportunity education institution and does not discriminate on the basis of race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities, AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law), atypical hereditary cellular or blood trait, or because of the liability for

service in the Armed Forces of the United States, veteran status, citizenship status, or any other group status protected by law, unless required by a bona fide occupational qualification. All forms of unlawful discrimination or harassment including sexual harassment, which is a form of unlawful gender discrimination, are prohibited.

For the accompanying Regulation and for the Internal Procedures for Complaints Alleging Discrimination, Harassment or Hostile Work Environment in the Workplace or Education Programs, see 3.9002R.

This Policy does not apply to sexual harassment that is prohibited by Title IX of the Education Amendments Act of 1972, as amended, 34 C.F.R. 106, including sexual assault, dating violence, domestic violence, and stalking. Such conduct is covered by Policy 2.1001 Title IX Policy Against Sexual Harassment and the accompanying Regulation, 2.1001R Title IX Regulation Against Sexual Harassment.

Allegations of sexual harassment that fall within the scope of Policy 2.1001 Title IX Policy Against Sexual Harassment (hereinafter "Title IX Policy") must be handled in accordance with the Title IX Policy and are excluded from the scope of this Policy and accompanying regulation. However, this policy utilizes a broader definition of sexual harassment than the Title IX Policy, consistent with other State and Federal laws that also prohibit sexual harassment. Therefore, complaints of sexual harassment alleged to have been committed by employees or third parties that do not fall within the scope of the Title IX Policy may still be investigated under this Policy.

V. Responsibility for Implementation

President

Approved: 11/16/1989

Revised: 6/27/1996

Revised: 9/25/2018, replaces Affirmative Action Policy

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

Revised: XX/XX/2020, previously named 3.9002 Non-Discrimination and Policy 3.9007

Equal Opportunity and Anti-Discrimination retired on XX/XX/XXXX

Brookdale Community College College Policy

3.0004 Conducting Background Checks Policy

I. Title

Conducting Background Checks Policy

II. Objective

All candidates for employment who are 18 years of age and older, including faculty, administrators, police, and support staff in regular, temporary, adjunct, hourly and volunteer positions have certain credentials, criminal and other background information verified as a condition of employment.

III. Authority

The Bylaws of the Board of Trustees; New Jersey Opportunity to Compete Act, N.J.S.A. 34:6B-11 et seq.; Fair Credit in Reporting Act (FCRA), 15 U.S.C. 1681 et seq.

IV. Policy Statement

The College is committed to providing a safe and secure environment for its students and employees and protecting its financial and material assets. To achieve this objective, the College performs background checks on successful candidates. This policy is intended to assist the College in meeting its commitment of providing a safe and secure learning and working environment while ensuring that its mission and academic and community commitments are supported by qualified candidates.

All candidates for employment positions at the College in the categories noted above must undergo a background check and have certain credentials verified as a condition of employment.

The President is charged with establishing a regulation and processes for background checking to ensure a safe and secure environment.

V. Responsibility

President

Approved Board of Trustees, XX/XX/XXXX

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

**RESOLUTION ESTABLISHING REMOTE MEETING
PROCEDURES AND REQUIREMENTS FOR THE BROOKDALE
COMMUNITY COLLEGE BOARD OF TRUSTEES DURING
DECLARED STATES OF EMERGENCY**

WHEREAS, on March 9, 2020, Governor Murphy issued Executive Order 103 declaring a state of emergency as a result of the COVID-19 pandemic; and

WHEREAS, on March 16, 2020, Governor Murphy issued Executive Order 104, which announced aggressive social distancing measures as a result of the COVID-19 pandemic, which included encouraging employees to tele-work if feasible and limiting large social gatherings and in-person meetings such as those conducted by local government entities; and

WHEREAS, local government entities such as Brookdale Community College (the “College”) have continued to conduct public meetings and hearings during the COVID-19 pandemic remotely so as to continue the effective administration of government and to enable the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, the Division of Local Government Services (“DLGS”) issued remote meeting guidance in March 2020 to provide a list of possible solutions available for local government entities to host remote meetings in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq. (“OPMA”); and

WHEREAS, the Director of the DLGS has promulgated emergency regulations, codified at N.J.A.C. 5:39-1.1 to -1.7, which establish standard protocols for remote public meetings held by local government entities during a Governor-declared emergency, including minimum procedures to be followed to provide reasonable notice and to allow public input; and

WHEREAS, On September 24, 2020, the DLGS issued Local Finance Notice 2020-21, expounding upon the emergency regulations; and

WHEREAS, to allow the College to continue to conduct public business, and to allow the public to attend College public meetings remotely, consistent with and in compliance with Executive Order 104, the OPMA, and N.J.A.C. 5:39-1.1 to -1.7, the College establishes standard protocols for remote public meetings as set forth in this Resolution;

