



BROOKDALE COMMUNITY COLLEGE

Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, December 15, 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 Cram
- II. Pledge of Allegiance - Chair Cram
- III. Moment of Silence - Chair Cram
- IV. Adoption of Agenda - Chair Cram
- V. Review of Consent Agenda - Chair Cram
**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 Cram
- VI. Workshop on Enrollment
 - A. Enrollment Projection Process - Dr. Laura Longo, Director, Institutional Research & Evaluation
- VII. President's Report - Dr. Stout
- VIII. Reports from the Board Committees and Liaisons - Chair Cram
 - A. Executive Committee Meeting - December 9, 2020 - Chair Cram
 - B. Finance & Facilities Committee - December 9, 2020 - Chair Cram
 1. Monthly Financial Reporting - Trustee Cram
 2. Update on Capital Projects
Capital Project Report submitted in Monthly Financial Dashboards
 - C. Audit Committee - December 14, 2020 - Trustee Rambaud
 - D. Student's Perspective - Trustee Walker
 - E. BCC Foundation - Trustee Abby-White
- IX. Public Comment on Agenda Items - Chair Cram
- X. Approval of Public Business Meeting Minutes - Chair Cram,
 - A. Approval of Public Business Meeting Minutes - November 17, 2020 - Chair Cram
 - B. Approval of Executive Session Minutes - November 17, 2020 - Chair Cram
- XI. Consent Agenda - Chair Cram - 5 minutes
 - A. Human Resources Recommendations
 - B. Acceptance of Grants

- D. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500
- E. Open Invoice Payment Requests for Vendors, Students and Employee Payments
- F. Monthly Financial Dashboards
- G. FY21 Fall Semester Financial Forecast
- XII. Change Order Request - Chair Cram
- XIII. Acceptance of FY20 Financial Audit - Chair Cram
- XIV. Approval of Cooperative Pricing Agreement with the National Association of State Procurement Officials (NASPO)
- XV. Ratification to Accept Coronavirus Relief Funding from the State of New Jersey - Chair Cram
- XVI. Accept the Higher Education Emergency Relief Fund - Strengthening Institutions Program Funding - Chair Cram
- XVII. Public Comment - Chair Cram
- XVIII. Old/New Business - Chair Cram
- XIX. Resolution to Hold a Closed Meeting - Chair Cram
- XX. Motion to Re-Open the Meeting to the Public - Chair Cram
- XXI. Adjournment - Chair Cram
- XXII. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

November 17, 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 and led a moment of silence in the memory of Dr. Peter Burnham, Major Alf Berg and David Murray.
- 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 November 12, 2020 at 10 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, Trustee	Dr. Matthew Reed
	Mr. Dan Becht, Trustee	Ms. Patricia Sensi
	Ms. Suzanne Brennan, Trustee	Dr. Nancy Kegelman
	Dr. Hank Cram, Trustee	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Dr. Joan Scocco
	Ms. Madeline Ferraro, Trustee, 5:40 PM	Ms. Bonne Passarella
	Ms. Barbara Horl, Trustee	Dr. Anita Voogt
	Mr. Bret Kaufmann, Trustee, 5:40 PM	Ms. Teresa Manfreda
	Ms. Marta Rambaud, Trustee, 5:40 PM	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. Dyese Davis, 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
<p>Adoption of Agenda</p>	<p>A motion to adopt the meeting agenda was made by Trustee Cram and seconded by Trustee Horl.</p> <p>Motion passed.</p>	
<p>Board of Trustees Reorganization</p> <p>Chair Abby-White expressed her appreciation to serve as Chair. Her remarks are provided in Attachment A. The Trustees and the President provided remarks of appreciation for her service to the College. After the election, Trustee Cram read a resolution written in her honor (Attachment B).</p> <p>A. Election of Officers of the Board of Trustees – Mr. Mitch Jacobs, Esq</p> <p>Trustee Brennan nominated Trustee Cram as Chair.</p> <p>No other nominations were made.</p>	<p>Mr. Mitch Jacobs called for a roll call vote on the nomination of Trustee Cram as Board Chair for 2020-2021.</p> <p>YES: Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Richens, and Walker</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	<p>Trustee Cram elected as Chair.</p>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Election of Vice-Chair –</p> <p>Trustee Brennan nominated Trustee Kaufmann as Vice-Chair.</p> <p>No other nominations were made.</p> <p>B. Establishment of a Regular Meeting Schedule of the Board of Trustees</p> <p>1. Discussion of Board Schedule</p> <p>2. Adoption of 2020 Board of Trustees Annual Calendar</p> <p>C. Appointment of Standing Committees –</p> <p>Chair Cram announced that the new committee assignments will be confirmed next meeting and be effective starting January 1, 2021. The current committee assignments will carry over into December</p> <p>D. Resolution of Designation of Public Notice Requirements</p>	<p>Chair Cram called for a roll call vote on the nomination of Trustee Kaufmann as Vice-Chair for 2020-2021.</p> <p>YES: Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Richens, and Walker</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> <p>A motion was made to adopt the presented calendar for 2021 by Trustee Kaufmann and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>A motion was made to approve the resolution of</p>	<p>Trustee Kaufmann elected as Vice-Chair.</p>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>E. Annual Signing of Code of Ethics of Brookdale Community College Ethics – Chair Cram announced that it is the Board’s practice to review the Code of Ethics of the Board of Trustees annually and every board member should send back the acknowledgement page to Ms. Gruskos.</p> <p>F. Annual Report of the College Ms. Kamatani and Ms. Oncea presented the format and the type of content that will be provided in the Annual Report.</p>	<p>designation of public notice requirements by Trustee Brennan seconded by Trustee Richens.</p> <p>Motion passed.</p>	
<p>President’s Report –</p> <p>A. Community College Opportunity Grant (CCOG) Update – Mr. Ed Johnson gave a presentation on the CCOG program, which included information on the financial support the students receive directly in financial assistance and the capacity building grant which provides funds to the College to support outreach marketing, student success and student retention initiatives. He provided statistics on the number of students served, financial awards given out, and the top 10 communities being served by the CCOG. \$2.6 million has been awarded to our students since Spring 2019, and \$1 million was awarded in Fall 2020. Mr. Johnson also provided information about the legislation status of CCOG. He explained that if the legislation is approved it will codify this grant program as a regular financial aid program. A4410 was approved today and S2743 is being considered by the Senate. He provided information on a new initiative introduced with RWJ Barnabus Health which has created a pipeline for their employees to receive CCOG funding and become Brookdale Community College students. We have a dedicated navigator who works specifically with the employees of RWJ Barnabus Health and assists them in obtaining financial aid. He brought attention that this program can be replicated with other health care employers. He thanked the Brookdale employees for their support of this program.</p>		
<p>Review of Consent Agenda</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<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 Revised Consent Agenda</p> <p>An HR addendum was added to the Consent Agenda: Confidential Assistant to the Associate Vice President of Student Affairs</p> <p>Dr. Stout requested this position be considered for approval tonight, to allow a smooth transition between the incoming employee and the retiring employee who is retiring at the end of December.</p>	<p>A motion to adopt the revised consent agenda was made by Trustee Ferraro and seconded by Trustee Walker.</p> <p>Motion approved.</p>	

Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee – November 10, 2020

1. Monthly Financial Reporting – Dr. Cram reported on VP Manfreda’s report and highlighted the following:
 - a. Vice President Manfreda provided an overview of the operating and capital revenue and expenses as of September 30, 2020. She reported the actual budget projections are still outside the normal historical ranges, primarily because of the impact of COVID 19 on the operations of the college. A more accurate assessment can be expected at the end of the first quarter. As of the September report, cash balances have increased, the year to year operating revenue are still down \$3.9 million and operating expenditures have decreased by about \$1.1 million. The forecast was not recalculated for fiscal year 2021 and we are still looking at a modest deficit for the end of the year. Although efforts to further reduce expenses and increase revenues is continuing.
 - b. Purchases were reviewed with no significant discussion.
 - c. The amount of money in grants that the college has received thus far this year was also reviewed. \$2.7 million in grants revenue have been received for fiscal year 2021 and \$1.8 million are pending. Chair Cram reported that it will be a good year, despite the financial crisis for the college with respect to entitlements and competitive grants.
 - d. Trustee Abby-White lead a brief discussion on the ongoing and proposed fundraising activities for the Foundation, including the annual Invest in Student Success

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Campaign. New fundraising ideas were discussed, as well as expanded outreach to alumni, parents and retirees</p> <p>e. Under the general topic of discussion items, Vice-President Manfreda provided an update on her preparation for conducting a new Facilities Master Plan.</p> <p>2. Facilities Report – Dr. Cram reported that Mr. Savacool provided an update on the following projects:</p> <ul style="list-style-type: none"> a. Lincroft – Athletic fields – punch list items are being taken care of and the damage due to the tornado is being repaired. b. Lincroft – Reconstruction of the salt storage structure is almost completed. c. Wall – The sound panel has been installed and preliminary municipal testing has indicated that we are now in compliance with the local sound ordinances. d. Wall Boilers – There was an onsite inspection by the manufacturer who has identified several corrective steps that are being taken, and there will be further discussion about the responsibility for the cost of those modifications. <p>B. Student Success & Educational Excellence Committee – November 9, 2020 – Trustee Kaufman first thanked Trustee Abby-White for her service as the Chair of the Board. He highlighted her efforts and success in building a more cohesive team. Trustee Kaufmann highlighted the following from the meeting held on November 9:</p> <ul style="list-style-type: none"> a. The Committee recommends the approval of the Women & Gender Studies Academic Credit Certificate of Achievement and the Mathematics/Science Data Science Option Associate of Science. b. Enrollment Report - Dr. Laura Longo, Director of Institutional Research and Evaluation presented an enrollment report with comparative data since 2016. Her report showed decreasing enrollments since 2016. Enrollment declined in the last year alone by 9.1% for headcount and 8.8% FTE, which can be partly explained by the impact of the Coronavirus. Trustee Kaufmann expressed concerns for our continued enrollment decline, and offered the following recommendations to address the ongoing decline since 2016: <ul style="list-style-type: none"> i. To remain vibrant this school must be effective at producing well educated trained students and being efficient with taxpayer dollars. ii. Improve student success outcomes including retention and graduation rates. iii. Ensure that the curriculum offered by Brookdale meets the needs of our students and provides genuine paths for financial success. iv. Redouble efforts to maximize marketing of the many benefits of BCC to graduating seniors, young people not attending college, existing four-year college students who want summer credits and other non-traditional students v. Reduce the footprint of the college to reflect this ongoing trend of reduced enrollment. He recommended the President submit a plan to the Board of Trustees that establishes realistic steps to reduce the Brookdale footprint and establish an operating model that reflects our declining student body, along with a reasonable timeline for implementation. <p>Trustee Kaufmann acknowledged the incredible job the President and the Administration have done in managing the College’s finances, raising morale among employees, improving the physical campus and restoring confidence of</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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<p>the county government. However, he encouraged the College to take the necessary steps to address the declining enrollment and its effect on the College’s operating and capital expenses.</p> <p>C. Governance Committee – November 11, 2020 – Trustee Brennan provided the following highlights of the meeting on November 11:</p> <ul style="list-style-type: none"> a. Policy Review – The Committee reviewed Policy 1.8000 Adoption, Review, and Amendment of the Mission, Vision, Values and Strategic Priorities of Brookdale Community College. The Committee recommended endorsing the policy with no changes at the January 2021 Board meeting. b. Social Media Policy – The Committee had a robust discussion on the new Social Media Policy. Due to the many facets of this policy, a subcommittee was formed to continue the development of the Policy. The subcommittee consists of Trustees Walker, Davis and Brennan, as well as Ms. Passarella, Dr. Reed, Dr. Burns, Ms. Kamatani. Mr. Jacobs will continue to provide legal advice. c. Professional Development – The Committee is monitoring viability of the ACCT Legislative Summit, and will be accessing interest in Trustee attendance. The Committee reviewed the workshop schedule. They decided to continue to replace the retreat with 3 workshops on specific topics. The schedule is to hold a workshop on enrollment projections in December, the Voluntary Framework of Accountability in March, and the establishment of goals for the fiscal year 2022 in June d. Employee Evaluation Process - The Committee continued the discussion on the need to improve the employee evaluation process and to better align the Board’s approval of reappointments. e. Board Self-Evaluation - The board self-evaluation will be made available from January 4 January 11; the results will be reviewed at the following Governance Committee meeting. f. President Evaluation - The timeline for the President's evaluation was discussed and Dr. Stout provided his self-evaluation for the review of the Board <p>D. NJCCC Update – Trustee Horl reported on the NJCCC State and Federal Policy committee that met on November 13 and the full Council meeting on November 16. She highlighted the following:</p> <ul style="list-style-type: none"> a. She reported that the State and Federal Policy Committee spent the majority of the meeting on legislative updates. She noted that the Adjunct bill was signed into law on November 10. The CCOG bill was passed in the Assembly on November 16 and is awaiting action by the Senate Budget and Appropriations. b. Campus Sexual Assault Commission – She reported on revisions to the Commission’s membership and responsibilities which was signed into law on October 19. c. State Budget – The Committee has drafted a letter to the Governor and the Treasurer stating their recommendations for county colleges in the next state budget. Priorities included increased state operating aid, full funding of the Chapter 12 program and CCOG, with an increased higher eligibility level, and \$1 million in College Readiness Now funds for supporting dual enrollment partnerships. The Committee will put out a one pager with talking points in December. These talking points can be utilized by the Board and the College in our advocacy campaign. d. Advocacy – The Council will broaden their advocacy outreach by holding webinars for 		
