



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, November 17, 2020 5:30 PM (EST)
New Jersey
Zoom meeting

- I. Call to Order, Reading of Statement, Roll Call and Announcement of Procedures for Making Public Comment - Chair Abby-White - 5 minutes
- II. Pledge of Allegiance - Chair Abby-White - 5 minutes
- III. Moment of Silence - Chair Abby-White
- IV. Adoption of Agenda - Chair Abby-White
- V. Board of Trustees Annual Reorganization
 - A. Election of Officers of the Board of Trustees - Mr. Mitch Jacobs, Esq.
 - B. Establishment of a Regular Meeting Schedule of the Board of Trustees - Chair
 1. Discussion of Board Schedule
 2. Adoption of 2020 Board of Trustees Annual Calendar
 - C. Appointment of Standing Committees - Chair
 - D. Resolution of Designation of Public Notice Requirements - Chair
 - E. Annual Signing of Code of Ethics of Brookdale Community College Ethics - Chair
 - F. Annual Report of the College - Ms. Kathy Kamatani & Ms. Laura Oncea
- VI. President's Report - Dr. Stout
 - A. Community College Opportunity Grant (CCOG) Update - Mr. Ed. Johnson
- VII. Review of Consent Agenda - Chair

**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
- VIII. Reports from the Board Committees and Liaisons - Chair
 - A. Finance & Facilities Committee - November 10 - Trustee Cram
 1. Monthly Financial Reporting
 2. Facilities Report

Included in monthly financial reports
 - B. Student Success & Educational Excellence Committee - November 9 - Trustee Kaufmann
 - C. Governance Committee - November 11 - Trustee Suzanne Brennan
 - D. NJCCC Update - Trustee Horl
 - E. Student's Perspective - Trustee Walker

- F. Brookdale Community College Foundation - Chair Abby-White
- IX. Approval of Public Business Meeting Minutes - October 27, 2020 - Chair
- X. Approval of Executive Session Minutes - October 27, 2020 - Chair
- XI. Public Comment on Agenda Items - Chair
- XII. Consent Agenda - Chair - 5 minutes
 - A. Approval of Human Resources
 - B. Acceptance of 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
- XIII. Approval of Women & Gender Studies Academic Credit Certificate of Achievement - Chair
- XIV. Approval of Mathematics/Science Data Science Option Associate of Science - Chair
- XV. Public Comment - Chair
- XVI. Old/New Business - Chair
- XVII. Resolution to Hold a Closed Meeting - Chair
- XVIII. Motion to Re-Open the Meeting to the Public - Chair
- XIX. Adjournment - Chair
- XX. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2021 11/17/20

2021 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held via Zoom	Shall meet prior to each regular meeting	Shall meet monthly	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 a minimum of four times per year or as requested.	
Tuesday, January 26, 2021	January 19 5:15 PM	January 19 5:30 PM	January 20 5:30 PM			
Tuesday, February 23, 2021	February 16 5:15 PM	Feb. 16 5:30 PM		Feb. 17 5:30 PM	February 9 6 PM	
Tuesday, March 23, 2021	March 16 5:15 PM	March 16 5:30 PM	March 17 5:30 PM			
Tuesday, April 27, 2021	April 20 5:15 PM	April 20 5:30 PM		April 19 5:30 PM		
Wednesday, May 25, 2021	May 18 5:15 PM	May 18 5:30 PM			May 17 6 PM	
Tuesday, June 22, 2021	June 15 5:15 PM	June 15 5:30 PM				
Tuesday, July 27, 2021	July 20 5:15 PM	July 20 5:30 PM				
No public business meeting	August 17 Follows F & F	August 17 5:30 PM				
Tuesday, September 28, 2021	September 21 5:15 PM	Sept. 21 5:30 PM	Sept. 20 5:30 PM	Sept 22 5:30 PM		
Tuesday, October 26, 2021	October 19 5:15 PM	October 19 5:30 PM			Oct. 18 6 PM	
Tuesday, November 16, 2021	November 9 5:15 PM	Nov. 9 5:30 PM	Nov. 10 5:30 PM	Nov. 8 5:30 PM		
Tuesday, December 14, 2021	December 7 5:15 PM	Dec. 7 5:30 PM			December 6 6 PM	

Human Resources is a Committee of the whole

Resolution

NOW THEREFORE BE IT RESOLVED the Board of Trustees of Brookdale Community College adopts the public meeting calendar for 2021.

BOARD OF TRUSTEES MEETING DATES 2021			
MONTH	Day	DATE	LOCATION – Subject to Change (Notice will be given if changed)
January	Tuesday	January 26, 2021	Zoom Meeting
February	Tuesday	February 23, 2021	Zoom Meeting
March	Tuesday	March 23, 2021	Zoom Meeting
April	Tuesday	April 27, 2021	Zoom Meeting
May	Tuesday	May 25, 2021	Zoom Meeting
June	Tuesday	June 22, 2021	Zoom Meeting
July	Tuesday	July 27, 2021	Zoom Meeting
August		No Meeting	Zoom Meeting
September	Tuesday	September 28, 2021	Zoom Meeting
October	Tuesday	October 26, 2021	Zoom Meeting
November	Tuesday	November 16, 2021	Zoom Meeting
December	Tuesday	December 14, 2021	Zoom Meeting

The Public Meeting of the Board will begin at 5:30 PM. (Notice will be given if there is a time change).

November 17, 2021 – Annual 2021 Board of Trustees Public Business Meeting Calendar for consideration by the Board of Trustees

RESOLUTION

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College will make public notice of the date, time and place of the Board of Trustees meetings to be held in 2021 after the meeting schedule has been adopted by the board.

BE IT FURTHER RESOLVED that the Board of Trustees does hereby designate as official newspapers to receive notices of meetings the following:

The Asbury Park Press

The Star Ledger

BE IT FURTHER RESOLVED that all required notices of meetings of the Board of Trustees shall be posted on the bulletin board on the first floor of the Brookdale Administrative Center.

BE IT FUTHER RESOLVED that a copy of all notices of meetings of the Board of Trustees shall be filed with the Clerk of the County of Monmouth

BE IT FURTHER RESOLVED that the Board of Trustees meeting schedule will be posted on the Brookdale Community Website on the Brookdale Community Board of Trustee webpage.

BE IT FURTHER RESOLVED that the procedures and requirements adopted by the Board of Trustees for conducting remote meetings will be included in the annual notice.

BE IT FURTHER RESOLVED that any person may request in writing that the Board of Trustees mail to him/her a copy of the notices of any Public, special or rescheduled meetings of the Board of Trustees upon prepayment by such person of the applicable fee hereinafter set forth. All requests made pursuant to this paragraph shall terminate on December 31 of the year in which said request is made subject by filing of a new written request together with prepayment of the applicable fee

Schedule of Mailing Fees

For a copy of the schedule of regular meetings and reschedules thereof	\$4.00
For advance written notice of all regular, special, rescheduled or adjourned meetings during the 2020 year.	\$40.00

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

1.7060 Code of Ethics for Trustees

I. Title of Policy

Code of Ethics for Trustees of Brookdale Community College

II. Objective of Policy

To establish a Code of Ethics for the conduct of all Trustees of Brookdale Community College.

III. Authority

N.J.S.A. 18A:64A-12; Executive Order No. 65 issued by Governor Codey on November 16, 2005, and Board of Trustee Bylaw 1.7060 Code of Ethics for Trustees of Brookdale Community College.

