



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, January 28, 2020 5:30 PM (EST)
765 Newman Springs Road Lincroft New Jersey 07738
Brookdale Lincroft Campus, Student Life Center, Navesink I & II

- I. Call to Order, Reading of Statement and Roll Call - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Adoption of Agenda - Chair Abby-White
- IV. Signing of New Jersey City University Lease Agreement - Chair Abby-White
- V. President's Report - Dr. Stout
 - A. Friends of Lifelong Learning
 - B. Morris Blackburn and His Legacy Exhibit - Professor Marie Maber
- VI. Reports from the Board Committees and Liaisons - Chair Abby-White
 - A. Finance & Facilities Committee - January 21, 2020 - Trustee Kaufmann
 - 1. Monthly Financial Reporting
 - 2. FY21 Budget and Tuition and Fee Schedule
 - 3. Capital Project Update - Mr. Ray Savacool, T & M Associates
 - B. Governance Committee - January 22, 2020 - Trustee Suzanne Brennan
 - C. Private Public Partnership Ad-Hoc Committee - January 13, 2020 - Chair Abby-White
 - D. Foundation Update - Dr. Stout
 - E. Student's Perspective - Trustee Deinhardt
- VII. Public Hearing on Tuition and Fees - Chair Abby-White
- VIII. Public Comment on Agenda Items - Chair Abby-White
- IX. Review of Consent Agenda - Chair Abby-White
 - *Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
 - A. Acceptance of Consent Agenda - Chair Abby-White
- X. Approval of Public Business Meeting Minutes - December 17, 2019 - Chair Abby-White
- XI. Approval of Consent Agenda - Chair Abby-White - 5 minutes
 - A. Approval of Human Resources
 - B. Acceptance of Grants

- C. Acceptance of Gifts
- D. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
- E. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- F. Monthly Financial Reports
- G. Capital Project Update
- H. Designation of Public Agency Compliance Officer (P.A.C.O.)
- XII. Approval of FY21 Schedule of Tuition and Fees - Chair Abby-White
- XIII. Approval of FY21 Operating & Capital Budgets - Chair Abby-White
- XIV. Approval of FY21 Chapter 12 Projects - Chair Abby-White
- XV. Acceptance of FY19 WBJB Radio Audit - Chair Abby-White
- XVI. Approval of Memorandum of Agreement between the Brookdale Community College and the Brookdale Community College Faculty Association - Chair Abby-White
- XVII. Ratification of Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College - Chair Abby-White
- XVIII. Lodging of Policy Revisions - Chair Abby-White
 - A. Lodging of Policy 4.2002 Sale of College Personal Property
 - B. Lodging of Policy 2.002 Public Access to Government Records
- XIX. Public Comment - Chair Abby-White
- XX. Old/New Business - Chair Abby-White
- XXI. Resolution to Hold a Closed Meeting - Chair Abby-White
- XXII. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XXIII. Adjournment - Chair Abby-White
- XXIV. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

December 17, 2019

Brookdale Community College
1 Crown Plaza
Rooms 102 & 103
Hazlet, NJ

- 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 December 12, 2019 at 11:30 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed
	Mr. Dan Becht, Trustee (6:15 PM)	Dr. Yesenia Madas Dr. Nancy Kegelman
	Ms. Latonya Brennan, Trustee*	Dr. Joan Scocco
	Ms. Suzanne Brennan, Trustee (6:30 PM)	Ms. Patricia Sensi
	Dr. Hank Cram, Vice-Chair	Mr. Ed Johnson
	Mr. Paul Crupi, Trustee (5:45 PM)	Ms. Kathy Kamatani
	Ms. Lauren Deinhardt, Trustee	Dr. William Burns
	Ms. Barbara Horl, Trustee	Ms. Bonnie Passarella
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Ms. Teresa Manfreda
	Ms. Marta Rambaud, Trustee	
Absent	Ms. Madeline Ferraro, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Les Richens, Trustee	
College Counsel	Mr. Sean Kean, Esq., General and Labor Counsel	Mr. Ray Savacool, T & M Associates, Engineer of Record

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of agenda for Public Business Meeting	<p>A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Vice-Chair Cram.</p> <p>Motion passed unanimously.</p>	
President's Report <p>A. Recognition of Women's Soccer Team – Dr. Stout recognized the Women's Soccer Team for winning the Garden State Athletic Championship, Region IX championship, placing 3rd nationally and earning the sportsmanship award at the National Conference. Six of the players earned all-region and all-conference honors. Certificates of commendation were presented to each of the players and their coaches. Athletic Director Amundson thanked the Board of Trustees and the campus community for their support. She highlighted the team's accomplishments on and off the field.</p> <p>B. Dr. Stout recognized the following staff and faculty who are retiring between July 1 and December 30, 2019: Professor Barbara Gonas, Kim Heuser, Michael Hargrave, Paulette Walker, and Professor Linda Wang. He thanked them for their dedication to the college throughout their years, for their service and for keeping student success first in their minds.</p>		
Review and Adoption 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> <p>A. Adoption of Consent agenda - Chair Abby-White announced that an addendum to the Purchases in Excess of \$36,400 (Attachment A) was added today to award a purchase of internal auditing services. The addendum was added to Boardmax and provided tonight.</p>	<p>A motion to adopt the revised consent agenda was made by Trustee Horl and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
Reports from the Board Committees and Liaisons <p>A. Finance & Facilities Committee – December 11, 2019 – Trustee Kaufman provided his report on the Finance & Facilities meeting held on December 11, 2019. He highlighted the following:</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>1. Based on the college's financial reporting as of October 31, 2019 the college is on budget.</p> <p>2. Update on Capital Projects – Mr. Savacool provided an update on the report provided in the packet.</p> <p>B. Audit Committee – December 16, 2019 – Trustee Rambaud reported on the Audit meeting held on December 16. She highlighted the following:</p> <ul style="list-style-type: none"> a. The External Audit firm, O'Connor and Drew presented and reviewed the external financial audit. The committee recommends the approval of the audit. b. The Audit Committee reviewed the recommendation by the Administration and the President for the selection of the internal audit firm for the internal audit function for the remainder of the fiscal year. The committee recommends the approval of the firm selected and it has been added as an addendum (Attachment A) to the Agenda for Purchases in Excess of \$34,600. c. The committee reviewed the Hotline reports for the past 2 months and they were answered appropriately. d. The State Audit is ongoing and is expected to continue for 2 more months. <p>C. Student's Perspective – Trustee Deinhardt reported on students complaining of unheated rooms in Larrison Hall which she brought to the attention to Dr. Stout and the issue has been resolved. She expressed interest in writing articles for the student paper to provide information to the student body on college strategic initiatives and partnerships approved by the Board of Trustees. The Board supported her request. Each article will be approved by Dr. Stout prior to submission. She is continuing to meet with students to discuss their concerns.</p> <p>D. BCC Foundation – Dr. Stout reported on behalf of the Foundation. He reported on the results of the Invest in Student Success campaign, the call for nominations for Distinguished Alumni, Honorary Degree and Barringer Award, approval of the Foundation's audit and Alumni Association's audit.</p> <p>E. Public Private Partnership Committee – December 16, 2019 – Chair Abby-White reported on the meeting held on December 16, 2019. She reported that the meeting was a brainstorming meeting which resulted in 60 potential partnerships or relationships to be developed. Dr. Voogt will share the list with the committee and the committee members will take ownership of certain partnerships and be responsible for driving the partnerships forward. The next meeting will be held at 8:30 AM.</p>		
<p>Public Comment on Agenda Items –</p> <p>Nicholas Picarello, Former Health Science Student - He commented that his appearance at the Board of Trustees meeting on November 19, 2019 and comments were not included in the minutes.</p> <p>Ms. Gruskos explained that the November 19, 2019 minutes reflect his appearance and comments and once they are approved this evening, they will be uploaded to the college website.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Public Business Meeting Minutes – November 19, 2019	<p>A motion to approve the minutes from the public business meeting held on November 19, 2019 was made by Vice-Chair Cram and seconded by Trustee Deinhardt.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Crupi</p>	
Executive Session Minutes – November 19, 2019	<p>A motion to approve the executive session minutes from the meeting held on November 19, 2019 was made by Trustee Rambaud and seconded by Vice-Chair Cram.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Crupi</p>	
Consent Agenda <ul style="list-style-type: none"> A. Human Resources Recommendations- B. Confidential Non-represented & Executive Compensation – FY20 C. Acceptance of Gifts D. Approval of Budget Modification to the New Jersey Department of Education, Office of Career Readiness E. Purchases in Excess of \$36,400 and 	<p>A motion to approve the consent agenda was made by Trustee Horl and seconded by Trustee Deinhardt.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, and Chair Abby-White</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>F. Open Invoice Payment Requests for Vendors, Students and Employee Payments</p> <p>G. Monthly Financial Dashboards</p>	<p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Second Amendment to Lease Agreement with New Jersey City University</p>	<p>A motion to approve the Second Amendment to Lease Agreement with New Jersey City University was made by Trustee Rambaud and seconded by Trustee Crupi.</p> <p>YES: Trustees L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Acceptance of FY19 Financial Audit</p>	<p>A motion to accept the Fiscal Year 2019 financial audit ending June 30, 2019 was made by Trustee Rambaud and seconded by Trustee Crupi.</p> <p>YES: Trustees L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, and Chair Abby-White</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	NO: None ABSTENTIONS: None	
Approval of Revised Policy 6.3000 Student Conduct	<p>A motion to approve revised Policy 6.3000 Student Conduct was made by Trustee Crupi and seconded by Trustee Rambaud.</p> <p>YES: Trustees L. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Public Comment Mr. Kean read the public comment statement. No public comment was made.		
Old/New Business No old or new business was discussed.		
Recess for Dinner – A motion to recess for dinner was made by Trustee Horl and seconded by Trustee Rambaud. Motion passed unanimously. Chair Abby-White call the meeting to order at 6:50 PM.		
Workshop on Enrollment		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>A. Enrollment Projections – Dr. Laura Longo, Director, Institutional Research & Evaluation presented on the enrollment projection process utilized to determine projected enrollment in FY21.</p> <p>B. FY21 Budget Models – Ms. Teresa Manfreda, Interim Vice President Finance & Operations reviewed FTE Enrollment projection for FY21 and the preliminary projection is a -5.7% decline which would result in a Full Time Equivalent (FTE) of 7,589 students. The result in the decline in enrollment will result in a decline of revenue of \$2.5 million if tuition and fees stay flat. The operational budget has been reviewed and as a result the total expenditures initially identified are \$77,900,432, which includes a \$1 million in a general wage increase. She reviewed 3 budget models which assumes no change in state or county funding, no change in the general service fee and possible tuition increases. She reviewed the projected results of no tuition change, and a \$3 tuition increase and a \$10 tuition increase. Ms. Manfreda will continue to work with the Administration to reduce operational costs.</p> <ul style="list-style-type: none"> a. Model 1 - No tuition change; Net Deficit - \$2,264,961 b. Model 2 - \$3.00 increase of tuition; Net deficit - \$1,451,760 c. Model 3 - \$10.00 increase of tuition; Net surplus - \$316,780. <p>Compliance with the new legislation to improve transparency of tuition and fees was discussed. In response to the enrollment projection the Board of Trustees discussed strategies to confront the decline in high school students, a growing aging population in Monmouth County, a declining High School yield, a decline in Full Time students, a rising Hispanic population and the inverse relationship between a strong economy and enrollment. A summary of the suggestions to address the enrollment decline follows:</p> <ul style="list-style-type: none"> 1. Drill down into the aging population and identify where they live in the County. Develop educational programs to attract this population and identify where to hold classes. 2. Create opportunities for the ageing population to give back to Brookdale through planned giving. 3. Determine who are our competitors are and compare their tuition and total fees. 4. Identify strategic initiatives to invest in which will improve retention rates and increase enrollment. Examples of initiatives included, student advising, Continuing and Professional Studies, and a virtual reality lab. 5. Improve marketing of our current offerings. 6. Evaluate financial benefits of leasing or owning property. 7. Reevaluate our physical locations. 8. Decrease the stigma of attending community college within the County. 9. Survey guidance counselors to determine why students don't choose Brookdale. 10. Provide informative conversations with parents on reducing student debt by attending Brookdale. 11. Target High Schools with large Hispanic populations. 12. Differentiate ourselves. 13. Look at strategies to serve underserved populations and address remediation needs of students. 14. Improve graduation rates of current students. 15. Survey the educational needs of our current students to ensure we are meeting their needs today and our future students. <p>At the conclusion of the discussion, Chair Abby-White requested that the following items be discussed in</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>January:</p> <ul style="list-style-type: none"> • Review results of the student survey • Revisit our physical locations • Review strategic plan <p>Dr. Stout suggested that the Admission Office Activities for Fall 2019 through Spring 2020 be provided for the Board's review.</p>		
<p>Resolution to Hold a closed Meeting Executive Session was not held.</p>		
<p>Adjournment</p> <p>Meeting adjourned at 8:44 PM.</p>	<p>A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	

