



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, September 22, 2020 5:30 PM (EDT)
765 Newman Springs Road Lincroft New Jersey 07738
Zoom meeting

- I. Call to Order, Reading of Statement and Roll Call - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Moment of Silence - Chair Abby-White
- IV. 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. Reports from the Board Committees and Liaisons - Chair Abby-White
 - A. Finance & Facilities Committee - September 15, 2020 - Vice-Chair Cram
 - 1. Chairs Financial Meeting Summary - Vice-Chair Cram Submitted Report in the Packet
 - 2. Update on Capital Projects - Capital Project Report submitted in Monthly Financial Reports
 - B. Student Success & Educational Excellence Committee - September 14, 2020 - Trustee Kaufmann
 - C. Governance Committee - September 16, 2020 - Trustee Brennan
 - D. Student's Perspective - Trustee Walker
 - E. NJCCC - Trustee Horl
 - F. BCC Foundation - Chair Abby-White
- VII. President's Report - Dr. Stout
- VIII. Public Comment on Agenda Items - Chair Abby-White
- IX. Approval of Public Business Meeting Minutes - Chair Abby-White
 - A. Approval of Public Business Meeting Minutes - July 28, 2020 - Chair Abby-White
 - B. Approval of Executive Session Minutes - July 28, 2020 - Chair Abby-White
- X. Consent Agenda - Chair Abby-White - 5 minutes
 - A. Ratification of August Human Resource Recommendations
 - B. Human Resources Recommendations
 - C. Acceptance of Gifts

- D. Ratification of August Grant Applications/Acceptances
- E. Acceptance of Grants
- 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
- 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 Purchase(s) in
- 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
- I. Ratification of August Open Invoice Payment Requests for Vendor, Student and Employee Payments
- J. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- K. Monthly Financial Reports
- XI. Approval of Change in Degree Designation - Social Science Associates in Arts, Health Science Option to Social Science Associate in Science, Health Science Option - Chair Abby-White
- XII. Lodging of Policies - Chair Abby-White
 - 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
- XIII. Public Comment - Chair Abby-White
- XIV. Old/New Business - Chair Abby-White
- XV. Resolution to Hold a Closed Meeting - Chair Abby-White
- XVI. Motion to Re-Open the Meeting to the Public - Chair Abby-White Adjournment
- XVII. - Chair Abby-White
- XVIII. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

July 28, 2020

Brookdale Community College Zoom Webinar

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

On July 22,2020 at 2:15 PM 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 (5:35 PM)	Ms. Teresa Manfreda
	Ms. Marta Rambaud, Trustee	Ms. Kathy Kamatani
	Dr. Les Richesn	Ms. Cynthia Gruskos, Recorder
	Ms. Hanna Walker (5:35 PM)	
	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 Kenneth Sosnowski, 26 years old, of Lavallette who was killed in a motorcycle accident on July 21.

Ken was an artist, musician and actor who worked on several short films and television shows as a teenager. His young acting career peaked with a starring role on the Nickelodeon children's sci-fi comedy series "Alien Dawn" in 2013. Most recently, he served as an EMT in Toms River.

Ken earned his Associates Degree in Criminal Justice as a Distinguished Scholar at Brookdale in 2014, then transferred and earned his Bachelors Degree in National Security Studies in 2016 through our partnership with New Jersey City University.

