



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, December 20, 2016 5:30 PM (EST)  
765 Newman Springs Rd. Lincroft New Jersey 07738  
Lincroft, Student Life Center, Navesink Rooms

- I. Pledge of Allegiance - Chair Guzzo - 5 minutes
- II. Adoption of Agenda - Chair Guzzo
- III. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- IV. Reports from the Board Committees and Liaisons - Chair Guzzo
  - A. Executive Committee - Chair Guzzo
  - B. Finance & Facilities Committee - Trustee Kaufmann
    - 1. Monthly Financial Reporting
    - 2. Budget Models
  - C. Governance Committee - Trustee Crupi
  - D. Policy & Education Committee - Trustee Cram
  - E. Audit Committee - Trustee Rambaud
  - F. NJCCC and BCC Foundation - Trustee Abby-White
  - G. Student's Perspective - Trustee Przystawski
  - H. Report from the Engineer of Record - Mr. Charles Rooney
    - Capital Project Report submitted in Financial Dashboard*
- V. Review of Consent Agenda - Chair Guzzo
  - \*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
  - A. Acceptance of Consent Agenda - Chair Guzzo
- VI. Approval of Public Business Meeting Minutes - November 29, 2016 - Chair Guzzo - 3 minutes
  - A. Approval of Executive Session Minutes - November 29, 2016 - Chair Guzzo
- VII. Public Comment on Agenda Items - Chair Guzzo
- VIII. Consent Agenda - Chair Guzzo - 5 minutes
  - A. Acceptance of Grants
    - Small Business Development Center and*
    - Corporation for Public Broadcasting-WBJB-FM-90.5 The Night*
  - B. Application for Grants
    - CTE Certificate of Eligibility Educator Preparation Program (CEEP) (Year 1 of 5)*

- C. Approval of Human Resources
- D. 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
- E. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- F. Monthly Financial Dashboards
- IX. President's Report - Dr. Murphy
  - A. MSCHE Update - Dr. Kegelman
- X. Approval of Memorandum of Agreement between the Brookdale Community College and the BCCAA - Chair Guzzo
- XI. Revision to the Annual Meeting Calendar - Chair Guzzo
- XII. Public Comment - Chair Guzzo
- XIII. Old/New Business - Chair Guzzo
- XIV. Resolution to Hold a Closed Meeting - Chair Guzzo
- XV. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XVI. Adjournment - Chair Guzzo
- XVII. Appendix - Board Materials

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

Tuesday, November 29, 2016

Brookdale Community College  
Brookdale Lincroft  
Navesink Rooms  
765 Newman Springs Rd.  
Lincroft, NJ 07738

- A. Chair Guzzo called the meeting to order at 5:35 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On November 22, 2016, at 3:15 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On November 22, 2016, at 3:15 PM advance written notice of this meeting was emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.
  - 3.
- Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Nancy Kegelman
	Dr. Hank Cram, Trustee	Dr. David Stout
	Mr. Paul Crupi, Trustee*	Dr. Anita Voogt
	Ms. Madeline Ferraro, Trustee	Ms. Avis McMillon
	Mr. Bret Kaufmann, Trustee	Ms. Marie Lucier-Woodruff
	Dr. Maureen Murphy, Secretary	Ms. Cynthia Gruskos, Recorder
	Mr. Kevin Przystawski, Trustee	
	Ms. Marta Rambaud, Trustee (5:55 PM)	
	Dr. Les Richens, Trustee	
	Dr. Carl Guzzo, Chair	
Absent	Mr. William Dalton, Trustee	
	Mr. Joe DiBella, Trustee( On leave of absence)	
	Mr. Gary Tolchin, Trustee	Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel;	Mr. Mitchell Jacobs, Esq.

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Public Swearing in of Trustee Madeline Ferraro</b>		Mr. Giacobbe swore in Trustee Madeline Ferraro. <b>(Attachment A)</b>
<b>Adoption of Agenda for Public Business Meeting –</b>	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee Cram.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Committee Reports and Liaisons</b></p> <p><b>Executive Committee</b> – Chair Guzzo reported on a productive Executive Committee held on November 14.</p> <p><b>Finance &amp; Facilities Committee</b> – Trustee Kaufmann reported on the November 15 meeting. The committee reviewed capital improvements and the financial dashboards. The committee reviewed credit card fees and he reported that the information provided by Mr. Pingitore made a strong argument to continue the policy of not charging a service fee for credit card usage. He noted over 20 million in tuition is paid by credit card and the merchant fees are close to \$450,000. He thanked Trustee Crupi for making the recommendation for the college to participate in the Local Energy Government Audit Update which was awarded to Brookdale for free, saving us \$100,000 and the energy audit has potential for monetary savings and also to lessen the college’s imprint on the environment.</p> <p><b>Governance Committee</b> – Trustee Crupi reported that they met to discuss how to make committee meetings more efficient. He read the following statement. In the past month the Governance Committee has been looking at ways to streamline the committee process and to make use of all of our time more efficient and effective. Along those lines we have come up with a preliminary plan to consolidate the existing amount of committees into 3 or 4 committees each taking on a wider prevue. As of right now legal counsel, the Board Chair and myself are still examining this option as well as others and taking into account legal requirements that must proceed any changes to the committee structure. We will continue to evaluate these options and will report back to the board at large next month with a clearer plan in place. He thanked Trustee Abby-White for bringing this issue to the attention of the Governance Committee.</p>		

Minutes of the Public Business Meeting, November 29, 2016

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DRAFT

**Policy & Education**– Trustee Cram reported on the committee meeting held on November 14. Committee Chair Notes attached (**Attachment B**)

**Audit Committee** – No report was provided.

**ACCT Leadership Congress** – Trustees Abby-White and Przystawski reported on their participation in the ACCT Leadership Congress and shared takeaways they learned from the sessions they participated in. In addition, Trustee Abby-White and President Murphy presented on behalf of the college.

**Foundation** – Trustee Abby-White reported on the November 17 meeting and she highlighted the following:

- 2017 Annual Scholarship Reception is on March 23
- 50<sup>th</sup> Anniversary Scholarship Ball is on June 9 at Eagle Oaks Country Club. The Foundation Board has requested The Board of Trustees to increase their support of the event through full board participation and support in the planning process.
- She encouraged full board participation for the Building Minds and Building Futures Scholarship fund.

**Student’s Perspective** – Trustee Przystawski highlighted the work of the Veteran’s Department and reported that Trustee Kaufmann attended the Veteran’s meeting last week, and the community was thrilled that he attended.

**Report from the Engineer of the Record** – Mr. Charles Rooney provided a report on the college’s capital improvement projects. Committee report included in board materials.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Board of Trustee Annual Reorganization – Nominating Committee Report</b></p> <p>Trustee Kaufmann reported that the Nominating Committee unanimously agreed to the following slate and recommends The Board of Trustees vote to elect them tonight: Chair – Trustee Guzzo and Vice Chair – Trustee Crupi</p> <p>Mr. Giacobbe ask if there were any nominations from the floor. Seeing none he closed the nominations for Chair.</p> <p>Ms. Gruskos called a roll call vote for Chair Guzzo for the Chair position.</p>	<p><b>AYES:</b> Trustees Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambuad, Richens and Guzzo</p> <p><b>NAYS</b> Trustee Abby-White</p> <p>With the following statement:</p> <p>Two years ago the current Chair sponsored a change in the by-laws stating that he wanted term limits for the Chair which passed unanimously and I agreed with. The current Chair, In my opinion, does not engage in regular communications with the CEO and that is one of the key jobs of this position and because of that my vote is no.</p>	<p>Trustee Guzzo elected Chair.</p>