Addendum
December 17, 2019

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	PKF O'Connor Davies, LLP	Internal Audit Services, RFP No. 04-20 / Notice was sent to 11 firms, received 6 replies. This is a 6-month contract with an option for a one year renewal for internal auditing services. This contract is funded by the Operating Budget. FY19 \$100,845.	RFP	\$50,000.00 *

* Estimated expense based on historical data
Unless otherwise exempt, bids were publicly advertised according to law.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 17 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Administrative

Adjuncts

Recommendations

1

5

B. Change of Status

Faculty

Administrative

Support Staff

Recommendations

1

3

2

C. Separations

Faculty

Administrative

Staff

Recommendations

1

3

1

A. HIRES**ADMINISTRATIVE**

1. Name: Myrna Wright
Department: Displaced Homemakers Services
Position: Program Administrator, Displaced Homemakers
Salary: Salary to be prorated from an annual base of \$56,570
Effective: 2/3/20

ADJUNCTS

1. Name: Sharmistha Banerjee
Department: Anthropology/Human Geography/Sociology
2. Name: Kelly Ng
Department: Environmental Science
3. Name: Erin Rubas
Department: Criminal Justice
4. Name: Eugene Smith
Department: History
5. Name: Jennifer Woodring
Department: Chemistry

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
1	3	1

B. CHANGE OF STATUS**FACULTY**

1. Name: Joseph Accurso
Department: Music
Position: Professor
Action: Correction in transitional sabbatical date
Salary: \$102,040
Effective: 1/21/20 - 6/30/20

ADMINISTRATIVE

1. Name: Euniqha Cox
Department: Displaced Homemakers Services
Position: Program Administrator, Displaced Homemakers
Action: Change in status from N4 to A3 through bona fide search
New Salary: Salary to be prorated from an annual base of \$56,570
Effective: 2/3/20
2. Name: Kara McCoy
Department: STEM Office
Position: Acting Institute Administrator
Action: Temporary reassignment from N3 to A3
New Salary: Salary to be prorated from an annual base of \$56,570
Effective: 2/4/20 until further notice, but not later than 3/31/20
3. Name: Lee Stockton
Department: Enrollment Management
Position: Administrator
Action: Retroactive stipend of \$260 per month for the period 7/1/17 – 5/15/18; and \$266 for the period 9/16/18 – 1/15/19 for assuming additional responsibilities

SUPPORT STAFF

1. Name: Linda Massaro
Department: Educational Access & Innovation
Position: Confidential Associate, Educational Access & Innovation
Action: Reclassification from N3 to N4 position
New Salary: \$41,866
Effective: 2/1/20
1. Name: Frank Prignoli
Department: Languages
Position: Academic Tutor, 10-month
Action: Reduction in hours from 37.50 to 30 hrs/wk
New Salary: \$32,846
Effective: 2/1/20

C. SEPARATIONS**FACULTY**

1. Name: Townsend Weeks
Department: Environmental Science
Position: Associate Professor
Action: Retirement
Effective: 1/31/20

ADMINISTRATIVE

1. Name: Nancy Bennett
Department: Reading & Learning Disabilities
Position: Administrator, Learning Disabilities
Action: Retirement
Effective: 2/29/20
2. Name: Maureen Selheim
Department: Brookdale at Wall
Position: Associate Director, Regional Locations
Action: Retirement
Effective: 3/31/20
3. Name: Ann Tickner Jankowski
Department: Transfer & Articulation
Position: Director, Transfer Resources & Articulation
Action: Retirement
Effective: 3/31/20

STAFF

1. Name: Jose Hernandez
Department: College Store
Position: College Store Assistant
Action: Retirement
Effective: 2/29/20

2.1 Acceptance of Grants**Executive Summary****A. New Jersey Department of Labor and Workforce Development**

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

Short Title: ABS

Goal/Purpose: Funding for the program provides continued support for the development, improvement, and delivery of adult education and literacy programs to over 750 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy Volunteers-Monmouth County; (2) Monmouth County Vocational School District; (3) Community Affairs and Resource Center; and (4) Ladacin Network, Inc. In addition to serving as lead agency, the College will provide direct services to over 300 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED). Brookdale's direct services are available at Long Branch, Hazlet, Freehold and Neptune Higher Education Centers.

Program Administrator: Linda Roma

Total \$ Award: \$747,815 (plus \$143,979 in-kind from the College)

Date Awarded: December 11, 2019

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.

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

RESOLUTION

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

	<u>Amount</u>
New Jersey Department of Labor and Workforce Development	\$ 747,815
Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program	

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.

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

**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
December 15, 2019	Norman Lavine 7 Johnson Court Cresskill, NJ 07626	Donation of Historical Fashion Magazines
December 19, 2019	General Motors Corporation	Donation of a 2018 Chevrolet Traverse vehicle

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

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

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

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

January 28, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

RESOLUTION

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

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

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

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

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

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

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

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

Agenda for Purchases in Excess of \$36,400
January 28, 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. 01-2019 / This contract is for professional engineering and consulting services for the roof replacement and repairs at the Freehold Regional Location and is funded by Chapter 12.	RFQ	\$ 35,750.00
2	Insurance Restoration Specialists, Inc.	Remediation and Reconstruction Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for remediation and reconstruction services of MAN/MAC 1st floor hallway and men's/women's bathrooms. This contract is funded by Chapter 12.	Exempt	\$ 33,236.06
3	Iris Communications	Student Recruitment Advertising / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). This contract is for print, internet, outdoor and television recruitment advertising and is funded by Chapter 12.	Exempt	\$ 8,700.00
Grant				
4	B&H Photo & Electronics Corp.	Camcorders, Printer, and Miscellaneous Audio Visual Equipment and Supplies, Bid No. 20-20 / Notice was sent to 32 vendors, received 2 replies. This contract is for the supply and delivery of camcorders, printer and A/V equipment and supplies and is funded by the Perkins Grant.	Bid	\$ 42,889.00
Operating				
5	J. Swanton Fuel Oil Co., Inc.	Unleaded and Diesel Fuel / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract with an option for a 2nd year renewal for the supply and delivery of unleaded and diesel fuel through the Monmouth County Purchasing Co-op Contract. This contract is funded by the Facilities Budget. FY19 \$19,400.	Exempt	\$ 26,000.00 *

6	Monmouth County (Shared Services)	Treated Salt, Vehicle Repairs, Tree Removal and Road Repair Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for services provided by Monmouth County and is funded by various Operating Budgets. FY19 \$47,660.	Exempt	\$	65,000.00	*
7	Enterprise Fleet Management	Fleet Services Lease and Maintenance / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is the 2nd year of the contract with an option to renew up to 5 years for the lease, maintenance and management of vehicles to replace College vehicles as they exceed their useful service life. Transitioning to a lease option will result in more flexibility in selecting the types of vehicles used, reduce maintenance costs, improve dependability and most importantly provide a safer and more functional fleet of vehicles. This contract is funded by various Operating Budgets.	Exempt	\$	55,000.00	*
8	M Studio	Recruitment Advertising / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). This contract for recruitment advertising will provide a foundational messaging document to promote the College's events, collaborating with Brookdale's new brand identity. This contract is funded by the Institutional Marketing Budget.	Exempt	\$	17,500.00	*

* Estimated expense based on historical data

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month of November totaled \$1,560,431.96. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

Additional documentation for payments is available in the Accounts Payable Department.

