



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, June 23, 2020 5:30 PM (EDT)
New Jersey
Zoom Webinar

- I. Call to Order, Reading of Statement and Roll Call - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Moment of Silence - Chair Abby-White
- IV. Adoption of Agenda - Chair Abby-White
- V. Recognition of Trustee Latonya Brennan - Chair Abby-White
- VI. Swearing in of Trustee Dyese Davis - Mr. Jacobs
- VII. Recognition of Trustee Deinhardt - Chair Abby-White
- VIII. Review of Consent Agenda - Chair Abby-White
 - *Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
 - A. Adoption of Consent Agenda - Chair Abby-White
- IX. Reports from the Board Committees and Liaisons - Chair Abby-White
 - A. Finance & Facilities Committee - June 15, 2020 - Vice-Chair Cram
 - 1. Chairs Financial Meeting Summary - Vice-Chair Cram Submitted Report in the Packet
 - 2. Update on Capital Projects - Capital Project Report submitted in Monthly Financial Reports
 - B. Student's Perspective - Trustee Deinhardt
 - C. NJCCC - Trustee Horl
 - D. BCC Foundation - submitted in the Packet
- X. President's Report - Dr. Stout
- XI. Public Comment on Agenda Items - Chair Abby-White
- XII. Approval of Public Business Meeting Minutes - Chair Abby-White
 - A. Approval of Public Business Meeting Minutes - May 27, 2020 - Chair Abby-White
 - B. Approval of Executive Session Minutes - May 27, 2020 - Chair Abby-White
- XIII. Consent Agenda - Chair Abby-White - 5 minutes
 - A. Human Resources Recommendations
 - B. Application for Grants
 - C. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the

New Jersey "Pay to Play" Process, in Excess of \$17,500

D. Open Invoice Payment Requests for Vendor, Student and Employee Payments

E. Monthly Financial Reports

- XIV. Approval of Student Fee Allocations - Chair Abby-White
- XV. Approval of the Associated Students of Brookdale Community College (ASBCC) FY21 Budget - Chair Abby-White
- XVI. Approval of the Auxiliary Services FY21 Budget - Chair Abby-White
- XVII. Governor's Emergency Education Relief (GEEF) Fund - Chair Abby-White
- XVIII. Approval of Change in Nomenclature - •Humanities, Liberal Education Option to Humanities, Liberal Arts Option AA - Chair Abby-White
- XIX. Approval of Change in Nomenclature - Teacher Assistant to Instructional Assistant AAS - - Chair Abby-White
- XX. Public Comment - Chair Abby-White
- XXI. Old/New Business - Chair Abby-White
- XXII. Resolution to Hold a Closed Meeting - Chair Abby-White
- XXIII. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XXIV. Adjournment - Chair Abby-White
- XXV. Appendix - Board Materials

Finance & Facilities Committee
June 15, 2020
Chair's Minutes

The meeting was convened at 5:45 PM by the chair.

I. Facilities Report

Mr. Ray Savacool provided his monthly report prepared June 4, 2020 on progress to date on construction projects managed by T&M and projects managed by the college including design/studies/reports in process. Updates as of June 15 were provided. Substantially completed projects were noted and the current status of each project was provided.

The following specific projects generated questions and discussion:

1. The Salt Storage project is on hold pending the installer/manufacture response to the College's concerns regarding the block base construction. T & M is coordinating with the college counsel to address those concerns.
2. Work related to the ATEC retaining wall project is continuing. Gutters will be added to the building as part of the next roof repair project. Drains are being considered to capture runoff as a separate project from the wall rehabilitation.
3. Steel framing has been installed for the sound panel at Wall. Panels should be installed this month.
4. College counsel is following up on letters issued to all relevant parties regarding the Wall Campus boiler performance.

Several design and field study reports were discussed related to the Freehold Campus foundation seepage problem and the Man rear vestibule slab leakage. Reports on the need for additional drainage and estimated construction costs for both projects will be provided.

I. Facilities Master Plan Project Up Date

Mr. Naparło reported his progress on a final report on the current Facilities Master Plan. The review will report on all proposed projects completed, in progress and recommended for the immediate future. The plan will look at both general areas and the specific needs of each of the campuses. The report will be used as decisions are made regarding the college's future footprint and organization.

III. Financial Reporting

Interim Vice President Manfreda provided an overview of operating and capital revenue and expenses as of May 31, 2020. Her report included actual to budget projections reflecting (97.3%) collected revenues and total expenditures (81.2%). Both figures remain within the historical ranges for revenues and expenditures. There were again several outliers including the print shop, athletics department, healthcare services, the international center, student life and BDC Indirect expenses that will be reviewed further for accuracy/explanation.

Cash balances as of May 31, 2020 increased considerably from the prior year but includes CARES ACT funding.

As of the May report, year to year operating revenue was down \$657,000 and operating expenditures are down \$3.7 allowing for a projected surplus of approximately \$891,000. Interim VP Manfreda cautioned that the current fiscal health of the college does not fully take in to account the ongoing impact of the college's closing with respect to actual and anticipated revenue losses, actual and anticipated pandemic related costs.

IV. The in Excess of \$36,400 and New Jersey "Pay-to-Play" process in excess of \$17,500.

Approval requests scheduled to appear on the June 23, 2020 BOT agenda were reviewed. Ms. Manfreda noted that the higher than normal requests for approval were related to annual renewals acted on at the June meeting and Chapter 12 expenditures. Individual action items were briefly explained. Committee questions center on COVID purchases and insurance renewals.

V. Change Order Requests

There were no change order requests.

VI. College Fees

A plan to gradually fold more of the student fees into tuition consistent with other colleges was explained.

VII. Payments to Vendors, Students and Employees

Payments to vendors, students and employees were presented for review without comment.

VIII. Budget Approvals

The requests for budget approvals for the ASBCC and Auxiliary services were presented and discussed.

IX. Governor's Emergency Education Relief (GEERF)

Dr. Stout alerted the Board to the possibility of an additional \$850,000 funding from the Governor's discretionary fund to offset the loss of other funding. If awarded a resolution of acceptance may be needed.

X. HR Report

Associate Vice President Sensi presented the monthly HR report. There were no new positions being recommended, however twenty-six actions will be recommended hires, change of status and separations to be acted on by the Board at its June 23, 2020 public meeting. Several additional recommendations may be added to the agenda before the meeting. A review of the classification of administrator was recommended,

XI. Review of Grants and Gifts

Dr. Stout informed the Board that resolutions to accept the Adult Basic Education Grant and the Perkins Grant will appear on the agenda for approval

XII. Foundation Report

A new item was added to the agenda which included updates on the Foundations fund raising activities, a fund balance report, required filings and upcoming events.

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

1. Continued concerns about future revenues and proposed counter measures
2. Plans to respond to potential emergency purchases to address Covid 19 issues
3. Potential additional HR recommendations in process

The meeting was adjourned at 7:05 pm.

Additional Discussion

Committee members continued to meet and discuss the President's CFO recommendation and the F&F Committees recommendations for General Council, Legal Counsel and Engineer of Record.

Brookdale Community College Foundation and Brookdale Community College Alumni Association

The Brookdale Foundation COVI-19 Student Emergency Fund

Goal is \$125,000. As of June 9 ,2020 we have raised \$120,783.

Donors include Foundation Trustees, College Trustees, Alumni Trustees and alumni, Ball sponsors, vendors, Faculty & staff, and loyal donors. **These are restricted funds.**

86 students to date have received \$1,000 grants. We are reviewing another 39 applications to determine eligibility. These students were not eligible to receive CARES Act grants. The students receive an email from me notifying them of their grant and encouraging them to apply for scholarships posted on the Foundation website.

This is the email they receive:

*The Brookdale Community College Foundation is pleased to award you a **COVID-19 Student Emergency Grant of \$1,000**. These funds were made possible by our generous donors realizing that our students are facing unusual hardships. If you owe money for the spring 2020 semester, the funds will be applied to that balance. If you have a credit balance, your grant will be processed by the end of this week and a check mailed to you.*

We ask that you email a thank you letter acknowledging the help you received. We like to share these with our donors so they can see the impact of their generosity.

We encourage you to apply for scholarships provided by the Brookdale Foundation. You can click on this link to review the criteria for the various scholarships. <https://www.brookdalecc.edu/brookdale-foundation/available-scholarships/> The deadline for all has been extended to July 1,2020.

Any new applications received will be on hold until we see how much more money we raise in the Campaign.

FUND BALANCE REPORT APRIL 30, 2020

Unrestricted donations and investment income (monies booked) totaled **\$217,570 versus projected revenue of \$387,000 by June 30th.**

- ✓ We projected Education Open to generate \$110,000 and it generated \$125,330
- ✓ We projected the Annual Campaign to generate \$60,000 and it has generated \$70,953
- ✓ We projected that unrestricted investment income would be \$65,000 and thru April 30 it totaled \$21,287
- ✓ We projected the Scholarship Ball to generate \$150,000 and this year it will be \$0

Unrestricted expenses totaled \$171,368

- ✓ Education Open \$58,347
- ✓ Fall Scholarships \$56,493
- ✓ Operating \$56,528

Brookdale Community College Foundation and Brookdale Community College Alumni Association

Restricted donations (scholarships) and investment income (monies booked) totaled \$376,386 versus projected revenue of \$658,000 by June 30th.

- ✓ We projected scholarship donations of \$400,000 and it has generated \$376,386
- ✓ We projected investment income of \$250,000 and as of 4/30/2020 it was **-\$34,973**
- ✓ We projected Wilbur Ray Scholarship Dinner revenue of \$8,000. Dinner was canceled.

Restricted expenses totaled \$301,525

- ✓ Scholarships and grants \$300,825
- ✓ Wilbur Ray Dinner deposit \$700 (cancelled)

We budgeted for \$110,000 to replace computers in the Bankier Library. Installation postponed due to COVID-19.

FY19 990 and NEW JERSEY CHARITABLE REGISTRATION RENEWAL

The Brookdale Foundation filed Form 990 and the NJ Renewal for the period of July 1, 2019 thru June 30, 2020.

Revenue: \$1,184,703

\$718,562 Contributions & Grants (61%)

\$426,051 Investment Income (36%)

\$40,084 Other (3%)

Expenses: \$963,471

\$841,031 Scholarships & Grants (87%)

\$122,440 Administrative & Fundraising (13%)

EDUCATION OPEN GOLF OUTING – SEPTEMBER 24, 2020

The committee has decided we should proceed with the outing. We have been monitoring what other non-profits and most plan to proceed. Eagle Oaks considers the outing as “on” unless circumstances change. Save The Date cards are being emailed and mailed this month.

We anticipate there will be format changes adhering to CDC guidelines. We will meet with Eagle Oaks this month to discuss these and logistics for the post golf “dinner.” We need to host the event to generate unrestricted funds.