<p>Chair Guzzo asked if there were any nominations from the floor for Vice Chair. Seeing none he closed the nominations from the floor.</p> <p>Ms. Gruskos called a roll call vote for Trustee Crupi as Vice Chair</p>	<p><b>ABSTENTIONS:</b> None</p> <p><b>AYES:</b> Trustees Abby-White, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None</p>	<p>Trustee Crupi elected Vice-Chair.</p>
<p><b>Discussion of Board Schedule –</b>  Chair Guzzo presented a draft schedule for discussion. Dr. Murphy asked for the January meeting to be hold on January 19 due to the Convocation of the college and the return of faculty on January 17. She also asked the board to keep in mind that the Board of School Estimate’s tentative schedule is on February 22 and the budget must be approved by February 21 to present at the Board of School Estimate.. .  Chair Guzzo stated there was a strong indication from the board that the Trustees would like to participate via phone conference to allow for vacation schedules at the July and August meetings. Trustee Richens raised a concern about the summer meetings being an open meeting. The meeting will be held in the President’s Conference Room which will allow for public participation and public comment..</p> <p>Trustee Abby-White commented that Trustees who travel globally find meetings on Tuesday harder to attend and asked the board to consider holding board meetings on Thursdays next year.</p> <p>Trustee Ferraro commented that she travels for her position and Thursday meetings are difficult for her to attend. .</p>	<p>A motion to adopt the Annual board schedule was made with the amendments to the location of the July 18 and August 22 meetings to take place in the BAC Building, President’s Conference Room and the date of the January meeting to be January 19 by Trustee Richens and seconded by Trustee Kaufmann.</p> <p><b>AYES:</b> Trustees Abby-White, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Appointment of Standing Committees –</b></p> <p>Chair Guzzo announced that the committee appointments will remain the same as the 2016 committee appointments, except for the removal of Trustee Richens from the Audit committee at his request.</p> <p>There was a discussion that after the committee structure is changed, the committee appointments will change as well.</p> <p>President Murphy brought to the attention of the board that the committee structure does not need to be part of the by-laws and can be documented in a separate board guidelines document which would allow for changes in committee structure to be made without the lengthy by-laws review.</p> <p>Dr. Murphy stated that she will have the policy review RFP also include the review of the by-laws.</p>		
<p><b>Resolution of Designation of Public Notice Requirements</b></p>	<p>A motion was made to approve the resolution of designation of public notice requirements by Trustee Crupi and seconded by Trustee Abby-White.</p> <p><b>AYES:</b> Trustees Abby-White, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Annual Report of the College</b></p> <p>The latest version of the Triangle of Land which describes the founding of the college was given out to the Trustees.</p> <p>Ms. McMillon provided a view of the digital version of the annual report which is told through stories which highlight the Brookdale experience from various perspectives. A hardcopy will be available at the next board meeting.</p>		
<p><b>Approval of Minutes of the October 18, 2016, Public Business meeting.</b></p> <p>There were no revisions to the minutes.</p>	<p>A motion to approve the October 18, 2016 minutes of the Public Business meeting was made by Trustee Crupi and seconded by Trustee Abby-White</p> <p><b>AYES:</b> Trustees Abby-White, Crupi, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustees Cram, Ferraro and Richens</p>	
<p><b>Review of Consent Agenda</b></p> <p>No items were removed from the consent agenda for a separate vote.</p>	<p>A motion to accept the Consent Agenda as written was made by Trustee Richens and seconded by Trustee</p> <p><b>AYES:</b> Trustees Abby-White, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Public Comment on Agenda Items</b></p> <p><b>Howard Miller</b>, Faculty – Mr. Miller apologized for his behavior at the last board meeting. He spoke as his role on the MSCHE accreditation team. He shared concerns with the board that there are communication issues amongst the college that might affect our reaccreditation. He believes there is a perception that the Board of Trustees does not listen to the employees. He commented on the issue of the lack of communication between the President and the Board Chair which he thought would be concerning to MSCHE evaluators. He pointed out that the MSCHE accreditation process allows for problems to be identified and paths of improvement to be considered and implemented during the accreditation process.</p> <p>.</p> <p><b>Jack Ryan</b>, Faculty –He suggested the board consider modifying their code of ethics to include ethical behavior and to reconsider reinstating term limits for Chair and Vice-Chair to allow board members the increased opportunity to have a role in board leadership and to create a healthier board.</p> <p>He thought it was not honorable behavior for the trustees to vote for a Chair that hugged Trustee DiBella after he accused the Faculty of hacking his twitter account at the public meeting.</p> <p>He raised concerns that if there is a communication problem between the Board Chair and the President of the College that it would not benefit the college and it should be the board’s goal to make the college better vs making their own individual positions better.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Consent Agenda-</b></p> <ul style="list-style-type: none"> <li><b>A. Acceptance of Grants</b></li> <li><b>B. Application for Grants</b></li> <li><b>C. Acceptance of Gifts</b></li> <li><b>D. Approval of Human Resources</b></li> <li><b>E. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” Process, in Excess of \$17,500</b></li> <li><b>F. Open Invoice Payment Requests for Vendor, Students and Employee Payments</b></li> <li><b>G. Monthly Financial Dashboards</b></li> </ul>	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>AYES:</b> Trustees Abby-White, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None</p>	
<p><b>President’s Report</b></p> <p>President Murphy shared national issues that could possibly affect all community colleges as well as Brookdale.</p> <p>She encouraged a group of Trustees to attend the ACCT Legislative Summit and to advocate in person to our legislators.</p> <p>Dr. Murphy announced that today, The Brookdale Foundation received a gift of \$50,000 from the OceanFirst Foundation which will be used for 50 \$1000 scholarships.</p> <p><b>MSCHE Report</b> – Dr. Kegelmann recognized her Co-Chair, Howard Miller and the working group co-chairs. Dr. Kegelmann described the work accomplished in the creation of the 7 standard roadmaps and the public comment process from the college community. She announced the addition of 3 Alumni Board members who joined standard 3 and 4. The next steps of the accreditation process were reviewed which include the creation of a report to address the requirements of affiliation, requirements of compliance of standards, strengths and opportunities of the requirements and envisioning the future of Brookdale as a valuable resource for restoring the middle class</p>		

in Monmouth County. These reports will be made available for review and comment from the college community.		
MSCHE Steering members will attend the MSCHE regional conference in December.		
<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Actions</b>
<b>Change Order Request</b>	<p>A motion was made to accept the change order request by Vice-Chair Crupi and Trustee Abby-White.</p> <p><b>AYES:</b> Trustees Abby-White, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Acceptance of Brookdale Community College's FY16 Radio Station WJB-FM Audit</b>	<p>A motion was made to accept the Brookdale Community College's FY16 Radio Station WJB-FM Audit by Trustee Abby-White and seconded by Vice-Chair Crupi.</p> <p><b>AYES:</b> Trustees Abby-White, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Purchasing Cooperative Resolution</b>	<p>A motion to enter into a Cooperative Pricing Agreement with the National Joint Powers Authority and approve participation in a Cooperative System for the provision and performance of goods and</p>	

	<p>services was made by Trustee Abby-White and seconded by Vice-Chair Crupi.</p> <p><b>AYES:</b> Trustees Abby-White, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None</p>	
<p><b>Public Comment</b></p> <p><b>Debra Mura, Faculty</b> – She welcomed Trustee Ferraro and encouraged the Trustees to meet the students and provided suggestions on upcoming events they could attend.</p> <p>She suggested that the board schedule be printed in the college newspaper.</p> <p>She reported that students are hurting and feeling unwelcomed because of Trustee DiBella’s twitter remarks and the lack of silence from the board in response to his racist remarks.</p> <p><b>Brandon Gramer, Faculty</b> – President of BCCFA, addressed the board regarding the offensive tweets made by Trustee DiBella. He was concerned if the board can’t deal with the offensive remarks than how is the board and the college community going to address the college’s challenges as a community</p> <p>He thanked Trustee Abby-White and Professor Ryan for speaking their minds.</p> <p><b>Robert Quinones</b> - Director of Student Engagement – Spoke about the key to student retention is building a strong sense of inclusive educational and social community on campus. He felt that the student inclusiveness has</p>	<p>In response to public comment:</p> <p>President Murphy – She addressed the issue of review of board materials prior to the board meeting and suggested that board packet could be reviewed by the Union leadership for full discussion as we have done in the past.</p> <p>The Stall newspaper will be notified of the annual Public Meeting dates and directed to print them</p> <p>Website to be updated on the issue of the suspended bus route to Hazlet.</p> <p>Trustee Abby-White – She thanked the public for bringing forth their concerns and she would be interested in starting the healing process and meeting with them.</p> <p>Vice-Chair Crupi – He addressed the perceived gaps in communication and welcomed communication via his Brookdale email.</p> <p>Trustee Rambaud – She addressed the issue of diversity on the board, and brought to the attention of the public that she is a minority and in addition, the board is working together for the benefit of the college.</p> <p>Trustee Ferraro –She addressed the issue of ADA compliance of the back campus walkway and President Murphy will follow up on confirming the</p>	

