



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, October 18, 2016 5:00 PM (EDT)  
Brookdale Lincroft  
Warner Student Life Center  
Navesink Rooms  
765 Newman Springs Road  
Lincroft, NJ 07738

1-866-537-1618 , Passcode 6392 734#

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Pledge of Allegiance - Chair Guzzo - 5 minutes
- III. Adoption of Agenda for Public Business Meeting - Chair Guzzo
- IV. 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 and acted upon separately.*
- V. Public Comment on Agenda Items - Chair Guzzo
- VI. Approval of Workshop and Public Business Meeting Minutes - September 20, 2016 - Chair Guzzo - 3 minutes
  - A. Approval of Executive Session Minutes -September 20, 2016 - Chair Guzzo - 3 minutes
- VII. Consent Agenda - Chair Guzzo - 5 minutes
  - A. Acceptance of Grants - RES160045
  - 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
  - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
  - E. Monthly Financial Dashboards
- VIII. Change Order Request (NONE)
- IX. Acceptance of Financial Statement on Legal Costs, Government Relations, and Public Relations
- X. Acceptance of FY16 Enrollment Audit
- XI. Public Comment - Chair Guzzo
- XII. Old/New Business - Chair Guzzo
- XIII. Adjournment - Chair Guzzo

## XIV. Appendix - Board Materials

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Workshop Meeting Minutes**

**Tuesday, September 20, 2016**

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

- A.** Chair Guzzo called the meeting to order at 5:30 PM
- B.** Ms. Gruskos then 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 September 15, 2016, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On September 15, 2016, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger*.
  3. On September 15, 2016, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Trustee</b>	Dr. Matthew Reed
	<b>Dr. Hank Cram, Trustee</b>	Mr. Robert Francis
	<b>Mr. Paul Crupi, Trustee</b>	Ms. Pat Sensi
	<b>Mr. Joe DiBella, Vice-Chair</b>	Ms. Marie Lucier-Woodruff
	<b>Mr. Bret Kaufmann, Trustee</b>	Dr. David Stout
	<b>Dr. Maureen Murphy, Secretary</b>	Ms. Maureen Lawrence
	<b>Mr. Kevin Przystawski, Trustee</b>	Ms. Avis McMillon
	<b>Ms. Marta Rambaud, Trustee</b>	Dr. Anita Voogt
	<b>Dr. Carl Guzzo, Chair</b>	Ms. Marie Lucier-Woodruff
		Ms. Cynthia Gruskos, Recorder
<b>Absent</b>	<b>Ms. Lora Campbell, Trustee</b>	
	<b>Mr. William Dalton, Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	Mr. Charles Rooney, Engineer of Record
	<b>Mr. Gary Tolchin, Trustee</b>	
<b>College Counsel</b>	<b>Mr. Matthew Giacobbe, Esq., General and Labor Counsel;</b>	Mr. Mitchell Jacobs, Esq.

**C. Adoption of Agenda for Workshop and Public Meeting**

A motion was made to adopt the workshop and public business meeting agendas by Trustee Abby-White and seconded by Trustee Crupi.

Motion carried by the following vote:

**YES:** Trustees Abby-White, Cram, Crupi, DiBella, Kaufmann, Przystawski, Rambaud and Chair Guzzo.

**NAYS:** None

**ABSTENTIONS:** None

**D. Resolution to Hold a Closed Meeting**

Mr. Giacobbe read the resolution to hold a closed executive session (**Attachment A**).

A motion was made by Trustee Cram and seconded by Trustee Crupi to hold a closed session.

Motion was carried by the following vote:

**YES:** Trustees Abby-White, Cram, Crupi, DiBella, Kaufmann, Przystawski, Rambaud and Chair Guzzo.

**NAYS:** None

**ABSTENTIONS:** None

**E. Re-Open the Meeting**

A motion was made by Trustee Crupi and seconded by Trustee Abby-White to reopen the meeting to the public.