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

January 28, 2020: Interim Vice President, Teresa Manfreda

4.1 *Financial Report*

The following is the Financial Report for the month ending November 30, 2019.

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

January 28, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

Brookdale Community College
Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at 11/30/19

	FY20 Budget	11/30/2019	Increase/ (Decrease)	FY20 Projected
Operating				
Revenues:				
Tuition	\$ 36,833,034	\$ 27,641,457	\$ 416,842	\$ 37,249,876
State	10,325,921	4,315,760	-	10,325,921
County	20,027,019	8,344,591	-	20,027,019
Fees	11,497,431	6,261,308	189,398	11,686,829
Continuing & Prof. Studies	3,400,000	1,749,106	(160,000)	3,240,000
Other Income	774,000	249,641	(100,000)	674,000
Total Revenue	\$ 82,857,405	\$ 48,561,863	\$ 346,240	\$ 83,203,645
Expenditures:				
Learning Division	31,914,812	10,412,320	(84,767)	31,830,045
Benefits	15,862,285	5,607,385	-	15,862,285
Finance & Operations	8,836,831	3,301,066	(59,926)	8,776,905
Student Success Division	5,534,490	2,038,122	(64,000)	5,470,490
General Expenses	5,440,230	1,602,827	-	5,440,230
Continuing & Prof. Studies	3,131,583	1,369,405	(181,583)	2,950,000
Utilities	2,273,503	735,200	-	2,273,503
Human Resources & Safety	2,265,281	856,652	(44,864)	2,220,417
Advancement Division	1,155,676	492,107	(8,553)	1,147,123
Planning & Inst. Effectiveness	377,887	163,977	2,000	379,887
President & BOT	638,937	258,682	4,440	643,377
Total Expenditures	\$ 77,431,515	\$ 26,837,742	\$ (437,253)	\$ 76,994,262
Other Cash Requirements				
Debt Principal	1,766,815	1,340,000	(384,999)	1,381,816
Interest Expense	1,396,917	804,546	(8,351)	1,388,566
TIP/TECH	2,262,158	1,328,857	-	2,262,158
	\$ 5,425,890	\$ 3,473,403	\$ (393,350)	\$ 5,032,540
Excess Revenue/Expenditures Projected				\$ 1,176,843
Auxiliary				
Receipts	\$ 691,746	\$ -	\$ -	\$ 1,527,500
Disbursements	619,569	-	-	1,795,112
Profit/(Loss) Auxiliary	\$ 72,177	\$ -	\$ -	\$ (267,612)
Excess Revenue/Expenditures Projected				\$ (267,612)
Capital				
Revenues:				
State Chapter 12	\$ 1,950,000	\$ 1,158,137	\$ -	\$ 1,950,000
County	1,950,000	1,158,137	-	1,950,000
ELF	623,077	284,637	-	623,077
Capital Fees	-	2,875,641	-	-
Risk Management	-	26,682	-	45,537
Total revenue	\$ 4,523,077	\$ 5,503,233	\$ -	\$ 4,568,614
Expenditures:				
State Chapter 12	\$ 1,950,000	\$ 142,319	\$ -	\$ 1,950,000
County Chapter 12	1,950,000	142,319	-	1,950,000
ELF	623,077	2,316,273	-	623,077
Technology	-	-	-	-
Interest	-	109,977	-	-
Risk Management	-	45,537	-	45,537
Total Expenditures	\$ 4,523,077	\$ 2,756,424	\$ -	\$ 4,568,614
Excess Revenue/Expenditures Projected				\$ -
Total Excess Revenue/Expenditures All Funds Projected				\$ 909,231

Brookdale Community College
Cash Balance Analysis
As of November 30, 2019

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

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.
Cash increased \$3,212,197.18 from prior year.

* Current month cash detail

General Fund	\$ 3,324,201.34	<i>Interest earned as of 11/30:</i>	\$ 3,039.34
Operating Fund	13,513,887.68		
Payroll	25,562.43		
Credit Cards	4,004.00		
	<u>\$ 16,867,655.45</u>		

January 13, 2020

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) CVA & LAH CHILLER REPLACEMENTS

Preferred Mechanical, Inc. was awarded a contract in the amount of \$1,225,000. The project is substantially complete and both chillers are currently operational. There is a small punch list of items to complete prior to close out of the project. Once the work is completed and inspected, we will close out the project.

2) LED LIGHTING UPGRADES

Based on the recommendations of the Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College decided to pursue energy saving measures by replacing the existing light bulbs with LED bulbs. The BOT awarded a contract to Willdan Energy Solutions, Edison, NJ in the amount of \$1,175,880 at their January 29, 2019 meeting. Installation of lighting is complete, but punch list items remain. Upon completion of the punch list final payment documents will be prepared. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project. T&M held a meeting with the Clean Energy Program to review progress for reimbursement and we are working with the program to provide necessary documentation.

Final payment voucher has been submitted and closeout is underway.

3) LED LIGHTING FOR CVA AND CLC BUILDING

LED lighting specifications were completed utilizing the Local Government Energy Audit (LGEA) reports, advertised, bid and awarded at the July 16 F&F/BOT meeting to Willdan Energy Solutions in the amount of \$121,644.00. Work is substantially completed in both buildings and the project will be closed out pending a walk through to verify completed items.

Project is complete and close out is documentation is being submitted.

4) MAN, LIB, CAR SANITARY SEWER EJECTOR PUMPS

The project for the replacement of the sanitary sewer ejector pumps at MAN, LIB and CAR was awarded at the BOT on September 24, 2019 Longo Mechanical in the amount of \$133,365.00 with anticipated construction during the holiday break. A pre-construction conference was held on October 31. Shop drawings are currently being reviewed.

The ejector pumps have been installed at MAN and CAR. Work is progressing.

5) ATHLETIC FIELDS/LINCROFT CAMPUS

A project to reconstruct the baseball and softball field as well as rehabilitate the soccer field was awarded to Precise Construction in the amount of \$2,335,609.75 The project will provide for the installation of subsurface drainage and irrigation system, replacing dugouts and bleachers and leveling of the fields. It is anticipated that work will be completed for sod installation in late winter 2020. Demolition has been completed. The softball and baseball fields have been excavated to subgrade and installation of subsurface drainage and retaining walls is scheduled for the coming weeks.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

Retaining walls and subsurface drainage have been installed on the baseball field. The contractor has begun construction of retaining walls at the softball field.

6) FIRE ALARM PANEL NETWORKING

T&M was authorized to prepare plans and specifications for the networking of the fire alarm panels at the Lincroft Campus. The overall project consists of the installation of a single mode fiber to network all fire panels, plus modifications at each panel to support the networking via fiber. The fiber will be installed via state contract. The bid opening took place on October 15, 2019 and award was made at the BOT on October 29 to Fire Securities Technologies, Inc in the amount of \$120,000.00. The fiber optic work was procured through state contract in the amount of \$99,735.25 through NetQ and that was also awarded at the October 29 BOT meeting. Work is scheduled for winter break. NetQ has begun preparatory work on the project.

A meeting is scheduled for January 16, 2020 to review the tie to the alarm panels.

7) LIFE SAFETY AND ADDITIONAL LIGHTING

T&M has been contracted to prepare specifications for the replacement of the battery back-ups and to provide additional lighting efficiencies. The bid opening was held on November 8, 2019 awarded at the November 19, 2019 BOT to VA Electrical Contractor LLC in the amount of \$377,000.00. A preconstruction conference was held December 5, 2019.

A meeting is scheduled for Monday January 13, 2020 to review the scope of the project.

8) SALT STORAGE BUILDING

The college is required to provide a permanent salt storage facility in order to comply with NJDEP regulations and our office has evaluated options to comply with the regulations. 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. T&M has completed plans and specifications for providing the concrete pad for the structure and the bid opening is scheduled for December 10, 2019 with award to be considered at the December 17, 2019 BOT.

A preconstruction conference was held on Tuesday January 7, 2020 for the salt storage slab and building permits have been issued for same. Construction of the slab is expected in the next 30 days.

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. Construction is complete at CAR and CVA and the contractor is awaiting screen panel delivery. Punchlist walk through was held on November 21, 2019 with minor punch list items to be completed.

Punch list items are completed and a walk through is scheduled with FVHD to review the project.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

2) ADA DOOR REPLACEMENTS/LINCROFT CAMPUS

SSP Architects was awarded a contract for the design and construction administration for replacement of ADA doors on campus. Automatic Door Systems, Inc. was awarded the project at the F&F/BOT on August 20. A preconstruction walkthrough was held on September 26 and a coordination meeting is scheduled for October 16. Work has commenced and is scheduled for completion by December 20, 2019.

All work is complete, and the doors are undergoing final adjustment.

3) ATEC RETAINING WALL

EI Associates was contracted to investigate and design remedial repairs to the ATEC retaining wall which has experienced erosion after heavy rains. The storm lines were televised on June 3rd and 4th revealing substantial root infiltration. EI completed the design and the project was bid on June 14, 2019. No bids were received on the bid opening date of July 9, 2019. Brookdale is reaching out to plan holders to ascertain why they did not bid. The tree that has impacted the wall will be removed by Monmouth County.

A bid opening for the project is scheduled for February 5, 2020 and the work will be scheduled for after completion of spring classes.

4) SIDEWALKS & CURB REPLACEMENT/LINCROFT & FREEHOLD CAMPUSES

At various locations throughout the Lincroft and Freehold Campuses, sections of curb and sidewalk have deteriorated to the point where replacements are warranted. Mott McDonald designed a program for the replacement of approximately 3,900 LF of concrete curb and 2,600 SY of concrete sidewalk at the Lincroft Campus. An alternate bid for work at the Freehold Campus is also included. The project was awarded at the July 16 F&F/BOT meeting to AJR Masonry, LLC in the amount of \$398,134.00. Construction is substantially complete at the Lincroft Campus and Freehold Campus.

The balance of the work will be completed in the spring of 2020.

5) MASSAGE THERAPY RELOCATION

Massage Therapy is being relocated to the lower level of the CAR building and USA Architects has been awarded a contract to redesign the space for this use. The bid opening was held on October 15 and the apparent low bidder is Shorelands, Inc., in the amount of \$85,000.00. The award was approved at the BOT on October 29, 2019. Demolition started on November 11, 2019 and the work is scheduled for completion in mid-February.