<p>diminished due to the remarks of Trustee DiBella on his twitter account and the board's silence.</p> <p>He also brought up a student's complaint that the stamped concrete on the back campus walkway was damaging the student's wheelchair tires and was very concerned that the back campus walkway was not ADA compliant.</p> <p>He brought to the attention of the board an issue with the suspended 817 bus route to Hazlet which was not communicated via the website.</p> <p>He commented on the lack of diversity of the board and that it does not reflect the diversity of the county.</p> <p><b>Eric Goll</b> – Faculty –He reported on the Chemistry Carnival which was attended by 600 people and he was disgruntled that he did not have a name tag that reflected his title because his dean said the college stopped providing new name tags two years ago.</p> <p>He also brought to the attention of the board the new designations on the maps. He felt that students were not well served by the maps because only the institutes in each building were designated but not the academic departments which were designated in the past.</p> <p><b>Pat Dillon</b> – Faculty – She commented on the lack of access to the board packet materials prior to the board meetings, not enough copies of the board packets at the meetings and complained about changes in the board calendar and times of meetings.</p> <p>She also brought to the attention of the board issues with access by our handicap students to the lower level of the MAS building and did not feel that she or her colleagues were fully involved in the planning of the renovations.</p> <p><b>Michael Qaissaunee</b> – Faculty –He addressed</p>	<p>walkway is in compliance of ADA standards.</p>
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<p>the board concerning Trustee DiBella’s accusation of the faculty committing a crime by insinuating that the faculty hacked into his twitter account at the August meeting. He asserted that the faculty are not criminals and felt that the faculty’s commitment to student success was not fully recognized by the board. He felt it was incumbent of the board to make a statement that it was inappropriate for Trustee DiBella to accuse the faculty of a crime.</p> <p>He suggested that the board would benefit in receiving cybersecurity training and arrangements could be made to provide the training.</p> <p>Jack Ryan – Faculty – he invited the board to attend the Athletic Hall of Fame on February 10, 2017 at the Sheraton in Eatontown.</p>		
<b>Old/New Business</b> <b>Chair Guzzo abolished the ad-hoc human resources committee.</b>		
<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Actions</b>
<p><b>Resolution to Hold a Closed Meeting</b></p> <p>No action will be taken at the end of the closed session.</p> <p>Mr. Giacobbe read the resolution to enter into executive session. <b>(Attachment C)</b></p>	<p>A motion was made to approve the resolution to hold an executive session by Trustee Abby-White and seconded by Vice-Chair Crupi.</p> <p><b>AYES:</b> Trustees Abby-White, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Adjournment –</b></p> <p>The meeting was adjourned at 8:39 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Abby-white and seconded by Trustee Richens.</p> <p><b>AYES:</b> Trustees Abby-White, Cram, Crupi,</p>	

	Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo <b>NAYS:</b> None <b>ABSTENTIONS:</b> None	
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Respectfully submitted



Maureen Murphy, Ph.D., Secretary

# OATH OF OFFICE

**Member of the Board of Trustees  
of  
Brookdale Community College**

"I, Madeline Ferraro, solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability."

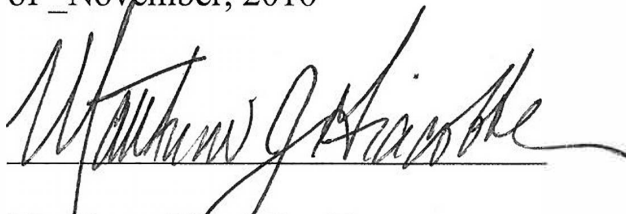


**Trustee Name**

Sworn and subscribed to:

Before me this 29 day :

of \_November, 2016



**Matthew Giacobbe, Esq.**  
Attorney at Law of New Jersey



**Policy & Education Committee of the Board of Trustees  
Chair's Meeting Minutes November 14, 2016 6 PM**

The meeting was called to order by the committee chair at 6:03. The following items were discussed.

**Voluntary Framework of Accountability**

Dr. Murphy reviewed for the committee the background and history of the Voluntary Framework of Accountability, a service developed and provided by AACC to assess college performance. The committee had previously recommended that BCC should actively participate in the accountability process. Dr. Murphy provided an update on her investigation as to how that decision might best be implemented. Some questions have been raised as to the availability of the required data and the need for personnel to implement the accountability system. The committee chair reiterated his opinion as to the importance of BCC's participation in the project if only to address the board's interest in having metrics to inform its decision-making. Dr. Murphy will continue her exploration of the college's participation and report to the committee when it next meets. No board action was recommended.

**Report on ACCT Policy Service**

President Murphy was asked at the last P & E Committee meeting to request an RFP and cost estimate for ACCT's Policy Review Service. Dr. Murphy requested additional information from the committee as to the scope of the work that the committee felt was necessary. It was recommended by the committee chair and agreed to by the committee that what was needed was a review the college's current policy book, the identification of additional policies needed if any and recommendations as to existing policies requiring updates due to changes in either state and federal guidelines. At the suggestion of the Board Chair as an interim step the board attorney will review with the president the existing policies and make recommendations as to any policy needing immediate review. Dr. Murphy will provide the committee with an update and next steps when the committee next meets. No board action was recommended.

**Wall Campus Proposal**

Dr. Voogt presented a proposal requesting that the Board approve the reclassification of the Wall higher education center to a branch campus. The rationale for the proposal included the continuum of articulated associate and baccalaureate degrees which can now be provided at the site's new facility. The advantages of making the change were reviewed and included aligning the Wall site with MSA definitions distinguishing between an additional location and a branch campus.

The committee was generally in support of the change which will be recommended for consideration by the Board at its December meeting. A briefing paper will be circulated among the committee members addressing those questions raised by the Board Chair along with more specific information regarding “modest costs” associated with the change in status. If approved a substantive change will also need to be approved and filed with the Middle States Association.

### **ESL & GED Enrollment**

Responding to a previous inquiry Ms. Lucier-Woodruff provided the committee with a report on current offerings and enrollments in the areas of Adult Basic Education (GED, ESL) and the Youth GED Program over the past three years. The funded programs funded by the NJ Department of Labor and Workforce Development are all at capacity and have waiting lists.

A proposal is being prepared for additional funding for the nearly 300 individuals on the waiting list. That proposal was discussed briefly and a recommendation was made by the Board Chair to bring the issue to the Freeholders who have expressed interest in the ESL offerings available through the college. No board action was recommended.

### **College Readiness**

Ms Lucier-Woodruff also reported on the status of BCC’s college readiness programs including Title I funded programs in cooperation with Freehold Regional, summer classes held at the Lincroft campus, fee/tuition summer boot camps held at the Lincroft campus and classes held in Asbury Park funded by the Plangere Foundation. The enrollment and retention rates for all of the programs were reviewed. No board action was recommended.

### **AGB Governance Audit Discussion**

Ms Sensi discussed with the committee the need for the Board to demonstrate compliance with the MSCHE Governance standard and related indicators from several other standards. A suggestion was made that in order to ensure compliance the Board could participate in a governance review service offered by AGB. The cost of engaging in the full service review gave the committee pause and several suggestions were made regarding how the process could proceed in order to minimize any investment in outside consulting services for this purpose. As a first step Board members should review (by November 29) and comment on the documents being prepared by the working groups especially the work of the Governance committee. An assessment should also be made by staff of the indicators to determine which may require corrective action. With that done a more customized RFP can be developed for discussion with AGB. The issue will be updated when the committee next meets. No board action was recommended.

There being no further business for the committee to consider, the committee adjourned at 7:11 PM

**RESOLUTION NO.**

**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 **2** 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 29, 2016 at 7:35 PM**

WHEREAS, 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 \_\_\_\_\_

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☐ "(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 \_\_\_\_\_

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☐ "(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

**RESOLUTION NO.**

**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☒

"(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." **The collective bargaining contract(s) discussed are between the Board and the BCCAA and PSA..**

☐ "(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 is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

☐ "(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 **possible litigation.**

☐

"(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 is the discussion of ☐ "(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

**RESOLUTION NO.  
–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHEREAS, the length of the Executive Session is estimated to be 30 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 will 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 NO.**  
**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

## **2.1 Acceptance of Grants**

### **Executive Summary**

#### **Small Business Development Center (SBDC)**

Brookdale Community College received a renewal agreement from Rutgers, The State University of New Jersey, for a funded program through the U.S. Small Business Administration.

The agreement will enable the college's Small Business Development Center (SBDC) to continue to guide established small business owners and aspiring entrepreneurs to create and expand their business enterprises which will, in turn, result in sustainable growth, job creation and statewide economic development and prosperity in Monmouth and Ocean Counties. The SBDC is part of America's SBDCs, a national network of university and college-based centers that deliver nationwide educational assistance to strengthen small/medium business management, thereby contributing to the growth of local, state and national economies. Jackeline Mejias-Fuertes, Regional Director NJSBDC administers the program.

The total grant awarded is **\$148,000** and an in-kind match of **\$42,915** for a total of **\$190,915**.

#### **Corporation for Public Broadcasting-WBJB-FM-90.5 The Night**

The Corporation for Public Broadcasting (CPB) has awarded Brookdale funding from its Radio Community Services Grant program. Funding for Fiscal Year 2017, 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. Tom Brennan, Manager, the Brookdale Radio Station, administers this program. WBJB has received continuous funding from CPB for over twenty years.

The total grant award is **\$91,287**. 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.

#### **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 20, 2016: 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><b>Amount</b></u>
Small Business Development Center (SBDC)	\$148,000
Corporation for Public Broadcasting-WBJB-FM-90.5 The Night	\$91,287

**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 20, 2016: Director of Grants and Institutional Development, Laura Qaissaunee



**2.1 Application for Grants  
Executive Summary****Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation Program (CEEP)  
(Year 1 of 5)**

Brookdale submitted a proposal to the New Jersey Department of Education (NJDOE), Office of Career Readiness, for funding under its Carl D. Perkins Career and Technology Improvement Act of 2006 on November 29, 2016. Funding will be used to develop Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation (CEEP) program.

Programming will better prepare CTE instructors for the classroom and participants will also gain a better understanding of SLE/Co-Op programs, curriculum mapping, literacy in CTE, math in CTE, SGOs, school law and safety training while incorporating the new edTPA requirements.

