



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, April 19, 2016 7:30 PM (EDT)
765 Newman Springs Rd. Lincroft, New Jersey 07738
Lincroft Campus, Student Life Center, Navesink Rooms

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Pledge of Allegiance - Chair Guzzo - 5 minutes
- III. Public Comment on Agenda Items - Chair Guzzo
- IV. Approval of Workshop and Public Business Meeting Minutes - March 15, 2016 - Chair Guzzo - 3 minutes
 - A. Approval of Executive Session Minutes - March 15, 2016 - Chair Guzzo - 3 minutes
- V. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Acceptance of Gifts
 - B. Approval of Human Resources
 - C. Purchases in Excess of \$35,000 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500 - Chair Guzzo
 - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - E. Monthly Financial Report
- VI. President's Report - President Murphy - 3 minutes
- VII. Approval of Change Order Request - RES160018 - Chair Guzzo
Change Order Request will be walked in at the approval of the Finance & Facilities committee that met on 4/12/16.
- VIII. Approval of A.S. Business Administration - Chair Guzzo - 5 minutes
The College is realigning the Business Administration A.A. to an A.S. program.
- IX. Approval of Massage Therapy Program - Chair Guzzo - 3 minutes
Removed from the Agenda at the request of the Policy & Education committee held on 4/14/16.
- X. Lodging of Board Policy 5.0002 - Educational Programs - Chair Guzzo - 3 minutes
- XI. Approval of Discontinuance of Medical Laboratory Technology A.A.S. Degree - RES160008 - Chair Guzzo
Added to the agenda at the recommendation of the Policy & Education committee on 4/14/16
- XII. Approval of Clinical Partnership Affiliations
Added to the agenda at the recommendation of the Policy & Education committee on 4/14/16.
- XIII. Public Comment - Chair Guzzo

XIV. Old/New Business - Chair Guzzo

XV. Resolution to Hold a Closed Meeting - Chair Guzzo - 5 minutes

XVI. Motion to Re-Open the Meeting to the Public - Chair Guzzo - 5 minutes

XVII. Adjournment - Chair Guzzo

XVIII. Appendix - Board Materials

**4.2 *Purchases in Excess of \$35,000 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 \$35,000. 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 held April 12, 2016.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,000, or purchases with a combined total in excess of \$35,000; 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 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

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 \$35,000
April 19, 2016

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	CulinArt Inc.	Management and Operations of Food, Beverage and Catering Services, RFP No. 18-13 / This is a 1-year extension with an option for an additional year for the management and operations of food, beverage and catering services.	RFP	Revenue \$42,500.00
Capital/IT				
2	Network Cabling Inc.	Cable Lines and Installation / Exempt 18A:64A-25.9 (State Contract). This State contract is for the purchase and installation of cable lines for new Cisco Access Points and is funded by Higher Education Technology Infrastructure (HETI) Grant.	Exempt	\$ 89,246.50
3	International Business Machines Corporation	Software License Subscription / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the FY17 IBM SPSS Statistics Campus Edition license subscription and support and is funded by Student Tech fees.	Exempt	\$ 35,910.00
4	Lexmark	Image Now Software, Services and Maintenance / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract provides the College with software and technical services for ImageNow and CaptureNow users in Admissions and Records, Recruitment, Counseling, Human Resources, and Finance & Operations for FY17. This contract is funded by the IT capital budget.	Exempt	\$ 20,783.00
5	Image Access Corp.	Hardware Maintenance / Exempt 18A:64A.25.9 (State Contract). This State contract is for the maintenance of Fujitsu scanners for FY17; it is funded by the IT capital budget.	Exempt	\$ 18,115.00
6	SHI International	APC In-Row Cooling Maintenance / Exempt 18A:64A-25.9 (State Contract). This State contract is for the maintenance of the cooling system in the data center for FY17 and is funded by the IT capital budget.	Exempt	\$ 17,821.08

7	Instructure, Inc.	Learning Management System (LMS), RFP 07-13 / This is the 4th year of a 5 year contract for a hosted learning management system (LMS). The LMS supports a range of applications that supplement traditional classroom instruction, integrate into the College's online and face-to-face instruction, and deliver online courses and programs. This contract is funded by Student Tech fees.	RFP	\$	208,373.00
Operating					
8	JCP&L	Electric Distribution / Exempt 18A:64A-25.5.a.(8) (The supplying of any product or the rendering of any service by the public utility). This contract is for the installation of electric distribution at the Wall Higher Education Center and is funded by the operating budget.	Exempt	\$	45,435.65
9	Innovative Interfaces, Inc.	Annual Millennium Maintenance / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the maintenance of the integrated library management software known as Millennium, which consists of several modules for managing library operations, acquisitions (requisition, receipt and payment), cataloging, interlibrary loans, inventory control, and a web interface to the catalog of library holdings for FY17. The annual license covers any upgrades, fixes, and new releases. This contract is funded by the Library's operating budget.	Exempt	\$	38,000.00 *
10	Ebsco Subscription Services	Subscription Services / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This annual contract allows the Library to subscribe to over 400 periodicals for FY17. These items include scholarly journals, popular magazines, and newspapers. The journals support the research needs of students and the professional development of faculty. This contract is funded by the Library's operating budget.	Exempt	\$	40,000.00 *
11	Yankee Book Peddler; West Publishing Corporation	Library Books / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the purchase of books and e-books for the library for FY17. This contract is funded by the Library's operating budget.	Exempt	\$	68,000.00 *