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Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>student government leaders and alumni groups.</p> <ul style="list-style-type: none"> e. Dr. Brian Bridges was appointed the new Secretary of Higher Education. He is the former VP of Research and Member Engagement at the United Negro College Fund. f. Dr. Angela Allen-Mc Millan was nominated by the Governor as the Commissioner of the NJ Department of Education. g. NJCCC Full Council Meeting, November 16 – The Council discussed budget recommendations, Chapter 12 funding, standing committee reports, the vision 2028 document, and the addition of a new committee in response to the nations’ racial tensions, the Racial and Social Justice Committee. <p>E. Student’s Perspective – Trustee Walker reported on the student experience at Brookdale, and shared their positive experience with online classes, make-and-take events through Student Life and Activities, and the ability to view student life meetings via Zoom recordings. She brought up a concern that students have with Proctorio, the online proctoring service that is used when they take exams. Students reported that they feel it is an invasion of privacy and causes anxiety during exams. They feel anxious because behaviors such as looking around the room, moving a bit or background noise might flag the students for “cheating behaviors”. The students recommended utilizing a lockdown browser that does not record them.</p> <p>F. BCC Foundation - Chair Abby-White provided an update on the Foundation’s Invest in Student Success” campaign that will run until Giving Tuesday, December 1st. Emails were sent out to 14,000 alumni, donors’ who have contributed during the last 5 years, and the Alumni Association members. She described the updated donor page, which will allow for more options in giving and provide an automatic receipt if a donation is made online. For the first time a Phone-A-Thon will take place on Giving Tuesday and our students will reach out with an appeal for donations. In addition, she provided an update on the search process for the VP Advancement position.</p>		
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – October 27, 2020</p>	<p>A motion to approve the minutes from the public business meeting held on October 27, 2020 was made by Trustee Ferraro and seconded by Trustee Becht.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Brennan and Crupi</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>B. Approval of Executive Session Minutes – October 27, 2020</p>	<p>A motion to approve the minutes from the executive session held on October 27, 2020 was made by Trustee Abby-White and seconded by Trustee Rambaud.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Brennan and Crupi</p>	
<p>Public Comment on Agenda Items – Ms. Gruskos confirmed no written comments were submitted.</p> <p>Professor Jack Ryan – He acknowledged and thanked Trustee Abby-White for her service to the College as Chair. He presented her with one of the highest honors of Brookdale and recognized her as someone who “bleeds Jersey blue”.</p>		
<p>Consent Agenda</p> <p>A. Human Resources Recommendations</p> <p>B. Addendum to Human Resources</p> <p>C. Acceptance of Grants</p> <p>D. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>F. Monthly Financial Reports</p>	<p>A motion to approve the consent agenda was made by Trustee Kaufmann and seconded by Trustee Brennan.</p> <p>Motion passed. YES: Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram NO: None ABSTENTIONS: None</p>	
<p>Approval of Women & Gender Studies Academic Credit Certificate of Achievement-</p>	<p>A motion to approve the Women & Gender Studies Academic Credit Certificate</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>of Achievement was made by Trustee Richens and seconded by Trustee Kaufmann.</p> <p>YES: Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Mathematics/Science Data Science Option Associate of Science</p>	<p>A motion to approve Mathematics/Science Data Science Option Associate of Science was made by Trustee Horl and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment – Ms. Gruskos confirmed no written comments were submitted.</p> <p>Mr. Jacobs read the public comment statement and directions for making public comment.</p> <p>Professor Jack Ryan – He provided more context on the athletic award the woman’s soccer team won(NJ Collegiate Athletic Association, Region XIX Champions of Character Award), and noted that Brookdale has won this award more than any other College in our region. He further highlighted that this award is also a reflection of the entire College, including everyone in the administration, the staff, the faculty and the people that are dealing with the grounds. He noted that this is a reflection of the students and their dedication to the holistic aspect of being a college student. He made comment also on the need for</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>improved communications and directions on the obligations of staff and faculty to report students who test positive for COVID-19, regardless if they are attending a class online or face to face.</p> <p>Chair Cram requested that there be clear communications on the protocols for reporting of students who test positive for COVID-19. Dr. Stout agreed that there needs to be improved communications.</p> <p>Ms. Anne Marie Sparaco – She thanked Trustee Abby-White for her service to the College as Chair.</p>		
<p>Old/New Business - There was no old or new business discussed.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to Hold a closed meeting (Attachment C)</p>	<p>A motion to approve by resolution to hold an executive session was made by Trustee Abby-White and seconded by Trustee Rambaud.</p> <p>Motion passed.</p>	
<p>Motion to Re-Open the meeting to the public</p>	<p>A motion to reopen the meeting to the public was made by Trustee Abby-White and seconded by Trustee Brennan.</p> <p>Motion passed.</p>	
<p>Adjournment</p> <p>Meeting adjourned at 8:49 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Brennan and seconded by Trustee Horl.</p> <p>Motion passed.</p>	

Tonight I thank you for the opportunity to serve as your Chair for the last two years. Working with each of you has been an extreme privilege. I will remain humbled by the honor. When I made my nominee presentation to the board Bret Kaufman asked me if I would have the time. I promised him, and the rest of you, that I would make the time. Speaking to you tonight I can tell you it was time well spent.

Simon Sinek - "A team is not a group of people who work together. A team is a group of people who trust each other".

I ran for the role of Chair because we needed to trust again. We needed to rebuild the trust so that we could do the work. The first time I heard laughter in a board meeting I knew we were on our way.

You cannot have trust without respect. Respecting everyone's time was the first step. We reduced the number of meetings and elevated them to policy level discussions. We also gave everyone a seat at the table, literally, and that was a tactical act to bridge the divide.

- Middle States took notice and we received our Accreditation.

Courage drives change. You showed courage when you engaged in healthy conflict so that we could find a better way. Without healthy conflict, we will become stagnant.

- We demonstrated courage when we moved the college entirely online in 9 days. As a result, our leadership, faculty and students are healthy and safe.