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
Swearing in of Trustee Hana Walker – Mr. Jacobs performed a swearing in ceremony for Trustee Hanna Walker		
Adoption of Agenda	A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee Crupi. Motion passed unanimously.	
Review of Consent Agenda <ul style="list-style-type: none"><i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> 1. Adoption of Consent agenda	A motion to adopt the consent agenda was made by Vice-Chair Cram and by Trustee Ferraro. Motion passed unanimously.	
Approval of Public Business Meeting Minutes		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>A. Approval of Public Business Meeting Minutes – June 23, 2020</p> <p>B. Approval of Executive Session Minutes – June 23, 2020</p>	<p>A motion to approve the minutes from the public business meeting held on June 23, 2020 was made by Trustee Brennan and seconded by Trustee Richens.</p> <p>ABSTENTIONS: Trustees Cram, Walker</p> <p>A motion to approve the minutes from the executive session held on June 23, 2020 was made by Trustee Kaufmann and seconded by Trustee Becht.</p> <p>ABSTENTIONS: Trustees Cram, Crupi and Walker</p>	
<p>Consent Agenda</p> <p>A. Human Resources Recommendations</p> <p>B. Application for Grants</p> <p>C. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>D. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>E. Monthly Financial Report</p>	<p>A motion to approve the consent agenda was made by Trustee Rambaud and seconded by Trustee Horl.</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>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Reports from the Board Committees and Liaisons <p>A. Finance & Facilities Committee – July 21, 2020 – Vice-Chair Cram provided his committee report held on July 21, 2020. He highlighted items that were actionable for this evening or updated since Mr. Savacool's capital improvement report was issued. He announced that the committee heard a new report from the Foundation and the Grants department, which will be incorporated into future meetings.</p> <p>1. Update on Capital Projects – Capital Project Report submitted in Monthly Financial Reports</p> <p>B. Student's Perspective – Trustee Walker shared why she wanted to serve as the Graduate Trustee and her efforts to find students to participate on the student Board of Trustees Advisory Committee (BTAC).</p> <p>C. NJCCC – Trustee Horl provided an update on her committee work with the NJCCC Federal Policy and Legislative Committee. The committee has been supporting two bills to be introduced to establish the CCOG grant which if passed would result in the CCOG funding to be a permanent part of the state budget. She provided an update on proposed state and federal legislation to fill the budget gaps. She affirmed the Council's advocacy role and encouraged all who support the mission of community colleges to amplify that advocacy role by contacting any of our legislators.</p> <p>D. BCC Foundation –</p> <p>1. Presentation of Foundation Strategic Plan -Mr. Zeiss shared the Foundation's over arching goal to raise \$1,125,000 in Fiscal Year 2021. He highlighted the strategies and tactics to attract new donors and increased contributions to the Foundation, which are further explained in the presented Foundation Strategic Plan.</p>		
President's Report <p>1. Financial Contingency Plan – Dr. Stout presented the 3 Stage Financial Contingency Plan which was created to compensate for potential loss of state revenue. Dr. Stout explained that he charged the Senior Leadership of the College to utilize a 6 point framework for making decisions for reducing expenditures. A Financial Contingency Committee was created from representatives from the Associations. He met with the Committee and reviewed the phased plan, of which we are currently in phase 1. He reviewed the actions taken in Phases 1 to close a \$2.5 million financial gap. The actions are documented in the Board packet. Dr. Stout further reviewed the steps in Stage 2 which would involve closing a \$5 million financial gap. Stage 2 would include the possibility of furloughing employees. He said that they would need to entertain discussions with each of the of the unions to see if they may either volunteer to be furloughed or if we could work out an arrangement for a non voluntary furlough for a period of time. In the event we reached Stage 3, the steps to close the budget gap would include laying off of some employees, outsourcing of administrative units and selling of properties. Dr. Stout assured the Board that he is proactively planning for each step so to be prepared if the State allocations to the College are</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>significantly reduced upon the passing of the State Budget. A positive outcome of this process is the members of the Financial Contingency Committee want to transform their role and the committee will be renamed to the Brookdale Visionary Committee</p> <p>2. Password change for NetID – Mr. Sotirion provided information on a new process and timeframe for changing the NetID password proposed by the Password Expiration Committee.. The proposed new process will include the opportunity from September 21 through October 5 to change your password. The Committee will meet again to design a communication plan.</p> <p>3. Acknowledgement of Retirees – Dr. Stout acknowledged the 21 Brookdalians who retired this year, of which 50% have served the College for more than 25 years. He read the names of those who served 25 years or more and a short bio was provided in the board packet. He thanked each one of them for their service to the College.</p>		