The 400 hour program will be completed over a minimum of two academic years and includes four new courses and offers participants the opportunity to earn 28 college credits and a pathway to graduate credits for those who are interested. Paul Hankins will serve as the CTE Project Director and the grant will be administered by CPS.

The total grant requested is **\$330,000** and does not require a match from the college.

**Recommendation:**

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

**RESOLUTION**

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

	<u>Amount</u>
CTE Certificate of Eligibility Educator Preparation Program (CEEP) (Year 1 of 5)	\$330,000

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

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

**WHEREAS**, the President recommends acceptance of said grant funds;

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

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 26 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Faculty

Support Staff

Adjuncts

**Recommendations**

2

2

4

**B. Change of Status**

Administrative

Support Staff

**Recommendations**

9

2

**C. Separations**

Faculty

Support Staff

**Recommendations**

5

2

**A. HIRES****FACULTY**

1. Name: Jacquelynn Seely  
Department: Criminal Justice  
Position: Assistant Professor  
Salary: \$63,541  
Effective: 1/17/17
2. Name: Judith Ungar  
Department: Library  
Position: Instructor  
Salary: \$65,130  
Effective: 1/17/17

**FACULTY DEGREE SUMMARY**

Doctoral	Masters
1	1

**SUPPORT STAFF**

1. Name: Euniqha Cox  
Department: Continuing & Professional Services  
Position: Specialist, Displaced Homemakers Services, full-time grant-funded position  
Salary: \$38,513 subject to current contract negotiations  
Effective: 1/3/17
2. Name: Catherine Cutlip  
Department: EOF  
Position: Associate, full-time, grant-funded position  
Salary: \$38,513 subject to current contract negotiations  
Effective: 1/3/17

**ADJUNCTS**

1. Name: Lauren Bambara  
Department: Nursing
2. Name: Nancy Donio  
Department: Health Information Technology

3. Name: Danielle Spruell  
Department: Nursing

4. Name: Carla Vanzant  
Department: Sociology

**ADJUNCT DEGREE SUMMARY**

Masters	Bachelors
3	1

**B. CHANGE OF STATUS****ADMINISTRATIVE**

1. Name: Lauren Brutsman  
Department: Student Life & Activities  
Position: Interim Director, Student Life & Activities  
Action: Extension of temporary assignment  
Salary: \$71,262 subject to current contract negotiations/ratification  
Effective: 1/1/17 until further notice, but not later than 6/30/17
2. Name: Christine Busacca  
Department: College Relations  
Position: Manager, Social Media, Advertising & Production  
Action: Extension of temporary A4 assignment  
Effective: 1/1/17 until further notice, but not later than 6/30/17
3. Name: Hilda Dudick  
Department: Learning  
Position: Administrator  
Action: Extension of stipend  
Effective: 1/1/17 – until further notice, but not later than 6/30/17
4. Name: James Episcopia  
Department: Auxiliary Services  
Position: Director, Auxiliary Services  
Action: Reclassification/Reorganization from A4 to A5, title change only  
Effective: 12/21/16

5.     Name:                   Michelle Kneute  
       Department:         Human Resources  
       Position:            Benefits Coordinator  
       Action:             Extension of interim position  
       Salary:             \$48,094, subject to current contract negotiations/ratification  
       Effective:          1/1/17 – until further notice, but not later than 6/30/17
  
6.     Name:                   Teresa Manfreda  
       Department:         Finance & Operations  
       Position:            Manager, Accounting  
       Action:             Change in status from A3 to A4 through reclassification/reorganization  
       New Salary:         \$60,155 subject to current contract negotiations/ratification  
       Effective:          7/1/16
  
7.     Name:                   Avis McMillon  
       Department:         College Relations  
       Position:            Executive Director  
       Action:             Extension of monthly stipend  
       Effective:          1/1/17, until further notice, but not later than 6/30/17
  
8.     Name:                   Heather Revesz  
       Department:         College Store  
       Position:            Manager, Bookstore  
       Action:             Interim to regular position through reclassification/reorganization  
       Salary:             \$60,155 subject to current contract negotiations/ratification  
       Effective:          12/21/16
  
9.     Name:                   Kelli Sanders  
       Department:         Events Management  
       Position:            Administrator, Event Services  
       Action:             Change in status from A2 to A3 through reclassification/reorganization  
       New Salary:         \$57,843 subject to current contract negotiations/ratification  
       Effective:          1/1/17

**SUPPORT STAFF**

1.     Name:                   Jeanne McCarthy  
       Department:         Reading  
       Position:            Instructional Assistant  
       Action:             Extension of temporary 10-month position  
       New Salary:         No Change, but subject to current contract negotiations  
       Effective:          12/24/16 until further notice, but not later than 6/30/17

2. Name: Erin Tierney  
Department: Student Life & Activities  
Position: Associate  
Action: Extension of temporary full-time position  
New Salary: No Change, but subject to current contract negotiations  
Effective: 12/24/16 until further notice, but not later than 6/30/17

**C. SEPARATIONS****FACULTY**

1. Name: Annette Hurley  
Department: Reading  
Position: Instructor  
Action: End of temporary assignment  
Effective: 12/23/16
2. Name: Floresta Jones  
Department: English  
Position: Professor  
Action: Retirement  
Effective: 12/31/16
3. Name: Joseph King  
Department: English  
Position: Professor  
Action: Retirement  
Effective: 12/31/16
4. Name: Joanna Kotsis  
Department: Reading  
Position: Instructor  
Action: End of temporary assignment  
Effective: 12/23/16
5. Name: Alexandra Tegethoff  
Department: Nursing  
Position: Instructor, temporary fall semester  
Action: End of temporary assignment  
Effective: 12/23/16

**SUPPORT STAFF**

1.     Name:                   Christopher Lowsky  
       Department:         Enrollment Management  
       Position:            Associate, Student Services  
       Action:             End of temporary assignment  
       Effective:          12/16/16
  
2.     Name:                   Anne Prudente  
       Department:         Reading & Learning Disabilities  
       Position:            Instructional Assistant  
       Action:             Retirement  
       Effective:          12/31/16



**42b     *Payments to Vendors, Students, and Employees***

Payments made to vendors, students, and employees for the month ending October 31, 2016, were \$2,079,354.91. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

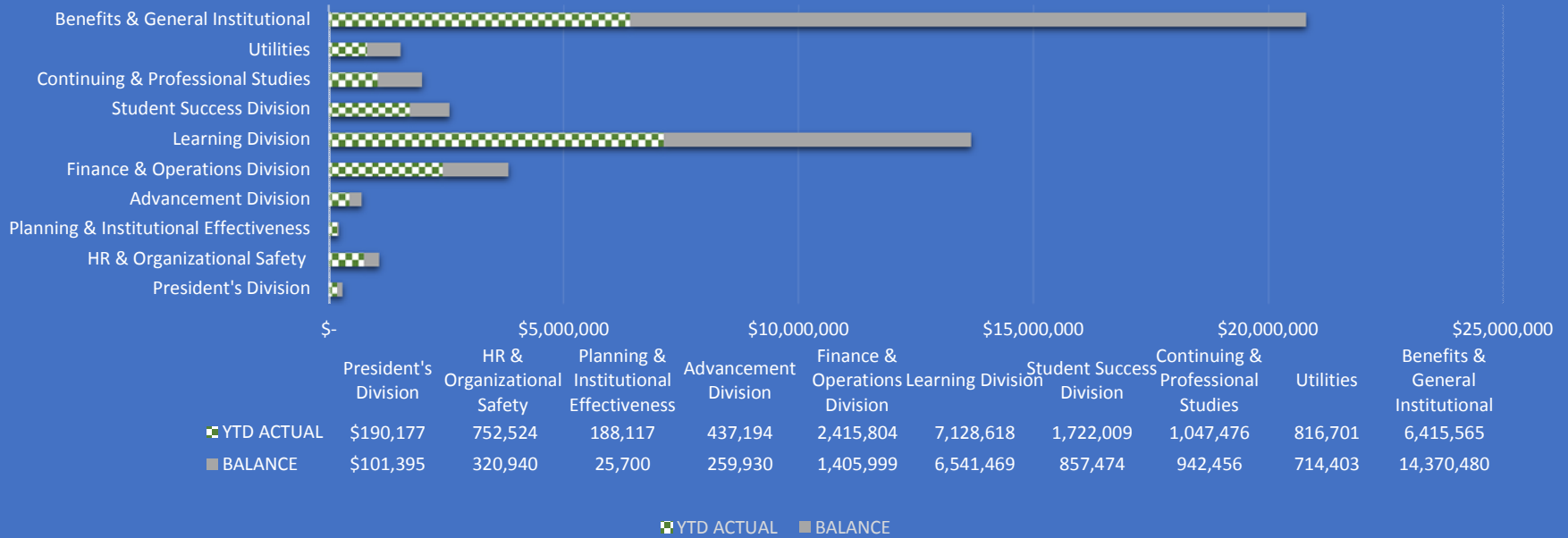
This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 13, 2016.