Work is ongoing.

6) ATEC FOLDING DOOR

The replacement of the room partitioning door at the ATEC building was awarded at the BOT meeting on September 24 in the amount of \$23,450.00 to Tri-State Folding Partitions, Inc. Work is scheduled for December 6, 2019.

The project is complete.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

7) 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.

A meeting is scheduled to review the scope of the project prior to finalizing the bid specifications..

8) ADA AND MISCELLANEOUS DOOR REPLACEMENT

SSP has submitted their proposal in the amount of \$27,800.00 for design of Phase II of the ADA Doors and other exterior doors and was approved at the BOT November meeting. A kick off meeting is scheduled for December 11, 2019. A bid opening is anticipated in February 2020 with the start of project in March.

Design is underway.

9) SOUND PANEL INSTALLATION -WALL CAMPUS

Spiegle designed a panel system to surround the chiller. The project was bid on October 15 and the apparent low bidder was Shorelands, Inc, in the amount of \$92,000.00. The award was approved at the BOT on October 29. A preconstruction conference is scheduled for December 5, 2019.

Steel for the project is expected to be delivered in early February.

2) DESIGN/STUDIES/REPORTS

1. FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

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

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

2. NEW ACADEMIC BUILDING-WALL CAMPUS

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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

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

Also, during hot humid spells this past summer, condensation problems were experienced in some areas of the building. Based on discussions with Spiezle's HVAC subcontractor (Vanderweil), minor adjustments to the settings on the HVAC equipment were made and operational suggestions were recommended which should resolve the problem. Performance of the HVAC equipment will be monitored over the upcoming cooling season and Vanderweil has agreed to further assist the College if warranted.

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



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

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4.3 *Approval of the Designation of the College's Public Agency Compliance Officer
(P.A.C.O.)*

In accordance with N.J.A.C. 17:27 3.2, on an annual basis prior to January 10 of each calendar year, the College is required to designate a liaison between the Contract Compliance Unit of the New Jersey Department of the Treasury and the College. Enclosed is a resolution appointing Executive Associate, Legal Services, Bonnie Passarella, to act on behalf of the College.

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

January 28, 2020: Interim VP, Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, Brookdale Community College, hereinafter the “College”, was established under and by virtue of the laws of the State of New Jersey; and

WHEREAS, the College is subject to N.J.A.C. 17:27-3.2 requiring the designation of an individual to serve as its Public Agency Compliance Officer (hereinafter “P.A.C.O.”); and

WHEREAS, the statute provides that the P.A.C.O. is the liaison between the Contract Compliance Unit of the New Jersey Department of the Treasury and the College; and

WHEREAS, the statute also provides that the P.A.C.O. is responsible for administering contract procedures pertaining to equal employment opportunity regarding both the College and its service providers; and

WHEREAS, the statute requires the College to submit the contact information for the designated P.A.C.O. to the Contract Compliance Unit of the New Jersey Department of the Treasury; and

WHEREAS, the College’s Executive Associate, Legal Services has demonstrated the capability, proficiency, and willingness to serve in this capacity.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that, in accordance with N.J.A.C. 17:27-3.2, the Executive Associate, Legal Services is hereby designated Public Agency Compliance Officer of Brookdale Community College and the President is directed to submit Ms. Passarella’s contact information to the N.J. Department of the Treasury as required.

January 28, 2020

4.4 *Approval of a Schedule of Tuition and Fees for FY21*

BACKGROUND

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

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

BROOKDALE COMMUNITY COLLEGE
SCHEDULE OF TUITION AND FEES EFFECTIVE JULY 1, 2020

I. Tuition

Residents of Monmouth County *	\$148.00 per credit hour not to exceed \$2,220.00 per term.
Residents of Other New Jersey Counties	\$253.50 per credit hour not to exceed \$3,802.50 per term **
Out-of-State Students	\$278.50 per credit hour not to exceed \$4,177.50 per term.

* Online courses are charged the Monmouth County tuition rate.

** If not covered by Chargeback Legislation (Public Law 18A:64A-2.3)

II. Fees

- A. Application Fee – New students shall be required to pay a \$25 application fee.
- B. General Services Fee – Each term every student shall be required to pay a General Services Fee of \$39.96 per credit hour, not to exceed \$599.40.
- C. Change of Program Fee – a fee of \$10 will be charged when students change their major.
- D. Course material and Laboratory fees and may be assessed for certain courses to defray the high cost of consumable supplies, breakage, rental of facilities, and repair or replacement of equipment. The President shall be authorized to determine these courses and assess fees accordingly.
- E. Transcript Fee – A fee of \$6 dollars shall be paid for each request of an official transcript.
- F. Educational Records Reproduction Fee – Each student requiring reproduction of educational records other than transcripts shall pay \$.25 per page reproduced with a minimum fee of \$1.00.
- G. Credit-by-Examination – The regular tuition schedule applies to credits earned by examination. When credit is not granted, an examination fee of \$30.00 is paid.
- H. Returned Check Fee – A charge of \$25.00 shall be assessed for all checks issued to the College and not paid upon presentation to the bank.
- I. Late Registration Fee – A fee of \$30.00 shall be assessed to continuing students failing to register prior to the first day of classes.
- J. Installment Payment Plan – A non-refundable fee of \$60.00 shall be charged to students who wish to use the installment payment plan. The plan is available to all students in good financial standing with the College.

III. Study Abroad Fees – Brookdale Community College is a member of the College Consortium for International Studies (CCIS), and manages programs in Scotland and Canada.

- A. Application fee \$50 (to be deducted from administrative fee)
- B. Administration Fee for CCIS programs sponsored by Brookdale \$550
- C. Administration Fee for all other CCIS programs \$400

IV. International Student (F-1 Visa) Fee – processing international student admission applications and immigration compliance

- A. I-20 (Certificate of Eligibility for Nonimmigrant Student Status) Processing Fee - \$50.00

V. Tuition for Senior Citizens of Monmouth County

- A. For purposes of this policy, senior citizens are defined as residents of Monmouth County who have attained the age of 65 or over. To be eligible for the waiver, senior citizens must register on a specific day, after the first day of the term in question.
- B. Tuition shall be waived for senior citizens who enroll in courses after priority registration. Enrollment shall be on a space-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate.
- C. Senior citizens who enroll in courses during priority registration shall pay the prevailing tuition and required fees.

VI. Tuition for Eligible National Guard Members and their dependents

- A. New Jersey state law mandates that every member of the New Jersey National Guard is authorized to attend any state college or university tuition free for undergraduate and graduate studies. Tuition shall be waived to a maximum of 15 credits per semester for National Guard members and their eligible dependents. All fees shall be charged at the prevailing rate. Class space is available as of the first day of open registration for each semester.
- B. To be eligible for this program, National Guard members must apply for all available financial aid.

VII. Tuition for Eligible Persons on Unemployment

- A. Pursuant to N.J.S.A 18A:64A-23.1, persons receiving unemployment benefits in New Jersey, as determined by the Division of Employment Services, shall have tuition waived. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate. To be eligible for the waiver, a student must register the first day (or after) of the term in question.

VIII. Tuition for Eligible Volunteer Fire Fighters, First Aid or Rescue Squad Members

- A. Pursuant to N.J.S.A 18A:71-78.1, tuition up to a maximum of \$600.00 per year, not to exceed a maximum of \$2,400.00 total, for the member and member's family over a four-year period, shall be waived for active members in good standing of a volunteer fire company, or volunteer first aid or rescue squad and/or their spouse and dependent children. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a

course. All fees shall be charged at the prevailing rates. To be eligible for the waiver, a student must register the first day (or after) of the term in question.

VII. Tuition and Fees for Eligible Children and Spouses of New Jersey residents who were victims of the terrorist attack on the United States on September 11, 2001.

- A. Pursuant to amendments to State of New Jersey 209th Legislature, N.J.A-1517, the Senate and General Assembly have enacted that the students will be excused from payment of tuition subject to the payment of tuition by the State pursuant to N.J.S.A. 18A:71B-23. This includes students that are dependents and surviving spouses of police, fire, and rescue personnel, volunteer emergency responders, Port Authority of New York and New Jersey police officers, state workers and privately-employed New Jersey residents who died in the September 11 attacks on the World Trade Center, the Pentagon, and near Shanksville in rural Pennsylvania.
- B. Class space is available as of the first day of open registration for each semester.
- C. The waiver is obtained from the Financial Aid Office. All tuition and fees are waived. These benefits are available for eight years from the dependent's high school graduation.

RESOLUTION

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

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

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

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

January 28, 2020

4.5 *Approval of Proposed Operating & Capital Budget FY21*

Following discussions and parameters defined by the Board of Trustees at the Finance & Facilities Committee, and subsequent approval of the FY21 Tuition and Fee Schedule at the January 28, 2020 Board meeting, the College prepared the Operating and Capital Budget for FY21. The proposed budget fosters student success and allows the College to maintain an open-door policy, supports credit and non-credit enrollment and existing programs while working to maintain the infrastructure of the College.

The budget is presented to the Board of Trustees at this time for approval. Following this approval, the budget will be forwarded to the Monmouth County Board of Chosen Freeholders' Board of School Estimate at a public hearing for certification of the County's share of the College's FY21 Operating and Capital Fund Budget.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at meetings held January 21, 2020.

RESOLUTION

WHEREAS, under the provisions of N.J.S. 18A:64A-17, the Board of Trustees of Brookdale Community College is required to prepare an annual budget itemizing the amount of money estimated to be necessary for Operating and Capital expenses for the ensuing year; and

WHEREAS, the Board of Trustees has caused to be duly prepared such annual budget for the fiscal year 2021; and

WHEREAS, the Board of Trustees has reviewed the goals and objectives of Brookdale Community College and deems that said budget will provide the resources to meet these goals and objectives; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the annual operating and capital budget for FY21, including the Chapter 12 allocation attached hereto and made a part hereof, be and the same is hereby adopted.

BE IT FURTHER RESOLVED that a copy of said budget shall be delivered to each member of the Board of School Estimate forthwith.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College will present this budget to the Board of Chosen Freeholders for the holding of a public hearing by the Board of School Estimate with respect to said budget.