<p>Public Comment on Agenda Items</p> <p>Mr. Jack Ryan, Faculty, suggested the College needs to focus on the virtual learning experience, and on ways to mediate any technical issues the students will encounter. He commented on Trustee Cram's comment about the information disseminated from the Rutgers Foundation. He read the information he received on the tax benefit changes related to the CARES Act which may reduce tax obligations by cash charitable gifts given in 2020. He was pleased with the changes made to the NETID password change process and felt it would be beneficial to the students and the Faculty would play an important role in communicating these changes. He also welcomed Trustee Walker to the Board of Trustees.</p> <p>Mr. James Schmidt, Adjunct Professor Math and Chair of Adjunct Union Negotiating Committee – Mr. Schmidt commented on their focus in getting their initial collective bargaining agreement with the College. He informed the Board of the commitment of the Adjunct Faculty to our students and that they taught 40% of the classes in the Fall 2019 semester. He said that after 19 months of negotiations with one mediation session, that they are committed to the process and seeing it through to a fair and equitable contract.</p>		
Approval of International Center Fees	<p>A motion to approve by resolution the schedule of fees for the International Center for the academic year 2020/2021 was made by Trustee Cram and seconded by Trustee Walker.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Richens, Walker and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Policy 2.1002 Health & Safety Emergency</p> <p>Dr. Stout commended that the Policy was developed in response to COVID-19, and believes that it is needed to allow the College to move quickly in case of a health emergency</p> <p>Trustee Brennan encouraged the adoption of this Policy to allow the College the ability to pivot quickly in the case of a health emergency.</p> <p>A. Waiving of Lodging of Policy 2.1002 Health & Safety Emergency Policy</p>	<p>A motion to waive the lodging of policy 2.1002 Health & Safety Emergency was made by Trustee Brennan and seconded by Trustee Davis.</p> <p>Motion passed unaimously.</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>B. Approval of Policy 2.1002 Health &</p>	<p>A motion to approve</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Safety Emergency Policy	<p>Policy 2.1002 Health & Safety Emergency was made by Trustee Kaufmann and seconded by Trustee Walker.</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>Mr. Jacobs read the statement on public comment and gave instructions on how to raise their hand in Zoom which would identify their desire to give public comment.</p> <p>Mr. Jack Ryan, Faculty – commented on our Marketing efforts and suggested that our Marketing message include that we have been decisive in our decision to offer a safe educational experience through virtual learning and we are here for them. He suggested that the message be targeted to students who are planning to enroll in a 4 year institution.</p> <p>Dr. Stout responded to his suggestion on marketing and said that our marketing efforts would be discussed at the Cabinet meeting the next day. He further stated that we are engaging in target marketing through social media to that demographic. He shared that we are in the process of setting up a Town Hall meeting in August, where interested parents and students can hear how we will be delivering courses and services this Fall Semester.</p> <p>Lilly Ann Sciametta, Nursing Student – made comment on her experience as a Nursing Student during the Spring 2019 Semester. She reported that she failed her last clinical course and as a result was not allowed to sit for the exam. She shared that she felt she was bullied and harassed during that semester and felt that the other students in the clinical course witnessed this experience. She requested that the Board review documentation she was going to provide on her experience and requested that they review it.. She mentioned that the College offered her to repeat the semester with the same instructor but she declined. She explained that she returned to College to make a better life for her family and to pursue her dream of being a Hospice Nurse and not to be harassed. Mr. Jacobs requested that any documentation be sent through her attorney and be provided to him as College Counsel.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Old/New Business		
<p>Chair Abby-White announced that she appointed Trustee Walker to the Governance and the Audit Committees. She reminded all that we will not be holding a Public Board Meeting in August and will only hold the Finance & Facilities and Executive Committee meetings on August 18. The Executive Committee will meet after the Finance & Facilities Committee meeting.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to hold a closed meeting (<i>Attachment A</i>)</p>	<p>A motion was made to approve by resolution to hold a closed session by Trustee Crupi and seconded by Trustee Ferraro.</p> <p>Motion passed.</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion was made to reopen the meeting to the public by Trustee Brennan and seconded by Trustee Richens.</p> <p>Motion passed.</p>	
<p>Adjournment</p> <p>Meeting adjourned at 8:10 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Kaufmann and seconded by Trustee Ferraro.</p> <p>Motion passed.</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 9 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 **July 28, 2020 at approximately 6:50 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