#### **4.1 Monthly Dashboard Summary Month Ending October 31, 2016**

Cash disbursements for the month of October totaled \$12,344,928. In addition to payroll expenses and Bookstore purchases, significant vendor payments were made for the LAH aggregate sidewalk replacement (\$91K), utilities and janitorial services (approximately \$600K), library lighting (\$147K), and computers purchased as part of the life-cycle renewal replacement program (\$116K).

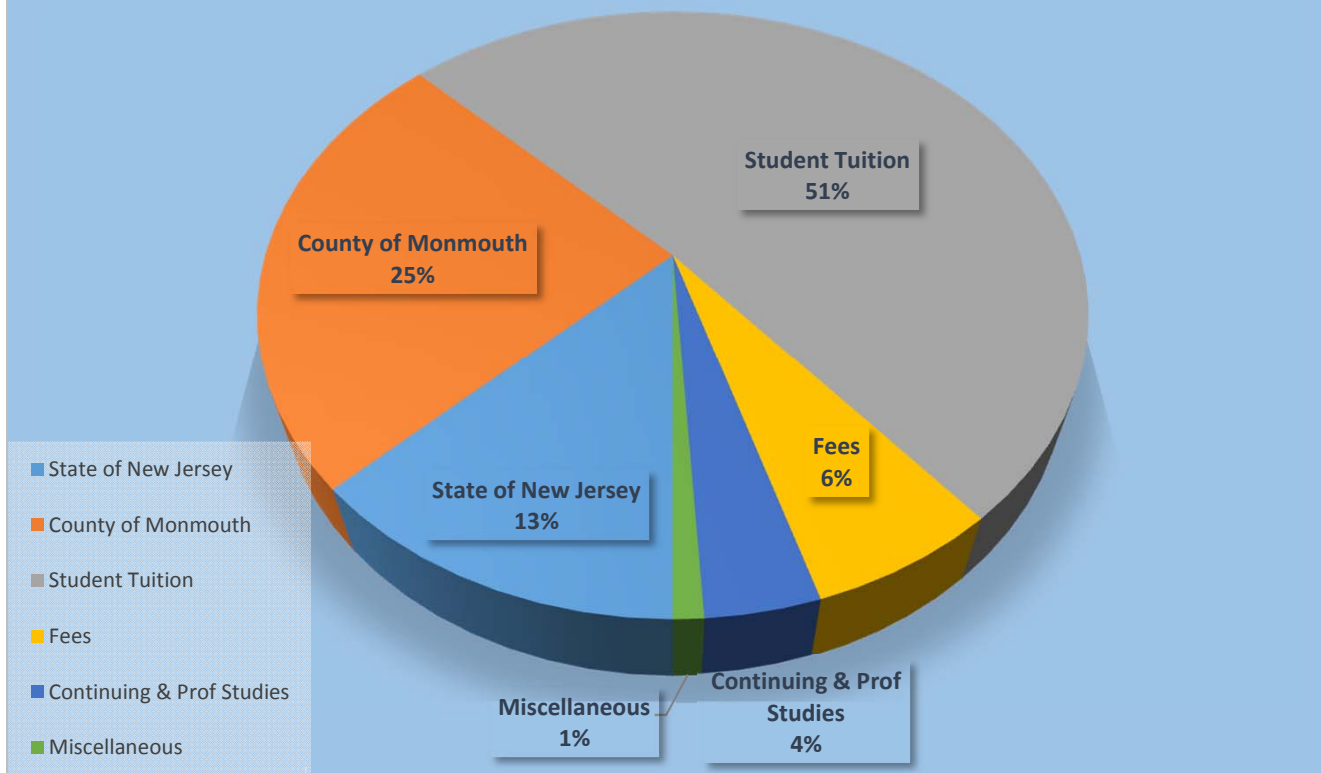
## Brookdale Community College October 2016 Operating Expenses



### Monthly Operating Expenditures

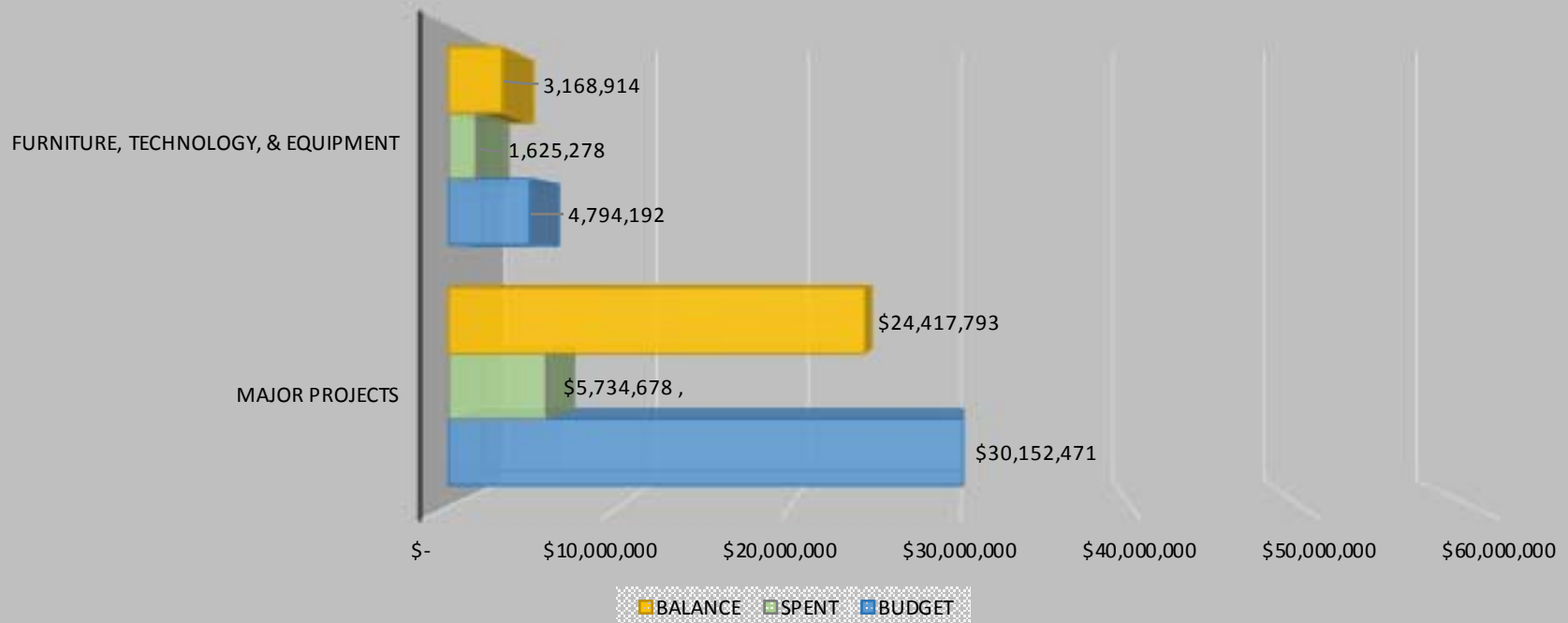
	BUDGET	YTD ACTUAL	COMMIT **	BALANCE
<b>President's Division</b>	\$ 534,558	\$ 190,177	\$ 242,986	\$ 101,395
<b>HR &amp; Organizational Safety</b>	2,289,604	752,524	1,216,140	320,940
<b>Planning &amp; Institutional Effectiveness</b>	479,457	188,117	265,640	25,700
<b>Advancement Division</b>	1,455,137	437,194	758,013	259,930
<b>Finance &amp; Operations Division</b>	8,934,142	2,415,804	5,112,339	1,405,999
<b>Learning Division</b>	33,340,266	7,128,618	19,670,179	6,541,469
<b>Student Success Division</b>	5,979,762	1,722,009	3,400,279	857,474
<b>Continuing &amp; Professional Studies</b>	3,258,216	1,047,476	1,268,284	942,456
<b>Utilities</b>	2,905,962	816,701	1,374,858	714,403
<b>Benefits &amp; General Institutional</b>	22,000,023	6,415,565	1,213,978	14,370,480
<b>Total</b>	<u>\$ 81,177,127</u>	<u>\$ 21,114,185</u>	<u>\$ 34,522,696</u>	<u>\$ 25,540,246</u>