BE IT FURTHER RESOLVED that notice of said public hearing and said budget shall be published in accordance with the provision of the State.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College does hereby call upon the Governor and the Legislature of the State of New Jersey to take due consideration of the policy and statutory commitment to higher education in the State of New Jersey and to provide and allocate the necessary funds to meet that commitment in the support of County Colleges.

**Brookdale Community College
FTE Enrollment Projection
for FY21 Operating Budget**

FTE by term	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Preliminary -5.7%
Projected FTE Change						
Summer III Term						
Total Summer III terms	256	232	219	209	222	209
Fall Terms:						
Fall -11	185	155	189	180	163	154
Fall - regular	4,152	4,042	3,751	3,569	3,603	3,398
Total Fall terms	4,337	4,197	3,940	3,749	3,766	3,551
Winterim & Spring Terms:						
Winterim	54	53	48	47	47	44
Spring -10	169	161	117	184	184	174
Spring - regular	3,661	3,535	3,345	3,158	3,158	2,978
Total Winterim & Spring terms	3,884	3,749	3,510	3,389	3,389	3,196
Summer Terms:						
Summer I	395	371	343	331	331	312
Summer II	365	380	351	340	340	321
Total Summer I & II terms	760	751	694	671	671	633
Total Credit FTE	9,237	8,929	8,363	8,018	8,048	7,589
% Change	-5.92%	-3.33%	-6.34%	-4.13%	-3.77%	-5.70%
Non-Fundable FTE	561	488	484	436	463	437
% Change	0.90%	-13.01%	-0.82%	-9.92%	-4.34%	-5.70%
TOTAL FTE	9,798	9,417	8,847	8,454	8,511	8,026

Brookdale Community College
Operating Budget Summary
FY21

	FY19 Actual	FY20 Budget	FY21 Budget
Revenues	Amount	Amount	Amount
Tuition	\$ 37,938,084	\$ 36,833,034	\$ 36,074,791
Monmouth County	20,027,019	20,027,019	20,027,019
State Aid	10,285,798	10,325,921	10,285,798
General Service Fee	8,668,673	8,842,239	8,460,192
Other Fees	3,092,383	2,655,192	2,830,109
Cont & Prof Studies	3,136,967	3,400,000	3,450,000
Other Income	671,850	774,000	689,500
Total Revenue	<u>\$ 83,820,774</u>	<u>\$ 82,857,405</u>	<u>\$ 81,817,409</u>
Expenditures			
Learning Division	31,012,174	\$ 31,559,337	\$ 31,391,359
Continuing & Prof. Studies	2,908,314	3,184,437	3,002,325
Student Success Division	5,746,624	6,071,816	5,815,322
President's Division	511,559	552,821	544,365
Finance & Operations	8,925,418	8,777,470	9,178,874
Human Resources & Safety	2,099,083	2,259,281	2,362,687
Advancement Division	925,635	973,403	1,246,625
Planning & Inst. Effectiveness	390,060	441,209	382,135
Utilities	2,292,531	2,273,503	2,316,341
Benefits	15,163,552	15,876,608	15,742,550
General Expenses	3,708,938	5,461,629	4,556,451
Total Expenditures	<u>\$ 73,683,888</u>	<u>\$ 77,431,514</u>	<u>\$ 76,539,034</u>
Operating Surplus/Deficit	\$ 10,136,886	\$ 5,425,891	\$ 5,278,375
Other Cash Requirements			
Debt Principal	(1,699,997)	(1,766,815)	(1,655,000)
Interest Expense	(1,467,443)	(1,396,917)	(1,328,375)
Technology & Other Capital	(2,265,480)	(2,262,158)	(2,295,000)
Net Surplus/Deficit	<u>\$ 4,703,966</u>	<u>\$ -</u>	<u>\$ -</u>

**Brookdale Community College
FY21 Capital Budget Summary**

FY21 Budget

Revenue:

County Chapter 12	\$ 1,950,000
State Chapter 12	1,950,000

Total Revenue	<u><u>\$ 3,900,000</u></u>
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Expenditures:

Renewal and Replacements	<u><u>\$ 3,900,000</u></u>
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4.6 *Approval of the FY21 Chapter 12 Projects*

It is estimated there will be Chapter 12 bonding capacity available in FY21, subject to the approval of the State Treasurer and the State's approved budget. All community colleges were invited to submit a request for Chapter 12 funding in an amount not to exceed \$3.9 million. The final amount available for each college will be determined after all requests are submitted.

The College Administration is recommending to the Board of Trustees that the College seek approval for the use of Chapter 12 funds in an amount not to exceed \$3.9 million for projects which include site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives. The projects have been identified as top priorities in the 2012 Board approved Facilities Master Plan.

The College will seek approval for the matching funds from the County of Monmouth at the Board of School Estimate meeting to be held February 27, 2020.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 21, 2020, and the project list was recommended for approval at the Board of Trustees meeting January 28, 2020.

January 28, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan; and

WHEREAS, the New Jersey Council of County Colleges will establish a deadline for the submittal of a Board of Trustee Resolution which identifies the approved projects for Chapter 12 funding; and

WHEREAS, the College will receive the commitment from the Monmouth County Board of School Estimate to be held February 27, 2020, and a resolution agreeing to match the necessary funds, prior to the deadline; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971 for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan.

Brookdale Community College

FY21 Chapter 12 Projects

Brookdale Community College locations:

- Lincroft Campus
- Freehold Campus
- Wall Campus
- Hazlet Higher Education Center
- Neptune Higher Education Center
- Long Branch Higher Education Center

The College's Facilities Master Plan identified the following projects as a top priority for the locations noted above:

- | | |
|--|---------------------------|
| 1. Site Improvements: | |
| a. To include, but not be limited to landscape upgrades. | \$300,000 |
| 2. Infrastructure improvements and renovations: | 1,500,000 |
| a. To include, but not be limited to general infrastructure, utility improvements, bathroom upgrades, facade & roofing upgrades, upgrades to drainage systems, flooring replacement, demolition and rehabilitation of unoccupied spaces. | |
| 3. HVAC/Plumbing: | 400,000 |
| a. To include, but not be limited to, energy efficiency projects including HVAC unit upgrades (using R22 refrigerant), air handlers, exhaust fan replacement, and sanitary waste piping upgrades. | |
| 4. Electrical Upgrades: | 400,000 |
| a. To include, but not be limited to, HV distribution & electrical replacement(s)/rehabilitation. | |
| 5. Classroom Renovations: | 600,000 |
| a. To include, but not be limited to, classroom flooring, wall finishes, whiteboards and furniture. | |
| 6. Life Safety: | <u>700,000</u> |
| a. To include, but not be limited to, sprinkler head replacements, fire rated doors, storm water and run-off requirement, upgrade compliance requirements, and fire sprinkler upgrades/replacements. | |
| Total: | <u>\$3,900,000</u> |

4.7 *Acceptance of Brookdale Community College's FY19 Radio Station (WBJB-FM) Audit*

Pursuant to the requirements of the grantor, Corporation for Public Broadcasting (CPB), an audit was performed on the financial accounts of the College's Radio Station, WBJB-FM, for fiscal year ending June 30, 2019. The Board of Trustees authorized O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2019, at April 30, 2019 meeting.

An audit of the College's radio station for the year ended June 30, 2019, are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and members of the Audit Committee of the Board of Trustees.

January 28, 2020: Interim Vice President, Teresa Manfreda

WBJB-FM RADIO
(a Public Radio Station Operated by
Brookdale Community College)

FINANCIAL STATEMENTS AND
MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2019

WBJB-FM RADIO
(a Public Radio Station Operated by Brookdale Community College)

**Financial Statements and Management's
Discussion and Analysis**

June 30, 2019 and 2018

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INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Brookdale Community College
Lincroft, New Jersey

Report on Financial Statements

We have audited the accompanying financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) ("the Station"), which comprise the statements of net position as of June 30, 2019 and 2018, the related statements of revenues, expenses and changes in net position and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Station as of June 30, 2019 and 2018, and the respective changes in net position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of a Matter

As more fully discussed in Note 1, the financial statements of the Station are intended to present the net position, revenues, expenses and changes in net position and cash flows that are attributable to the transactions of one department of Brookdale Community College. They do not purport to, and do not, present fairly the financial position of Brookdale Community College as of June 30, 2019 and 2018, and the changes in its financial position and its cash flows for each of the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated **DATE**, on our consideration of the Station's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Station's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Brookdale Community College's internal control over financial reporting and compliance.

**Certified Public Accountants
Braintree, Massachusetts**

DATE

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited)
For the Years Ended June 30, 2019, 2018, and 2017

Introduction and Reporting Entity

The following Management's Discussion and Analysis is an overview of the financial condition and operations of WBJB-FM Radio (the "Station") for the years ended June 30, 2019, 2018, and 2017. This discussion is supplemental to, and should be read with, the financial statements and related footnotes that follow this section.

WBJB-FM Radio is a public radio station operated by Brookdale Community College ("College"). The Station first broadcasted on January 13, 1975. The Station currently reaches approximately 20,000 listeners on a weekly basis, featuring informational top of the hour National Public Radio ("NPR") newscasts and local features which include traffic, news, weather, community bulletin boards, public service announcements, and pertinent College information – all of which is integrated into the Adult, Album Alternative musical format, publicly providing informative, educational and artistic programming. As of March 2010, the Station broadcasts three multicast HD channels: 90.5 The NIGHT, FM Flashback, and student-run Brookdale Student Radio, along with an online-only stream, Altrok Radio.

General Financial Information

The Station's basic financial statements include the statements of net assets, statements of revenues, expenses and changes in net assets, and statements of cash flows. The financial statements are prepared in accordance with the accounting principles established by the Governmental Accounting Standards Board ("GASB").