I am not a fan of "We always do it this way" and that is because Certainty is the enemy of growth. We embraced a culture of curiosity. We asked Why? Why are we doing it this way? And we started asking, "What if? What if we did it another way?"

- What if we asked the community what they need? We launched the President's Advisory Council to find out.

- What can we do to promote student advocacy and engagement? We introduced the Triangle Award to be presented by the outgoing student trustee to the next in line during graduation amplifying the role.

- What if we adapt our marketing message? Impressions are important. They are how the world perceives us. Everyone should be incredibly proud of our refreshed marketing messaging and our soon to be launched a world-class website.

Change is constant, hard, and can be uncomfortable. The world of higher education is under disruption, making change imperative. We cannot ask you to change if we are not leading by example. We will change our leadership tonight and I ask each of you to join me in supporting them. Don't let them off the hook - Challenge them so that we can achieve greatness.

In closing, You have heard me share the stories. People stop on the street, standing in line at Whole Foods, and tell me how Brookdale changed their lives. What I didn't realize is how much Brookdale changed mine.

To quote the late, Sir Ken Robinson - What you do for yourself dies with you when you leave this world; what you do for others lives on forever. You made me better.

I hope that I left each of you with a little slice of courage and curiosity that will carry you to your next greatness.

RESOLUTION

WHEREAS, Tracey Abby-White has served with distinction as the Chairman of the Brookdale Community College Board of Trustees from November 2018 through November 2020; and

WHEREAS, she was committed to improve the governance of the Board and working alongside her fellow Trustees restructured the committees; and

WHEREAS, Chair-Abby White encouraged us to challenge our assumptions, pay attention to inflection points, and make bold decisions, and

WHEREAS, when roadblocks have been put in place to stop forward movement, she is the first to run around and move them; and

WHEREAS she recognized that leadership includes fostering development of your peers; and

WHEREAS Chair Abby-White not only encouraged all Trustees to attend Board retreats, workshops, and the ACCT National events, but was the first to sign up; and

WHEREAS she shared her phenomenal presentation skills during her presentation with Dr. Stout at the 2019 ACCT Leadership Congress; and

WHEREAS, her efforts have helped to shape the future of the leadership of the Board and the future of the College; and

WHEREAS her dedication did not go unnoticed and she was awarded the New Jersey Council of County College’s Distinguished Service Award in September 2020; and

WHEREAS, Chair-Abby White served during the pandemic crisis, and will be remembered as providing a steady hand and a compassionate heart to the college community; and

WHEREAS, she has always been a champion to our students, and all will remember her cheers behind her mask, as our students walked across the dais at this year’s parking lot commencement; and

NOW, THEREFORE, BE IT RESOLVED that the President, the Board of Trustees and the entire College community extend their appreciation to Tracey Abby-White. for her leadership, dedication, diligence and unwavering commitment to Brookdale Community College; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Abby-White so that she has a permanent reminder of the high esteem she has earned among her colleagues

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Monmouth County Freeholders.

Dr. David M. Stout
President
Brookdale Community College

Dr. Hank Cram
Chair-Elect
Brookdale Community College

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 4 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 **November 17, 2020 at approximately 7:45 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION
Approved: November 17, 2020

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

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

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

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

"(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. **Evaluation of president**

"(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: November 17, 2020

WHEREAS, the length of the Executive Session is estimated to be 45 minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) 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: November 17, 2020

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 30 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Adjuncts	5
Coaches	1
B. Change of Status	Recommendations
Faculty	1
Administrative	15
Support Staff	4
C. Separations	Recommendations
Faculty	2
Support Staff	2

A. HIRES**ADJUNCTS**

1. Name: Parris Bland
Department: Respiratory
2. Name: Eliza Celenti
Department: Computer Science
3. Name: Jennifer Newlands
Department: Fine Art
4. Name: Chella Rajakumar
Department: Nursing
5. Name: Elizabeth Shek
Department: Nursing

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
1	3	1

COACHES

1. Name: Olivia Carbone
Department: Athletics
Position: Assistant Softball Coach
Compensation: \$3,150
Dates: 12/16/20

B. CHANGE OF STATUS**FACULTY**

1. Name: Paul Tucker
Department: Automotive Technology
Position: Professor
Action: Change in sabbatical date, from Spring 2021 to Fall 2021
Effective: 2021 Fall Semester

ADMINISTRATIVE

1. Name: Michael Amodio
Department: Facilities Administration
Position: Interim Supervisor, Maintenance & Grounds, full-time, temporary
Action: Extension of interim assignment
New Salary: No change
Effective: 12/24/20 – until further notice, but not later than 6/30/21

2. Name: Michelle Branagan
Department: Facilities Administration
Position: Coordinator
Action: Extension of temporary assignment
New Salary: No change
Effective: 1/1/21 – until further notice, but not later than 6/30/21

3. Name: Donna Cuddy
Department: Educational Partnerships
Position: Associate Director, Dual Enrollment
Action: Change in department name
New Salary: No change
Effective: 12/1/20

4. Name: Jill Donovan
Department: Career, Leadership & Transfer Pathways
Position: Interim Director, Career, Leadership & Transfer Pathways
Action: Change in title & department name for temporary change in status
New Salary: No change
Effective: 12/1/20, until further notice, but not later than 6/30/21

5. Name: Christopher Jeune
Department: Student Affairs
Position: Executive Director, Student Services
Action: Change in status from A4 to A6 position through bona fide search
New Salary: \$100,873, to be prorated accordingly
Effective: 1/1/21

6. Name: Kathleen Kamatani
Department: College Relations
Position: Interim Executive Director, College Relations
Action: Extension of Interim position
New Salary: No change
Effective: 12/24/20 – until further notice, but not later than 6/30/21

7. Name: William Kelly
Department: Career, Leadership & Transfer Pathways
Position: Interim Assistant Director, Career, Leadership and Transfer Pathways
Action: Change in department name
Salary: No change
Effective: 12/1/20
8. Name: Anne LaPorta
Department: Career, Leadership & Transfer Pathways
Position: Assistant Director, Career, Leadership and Transfer Pathways
Action: Change in department name
New Salary: No change
Effective: 12/1/20
9. Name: Bruce Marich
Department: President's Office
Position: Director, Special Projects Engagement, full-time, temporary assignment
Action: Extension of temporary assignment, with retirement on 7/1/21
New Salary: No change
Effective: 12/24/20 – until further notice, but not later than 6/30/21
10. Name: Jackeline Mejias Fuertes
Department: Small Business Development Center
Position: Director
Action: Extension of grant-funded position
Effective: 1/1/21 – 6/30/21 or expiration of grant, whichever is earlier
11. Name: Birgit Mondesir
Department: Admissions
Position: Assistant Director, Admissions, full-time, temporary
Action: Extension of temporary assignment
New Salary: No change
Effective: 12/24/20 – until further notice, but not later than 6/30/21
12. Name: Michael Naparlo
Department: Facilities Administration
Position: Interim Manager, Facilities Operations
Action: Extension of interim assignment
New Salary: No change
Effective: 1/1/21 – until further notice, but not later than 6/30/21
Additional Action: Extension of monthly stipend
Effective: 1/1/21 – until further notice, but not later than 6/30/21