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

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

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

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

☒ "(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 a possible new position.**

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

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

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

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

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

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

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 22 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Adjuncts

Coaches

Recommendations

12

1

B. Change of Status

Administrative

Support Staff

Recommendations

2

6

C. Separations

Support Staff

Recommendations

1

A. HIRES**ADJUNCTS**

1. Name: Meggan Carver
Department: Radiologic Technology
2. Name: Michael Curtin
Department: Political Science
3. Name: Karen D'Agostino
Department: English
4. Name: James Josselyn
Department: Music
5. Name: Mara McAuley
Department: Allied Health
6. Name: Susan Meeker-Paul
Department: Interior Design
7. Name: Hema Mulchand
Department: English
8. Name: Thomas Nuara
Department: Speech
9. Name: Erica Patrick
Department: Radiologic Technology
10. Name: Jessica Sobanko
Department: English
11. Name: Marisa Sottos
Department: Art
12. Name: Robert Zadotti
Department: English

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Associates
1	9	2

COACHES

1. Name: Maxwell Zeugner
Department: Athletics & Recreation
Position: Head Coach, Women's Tennis
Compensation: \$5,250
Dates: 9/1/20

B. CHANGE OF STATUS**ADMINISTRATIVE**

1. Name: Dinneen Jackson
Department: Grants Development
Position: Coordinator
Action: Retroactive monthly stipend of \$275 for assuming additional A4 responsibilities
Effective: 7/1/19 – 10/15/19
2. Name: Kevin Nolan
Department: EOF Office
Position: Student Success Coach, EOF
Action: Change in status from A4 to A3 position through bona fide search
New Salary: No change
Effective: 10/1/20

SUPPORT STAFF

1. Name: Frank DeVita
Department: Student Affairs
Position: To be determined, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 9/1/20 until further notice, but not later than 12/31/20

2. Name: Nina Ercolino
 Department: Human Resources
 Position: Associate
 Action: Change in status from N3 to N4 confidential position through bona fide search
 New Salary: \$42,495
 Effective: 9/1/20

3. Name: Daniel Hoosein
 Department: Pandemic Response Task Force
 Position: Screening Center Staff, COVID Response Team
 Action: Temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 9/1/20 until further notice, but not later than 12/31/20

4. Name: Helen Anne Johnson
 Department: Student Affairs
 Position: To be determined, COVID Response Team
 Action: Temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 9/1/20 until further notice, but not later than 12/31/20

5. Name: Gregory Mahadeen
 Department: Pandemic Response Task Force
 Position: Screening Center Staff, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 9/1/20, until further notice but not later than 12/31/20

6. Name: Karen Sieben
 Department: Student Affairs
 Position: To be determined, COVID Response Team
 Action: Temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 9/1/20 until further notice, but not later than 12/31/20

C. SEPARATIONS**SUPPORT STAFF**

1. Name: Ethan Standal
Department: Print Shop
Position: Senior Technician
Action: Resignation
Effective: 8/14/20

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 24 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

	Recommendations
Faculty	2
Adjuncts	12
Coaches	1

B. Change of Status

	Recommendations
Administrative	2
Support Staff	6

C. Separations

	Recommendations
Support Staff	1

HUMAN RESOURCES ADDENDUM**A. HIRES****FACULTY**

1. Name: Danielle Basmagy
 Address: Union Beach, New Jersey
 County: Monmouth
 Department: English
 Position: Instructor, temporary fall semester
 Salary: \$29,965, prorated from an annual base of \$61,877
 Effective: 9/1/20 – 12/23/20

2. Name: Sheila Duane
 Address: Tinton Falls, New Jersey
 County: Monmouth
 Department: English
 Position: Instructor, temporary fall semester
 Salary: \$29,965, prorated from an annual base of \$61,877
 Effective: 9/1/20 – 12/23/20

3.1 Human Resources Recommendations

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

A. Hires

Support Staff

Police

Adjuncts

Recommendations

1

1

11

B. Change of Status

Administrative

Recommendations

3

C. Separations

Faculty

Administrative

Support Staff

Recommendations

1

1

1

A. HIRES**SUPPORT STAFF**

1. Name: James Purcaro
Department: Police Department/Pandemic Response Task Force
Position: Security Guard, temporarily assigned as Screening Center Staff, COVID Response Team, full-time temporary, 40 hrs/wk
Salary: \$41,725 to be prorated accordingly
Effective: 9/8/20 until further notice, but not later than 12/23/20

POLICE

1. Name: Alexander Perkins
Department: Police
Position: Probationary Police Officer
Salary: \$42,000
Effective: 10/1/20 or as soon thereafter as possible pending completion of all final contingencies

ADJUNCTS

1. Name: Heather Attardo
Department: NURS
2. Name: Barbara Burk
Department: NURS
3. Name: Valerie Cioffi
Department: Education
4. Name: John DeJesus
Department: Networking
5. Name: Marie Dye
Department: Speech
6. Name: Anne Gill
Department: Education
7. Name: Robyn Gold
Department: English

8. Name: Constantine Pappas
Department: Engineering Technology
9. Name: Deborah Romero
Department: English
10. Name: Morgan Stierman
Department: English
11. Name: Christina Wheeler
Department: English

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
2	8	1

B. CHANGE OF STATUS**ADMINISTRATIVE**

1. Name: Karen O'Neill
Department: ABE/GED
Position: Program Coordinator, Youth GED
Action: Extension of grant-funded position
New Salary: No change
Effective: 10/1/20 – 6/30/21 or expiration of grant, whichever is earlier
2. Name: Jorge Terreros
Department: Student Affairs
Position: Associate Director, COVID Response Team
Action: Change of date of transfer to the COVID Response Team
New Salary: No change
Effective: 4/3/20, until further notice but not later than 3/31/21
3. Name: Fidel Wilson
Department: Enrollment Services
Position: Director, One-Stop
Action: Change in status from A5 to A4 position through bona fide search
New Salary: No change
Effective: 10/1/20