WHEREAS, the Brookdale Community College Board of Trustees has determined to adopt the following standard protocols and procedures for conducting remote public meetings, including minimum procedures to be followed to provide reasonable notice and to allow public input:

Submitted for Approval: October 27, 2020

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BROOKDALE COMMUNITY COLLEGE that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The following procedures and requirements are hereby adopted for the College's Board of Trustees remote public meetings:
 - (a) The College's public notice of each meeting conducted remotely shall contain the dial-in conference number and/or web address and all other information (e.g., meeting ID, password) that will be necessary for members of the public to participate in and access the meeting remotely. The Board of Trustees presently uses "Zoom" audio/video to conduct its remote public meetings. Members of the public wishing to comment during the public portion of meetings or during a public hearing may press "*9" for Zoom audio, or click on the appropriate "Zoom" video button to raise their hand. The College's Assistant to the President and Board of Trustees or such other person so designated from time to time ("Facilitator") will keep members of the public muted, except when they are selected to speak during the public portion of the meeting. Members of the public may also mute themselves or discontinue their video through the "Zoom" platform.

Members of the public may submit written comments in advance of a meeting, which will be read during the public portion of the meeting. Written comments shall contain the submitter's name and address and may be submitted via email to the College's Senior Assistant to the President and Board of Trustees (cgruskos@brookdalecc.edu) or by U.S. mail addressed to: Cynthia Gruskos, Senior Assistant to the President & The Board of Trustees, Brookdale Administrative Center (BAC) 765 Newman Springs Road,) Lincroft, New Jersey 07738. Emailed and mailed comments must be received by 5:00 p.m. the day prior to the meeting. Submission of public comments prior to the meeting must identify the name and address of the submitter. No anonymous comments will be accepted.

- (b) Public comments submitted prior to the meeting shall be read aloud by an authorized representative of the Board during the public meeting in a matter audible to all meeting participants. Written comments received prior to the meeting will be read after all those members of the public attending the meeting wishing to provide comment have had the opportunity to do so. The same time limit of five (5) minutes (unless an alternative time limit is stated at the beginning of the public comment portion of the meeting at the sole discretion of the Board Chair) shall apply to each of the public comments received prior to the meeting. Each written comment shall be read from the beginning, until the time limit is reached. If duplicative written comments are received, the name of each commenter will be noted for the record, and the contents may be

summarized. After the comments received by email or in writing prior to the meeting are read, no other public comment will be permitted.

- (c) The Board of Trustees will not accept comments made through the “chat” feature available on Zoom remote meetings or by text messaging or other platforms.
- (d) The agenda for the meeting will be available on the College’s website: brookdalecc.edu. The agenda will be located in the “ Board Packets and Agendas” section of the College website prior to the meeting.
- (e) If any meeting includes a public hearing, all material that will be considered by the Board of Trustees at the public hearing shall be posted on or linked to the homepage of the College’s website in a conspicuous location or as otherwise required by law. Written comments, as set forth above, will be accepted for such public hearings. If sworn testimony is to be taken during the public hearing, it shall be broadcast by both video and audio. Written public comments will not be considered where sworn testimony is required.
- (f) Immediately after calling the meeting to order, the designated Facilitator shall ensure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, and cannot be returned to working order in a reasonable period of time, the meeting shall be adjourned by the chair of the meeting to another time.
- (g) The College Attorney or such other person so designated by the Board of Trustees from time to time, shall announce at the beginning of the remote public meeting the procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used.
- (h) In the event the meeting is being recorded, the College Attorney or such other person so designated, will advise the public at the beginning of the meeting.
- (i) If any member of the public is attending remotely, he/she will be provided an opportunity to provide public comment of no greater than five (5) minutes (unless an alternative time limit is stated at the beginning of the public comment portion of the meeting at the sole discretion of the Board Chair) in duration during the public comment portion of the meeting (this applies equally to written public comments submitted via email or through the mail). The Board Chair will ask whether any member of the public has a comment. If a member of the public provides an indication as set forth above that they wish to speak, then the designated Facilitator shall enable the person to speak. Such person shall set forth their name and address for the record. A member of the public wishing to speak during the public comment portion of the meeting will be

identified by the last 4 digits of his or her phone number or by the name he or she has signed in with, at which time such member of the public will be unmuted. The Board Attorney shall inform the commenter when he or she has one (1) minute of time remaining to comment. At the conclusion of the commenter's comments, he or she will again be muted. There will be no cross dialogue during the public comment portion of the meeting. Once all members of the public who wish to make comment have been heard and all written comments have been read, any Trustee, the President, Board Attorney or such other person designated by the Board of Trustees to speak on behalf of the College, may address any comments made without cross dialogue.