Summary of Assets and Liabilities

Assets and liabilities for the years ended June 30, were as follows:

	2019	2018	2017	Change 2018-2019
Assets				
Current Assets	\$ 155,428	\$ 195,690	\$ 209,601	\$ (40,262)
Net Capital Assets	2,005	4,010	7,764	(2,005)
Total Assets	<u>\$ 157,433</u>	<u>\$ 199,700</u>	<u>\$ 217,365</u>	<u>\$ (42,267)</u>
Current Liabilities	<u>\$ -</u>	<u>\$ 38,516</u>	<u>\$ 46,083</u>	<u>\$ (38,516)</u>

The decrease in current liabilities of \$38,516 was due to a decrease in unearned revenue, which was because the Community Service Grant award was received subsequent to year-end. In the prior years, the funding from the grant was received prior to year-end. The decrease in current assets of \$40,242 was due to the following:

- A decrease of \$105,554 in the due from the Brookdale Community College account.
- An increase of \$49,996 in the due from CPB Grant.
- An increase of \$12,715 in accounts receivable.
- An increase of \$2,581 in various prepaid expenses.

Net capital assets decreased by \$2,005, due to depreciation of \$2,005.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited) - Continued
For the years ended June 30, 2019, 2018, and 2017

Summary of Revenues, Expenses, and Changes in Net Position

The Station receives its revenue from three major sources: College Support and Appropriation, Service Revenue (membership and underwriting), and Corporation for Public Broadcasting Grants.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>Change</u> <u>2019-2018</u>
Operating Revenues:				
CPB Grant	\$ 88,514	\$ 96,134	\$ 87,141	\$ (7,620)
Underwriting Revenue	71,104	53,409	62,412	17,695
Contributions	133,239	100,603	96,432	32,636
Contribution In-Kind	66,822	68,826	66,822	(2,004)
Institutional & Administrative College Support	18,895	41,149	40,758	(22,254)
Total Operating Revenues	<u>378,574</u>	<u>360,121</u>	<u>353,565</u>	<u>18,453</u>
Operating expenses:				
Programming and Production	398,930	399,478	381,426	(548)
Broadcasting	199,672	184,128	186,995	15,544
Program Information	8,273	9,549	2,729	(1,276)
Management and General	110,740	116,620	120,958	(5,880)
Fundraising & Membership Development	12,230	31,020	34,828	(18,790)
Depreciation	2,005	3,754	3,754	(1,749)
Total Operating Expenses	<u>731,850</u>	<u>744,549</u>	<u>730,690</u>	<u>(12,699)</u>
Operating Loss	(353,276)	(384,428)	(377,125)	31,152
Nonoperating Revenues:				
General College Appropriation	<u>349,525</u>	<u>374,330</u>	<u>389,352</u>	<u>(24,805)</u>
Change in Net Position	(3,751)	(10,098)	12,227	6,347
Net Position:				
Net Position as of Beginning of Year	<u>161,184</u>	<u>171,282</u>	<u>159,055</u>	<u>(10,098)</u>
Net Position as of End of Year	\$ <u>157,433</u>	\$ <u>161,184</u>	\$ <u>171,282</u>	\$ <u>(3,751)</u>

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited) - Continued
For the years ended June 30, 2019, 2018, and 2017

Results of Operations

In fiscal year 2019, total operating revenues increased by \$18,453 or 5.12% over fiscal year 2018 total operating revenues. CPB grant revenue decreased by \$7,620 or 7.93%. Other service revenue increase by \$26,073 or 9.33%.

Operating expenses decreased by \$12,699 or 1.70%. The operating loss increased by \$31,152 or 8.10%.

As a public radio station and NPR member station, 90.5 the Night's mission is to broadcast local news, music and information in the interest of its community of local listeners. Similar to many public radio stations around the country, 90.5 the Night holds two on-air membership campaigns per year for the purpose of generating member donations to help support programming and operations.

90.5 the Night's member dollars and a community service grant, awarded by CPB, affords the station the opportunity to continue to bring a unique mix of music and local news to the Jersey Shore area.

DRAFT

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Statements of Net Position
As of June 30,

	<u>2019</u>	<u>2018</u>
ASSETS		
Current assets:		
Due from Brookdale Community College	\$ 86,748	192,302
Due from CPB grant	49,996	—
Accounts receivable	12,715	—
Prepaid expenses	<u>5,969</u>	<u>3,388</u>
Total current assets	<u>155,428</u>	<u>195,690</u>
Noncurrent asset:		
Capital assets, net	<u>2,005</u>	<u>4,010</u>
Total Assets	<u>157,433</u>	<u>199,700</u>
LIABILITY		
Current liability:		
Unearned revenue	<u>—</u>	<u>38,516</u>
NET POSITION		
Net investment in capital assets (note 2)	2,005	4,010
Unrestricted	<u>155,428</u>	<u>157,174</u>
Total net assets	<u>157,433</u>	<u>161,184</u>
Total Liabilities and Net Position	<u>\$ 157,433</u>	<u>199,700</u>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Statements of Revenues, Expenses, and Changes in Net Position
For the Years Ended June 30,

	<u>2019</u>	<u>2018</u>
Operating revenues:		
CPB Grant	\$ 88,514	96,134
Underwriting	71,104	53,409
Contributions	133,239	100,603
Contributions in-kind	66,822	68,826
Institutional and administrative College support	<u>18,895</u>	<u>41,149</u>
Total operating revenues	<u>378,574</u>	<u>360,121</u>
Operating expenses:		
Programming and production	398,930	399,478
Broadcasting	199,672	184,128
Program information	8,273	9,549
Management and general	110,740	116,620
Membership development	12,230	31,020
Depreciation	<u>2,005</u>	<u>3,754</u>
Total operating expenses	<u>731,850</u>	<u>744,549</u>
Operating loss	(353,276)	(384,428)
Nonoperating revenues:		
General College appropriation	<u>349,525</u>	<u>374,330</u>
Change in net position	(3,751)	(10,098)
Net position:		
Net position as of beginning of year	<u>161,184</u>	<u>171,282</u>
Net position as of end of year	<u><u>\$ 157,433</u></u>	<u><u>161,184</u></u>

See accompanying notes to the financial statements. 7

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Statements of Cash Flows
For the Years Ended June 30,

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities:		
Payments to suppliers	\$ (170,958)	(175,796)
Payments for employee salaries and benefits	(558,887)	(527,716)
Underwriting	71,104	53,409
Contributions	200,061	99,973
Institutional and administrative College support	20,641	41,149
CPB Grant	<u>88,514</u>	<u>134,651</u>
Net cash used in operating activities	<u>(349,525)</u>	<u>(374,330)</u>
Cash flows from noncapital financing activities:		
General College appropriation	<u>349,525</u>	<u>374,330</u>
Net change in cash and equivalents	<u>—</u>	<u>—</u>
Cash and equivalents as of beginning of year	<u>—</u>	<u>—</u>
Cash and equivalents as of end of year	<u><u>\$ —</u></u>	<u><u>—</u></u>
Reconciliation of operating loss to net cash used in operating activities:		
Operating loss	\$ (353,276)	(384,428)
Adjustment to reconcile operating loss to net cash used in operating activities:		
Depreciation	2,005	3,754
Change in assets and liabilities:		
Prepaid expenses	(2,581)	3,431
Accounts receivable	(12,715)	630
Unearned revenue	(38,516)	(7,567)
Due from CPB Grant	(49,996)	—
Due from Brookdale Community College	<u>105,554</u>	<u>9,850</u>
Net cash used in operating activities	<u><u>\$ (349,525)</u></u>	<u><u>(374,330)</u></u>
Supplemental Information:		
Contributions in-kind	<u><u>\$ 66,822</u></u>	<u><u>68,826</u></u>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Notes to the Financial Statements
For the Years Ended June 30, 2019 and 2018

(1) Organization and Summary of Significant Accounting Policies

Organization

WBJB-FM Radio (the “Station”) is a department of Brookdale Community College (the “College”). The College does not routinely produce separate financial statements for its departments; however, for purposes of complying with the Corporation for Public Broadcasting’s financial reporting guidelines, the accompanying financial information is presented as if the Station is a separate entity. In order to obtain the accounting information necessary to produce the accompanying financial statements, common expense items of the College were allocated to the Station.

Summary of Significant Accounting Policies

Basis of Presentation

The accounting policies of the Station conform to accounting principles generally accepted in the United States of America as applicable to colleges and universities, along with all applicable Governmental Accounting Standards Board (“GASB”) pronouncements.

Net Position

The College classifies its resources into three net position categories:

- ***Net Investment in Capital Assets*** – Capital assets, net of accumulated depreciation.
- ***Unrestricted*** – All other categories of net position. Unrestricted net position may be designated by actions of the Station’s Board of Trustees.
- ***Restricted:***

Nonexpendable- Net position subject to externally-imposed stipulations that must be maintained permanently by the Station.

Expendable- Net position whose use by the Station is subject to externally-imposed stipulations that can be fulfilled by actions of the Station pursuant to the stipulations or that expire by the passage of time.

The Station did not have any restricted net position as of June 30, 2019 or 2018.

Equipment

Equipment is recorded at cost or, in the case of donated equipment, at estimated fair value at date of receipt. Depreciation is recorded on a straight-line basis over the estimated useful lives of the respective assets, which range from 5 to 10 years.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Notes to the Financial Statements - Continued
For the Years Ended June 30, 2019 and 2018

(1) Organization and Summary of Significant Accounting Policies (continued)

Summary of Significant Accounting Policies (continued)

Cash and Equivalents

Cash and equivalents include all highly liquid investments with maturities of three months or less.

Accounts Receivable

The adequacy of the allowance for doubtful accounts is reviewed on an ongoing basis by the Station's management and adjusted as required. The policy for determining past due or delinquency status of accounts receivable is based upon how recently payments have been received. Management believes all amounts are collectable and, as a result, has not reflected an allowance for doubtful accounts for the years ended 2019 and 2018.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of support and revenue and expenses during the reporting period. Actual results could differ from these estimates.

Financial Dependency

The Station receives appropriations and support from the College, and is economically dependent on these amounts to carry on its operations.

Unearned Revenue

Amounts received from grants which have not yet been earned under the terms of the agreements are recorded as unearned grant revenue in the accompanying statements of net position. Unearned revenue will be recorded as revenue as the services are provided.

Service Revenue

Service revenue is recognized once the services have been provided.

Classification of Revenues

The Station has classified its revenues as either operating or nonoperating revenues in accordance with the guidelines established by GASB Statement No. 34.