12	College Board	Accuplacer Tests / 18A:64A-25.5.b (contract entered into with the United States of America, the State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the supply of Basic Skills (Accuplacer) Placement tests for FY17, which are required for all new degree students to measure their level of readiness in reading, writing, and mathematics for college-level work. This contract is funded by the Testing Center's operating budget and is then assessed to the student.	Exempt	\$ 18,500.00 *
13	Assessment Technologies Institute, LLC Elsevier	Nursing Comprehensive Assessment & Review Program and Student Exams / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted) and Exempt 18A:64A-25.5.a.(19)(Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware). These contracts are for on-line comprehensive assessment, tutorial review programs and customized HESI exams for nursing students for FY17 and are funded by student lab fees.	Exempt	\$ 151,560.00 *
14	New Jersey City University	New Pathways Alternate Route Training Program / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). Brookdale is a member of the New Pathways partnership with NJCU and 14 other NJ community colleges to provide K-12 teacher certification, education, and training to students. This contract is funded by CPS' revenue generating programs.	Exempt	\$ 22,000.00 *
15	World Instructor Training Schools	Fitness Training Program and Continuing Education Programs, RFP No. 09-15/ This is the 2nd year of a 2 year contract to provide curriculum and certification for a Personal Trainer Certification program and other fitness/wellness continuing education courses. This contract is funded by CPS' revenue generating programs.	RFP	\$ 20,000.00 *

16	Black Rocket Productions, LLC	Non-Credit Digital Arts Youth Programming, RFP No. 03-15 / This is the 2nd year of a 2 year contract for a qualified educational services company to develop, provide, and deliver non-credit digital arts youth programming for summer camps, as well as other programs provided by CPS throughout the year. This service will also include coordinating, staffing, and the overall supervision of the camp operation under the direction of CPS. This contract is funded by CPS' revenue generating programs.	RFP	\$	125,000.00	*
17	Monmouth County Vocational School District	Science Summer Camp Programming / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the delivery of ten CPS Summer Science Camp programs by High Tech, Bio Tech, and MAST High Schools. This contract is funded by CPS' revenue generating programs.	Exempt	\$	34,700.00	*
18	Dynamic Coatings LLC	Painting Services, Bid No. 15-41 / This is the 2nd year of a 2 year contract for painting services and is funded by the Facilities operating budget.	Bid	\$	150,000.00	*
19	GPC, Inc.	Masonry T&M, Bid No. 16-03 / This is the 2nd year of a 2 year contract for masonry time and material and is funded by Facilities budget.	Bid	\$	100,000.00	*
20	Excel Construction	Carpentry T&M, Bid No. 16-04 / This is the 2nd year of a 2 year contract for carpentry time and material and is funded by Facilities budget.	Bid	\$	100,000.00	*
21	Burlew Mechanical LLC	Plumbing T&M, Bid No. 16-05 / This is the 2nd year of a 2 year contract for plumbing time and material and is funded by Facilities budget.	Bid	\$	100,000.00	*
22	Allied Fire & Safety Equipment Co., Inc.	Fire Extinguisher Maintenance Services, Bid No. 15-38 / This is the 2nd year of a 2 year contract for fire extinguisher maintenance services and is funded by the Facilities operating budget.	Bid	\$	17,500.00	*
23	Republic Services of New Jersey, LLC	Trash Disposal & Recycling, Bid No. 15-42 / This is the 2nd year of a 2 year contract for trash disposal and recycling and is funded by the Facilities operating budget.	Bid	\$	112,275.00	*
24	Blackboard Inc. Transact	One Card Supplies, RFP 04-12 / This contract is for the supply and delivery of 10,000 Customized PVC cards for the One Card System and is funded by the Student Engagement budget.	RFP	\$	17,900.00	

Science Laboratory Renovations at the MAS Building, Bid No. 16-18 /
Notice was sent to 19 vendors, received 12 replies. Bid was rejected due to changes in scope of work and bid specifications.

*** Estimated based on historical data.**

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

RES160020

5.1 Curriculum

The faculty and administration of the College have proposed discontinuance of the Medical Laboratory Technology A.A.S. Program.