Motion was carried by the following vote:

**YES:** Trustees Abby-White, Cram, Crupi, DiBella, Kaufmann, Przystawski, Rambaud and Chair Guzzo.

**NAYS:** None

**ABSTENTIONS:** None

**F. Reports from the Board Committees and Liaisons**

1. **Executive** – Chair Guzzo reported on the Executive Committee held on September 12, 2016.
2. **Finance & Facilities** – Trustee DiBella reported on the Finance & Facilities meeting held on September 13, 2016. He highlighted the following:
  - i. The purchase orders in excess of \$35,000 were reviewed. Ms. Lawrence brought to their attention that on Trustee Tolchin's recommendation to go out auction on natural gas; the college achieved an estimated

\$160,000 savings over the next 2 years on our natural gas needs on the Lincroft campus..

- ii. The new financial dashboards were reviewed and there was nothing out of the ordinary to report.

- 3. **Governance** – No report given.
  - 4. **Policy & Education Committee** – Trustee Cram reported on the meeting held on September 12 and his Chair notes are attached. (**Attachment B**)
  - 5. **Audit Committee** – The next Audit Committee is on October 10 at 4 PM and our external auditor will be present to discuss the results of the college's external audit.
  - 6. **NJCCC and Foundation** – Trustee Abby-White reported on the successful Foundation golf outing which had record attendance and net proceedings were \$66,869.00.
  - 7. **Naming Rights** –Mr. Jacobs will report back in a couple of months.
  - 8. **Student Perspective** – Trustee Przystawski reported on concerns regarding our developmental math courses not aligning with our upper math courses such as Math 131.
- G. Report from the Engineer of Record.** – Mr. Rooney presented on our capital projects. His summary report is attached. (**Attachment C**).
- H. Review of Consent Agenda and Business Meeting Agenda**

No items were removed from the consent agenda.

- I Motion to Adjourn**  
Chair Guzzo adjourned the meeting at 7:35 PM

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

**RESOLUTION NO. RES160044**

**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 5 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 **September 20, 2016 at 5:30 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. RES160044**

**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

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

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"(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 FOP, BCCFA, 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 \_\_\_\_\_

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☐ "(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 \_\_\_\_\_

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"(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 **Litigation: BCC vs Richard Frank, possible litigation regarding the Wall Construction Project and contract negotiations regarding the Wall Construction Project and legal advice concerning client privilege communications**

☒

"(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

**RESOLUTION NO. RES160044**  
**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

without undermining the need for confidentiality are the discussion of the President's goals/evaluations.

☐ "(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

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WHEREAS, the length of the Executive Session is estimated to be 60 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. RES160044**  
**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**



## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

Tuesday, September 20, 2016

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

- A. Chair Guzzo called the meeting to order at 7:35 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos then 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 September 15, 2016, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On September 15 2016, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger*.
  3. On September 15, 2016, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Matthew Reed
	Dr. Hank Cram, Trustee	Mr. Robert Francis
	Mr. Paul Crupi, Trustee	Ms. Pat Sensi
	Mr. Joe DiBella, Vice-Chair	Ms. Marie Lucier-Woodruff
	Mr. Bret Kaufmann, Trustee	Dr. David Stout
	Dr. Maureen Murphy, Secretary	Ms. Maureen Lawrence
	Mr. Kevin Przystawski, Trustee	Ms. Avis McMillon
	Ms. Marta Rambaud, Trustee	Dr. Anita Voogt
	Dr. Carl Guzzo, Chair	Ms. Marie Lucier-Woodruff
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Lora Campbell, Trustee	
	Mr. William Dalton, Trustee	
	Dr. Les Richens, Trustee	Mr. Charles Rooney, Engineer of Record
	Mr. Gary Tolchin, Trustee	
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 Comment on Agenda Items Only –</b> Professor Jack Ryan commented on the public comment time limitations.		
<b>Approval of Minutes of the August 16, 2016, Workshop and Public Business meetings.</b>  There were no revisions to the minutes.	A motion to approve the August 16, 2016 minutes of the Workshop and Public Business meetings was made by Trustee Crupi and seconded by Trustee Cram.  <b>YES:</b> , Cram, Crupi, DiBella, Kaufmann, Przystawski, Rambaud, and Chair Guzzo <b>NAYS:</b> None <b>ABSTENTIONS:</b> Trustee Abby-White	
<b>Approval of the August 16, 2016 Executive Session minutes.</b>  <b>There were no revisions to the minutes.</b>	A motion to approve the August 16, 2016 executive session minutes was made by Trustee Crupi and seconded by Trustee Cram.  <b>YES:</b> Trustees Cram, Crupi, DiBella, Kaufmann, Przystawski, Rambaud, and Chair Guzzo <b>NAYS:</b> None <b>ABSTENTIONS:</b> Trustee Abby-White	
<b>President's Report –</b>  President Murphy turned the floor over to Dr. Kegelmann to provide a monthly update on our MSCHE progress.  Dr. Kegelmann, Chair of MSCHE, reported on the 7 working groups that are continuing their work on the document road maps which describes		

