

## AGENDA

July 19, 2016

Brookdale Lincroft Campus  
765 Newman Springs Rd.  
Lincroft, NJ 07738  
Business Administrative Center (BAC)  
President's Conference Room

### **5:00 P.M. BOARD OF TRUSTEE SPECIAL MEETING**

- A. Call to Order
- B. Reading of Statement and Roll Call
- C. Public Comment on Agenda Items
- D. Approval Items - Consent Agenda

*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.*

- 1. Finance and Facilities

- a. (4.2) Purchases in Excess of \$35,000 and NJ Pay to Play
- b. (3.1) Human Resources Recommendations

- E. Public Comment
- F. Adjournment

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 Executive Committee of the Board of Trustees on July 19, 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.

**Executive Board Committee**  
**Agenda for Purchases in Excess of \$35,000**  
**July 19, 2016**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
<b>Capital</b>				
1	Mixalia Enterprises, LLC	<b>Concrete Repairs for Larrison Hall, Bid No. 17-17 /</b> Notice was sent to 11 vendors, received 7 replies. This contract is for concrete repairs at Larrison Hall and is funded by the capital budget.	Bid	\$ 104,000.00
<b>Operating</b>				
2	Gate 1 Ltd.	<b>Travel Services for Short Term Program / Exempt 18A:64A-25.5.a.(23)</b> (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to Paris which is funded by student program fees.	Exempt	\$ 52,780.00 *
3	Winning Strategies Washington, LLC	<b>Professional Representation with Federal Agencies, The U.S. Congress and the State of New Jersey, RFP No. 10-14 /</b> This is a one year extension for professional representation at the federal and state levels with a general focus on federal competitive grant activities. This contract is funded by the operating budget.	RFP	\$ 36,000.00

\* Estimated expense based on historical data

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

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 16 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Faculty

Support Staff

Coaches

**Recommendations**

3

1

1

**B. Change of Status**

Faculty

Administrative

Support Staff

**Recommendations**

3

4

3

**C. Separations**

Support Staff

**Recommendations**

1

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

1. Name: Amy Alfano-Hills  
Department: Computer Science  
Position: Instructor, temporary one-year assignment  
Salary: Salary subject to current contract negotiations  
Effective: 9/1/16 – 6/30/17
2. Name: Kevin Holl  
Department: Computer Science  
Position: Instructor, temporary one-year assignment  
Salary: Salary subject to current contract negotiations  
Effective: 9/1/16 – 6/30/17
3. Name: Alexandra Tegethoff  
Department: Nursing  
Position: Instructor, temporary fall semester  
Salary: Salary subject to current contract negotiations  
Effective: 9/1/16 – 12/23/16

**FACULTY DEGREE SUMMARY**

Masters

3

**SUPPORT STAFF**

1. Name: Heather Chewing  
Department: Payroll  
Position: Payroll Specialist  
Salary: Salary subject to current contract negotiations  
Effective: 7/20/16

**COACHES**

1. Name: Richard Brunson  
Department: Athletics  
Position: Head Coach, Women's Basketball  
Compensation: \$7,250  
Effective: 7/20/16 – position requires recruitment efforts and academic monitoring throughout off season and remained of calendar year

**B. CHANGE OF STATUS****FACULTY**

1. Name: Dominick Nigro  
Department: Counseling  
Position: Counselor  
Action: Reduction in schedule from 180 days to 159 7-hour days  
New Salary: Salary reduced by 13% and is subject to current contract negotiations  
Effective: 9/1/16 – 6/30/17
  
2. Name: Kristen Petersen  
Department: Biology  
Position: Instructor  
Action: Change in position from PSA to Faculty through bona fide search  
New Salary: Salary subject to current contract negotiations  
Effective: 9/1/16
  
3. Name: Joan Santa Croce  
Department: Nursing  
Position: Assistant Professor  
Action: Medical leave without pay  
Effective: 3/21/16 – 6/30/16

**ADMINISTRATIVE**

1. Name: Nancy Bennett  
Department: Reading & Learning Disabilities  
Position: Administrator, Learning Disabilities  
Action: Change in status from temporary to regular position through bona fide search  
New Salary: Salary subject to current contract negotiations  
Effective: 7/20/16
  
2. Name: Laura Cheremisinoff  
Department: Scheduling & Campus Events  
Position: Administrator, Scheduling & Operations  
Action: Change in status from A2 to A3 through bona fide search  
New Salary: Salary subject to current contract negotiations  
Effective: 8/1/16

3. Name: Betty Kosulavage  
Department: Academic & Career Transitions/Scheduling & Campus Events  
Position: Senior Office Assistant & Administrator Scheduling & Operations  
Action: Temporary split assignment  
New Salary: \$7,804 prorated from an annual base of \$46,822, also subject to current contract negotiations  
Effective: 6/1/16 – 7/31/16
4. Name: Joan Scocco  
Department: Continuing & Professional Studies  
Position: Director, CPS Operations  
Action: Reclassification from A4 to A5 position  
New Salary: \$17,815 prorated from an annual base of \$71,262  
Effective: 4/1/16

**SUPPORT STAFF**

1. Name: Justin Guerrieri  
Department: Communication Media  
Position: Laboratory/Studio Assistant, 10-month position  
Action: 6/30/16 end date rescinded, change of status from temporary to regular position through bona fide search  
New Salary: Salary subject to current contract negotiations  
Effective: 9/1/16
2. Name: Jeanne McCarthy  
Department: Reading  
Position: Instructional Assistant, temporary assignment  
Action: 6/30/16 end date rescinded, temporary extension through 12/23/16  
New Salary: Salary subject to current contract negotiations  
Effective: 9/1/16 until further notice, but not later than 12/23/16
3. Name: Margaret Zeik  
Department: Architecture  
Position: Laboratory/Studio Assistant, 10-month position  
Action: 6/30/16 end date rescinded, change of status from temporary to regular position through bona fide search  
New Salary: Salary subject to current contract negotiations  
Effective: 9/1/16



**C. SEPARATIONS****SUPPORT STAFF**

1. Name: Martin Capriglione  
Department: Common Services  
Position: Common Services Assistant  
Action: Resignation  
Effective: 7/8/16