Income Taxes

The College is exempt from income taxes under Section 115 of the Internal Revenue Code, as amended. As a department of the College, the Station is also exempt from income taxes.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Notes to the Financial Statements - Continued
For the Years Ended June 30, 2019 and 2018

(2) Capital Assets

Capital asset activity for the years ended June 30, 2019 and 2018 was as follows:

	Balance June 30, 2018	Additions	Balance June 30, 2019
Depreciable Assets:			
Equipment	\$ 689,749	\$ -	\$ 689,749
Less accumulated depreciation:			
Equipment	(685,739)	(2,005)	(687,744)
	<u>\$ 4,010</u>	<u>\$ (2,005)</u>	<u>\$ 2,005</u>

(3) Fringe Benefits

Fringe benefits for the Station employees are included in the College appropriation for the years ended June 30, 2019 and 2018.

(4) Contributions

Contributions represent the valuation of the rental costs associated with the commercial FM radio facilities similar to those operated by WBJB-FM and installed on the Crown Castle Transmission Facility located on Brookdale Community College's Lincroft campus. Contributions were \$66,822 and \$68,826 for the years ended June 30, 2019 and 2018, respectively.

(5) Operating Expenses

The Station's operating expenses, on a natural classification basis, are composed of the following for the years ended June 30,:

	2019	2018
Compensation and benefits	\$ 558,887	\$ 527,716
Supplies and services	170,958	213,079
Depreciation	<u>2,005</u>	<u>3,754</u>
	<u>\$ 731,850</u>	<u>\$ 744,549</u>

(6) Contingencies

All funds expended by the Station in connection with government grants are subject to review or audit by governmental agencies. In the opinion of management, any liability resulting from a review or audit would not have a significant impact on the financial statements of the Station.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING AND
COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH
*GOVERNMENT AUDITING STANDARDS***

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Trustees of
WBJB-FM Radio
A Public Radio Station Operated by Brookdale Community College
Lincroft, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) (the "Station"), which comprise the statement of net position as of June 30, 2019, and the related statements of revenue, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements and have issued our report thereon dated **DATE**.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Station's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Station's internal control. Accordingly, we do not express an opinion on the effectiveness of the Station's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audits we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Station's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Station's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Certified Public Accountants
Braintree, Massachusetts

DATE

DRAFT

SUBJECT: Adoption of Faculty Association
Settlement Agreement

DATE: January 28, 2020

CATEGORY: Human Resources

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution Adopting 2019-22
Faculty Association Settlement
Agreement &
Memorandum of
Agreement

BACKGROUND:

The College entered into negotiations with the Faculty Association for a successor agreement in January, 2019. The current CBA expired on June 30, 2019. After numerous negotiating sessions, the Faculty Association and the Management teams came to a tentative agreement on December 18, 2019, subject to ratification.

The membership of the Faculty Association ratified the proposed contract with the College December 19, 2019. A summary of the terms of the 2019-22 Agreement is attached. Board ratification of this Agreement is respectfully recommended.

RECOMMENDATION:

The President recommends that the Board of Trustees adopt the resolution approving the provisions of the Agreement between the Faculty Association and Brookdale Community College, as proposed.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: January 28, 2020

EFFECTIVE DATE: As Indicated

January 28, 2020: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi

RESOLUTION

WHEREAS, the Brookdale Community College Faculty Association is the exclusive representative for collective negotiations on behalf of the faculty; and

WHEREAS, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Faculty Association covering terms and conditions of employment expired on June 30, 2019; and

WHEREAS, both the College and the Association identified provisions in the contractual Agreement which required revision; and

WHEREAS, a Memorandum of Agreement has been signed by both parties, subject to ratification by the Association and the Board of Trustees; and

WHEREAS, the Faculty Association ratified the Agreement on December 19, 2019; and

WHEREAS, Labor Counsel and the President recommend approval of the proposed Agreement, approved by the Brookdale Community College Faculty Association; and

WHEREAS, the Board of Trustees of Brookdale Community College considers the Agreement reasonable and proper and that the recommendation of Labor Counsel and the President be accepted;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the attached Memorandum of Agreement is hereby ratified.

BE IT FURTHER RESOLVED that the proper Officers of the College are authorized to execute this Agreement, signed on December 18, 2019, on behalf of the Board of Trustees of Brookdale Community College.

Memorandum of Agreement (5)
Faculty Association Contract
July 1, 2019 to June 30, 2022

1. Cover page, Preamble, Article 26 and any other reference in contract - Contract period – **July 1, 2019 to June 30, 2022.**

2. Articles 20 and 21
General wage increases:
2019-20 - \$1900
2020-21 - \$2100
2021-22 - \$2300

Instructor rank minimums and maximums increase by 80% of the general wage increase dollars; Assistant, Associate, and Professor rank minimums and maximums increase by 100% of the general wage increase dollars.

3. Article 19.3: Overload/Part-Time Hourly Rates
2019-20 - \$850 \$42.50
2020-21 - \$875 \$43.75
2021-22 - \$900 \$45.00

4. Article 2.1 shall read: The parties agree to enter into collective bargaining over a successor agreement in accordance with Chapter 123, Public Laws 1974 (N.J.S.A. 34: Chapter 13A), in a good faith effort to reach agreement on matters concerning terms and conditions of the employment of faculty members. **Either party may notify the other party to negotiate a successor agreement by October 1. The first meeting shall occur no later than Dec 1. Subsequent meetings will be scheduled no less frequently than once per month.** Any Agreement so negotiated shall be reduced to writing and submitted to the Board and the Association by their duly authorized representatives. The Agreement, if ratified by the Board and the Association and signed by both parties, shall be adopted by the Board.

5. Article 3.7. Revise the last sentence to read: Furthermore, upon similar request and approval, the Association shall be allowed the use of equipment of the College, including **but not limited to** computers, **photocopy machines**, computer related equipment and audio-visual equipment.

6. Article 3.11 – Change 600 to 400 copies

7. Article 3.12 – Revise to read: The current office space, including furniture assigned to the Association, will be maintained.

8. Add Article 5.6: **Upon written request of the Association, the President shall have the authority to demand that any entity, acting without the expressed written consent of the Association, that publishes course examinations and other academic materials developed by faculty members during the course of employment with the College on its website, cease and desist that activity and remove all course material from said website.**
9. Article 7.2.D.4. Add: “two (2)” before “supervisor observations using a form approved by the Vice President, and faculty response form (PE14), and”
10. Article 7.3.B.5. Revise to read: The supervisor evaluations include an evaluation report (PE47), Annual Faculty Performance and Development Report (PE48), **periodic (not always annual)** supervisor observations, and signed Faculty Response Forms (PE14). Include four (4) evaluations, AFPDRs, and **two (2)** supervisor observations using a form approved by the Vice President from the most recent four (4) years.
11. Article 8.1.B.5 – Delete current language and replace with: **Generally, advance notice of at least forty-eight (48) hours will be provided for regularly scheduled observations (in-person and online). The College retains the right to observe a class without prior notice when circumstances warrant. Evaluation of faculty engaged in online education or online counseling should be tailored to the medium in which the course is given.**
12. Add Article 8.1.B.6 – **Completed observations will be returned to faculty within ten (10) business days.**
13. Article 8.2.A – In first sentence, change “staff” to “**faculty.**”
14. Article 9.C.4. Revise to read: Supervisor Observation. Any observation form currently approved by the Vice President may be used. **Completed observations will be submitted to the faculty member no later than ten (10) business days following the date of the observation.** Effective July 1, 2016, supervisor observations will be required **at least** every three years for tenured faculty. (This schedule shall be staggered at first, order will be determined by the Vice President.) Administration may require additional observations if needed for promotion and/or if issue(s) arise(s).
15. Article 9 C - Dates of Evaluation 1. (satisfactory evaluation) – change April 1 to **May 1.**
16. Article 12 – before A. Change the word “distance” to “online.”
17. Article 12.G. Add to end of sentence: “two (2) hours of which may be performed off campus.”

18. Article 15.3. Revise to read: Grades shall not be reported any more frequently than every six (6) weeks unless the duration of the course requires; however, change of credit reports from incomplete status to any credit grade shall be **submitted online** within five (5) days from the date on which the faculty member **receives the student's work**.
19. Article 16.1.A. - Revise to read: The Board of Trustees recognizes the desirability of encouraging self-development of the individual. To promote and encourage employees of Brookdale Community College to further their education, full-time employees of the College and their immediate families (spouse and dependent children through Dec 31 of the year they turn 23) shall be permitted to take two (2) courses not to exceed 8 credit hours of College work at Brookdale Community College, or three (3) one (1) credit courses, each semester for which tuition shall be waived, provided the minimum enrollment of the course has been met, and provided that at all times tuition students shall have priority of enrollment in any course. These courses shall be pursued without interference with the employee's regular work schedule. Student activities fees shall be waived for employees only.
20. Article 16.1.B. -Revise to read: Dependent children of faculty, who are eligible under 16.1, will be permitted to attend BCC with tuition waiver to complete a degree within three (3) academic years, to a maximum of 60 credits, exclusive of fees.
21. Article 16.7 A. #2. Revise the first sentence to read: "Sick Leave – Employees will accrue sick leave at the rate of one (1) day per month worked and may accumulate days without a maximum." The rest of 16.7. A.2. remains unchanged.
22. Article 16.7 A. Add new #3 and renumber remaining provisions.
3. Paid Family Leave - In addition to ten (10) sick leave days for personal illness as provided by section A.2. above, a faculty member will be entitled to two and one-half (2.5) days per academic year which may be used to aid or care for a family member of the employee. Said days, if unused by the end of the academic year, shall be treated as accrued sick days.
23. Article 17.4 – Delete (Representation Fee provision)
24. New 18.6. Renumber remaining provisions. 18.6. A faculty member may, at his/her option, teach a class of less than fifteen (15) weeks in duration. Classes of less than fifteen (15) weeks in duration offered during the fall and spring semesters shall be deemed to be a "term." Such classes shall generally be included in-load, but the faculty member may agree, at his/her option, to teach such a class as overload. Faculty members who volunteer to teach a class given over a term shall suffer no loss in pay for doing so. A class given over a term shall not be cancelled provided there is sufficient enrollment to run the course at the start of the semester. The College retains the right

to cancel a class prior to the start of the semester. Nothing contained in this provision shall have the effect of changing the meaning of the word “term” as used elsewhere in this contract.