the college's compliance with standards and requirements of affiliation. The document roadmaps will be submitted to the steering committee at the end of this month. The MSCHE Committee is meeting with student groups and the Foundation to apprise them of the MSCHE process this week.		
<b>Consent Agenda-</b>  <b>A. Acceptance of Grants – RES160041</b> <b>B. Application of Grants – RES160040</b> <b>C. Acceptance of Gifts</b> <b>D. Approval of Human Resources</b> <b>E. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” Process, in Excess of \$17,500</b> <b>F. Open Invoice Payment Requests for Vendor, Students and Employee Payments</b> <b>G. Monthly Financial Dashboards</b>	<p>A motion to approve the consent agenda was made by Trustee Abby-White and seconded by Trustee Crupi.</p> <p><b>YES:</b> Abby-White, Cram, Crupi, DiBella, Kaufmann, Przystawski, Rambaud, and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None</p>	
<b>Utilization of Cooperative Purchasing Initiative</b>	<p>A motion to authorize Brookdale Community College to enter into cooperative pricing agreement with the National Intergovernmental Purchasing Alliance Company/The Cooperative Purchasing Network was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Abby-White, Cram, Crupi, DiBella, Kaufmann, Przystawski, Rambaud, and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None</p>	

<p><b>Public Common on Agenda Items</b></p> <p>Mr. Giacobbe stated that the public has the right to make public comment and he indicated the Chair had limited public comment to 3 minutes due to the number of speakers.</p> <p>He read a statement that was authorized by the Monmouth County Prosecutor's Office. Statement as follows:</p> <p>The Monmouth County Prosecutor's Office has authorized me to publically report the following. At this time the Monmouth County Prosecutor's office is conducting a criminal investigation into the unlawful hacking of Joseph DiBella's twitter account. The investigation remains active and ongoing and anyone with information relevant to this matter should contact the Monmouth County Prosecutor's office</p> <p><b>Vice Chair DiBella</b> read the following statement (<i>Attachment A</i>)</p> <p><b>Mr. David Sander</b>, Community Member – Mr. Sanders read an apology statement to Vice Chair DiBella. (<i>Attachment B</i>)</p> <p><b>Student, Steven Beach</b> – expressed concerns over the alleged tweets of Vice Chair DiBella and feels sad and unsafe knowing that this type of person who makes the college's policies is tweeting sentiments that are transphobic, islamophobic, and homophobic.</p> <p><b>Faculty members, Barbara Gonos, Nancy Noe, Jack Ryan, Phyllis T. Shafer, Jeanne Vloyanetes, Debbie Mura, Diana Glynn, and Brandon Gramer</b> all made public comment on the alleged racial tweets of Vice Chair DiBella's twitter account and the posts he acknowledges as his own. They shared the viewpoint that these tweets were offensive and in contradiction to the college's vision and mission of diversity and inclusion of all students. In addition, they felt that a public official serving as a Trustee to a community college is held to a higher level of accountability when using social media to</p>		
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<p>express their opinions. They shared the opinion that Vice Chair DiBella should step down from the board, be removed from the board or minimally take a leave of absence during the open investigation of the hacking of his twitter account. They expressed a desire for the Chair of the Board and the Administration to address the issue of Vice Chair DiBella's tweets.</p> <p>Students Alex Nichols and Laura Swinyey made comment related to the alleged hacking of Vice Chair DiBella's twitter account and provided information on the difficulty of hacking a twitter user's password. In addition, Laura Swinyey expressed concerns that the alleged tweets and past tweets were in contrast to the mission of the college to provide an environment of inclusion of all students. She felt they were particularly unsettling as a student and asked the Board of Trustees to examine their consciences and asked them to remove him from the board and do the right thing.