CHALLENGES WE FACE

The Brookdale Scholarship Ball and the Education Open Golf Outing represent the lion’s share of our annual unrestricted income. Without them, our resources to fund Foundation & Alumni Scholarships (unrestricted) and operational costs are extremely limited. Luckily, we have reserves but we don’t want to compromise our financial stability.

Brookdale Community College Foundation and Brookdale Community College Alumni Association

We budgeted for \$400,000 in endowed & restricted scholarships and as of 4/30/2020, we generated \$377,386. Restricted investment income was budgeted for \$250,000. As of April 30, restricted investment income was **\$34,973 in the red**. This will impact how we pay for scholarships already awarded this past academic year and how we (and if) we budget for endowed scholarships for the upcoming academic year.

FY20 AUDIT

I had a conference call with Dave Coppola and Todd Merriam of O'Connor & Drew, P.C. to discuss current year financial status and the audit timeline.

BROOKDALE ALUMNI ASSOCIATION 35th ANNUAL BARRINGER AWARDS DINNER

Originally slated for May 1st the event has been rescheduled for Friday, October 16th at the Essex & Sussex in Spring Lake. The Honorees are Debbie Almeida, Synde Kaufman and Oly Malpica Proctor. The Essex & Sussex reports however that we may have to postpone until 2021 since they are not sure if they will be allowed to be fully functional by then.

COMMENCEMENT 2020

Thomas Hayes and Roy Lamanna are the Honorary Degree recipients.

Thomas F. Hayes

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

Tom currently serves on over twenty-five boards and twenty-four committees for non-profit agencies in the Monmouth, Ocean and Morris County areas. Organizations such as the United Way, YMCA, Ronald McDonald House, Monmouth Park Charity Fund, Monmouth-Ocean Development Council, Senior Citizen's Activity Network, Human Services Advisory Council and the American Cancer Society. With a B.S. in architecture from the Catholic University of America, Tom has assisted several organizations with facilities planning.

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

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

Brookdale Community College Foundation and Brookdale Community College Alumni Association

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

Roy LaManna

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

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

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

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

Kevin Garrison and Sheila Wexler are the Distinguished Alumni recipients.

Sheila Wexler '78

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

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

Brookdale Community College Foundation and Brookdale Community College Alumni Association

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

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

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

Kevin Garrison'94

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

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

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

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

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

The Honorary Degree Diplomas and Distinguished Alumni certificates are ready to go. All of the recipients were interviewed on for short videos on June 2nd.

Brookdale Community College Foundation and Brookdale Community College Alumni Association

2020 Graduates will receive an invitation to join the Alumni Association as a Life Time member for only \$20, a 60% discount. They will be invited to join using the discount code CONGRAT2020 at <https://brookdalealumniassociation.com/>

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

May 27, 2020

Brookdale Community College Zoom Webinar

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

On May 21, 2020 at 10:30 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed
	Mr. Dan Becht, Trustee	Dr. Yesenia Madas Dr. Nancy Kegelman
	Ms. Suzanne Brennan, Trustee	Ms. Patricia Sensi
	Dr. Hank Cram, Vice-Chair	Mr. Ed Johnson
	Mr. Paul Crupi, Trustee	Ms. Kathy Kamatani
	Ms. Lauren Deinhardt, Trustee	Dr. William Burns
	Ms. Madeline Ferraro, Trustee	Dr. Joan Scocco
	Ms. Barbara Horl, Trustee	Ms. Bonnie Passarella
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Ms. Teresa Manfreda
	Ms. Marta Rambdaud, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
Absent	Ms. Latonya Brennan, Trustee Ms. Barbara Horl, Trustee*	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	Mr. Ray Savacool, T & M Associates, Engineer of Record
*Trustee Horl had technical problems with joining the meeting.		

Chair Abby-White requested a moment of silence in honor of the memory of Brookdale Alumni, Michael Cesta who passed away from complications with COVID-19.

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

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the meeting agenda was made by Trustee Deinhardt and seconded by Trustee Rambaud. Motion passed.	
President's Report Dr. Stout thanked all those who have supported the fundraising campaign for the COVID-19 Student Emergency Fund. He reported that the campaign has raised \$97,000 and is 20% away from meeting the goal of raising \$125,000. He thanked Sheriff Shaun Golden for the donation of cameras which are contributing to increased security of the College. Dr. Stout shared information on a 3 + 1 agreement with Southern New Hampshire University which will allow Brookdale students to transfer up to 90 credits and complete their Bachelors degree online. He announced our new Dual Admission Agreement with Monmouth University which will allow local students to simultaneously apply to Brookdale and Monmouth University and save a substantial amount of money by attending Brookdale first. Dr. Stout acknowledged the service and contributions of Hilda Dudick, Marian Smith and Ellen Leung and wished them well in their retirements.		
Review of Consent Agenda <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. A. Adoption of Consent agenda	A motion to adopt the consent agenda was made by Vice-Chair Cram and seconded by Trustee Richens. Motion passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Reports from the Board Committees and Liaisons - Chair Abby-White announced that the Committee reports have been submitted in the board packet.</p> <p>A. Finance & Facilities Committee – May 19, 2020 – Vice-Chair Cram</p> <ol style="list-style-type: none"> 1. Chairs Financial Meeting Summary – Vice-Chair Cram Submitted Report in the packet 2. Update on Capital Projects – Capital Project Report submitted in Monthly Financial Reports 3. Update on Chapter 12 Funding – Vice-Chair Cram reported that the sod issues on the baseball field have been improved. He shared with the College Community that the Chapter 12 funding used for capital improvements has been frozen; although the College does have access to \$6.5 million of Chapter 12 funds which will be used to fund projects next year. <p>B. Student’s Perspective – Trustee Deinhardt Submitted reports in the packet</p> <p>A. NJCCC – Trustee Horl – no report</p> <p>B. BCC Foundation – Chair Abby-White emphasized that the Foundation is a key pillar to the College. The College engaged Ms. Jennifer Anderson, Consultant, Work Give Play Philanthropic to perform a Foundation Development Effectiveness Review. Ms. Anderson reported on key opportunities for improving the Foundation’s effectiveness by increasing the overall size of the endowment, cultivating individual giving, and growing the Annual Campaign. Chair Abby-White announced that the Foundation will present their strategic plan at the July Public Business meeting and the Foundation will report at the Finance & Facilities meetings.</p> <p>C. Audit Committee – May 5, 2020 – Trustee Rambaud submitted report in packet</p>		
<p>Public Comment on Agenda Items – Chair Abby-White gave instructions to the attendees on how to raise their hand in Zoom which would identify their desire to give public comment.</p> <p>Aaron Jones, Policy Analyst 32BJ, Service Employees International Union – Mr. Jones encouraged the Board of Trustees to not retain the services of 3H by renewing the third year of their contract. He reported that 3H has repeatedly disregarded the collective bargaining agreement with its employees, resulting in refusal to provide health insurance, wages and paid time off to some of their employees. 3H has also refused to comply with arbitrators’ decisions reinstating unjustly fired employees,</p>		
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – April 28, 2020</p>	<p>A motion to approve the minutes from the public business meeting held on April 28, 2020 was made</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>B. Approval of Executive Session Minutes – April 28, 2020</p>	<p>by Trustee S. Brennan and seconded by Trustee Ferraro.</p> <p>Yes: Trustees Becht, S. Brennan, Cram, Crupi, Ferraro, Deinhardt, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>No: None</p> <p>ABSTENTIONS: Vice-Chair Cram</p> <p>A motion to approve the minutes from the executive session held on April 28, 2020 was made by Trustee Crupi and seconded by Trustee Becht.</p> <p>Yes: : Trustees Becht, S. Brennan, Cram, Crupi, Ferraro, Deinhardt, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>No: None</p> <p>ABSTENTIONS: Vice-Chair Cram</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Consent Agenda A. Human Resources Recommendations B. 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 C. Monthly Financial Dashboards	<p>A motion to approve the consent agenda was made by S. Brennan and seconded by Trustee Rambaud.</p> <p>YES: Trustees Becht, S. Brennan, Cram, Crupi, Ferraro, Deinhardt, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Authorization to enter into a Dual Admission Articulation MOU with Monmouth University	<p>A motion to approve by resolution to authorize the College to enter into a Dual Admission Articulation Agreement Memorandum of Understanding with Monmouth University was made by Trustee Kaufmann and seconded by Trustee Cram.</p> <p>YES: Trustees Becht, S. Brennan, Cram, Crupi, Ferraro, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Authorization to enter into an Articulation Agreement with Southern New Hampshire	<p>A motion to approve by resolution to authorize</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
University	<p>the College to enter into an Articulation Agreement with Southern New Hampshire University was made by Trustee Ferraro and seconded by Trustee Richens.</p> <p>YES: Trustees Becht, S. Brennan, Cram, Crupi, Ferraro, Deinhardt, Horl, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Mr. Jacobs read the statement on public comment and gave instructions on how to raise their hand in Zoom which would identify their desire to give public comment.</p> <p>No public comment was made.</p>		
<p>Old/New Business – Chair Abby-White</p> <p>Chair Abby-White requested that the Committees she assigned to review the RFPs for General Legal Counsel, Labor Counsel and Engineer of Record be prepared to make a recommendation by the Finance & Facilities meeting on June 15.</p> <p>She also called to hold a Workshop in June to give the Board of Trustees the opportunity to review the strategic goals in light of the pandemic and to make adjustments where necessary. She directed Cynthia to survey the Boards’ availability to meet in June. There was a further discussion to determine if the meeting will be held virtually or held in person with social distancing. No decision was made on the meeting place.</p>		
Resolution to Hold a Closed Meeting	A motion was made to approve by resolution to	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
College Counsel read the Resolution to hold a closed meeting (Attachment A)	hold a closed session by Trustee Deinhardt and seconded by Trustee Becht. Motion passed.	
Motion to Re-Open the Meeting to the Public	A motion was made to reopen the meeting to the public by Trustee Cram and seconded by Trustee Horl. Motion passed.	
Adjournment Meeting adjourned at 6:56 PM	A motion to adjourn the meeting was made by Trustee S. Brennan and seconded by Trustee Horl. Motion passed.	

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 5 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **May 27, 2020 at approximately 6: 10 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION
Approved: May 27, 2020

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

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

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

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

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

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

RESOLUTION
Approved: May 27, 2020

WHEREAS, the length of the Executive Session is estimated to be 30 - 60 minutes after which the public (select one) ☒ meeting of the Brookdale Community College Board of Trustees shall reconvene and immediately adjourn or ☐ reconvene and proceed with business where formal action may be taken.