- (j) If any member of the public is attending remotely, and a closed session is called by the Board of Trustees as permitted by the OPMA, a separate call-in number or other electronic means of limiting remote participation shall be available so only the Board of Trustees and other persons needed for the closed session may participate. The College Attorney shall clearly state at what point in the agenda the closed session will occur, the reasons for the closed session, the projected length of the closed session, whether formal action will be taken on any matter after the closed session, and that the public will not be able to hear the Board of Trustees or provide comment during the closed session. The Board of Trustees shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.
- (k) Any member of the public who is attending remotely must participate in the meeting with appropriate decorum and act in a civil manner. Disruptive behavior will not be tolerated. The College reserves the right to exclude those members of the public who display conduct or make comments that are disruptive, which includes but is not limited to sustained inappropriate behaviors such as, shouting, interruption, or the use of profanity. Members of the public engaged in such conduct will receive a warning, and if the conduct continues, the person will be muted and his or her comments deemed concluded. If time permits, and after all other members have been given the opportunity to make comment and all comments submitted in writing before the meeting have been read, the disruptive speaker shall be given the opportunity to continue to comment and be permitted to utilize the unused five (5) minutes of time originally allotted to him or her. Should the commenter remain disruptive, he or she shall be placed on mute or in the discretion of the Board Chair, removed from video and/or removed altogether from the meeting.
- (l) Members of the public may also be immediately, and without warning, muted, removed from video and/or removed altogether from the meeting for conduct or comments that are harassing, demeaning, threatening, and/or offensive to any person's race, gender, color, age, national origin, religion, sexual orientation, gender identity or expression, and disability (list is representative, not exclusive).

- (m) The College, in its discretion, may change the technology for conducting remote public meetings from ZOOM to an alternate acceptable form of audio/videoconferencing technology.
- 3. Any prior ordinance or resolution controlling the decorum of College Board of Trustees meetings continue to be in effect unless directly contradictory to the provisions in this Resolution.
- 4. A copy of this Resolution shall be prominently posted under the “Board Packets & Agendas” section of the College’s website.
- 5. The College’s Attorney or any other official, officer or employee of the College are hereby authorized to execute any and all documents and to take any and all actions necessary to complete and realize the intent and purpose of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees hereby adopts the foregoing procedures and requirements for public comment during a remote public meeting; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the procedures and requirements for making public comment, along with an explanation of the audio muting function of the Zoom technology, shall be announced at the beginning of each remote public meeting and will be placed on the College’s website.

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2020 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole

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

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2020

v7- 05/21/20

2020 Public Business Meetings (PBM)	Executive ----- SLC, TCR	Governance ----- BAC, PCR	Student Success & Educational Excellence	Finance & Facilities SLC, TCR	Audit ----- BAC, PCR	Public Private Partnership ----- SLC, TCR	
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet monthly	Shall meet a minimum of four times per year or as requested.	Committee dissolved on 3/6/20	
Tuesday, January 28 Lincroft, SLC, Navesink I & II	January 21 5:15 PM	January 22 6 PM		January 21 5:30 PM		January 13 8:30 AM	
Tuesday, February 25 Brookdale at Long Branch, Rm 200	February 18 5:15 PM		Feb. 17 5:30 PM BAC, PCR	Feb. 18 5:30 PM	February 19 6 PM		
Tuesday, March 24 Lincroft, SLC, Navesink I & II/Zoom	March 16 5:15 PM	March 18 6 PM		March 16 5:30 PM		March 16 8:30 AM	
Tuesday, April 28 Zoom Webinar	April 22 5:15 PM		April 20 5:30 PM BAC, PCR	April 22 5:30 PM			
Wednesday, May 27 Zoom Webinar	May 19 5:15 PM			May 19 5:30 PM	May 5 6 PM	May 18 8:30 AM	
Tuesday, June 23 Zoom Webinar	June 15 5:15 PM			June 15 5:30 PM			
Tuesday, July 28 Lincroft, SLC, Navesink I & II	July 21 5:15 PM			July 21 5:30 PM		July 20 8:30 AM	
NO PBM Meeting in August	August 18 5:15 PM			August 18 5:30 PM			
Tuesday, September 22 Zoom Webinar	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 Zoom Webinar	October 20 5:15 PM			October 20 5:30 PM	Oct. 19 6 PM		
Tuesday, November 17 Zoom Webinar	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 Zoom Webinar	December 9 5:15 PM			Dec. 9 5:30 PM	December 8 6 PM		

Human Resources is a Committee of the whole

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

Page 107 of 108
V3- Changed PPP to 8:30 AM; v4- Changed Exec/F & F to March 16; v5 – PPP dissolved; v6 – Change F & F and Exec April and June; V8-Audit meeting changed

2020 UPCOMING EVENTS

[illegible]

Brookdale Community College 2020 Upcoming Events