</p> <p>Helen Vota, President PSA, made a statement (<b>Attachment C</b>) acknowledging the contributions and long service to the college of long term employees of Jim Palumbo, Richard Pfeffer and Louise Horgan. She asked for a moment of silence to recognize the passing of Jim Palumbo.</p> <p>Judy Thorpe, community member, made public comment and complaint of the violation of our smoking policy by a staff member. She read a letter which outlined her concerns (<b>Attachment D</b>).</p> <p>Debbie Mura, Faculty – provided information on the college initiatives that address diversity and inclusion. She invited all to participate in the Brookdale Read which is centered on the book, <i>When the Emperor was Divine</i> and Brookdale will host the author, Julie Oktsuka on November 17. She invited all to attend the student panel discussion: Rising Above Hate on October 20.</p> <p>Barbara Gonos, Faculty – spoke about the toxic</p>		
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<p>atmosphere on the campus and attributed it to the loss of Professor Laura Neitzel, who has accepted a position at Columbia University.</p> <p>Jennifer Holms – a transgendered community member and prospective student felt that the content of Vice Chair DiBella’s tweets sent a message to transgendered people that they are unwanted, they are freaks and that they don’t belong here. She suggested that we look to have members on our board that represent people of the LGBTQ community, people of color and the unrepresented</p>		
<p><b>Old/New Business</b></p> <p>Chair Guzzo appointed Trustee Przystawski to the Audit Committee. He appointed Trustee Cram to the Nominating Committee and announced Trustee Kaufmann will serve as the Chair of the Nominating Committee.</p>		

D. Chair Guzzo adjourned the meeting at 9:10 PM.

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

## **Prepared Remarks of Joe DiBella | BCC Meeting, September 20, 2016**

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On August 30<sup>th</sup> Dr. Maureen Murphy advised me that there were offensive “tweets” that had allegedly been by “liked” by me on Twitter. Dr. Murphy indicated that faculty members and others on campus had made her aware of this matter and that still-photos of some offensive “liked” tweets were posted to a Facebook page. My initial reaction was one of utter surprise since I have never “liked” anything offensive. When the nature of the tweets I allegedly “liked” was explained to me in detail, I immediately knew something was wrong because I would have never “liked” the highly offensive tweets in question. Since that time, I have been viciously and wrongly accused of being a racist. My family and I have endured a brutal three weeks that have profoundly impacted my personal and professional reputation and that of my family. In fact, my job and my employer were even threatened based on these false “liked” tweets.

Let me be clear: I never “liked” the tweets in question. Those that know me know that I am incapable of having such views. In simple terms, my Twitter account was unlawfully compromised and accessed by unauthorized parties to manufacture “liked” tweets to make it looked as if I had done so. It is also likely that someone or some persons created an imposter twitter account in my name and likeness to further manufacture the fake liked tweets in question. At no time did I “like” the tweets in question, nor do I have a racist bone in my body.

I was very pleased to hear the statement counsel just read that the Monmouth County Prosecutor's Office has acknowledged they are investigating the "unlawful hacking" of my Twitter account. That statement speaks for itself.