25. Revise Article 24. Article Title changed to “Online Courses”

The Faculty Association and the College recognize that beyond the traditional instructional methods, technology allows for different instructional modalities. The intent is not to displace, replace, reduce or otherwise limit Brookdale Community College Faculty Association represented faculty members.

Faculty members are encouraged to become proficient in the art of teaching within this mode of instruction; however, participation in online courses shall be voluntary.

24.1 omitted. Renumber remaining provisions.

24.2 unchanged

24.3 (first sentence remains unchanged) Faculty member(s) choosing to develop a course may avail themselves to curriculum development resources. (See Article 18.9.) The decision to convert an existing course to an online modality is made by the department and the Dean. A new course developed in an online modality shall go through the same approval process as a course taught in any other modality.

24.4 through 24.7 are unchanged

24.8 Evaluation of faculty teaching an online course is described in Article 8.B.5.

For the Association

For the College

V 5 Dec 17, 2019

1.8000 Adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College

I. Title of Policy

Adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College

II. Objective of Policy

To establish a process for the adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College.

III. Authority

N.J.S.A. 18A:64A-1 et seq; Board of Trustee Bylaw 1.2050.

IV. Policy Statement

A. Mission, Vision, and Values of Brookdale Community College

1. The Board of Trustees ("The Board") acknowledges that the College's Mission Statement shall be as follows: *Brookdale Community College empowers a diverse community by providing open access to high-quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.*
2. The Board of Trustees acknowledges that the College's Vision Statement shall be as follows: *Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society. Brookdale plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire all community members to fulfill their aspirations to the best of their ability.*
3. The following values guide the Brookdale community in the fulfillment of our Mission; each being of equal weight and importance:
 - a. **Educational excellence** through engagement, assessment and innovation
 - b. **Economic empowerment** through access, opportunity, and entrepreneurial partnerships
 - c. **Institutional integrity** through academic freedom, stewardship and accountability
 - d. **Diversity** through inclusivity, human equity and individual perspective
4. The Board shall annually review and endorse the Mission, Vision, and Values statements of the College. If the Board determines that there is a need to revise or amend the Mission, Vision, and/or Values statements, the President shall be directed to conduct a College-wide review and present recommended changes to the Board.

B. Strategic Priorities

1. The Board shall develop its Strategic Priorities during their annual Spring Retreat.
2. The Board in collaboration with the President shall develop specific goals for the President, in alignment with the Strategic Priorities, by the May Board of Trustee's Public Business Meeting.
3. The President shall work with the Senior Executive Leadership Team to ensure that the College's annual goals are aligned with the Board's Strategic Priorities.

V. Responsibility for Implementation

Board of Trustees.

Approved: Board of Trustees, 03/26/2019

Brookdale Community College College Policy

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

I. Title of Policy

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

II. Objective of Policy

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

III. Authority

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

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

Bylaws 1.2050 and 1.3054

IV. Policy Statement

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

V. Responsibility for Implementation

President

Approved: Board of Trustees 10/24/96

Updated: 1/ /2020

BROOKDALE COMMUNITY COLLEGE **COLLEGE POLICY**

2.0002 Public Access to Government Records

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

I. Title of Policy

Public Access to Government Records

II. Objective of Policy

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

III. Authority

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

IV. Policy Statement

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

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

V. Responsibility for Implementation

President

Lodged: Board of Trustees, 5/9/02

Approved: 6/13/02

Revised: 2/6/14

Approved: 2/19/14

Revised/Updated: 1/ __/2020

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

BROOKDALE COMMUNITY COLLEGE**Board of Trustees****2020 Committee Appointments****Board Bylaw 1.4010, appointments to Standing Committee**

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

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

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE
2020 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
January 13	Public Private Partnership Committee Mtg	8:30AM	SLC, Trustees Conference Room
January 16	Foundation Board Meeting	4:00-6:00PM	SLC, Trustees Conference Room
January 21	Convocation	9:00AM	Robert J. Collins Arena
January 21	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
January 21	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
January 22	Governance Committee Meeting	6:00PM	BAC, President's Conference Room
January 28	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
February 9-12	ACCT National Legislative Summit		Washington D.C.
February 17	Student Success & Educational Excellence Committee Meeting	5:30PM	BAC, President's Conference Room
February 18	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
February 18	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
February 19	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
February 24	NJCCC Council Meeting	5:00 PM	Middlesex County College, West Hall
February 25	BOT Public Business Meeting	5:30PM	Brookdale at Long Branch, Rm 200
Mach 5	Foundation Scholarship Recognition	5:00 PM – 7:00 PM	Robert J. Collins Arena
March 16	Public Private Partnership Committee Meeting	8:30AM	SLC, Trustees Conference Room
March 17	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
March 17	Finance & Facilities Meeting	5:30PM	SLC, Trustees Conference Room
March 18	Governance Committee Meeting	6:00PM	BAC, President' Conference Room
March 20-21	BOT Retreat		TBD
March 24	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
March 29	Open House	1:00 PM	Robert J. Collins Arena
April 3	Wilbur Ray Scholarship Dinner	6:00PM - 9:00PM	Jacques Reception Center, Middletown
April 20	Student Success & Educational Excellence Committee Meeting	5:30PM	BAC, President's Conference Room
April 21	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
April 21	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
April 28	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
May 1	Barringer Awards Dinner	6:00-9:00PM	The Essex & Sussex, Spring Lake
May 5	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
May 13	CHHANGE Colloquium	9:00 AM	Robert J. Collins Arena
May 14	Commencement	9:00AM-3:00PM	Robert J. Collins Arena
May 15	Scholars Day	9:00 AM	
May 19	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
May 19	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
May 21	Foundation Board Meeting	4:00PM - 6:00PM	SLC, Trustee Conference Room
May 27	BOT Public Business Meeting	5:30PM	Brookdale at Neptune HS, 2nd Floor Media Center

DATE	EVENT	TIME	LOCATION
June 4	CPS Completion Ceremony	6:00PM-7:30PM	SLC, Navesink Rooms
June 5	Scholarship Ball	6:00 PM-10:00 PM	Eagle Oaks Country Club
June 16	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
June 15	NJCCC Council Meeting	5:00 PM	Middlesex County College, West Hall
June 16	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
June 18	Foundation Board Meeting	4:00PM – 6:00PM	SLC, Trustee Conference Room
June 23	BOT Public Business Meeting	5:30PM	Brookdale at Freehold, Rooms 103 & 104
July 20	Public Private Partnership Committee Meeting	8:30AM	SLC, Trustees Conference Room
July 21	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
July 21	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
July 28	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
August 18	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
August 18	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 2	Convocation	9:00AM	Robert J. Collins Arena
September 14	Public Private Partnership Committee Meeting	8:30AM	SLC, Trustees Conference Room
September 14	Student Success & Educational Excellence Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 15	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
September 15	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 16	Governance Committee Meeting	6:00PM	BAC, President's Conference Room
September 22	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
September 24	Education Golf Outing	All Day	Eagle Oaks Country Club
September 30-October 3	ACCT Leadership Congress		Hyatt Regency, Chicago
October 19	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
October 20	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
October 20	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
October 27	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rooms 110 & 112
November 9	Public Private Partnership Committee Meeting	8:30AM	SLC, Trustees Conference Room
November 9	Student Success & Educational Excellence Committee Meeting	5:30PM	SLC, Trustees Conference Room
November 10	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
November 10	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
November 11	Governance Committee Meeting	6:00PM	BAC, President's Conference Room
November 15	Fall Open House	12 PM – 2:30 PM	Robert J. Collins Arena
November 17	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms

DATE	EVENT	TIME	LOCATION
December 1	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
December 7-9	MSCHE Annual Conference		Philadelphia, PA
December 9	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
December 9	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
December 15	BOT Public Business Meeting	5:30PM	Brookdale at Hazlet, Rms 102 & 103

Brookdale Community College 2020 Upcoming Events

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2020 v3- 01/20/20

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.	Shall meet a minimum of four times per year or as requested.
Tuesday, January 28 Lincroft, SLC, Navesink I & II	January 21 5:15 PM	January 22 6 PM		January 21 5:30 PM		January 13 8:30 AM
Tuesday, February 25 Brookdale at Long Branch, Rm 200	February 18 5:15 PM		Feb. 17 5:30 PM BAC, PCR	Feb. 18 5:30 PM	February 19 6 PM	
Tuesday, March 24 Lincroft, SLC, Navesink I & II	March 17 5:15 PM	March 18 6 PM		March 17 5:30 PM		March 16 8:30 AM
Tuesday, April 28 Lincroft, SLC, Navesink I & II	April 21 5:15 PM		April 20 5:30 PM BAC, PCR	April 21 5:30 PM		
Wednesday, May 27 Neptune High School, 2nd Floor Media Center or Freehold	May 19 5:15 PM			May 19 5:30 PM	May 5 6 PM	May 18 8:30 AM
Tuesday, June 23 Brookdale at Freehold, 103 & 104	June 16 5:15 PM			June 16 5:30 PM		
Tuesday, July 28 Lincroft, SLC, Navesink I & II	July 21 5:15 PM			July 21 5:30 PM		July 20 8:30 AM
NO PBM Meeting in August	August 18 5:15 PM			August 18 5:30 PM		
Tuesday, September 22 Lincroft, SLC, Navesink I & II	September 15 5:15 PM	Sept. 16 6 PM	Sept 14 5:30 PM SLC, TC	Sept. 15 5:30 PM		September 14 8:30 AM
Tuesday, October 27 Brookdale at Wall, 110 & 112	October 20 5:15 PM			October 20 5:30 PM	Oct. 19 6 PM	
Tuesday, November 17 Lincroft, SLC, Navesink I & II	November 10 5:15 PM	Nov. 11 6 PM	Nov. 9 5:30 PM, SLC, TC	Nov. 10 5:30 PM		November 9 8:30 AM
Tuesday, December 15 Brookdale at Hazlet, 102 & 103	December 9 5:15 PM			Dec. 9 5:30 PM	December 1 6 PM	

Human Resources is a Committee of the whole