13. Name: Cara Novak
Department: Educational Partnerships
Position: Associate Director, Early College High School & Educational Partnerships
Action: Change in department name
New Salary: No change
Effective: 12/1/20
14. Name: Maggie Osmulski
Department: Small Business Development Center
Position: Assistant Director
Action: Extension of grant-funded position
Effective: 1/1/21 – 6/30/21 or expiration of grant, whichever is earlier
15. Name: Laura Qaissaunee
Department: Grants Development
Position: Director, Grants & Institutional Development
Action: Extension of monthly stipend
Effective: 1/1/21 – until further notice, but not later than 6/30/21

SUPPORT STAFF

1. Name: Kai Davies
Department: Governmental & Community Relations
Position: Associate
Action: Extension of temporary position
New Salary: No change
Effective: 12/24/20 – until further notice, but not later than 6/30/21
2. Name: Daniel Hoosein
Department: Pandemic Response Task Force
Position: Screening Center Staff, COVID Response Team
Action: Extension of temporary assignment to the COVID Response Team
New Salary: No change
Effective: 1/1/21 – until further notice, but not later than 6/30/21
3. Name: James Purcaro
Department: Police Department/Pandemic Response Task Force
Position: Security Guard temporarily assigned as Screening Center Staff, COVID Response Team, full-time temporary, 40 hrs/wk
Action: Extension of temporary assignment
New Salary: No change
Effective: 12/24/20 – until further notice, but not later than 5/15/21

4. Name: Susan Tencer
Department: Career, Leadership & Transfer Pathways
Position: Senior Office Assistant, Career, Leadership & Transfer Pathways
Action: Change in title & department name
New Salary: No change
Effective: 12/1/20

C. SEPARATIONS**FACULTY**

1. Name: Stacie Carter
Department: Reading & Academic Access
Position: Instructor
Action: End of temporary position
Effective: 12/23/20
2. Name: Sheila Duane
Department: English
Position: Instructor
Action: End of temporary position
Effective: 12/23/20

SUPPORT STAFF

1. Name: Ruth Wallman
Department: Continuing & Professional Studies
Position: Accounting Specialist
Action: Retirement
Effective: 12/31/20 with retirement on 1/1/21
2. Name: Adam Winkler
Department: Mathematics
Position: Academic Tutor, temporary
Action: End of temporary assignment
Effective: 12/23/20

2.1 Acceptance of Grants Executive Summary

A. Corporation for Public Broadcasting

Program Title: Radio Community Service Grant Agreement and Certification of Eligibility

Short Title: WBJB-FM-90.5 The Night Radio Grant

Goal/Purpose: Enables WBJB-FM-90.5 The Night to offer National Public Radio (NPR) programming which provides community outreach and service through content driven news and music programs.

Program Administrator: Tom Brennan, Manager, Brookdale Radio Station

Total \$ Awarded: \$88,453 - no college match.

The award is contingent upon the College's financial commitment to the operation of the radio station and the grant amount is determined by the total funds expended. WBJB has received continuous funding from CPB for over twenty years.

Date Awarded: November 16, 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.

December 15, 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>
WBJB-FM-90.5 The Night Radio Grant	\$88,453

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.

December 15, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

- 1 General Functions
- 2 **Administration**
- 3 Human Resources
- 4 Business & Finance

2.2 Application for Grants Executive Summary

A. Office of the Secretary of Higher Education

Program Title: Educational Opportunity Fund

Short Title: EOF

Goal/Purpose: EOF funding assists low-income New Jersey residents access higher education by offering supplemental financial aid and a wide array of campus-based outreach and support services for program students.

Program Administrator: Richard Morales-Wright, Director, EOF

Total \$ Requested: \$773,216.73* – with a \$228,722 match from the college

*Includes student financial aid and program support

Date Submitted: October 22, 2020

B. Office of Postsecondary Education, Department of Education

Program Title: Open Textbooks Pilot program conducted under the Fund for the Improvement of Postsecondary Education (FIPSE)

Short Title: FIPSE/OER

Goal/Purpose: Expand the use of open textbooks in courses that are part of degree-granting programs locally and throughout the United States.

Brookdale will serve as a partner in a consortium led by Middlesex County College to develop open textbooks in STEM and STEM related disciplines that align with in-demand industries. To meet project objectives as a program partner, the College will provide faculty and administrative expertise in the following areas: as subject matter experts and content consultants (particularly in the Health Sciences areas), as experienced OER trainers, and for instructional design where applicable.

Program Administrator: Matt Reed, VP Academic Affairs and Steve Chudnick, Director Library & Learning Resources

Total \$ Requested: \$78,750

Date Submitted: November 16, 2020

December 15, 2020: Director of Grants and Institutional Development, Laura Qaissaunee

- 1 General Functions
- 2 **Administration**
- 3 Human Resources
- 4 Business & Finance

C. New Jersey Office of the Secretary of Higher Education (OSHE)**Program Title:** College Readiness Now VII**Short Title:** CRN VII

Goal/Purpose: The College Readiness Now VII program calls for partnerships with high schools to increase the number of college-ready students and transition them to Brookdale.

This year's program will increase the number of partner schools two to five and expand the services to include robust Spring semester programming, four two-week Summer Boot Camps for high school students throughout the County, and a four-week summer program designed in collaboration with Matawan High School.

The Spring Semester programs will serve nearly 60 students from Asbury Park, Long Branch, Raritan, and Neptune High Schools and feature Math and English courses as well as a 1-credit student success course. The Summer Boot Camps will serve 70 students. Some of the camps will be held on the Lincroft campus if possible and others will be offered remotely.

Program Administrator: Sheri Stanford, Program Administrator College Readiness**Total \$Requested:** \$68,719 and does not require a match from the college.**Date Submitted:** December 4, 2020**D. New Jersey Office of the Secretary of Higher Education (OSHE)****Program Title:** Community College Opportunity Grant Student Incentive Funding**Short Title:** CCOG

Goal/Purpose: To promote student success, especially high need and underserved student populations.