IV. Policy Statement

The Board of Trustees of Brookdale Community College will comply with the following Code of Ethics:

- A. A Trustee should devote time, thought, and study to the duties and responsibilities of a community college trustee so as to render effective and creditable service.
- B. As an individual, a Trustee has no legal authority outside of the meetings of the Board and should conduct him/herself accordingly with College staff, local citizens, and facets of the community.
- C. A primary function of the Board of Trustees is to establish the policies and the goals of the institution and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals, but the administration of the College's operations shall be left to the President and the President's staff.
- D. No College Trustee should accept from any person, directly or indirectly, or through his/her spouse or any member of his/her family any gift, favor, service, employment, or other things of value under circumstances from which it might be reasonably inferred or which he/she knows or has reasons to believe is offered to him/her with intent to influence his/her public duties and responsibilities.

E. No College Trustee should knowingly act in an official capacity, by voting or otherwise, on any College matter in which he/she has an interest.

F. Disclosure of the precise nature of the interest or involvement, at first knowledge of the transaction, should be required in the event that the Board must consider any College matter which also involves:

1. A member of the Board of Trustees or a member of his/her family (defined as spouse, parents, siblings, or children); and/or
2. An organization with which a member of the Board of Trustees is affiliated.

G. Disclosure should be further required of Board members concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the institution.

H. No College Trustee should act as an officer or agent of the College for the transaction of any business with himself/herself or in which he/she has an interest.

I. No College Trustee should willfully disclose to any person or party for pecuniary gain any information not generally available to members of the public which he/she receives or acquires in the course of his/her official duties.

J. No College Trustee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which might reasonably be expected to impair his/her objectivity or independence of judgment, or which is otherwise in substantial conflict with the proper discharge of his/her duties in the public interest.

K. No College Trustee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself/herself or others.

L. No College Trustee should act in his/her official capacity in any matter wherein he/she has a direct or indirect interest that might reasonably be expected to impair his/her objectivity or independence of judgment.

M. No member of the Board of Trustees, including the President of the College, nor any member of the immediate families of such officials, shall do business, directly or indirectly, with the institution that they govern or by which they are employed. For purposes of this section, "member of the immediate family" shall mean the official's spouse, child, parent or sibling residing in the same household.

N. The prohibitions in M, above, shall also apply to any firm, association or partnership by which the College President or Trustee is employed, from which the President or College Trustee receives compensation, or of which the President or College Trustee owns or controls more than one percent of the profits or assets of that firm, association or partnership. Such prohibitions shall also apply to shareholders, associates or

professional employees of a professional service corporation regardless of the extent or amount of their shareholder interest in such a corporation.

O. A President or College Trustee who is currently involved in a business relationship that is prohibited by this Policy shall be given 30 days to terminate the prohibited business relationship or to resign from public office. Failure to comply with the terms set forth in sections M through O, above shall constitute good cause for the removal from employment or office of the College President or College Trustee.

P. The Executive Director of the Executive Commission on Ethical Standards is hereby authorized to grant an exception from the terms sections M through O, above, if, in the judgment of the Executive Director, the entity that employs, provides compensation or is owned in part by the College Trustee is one with which the College may contract with pursuant to N.J.S.A. 52:13D-19 and N.J.S.A. 52:34-10, or where the public interest requires that an exception be made.

Q. Violations of this Code of Conduct may also constitute cause for removal of an appointed member of the Board of Trustees pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board and/or the appropriate appointing authority.

R. Board members will annually sign a statement affirming the Code of Ethics and their intention to fully comply with same.

S. The members of the Board of Trustees will comply annually with public law with regard to the filing of financial disclosure statements.

The following definitions shall have the following meanings with regard to the Code of Ethics for Trustees of Brookdale Community College:

“College Matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against, or with Brookdale Community College or which requires any official action by the Board of Trustees, its officers, or employees.

“College Trustee” means any person who is a member of the Board of Trustees of Brookdale Community College. This includes the President, who by appointment is an ex-officio member of the Board of Trustees.

“Interest” means any personal, financial, economic, property, or other concern amounting to a right, advantage, share, or portion coming either directly or indirectly to a Trustee singularly or in affiliation with any person or party as defined herein.

“Member of the immediate family” will mean the official’s spouse, child, parent or sibling residing in the same household.

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.

Approved: August 1995
Revised: December 2005
Proposed Revision: March 2016
Approved Revision: March 2016 (Lodging of Policy was waived by unanimous consent)

ACKNOWLEDGEMENT FORM FOR CODE OF CONDUCT

I have read and am familiar with Brookdale Community College’s Board of Trustee Code of Ethics. I will comply with and enforce the policies in this Code in its entirety.

By signing this acknowledgement I am indicating that I have read and will abide by Brookdale Community College’s Board of Trustee Code of Ethics.

Board of Trustee Signature

Name (printed)

Date _____



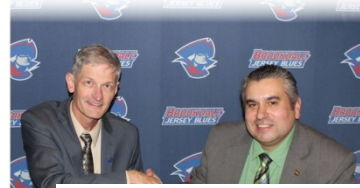
BOARD OF

LAUREN DEINHARDT

Lauren Deinhardt was a member of the Board of Trustees during the meeting of the Brookdale Community College Board of Trustees. She is a graduate of Brookdale Community College and is currently a member of the Board of Trustees. She is also a member of the Board of Trustees of the Brookdale Community College Foundation.



Left to right: Dr. Joseph R. Marbach, president of Georgian Court University and Dr. David Stout, president of Brookdale Community College



PATH

Georgian Brookdale More Affc Brookdale 3+1 articu an additio bachelor's "Georgian for many students t at conven is an excel education Most of it Hazlet loc partners



BUILDING A

Rockit Academy Pa



ATHLETIC ACCOMPLISHMENTS

Lauren Karabin Junior College Female Student-Athlete of the Year

Women's soccer alum, forward Lauren Karabin was named by the Collegiate Athletic Administrators of New Jersey (CAANJ) Junior College Female Student-Athlete of the Year for her academic and athletic accomplishments in 2018-2019.

In the fall of 2018, Karabin was an NJCAA All-American, first team All-Region and All-GSAC honoree, three-time Garden State Athletic Conference Player of the Week and Region XIX Player of the Year. She also earned a spot on the NJCAA All-National Tournament team. In the classroom, she was a two-time Dean's List recipient, who posted a 3.72 grade point average while majoring in Health Sciences.

Karabin, a native of Wall, NJ is currently continuing her academic and athletic career at Monmouth University.

- » Fall 2019 GSAC All-Academic honors (3.0-4.0 GPA) - 34
- » Spring 2020 GSAC All-Academic honors (3.0-4.0 GPA) - 36
- » NJCAA All-Academic Second Team honors (3.80-3.99 GPA) - 9
- » NJCAA All-Academic Third Team honors (3.60-3.79 GPA) - 7

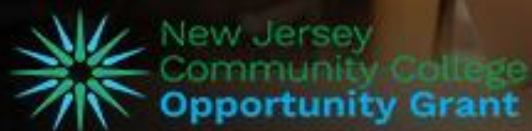


Tuition-Free

BROOKDALE COMMUNITY COLLEGE

**LET US HELP YOU COMPLETE YOUR
FINANCIAL AID APPLICATION!**

Brookdale staff can help you complete all
the necessary online forms. Schedule a
ZOOM virtual meeting now!