C. SEPARATIONS**FACULTY**

1. Name: Maria Fernandez
Department: Sociology
Position: Professor
Action: Retirement
Effective: 9/30/20, with retirement on 10/1/20

ADMINISTRATIVE

1. Name: Mary Ehret
Department: Nursing
Position: Director
Action: Retirement
Effective: 8/31/20 with retirement on 9/1/20

SUPPORT STAFF

1. Name: John DeSena
Department: Police
Position: Security Guard
Action: Resignation
Effective: 9/4/20

**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 2020	Brian Hanlon 281 Rivers Edge Lane Toms River, NJ 08755	Bronze Statue Commemorating 19th Constitutional Amendment 100 Year Anniversary
August 27, 2020	Leslie Martens 309 Gerrard Avenue Seaside Park, NJ 08752	Donation of set design decorations to the Performing Arts Center

September 22, 2020: Laura Qaissaune, Director of Grants & Institutional Development

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

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

CARES Act funding addresses the specific needs of small businesses resulting from the COVID-19 public health emergency in Monmouth and Ocean Counties.

Program Administrator: . Jackeline Mejias-Fuertes, Regional Director NJSBDC**Total \$ Award:** **\$330,503** (Federal: \$305,503 and State: \$25,000)**Date Awarded:** July 24, 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.

August 18, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

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

	<u>Amount</u>
US Small Business Administration – Rutgers	
Small Business Development Center (SBDC)-CARES Act	\$305,503
	\$25,000

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.

August 18, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

2.2 Application for Grants

Executive Summary

A. County of Monmouth Division of Workforce Development:

Program Title: GED Program Services to Out of School Youth (OSY) (Renewal)

Short Title: Youth GED (Renewal)

Goal/Purpose: To serve 70 disengaged youth between the ages of 16 and 24 who need instruction and remediation to obtain the HSE and transition to further education, career training and/or work.

Program Administrator: Linda Roma, Director-Adult Basic Education

Total \$ Requested: \$224,000 - no college match

Date Submitted August 31, 2020

Recommendation:

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

2.2 Acceptance of Grants Executive Summary

A. National Science Foundation (NSF)

Program Title: NSF Scholarships in Science, Technology, Engineering and Mathematics

Short Title: NSF S-STEM

Goal/Purpose: To provide funds for scholarships to encourage and enable low-income academically talented students with demonstrated financial need to enter the workforce or graduate study following completion of associate degrees in S-STEM eligible disciplines.

The program will provide approximately 31 students majoring in Mathematics, Engineering, Computer Science, Physics, or Chemistry with a \$5,000 scholarship per year for up to three years or through graduation. Funding will assist in their cost of attendance, along with academic, affective, and sociocultural support structures. The overarching goal of the program is to increase the retention, graduation, and transfer rates for low-income STEM majors that are math intensive.

Principle Investigator: Daniel Lopez and Co-Principle Investigator: Susan Monroe, Associate Professors, Mathematics

Total \$Awarded: \$648,301 and does not require a match from the college.

Date Awarded: August 21, 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.

September 22, 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>
National Science Foundation (NSF)	
NSF S-STEM	\$648,301

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.

September 22, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

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

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

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

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

August 18, 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
August 18, 2020

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	TEC Elevator Company	Elevator Maintenance Services and Repairs, Bid No. 20-33 / This contract is for elevator repairs at the Library, former bookstore and Freehold Regional Location and is funded by Chapter 12.	Bid	\$ 33,802.00
2	Sal Electric Co., Inc.	Electrical Services T&M, Bid No. 20-28 / This contract is for the replacement of an air handler in the CVA building and is funded by Chapter 12.	Bid	\$ 5,975.00
3	Stavola Asphalt Co., Inc.	Asphalt / Exempt 18A:64A-25.5.a.(24) (Items available from vendors at cost below State contract pricing for the same product and service which meets or exceeds the State contract terms and conditions). This contract is for the supply and delivery of additional asphalt for paving Parking Lot 5 on the Lincroft Campus and is funded by Chapter 12. The original estimate was miscalculated by the County.	Exempt	\$ 83,100.00 *
4	Warshauer Electric LLC	Generator / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply, delivery, and installation of a generator for the Police Department and is funded by Chapter 12.	Exempt	\$ 27,500.00
5	Fire Security Technologies Inc.	Fire Alarm Device Upgrade, Bid No. 21-01 / Notice was sent to 13 vendors, received 2 replies. This contract is for the upgrade of fire alarm devices to various buildings on the Lincroft Campus and is funded by Chapter 12.	Bid	\$ 68,000.00
6	Trane U.S. Inc.	Back Bearing Replacement on Chiller / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of the back bearing on Chiller 2 located at the Central Utility Plant and is funded by Chapter 12.	Exempt	\$ 27,229.00