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

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

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

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

RESOLUTION
Approved: May 27, 2020

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 34 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Faculty

Administrative

Adjuncts

Recommendations

2

1

6

B. Change of Status

Executive

Administrative

Support Staff

Recommendations

2

17

2

C. Separations

Executive

Administrative

Support Staff

Recommendations

1

1

2

A. HIRES**FACULTY**

1. Name: Harry Compton
Department: Environmental Science
Position: Assistant Professor, One-Year Temporary
Salary: \$71,241
Effective: 9/1/20 – 6/30/21
2. Name: Amy Faris
Department: Fine Arts
Position: Instructor, One-Year Temporary
Salary: \$65,850
Effective: 9/1/20 – 6/30/21

FACULTY DEGREE SUMMARY

Masters

2

ADMINISTRATIVE

1. Name: Steven Chudnick
Position: Director, Library & Learning Resources, Temporary Assignment
Salary: \$101,695
Effective: 7/16/20 – until further notice, but not later than 6/30/21

ADJUNCT

1. Name: Krista Balzofiore
Department: Nursing
2. Name: Megan Farrell
Department: Nursing
3. Name: Allison Flynn
Department: Nursing
4. Name: Irene McNamara
Department: Nursing
5. Name: Ann Margaret Prejs
Department: Nursing

6. Name: Dana Sattel
Department: Nursing

ADJUNCT DEGREE SUMMARY

Masters

6

B. CHANGE OF STATUSEXECUTIVE

1. Name: Teresa Manfreda
Department: Finance & Operations
Position: Vice President, Finance & Operations/Chief Financial Officer
Action: Change in status from interim to regular position
New Salary: \$140,000
Effective: 7/1/20
2. Name: Matthew Reed
Department: Academic Affairs
Position: Vice President, Academic Affairs
Action: Change in title, department name and division name
New Salary: No change
Effective: 7/1/20

ADMINISTRATIVE

1. Name: Ann Marie Alfieri
Department: Academic Affairs
Position: Director, Academic Affairs Operations
Action: Change in status from A3 to A5 administrative position through bona fide search
New Salary: \$77,762
Effective: 7/1/20
2. Name: Joyce Cosentino
Department: Continuing & Professional Studies
Position: Program Administrator, Healthcare Training
Action: Lateral move through bona fide search
New Salary: No Change
Effective: 7/1/20

3. Name: Jill Donovan
 Department: Career & Leadership Development
 Position: Assistant Director
 Action: Monthly stipend of \$325 for A5 Director responsibilities
 Effective: 7/1/20 until further notice, but not later than 12/31/20

4. Name: Katherine Furlong
 Department: Financial Aid
 Position: Coordinator
 Action: Change in status from PSA to A2 administrative position through reorganization
 New Salary: \$55,374
 Effective: 7/1/20

5. Name: Amy Gingold
 Department: Academic Advising
 Position: Student Success Coach/Advisor
 Action: Change in status from PSA to A3 administrative position through bona fide search
 New Salary: \$58,090
 Effective: 7/1/20

6. Name: Ryan Goscinski
 Department: Educational Access & Innovation
 Position: Administrator, Teaching & Learning Center
 Action: Change in status from PSA to A3 administrative position through bona fide search
 New Salary: \$58,090
 Effective: 7/1/20

7. Name: Laura Kirkwood
 Department: Academic Access Program
 Position: Administrator
 Action: Change in status from PSA to A3 Administrative position through bona fide search
 New Salary: \$58,454
 Effective: 7/1/20

8. Name: Jessica Mangold
 Department: Academic Advising
 Position: Student Success Coach/Advisor
 Action: Lateral move through bona fide search
 New Salary: No change
 Effective: 7/1/20

9. Name: Victoria Massa
 Department: Finance & Operations
 Position: Staff Accountant
 Action: Change in status from PSA to A3 administrative position through bona fide search
 New Salary: \$58,090
 Effective: 7/1/20
10. Name: James McCarthy
 Department: Continuing & Professional Development
 Position: Manager, Business Training
 Action: Change in status from A5 to A4 position through reorganization
 New Salary: No change
 Effective: 7/1/20
11. Name: Sarah McElroy
 Department: Transfer & Articulation
 Position: Director, Transfer Resources & Articulation
 Action: Interim lateral assignment
 New Salary: No change
 Effective: 7/1/20 until further notice, but not later than 6/30/21
 Additional Action: Monthly stipend of \$325 for continued A5 Director, Career & Leadership
 Development responsibilities
 Effective: 7/1/20 until further notice, but not later than 12/31/20
12. Name: Michael Naparło
 Department: Facilities
 Position: Interim Manager
 Action: Extension of monthly stipend
 Effective: 7/1/20 – until further notice, but not later than 12/31/20
13. Name: Susan Pagano
 Department: Continuing & Professional Development
 Position: Program Manager, Business, Career, and Technology Training
 Action: Change in status from A3 to A4 position through reorganization
 New Salary: \$66,655
 Effective: 7/1/20
14. Name: Laura Qaissaunee
 Department: Grants Development
 Position: Director, Grants & Institutional Development
 Action: Extension of monthly stipend
 Effective: 7/1/20 – until further notice, but not later than 12/31/20

15. Name: Joan Rudinski
 Department: Registration & Records
 Position: Associate Registrar
 Action: Change in status from A3 to A4 administrative position through bona fide search
 New Salary: \$81,341
 Effective: 7/1/20
16. Name: Jonathan Shaloum
 Department: Teaching & Learning Center
 Position: Director, Teaching & Learning Center, Interim Assignment
 Action: Change in status from A4 to interim A5 position while Director is on reassignment
 New Salary: \$77,762
 Effective: 7/1/20 – until further notice, but not later than 6/30/21
17. Name: Sherri Stanford
 Department: Educational Partnerships
 Position: Program Administrator, College Readiness, Grant Funded
 Action: Change in status from PSA to A3 administrative position through bona fide search
 New Salary: \$67,037
 Effective: 7/1/20

SUPPORT STAFF

1. Name: Kai Davies
 Department: Governmental & Community Relations
 Position: Associate
 Action: Extension of temporary position
 New Salary: \$42,765
 Effective: 7/1/20 – until further notice, but not later than 12/23/20
2. Name: Dorothy Debe
 Department: EOF Office
 Position: Associate, EOF, Grant-Funded
 Action: Lateral move through bona fide search
 New Salary: No Change
 Effective: 7/1/20

C. SEPARATIONS**EXECUTIVE**

1. Name: Allison Fitzpatrick
Department: Strategic Development & Educational Access
Position: Interim Dean, Regional Locations
Action: Resignation
Effective: 7/10/20

ADMINISTRATIVE

1. Name: Suzanne Altshuler
Department: College Relations
Position: Interim Director, Marketing, Website & Creative Services
Action: Resignation
Effective: 6/18/20

SUPPORT STAFF

1. Name: Kris Daly
Department: Physical Plant/Utilities
Position: Maintenance Staff
Action: Retirement, effective 8/1/20
Effective: 7/31/20
2. Name: Denise Presti
Department: Financial Aid
Position: Senior Office Assistant
Action: End of temporary position
Effective: 6/30/20

2.1 Application for Grants

Executive Summary

A. New Jersey Department of Labor and Workforce Development

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

Short Title: ABE

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

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

Program Administrator: Linda Roma, Director Continuing & Professional Studies

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

Date Submitted: June 15, 2020

B. New Jersey State Department of Education (NJDOE) Office of Career Readiness

Program Title: Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Short Title: Perkins

Goal/Purpose: Funding for FY'21 will enable the College to implement the priority strategies identified in the Perkins V Comprehensive Local Needs Assessment (CLNA). These strategies are developed to align with key program elements including meeting labor market needs, ensuring the quality of CTE programs, increasing student performance, and ensuring access and equity of staff.

Program Administrator: Elizabeth Kruijssen, Director of Curriculum

Total \$ Requested: **\$573,921** and does not require a match from the college

Date Submitted: June 26, 2020

Recommendation:

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

*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 June 15, 2020.

June 23, 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

June 23, 2020

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Middletown, Colts Neck and Holmdel Township Police Departments	Security Services / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). These contracts are for security services for events sponsored by external vendors at the Collins Arena and Warner Student Life Center. These contracts are funded by Events Management's Revenue Generating Programs. FY20 \$10,294.50.	Exempt	\$ 24,000.00 *
Chapter 12				
2	G.C. Dynatech Construction	Freehold Roof Replacement and Repairs, Bid No. 20-41 / Notice was sent to 23 vendors, received 10 replies. This contract is for roof replacement and repairs at the Freehold Regional Location and is funded by Chapter 12.	Bid	\$ 365,000.00
3	SHI International	Security Cameras and Surveillance System, RFP No. 02-20 / Notice was sent to 8 vendors, received 5 replies. This contract is for security cameras and surveillance system for buildings on the Lincroft Campus, Freehold, Hazlet and Long Branch Regional Locations. This contract is funded by Chapter 12.	RFP	\$ 1,023,470.99
4	**See attached list of NJ State Contract and/or Purchasing Co-op Vendors	Infrastructure Equipment and Supplies for Security Cameras and Surveillance System / Exempt 18A:64A-25.9 (State Contract) and/or Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the supply and delivery of equipment and supplies for the security cameras and surveillance system project funded by Chapter 12.	Exempt	\$ 311,401.73
5	**See attached list of Engineers, Architects and Other Professionals	Architectural, Engineering and Other Professional Services, RFQ No. 03-2021 / Notice was sent to 76 firms, received 40 replies. This is a one year contract with an option for a 2nd year renewal for pre-qualified firms to provide architectural, engineering, and other professional services. These contracts will be funded by various capital budgets.	RFQ	

6	National Public Radio	Programming Services and Membership Fees / Exempt 18A:64A-25.5.a.(16) (Entertainment). This annual contract is for the payment of programming fees, interconnect fees, and membership dues to the National Public Radio. The membership is used exclusively for the acquisition, production, promotion and distribution of national programming of high quality, diversity, creativity, excellence and innovation, with strict adherence to objectivity and balance of programs. This contract is funded by the Community Service Grant, Campus EAI Consortium Grant and partly by the Radio Station Auxiliary Budget (\$4,500). FY20 \$28,771.13.	Exempt	\$	29,854.40
7	Tru-D Smart UVC	Room Disinfection Robots / Exempt 18A:64A-25.6 (Emergency purchase). This contract is for the supply and delivery of 2 room disinfection robots. It includes control and safety accessories, on-site training, and a one year service agreement. This contract is funded by CARES.	Exempt	NTE \$	188,590.00
Operating					
8	N.J. Institute of Technology/ NJEDge.Net	Internet Service Provider, VMWare Renewal and Membership Dues (FY21) / Exempt 18A:64A-25.10 (Joint purchase by county colleges, municipalities or counties; authority). This is the 1st year of a 3 year contract for internet services. NJ Institute of Technology/NJEDge.Net is a non-profit corporation of the New Jersey's Colleges and Universities President's Council and provides New Jersey's Statewide high-speed Internet network for colleges and universities. This 3 year contract provides an overall ISP bandwidth increase of 150%, a 900% bandwidth increase from each Regional Location to Lincroft, and an annual price increase of 7.2%. It also includes annual renewals of VMWare (virtual desktop), membership dues for NJEDge.Net co-op pricing and other services. This contract is funded by the IT Budget. FY20 \$275,370.72 (which included Illumira of \$24,066.74).	Exempt	\$	274,881.00
9	SHI International	Microsoft EES Agreement (FY21) / Exempt 18A:64A-25.10 (Joint purchases by County colleges, municipalities or counties; authority). This contract will provide the College with licensing for Microsoft Windows Operating Systems and support for Office Products, Visual Studio, Project Pro, server support software for Exchange, SQL, and Systems Management Servers. Purchasing the licenses as part of the MS Campus Agreement reduces the cost of new systems by eliminating the procurement of software at the time of the hardware order. This contract is funded by the IT budget. FY20 \$108,572.	Exempt	\$	102,736.03