The CCOG/Student Success Incentive Funding will support outreach initiatives to expand opportunities for underserved populations in Monmouth County. The activities are designed to remove significant barriers to student success while helping to connect students to additional academic and support opportunities.

Student Success Navigators and FAFSA Coaches will provide information and assistance on the eligibility requirements and opportunities for a tuition-free

December 15, 2020: Director of Grants and Institutional Development, Laura Quissaunee

- 1 General Functions
- 2 **Administration**
- 3 Human Resources
- 4 Business & Finance

education and other financial aid options. Students will be assisted in selecting their academic major and exploring career options, and be provided student peer mentor services, as needed. Additional support services will be offered to address the challenges of Basic Needs and Mental Health, both of which have both grown in need during the COVID-19 pandemic.

Program Administrator: Ed Johnson, Executive Director-Governmental & Community Relations

Total \$Requested: \$265,000 and does not require a match from the college.

Date Submitted: November 16, 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 of the Board of Trustees at a meeting December 9, 2020.

December 15, 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
December 15, 2020**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
CARES/CRF II				
1	3H Service System, Inc.	Custodial Services, Bid No. 18-19 / This contract is for deep cleaning and sanitizing services on the Lincroft Campus and Wall Regional Location during the Spring Term. This contract is funded by the CARES/CRF II.	Bid	\$ 107,364.71
2	CDW Government LLC	Computers / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the purchase of 246 Lenovo laptops for student use and 300 Lenovo laptops with peripherals for full-time employee use. The 300 laptops with peripherals will transition all full-time employees from desktop computers to laptops. The desktops that fall within the College's computer lifecycle parameters will be repurposed to replace aged devices as part of the standard annual computer refresh cycle. This contract is funded by CRF II.	Exempt	\$ 529,051.80
3	Blackboard	Blackboard Ally Software / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the annual licensing of Blackboard Ally software solution which directly integrates with the College's Learning Management System, Canvas, and provides alternative accessible formats, feedback and guidance, and Institutional Reporting to reviewing content's accessibility and universal design. Ally will automatically increase awareness, provide detailed insight and guidance to instructors on how to improve the accessibility of their content. This contract is funded by CRF II.	Exempt	\$ 41,480.00
4	SHI International CDW Government LLC Anixter	Parking Lot Wi-Fi Project / Exempt 18A:64A-25.9 (State Contract) and 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 to provide wireless network access to 590 parking spaces throughout the Lincroft Campus. By leveraging the existing wireless infrastructure and deploying 28 externally mounted access points, 590 parking spaces in Lots 2, 4, 5, and 6 in addition to the bus stop area, will have access to the Brookdale wireless network. While limiting the project scope to building mounted access points reduces the number of areas that Wi-Fi will be available, it greatly reduces the expenses associated with a larger scale project that would add additional power and external cabling requirements. These contracts are funded by CRF II.	Exempt	\$ 43,252.71

5	Network Cabling, Inc., dba NetQ	Parking Lot Wi-Fi Project / Exempt 18A:64A-25.9 (State Contract). This State Contract is for the supply of cabling and connectivity services to provide wireless network access to 590 parking spaces throughout the Lincroft Campus. This contract is funded by CRF II.	Exempt	\$ 20,740.00
6	SHI International	Epson Document Cameras / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of 65 Epson Document Cameras for in person, hybrid and remote teaching scenarios. The document cameras allow content sharing from a variety of devices, the capability to stream and record lessons for viewing at a later time which provides a more interactive learning experience for students. This contract is funded by CRF II.	Exempt	\$ 29,835.00
7	Howard Technology Solution	Audio/Visual/Remote Learning Project / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of audio and visual technology in MAN 103 and 105. The technology implementation will include large flat panel displays in addition to the current projection capabilities to assist with social distancing requirements and provide for selectable pre-configured teaching scenarios. The integration of the various technologies will provide flexibility for facilitating in person, hybrid, and remote teaching. This contract is funded by CRF II.	Exempt	\$ 98,000.00 *

Operating

8	Friedman Associates Advertising	Recruitment and Advertising Services / Exempt 18A:64A-25.5.a.(20) (Personnel recruitment and advertising). This contract is for search and recruitment advertising services for executive level positions, as well as for faculty and management positions. This contract is funded by various departmental budgets.	Exempt	\$ 25,000.00 *
9	Black Rocket Productions, L.L.C.	Summer Camp Management Services, RFP No. 06-21 / Notice was sent to 3 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for summer camp management services and is funded by CPS' Revenue Generating Programs.	RFP	Revenue \$72/Full Day Camp Fee \$40/Half Day Camp Fee
10	Insurance Restoration Specialists, Inc.	Reconstruction Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for reconstruction services in the Bankier Library due to water damage. This contract is funded by Risk Management.	Exempt	\$ 70,000.00

* 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 November 30, 2020 which totaled \$1,406,333.04. 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 December 9, 2020.

December 15, 2020: Vice President Finance & Operations, Teresa Manfreda

November 24, 2020

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) ATHLETIC FIELDS/LINCROFT CAMPUS

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

The fence damage due to the tornado has been repaired. The damaged soccer bleachers have been removed. Awaiting cost for bleacher replacement under state contract. Punch list items remain. T&M has sent a follow up correspondence to the contractor.

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.

College is compiling a final list of outstanding items to be addressed by 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.

Door install is scheduled for Friday, December 4, 2020 which will complete the rebuild of the salt storage building.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) PARTIAL ROOFING REPLACEMENT AND REPAIR

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

Project is complete. College to verify completion of final access door items.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

2) ATEC RETAINING WALL

Suburban Consulting Engineers (SCE) 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

SCE has submitted 90% plans for review prior to finalizing the design and establishing a bid date.

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.

Major installation items are nearly complete. Contractor will then complete trim and core work.

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.

Sound panel completed on October 28, 2020 and sound level readings were taken on November 11, 2020.

6) 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.

Slate roofing is completed. Contractor to reinstall lightning protection.

7) SECURITY CAMERA AND SURVEILLANCE SYSTEM

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

This work is being coordinated by the IT Department. SHI is the general contractor. 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.

Office of Information Technology (OIT) met with installer, CTCl to review schedule. Hazlett, Long Branch and Freehold to be completed in December and early January 2021. Lincroft install to follow the satellite campuses.

8) 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 paving and striping are complete. Handicapped ramp delineation is yet to be installed.

9) 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.

Brookdale to provide as-built drawings to facilitate design.

C. DESIGN/STUDIES/REPORTS

1. 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.

Representatives from Fulton Boiler and D&B were onsite October 13, 2020 and remediated some issues with the boilers. The boilers have been operating much more consistently since the site work was completed. Additional work on the system valving is scheduled for December.