CARES Act

7	Sunray Drugs Inc.	Nurse Kits, Bid No. 21-02 / Notice was sent to 3 vendors, received 1 reply. This contract is for the supply of 190 Nurse Kits for remote labs and is funded by the CARES Act.	Bid	\$	28,400.00
8	Splashtop	Remote Lab Computer Access Software / Exempt 18A:64A-25.9 (19) (Software Peripheral). This is for a 1 year contract with 300 licenses for Splashtop's Remote Lab Computer Access for Students & Instructors. Splashtop remote desktop software lets users remotely access and take control of on-site computers from their own devices, providing access to specific hardware and software tools that are not available in the cloud. This is funded by the CARES Act.	Exempt	\$	26,400.00

Operating

9	American Cyber Careers LLC	Online Certificate and Certification Programs, RFP No. 02-21 / Notice was sent to 5 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for online certificate and certification programs and is funded by CPS Revenue Generating Programs.	RFP	\$	36,000.00 *
10	Insurance Restoration Specialists, Inc.	Remediation Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for remediation services in the Library's 1st and 2nd levels including two adjacent stairwells. This contract is funded by Risk Management and Operating Budgets.	Exempt	\$	67,072.50

* Estimated expense based on historical data

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

4.2 Emergency Purchase(s) 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. The President was notified of this emergency on August 24, and authorized the procurement of the proposed contract(s) in accordance with College Policy 4.8000 and N.J.S.A 18A:64A-25.6 on September 1, 2020.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting September 15, 2020.

September 22, 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 College Policy 4.8000 requires the President to authorize an emergency purchase in accordance with N.J.S.A. 18A: 64A–25.6; and

WHEREAS, the emergency purchase was made in compliance with 18A: 64A–25.6, with Board Policy 4.8000 Contracts, and the Vice President, Finance & Operations determined and certified in writing that the purchase is an emergency; 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 purchase(s) 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 Emergency Purchase(s) as indicated on the attached list have been reviewed and authorized and the same are hereby approved.

**Emergency Purchase Agenda in Excess of \$36,400
September 22, 2020**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Operating				
1	Insurance Restoration Specialists, Inc.	Emergency Remediation and Reconstruction Services - MAS Basement / Exempt 18A:64A-25.6 (Emergency purchase and contracts). This contract is for remediation and reconstruction services in the MAS Basement due to water damage. This contract is funded by Risk Management.	Exempt	\$ 312,000.00 *

* Estimated expense based on historical data

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

*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 September 15, 2020.

September 22, 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
September 22, 2020**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Fraytak Veisz Hopkins Duthie, P.C.	Professional Engineering Services, RFQ No. 03-2021 / This contract is for professional engineering and consulting services for Phase III of the Roof Replacement and Repair Project on the Lincroft Campus and is funded by Chapter 12.	RFQ	\$ 74,500.00
2	Allied Fire and Safety Equipment Co., Inc.	Replacement of Fire Hydrant / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of a fire hydrant near Parking Lot 2 and is funded by Chapter 12.	Exempt	\$ 14,000.00
3	Premier Enterprises LLC, dba Premier Roofing	Roofing Repairs and Replacement Services, Bid No. 20-35 / This contract is for roofing repairs and replacement services to the dormer and courtyard sections of the Bankier Library. This contract is funded by Chapter 12.	Bid	\$ 41,200.00
4	Automated Building Controls, Inc.	HVAC Building Automation, Controls, Maintenance and Repairs, Bid No. 20-37 / This contract is for the replacement of an air handling unit in the Bankier Library and is funded by Chapter 12.	Bid	\$ 2,855.57
5	Trane U.S. Inc.	Drive Replacement on Chiller / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the drive replacement on Chiller 3 located at the Central Utility Plant and is funded by Chapter 12.	Exempt	\$ 41,784.00
CARES Act				
6	3H Service System, Inc.	Custodial Services, Bid No. 18-19 / This contract is for deep cleaning and sanitizing services through the end of December and is funded by the CARES Act.	Bid	\$ 44,819.62