For More
Information Visit
brookdalecc.edu/ccog

Tuition-Free
Brookdale Community College

NJ Community College
Opportunity Grant
(CCOG)

CCOG Capacity Building Grants - \$525,000

FY 18-19

- \$250,000 General Allocation
- \$10,000 Special Projects Award

FY 19-20

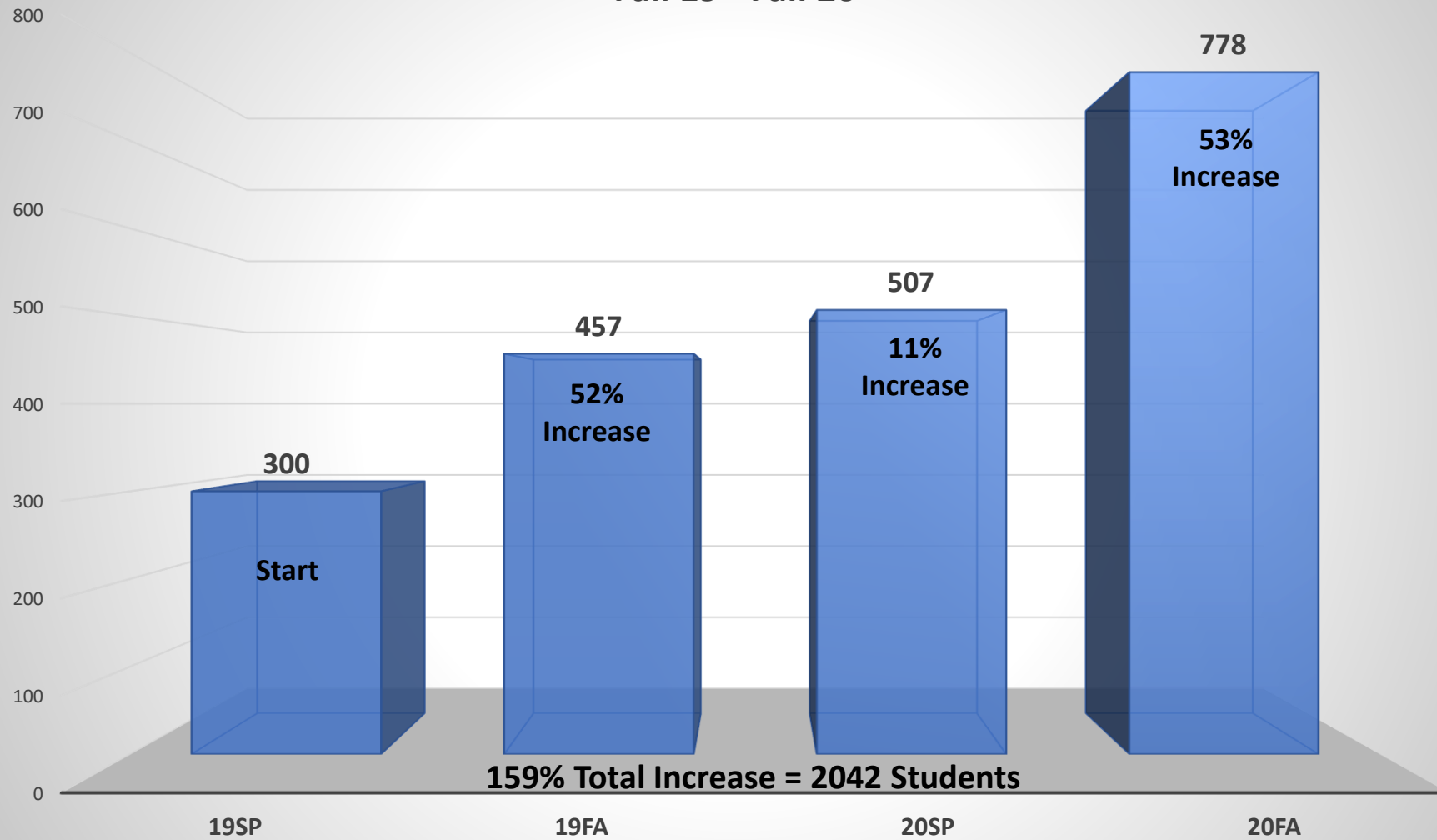
- \$265,000 General Allocation

FY 20-21

(\$250K)

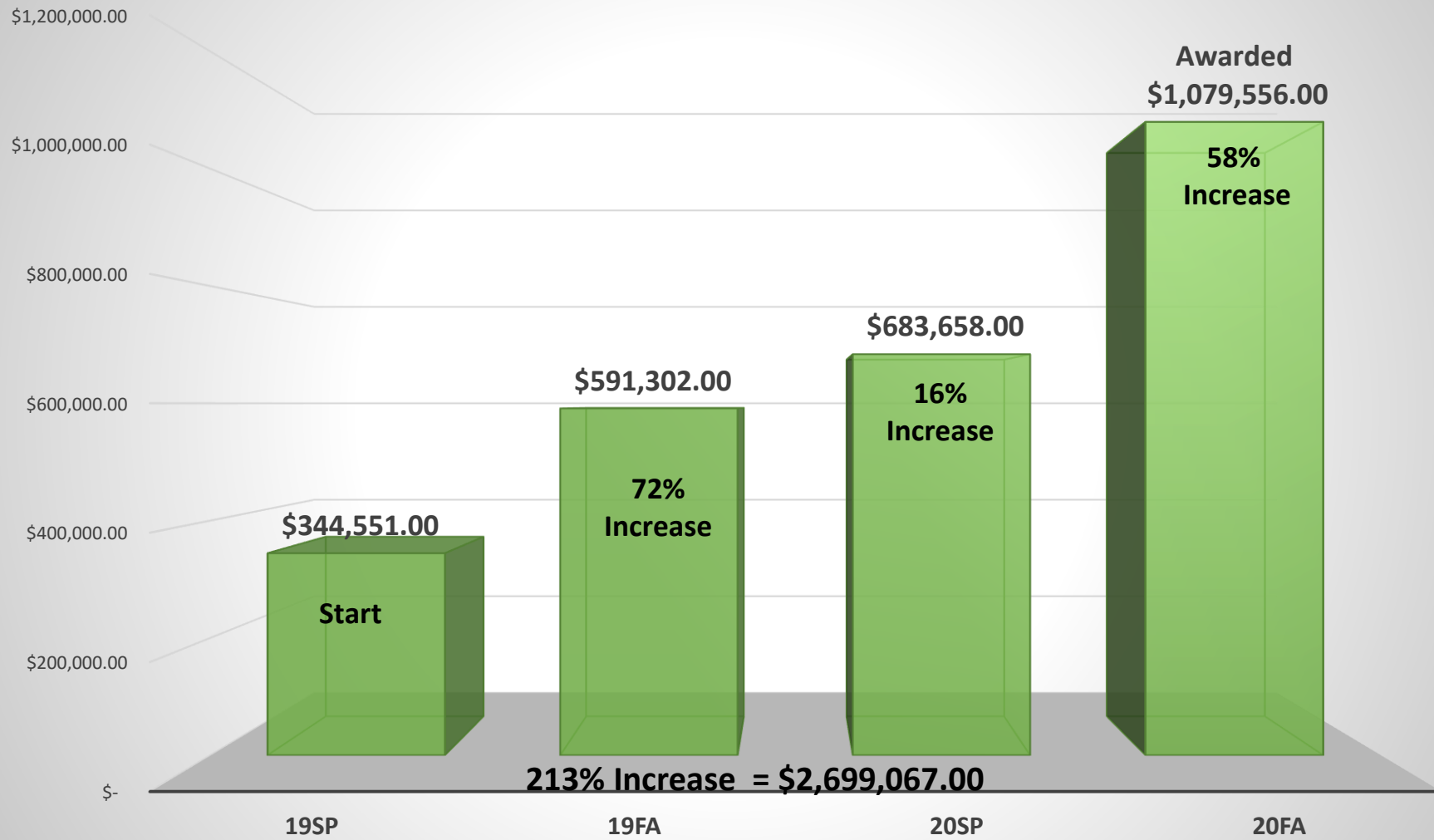
- Student Success Navigators & FAFSA Coaches
- **Communications/Strategic Marketing**
- Transit Lounges
- **Basic Needs/Helping Hands Food Pantry**
- Diversity Programming/Events
- **Career Studio**
- Focus 2 Career Inventory & Peer Mentors
- **Gap Analysis Survey**
- Voluntary Framework for Accountability (VFA)
- **FAFSA Electronic Signature Software**
- SEO Website Optimization
- **Northeast Regional OER Conference**
- COVID-19 Protective Equipment