10	SHI International	Commvault Software Maintenance (FY21) / Exempt 18A:64A-25.10 (Joint purchases by County colleges, municipalities or counties; authority). This contract is for a 4 year Commvault backup and recovery software agreement and is funded by the IT Budget. The cost for each year is \$14,906, which represents a cost savings of \$22,094 from the prior year due to continued efforts with server virtualizations and taking advantage of a new subscription based licensing model. FY20 \$37,000.	Exempt	\$	59,624.00	
11	Transact Campus Inc. (formerly Blackboard)	Maintenance Renewal, RFP No. 04-12 / This is a 3 year maintenance contract with option to renew up to 2 years for hardware, software, supplies, new Point of Sale (POS), cloud POS migration and related services for the One Card System. This contract is funded by the IT, Student Life & Activities Budgets, and Auxiliary Services. FY20 \$107,303.	RFP	\$	160,000.00	*
12	CDWG	Computers / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for FY21 purchases of Lenovo computers and products and is funded by the IT Budget and various departmental budgets.	Exempt	\$	300,000.00	*
13	Apple Inc.	Computers / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for FY21 purchases of Apple computers and products and is funded by the IT Budget and various departmental budgets. FY20 YTD \$46,685.	Exempt	\$	75,000.00	*
14	Dell	Computers / Exempt 18A:64A.25.9 (State Contract). This State Contract is for FY21 purchases of Dell computers and is funded by the IT Budget and various departmental budgets. FY20 YTD \$439,353.	Exempt	\$	75,000.00	*
15	Data Network Solutions	Local and Long Distance Telephone Services, Bid No. 19-17 / This is the 2nd year of the contract with an option for a 3rd year renewal for local and long distance telephone services. This contract is funded by various departmental budgets. FY20 YTD \$54,585.	Bid	\$	60,000.00	*
16	Thinkstorm Online Tutoring	Online Tutoring Services / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This is a one year contract for online tutoring and is funded by the Innovations Center Budget.	Exempt	\$	23,000.00	*

17	**See attached list of pre-approved vendors	Sign Language Interpreters, RFQ No. 02-2021 / Notice was sent to 22 vendors, received 10 replies. This is a one year contract with an option for a 2nd year renewal for pre-qualified professionals to provide sign language interpretation services for students who have requested this service through the Office of Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Disability Services Budget. FY20 YTD \$102,058.	RFQ	\$ 125,000.00 *
18	C-3 Technologies	Fuel Tank Compliance Testing and Services / Exempt 18A:64A.25.9 (State Contract). This State Contract provides compliance testing and services for the fuel tanks located on the Lincroft Campus and is funded by the Facilities Budget.	Exempt	\$ 17,500.00 *
19	Automated Building Controls, Inc.	HVAC Building Automation, Controls, Maintenance and Repairs, Bid No. 20-37 / Notice sent to 8 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for HVAC building automation, controls, maintenance, and repairs and is funded by the Facilities Budget. FY20 YTD \$151,330.	Bid	\$ 215,150.00 *
20	Allied Fire & Safety Equipment Co., Inc.	Fire Extinguisher Services, Bid No. 20-38 / Notice was sent to 12 vendors, received 6 replies. This is a one year contract with an option for a 2nd year renewal for fire extinguisher services and is funded by the Facilities Budget. FY20 YTD \$2,698.	Bid	\$ 12,713.40
21	GPC, Inc.	Painting Services T&M, Bid No. 20-30 / Notice was sent to 8 vendors, received 7 replies. This is a one year contract with an option for a 2nd year renewal for painting services and is funded by the Facilities Budget. FY20 YTD \$12,923.	Bid	\$ 100,000.00 *
22	Urner Barry	Bulk Mailing Services, Bid No. 20-39 / Notice was sent to 7 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for bulk mailing services and is funded by the Operating Budget. FY20 YTD \$5,486.	Bid	\$ 17,500.00 *

23	Paper Mart, Inc. W.B. Mason, Co., Inc. Paterson Card & Paper	Miscellaneous Paper & Envelopes, Bid No. 20-40 / Notice was sent to 6 vendors, received 3 replies. This 6-month contract is for the supply and delivery of miscellaneous paper and envelopes and is funded by the Printing Services Department. FY20 YTD \$49,715.	Bid	\$	32,000.00	*
24	Quadient (Neopost USA Inc.)	Station Folder Inserter Equipment / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply, delivery, installation and training of a station folder inserter equipment and is funded by the Common Services Budget.	Exempt	\$	21,371.90	
25	Rave Mobile Safety Alertus Technologies LLC	Emergency Alert Services, RFP No. 11-20 / Notice was sent to 12 vendors, received 3 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for emergency alert services and is funded by the Institutional Marketing Budget. FY20 \$22,200.	RFP	\$	25,950.00	
26	Universal Protection Service LLC dba Allied Universal Security Services	Armed Guard Services / Exempt 18A:64A.25.9 (State Contract). This State Contract is for armed guard services and will be phased in at various regional locations. The cost of armed guards is partially offset by a savings in salary, benefits, and substitute hourly workers for the current security guard lines in the Police Department Budget. FY20 YTD \$12,161.	Exempt	\$	150,000.00	*
27	PowerSchool Group	Software License for Applicant Tracking / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract is for the annual renewal of the software license used by Human Resources to track job applicants' information and is funded by the Human Resources Budget. FY20 \$27,420.85.	Exempt	\$	29,623.86	
28	IOTA Solutions, LLC	Electronic Course Evaluation Services, RFP No. 01-17 / This is the 2nd year of a 2 year extended contract for electronic course evaluation services. IOTA360 is a hosted web-based solution for administering electronic Student Opinion Reports (SORs) in more than 1,900 course sections a year. IOTA360 collects the survey data and presents the results in a variety of standard and customized graphical reports. This contract is funded by the Planning & Institutional Effectiveness Budget. FY20 \$17,500.	RFP	\$	17,500.00	
29	Allied Account Services, Inc.; HS Financial Group, LLC	Student Account Collection Services, RFP No. 10-20 / Notice was sent to 18 vendors, received 8 replies. This is a one year contract with an option for a 2nd year renewal for collection services of student accounts placed into collection for non-payment of tuition and fees. These contracts are funded by the Operating Budget. FY20 \$100,000.	RFP	\$	100,000.00	*

30	Borden Perlman TL Groseclose True & Associates Balken Risk Management Services	Property & Liability and Intercollegiate Sports Insurance, RFP No. 06-18 / This is the 3rd year of a 3 year contract for property and liability, and intercollegiate sports insurance. These contracts are funded by the Operating Budget. FY20 \$860,908.	RFP	\$1,013,176.10
31	NJ Community College Insurance Pool	Workers Compensation Insurance / Exempt 18A:64A-25.5.a.(11) (Insurance). This contract is for workers compensation insurance and is funded by the Operating Budget. FY20 \$331,581.	Exempt	\$ 302,568.00
32	Cleary Giacobbe Alfieri Jacobs LLC	College Counsel, RFP No. 06-20 / Notice was sent to 10 firms, received 4 replies. This is a one year contract with an option for a 2nd year renewal for College counsel services and is funded by the Operating Budget. FY20 YTD \$52,447.	RFP	\$175/Hour
33	Cleary Giacobbe Alfieri Jacobs LLC	College Labor Counsel, RFP No. 07-20 / Notice was sent to 11 firms, received 5 replies. This is a one year contract with an option for a 2nd year renewal for College labor counsel services and is funded by the Operating Budget. FY20 YTD \$52,037.	RFP	\$175/Hour
34	Rainone Coughlin Minchello LLC	Special and Conflict Counsel / Exempt 18A:64A-25.5.a.(1) (Professional Services). This is a one year contract for special and conflict counsel services and is funded by the Operating Budget. FY20 YTD \$2,969.	Exempt	NTE \$ 17,500.00
35	T & M Associates	General Engineering Services, Engineer of Record, RFP No. 09-20 / Notice was sent to 36 firms, received 15 replies. This is a one year contract with an option for a 2nd year renewal for General Engineering Services as the Engineer of Record and is funded by the Facilities Budget and Chapter 12. FY20 YTD \$26,513.	RFP	\$ 100,000.00

* Estimated expense based on historical data

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

Infrastructure Equipment and Supplies for Security Camera and Surveillance System
(all NJ State Contract or Joint purchasing co-op vendors)
Item No. 4

- SHI International
- Aspire Technology Partners, LLC
- Anixter Inc.
- CDW Government
- Network Cabling, Inc. (NetQ)

****Pre-qualified Sign Language Interpreters**
RFQ No. 02-2021
Item No. 16

- Natural Languages, LLC
- Cheryl A. Huber
- Christine Snyder Martin
- Indus Translation Services
- Sign 4U Interpreting Service LLC
- Sign Language Aide LLC
- Sign Language Resources, Inc.
- King Interpreting

Asbestos Consultant

Becht Engineering
Brinkerhoff Environmental
EI Associates
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
LAN Associates
Maser Consulting
PS&S
Suburban Consulting
T&M Associates
Yu & Associates

Bidding

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
EI Associates
Edgewater Design
ENV Group
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Harbor Consultants
Johnson & Urban LLC
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
Posen Architects
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
Suburban Consulting Engineers
T&M Associates
USA Architects
YU & Associates

Building Commissioning

EI Associates
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
Greyhawk Construction
PS&S
Posen Architects

Civil Engineering

Becht Engineering
CHA Consulting
EI Associates
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Harbor Consultants
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
PS&S
Suburban Consulting
T&M Associates
YU & Associates



Construction Administration

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
EI Associates
Edgewater Design
ENV Group
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
Gedeon GRC Consulting
H2M Associates
Harbor Consultants
Johnson & Urban LLC
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
Mott MacDonald
The Musial Group
PS&S
Posen Architects
SSP Architectural Group

Settembrino Architects

StoneWater Architectural
Suburban Consulting Engineers
T&M Associates
USA Architects
YU & Associates

Construction Documents

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
EI Associates
Edgewater Design
ENV Group
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
Gedeon GRC Consulting
H2M Associates
Harbor Consultants
Johnson & Urban LLC
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
Posen Architects
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
Suburban Consulting Engineers
T&M Associates
USA Architects
YU & Associates

BOT Item No. 5 - RFQ 03-2021 – Pre-Qualified Architects, Engineers and Other Professionals

Construction Feasibility

Becica Associates
 Becht Engineering
 Clark Caton Hintz
 Design Resources Group
 Diaz Architect Associates
 DiCara Rubino
 DMR Architect
 EI Associates
 ENV Group
 Engenuity
 French & Parrello
 Fraytak Veisz Hopkins Duthie, P.C.
 H2M Associates
 Johnson & Urban LLC
 LAN Associates
 MFS Engineers & Surveyors
 Maser Consulting
 Mott MacDonald
 The Musial Group
 NETTA Architects
 PS&S
 SSP Architectural Group
 Settembrino Architects
 StoneWater Architectural
 Suburban Consulting Engineers
 T&M Associates
 USA Architects
 YU & Associates

Construction Mgmt. Svcs.