7	ITSavvy LLC	Laptops / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of 100 laptops and is funded by the Cares Act.	Exempt	\$	103,430.00
Operating					
8	Maxient LLC	Student Behavior, Conduct and Records Management Software, RFP No. 03-21 / Notice was sent to 9 vendors, received 2 replies. This is a 3 year contract with an option for a 4th and 5th year renewal for student behavior, conduct, and records management software. This contract is funded by the Student Affairs Department.	RFP	\$	20,500.00
9	Turnitin, LLC	Software Service / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op agreement with New Jersey County College Joint Purchasing Consortium for Turnitin, which is a web-based plagiarism detection software. This contract is funded by the Library Budget. FY20 \$24,411.56.	Exempt	\$	25,635.38
10	Insurance Restoration Specialists, Inc.	Remediation and Specialized Cleaning Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for remediation and specialized cleaning services for 3 rooms in the MAS Basement. This contract is funded by Risk Management.	Exempt	\$	13,316.25

* 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 July 31, 2020 which totaled \$1,903,113.19. 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, the Executive Committee, and the Finance & Facilities Committee of the Board of Trustees at a meeting August 18, 2020.

August 18, 2020: Vice President Finance & Operations, Teresa Manfreda

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending August 31, 2020 which totaled \$1,839,831.40. 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 September 15, 2020.

September 22, 2020: Vice President Finance & Operations, Teresa Manfreda

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting September 15, 2020.

September 22, 2020: Vice President Finance & Operations, Teresa Manfreda

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

	FY21 Budget	7/31/2020	Increase/ (Decrease)	FY20 Projected
Operating				
Revenues:				
Tuition	\$ 36,074,791	11,822,865	(500,000)	\$ 35,574,791
State	10,285,798	397,146	(3,247,470)	7,038,328
County	20,027,019	1,668,918	-	20,027,019
Fees	11,290,301	3,827,203	(251,612)	11,038,689
Continuing & Professional Studies	3,450,000	57,297	(345,000)	3,105,000
Other Income	689,500	2,350	(189,500)	500,000
Total Revenue	\$ 81,817,409	17,775,779	(4,533,582)	\$ 77,283,827
Expenditures:				
Academic Affairs	30,039,912	788,955	(1,000,000)	29,039,912
Benefits	15,704,750	968,519	(220,000)	15,484,750
Finance & Operations	9,038,371	491,005	(500,000)	8,538,371
Student Success Division	7,842,230	369,904	(500,000)	7,342,230
General Expenses	4,170,249	148,184	(400,000)	3,770,249
Continuing & Professional Studies	3,011,351	122,963	(100,000)	2,911,351
Utilities	2,208,377	180,519	(300,000)	1,908,377
Human Resources & Safety	2,381,854	198,665	(50,000)	2,331,854
Advancement Division	1,291,881	102,724	(20,000)	1,271,881
Planning & Inst. Effectiveness	383,135	38,079	(5,000)	378,135
President & BOT	466,924	64,793	(7,500)	459,424
Total Expenditures	\$ 76,539,034	3,474,309	(3,102,500)	\$ 73,436,534
Other Cash Requirements				
Debt Principal	1,655,000	1,655,000	-	1,655,000
Interest Expense	1,328,375	118,886	-	1,328,375
TIP/TECH	2,295,000	730,557	-	2,295,000
	\$ 5,278,375	2,504,443	-	\$ 5,278,375
Excess Revenue/Expenditures Projected				<u>\$ (1,431,081)</u>
Auxiliary				
Receipts	1,624,750	17,398	(715,125)	812,375
Disbursements	1,892,363	93,330	(645,112)	1,150,000
Profit/(Loss) Auxiliary	\$ (267,613)	(75,932)	(70,013)	\$ (337,625)
Excess Revenue/Expenditures Projected				<u>\$ (337,625)</u>
Capital				
Revenues:				
State Chapter 12	2,900,000	12,238	-	2,900,000
County	2,900,000	12,238	-	2,900,000
Risk Management	-	-	-	-
Total Revenue	\$ 5,800,000	24,476	-	\$ 5,800,000
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	-	-	75,000	75,000
Total Expenditures	\$ 5,800,000	24,476	75,000	\$ 5,875,000
Excess Revenue/Expenditures Projected				<u>\$ (75,000)</u>
Total Excess Revenue/Expenditures All Funds Projected				<u>\$ (1,843,706)</u>

Brookdale Community College
Cash Balance Analysis
As of July 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		
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 increased \$9,126,279.42 from prior year.