The thought that someone has done this to me is deeply troubling and sickening. Unfortunately it happened and the evidence proves I did not "like" the tweets in question; evidence that I have already turned over to the Monmouth County Prosecutor's Office as they pursue their criminal investigation into this matter.

Why was I targeted? Who would do this and what could be there motive? That is unclear to me although I have serious suspicions. The revelation of these alleged "liked" tweets was reported at a difficult time for Brookdale Community College. In fact, these alleged "liked" tweets were revealed precisely as labor talks with the Faculty Association had taken a difficult turn and job actions had just begun. I was advised that certain members of the Faculty Association referred to me as "public enemy number one" over my position on health benefit changes and that they wanted me off the Board. Interestingly, shortly after these events unfolded, the alleged "liked" tweets suddenly appeared. After 25 years of public life, I do not believe in coincidences. I share this point simply to outline the climate and backdrop of things at Brookdale Community College.

At first, I was unable to locate the alleged tweets supposedly liked by me. This is because I never "liked" them at all. In fact, when I log onto my Twitter account these manufactured tweets do not show as "liked". After receiving a suspicious communication to my Twitter account, it became obvious to me that something nefarious was occurring.



As a result of this on Friday September 2<sup>nd</sup>, just forty-eight (48) hours after I was first made aware of this situation, at my request, I met with investigators from the Monmouth County Prosecutor's Office. I relayed my concerns about the suspicious Twitter contact that I had received from an unnamed user and that my Twitter account had in some way been compromised.

In fact, on September 3<sup>rd</sup> the President of the Faculty Association sent an email to Dr. Murphy making the following inquiry: "Is it true that [Joe DiBella] is the victim of a cruel hoax, that someone altered a tweet using Photoshop to make it appear that Mr. DiBella liked a clearly racist sentiment? I would like to get the real story to the faculty as soon as possible. I do not want anyone drawing conclusions from an altered screenshot." In an email dated Sunday, September 4<sup>th</sup>, Dr. Murphy responded to the President of the Faculty Association as follows: "Because the College, including the Faculty Association and its membership, are now on notice that Trustee DiBella's "liked" status of the various inappropriate and offensive Twitter posts are false, it is wholly inappropriate, and likely defamatory, for anyone to attribute these altered "liked" status tweets to Trustee DiBella. Please immediately advise your Association and its membership accordingly so that no one further defames and/or maligns Trustee DiBella based on these altered "liked" status tweets. As soon as the College is advised of the perpetrator and/or perpetrators of these wrongful actions, we will inform you and your Association membership. Rest assured that the College will use every lawful means at its disposal to address this most serious matter. Please be guided accordingly."

Regrettably, from that time until now, without merit or any consideration for the truth, I have been subjected to a surgical-like, highly organized “smear” campaign clearly designed to force my resignation from the Board and to cause me great personal and professional harm. Never in all my years of public life have I ever witnessed such a mean spirited attack.

Over the course of my being in both elected and appointed positions, I have withstood the scrutiny of the political and policy debates that come with the territory. As the great Fredrick Douglass said “if there is no struggle, there is no progress”. I am no stranger to the struggle and I am dedicated to progress. Passionate debate and disagreement on issues are welcome and inherently necessary as a part of a free and open government. However, when someone or some persons engage in unlawful impersonations or unauthorized access to others personal accounts in an attempt to destroy someone they disagree with; they have gone too far.

The evidence I have provided to the Monmouth County Prosecutor’s Office in two separate meetings clearly reveals unauthorized accesses to my Twitter account and unequivocally demonstrates that someone likely created a false account to make it appear that I “liked” these highly offensive tweets. As a result, the Monmouth County Prosecutor’s Office is currently investigating this matter at my request. I hope that the Prosecutor’s Office identifies the person or persons behind this reprehensible attack on me and my family so that they can be prosecuted to the fullest extent of the law.