Brookdale CCOG Students Fall 19 - Fall 20

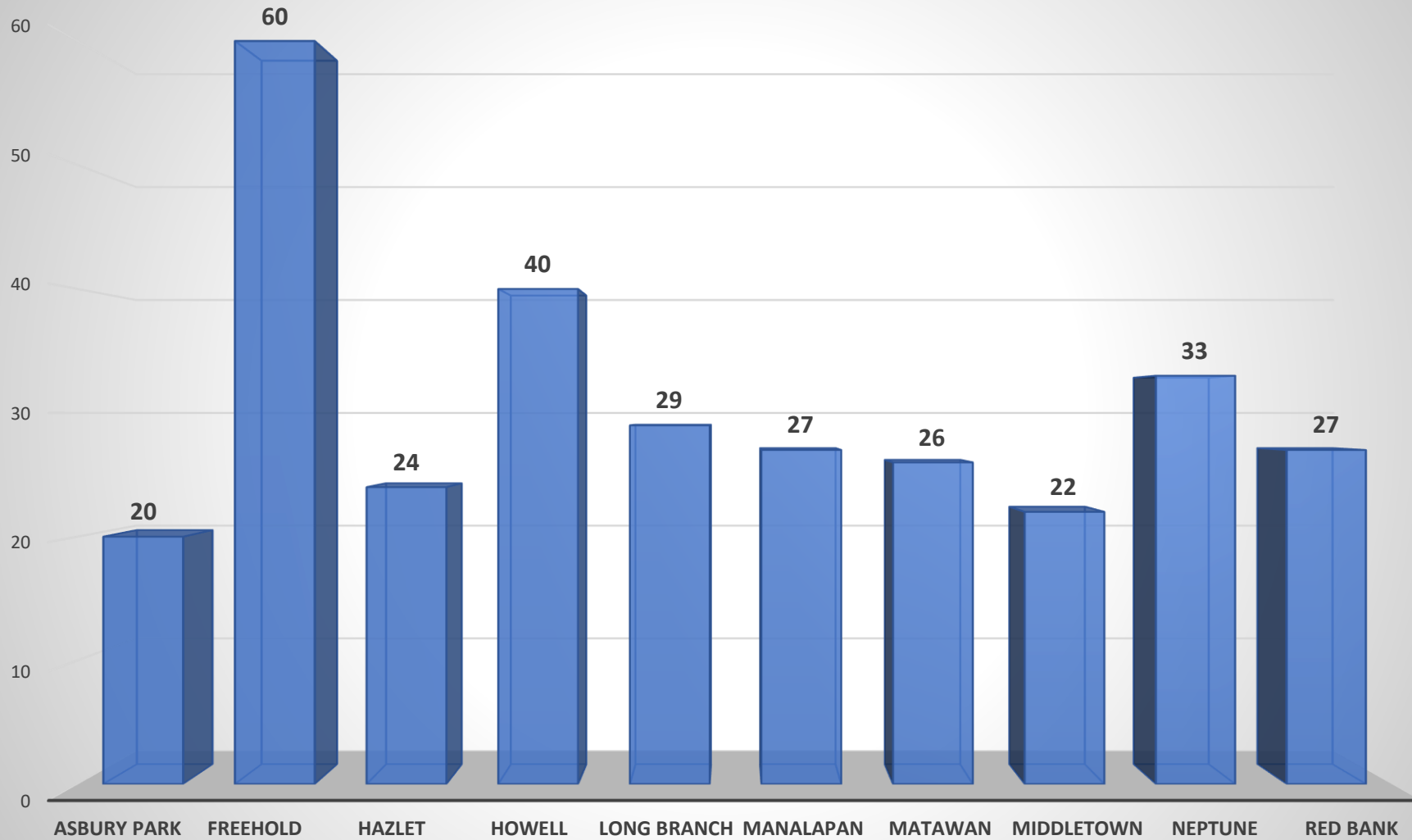


	19SP	19FA	20SP	20FA
# STUDENTS	300	457	507	778

Brookdale CCOG FA Awards Fall 19 - Fall 20



FA20 Brookdale CCOG Students Top 10 Communities



	Asbury Park	Freehold	Hazlet	Howell	Long Branch	Manalapan	Matawan	Middletown	Neptune	Red Bank
Amount	20	60	24	40	29	27	26	22	33	27

CCOG Legislation Status

FY21 Budget 9/29/20

- \$20m Financial Aid Pool
- \$5m Student Success Incentive Funding

CCOG Codification FY22

- S2743 Establishes Community College Opportunity Grant Program in Higher Education Student Assistance Authority to provide last-dollar financial aid grants to county college students and Student Success Incentive funding to county colleges.
- Financial Aid Funding Pool
- Student Success Incentive Funding
 - 5% OSHE
 - 50% Equal Distribution
 - 50% Enrollment-based Distribution

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

October 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 October 21, 2020 at 9 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

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

Mr. Jacobs read the statement on giving public comment in a virtual meeting.

Chair Abby-White announced that this meeting is being recorded.