* Current month cash detail

General Fund Account	\$ 4,335,713.36	Interest earned: 7/1/19-6/30/20	\$ 14,459.56
Operating Fund Account	14,597,720.90	7/1/20-7/31/20	91.80
Payroll Account	878,381.34		\$ 14,551.36
Credit Card Account	8,800.43		
	<u>\$ 19,820,616.03</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

September 3, 2020

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 to be scheduled for the week of September 7, 2020.

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 scheduled to be back on site on September 21, 2020 to replace and reconstruct the salt storage building.

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.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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

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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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.

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, Hazlett, 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.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

2. NEW ACADEMIC BUILDING-WALL CAMPUS

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

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\09-03-20 PROJECT STATUS REPORT.docx

5.1 Curriculum

The faculty and administration of the College have proposed a change in degree designation for the Social Science Associate in Arts, Health Science Option to Social Science Associate in Science, Health Science Option.

Change from Associate in Arts to Associate in Science degree provides students with a deeper understanding of the social determinants of health and improves articulation with the most frequent articulation partners who are now requiring multiple social science courses. Changes are also consistent with the requirements for RN to BSN completion programs we currently articulate with as well as the Rutgers Health Science to Nursing articulation agreement.

The change in degree designation for the Social Science Associate in Arts, Health Science Option to Social Science Associate in Science, Health Science Option has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success & Educational Excellence Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving the change in designation from Social Science Associate in Arts, Health Science Option to Social Science Associate in Science, Health Science Option.

WHEREAS, the faculty and administration of the College have proposed a change in degree designation for the Social Science Associate in Arts, Health Science Option to Social Science Associate in Science, Health Science Option.

WHEREAS, change from Associate in Arts to Associate in Science degree provides students with a deeper understanding of the social determinants of health and improves articulation with the most frequent articulation partners who are now requiring multiple social science courses. Changes are also consistent with the requirements for RN to BSN completion programs we currently articulate with as well as the Rutgers Health Science to Nursing articulation agreement.

WHEREAS, the change in degree designation for the Social Science Associate in Arts, Health Science Option to Social Science Associate in Science, Health Science Option has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success & Educational Excellence Committee of the Board;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the change in degree designation for the Social Science Associate in Arts, Health Science Option to Social Science Associate in Science, Health Science Option be and is hereby approved.

September 22, 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.

~~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

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II. Objective of Policy

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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.

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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

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V. Responsibility for Implementation

President

Lodged: August 13, 2009

Approved: September 10, 2009

Updated: X/X/2020

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

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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~~

Submitted for lodging: September 22, 2020

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

Submitted for lodging: September 22, 2020

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

I. Title of Policy

2.1001 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

Rev 9/11/20

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
2020 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole

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

(Events in bold are held outside of Lincroft Campus)

[illegible]

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2020

v7- 05/21/20

2020 Public Business Meetings (PBM)	Executive ----- SLC, TCR	Governance ----- BAC, PCR	Student Success & Educational Excellence	Finance & Facilities SLC, TCR	Audit ----- BAC, PCR	Public Private Partnership ----- SLC, TCR	
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet monthly	Shall meet a minimum of four times per year or as requested.	Committee dissolved on 3/6/20	
Tuesday, January 28 Lincroft, SLC, Navesink I & II	January 21 5:15 PM	January 22 6 PM		January 21 5:30 PM		January 13 8:30 AM	
Tuesday, February 25 Brookdale at Long Branch, Rm 200	February 18 5:15 PM		Feb. 17 5:30 PM BAC, PCR	Feb. 18 5:30 PM	February 19 6 PM		
Tuesday, March 24 Lincroft, SLC, Navesink I & II/Zoom	March 16 5:15 PM	March 18 6 PM		March 16 5:30 PM		March 16 8:30 AM	
Tuesday, April 28 Zoom Webinar	April 22 5:15 PM		April 20 5:30 PM BAC, PCR	April 22 5:30 PM			
Wednesday, May 27 Zoom Webinar	May 19 5:15 PM			May 19 5:30 PM	May 5 6 PM	May 18 8:30 AM	
Tuesday, June 23 Zoom Webinar	June 15 5:15 PM			June 15 5:30 PM			
Tuesday, July 28 Lincroft, SLC, Navesink I & II	July 21 5:15 PM			July 21 5:30 PM		July 20 8:30 AM	
NO PBM Meeting in August	August 18 5:15 PM			August 18 5:30 PM			
Tuesday, September 22 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 1 6 PM		

Human Resources is a Committee of the whole

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

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