## October 2016 Operating Revenue Sources

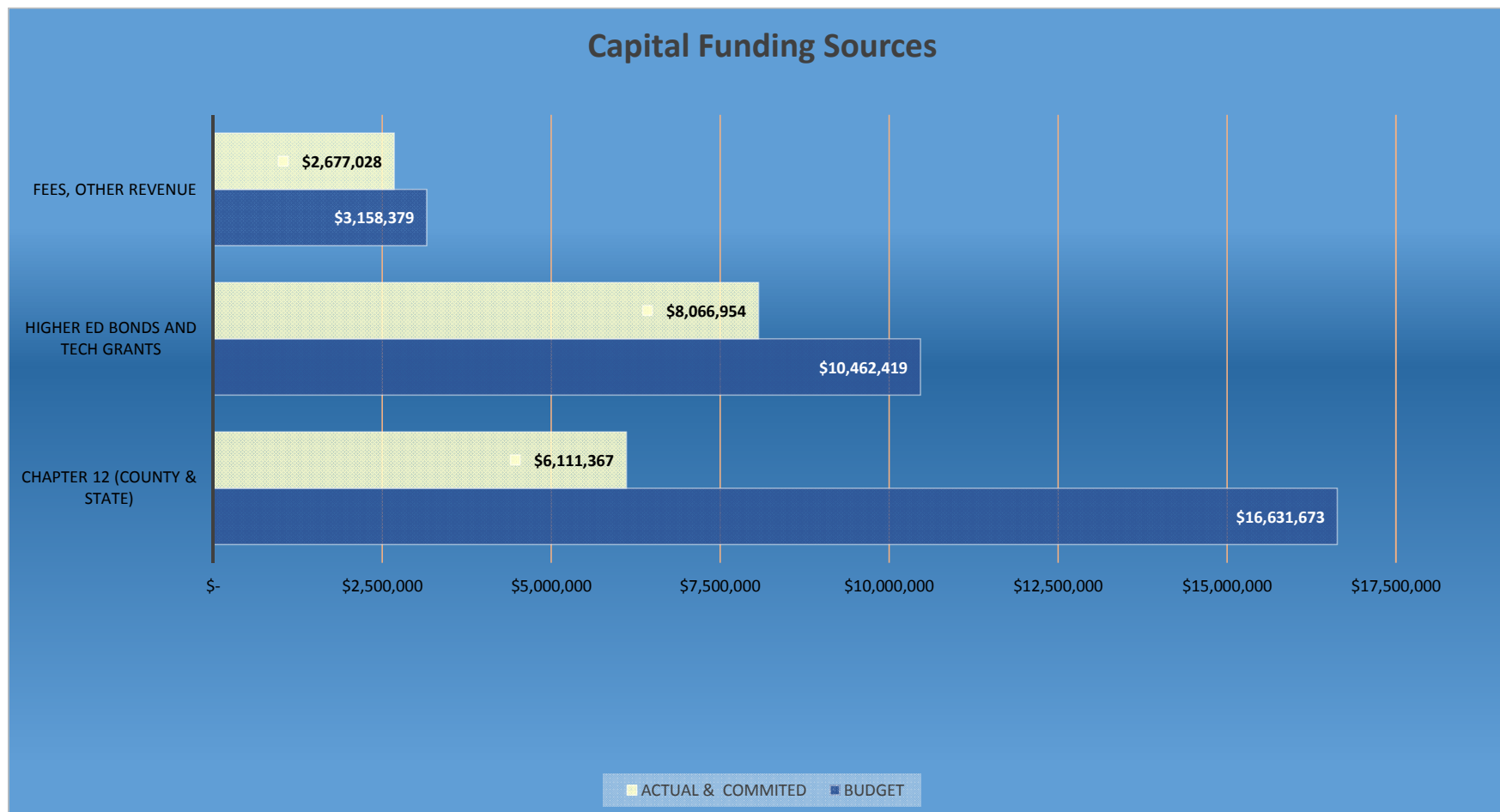


	BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,378,940	\$	3,459,647	\$ 6,919,293
County of Monmouth		20,027,019		6,675,673	13,351,346
Student Tuition		41,764,827		20,050,930	21,713,897
Fees		5,142,341		2,626,193	2,516,148
Continuing & Prof Studies		3,060,000		1,539,442	1,520,558
Approp from Reserve		-		-	-
Miscellaneous		804,000		199,986	604,014
<b>Total</b>	<b>\$</b>	<b>81,177,127</b>	<b>\$</b>	<b>34,551,871</b>	<b>\$ 46,625,256</b>

## October 2016 Capital Fund Expenditures



	BUDGET	ALLOCATED	SPENT	BALANCE
Major Projects	\$ 30,152,471	\$ 10,131,673	\$ 5,734,678	\$ 24,417,793
Furniture, Technology, & Equipment	4,794,192	-	1,625,278	3,168,914
Total	\$ 34,946,663	\$ 10,131,673	\$ 7,359,956	\$ 27,586,707



Capital Summary			
		BUDGET	ACTUAL & COMMITTED
Chapter 12 (County & State)	\$	16,631,673	\$ 6,111,367
Higher Ed Bonds and Tech Grants	\$	10,462,419	\$ 8,066,954
Fees, Other Revenue	\$	3,158,379	\$ 2,677,028

	ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
<b>FY12 Chapter 12 Projects</b>	\$ 1,951,142		\$ -	\$ -
8120520 - Gorman Hall	-	298	298	-
8120545 - Back Campus Walkway	-	410,924	410,924	-
8120550 - Wall Campus Expansion	-	1,539,920	1,169,819	370,101
<b>FY12 Chapter 12</b>	<b>1,951,142</b>	<b>1,951,142</b>	<b>1,581,041</b>	<b>370,101</b>
<b>FY13 Chapter 12 Projects</b>	<b>1,228,633</b>	<b>400,000</b>	<b>-</b>	<b>400,000</b>
8130515 - Replacement of Carpet and Flooring MAC	-	373,648	17,553	356,095
8130530 - Infrastructure Improvements Lincroft	-	454,985	424,338	30,647
<b>FY13 Chapter 12</b>	<b>1,228,633</b>	<b>1,228,633</b>	<b>441,891</b>	<b>786,742</b>
<b>FY14 Chapter 12 Projects</b>	<b>3,761,898</b>	<b>-</b>	<b>-</b>	<b>-</b>
8140505 - Renovation of MAS Science Labs	-	3,742,244	3,742,244	-
8140510 - Infrastructure Improvements Lincroft	-	19,654	-	19,654
<b>FY14 Chapter 12</b>	<b>3,761,898</b>	<b>3,761,898</b>	<b>3,742,244</b>	<b>19,654</b>
<b>FY15 Chapter 12 Projects</b>	<b>3,190,000</b>	<b>1,595,000</b>	<b>-</b>	<b>1,595,000</b>
8150515 - Infrastructure Improvements		1,595,000	346,191	1,248,809
<b>FY15 Chapter 12</b>	<b>3,190,000</b>	<b>3,190,000</b>	<b>346,191</b>	<b>2,843,809</b>
<b>FY16 Chapter 12 Projects*</b>	<b>3,000,000</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>
<b>FY16 Chapter 12</b>	<b>3,000,000</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>
<b>FY17 Capital 12 Projects*</b>	<b>3,500,000</b>	<b>-</b>	<b>-</b>	<b>3,500,000</b>
<b>FY17 Chapter 12</b>	<b>3,500,000</b>	<b>-</b>	<b>-</b>	<b>3,500,000</b>
<b>FY16 Capital Bonds &amp; Grants</b>				
8131005 - Higher Ed Bond Administration - Wall	7,825,270	-	7,679,314	145,956
8131010/8131030 - Equipment Leasing Fund (ELF)	1,287,093	-	292,606	994,487
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	150,056	-	68,705	81,351
8161005 - Higher Ed Bon Administration - MAS	1,200,000	-	26,329	1,173,671
<b>Higher Ed Bonds and Tech Grants</b>	<b>10,462,419</b>	<b>-</b>	<b>8,066,954</b>	<b>2,395,465</b>
<b>FY17 Infrastructure Projects</b>				
8122410 - Wall Campus Reserve	-	-	-	-
8132450 - College Hi Ed Bond Admin Match - Wall	2,608,323	-	2,608,323	-
8132455/8132460 - College HETI Match	150,056	-	68,705	81,351
8162450 - College Hi Ed Bond Admin Match - MAS	400,000	-	-	400,000
<b>College Capital</b>	<b>3,158,379</b>	<b>-</b>	<b>2,677,028</b>	<b>481,351</b>
	<b>\$ 30,252,471</b>	<b>\$ 10,131,673</b>	<b>\$ 16,855,349</b>	<b>\$ 13,397,122</b>

\* pending approval



11/30/16

## BROOKDALE COMMUNITY COLLEGE PROJECTS

### A. CAPITAL PROJECTS

- 1) NEW ACADEMIC BUILDING/WALL CAMPUS- Benjamin Harvey Contract Award \$13,520,000  
Change Order \$400,000 8/16/16  
REVISED CONTRACT \$13,920,000

SCOPE: Construction of a new 36,000 SF New Academic Building that is two stories in height with mechanical penthouse. The building contains 8 General Classrooms, Learning Commons with Testing Center, Computer Classrooms, Seminar Rooms, Science Laboratories and Support Spaces, Nursing Laboratory and Support Spaces, Administrative Spaces, and Building Support Spaces. Also included are associated site improvements including lighting, landscaping, sidewalks and 4 parking lots totaling 394 spaces.