Becht Engineering
 EI Associates
 Engenuity
 Fraytak Veisz Hopkins Duthie, P.C.
 Greyhawk Construction
 Harbor Consultants
 MFS Engineers & Surveyors
 Maser Consulting
 PS&S
 StoneWater Architectural
 Suburban Consulting Engineers
 T&M Associates

Design Development

Becica Associates
 Becht Engineering
 Clark Caton Hintz
 Design Resources Group
 Diaz Architect Associates
 DiCara Rubino
 DMR Architect
 EI Associates
 Edgewater Design
 ENV Group
 Engenuity
 French & Parrello
 Fraytak Veisz Hopkins Duthie, P.C.
 Gedeon GRC Consulting
 H2M Associates
 Harbor Consultants
 Johnson & Urban LLC
 LAN Associates
 MFS Engineers & Surveyors
 Maser Consulting
 Mott MacDonald
 The Musial Group
 NETTA Architects
 PS&S
 Posen Architects
 SSP Architectural Group
 Settembrino Architects
 StoneWater Architectural
 Suburban Consulting Engineers
 USA Architects
 YU & Associates

Electrical Engineering

Becht Engineering
 CHA Consulting
 Design Resources Group
 EI Associates
 French & Parrello
 Fraytak Veisz Hopkins Duthie, P.C.
 H2M Associates
 Harbor Consultants
 LAN Associates
 Maser Consulting
 PS&S
 Suburban Consulting Engineers
 T&M Associates

Field Verification

Becica Associates
 Becht Engineering
 Clark Caton Hintz
 Design Resources Group
 Diaz Architect Associates
 DiCara Rubino
 DMR Architect
 EI Associates
 Engenuity
 French & Parrello
 Fraytak Veisz Hopkins Duthie, P.C.
 H2M Associates
 Johnson & Urban LLC
 LAN Associates
 MFS Engineers & Surveyors
 Maser Consulting
 Mott MacDonald
 The Musial Group
 NETTA Architects
 PS&S
 SSP Architectural Group
 Settembrino Architects
 StoneWater Architectural
 Suburban Consulting Engineers
 T&M Associates
 USA Architects
 YU & Associates

Industrial Hygiene

Becht Engineering
 Brinkerhoff Environmental
 CHA Consulting
 EI Associates
 Fraytak Veisz Hopkins Duthie, P.C.
 H2M Associates
 LAN Associates
 Maser Consulting
 PS&S
 Suburban Consulting Engineers
 T&M Associates

Interior Design

Becica Associates
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
EI Associates
ENV Group
Fraytak Veisz Hopkins Duthie, P.C.
Gedeon GRC Consulting
H2M Associates
LAN Associates
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
Posen Architects
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
USA Architects

Land Surveying

Becht Engineering
EI Associates
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Harbor Consultants
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
PS&S
Suburban Consulting Engineers

Landscape Architecture

Becht Engineering
CHA Consulting
Clark Caton Hintz
EI Associates
Edgewater Design
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Harbor Consultants
Maser Consulting
Mott MacDonald
The Musial Group
PS&S
Suburban Consulting Engineers
T&M Associates

Mechanical Engineering

Becht Engineering
CHA Consulting
Design Resources Group
EI Associates
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Johnson & Urban LLC
LAN Associates
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

MEP/Energy

Becht Engineering
CHA Consulting
EI Associates
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Johnson & Urban LLC
LAN Associates
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

Mold Consultant

Becht Engineering
Brinkerhoff Environmental
EI Associates
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
LAN Associates
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

Onsite Construction Management

Becht Engineering
EI Associates
Engenuity
Fraytak Veisz Hopkins Duthie, P.C.
Greyhawk Construction
Harbor Consultants
Johnson & Urban LLC
MFS Engineers & Surveyors
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

Plumbing/Fire Protection E

Becht Engineering
CHA Consulting
Design Resources Group
EI Associates
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Johnson & Urban LLC
LAN Associates
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

Programming/Needs

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
EI Associates
ENV Group
Engenuity
Fraytak Veisz Hopkins Duthie
Gedeon GRC Consulting
H2M Associates
Johnson & Urban LLC
LAN Associates
Maser Consulting
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
Posen Architects
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
Suburban Consulting
USA Architects

Roofing

Becica Associates
Design Resources Group
Diaz Architect Associates
DiCara Rubino
EI Associates
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
LAN Associates
Mott MacDonald
PS&S
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
USA Architects

Schematic Design

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
EI Associates
Edgewater Design
ENV Group
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
Gedeon GRC Consulting
H2M Associates
Johnson & Urban LLC
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
Posen Architects
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
Suburban Consulting Engineers
USA Architects
YU & Associates

Other

Architectural

Clark Canton Hintz

Athletic Consulting

Acoustics/AV/IT

**Energy Audits, ESIPS, Solar & LEED/
Sustainable Design**

DiCara Rubino

Environmental Consulting

Chapman Environmental Services

Exterior Envelope

Facilities Maintenance

GSH (George S. Hall)

Geotechnical Engineering

MFS Engineers & Surveyors

Lab Planning

Structural Engineering

MFS Engineers & Surveyors
H2M Associates
Becica Associates

Third Party Special Inspection and Materials

AEL (Atlantic Engineering Laboratories)

RCI Registered Roof Observer (RRO)

Fraytak Veisz Hopkins Duthie, P.C.

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the months ending May 31, 2020 which totaled \$1,787,108.67. 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 June 15, 2020.

June 23, 2020: Interim Vice President, Teresa Manfreda

4.1 *Financial Report*

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

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

June 23, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

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

	FY20 Budget	5/31/2020	Increase/ (Decrease)	FY20 Projected
Operating				
Revenues:				
Tuition	\$ 36,833,034	38,285,386	1,452,352	\$ 38,285,386
State	10,325,921	8,557,458	(1,368,408)	8,957,513
County	20,027,019	18,358,101	-	20,027,019
Fees	11,497,431	12,286,737	799,217	12,296,648
Continuing & Professional Studies	3,400,000	2,520,760	(870,000)	2,530,000
Other Income	774,000	590,781	(183,000)	591,000
Total Revenue	\$ 82,857,405	80,599,223	(169,839)	\$ 82,687,566
Expenditures:				
Learning Division	32,378,784	27,840,656	(577,726)	31,801,058
Benefits	15,862,285	11,811,641	(165,098)	15,697,187
Finance & Operations	8,900,361	7,554,804	(147,891)	8,752,470
Student Success Division	5,694,877	4,747,738	(242,186)	5,452,691
General Expenses	4,640,183	2,834,410	450,901	5,091,084
Continuing & Professional Studies	3,155,511	2,487,997	(205,511)	2,950,000
Utilities	2,273,503	1,815,138	(351,119)	1,922,384
Human Resources & Safety	2,282,050	1,854,335	(164,074)	2,117,976
Advancement Division	1,193,269	985,183	(45,769)	1,147,500
Planning & Inst. Effectiveness	385,275	336,346	(1,000)	384,275
President & BOT	665,416	590,829	(5,017)	660,399
Total Expenditures	\$ 77,431,514	62,859,077	(1,454,490)	\$ 75,977,024
Other Cash Requirements				
Debt Principal	1,766,815	1,340,000	(384,999)	1,381,816
Interest Expense	1,396,917	1,393,361	(3,555)	1,393,362
TIP/TECH	2,262,158	2,178,923	56,315	2,318,473
	\$ 5,425,890	4,912,284	(332,239)	\$ 5,093,651
Excess Revenue/Expenditures Projected				<u>\$ 1,616,890</u>
Auxiliary				
Receipts	1,624,750	1,302,286	(217,500)	1,310,000
Disbursements	1,892,363	1,412,081	(170,112)	1,625,000
Profit/(Loss) Auxiliary	\$ (267,613)	(109,795)	(47,388)	\$ (315,000)
Excess Revenue/Expenditures Projected				<u>\$ (315,000)</u>
Capital				
Revenues:				
State Chapter 12	1,950,000	3,240,188	2,050,000	4,000,000
County	1,950,000	3,240,188	2,050,000	4,000,000
Risk Management	-	221,478	-	228,500
Total Revenue	\$ 3,900,000	6,701,853	4,100,000	\$ 8,228,500
Expenditures:				
State Chapter 12	\$ 1,950,000	3,240,188	2,050,000	\$ 4,000,000
County Chapter 12	1,950,000	3,240,188	-	4,000,000
ELF	-	440,503	440,503	440,503
Risk Management	-	104,667	198,667	198,667
Total Expenditures	\$ 3,900,000	7,025,545	2,689,170	\$ 8,639,170
Excess Revenue/Expenditures Projected				<u>\$ (410,670)</u>
Total Excess Revenue/Expenditures All Funds Projected				<u>\$ 891,220</u>

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

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

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.
Cash increased \$7,862,928.71 from prior year. May balance

* Current month cash detail

General Fund Account	\$ 4,335,533.00	Interest earned as of 5/31: \$14,370.72
Operating Fund Account	20,179,066.00	
Payroll Account	11,757.00	
Credit Card Account	9,525.00	
	<u>\$ 24,535,881.00</u>	

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

June 4, 2020

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) CVA & LAH CHILLER REPLACEMENTS

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

Contractor is scheduling the guy wire support installation and then the project will be closed.

2) MAN, LIB, CAR SANITARY SEWER EJECTOR PUMPS

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

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

3) ATHLETIC FIELDS/LINCROFT CAMPUS

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

Fields are substantially complete. Reviewing and preparing punch list for the project.

4) LIFE SAFETY AND ADDITIONAL LIGHTING

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

Hazlett and Freehold campuses are left to be completed.

5) SALT STORAGE BUILDING

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

The fabric structure was installed in February. We are coordinating with the College Counsel to address issues with the construction.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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.