Some have taken it upon themselves to unlawfully sensationalize the issue for their own personal gain or that of their organization. Calls and emails were made to my employer demanding that I be fired and threatened my company. There have been calls and a letter to the editor calling for my resignation as well as public attacks made against me at other public meetings. In fact, individuals have even manufactured a flyer with altered images and misinformation and circulated that flyer to the press and third-parties in an attempt to defame me. I have turned all of this information, including the manufactured flyer, over to the Prosecutor's Office as part of the on-going criminal investigation.

Regarding Twitter and my personal views: let me say that I stand behind everything I personally authored. It is my right as an American to express myself just as it is for anyone else to do the same. To think that anyone affiliated with an institution of higher learning would condemn me for expressing my opinions merely because they disagree with them is unthinkable. I say this because I am also aware that aside from the "fake" liked tweets, there are those that have attempted to defame me due to my conservative views. Such criticisms may be fair opinions in some cases but simply because my views are conservative does not make me a racist or unfit to serve on this Board.

I stand by my views that we need to support law enforcement, that racial tensions are worse now than they were eight years ago, that what Colin Kaepernick is doing to disrespect our flag is a disgrace, and that I oppose Hillary Clinton for President. If you disagree with my views that is your choice and your right, but it does not make you right and it certainly does not make me a racist.

Like many, I was initially attracted to social media as a vehicle to express my views more broadly; share humor and political satire and to participate in the new debate hall of the 21<sup>st</sup> century. I have only done so as a private citizen without affiliation to anyone or anything. I have now come to learn that if you are outspoken or have conservative views you may become a target and that these electronic outlets can be manipulated to your detriment. Sadly, this experience has convinced me that social media is incredibly risky and that most anyone's account can be hacked and compromised.

To those that have participated in this organized effort to defame me, you will never win because I did not do what you are wrongfully accusing me of. Furthermore, you will not silence my right to express my political views. The facts and technical evidence that has already been provided to the authorities establish that I am the victim of a cyber-crime. To those that did this unthinkable act to me and my family, I hope that you will be caught and punished to the fullest extent of the law.

To the unending support from friends and the community that have stood by me, thank you. To the many who asked to come here and speak on my behalf tonight, I thank you as well. Please know that your unwavering support means the world to me.

Most importantly, to my family; my wife and children; I am incredibly sorry that my involvement here has contributed to causing you such pain during these past three weeks. I love you very much and I shall never expose you to such attacks again simply because I am a public figure.

I have worked hard to be an effective Trustee and never did I believe that I would be a target and cause this institution a moment's distraction. Yet I have no regrets over my actions as a Board Member or my participation in the many difficult decisions we have had to make these past three years.

Finally, as Abraham Lincoln so eloquently and simply said, "the truth is the best vindication against slander." The truth is on my side. Thank you.

#####

Joseph M. DiBella  
Vice Chairman  
Board of Trustees  
Brookdale Community College  
765 Newman Springs Road  
Lincroft, New Jersey 07738

Attachment B - Minutes of Public Business Meeting - September 20, 2016

Dear Mr. DiBella:

Please accept this apology and public retraction of the statements made by me that referred to you as a racist and questioned your integrity and truthfulness. I have no basis to label you as such and I apologize for doing so. In addition, it was wrong for me to have e-mailed and called your employer demanding that you be fired and to have threatened your employer with “a lot of viral negative attention.” Likewise, I retract the derogatory statements that I posted in response to the Asbury Park Press newspaper article calling into question your integrity and the truthfulness of your statement that your account had been hacked. It is now my understanding that your Twitter account was hacked and I have no reason to believe otherwise. I have no basis to believe that you have not been truthful in this matter and I publicly retract and apologize for making and publishing any statements that called into question your truthfulness and integrity.

I am providing you with this apology and public retraction voluntarily and have also, through my attorney, provided you with a copy of the flier that I have in my possession regarding this regretful event. I did nothing to verify its accuracy or to consider the motives of the person who gave it to me.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. C. Sander', with a stylized flourish at the end.