STATUS: The building and interior systems are approximately 80% complete; Mechanical, electrical, communications/security, plumbing, and fire protection equipment and systems installations are on-going as is drywall installation. The building enclosure is 99% complete with only a few glass panels to be installed. Exterior metal panel installations are in progress with completion scheduled by mid-December. Water, gas, and electric service installations are also expected to be completed by mid-December and the elevator and emergency generator installations are expected to commence within three weeks. Parking and exterior improvements are in progress with grading and layout complete. Curb installation is underway and is scheduled to be completed within two weeks. Interior finishes including paint, select flooring and ceiling grid are expected to commence shortly.  
Original Completion date: 11/11/16; Tentative Revised Completion Date: late January 2017.

- 2) MAS SCIENCE LABS RENOVATION PROJECT- Circle A Construction Contract Award \$3,632,500 8/16/16

SCOPE: Phased renovation of 5 science labs in MAS building.

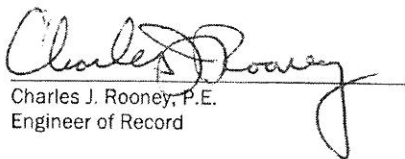
STATUS: Phase I demolition is complete; subfloor plumbing and electric has been installed; above floor plumbing and electric installations are underway; installation of partitions, sheetrock and spackling are complete; ceiling grid and tile installations are scheduled to be completed within two weeks. Phase 1 Completion-mid December 2016; Phase 2 to begin early December. Overall Project completion scheduled for August 2017.

### B. DESIGN/STUDIES/REPORTS

- 1) LINCROFT CAMPUS CENTRAL UTILITY PLANT- Design Assistance and Technical Guidance

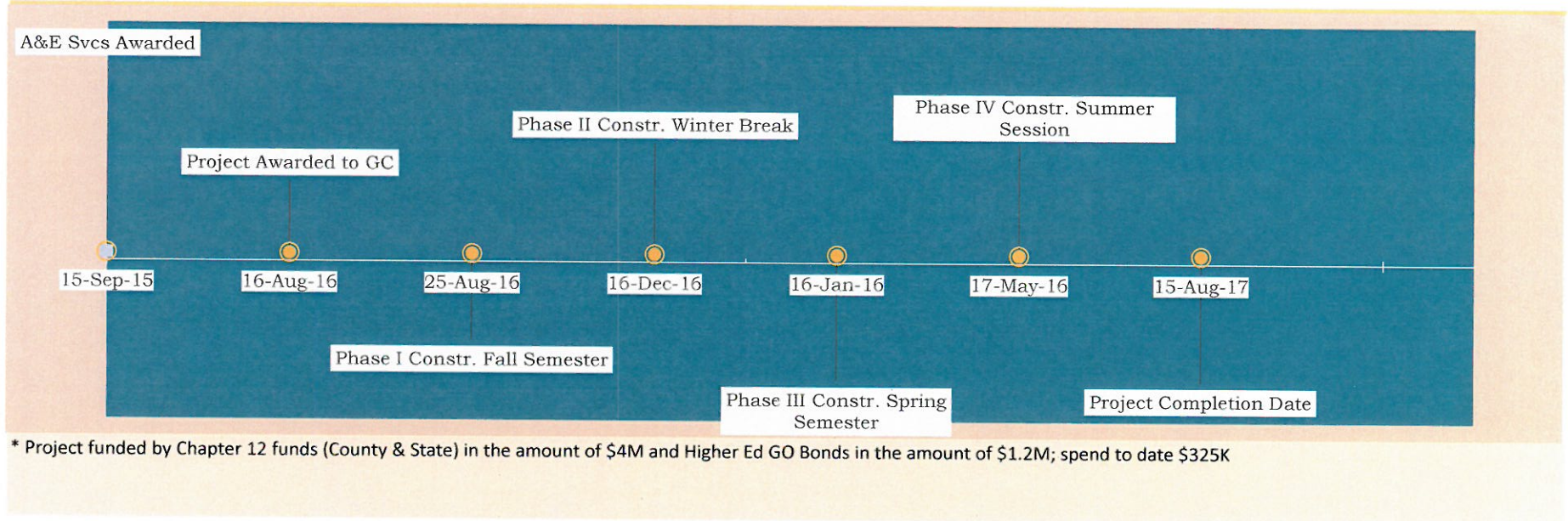
A site inspection of the manifold piping within the plant was held on 10/5/16 to assess possible remedies for correcting a corrosion/sediment buildup problem on the interior of the condenser and cooling tower piping. A revised letter proposal, dated November 22, 2016 from our office has been submitted for consideration. We await guidance on how to proceed.

- 2) FREEHOLD CAMPUS- Due to underlying clay soil conditions, perched stormwater runoff under the parking lot pavement currently bleeds out at several locations following heavy rain events. This condition will create icing problems in the winter and over time shorten the life of the pavement. Our office in conjunction with Tim Drury/Director of Facilities along with the Monmouth County Engineering Department have developed a perimeter underdrain concept plan. We are currently coordinating with Monmouth County on installing the system. Our intent is to have the system installed within the next two to three weeks.

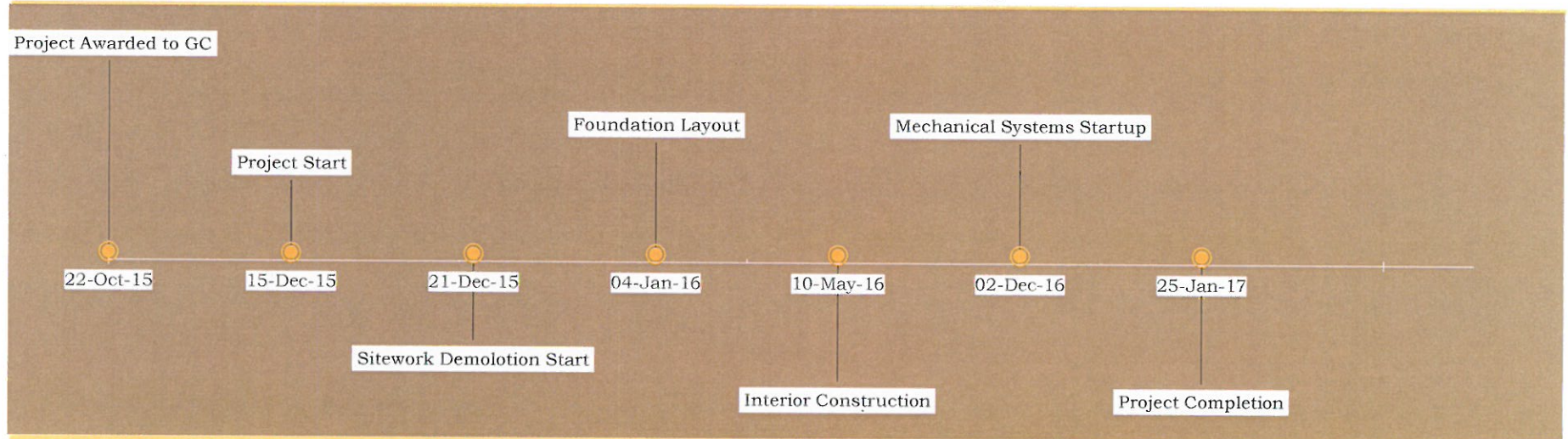
  
Charles J. Rooney, P.E.  
Engineer of Record



## MAS Science Lab Renovation



## Wall Academic Building



\* Technology infrastructure (drops, wiring, etc) funded by HETI Bonds in the amount of \$385K (50/50 bond and College) to-date spend \$153K respectively.

\* Technical hardware/equipment fund by ELF Bonds in the amount of \$1.7M; spend to date \$783K.

Parking Lot funded \$1.8M, Chapter 12 funds (County & State), total spend to date \$450K; Construction funded by Higher Ed GO Bonds (75% bond/25% College Match) total to-date spend \$9.3M

\*

SUBJECT: Adoption of Administrative Settlement Agreement

DATE: December 20, 2016

CATEGORY: Human Resources

ITEM &amp; FILE #: 3.2

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution Adopting 2016-19  
Administrative Settlement Agreement

Memorandum of Agreement

**BACKGROUND:**

In accordance with current collective bargaining agreement (CBA) language, the College entered into negotiations with the Administrative Association for a successor agreement in February, 2016. The current CBA expired on June 30, 2016. After numerous negotiating sessions, the Administrative Association and the Management teams came to a tentative agreement on, November 22, 2016, subject to ratification.

The membership of the Administrative Association ratified the proposed contract with the College December 7, 2016. A summary of the changed terms of the 2016-19 contract is attached. Board ratification of this Agreement is respectfully recommended.

**RECOMMENDATION:**

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

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: December 20, 2016

EFFECTIVE DATE: As Indicated

December 20, 2016: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi

## RESOLUTION

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

WHEREAS, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Administrative Association covering terms and conditions of employment expired on June 30, 2016; and

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

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

WHEREAS, the Administration Association ratified the Agreement on December 7, 2016; and

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

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

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

BE IT FURTHER RESOLVED that the proper Officers of the College are authorized to execute this Agreement, signed on December 14, 2016, on behalf of the Board of Trustees of Brookdale Community College.