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	<p>A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee Ferraro.</p> <p>Motion passed.</p>	
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>1. Adoption of Consent agenda</p>	<p>Chair Abby-White removed the HR item for Helen Anne Johnson out of the consent agenda for</p> <p>A motion to adopt the revised consent agenda, with the item of Helen Anne Johnson removed from the consent agenda was made by Trustee Cram and seconded by Trustee Kaufmann.</p> <p>Motion passed.</p>	
<p>PTK College Project Presentation – Professor Saragusa introduced the PTK Officers. PTK Officers, Cathleen Kane, Angela Ahmadi and Heather O’Donnell presented the PTK Honors in Action project, “To the Seventh Generation”, PTK Collee Project, Student2Student Transition Mentorship program and a virtual food fellowship.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>President's Report –On behalf of the Board of Trustees, Dr. Stout congratulated the entire Brookdale Community College Athletics Department for earning the NJ Collegiate Athletic Association, Region XIX Champions of Character Award. Katie Amundson, Athletic Director, congratulated Dayna Van Pelt, for being awarded the Region XIX John Stauff Scholar Athlete Award.</p> <p>Dr. Stout thanked the departing employees and retirees listed in the packet for their many years of service to the College.</p>		
<ol style="list-style-type: none"> 1. Reports from the Board Committees and Liaisons 2. Finance & Facilities Committee – 3. Chairs Financial Meeting Summary – Vice-Chair Cram provided an update of the meeting held on October 20. He highlighted the following: <ol style="list-style-type: none"> a. Mr. Naparło spoke briefly about some new monitoring and inspection protocols that were put into place to track and address immediate maintenance issues. b. Vice President Manfreda provided the initial numbers for fiscal year 21 She reported actual to budget projections reflecting that we've collected about 32% of the revenues and total expenditures are about 10%. Both of the figures continue to be lower than historical ranges. Because of the conditions we've been going through with the pandemic more realistic assessment of the budget performance and projections will be made at the end of the first quarter. As of August, the year to year operating revenue is down \$3.7 million, the operating expenditures were down by \$950,000 and if we took the forecast right now and assume that nothing was going to change the college's heading for a deficit of about \$660,000. Although there are efforts on the way to further reduce both expenses and increase revenues that will affect that projection c. The College's legal fees, Government Relations fees and public relations fees report was accepted by the Committee without question or comment and will be voted on this evening for acceptance by the entire Board. d. The Committee reviewed positions to be filled, as a result of vacancies, but also anticipated vacancies. Dr. Reed provided context for the requested faculty positions and the committee supported the majority of the recommended positions that are on the the agenda this evening. e. We also spent some time as we have the last couple of meetings, talking about alternative revenue sources. f. The Chair of the Board reported briefly on activities related to the restructuring of the college's future development and advancement efforts as they relate to the Foundation & Alumni Relations, public and private partnerships and related fund-raising activities. g. Vice President Manfreda discussed options for the development of the new Facilities Master Plan. 4. Update on Capital Projects was made by Mr. Savacool. He reported on ongoing projects. Mr. Savacool reported that subsequent to the installation and completion of the sound panel in Wall, a new sound test will be completed to assure the College is compliant with local sound ordinances. He provided an update on the boiler issue at the Wall Campus, and reported that 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>representatives from Fulton Boiler and D & B, Fulton's engineering representative, were on site on October 13 for two days. Several shortcomings, with the system were identified and rectified at the time that they were there on site. Fulton also noted that there were vales that were designed to be automated, but apparently, they had not been hooked up. There has been a request for a cost estimate in order to automate the valves.</p> <p>5. Audit Committee – Trustee Rambaud reported on the Audit committee meeting held on October 19. She highlighted the following:</p> <ul style="list-style-type: none"> a. Internal and external Audits are in progress. The external audit is expected to be completed in December for review and approval by the Board in December. b. The Sate of NJ Audit - A preliminary report will be presented at a meeting this week. Action will be taken to correct any findings. c. The Enrollment Audit for 2020 was complied with no findings. The Committee recommends it for approval tonight. <p>6. Student's Perspective – Trustee Walker met with the Brookdale Trustee's Advisory Committee (BTAC) and she highlighted the following:</p> <ul style="list-style-type: none"> a. BTAC and I brainstormed ways to increase online turnout at information sessions or speaker events. Even though students are at home, they still find themselves to busy to attend online events, like transfer information sessions, guest speaker lectures, or a club's important meeting. Since Zoom has the ability to record meetings, BTAC suggested that meetings and events be recorded and posted online so that students could view them at a later time. b. Students are happy with the activities planned by Student Life & Activity, as well as how the college is promoting academic and therapeutic support services. c. She recommends teachers to share the Student2Student, a Transition Mentorship Program, with their students, because connection with peers is crucial during this time to help students who may feel isolated and need help adjust to college. <p>7. Governance Committee – Chair Abby-White reported on behalf of Trustee Brennan. She announced the slate for Chair, Trustee Cram and Vice-Chair, Trustee Kaufmann. The reorganization meeting will take place next month. She commented that Dr. Stout's evaluation process has begun, and they have received his self-evaluation.</p> <p>8. NJCCC - Trustee Horl reported on the virtual ACCT Leadership Congress which was attended by Chair Abby-White, Trustee Walker, Dr. Stout, Ms. Gruskos and herself. The ACC T virtual leadership Congress presented a great variety of program offerings over the four days, the format was pretty user friendly and all that attended received valuable information. She announced that Dr. McMenanim, president of Union County College, received the Murray Morton Chief Executive Officer award. The NJCCC State and Federal Policy Committee met on October 16 to continue our advocacy for all the county colleges. She reported that the state budget was signed on September 30, which included level funding for the nine-month period of October 1 2022 - June 30 2021, and additionally, an increase in Chapter 12 funding. The Committee reviewed the strategies that were used that were successful for the budget this year and those that need revision. She also provided an update on NJ legislation which will affect our students.</p> <p>9. BCC Foundation - Chair Abby-White thanked Tim Zeiss for his dedication for serving as the Executive Director of the Foundation and Alumni Affairs over the last 20 years. She reported that Dr. Stout has formed a search committee for the new position that will oversee the Foundation, as well as having expanded leadership responsibilities. She commented on the success of the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>D. Application of Grants</p> <p>E. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>F. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>G. Monthly Financial Reports</p>	<p>YES: Trustees Becht, Cram, Davis, Ferraro, Horl, Kaufmann, Richens, Rambaud, Walker and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>HR item – HR change in status of Helen Anne Johnson to a Temporary Associate, Alumni Relations & Engagement effective 11/1/20 with a transition period and the temporary assignment is until further notice but no later than 3/31/21</p> <p>Chair Abby-White commented that she is not opposed to the role, but opposed to the timing of the role and thought filling this position without a VP is premature.</p> <p>Trustee Horl commented that she felt the same way.</p>	<p>A motion to approve the HR change in status of Helen Anne Johnson to a Temporary Associate, Alumni Relations & Engagement effective 11/1/20 with a transition period and the temporary assignment is until further notice but no later than 3/31/21 was made by Trustee Horl, and seconded by Richens.</p> <p>Motion passed.</p> <p>YES: Trustees Cram, Davis, Ferraro, Kaufmann, Rambaud, Richens, Walker</p> <p>NO: Chair Abby-White</p> <p>ABSTENTIONS: Trustee Becht and Horl</p>	
<p>Acceptance of FY20 Enrollment Audit</p>	<p>A motion to accept the FY20 Enrollment Audit was made by Trustee Rambaud and seconded by Trustee Walker.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustees Becht, Cram, Davis, Ferraro, Horl, Kaufmann, Richens, Rambaud, Walker and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Acceptance of Report of Legal Fees, Government Relations and Public Relations	<p>A motion to accept the report of legal fees, government relations and public relations was made by Trustee Davis and seconded by Trustee Ferraro.</p> <p>Motion passed.</p>	
<p>Approval of Policies –</p> <p>A. Revised Policy 2.0001 Naming Rights</p> <p>B. Revised Policy 4.1000 Tuition and Fees</p> <p>C. Revised Policy 4.7001 Red Flag Identity Theft Prevention Program</p> <p>D. Revised Policy 5.0036 Institutional Review Boards</p> <p>E. Revised Policy 6.1000 Admission Policy</p> <p>F. Revised Policy 6.2000 Financial Aid Policy</p> <p>G. Revised Policy 2.1001 Title IX Policy Against Sexual Harassment (Previous name – SaVE Act and Violence Against Women Act)</p>	<p>A motion to approve the following revised policies was made by Trustee Rambaud and seconded by Trustee Horl.</p> <p>Policy 2.0001 Naming Rights, Policy 4.1000 Tuition and Fees, Policy 4.7001 Red Flag Identity Theft Prevention Program, Policy 5.0036 Institutional Review Boards, Policy 6.1000 Admission Policy, Policy 6.2000 Financial Aid Policy, Policy 2.1001 Title IX Policy Against Sexual Harassment (Previous name – SaVE Act and Violence Against Women Act), Policy 3.9002 Equal Opportunity and Non-Discrimination (Previous name – 3.9002 Non-Discrimination), and new</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>H. Revised Policy 3.9002 Equal Opportunity and Non-Discrimination (Previous name – 3.9002 Non-Discrimination)</p> <p>I. New Policy 3.0004 Conducting Background Check Policy</p>	<p>Policy 3.0004 Conducting Background Check Policy</p> <p>Motion passed.</p> <p>YES: Trustees Becht, Cram, Davis, Ferraro, Horl, Kaufmann, Richens, Rambaud, Walker and Chair Abby-White.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Resolution Establishing Remote Meeting Procedures and Requirements for the Brookdale Community College Board of Trustees During Declared States of Emergency</p> <p>Discussion: Mr. Jacobs provided information on why a resolution needs to be passed, to establish procedures for giving public comment during a virtual meeting.</p>	<p>A motion to approve by resolution the adoption of procedures and requirements for public comment during a remote public was made by Trustee Ferraro and seconded by Trustee Davis.</p> <p>Motion passed.</p>	
<p>Public Comment on Agenda Items</p> <p>Mr. Jacobs read the statement on giving public comment.</p> <p>Kevin Kuhn, Adjunct Mathematics – Kevin commented on the challenges Adjuncts face regarding their lack of benefits, having no negotiated time off, and not receiving payment in the Fall semester until mid-October. He commented that Adjuncts are paid considerably less than other Adjuncts at community colleges and universities. He urged the Board to pay them in the month they work, and treat them with dignity and respect.</p> <p>Dr. Stout responded to Kevin, and thanked Kevin and all of our Adjuncts for the work that they have been doing to make sure that our students stay on track. He said that that he does not make any distinctions between our full time faculty members and our part time faculty members. We're all members of the Brookdale family and he expressed his appreciation to our Adjuncts and we are looking forward to getting back to the table and negotiating the contract.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Matthew Jonas – Matthew did not have a Zoom audio connection, and as a result was unable to give his comment. He was provided with Dr. Stout’s email to send his questions or comments.		
Old/New Business - No old or new business was discussed.		
Resolution to Hold a Closed Meeting College Counsel read the Resolution to Hold a closed meeting (Attachment A)	A motion to approve by resolution to hold an executive session was made by Trustee Davis and seconded by Trustee Walker. Motion passed.	
Motion to Re-Open the meeting to the public	A motion to reopen the meeting to the public was made by Trustee Davis and seconded by Trustee Kaufmann. Motion passed.	
Adjournment Meeting adjourned at 7:15 PM	A motion to adjourn the meeting was made by Trustee Richens and seconded by trustee Walker. 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 3 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 **October 27, 2020 at approximately 6:55 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: – October 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 with Follet, contract negotiations with transactions regarding college assets; and 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: – October 27, 2020