David C. Sander

Attachment C – Public Business Meeting Minutes September 20, 2016  
**Board of Trustees Meeting**  
**September 20, 2016**  
**Helen Vota Presentation**

**I would like to take this time to give a long overdue acknowledgement of several members of the Brookdale Community College. They are three extraordinary people who are well known at the college, and although they are no longer employed here, they deserve to be recognized for their dedication and long service to Brookdale.**

**Jim Palumbo died on May 14, 2016. Jim served at Brookdale from May 1982 to January 2011; serving as the Director of Financial Aid and the Dean of Student Development and on two separate occasions as Acting Executive Vice President of Educational Services. He was Acting President for a time in 2011 but retired shortly afterwards due to health reasons. Jim built a 'dream-team' in Student Development; he had a true gift for hiring smart, diverse people in his division and across the college. Many of the folks he hired or promoted are still here, while others have moved on to different institutions or taken other paths in life – I venture to say all of them remember the lessons they learned from Jim and exemplify in their daily life his heartfelt passion for students. I attended the Board of Trustees Meeting on May 17, just three days after his death, and I did not hear or see in the board minutes any acknowledgement of Jim's passing or mention of the role he played in the success of Brookdale.**

**At this time I would like to ask for a moment of silence in honor of Jim and his contributions. Thank you!**

**I don't believe there will be a person in this room unfamiliar with the other two employees deserving of acknowledgement. Richard Pfeffer and Louise Horgan started at Brookdale within a month of each other in 1987. Jim Palumbo was instrumental in both of their hires - as Richard's supervisor and as Chair of the screening committee that hired Louise. These two people were instrumental in growing Brookdale's enrollment and building our professional image and furthering Jim's vision of an integrated, collegial and supportive student environment with a 'no-excuses' student services' mind-set.**

**Richard and Louise both were strong believers in collegial governance and Louise in particular was instrumental working throughout the years with the Steering committee, and on the fairly recent re-design and piloting of a revised constitution and process. There were few committees they did not participate in - 28 years is a long time; their institutional knowledge made them invaluable for so many things, especially Middle States. Both were**

**trusted colleagues; both willing to stop whatever they were doing to answer a question, listen to a complaint, or praise a job well-done.**

**I think everyone will agree with me that Louise's value to Brookdale transcended her job title. Louise was the person who had her hand on the pulse of this college. She was quietly behind the scenes, instrumental in so many issues and situations. Problems that seemed insurmountable always seemed to work out when Louise was involved. And there was usually a good laugh while you were at it. People trusted Louise, and that trust wove through the fabric of this entire community, keeping Brookdale strong no matter how far we were stretched. Her leaving was a blow to the Brookdale community. Even in abstention, Louise received the Administrator of The Year Award and a standing ovation when it was announced.**

**I believe all of my colleagues know, Louise and Richard are no longer working at the college. Richard has retired; Louise resigned and has found a great job in New York. For the college not to acknowledge their contributions and years of service speaks volumes about its attitude towards employee loyalty, dedication and commitment to the college. People who are still here, people turn themselves inside out every day to serve our students, wonder if their efforts are even worth it and who will be next.**

**Long before any of you came here, Brookdale was a family. We all worked together, supported each other and made Brookdale one of the best community colleges in the country. Three of our family members are gone and it was time to acknowledge their importance. All of us here honor their service to the college, to the BCC family, and most importantly to the students.**



**RE: Complaint Regarding Violation of Smoking Policy (Norah Kerr-McCurry)**

Attachment D - Minutes of Public Business Meeting - September 20, 2016

To Whom It May Concern:

During this current Spring 2016 semester, on or about Friday, February 26, 2016 at approximately 7:41 a.m., I was subjected to secondhand smoke (SHS) by a female faculty member smoking in the parking lot and the campus walkway leading to the Bankier Library at Brookdale Community College located at 765 Newman Springs Road, Lincroft, New Jersey 07738.