December 20, 2016

December 20, 2016: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi



Memorandum of Agreement  
 Brookdale Community College Board of Trustees  
 and  
 Brookdale Community College Administrative Association  
 November 22, 2016  
 Rev December 13, 2016

1. Retroactive to July 1, 2016.
2. Title changes will be made throughout the contract.
3. Article XVIII - Term: July 1, 2016 to June 30, 2019
4. General Wage Increases:
  - a. Year 1: \$1175 or 1.8%, whichever is greater
  - b. Year 2: \$1650 or 2.4%, whichever is greater
  - c. Year 3: \$1750 or 2.4%, whichever is greater
5. Mins and Max to go up by 80% of the flat dollar amount for each year.
6. Direct 15 to be the base plan effective 7-1-2017. Employees can purchase a more expensive plan at his/her sole expense in addition to his/her health care contributions in accordance with the rates set forth in Chapter 78, P.L. 2011.
7. Article I B. add "and confer" after "notify."
8. Article III Add new III.C: "The College will notify an employee in writing whenever possible of his/her right to have union representation when the employee is required to attend an investigatory meeting that could result in discipline." Re-letter remaining provisions.
9. Article III: Former "C" becomes "D" and is revised as follows: "The parties agree to follow applicable law with regard to non-discrimination including but not limited to State/federal law."
10. Article IV - C.1: Omit last sentence. [The Association shall bear the cost of the telephone.]
11. Article IV - Add F: "1. Any representative of the Association required to participate in negotiations and grievance proceedings, during work hours shall suffer no loss of pay."
12. Article IX - Add to the end of Step Two: "copied to the AVP, HR & OS."
13. Article X.D.4. Omit
14. Article X. F.3. - Revise Bereavement Leave from 3 to 5 days for immediate family, including parents, siblings, spouse, children, step-parents, step-children, parent-in-law, or any person or relative domiciled in the residence of the employee." Remainder of provision remains unchanged.
15. Article XII B. Change "minimum of 4 months" to "minimum of 2 months."
16. Article XIII B. Omit "new" in second sentence.
17. The parties agree that they will meet and confer regarding the establishment of a Leadership Recognition program. If agreement is reached, the plan will be implemented July 1, 2017.

*Patricia L. Serna*  
 For the College

*12/14/16*  
 Date

*Kaynaldin D.*  
 For the Association

*12/14/16*  
 Date

**Brookdale Community College**

**Board of Trustees**

**Revised Annual Schedule of Board of Trustees Public Meetings for 2017**

**Start Time 5:30 PM**

The locations of our meetings will vary during the year, and they are noted below. The majority of the meetings will be held in the Warner Student Life Center, Navesink Rooms, on the Lincroft campus of Brookdale Community College, 765 Newman Springs Road, Lincroft, NJ. The agenda of each meeting will be posted at least 48 hours prior to the meeting on the Brookdale Community College website at [www.brookdalecc.edu](http://www.brookdalecc.edu) on the Board of Trustees webpage.

<b>DATE</b>	<b>LOCATION</b>
<b>Wednesday, January 18, REVISED NEW DATE</b>	<b>Lincroft, SLC, Navesink II &amp; III</b>
<b>Tuesday, February 21</b>	<b>Brookdale at Neptune, 60 Neptune Boulevard, Neptune, NJ 07753</b>
<b>Tuesday, March 21</b>	<b>Lincroft, SLC, Navesink II &amp; III</b>
<b>Tuesday, April 18</b>	<b>Lincroft, SLC, Navesink I &amp; II</b>
<b>Tuesday, May 16</b>	<b>Brookdale at Wall, 800 Monmouth Blvd., Wall, NJ 07719</b>
<b>Tuesday, June 20</b>	<b>Lincroft, SLC, Navesink I &amp; II</b>
<b>Tuesday, July 18</b>	<b>Lincroft, BAC, President's Conference Room</b>
<b>Tuesday, August 22</b>	<b>Lincroft, BAC, President's Conference Room</b>
<b>Tuesday, September 12</b>	<b>Lincroft, SLC, Navesink I &amp; II</b>
<b>Tuesday, October 17</b>	<b>Brookdale at Freehold, 3680 US Highway 9 South, Freehold, NJ 07728, Room 103</b>
<b>Tuesday, November 14</b>	<b>Lincroft, SLC, Navesink I &amp; II</b>
<b>Tuesday, December 19</b>	<b>Lincroft, SLC, Navesink I &amp; II</b>



## *Strategic Priorities*

*2015-2017*



### **Strategic Priorities 2015 – 2017: Goals**

In fulfilling the mission of the College, the overarching goals of the Board of Trustees Strategic Priorities are to focus the College on its future and establish the groundwork for the next strategic plan.

**PBROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**2017 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.

<b>Committees meeting monthly</b>	<b><u>Executive Committee (5)</u></b> <b>Dr. Carl Guzzo, Jr., Chair</b> Mr. Paul Crupi, Vice-Chair Ms. Madeline Ferraro Mr. Bret Kaufmann Ms. Marta Rambaud Mr. Joseph DiBella, *	<b><u>Finance and Facilities (5)</u></b> <b>Mr. Bret Kaufmann, Chair</b> Mr. Paul Crupi Ms. Madeline Ferraro Mr. Joseph DiBella, Mr. Gary Tolchin	
<b>Committees meeting 4 times per year</b>	<b><u>Policy and Education (5)</u></b> <b>Dr. Hank Cram, Chair</b> Mr. Paul Crupi Ms. Madeline Ferraro Dr. Les Richens Ms. Marta Rambaud Mr. Kevin Przystawski	<b><u>Governance (5)</u></b> <b>Mr. Paul Crupi, Chair</b> Ms. Tracey Abby-White Mr. Joseph DiBella*	<b><u>Audit Committee (4)</u></b> Mr. Kevin Przystawski Ms. Marta Rambaud Mr. William Dalton
<b>Committees Meeting on as needed basis</b>	<b><u>By Laws Committee (5)</u></b> <b>Mr. Paul Crupi, Chair</b> Dr. Hank Cram Ms. Marta Rambaud Mr. Joseph DiBella* Mr. William Dalton Created (11/20/14)	<b><u>Nominating Committee (3)</u></b> <b>Mr. Bret Kaufmann, Chair</b> Mr. Hank Cram Ms. Marta Rambaud Mr. William Dalton	<b><u>The Human Resources Committee</u></b> A Committee of the whole
<b>Liaisons</b>	<b><u>Liaison to New Jersey Council of County Colleges</u></b> Ms. Tracey Abby-White	<b><u>New Jersey Council of County Colleges Trustees Ambassador</u></b> Ms. Tracey Abby-White	<b><u>Liaison to Brookdale Community College Foundation</u></b> Ms. Tracey Abby-White Mr. Gary Tolchin



**BROOKDALE COMMUNITY COLLEGE**  
**UPCOMING EVENTS**

**BOLD indicates off of the Lincroft campus**

**2017**

January 17	Convocation – Arena – 9 AM
January 19	Foundation Board Meeting – SLC, Conference Room
January 19	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink II & III
<b>February 10</b>	<b>Athletic Hall of Fame – 6 PM – Sheraton Eatontown</b>
February 11	Hall of Fame Brunch – 11 AM – Collins Arena, VIP Suite
<b>Feb. 13 – 16</b>	<b>ACCT National Legislative Summit – Washington D.C.</b>
<b>February 21</b>	<b>BOT Public Business Meeting – 5:30 PM, Brookdale at Neptune</b>
<b>February 27</b>	<b>NJCCC Council Meeting – 5:30 PM – Holiday Inn, East Windsor</b>
<b>March 10</b>	<b>Wilbur Ray Scholarship Dinner 6 PM – Sheraton Eatontown</b>
March 15	CPS Completion Ceremony – 6 PM
March 21	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink II & III
March 23	Foundation Board Meeting – 3:45 PM – SLC, Trustee Conference Room
March 23	Scholarship Recognition Ceremony – 5 PM – Collins Arena
April 18	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II
May 12	Commencement – Collins Arena – 9 AM – 3 PM
<b>May 16</b>	<b>BOT Public Business Meeting – 5:30 PM, Brookdale at Wall</b>
May 18	Foundation Board Meeting – 4 PM, SLC, Trustee Conference Room
<b>June 9</b>	<b>50<sup>th</sup> Anniversary Scholarship Ball – 5 PM – Eagle Oaks Country Club</b>
June 20	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II
July 18	BOT Public Business Meeting – 5:30 PM, Lincroft, BAC, President's Conference Room
August 22	BOT Public Business Meeting – 5:30 PM, Lincroft, BAC, President's Conference Room
Sept. 12	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II
<b>Sept. 19</b>	<b>Foundation Golf Outing – Eagle Oaks Country Club</b>
<b>Sept. 25-28</b>	<b>ACCT Leadership Congress – Las Vegas</b>
<b>Oct. 17</b>	<b>BOT Public Business Meeting – 5:30 PM, Brookdale at Freehold</b>
Nov. 14	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II
Dec. 19	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II