2. 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. T&M will schedule a site visit with the college to review the flat file drawings.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

A handwritten signature in blue ink, appearing to read 'R. Savacool', with a long horizontal flourish extending to the right.

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

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FY21 Fall Semester Financial Forecast

The Brookdale Community College operating budget approved in June by the Board of Trustees is based on projected revenues and expenditures. Of the three primary revenue streams (tuition, State aid, and County aid), only County aid is static at this time. Tuition revenue and State aid are enrollment dependent.

The College is also facing a second year of a reduction in State aid due to the Coronavirus Pandemic. In addition to the unpredictability of enrollment, the College has shifted the majority of course offerings to an online format at the in-County rate, which resulted in the loss of revenue from out-of-County and out-of-State tuition.

The following highlights the significant budget adjustments.

Area for Adjustment	Projected (Reduction)/Savings
State appropriation reduction due to COVID-19	-1,484,802
Enrollment projection and impact of online classes at in-County rates	-1,071,612
CPS, net	-590,954
Other revenue (International center, interest, indirect recovery)	-339,500
General departmental expenses (PT help, office supplies, daily travel, printing costs, elimination of cell phone allowance, utilities)	279,736
Part-time instructional	449,500
Vacancies/reorganization of positions/deferred or eliminated positions	978,283
Benefits	728,000
General institutional expenses (overnight travel, contribution to athletics for Championships and competitions, postage, consultant fees, etc.)	339,147
Positions transferred to grant funded COVID Response Team	897,325
Net adjustments	\$185,125

Brookdale Community College
FTE Enrollment Projection
FY21

FTE by term	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Projected
Summer III Term						
Total Summer III terms	256	232	219	222	209	247
Fall Terms:						
Fall -11	185	155	189	163	154	168
Fall - regular, 7A&7B	4,152	4,042	3,751	3,573	3,397	3,206
Total Fall terms	4,337	4,197	3,940	3,736	3,551	3,374
Winterim & Spring Terms:						
Winterim	54	53	48	54	44	45
Spring -11	169	161	117	118	174	174
Spring - regular, 7A&7B	3,661	3,535	3,345	3,200	2,978	2,978
Total Winterim & Spring terms	3,884	3,749	3,510	3,372	3,196	3,197
Summer Terms:						
Summer I	395	371	343	328	312	321
Summer II	365	380	351	346	321	345
Total Summer I & II terms	760	751	694	674	633	666
Total Credit FTE	9,237	8,929	8,363	8,004	7,589	7,484
% Change	-5.92%	-3.33%	-6.34%	-4.29%	-5.18%	-6.50%
Non-Fundable FTE	561	488	484	480	437	400
% Change	0.90%	-13.01%	-0.82%	-0.83%	-8.96%	-16.67%
TOTAL FTE	9,798	9,417	8,847	8,484	8,026	7,884

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

	FY21 Budget	10/31/2020	Increase/ (Decrease)	FY21 Projected
Operating				
Revenues:				
Tuition	\$ 36,074,791	18,160,025	(920,000)	\$ 35,154,791
State	10,285,798	2,036,942	(1,484,802)	8,800,996
County	20,027,019	6,675,673	-	20,027,019
Fees	11,290,301	5,609,366	(151,612)	11,138,689
Continuing & Professional Studies	3,450,000	682,494	(1,774,050)	1,675,950
Other Income	689,500	103,430	(339,500)	350,000
Total Revenue	\$ 81,817,409	33,267,930	(4,669,964)	\$ 77,147,445
Expenditures:				
Academic Affairs	31,240,572	6,482,225	(1,143,617)	30,096,955
Benefits	15,704,750	4,143,015	(728,000)	14,976,750
Finance & Operations	9,038,371	2,474,210	(66,907)	8,971,464
Student Success Division	6,595,082	1,653,211	(665,949)	5,929,133
General Expenses	4,170,249	1,521,680	(339,147)	3,831,102
Continuing & Professional Studies	3,011,351	598,648	(1,183,096)	1,828,255
Utilities	2,208,377	723,673	(300,000)	1,908,377
Human Resources & Safety	2,381,854	618,945	(478,406)	1,903,448
Advancement Division	1,338,369	425,517	53,133	1,391,502
Planning & Inst. Effectiveness	383,135	144,314	(1,500)	381,635
President & BOT	466,924	163,212	(1,600)	465,324
Total Expenditures	\$ 76,539,034	18,948,649	(4,855,089)	\$ 71,683,945
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	1,175,018	-	2,295,000
	\$ 5,278,375	2,952,905	-	\$ 5,278,375
Excess Revenue/Expenditures Projected				\$ 185,126
Auxiliary				
Receipts	1,087,214	144,390	(983,893)	543,607
Disbursements	2,004,374	316,126	(795,112)	1,000,000
Profit/(Loss) Auxiliary	\$ (917,160)	(171,736)	(188,781)	\$ (456,393)
Excess Revenue/Expenditures Projected				\$ (456,393)
Capital				
Revenues:				
State Chapter 12	2,900,000	571,322	-	2,900,000
County	2,900,000	571,322	-	2,900,000
Risk Management	-	75,026	400,000	400,000
Total Revenue	\$ 5,800,000	1,217,670	400,000	\$ 6,200,000
Expenditures:				
State Chapter 12	\$ 2,900,000	571,322	-	\$ 2,900,000
County Chapter 12	2,900,000	571,322	-	2,900,000
ELF	-	-	-	-
Risk Management	-	402,136	500,000	500,000
Total Expenditures	\$ 5,800,000	1,544,780	500,000	\$ 6,300,000
Excess Revenue/Expenditures Projected				\$ (100,000)
Total Excess Revenue/Expenditures All Funds Projected				\$ (371,267)

**Brookdale Community College
Cash Balance Analysis
As of October 31, 2020**

	FY18	FY19	FY20	FY21
July	\$ 8,467,104.38	\$ 7,558,721.38	\$ 10,694,336.61	\$ 19,820,616.03
August	10,794,724.59	13,791,437.47	25,206,886.85	24,471,328.78
September	8,116,282.16	17,135,494.98	13,041,992.34	19,360,340.25
October	12,704,404.96	14,911,885.92	18,338,044.75	26,426,449.07 *
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 \$8,088,404.32 from prior year.**

* Current month cash detail

General Fund Account	\$ 4,335,782.06	Interest earned: 7/1/19-6/30/20	\$ 14,459.56
Operating Fund Account	21,207,379.34	7/1/20-10/31/20	<u>160.50</u>
Payroll Account	12,413.63		\$ 14,620.06
Credit Card Account	<u>23,978.63</u>		
	<u>\$ 25,579,553.66</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

4.2a *Change Order Request*

The Change Order Request Report contains summary information and a resolution for increases to existing Blanket Purchase Orders.