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

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

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

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

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

RESOLUTION
Approved: – October 27, 2020

3.1 Human Resources Recommendations

Hires & Change of Status - This month there are a total of 8 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Administrator

Adjuncts

Recommendations

2

1

B. Change of Status

Administrative

Recommendations

5

A. HIRES**ADMINISTRATIVE**

1. Name: William Kelly
Department: Career & Transfer Pathways
Position: Interim Assistant Director, Career, Leadership and Transfer Pathways
Salary: \$58,090 to be prorated accordingly
Effective: 12/1/20 or as soon thereafter as possible pending the completion of all final contingencies and until further notice but not later than 6/30/21
2. Name: Laura Oncea
Department: College Relations
Position: Interim Director of Communications
Salary: \$77,762 to be prorated accordingly
Effective: 12/1/20 until further notice, but not later than 6/30/21

ADJUNCTS

1. Name: Nicole Mann
Department: Nursing

ADJUNCT DEGREE SUMMARY

Masters

1

B. CHANGE OF STATUS**ADMINISTRATIVE**

1. Name: Donna Cuddy
Department: Career & Transfer Pathways
Position: Associate Director, Dual Enrollment
Action: Title Change Only
New Salary: No change
Effective: 12/1/20

2. Name: Jill Donovan
 Department: Career & Transfer Pathways
 Position: Interim Director, Career and Leadership Development
 Action: Temporary change in status from A3 to A5
 New Salary: \$77,762 to be prorated accordingly
 Effective: 12/1/20, until further notice, but not later than 6/30/21

3. Name: Anne LaPorta
 Department: Career & Transfer Pathways
 Position: Assistant Director, Career, Leadership and Transfer Pathways
 Action: Title change only
 New Salary: No change
 Effective: 12/1/20

4. Name: Sarah McElroy
 Department: Career & Transfer Pathways
 Position: Executive Director, Career & Transfer Pathways
 Action: Reclassification from A5 to A6 position
 New Salary: \$100,873 to be prorated accordingly
 Effective: 12/1/20

5. Name: Cara Novak
 Department: Career & Transfer Pathways
 Position: Associate Director, Early College High School & Educational Partnerships
 Action: Reclassification from A3 to A4 position
 New Salary: \$69,431 to be prorated accordingly
 Effective: 12/1/20

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 9 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Administrative

Adjuncts

Recommendations

2

1

B. Change of Status

Administrative

Recommendations

6

HUMAN RESOURCES ADDENDUM**B. CHANGE OF STATUS****ADMINISTRATIVE**

1. Name: Meghan Begley
Department: Student Affairs
Position: Confidential Assistant to the Associate Vice President
Action: Change in status from A1 to Confidential A3 through bona fide search
New Salary: \$58,090 to be prorated accordingly
Effective: 12/1/20 or as soon thereafter as possible pending the completion of all final contingencies

**2.2 Acceptance of Grants
Executive Summary****A. County of Monmouth Division of Workforce Development:****Program Title:** GED Program Services to Out of School Youth (OSY) (Renewal)**Short Title:** Youth GED (Renewal)**Goal/Purpose:** To serve 70 disengaged youth between the ages of 16 and 24 who need instruction and remediation to obtain the High School Equivalency (HSE) and transition to further education or career training at Brookdale, or enter the workforce.**Program Administrator:** Linda Roma, Director-Adult Basic Education**Total \$ Awarded:** \$224,000 - no college match**Date Awarded:** October 22, 2020**Recommendation:**

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

November 17, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

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

	<u>Amount</u>
GED Program Services to Out of School Youth (OSY) (Renewal)	\$224,000

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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

November 17, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting November 10, 2020.