Established in 2010, the Medical Laboratory Technology A.A.S. program is a grant funded partnership with Meridian Health's Florence M. Cook School of Medical Laboratory Technology Science at Jersey Shore University Medical Center. Meridian Health has decided to terminate the Medical Laboratory Technology partnership program with Brookdale effective August 2016 allowing for final entry of eight Brookdale students in September 2015 to graduate by August 2016. Maintaining a Medical Laboratory Technology A.A.S. program without partnership and/or grant funds is unduly costly due to staffing, equipment, and accreditation requirements.

Brookdale students awaiting admission to the Medical Laboratory Technology A.A.S. program were notified of the program's discontinuance in April 2015. Middlesex County College will allow any full-time Brookdale student continually enrolled in the Medical Laboratory Technology A.A.S. program who may be unable to complete the program by August 2016 to complete their coursework at Middlesex County College.

The Medical Laboratory Technology A.A.S. program discontinuance has been reviewed by the Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution discontinuing the Medical Laboratory Technology A.A.S. program.

WHEREAS, the faculty and administration of the College have proposed the discontinuance of the Medical Laboratory Technology A.A.S. program; and

WHEREAS, established in 2010, the Medical Laboratory Technology A.A.S. program is a grant funded partnership with Meridian Health's Florence M. Cook School of Medical Laboratory Technology Science at Jersey Shore University Medical Center; and

WHEREAS, Meridian Health has decided to terminate the Medical Laboratory Technology partnership with Brookdale effective August 2016 allowing for final entry of eight Brookdale students in September 2015 to graduate by August 2016; and

WHEREAS, maintaining a Medical Laboratory Technology A.A.S. program without partnership and/or grant funds is unduly costly due to staffing, equipment, and accreditation requirements; and

WHEREAS, Brookdale students awaiting admission to the Medical Laboratory Technology A.A.S. program were notified of the program's discontinuance in April 2015; and

WHEREAS, Middlesex County College will allow any full-time Brookdale student continually enrolled in the Medical Laboratory Technology A.A.S. program who may be unable to complete the program by August 2016 to complete their coursework at Middlesex County College; and

WHEREAS, the Medical Laboratory Technology A.A.S. program discontinuance has been reviewed by the Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Medical Laboratory Technology A.A.S. be discontinued.

BACKGROUND

Board of Trustees Policy #2.4000 authorizes the President to enter into contracts with hospitals, laboratories and other facilities for the use of their clinical facilities to enhance the educational process for students enrolled in credit and non-credit medical programs. These contracts are reviewed by College Counsel and a list of the clinical facilities is presented to the Board of Trustees annually for the Board's information.

**AGENCIES WHERE THE COLLEGE HAS CONTRACTS AND MOU'S
FOR CREDIT AND PROFESSIONAL STUDIES, CLINICALS AND
INTERNSHIPS**

Atlantic Imaging Center
Bayshore Health Care Center
Bayshore Rehabilitation in Holmdel
Care One Holmdel
Care One King James
CentraState Medical Center
Children's Specialized Hospital - Toms River
Coastal Ear Nose and Throat
Cybergistics
Deborah Medical Center (respiratory care only)
EMO Middletown
Hazlet Family Care
Healthy Woman OBGYN Associates
Hope Academy - Asbury
JFK at Home
JFK Medical Center
JFK Medical Center – Edison (respiratory care)
Majestic Rehabilitation and Nursing Center in Red Bank
Medical Associates in Neptune
Meridian Healthcare Centers: Bayshore, Jersey Shore, Ocean Medical, Riverview Medical
Meridian Nursing and Rehab Center (both the Wall and Shrewsbury campuses)
Monmouth Medical Center (Barnabas Health)
Monmouth Medical Center South (was Kimball)
Monmouth Medical, Raritan Bay, Southern Ocean County
Monmouth Ocean Pulmonary
Red Bank Veterinary Hospital
Robert Wood Johnson Medical Center
Shore Gastroenterology
Shrewsbury Pediatric Dentistry
Somerset Medical Center
Stepping Stone Pediatrics
Urology Associates
Victoria Health Care Center – Matawan

Reviewed at the Policy & Education committee on April 14, 2016

April 19, 2016 – for board approval

4.2a *Change Order Request Report*

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 report was reviewed by the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held April 12, 2016.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,000, or purchases with a combined total in excess of \$35,000; 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

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.

Change Order Reconciliation
April 19, 2016

Projects

Vendor Name	Description	Change Orders		Current		Contract Total	Proposed % Increase
		Contract Award	Approved	Contract Value	Proposed C/Os		
1 French & Parrello Associates	Coordinate proper removal and inspection of soil piles (by Lurch Demolition) at Wall Higher Education	\$ 58,692.00	\$ 18,250.00	\$ 76,942.00	\$ 1,600.00	\$ 78,542.00	2%
2 Circle-A Construction Co., Inc.	Expanded scope Back Campus Walkway project. Chapter 12 Funds	1,911,000.00	-	1,911,000.00	382,200.00	2,293,200.00	20%
		\$ 1,969,692.00	\$ 18,250.00	\$ 1,987,942.00	\$ 383,800.00	\$ 2,371,742.00	