This report is submitted to the Board of Trustees to provide background information to enable the approval of the change requests.

Additional details for these proposed purchases are available in the Purchasing Office for review by the Board of Trustees.

This item was discussed with the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held December 9, 2020.

December 15, 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, College policy requires Board approval for a change in contractual terms to any previously Board approved purchase, and

WHEREAS, the Board of Trustees has reviewed the purchase 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.

Brookdale Community College
Contract Modification
December 15, 2020

Vendor Name	Description	Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
1 Monmouth County	Parking Lot 5 Paving and Milling Project required additional labor/equipment to complete job.	\$ 190,000.00	\$ -	\$ 190,000.00	\$ 7,286.29	\$ 197,286.29	4%
2 Stavola Asphalt Co., Inc.	Parking Lot 5 Paving and Milling Project required additional material to complete job.	\$ 211,100.00	\$ -	\$ 211,100.00	\$ 51,261.06	\$ 262,361.06	24%
		\$ 401,100.00	\$ -	\$ 401,100.00	\$ 58,547.35	\$ 459,647.35	

4.2aa *Utilization of Cooperative Purchasing Initiative*

The College participates in the New Jersey County College Joint Purchasing Consortium, Monmouth County Shared Services, the Middlesex Regional Educational Services Commission, the County of Somerset Cooperative, the National Intergovernmental Purchasing Alliance Company (National IPA)/ The Cooperative Purchasing Network (TCPN), the U.S. Communities Government Purchasing Alliance and the Hunterdon County Educational Services Commission. Participation promotes the reduction in cost of goods or services by bidding or quoting in conjunction with other county colleges, the County of Monmouth, and other governmental agencies.

The College has investigated the feasibility and fit with the National Association of State Procurement Officials (NASPO) Value Point and determined that this would be of great benefit to the College. The resolution that follows will serve as the Board's approval to engage the contract for participation.

This report was reviewed by the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held December 9, 2020.

RESOLUTION

WHEREAS, Brookdale Community College is entering into a Cooperative Pricing Agreement with the National Association of State Procurement Officials (NASPO) Value Point; and

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the National Association of State Procurement Officials (NASPO) Value Point, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, the Board of Trustees of the Brookdale Community College, County of Monmouth, State of New Jersey approves participation in a Cooperative Pricing System for the provision and performance of goods and services; and

NOW, THEREFORE BE IT RESOLVED that the National Association of State Procurement Officials (NASPO) Value Point and Brookdale Community College enter into the following cooperative pricing agreement.

RESOLUTION FOR MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM

A RESOLUTION AUTHORIZING Brookdale Community College
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

RESOLUTION DATED December 15, 2020

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the National Association of State Procurement Officials (NASPO) Value Point, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on December 15, 2020, the governing body of Brookdale Community College, County of Monmouth, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

Brookdale Community College

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of Brookdale Community College.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the President, or Vice President for Finance & Operations) is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

BY:

Dr. David Stout, President, Brookdale Community College

ATTEST BY:

Teresa Manfreda, Vice President, Finance & Operations

4.4 *Approval to Accept the State of New Jersey Coronavirus Relief Funds*

Enclosed is a resolution for Brookdale Community College to complete all the necessary steps required to apply for, accept, and receive the approved Coronavirus Relief Funds (CRF) awarded by the State of New Jersey.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 9, 2020.

December 15, 2020: Vice President, Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, the State of New Jersey has received funding through the Coronavirus Relief Fund (CRF) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act; and

WHEREAS, the State to allocate \$150 million to institutions of higher education; and

WHEREAS, the State will award these grants in response to the hardships resulting from the COVID-19 pandemic; and

WHEREAS, the State makes funds available to colleges and universities in two rounds to provide direct assistance to institutions; and

WHEREAS, Brookdale Community College has applied for \$1,603,050 and \$2,012,685 in rounds I and II respectively, 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, Pursuant to Section 18004(a)(2) of the CARES Act, Recipient may use this award to defray expenses incurred by Recipient, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll (“Recipient’s Expenses”). Recipient also may use this award for grants to students for any component of the student’s cost of attendance, as defined under Section 472 of the HEA, including food, housing, course materials, technology, health care, and child care (“Student Grants” or “Student Grant”) and

WHEREAS, the Board of Trustees has reviewed and approved that the College take the necessary steps required to apply for, accept, receive, and make related purchases that meet the CRF guidelines, and were incurred between March 1, 2020 and December 30, 2020 with the Coronavirus Relief Funding I and II (CRF I) and (CRF II); and

WHEREAS, such expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Brookdale Community College that the CRF I and II funding is approved.

4.5 *Approval to Accept the Higher Education Emergency Relief Fund – Strengthening Institutions Program*

Enclosed is a resolution for Brookdale Community College to complete all the necessary steps required to apply for, accept, and receive the approved Higher Education Emergency Relief Fund awarded by the Federal Government.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 9, 2020.

December 15, 2020: Vice President, Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, the Higher Education Emergency Relief Fund (HEERF), under the CARES Act Institutional Portion identified additional funding in the Strengthening Institutions Program for institutions not participating in the other Minority Serving Institutions (MSI) programs; and

WHEREAS, HEERF will award these grants in response to the hardships resulting from the COVID-19 pandemic; and

WHEREAS, Brookdale Community College has applied for and been awarded \$314,722 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

WHEREAS, the Board of Trustees has reviewed and approved that the College take the necessary steps required to apply for, accept, and receive HEERF Strengthening Institutions Program funds; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Brookdale Community College that the HEERF Strengthening Institutions Program funding is approved.

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2021 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> Dr. Hank Cram – Chair Mr. Bret Kaufmann, Vice-Chair Ms. Tracey Abby-White Ms. Suzanne Brennan Mr. Paul Crupi		<u>Finance and Facilities (5)</u> Ms. Tracey-Abby-White, Chair Mr. Bret Kaufmann Ms. Madeline Ferraro Ms. Suzanne Brennan Ms. Barbara Horl
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Mr. Bret Kaufmann, Chair Ms. Hanna Walker Dr. Les Richens Ms. Dyese Davis Ms. Marta Rambaud	<u>Governance (4)</u> Ms. Suzanne Brennan, Chair Ms. Hanna Walker Ms. Dyese Davis Vacant	<u>Audit Committee (4)</u> Mr. Paul Crupi Chair Ms. Marta Rambaud Dr. Les Richens Vacant
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

* The Human Resources Committee – A committee of the whole

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