Integrity Roofing is currently on site to address the remaining punch list items.

2) ATEC RETAINING WALL

EI Associates was contracted to investigate and design remedial repairs to the ATEC retaining wall which has experienced erosion after heavy rains. The storm lines were televised on June 3rd and 4th revealing substantial root infiltration. EI completed the design and the project was bid on June 14, 2019. No bids were received on the bid opening date of July 9, 2019. The tree that has impacted the wall was removed by Monmouth County.

Gutters to be added to the ATEC building to drain it away from the courtyard as part of the Phase 3 roof repairs. Drains to be considered to capture road runoff before it enters the courtyard as a separate project from the wall rehabilitation.

3) SIDEWALKS & CURB REPLACEMENT/LINCROFT & FREEHOLD CAMPUSES

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

Punch list work has been completed and the project is being closed out.

4) ROOF REPAIRS – PHASE 3

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

Facilities is working with FVHD to finalize the scope.

5) ADA AND MISCELLANEOUS DOOR REPLACEMENT

The project consists of Phase II of ADA Door replacement and replacement of other exterior doors.

The contract was awarded to Automatic Door Systems with a total bid price of \$654,900.00 at the May 27, 2020 BOT meeting. Kick off meeting is scheduled for June 10, 2020

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

6) SOUND PANEL INSTALLATION -WALL CAMPUS

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

Steel framing has been installed. Panels to be installed the week of June 8, 2020.

7) REPLACEMENT OF HVAC SYSTEM BAC BUILDING

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

Project was awarded to Epic Mechanical in the amount of \$583,000.00. Project is under construction.

8) ROOF REPLACEMENT AND REPAIRS FREEHOLD CAMPUS

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

Bid opening was held on May 29, 2020. The low bidder was GC Dynatech Construction, LLC in the amount of \$365,000.00.

9) TUNNEL DOOR REPLACEMENT

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

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

10) SECURITY CAMERA AND SURVEILLANCE SYSTEM

This work is being coordinated by the IT Department. SHI is the installer for the work.

11) PARKING LOT REPAVING

Facilities is coordinating with Monmouth County Road Department for pavement repair and repaving within Lot 1. Lot 5 is scheduled for repaving in July.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

C. DESIGN/STUDIES/REPORTS

1. FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

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

2. NEW ACADEMIC BUILDING-WALL CAMPUS

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

College Counsel issued a letter to all relevant parties regarding the boiler performance. Fulton Heating Solutions, the manufacturer of the boilers issued a response.

3. MAN REAR VESIBULE SLAB LEAKAGE

T&M investigated the vestibule slab at the rear of the Man building. The slab is poorly pitched and water leakage into the building is an issue. T&M will issue a report after reviewing the structural drawings for the vestibule.



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

4.3 *Student Fee Allocation*

Enclosed is a resolution for the approval of Brookdale Community College student fee allocations. Each term every student shall be required to pay Fee of \$39.96 per credit hour, not to exceed \$599.40, as approved by the Board of Trustees on January 28, 2020

Student Fees are allocated as follows:

Technology Fee:	\$14.90
Capital Improvement Fee:	\$13.10
Facilities Fee:	\$10.13
Student Life Fee:	<u>\$ 1.83</u>
 Total	 <u>\$39.96</u>

FY21 Fee Descriptions

Technology Fee: The Technology Fee partially defrays the cost of replacing outdated technical equipment in classrooms and labs and maintaining the College's technical infrastructure.

Capital Improvement Fee: The capital improvement fee helps defray the costs of debt service and funds construction and capital improvement projects that are not funded by bonds.

Facilities Fee: The Facilities Fee is used toward the costs of overall improvements and maintenance to the physical condition, life safety, and appearance of the College.

Student Life Fee: All students enrolled at Brookdale Community College are members of the Associated Students of Brookdale Community College (ASBCC). ASBCC funds are managed by the Student Life & Activities Office through the oversight of the Student Life Board. The allocation from fees collected provides for participation in the College's student activities initiatives and programs.

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

June 23, 2020: Interim Vice President, Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, Brookdale Community College presented a schedule of Tuition and Fees to the Board at the January 28, 2020 meeting; and

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

WHEREAS, the fees collected and allocated are restricted to the defined purpose; and

WHEREAS, the Administration has developed the allocation of 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 the College has developed criteria for, and the disbursement of such fees; and

WHEREAS, the Board of Trustees has reviewed the allocation of fees for the Academic year 2020/2021;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Brookdale Community College that the allocation of fees for the academic year 2020/2021 attached hereto be and the same is hereby approved.

4.4 *FY21 Associated Students of Brookdale Community College (ASBCC)
Operating Statement*

The office of Student Life and Activities has prepared the FY21 Associated Students of Brookdale Community College (ASBCC) budget. This budget supports programming needs for students, faculty, and staff. It also funds student publications, clubs, and organizations, and provides support for other campus wide activities such as orientation, graduation, and Athletics.

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

June 23, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

The annual ASBCC revenue budget of \$466,636 is funded in part by Student Fees and fundraising. A total of \$416,636 and is derived from fees based on a projected enrollment of 7,589 FTEs and an additional \$50,000 from fundraising. Budgeted expenditures account for an additional \$43,390 over revenues. This figure is from prior years' carry over capital funds.

The current fiscal year allocations were developed to align with the College's redesign, earmarking funds to support the goals and mission of the Institution while continuing to provide opportunities for co-curricular learning that compliments classroom activities, both virtual and in person. The intention of the funding is to collaborate more with complimenting curriculum by creating more diverse and cultural programs supporting priorities in academic areas and departments. The Student Life Board provided input and advisement based on their experience planning programs and collaborative oversight of clubs and organizations.

ASBCC recognizes over 58 active clubs and organizations on all its campuses. The clubs and organizations generate revenue through fundraising, ticket sales, bus trips, and an array of other activities.

The five top retention priorities for, virtual as well as in person, FY21 are as follows:

1. Support co-curricular learning
 - a. Fund institute activities for a broader learning outside the classroom experience
 - b. Continue funding Brookdale's Carl Calendar's Visiting Writers Series, which brings world class authors to campus
 - c. Provide financial support for the Adobe Connect software contract which aids in the distance education orientations, co-curricular programming which includes, but is not limited to, student planning, training etc., with face-to-face online connections
2. Continued support of collaborate department activities such as:
 - a. Fund lectures to support planned, small to large scale speakers who lend value to the International Education Center, Disabilities Services, and the Institutes
 - b. Fund contemporary issues and provide continued support for a planned, large scale speaker
 - c. Support of a large-scale speaker for the Annual Jack Needle Lecture program
 - d. Support Cops and Conduct initiative with our Police Department and Student Conduct
 - e. Fund Career Service and Leadership Development initiatives to encourage participation in workshops presented for leadership and career centered programs e.g., the new Handshake software that will help with participation retention in clubs and at events.
 - f. Support Maxient software to ensure a more efficient process for Judicial Affairs, Compliance, Title IX, and Clery reporting
 - g. Continue to support the Athletic program initiatives, which help defray the costs of Regional and National play across all sports as well as student centered improvements
3. Support diversity and cultural initiatives
 - a. Fund programs/panel discussions centered around world issues
 - b. Fund extended travel programs to engage students to learn about culture and community
 - c. Support programming with Disability Services and the International Center so students are more aware of diversity in the communities that they live in
 - d. Support for participation in a Volunteer Service program, helping Brookdale engage in the surrounding community beyond our campuses

- e. Support the Helping Hands initiative, fighting food insecurity across campus to take care of our own
- 4. Provide financial support in three Student Success areas:
 - a. Orientations
 - i. Develop a comprehensive agenda and assessment of New Student Orientation
 - b. First Year Experience/2YE
 - i. Support developmental courses and HUDV for outside the classroom events in support of learned curriculum
 - ii. Fund activities supporting retention initiatives
 - c. Graduation
 - i. Develop an outline and to-do list for graduation ensuring each graduation is perfect and uniform
 - ii. Support of activities for graduating students
- 5. Continue to support the expansion of social programs which foster positive student engagement opportunities
 - a. Provide funding for new speakers to aid in meeting educational goals as part of ongoing lecture series
 - b. Continue to support student run social programs reflecting a sense of community, networking, friendship, and connections with the College
 - c. Continue to book talent for successful *Laugh at Lunch* program to build community and an opportunity for social engagement at a commuter campus
 - d. Continue to book talent for the *Live at Lunch* series to appreciate diversity through exploration of other cultures

The following FY21 Operating and Capital Statement is for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

Brookdale Community College
Associated Students of Brookdale Community College
FY21 Budget

	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget
Revenue:				
Student Activities Fee	\$ 379,071	\$ 449,734	\$ 458,000	\$ 416,636
Other Revenue	140,162	114,125	51,611	50,000
Total Revenue	519,233	563,859	509,611	466,636
Expenditures:				
ASBCC Administration	80,450	98,025	81,000	99,500
ASBCC Communications	11,516	11,780	4,757	10,000
Capital Improvements	-	97,650	95,619	43,390
College Wide Activities	283,076	287,300	225,000	225,000
Division Activities	15,964	16,300	7,000	10,000
Clubs and Organizations	93,557	80,070	55,000	80,000
Athletics/Intramurals	48,905	64,000	16,971	20,000
Graduation Expense	962	6,384	-	1,500
Student Engagement Programs	320	-	760	750
Total Expenditures	534,750	661,509	486,107	490,140
Excess Revenue/Expense	(15,517)	(97,650)	23,504	(23,504)
Beginning Fund Balance	1,156,808	1,141,291	1,141,291	1,164,795
Excess	(15,517)	(97,650)	23,504	(23,504)
Ending Fund Balance	\$ 1,141,291	\$ 1,043,641	\$ 1,164,795	\$ 1,141,291

4.5 *Auxiliary Services FY21 Operating Statements*

The College manages several operations which fall under the general heading of Auxiliary Services, which include, but are not limited to, the Bookstore, Dining Services, Arena, Brookdale Radio and TV, Performing Arts Center (PAC), Fitness Center, and Student Life Center.