November 17, 2020: Vice President Finance & Operations, Teresa Manfreda

RESOLUTION

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

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

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

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

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

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

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

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

**Agenda for Purchases in Excess of \$36,400
November 17, 2020**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Operating				
1	Brightview Landscapes LLC	General and Athletic Fields Landscaping Services, Bid No. 20-15 / This is the 2nd year of the contract with an option for a 3rd year renewal for general and athletic fields landscaping services. This contract is funded by the Facilities Department. CY20 \$215,344.	Bid	\$ 219,000.00
2	Paper Mart, Inc. W.B. Mason, Co., Inc. Paterson Card & Paper	Copy and Miscellaneous Paper & Envelopes, Bid No. 21-03 / Notice was sent to 12 vendors, received 3 replies. This 6-month contract is for the supply and delivery of copy paper, miscellaneous paper, and envelopes. This contract is funded by the Printing Services Department. FY20 (6 months) \$25,019.	Bid	\$ 32,000.00 *
3	American Academy Holdings, LLC	Certified Professional Coder Certification Program / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This contract is for an online Certified Professional Coder Certification Program and is funded by CPS' Revenue Generating Programs. FY20 \$16,421.	Exempt	\$ 34,000.00 *

* Estimated expense based on historical data

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending October 31, 2020 which totaled \$2,379,696.65. 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 November 10, 2020.

November 17, 2020: Vice President Finance & Operations, Teresa Manfreda

4.1 *Financial Report*

The following is the Financial Report for the month ending September 30, 2020.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting November 10, 2020.

November 17, 2020: Vice President Finance & Operations, Teresa Manfreda

Brookdale Community College
Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at September 30, 2020

	FY21 Budget	9/30/2020	Increase/ (Decrease)	FY20 Projected
Operating				
Revenues:				
Tuition	\$ 36,074,791	18,075,553	(500,000)	\$ 35,574,791
State	10,285,798	1,191,438	(1,484,802)	8,800,996
County	20,027,019	5,006,755	-	20,027,019
Fees	11,290,301	5,575,817	(251,612)	11,038,689
Continuing & Professional Studies	3,450,000	595,743	(845,000)	2,605,000
Other Income	689,500	53,689	(189,500)	500,000
Total Revenue	\$ 81,817,409	30,498,994	(3,270,914)	\$ 78,546,495
Expenditures:				
Academic Affairs	30,039,912	3,510,241	(1,000,000)	29,039,912
Benefits	15,704,750	3,173,190	(250,000)	15,454,750
Finance & Operations	9,038,371	1,875,770	(280,000)	8,758,371
Student Success Division	7,842,230	1,245,588	(550,000)	7,292,230
General Expenses	4,170,249	1,193,851	(380,000)	3,790,249
Continuing & Professional Studies	3,011,351	426,731	(300,000)	2,711,351
Utilities	2,208,377	620,118	(300,000)	1,908,377
Human Resources & Safety	2,381,854	476,998	(50,000)	2,331,854
Advancement Division	1,291,881	326,106	(50,000)	1,241,881
Planning & Inst. Effectiveness	383,135	110,321	(5,000)	378,135
President & BOT	466,924	128,205	(1,500)	465,424
Total Expenditures	\$ 76,539,034	13,087,118	(3,166,500)	\$ 73,372,534
Other Cash Requirements				
Debt Principal	1,655,000	1,655,000	-	1,655,000
Interest Expense	1,328,375	122,887	-	1,328,375
TIP/TECH	2,295,000	1,131,576	-	2,295,000
	\$ 5,278,375	2,909,463	-	\$ 5,278,375
Excess Revenue/Expenditures Projected				\$ (104,413)
Auxiliary				
Receipts	1,087,214	37,288	(983,893)	543,607
Disbursements	2,004,374	241,132	(795,112)	1,000,000
Profit/(Loss) Auxiliary	\$ (917,160)	(203,844)	(188,781)	\$ (456,393)
Excess Revenue/Expenditures Projected				\$ (456,393)
Capital				
Revenues:				
State Chapter 12	2,900,000	383,473	-	2,900,000
County	2,900,000	383,473	-	2,900,000
Risk Management	-	75,026	400,000	400,000
Total Revenue	\$ 5,800,000	841,972	400,000	\$ 6,200,000
Expenditures:				
State Chapter 12	\$ 2,900,000	383,473	-	\$ 2,900,000
County Chapter 12	2,900,000	383,473	-	2,900,000
ELF	-	-	-	-
Risk Management	-	402,136	500,000	500,000
Total Expenditures	\$ 5,800,000	1,169,082	500,000	\$ 6,300,000
Excess Revenue/Expenditures Projected				\$ (100,000)
Total Excess Revenue/Expenditures All Funds Projected				\$ (660,806)

Brookdale Community College
Cash Balance Analysis
As of September 30, 2020

	FY18	FY19	FY20	FY21
July	\$ 8,467,104.38	\$ 7,558,721.38	\$ 10,694,336.61	\$ 19,820,616.03
August	10,794,724.59	13,791,437.47	25,206,886.85	24,471,328.78
September	8,116,282.16	17,135,494.98	13,041,992.34	19,360,340.25 *
October	12,704,404.96	14,911,885.92	18,338,044.75	
November	12,851,711.00	13,655,458.27	16,867,655.45	
December	9,253,180.00	10,237,929.92	14,167,967.32	
January	13,533,588.30	17,083,793.40	22,742,013.89	
February	12,149,359.50	21,768,631.56	25,206,414.03	
March	10,721,561.17	20,122,253.27	24,884,753.24	
April	12,993,416.87	17,790,854.81	21,010,892.16	
May	12,510,624.36	16,672,952.29	24,535,881.00	
June	10,477,369.61	14,116,437.62	22,510,949.43	

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.
Cash increased \$6,318,347.91 from prior year.

* Current month cash detail

General Fund Account	\$ 4,335,763.70	Interest earned: 7/1/19-6/30/20	\$ 14,459.56
Operating Fund Account	14,993,525.24	7/1/20-9/30/20	<u>142.14</u>
Payroll Account	14,341.22		\$ 14,601.70
Credit Card Account	<u>16,710.09</u>		
	<u><u>\$ 19,360,340.25</u></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	<u>1,193,330</u>	<u>708,533</u>	<u>623,077</u>	<u>(85,456)</u>
Total	\$ 2,081,634	\$ 3,321,142	\$ 7,602,120	\$ 4,280,978

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) ATHLETIC FIELDS/LINCROFT CAMPUS

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

Punch list items remain. T&M has sent a follow up correspondence to the contractor. PO's have been issued for repair of the damaged baseball field fencing and removal of the soccer bleachers damaged by the tornado. Reviewing state contract costs for replacement bleachers.

2) LIFE SAFETY AND ADDITIONAL LIGHTING

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

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

3) SALT STORAGE BUILDING

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

ClearSpan replaced the concrete block foundation and reassembled the building. Awaiting Raynor Door to complete installation of overhead roll up door.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) PARTIAL ROOFING REPLACEMENT AND REPAIR

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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

Integrity Roofing was on site completing the punch list at CAR. College to verify completion

2) ATEC RETAINING WALL

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

Suburban is working on the design and has provided concepts for the new retaining wall.

3) ROOF REPAIRS – PHASE 3

FVHD was awarded a contract in the amount of \$74,500.00 to design Phase 3 of the roof replacement and repair project at the BOT meeting of September 22, 2020.

FVHD is in design phase.