The College has developed the following FY21 Operating Statement for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

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

June 23, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

**Brookdale Community College
Auxiliary Services FY21 Budget**

	FY19 Actual	FY20 Projected	FY21 Budget
Revenue			
Bookstore	\$ 778,911	\$ 300,000	\$ 265,000
Dining Services	259,805	182,675	127,500
Arena	276,775	240,004	177,955
Brookdale Radio	204,343	150,000	170,000
Brookdale TV	33,916	50,000	20,000
Performing Arts Center	112,206	79,127	51,545
Fitness Center	148,459	140,255	165,000
Student Life Center	172,993	102,000	110,214
Total Revenue	1,987,408	1,244,061	1,087,214
Operating Expenses			
Bookstore	38,627	33,546	28,875
Dining Services	123,815	79,484	79,160
Arena	324,729	315,870	331,330
Brookdale Radio	544,472	518,218	556,700
Brookdale TV	140,913	143,117	188,039
Performing Arts Center	273,909	296,524	301,764
Fitness Center	205,732	210,590	244,590
Student Life Center	245,564	248,183	273,916
Total Operating Expenses	1,897,761	1,845,532	2,004,374
Profit/(Loss) before Fee Waivers			
Bookstore	740,284	266,454	236,125
Dining Services	135,990	103,191	48,340
Arena	(47,954)	(75,866)	(153,375)
Brookdale Radio	(340,129)	(368,218)	(386,700)
Brookdale TV	(106,997)	(93,117)	(168,039)
Performing Arts Center	(161,703)	(217,397)	(250,219)
Fitness Center	(57,273)	(70,335)	(79,590)
Student Life Center	(72,571)	(146,183)	(163,702)
Total Profit/(Loss) before Fee Waivers	89,647	(601,471)	(917,160)
Other Revenue: Fee Waivers *			
Bookstore	-	-	-
Dining Services	-	-	-
Arena	252,170	188,000	225,000
Brookdale Radio	160,230	41,720	45,000
Brookdale TV	103,244	105,000	250,000
Performing Arts Center	143,389	112,000	105,704
Fitness Center	-	19,000	17,000
Student Life Center	154,115	154,115	138,615
Total Fee Waivers	813,148	619,835	781,319
Net Profit/(Loss)			
Bookstore	740,284	266,454	236,125
Dining Services	135,990	103,191	48,340
Arena	204,216	112,134	71,625
Brookdale Radio	(179,899)	(326,498)	(341,700)
Brookdale TV	(3,753)	11,883	81,961
Performing Arts Center	(18,314)	(105,397)	(144,515)
Fitness Center	(57,273)	(51,335)	(62,590)
Student Life Center	81,544	7,932	(25,087)
Net Profit/(Loss)	\$ 902,795	\$ 18,364	\$ (135,841)

* See Individual budget sheets for details on waivers.

Brookdale Community College
Bookstore FY21 Budget
12901-7150000

	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget
Revenue	<u>\$ 778,911</u>	<u>\$ 350,000</u>	<u>\$ 300,000</u>	<u>\$ 265,000</u>
Operating Expenses				
Salaries	24,844	24,812	30,727	25,375
Benefits	5,788	7,754	2,819	3,000
Contracted Svcs/ Uniforms	10,609	5,000	-	-
Copy Machine Usage	792	-	-	500
Bank Service Charges	30	-	-	-
New Book Returns & Allowance	(3,436)	-	-	-
Total Operating Expenses	<u>38,627</u>	<u>37,566</u>	<u>33,546</u>	<u>28,875</u>
Net Profit/(Loss)	<u>\$ 740,284</u>	<u>\$ 312,434</u>	<u>\$ 266,454</u>	<u>\$ 236,125</u>
Net Profit %	95.04%	89.27%	88.82%	89.10%

Brookdale Community College
Dining Services FY21 Budget
12901-7100500

	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget
Revenue	\$ 195,981	\$ 205,000	\$ 132,367	\$ 102,500
External Catering	63,824	50,000	50,308	25,000
Total Revenue	<u>259,805</u>	<u>255,000</u>	<u>182,675</u>	<u>127,500</u>
Operating Expenses				
Salaries	24,437	24,625	24,438	25,450
Benefits	5,788	7,695	7,695	8,310
Travel & Training	565	800	300	1,000
Supplies & Printing	55	500	-	250
Dues & Memberships	411	700	-	1,000
Contracted Svcs/Uniforms	65,457	30,000	35,400	17,500
Copy Machine Usage	155	-	280	150
External Catering	26,941	50,000	11,200	25,000
Miscellaneous	6	200	171	500
Total Operating Expenses	<u>123,815</u>	<u>114,520</u>	<u>79,484</u>	<u>79,160</u>
Net Profit/(Loss)	<u>\$ 135,990</u>	<u>\$ 140,480</u>	<u>\$ 103,191</u>	<u>\$ 48,340</u>
Net Profit %	52.34%	55.09%	56.49%	37.91%

Brookdale Community College
Arena Events FY21 Budget
12901-7270000

	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget
Revenue	\$ 276,775	\$ 315,500	\$ 240,004	\$ 177,955
Operating Expenses				
Salaries	162,809	143,000	154,000	162,617
Benefits	49,305	52,910	56,980	60,168
Memberships	213	283	354	354
Printing	-	100	-	100
Supplies	1,511	1,200	1,000	750
Furniture & Equipment Repair	1,165	1,200	-	1,500
Contracted Services	41,841	77,000	35,000	41,841
Copy Machine Usage	54	-	-	150
Miscellaneous	20	125	-	150
Telephone	850	675	1,200	1,200
Equipment Non-inventory	-	1,400	-	1,500
Uniforms-New	461	300	336	1,000
Overhead	66,500	67,000	67,000	60,000
Total Operating Expenses	324,729	345,193	315,870	331,330
Profit before Fee Waivers	(47,954)	(29,693)	(75,866)	(153,375)
Other Revenue/(Expenses)				
Fee Waivers	252,170	95,000	188,000	225,000
Net Profit/(Loss)	\$ 204,216	\$ 65,307	\$ 112,134	\$ 71,625
Net Profit %	73.78%	20.70%	46.72%	40.25%

Fee Waivers:

Fee waivers include College functions, HTHS, and other Local, and State events. This also includes HTHS Physical Education classes.

Brookdale Community College
Radio FY21 Budget
12901-7050000

	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget
Revenue	\$ 204,343	\$ 155,000	\$ 150,000	\$ 170,000
Operating Expenses				
FT/PT Salaries	320,722	335,821	308,509	335,000
Student Help	7,440	12,500	-	-
Benefits (auxiliary)*	167,503	-	164,000	168,000
Office Supplies	565	800	1,100	1,200
Contracted Services	28,842	40,000	27,000	38,000
Copy Machine Usage	168	-	200	200
Advertising	358	650	-	650
Equipment Rental	-	250	-	-
Program Rental (software)	1,749	175	900	1,500
Furniture & Equipment Repair	1,898	5,000	720	-
Print Shop	283	350	140	-
Publications	149	200	149	150
Telephone	300	300	300	-
Bank Charges	8,368	6,000	5,200	-
Promotions/Sponsorships	6,127	7,000	10,000	12,000
Total Operating Expenses	544,472	409,046	518,218	556,700
Profit/(Loss) before Fee Waivers	(340,129)	(254,046)	(368,218)	(386,700)
Other Revenue				
Fee Waivers	160,230	45,000	41,720	45,000
Net Profit/(Loss)	\$ (179,899)	\$ (209,046)	\$ (326,498)	\$ (341,700)
Net Profit %	-88.04%	-134.87%	-217.67%	-201.00%

Fee Waivers:

Fee waivers include marketing for College Relations/Recruitment, the Fitness Center, and CPS courses.

*Operating benefits per year-end audited financial statements.

Brookdale Community College
Brookdale TV FY21 Budget
12901-7070000

	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget
Revenue	\$ 33,916	\$ 30,000	\$ 50,000	\$ 20,000
Operating Expenses				
Full-time Salaries	130,587	133,198	133,000	134,637
Part-time Salaries	7,269	3,950	4,200	7,500
Benefits	-	-	-	33,750
Printing	43	200	60	200
Office Supplies	28	100	-	100
Bank Service Charges	16	652	-	652
Contracted Services	-	5,250	2,500	5,500
Copy Machine Usage	223	-	110	200
Memberships	859	1,690	212	1,500
Media Supplies	539	500	760	1,000
Program Software Rental	1,349	1,435	2,275	3,000
Total Operating Expenses	140,913	146,975	143,117	188,039
Profit/(Loss) before Fee Waivers	(106,997)	(116,975)	(93,117)	(168,039)
Other Revenue				
Fee Waivers	103,244	500,000	105,000	250,000
Net Profit/(Loss)	\$ (3,753)	\$ 383,025	\$ 11,883	\$ 81,961
Net Profit %	-11.07%	1276.75%	23.77%	409.81%

Fee Waivers:

Fee waivers include Brookdale internal events, Athletics, Brookdale Foundation, and County advertising.

**Brookdale Community College
Performing Arts Center FY21 Budget
12901-7230000**

	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget
Revenue	<u>\$ 112,206</u>	<u>\$ 72,000</u>	<u>\$ 79,127</u>	<u>\$ 51,545</u>
Operating Expenses				
Full-time Salaries	151,251	155,479	153,000	146,202
Part-time Salaries	57,066	48,000	36,854	32,387
Student Help	7,893	8,500	15,069	7,875
Benefits	-	-	46,250	44,000
Bank Service Charges	-	-	100	150
Advertising	-	3,000	-	1,500
Printing	458	750	200	750
Office Supplies	198	4,500	929	2,000
Contracted Services	42,102	38,000	26,500	50,000
Overnight Travel	4,281	4,400	5,472	5,700
Instructional Supplies	10,496	1,000	12,000	11,000
Copy Machine Usage	164	-	150	200
Total Operating Expenses	<u>273,909</u>	<u>263,629</u>	<u>296,524</u>	<u>301,764</u>
Profit/(Loss) before Fee Waivers	<u>(161,703)</u>	<u>(191,629)</u>	<u>(217,397)</u>	<u>(250,219)</u>
Other Revenue				
Fee Waivers	<u>143,389</u>	<u>170,000</u>	<u>112,000</u>	<u>105,704</u>
Net Profit/(Loss)	<u>\$ (18,314)</u>	<u>\$ (21,629)</u>	<u>\$ (105,397)</u>	<u>\$ (144,515)</u>
Net Profit %	-16.32%	-30.04%	-133.20%	-280.37%

Fee Waivers:

Fee Waivers include internal events facilitated by students and those which support programming.

**Brookdale Community College
Fitness Center FY21 Budget
12901-7070100**

	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget
Revenue	<u>\$ 148,459</u>	<u>\$ 175,000</u>	<u>\$ 140,255</u>	<u>\$ 165,000</u>
Operating Expenses				
Full-time Salaries	108,746	110,666	109,000	109,000
Part-time Salaries	86,203	75,000	83,000	77,000
Benefits	-	-	-	40,000
Instructional Supplies	100	500	320	320
Office Supplies	372	150	160	160
Contracted Services	8,191	15,000	15,000	15,000
Copy Machine Usage	61	-	60	60
Furniture Equipment & Repair	1,998	4,000	3,000	3,000
Print Shop	61	350	50	50
Total Operating Expenses	<u>205,732</u>	<u>205,666</u>	<u>210,590</u>	<u>244,590</u>
Profit/(Loss) before Discounts	<u>(57,273)</u>	<u>(30,666)</u>	<u>(70,335)</u>	<u>(79,590)</u>
Other Revenue				
Discounts	<u>\$ -</u>	<u>21,328</u>	<u>19,000</u>	<u>17,000</u>
Net Profit/(Loss)	<u>\$ (57,273)</u>	<u>\$ (9,338)</u>	<u>\$ (51,335)</u>	<u>\$ (62,590)</u>
Net Profit %	-38.58%	-5.34%	-36.60%	-37.93%

Discounts:

Staff and student discounts

**Brookdale Community College
Student Life Center FY21 Budget
12901-7200000**

	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget
Revenue	<u>\$ 172,993</u>	<u>\$ 175,000</u>	<u>\$ 102,000</u>	<u>\$ 110,214</u>
Operating Expenses				
Salaries	143,643	145,860	149,000	154,976
Benefits	58,776	59,200	59,850	63,939
Travel, Training & OT meals	746	1,200	-	1,260
Dues & Memberships	638	658	354	691
Supplies	1,964	4,500	1,400	2,500
Advertising	-	250	-	250
Contracted Services	10,414	30,000	8,500	25,000
Daily Travel	-	-	254	50
Miscellaneous/Uniforms	-	150	-	200
Copy Machine Usage	684	2,700	450	500
Print Shop	558	-	375	300
Uniforms	141	-	-	250
Overhead	28,000	28,000	28,000	24,000
Total Operating Expenses	<u>245,564</u>	<u>272,518</u>	<u>248,183</u>	<u>273,916</u>
Profit/(Loss) before Fee Waivers	<u>(72,571)</u>	<u>(97,518)</u>	<u>(146,183)</u>	<u>(163,702)</u>
Other Revenue				
Fee Waivers	<u>154,115</u>	<u>150,000</u>	<u>154,115</u>	<u>138,615</u>
Net Profit/(Loss)	<u>\$ 81,544</u>	<u>\$ 52,482</u>	<u>\$ 7,932</u>	<u>\$ (25,087)</u>
Net Profit %	47.14%	29.99%	7.78%	-22.76%

Fee Waivers:

Fee waivers include State and County Agency functions and events and facility service costs only for Brookdale functions.

4.6 *Approval to Accept Governor's Emergency Education Relief Funds Funding*

Enclosed is a resolution for Brookdale Community College to complete all the necessary steps required to apply for, accept, and receive the approved amount the Governor's Emergency Education Relief Funds (GEERF) funding.

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

June 23, 2020: Interim Vice President, Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, Congress set aside approximately \$3 billion of the \$30.75 billion allotted to the Education Stabilization Fund through the CARES Act for the Governor's Emergency Education Relief Fund (GEERF). The Department will award these grants to States (governor's offices) based on a formula stipulated in the legislation; and

WHEREAS, GEERF makes funds available to colleges and universities to provide direct assistance to institutions in response to a variety of disruptions caused by the COVID-19 crisis; and

WHEREAS, Brookdale Community College has applied for an amount to be determined by the State for institutional support, subject to the guidelines for the award; and

WHEREAS, the College will develop criteria for, and the disbursement of such funds; and

WHEREAS, the College will document the applicable expenses of the institution; and

WHEREAS, funding will be subject to periodic reporting to the U.S. Department of Education and State Departments; and

WHEREAS, the Board of Trustees has reviewed and approved that the College take the necessary steps required to apply for, accept, and receive GEERF Funding;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Brookdale Community College that the GEERF funding is approved.

5.1 Curriculum

The faculty and administration of the College have proposed a change in nomenclature for the Humanities Associate in Arts, Liberal Education Option to Humanities Associate in Arts, Liberal Arts Option.

Student, staff, and faculty feedback indicate that Liberal Education Option, Humanities is a misleading program name. A change in nomenclature to Liberal Arts Option avoids confusion with an Education or teaching degree and increases consistency with “Associate in Arts” nomenclature.

The change in nomenclature for the Humanities Associate in Arts, Liberal Education Option to Humanities Associate in Arts, Liberal Arts Option has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Student Success & Educational Excellence Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving the change in nomenclature from Humanities Associate in Arts, Liberal Education Option to Humanities Associate in Arts, Liberal Arts Option.

WHEREAS, the faculty and administration of the College have proposed a change in nomenclature for the Humanities Associate in Arts, Liberal Education Option to Humanities Associate in Arts, Liberal Arts Option and

WHEREAS, student, staff, and faculty feedback indicate that Liberal Education Option, Humanities is a misleading program name. A change in nomenclature to Liberal Arts Option avoids confusion with an Education or teaching degree and increases consistency with “Associate in Arts” nomenclature.

WHEREAS, the change in nomenclature for the Humanities Associate in Arts, Liberal Education Option to Humanities Associate in Arts, Liberal Arts Option has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Student Success & Educational Excellence Committee of the Board;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the change in nomenclature for the Humanities Associate in Arts, Liberal Education Option to Humanities Associate in Arts, Liberal Arts Option be and is hereby approved.

June 28, 2020

5.1 Curriculum

The faculty and administration of the College have proposed a change in nomenclature for the Teacher Assistant Associate in Applied Science to Instructional Assistant Associate in Applied Science.

After discussion with the Advisory Board, the College determined that by properly aligning the nomenclature for the program to the actual expectations for classroom support we are informing prospective candidates of the increasingly rigorous roles that instructional assistants are responsible to perform in the PreK-12 classroom setting.

The change in nomenclature for the Teachers Assistant Associate in Applied Science to Instructional Assistant Associate in Applied Science has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Student Success & Educational Excellence Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving the change in nomenclature from Teachers Assistant Associate in Applied Science to Instructional Assistant Associate in Applied Science.

WHEREAS, the faculty and administration of the College have proposed a change in nomenclature for the Teacher Assistant Associate in Applied Science to Instructional Assistant Associate in Applied Science and

WHEREAS, after discussion with the Advisory Board, the College determined that by properly aligning the nomenclature for the program to the actual expectations for classroom support we are informing prospective candidates of the increasingly rigorous roles that instructional assistants are responsible to perform in the PreK-12 classroom setting.

WHEREAS, the change in nomenclature for the Teachers Assistant Associate in Applied Science to Instructional Assistant Associate in Applied Science has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Student Success & Educational Excellence Committee of the Board;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the change in nomenclature for the Teachers Assistant Associate in Applied Science to Instructional Assistant Associate in Applied Science be and is hereby approved.

June 28, 2020

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2020 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

Committees meeting monthly	<u>Executive Committee (5)</u> Ms. Tracey Abby-White, Chair Dr. Hank Cram – Vice-Chair Ms. Suzanne Brennan Mr. Bret Kaufmann Ms. Marta Rambaud		<u>Finance and Facilities (5)</u> Dr. Hank Cram, Chair Mr. Bret Kaufmann Ms. Madeline Ferraro Dr. Les Richens Ms. Dyese Davis
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Mr. Bret Kaufmann, Chair Dr. Hank Cram Dr. Les Richens Ms. Barbara Horl	<u>Governance (5)</u> Ms. Suzanne Brennan, Chair Ms. Lauren Deinhardt Ms. Marta Rambaud Mr. Dan Becht Ms. Dyese Davis	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Mr. Paul Crupi Mr. Dan Becht Ms. 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
June 23	BOT Public Business Meeting	5:30PM	Zoom virtual meeting
July 21	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
July 21	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
July 28	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
August 18	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
August 18	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 2	Convocation	9:00AM	Robert J. Collins Arena
September 14	Student Success & Educational Excellence Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 15	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
September 15	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 16	Governance Committee Meeting	6:00PM	BAC, President's Conference Room
September 22	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
September 24	Education Golf Outing	All Day	Eagle Oaks Country Club
September 30-October 3	ACCT Leadership Congress		Hyatt Regency, Chicago
October 19	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
October 20	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
October 20	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
October 27	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rooms 110 & 112
November 9	Student Success & Educational Excellence Committee Meeting	5:30PM	SLC, Trustees Conference Room
November 10	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
November 10	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
November 11	Governance Committee Meeting	6:00PM	BAC, President's Conference Room
November 15	Fall Open House	12 PM – 2:30 PM	Robert J. Collins Arena
November 17	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
December 1	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
December 7-9	MSCHE Annual Conference		Philadelphia, PA
December 9	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
December 9	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
December 15	BOT Public Business Meeting	5:30PM	Brookdale at Hazlet, Rms 102 & 103

Brookdale Community College 2020 Upcoming Events

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2020

v7- 05/21/20

2020 Public Business Meetings (PBM)	Executive ----- SLC, TCR	Governance ----- BAC, PCR	Student Success & Educational Excellence	Finance & Facilities SLC, TCR	Audit ----- BAC, PCR	Public Private Partnership ----- SLC, TCR	
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet monthly	Shall meet a minimum of four times per year or as requested.	Committee dissolved on 3/6/20	
Tuesday, January 28 Lincroft, SLC, Navesink I & II	January 21 5:15 PM	January 22 6 PM		January 21 5:30 PM		January 13 8:30 AM	
Tuesday, February 25 Brookdale at Long Branch, Rm 200	February 18 5:15 PM		Feb. 17 5:30 PM BAC, PCR	Feb. 18 5:30 PM	February 19 6 PM		
Tuesday, March 24 Lincroft, SLC, Navesink I & II/Zoom	March 16 5:15 PM	March 18 6 PM		March 16 5:30 PM		March 16 8:30 AM	
Tuesday, April 28 Zoom Webinar	April 22 5:15 PM		April 20 5:30 PM BAC, PCR	April 22 5:30 PM			
Wednesday, May 27 Zoom Webinar	May 19 5:15 PM			May 19 5:30 PM	May 5 6 PM	May 18 8:30 AM	
Tuesday, June 23 Zoom Webinar	June 15 5:15 PM			June 15 5:30 PM			
Tuesday, July 28 Lincroft, SLC, Navesink I & II	July 21 5:15 PM			July 21 5:30 PM		July 20 8:30 AM	
NO PBM Meeting in August	August 18 5:15 PM			August 18 5:30 PM			
Tuesday, September 22 Lincroft, SLC, Navesink I & II	September 15 5:15 PM	Sept. 16 6 PM	Sept 14 5:30 PM SLC, TC	Sept. 15 5:30 PM		September 14 8:30 AM	
Tuesday, October 27 Brookdale at Wall, 110 & 112	October 20 5:15 PM			October 20 5:30 PM	Oct. 19 6 PM		
Tuesday, November 17 Lincroft, SLC, Navesink I & II	November 10 5:15 PM	Nov. 11 6 PM	Nov. 9 5:30 PM, SLC, TC	Nov. 10 5:30 PM		November 9 8:30 AM	
Tuesday, December 15 Brookdale at Hazlet, 102 & 103	December 9 5:15 PM			Dec. 9 5:30 PM	December 1 6 PM		

Human Resources is a Committee of the whole

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

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