4) ADA AND MISCELLANEOUS DOOR REPLACEMENT

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

Project is underway. Automatic doors are nearing completion

5) SOUND PANEL INSTALLATION -WALL CAMPUS

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

The sound blanket was delivered to the site and is being installed this week.

6) REPLACEMENT OF HVAC SYSTEM BAC BUILDING

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

Project is complete.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

7) ROOF REPLACEMENT AND REPAIRS FREEHOLD CAMPUS

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

Work on the project commenced on August 26, 2020. Three sides are complete, and the project is approximately 80% finished.

8) SECURITY CAMERA AND SURVEILLANCE SYSTEM

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

Project consists of security camera installation at the Lincroft, Freehold, Hazlett, and Long Branch campuses. The contract with SHI has been signed. A kickoff meeting is scheduled for October 29, 2020. OIT has installed backup batteries to network closets and is working with NJ Edge to upgrade internet circuits at various campuses.

9) PARKING LOT REPAVING

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

Parking lot 5 to be repaved through a cooperative agreement with Monmouth County. Construction commenced on October 5, 2020 and is ongoing.

10) LIGHTNING PROTECTION SYSTEM

At the BOT meeting of October 27, 2020, USA Architects was awarded a contract for the design of lightning protection system on the Lincroft Campus in the amount of \$68,440.00.

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

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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

Representatives from Fulton Boiler and D&B were onsite October 13, 2020 and remediated some issues with the boilers. A price quote has been requested for additional work to the valving on the system.

3. MAN REAR VESIBULE SLAB LEAKAGE

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

Facilities has provided additional plans that may contain information relevant to the stair construction. After review T&M will advise the College of the appropriate course of action.

A handwritten signature in blue ink, appearing to read 'R. Savacool', is positioned above the printed name and title.

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

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

5.2 Curriculum

The Faculty and Administration have proposed an Academic Credit Certificate of Achievement in Women's and Gender Studies.

The College currently offers an Associate in Arts in Humanities, Women's and Gender Studies Option; however, data shows that many students completing the foundational courses of Issues in Women's and Gender Studies and Women's History, are not choosing to pursue an Associate degree in Women's and Gender Studies despite expressing interest in completing more Women's and Gender Studies course work.

The Women's and Gender Studies Academic Credit Certificate of Achievement is designed for students and/or professionals interested in civic engagement, social justice, and advocacy scholarship that centers gender, sexuality, and women's issues, concerns, and experiences across a variety of disciplines and fields. Students choosing this Academic Credit Certificate of Achievement may transfer to a four-year college where Women's and Gender Studies and related fields are offered as a major or minor. Knowledge of Women's and Gender Studies is an asset for working professionals in, or current A.A./A.S. students choosing, careers that include the non-profit sector, teaching, research, law, counseling, social work, human services among other fields. The Women and Gender Studies Academic Credit Certificate of Achievement can be completed in one to two semesters, and may be completed fully online.

The Women's and Gender Studies Academic Credit Certificate of Achievement is a 9-credit certificate that consists of the foundational courses of Issues in Women's and Gender Studies and Women's history and adds the option to complete either Human Sexuality or Women's Perspective in Literature.

The Women's and Gender Studies Academic Credit Certificate of Achievement has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving the Women's and Gender Studies Academic Credit Certificate of Achievement.

November 17, 2020: Vice President, Academic Affairs, Dr. Matthew Reed

RESOLUTION

WHEREAS, the Faculty and Administration have proposed an Academic Credit Certificate of Achievement in Women's and Gender Studies; and

WHEREAS, the College currently offers an Associate in Arts in Humanities, Women's and Gender Studies Option; however, data shows that many students completing the foundational courses of Issues in Women's and Gender Studies and Women's History, are not choosing to pursue an Associate degree in Women's and Gender Studies despite expressing interest in completing more Women's and Gender Studies course work; and

WHEREAS, the Women's and Gender Studies Academic Credit Certificate of Achievement is designed for students and/or professionals interested in civic engagement, social justice, and advocacy scholarship that centers gender, sexuality, and women's issues, concerns, and experiences across a variety of disciplines and fields; and

WHEREAS, students choosing this Academic Credit Certificate of Achievement may transfer to a four-year college where Women's and Gender Studies and related fields are offered as a major or minor; and

WHEREAS, knowledge of Women's and Gender Studies is an asset for working professionals in, or current A.A./A.S. students choosing, careers that include the non-profit sector, teaching, research, law, counseling, social work, human services among other fields; and

WHEREAS, the Women and Gender Studies Academic Credit Certificate of Achievement can be completed in one to two semesters, and may be completed fully online; and

WHEREAS, The Women's and Gender Studies Academic Credit Certificate of Achievement is a 9-credit certificate that consists of the foundational courses of Issues in Women's and Gender Studies and Women's history and adds the option to complete either Human Sexuality or Women's Perspective in Literature; and

WHEREAS, the Women's and Gender Studies Academic Credit Certificate of Achievement has been reviewed by the Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Women's and Gender Studies Academic Credit Certificate of Achievement be and is hereby approved.

November 17, 2020

5.1 Curriculum

The faculty and administration of the College have proposed a Data Science Option in the Mathematics/Science A.S. degree program.

The Data Science Option is designed for students seeking a career as Data Scientists. Students have the option to complete the A.S. degree and transfer to a four-year institution to complete a Bachelor's degree in Data Science programs in Computer Science, Mathematics or Statistics departments. Data Science is an interdisciplinary field for students interested in Math, Computer Science, Business or Lab Sciences that translates to a degree that meets a growing demand for new jobs. The U.S. Bureau of Labor Statistics report that the rise of data science needs will create 1.5 million jobs by 2026. Upon completion of an advanced degree, careers in the field of Data Science have average salaries significantly above the average in the state.

The Mathematics/Science A.S. Data Science Option has been reviewed by the Academic Division Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President and the Student Success and Educational Excellence Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving the Mathematics/Science A.S. Data Science Option.

RESOLUTION

WHEREAS, the faculty and administration of the College have proposed a Data Science Option in the Mathematics/Science A.S. degree program; and

WHEREAS, the Data Science Option is designed for students seeking a career as a Data Scientist; and

WHEREAS, students have the option of completing the Data Science option and transferring to a four-year institution to complete a Bachelor's degree in Data Science programs in Computer Science, Mathematics or Statistics departments; and

WHEREAS, Data Science is an interdisciplinary field for students interested in Math, Computer Science, Business or Lab Sciences that translates to a degree that meets a growing demand for new jobs; and

WHEREAS, the U.S. Bureau of Labor Statistics report that the rise of data science needs will create 1.5 million jobs by 2026; and

WHEREAS, upon completion of an advanced degree in Data Science, average salaries are significantly above the average salary in the state; and

WHEREAS, the Mathematics/Science A.S. Data Science Option has been reviewed by Academic Division Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President and the Student Success and Educational Excellence Committee of the Board.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Mathematics/Science A.S. Data Science Option be and is hereby approved.

November 17, 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. Hanna Walker Ms. Marta Rambaud Mr. Dan Becht Ms. Dyese Davis	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Mr. Paul Crupi Mr. Dan Becht Ms. Hanna Walker
Liaisons	<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> Ms. Tracey Abby-White, Chair

* The Human Resources Committee – A committee of the whole

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

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2020

v7- 05/21/20

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

Human Resources is a Committee of the whole

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

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

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