During the Fall semester 2015, this same female faculty member subjected me to secondhand smoke. I visit the Bankier Library several times a week, arriving early to get a close parking space and to await the opening of the library at 8:00 a.m. Traveling the campus walkway most of the time, I walk to the Student Life Center for lunch at the main cafeteria known as the Jersey Blues Dining Room and I have also been subjected to the secondhand smoke by students on campus.

First and foremost, I am a life member of the Brookdale Community College Alumni Association, licensed as a New Jersey Registered Professional Nurse, a member of the American Cancer Society, Cancer Action Network (ACS CAN), Chair of the Monmouth County Mental Health Board and President of the Monmouth County Board of Health. My father, Reverend Willie Thorpe, battled cancer for six years and succumbed to his death on February 28, 2015.

This matter is near and dear to my heart and something must be done to deter this conduct. I have conspicuously observed students and this female faculty member from the Fall 2015 Semester and now Spring 2016 Semester blatantly and consciously violate the smoking policy thereby putting the health of others at risk. On Friday, February 26, 2016, I observed the same female faculty member smoking, still violating the smoking policy since the Fall semester 2015. I took a picture of this faculty member smoking and putting the cigarette in the recycling receptacle and watched her enter into the Innovations Center located inside the Bankier Library. I proceeded in after her and asked a

male her name. He sat at a desk in Room 105, the sign read John D. Popvich, Administrator, Innovations and Learning Resources Institute. He informed me that her name was Norah Kerr-McCurry. I later learned that she was a Director-LMS & Innovations Center. It is my opinion that this Director is not a good roll model for students. I have a medical disability and allergies and I do not have to tolerate this secondhand smoke (SHS), so I contacted Disability Services and explained the situation in detail. I spoke to Ellen Hemhauser, Senior Office Assistant – Disability Services. She advised me that she could not help me. She routed me to the Brookdale Community College Police Department and told me to speak to Lieutenant Michael Halpin. Upon my arrival, I spoke to a kind officer at the window and then a kind female, who told me to write a statement and return it to the Police Department.

The gist of my complaint is for the concern of all individuals on campus, not just myself. I am sensitive to cigarette smoke which can cause symptoms that appear similar to those of allergic rhinitis. I have a paramount concern for health risks of others associated with cigarettes and secondhand smoke which can trigger an asthma attack in asthmatics on campus. According to the American Cancer Society, secondhand smoke (SHS) has the same harmful chemicals that smokers inhale. There is no safe level of exposure for secondhand smoke (SHS), any exposure is harmful. Further, secondhand smoke (SHS) is known to cause cancer. Reportedly it has more than 7,000 chemicals, including at least 70 that can cause cancer. Secondhand smoke (SHS) causes lung cancer even in people who have never smoked. The Surgeon General has suggested people choose smoke free establishments. By way of this complaint, I would like to inform BCC that secondhand smoke (SHS) is harmful to my health and Norah Kerr-McCurry should be banned from smoking in the parking lot and the campus walkway. I view this as a critical issue and appreciate your kind attention to this matter.

Dr. Martin Luther King, Jr., said “Our lives begin to end the day we become silent about things that matter” and this matters to me.

Respectfully yours,

  
Judy Thorpe

**2.1 Acceptance of Grants  
Executive Summary****Displaced Homemakers**

Brookdale has been awarded a grant from the New Jersey Department of Community Affairs, Division on Women for continued funding under its Displaced Homemakers Program. The program provides employability skills training to approximately 200 displaced homemakers residing in Monmouth County. Program services include intake assessment, educational training/employment development, individual and group counseling, workshops, referrals and job development/placement and are offered at Long Branch, Neptune, Hazlet and Freehold Higher Education Centers. The program, under the direction of Laurie Salka, Director Displaced Homemakers, has been funded for over thirty years.

The total grant award is **\$120,575** with a cash match of **\$37,000** for a total of **\$157,575**.

**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.

October 18, 2016: Director of Grants and Institutional Development, Laura Qaissaunee  
**RES160045**

**RESOLUTION**

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

	<u><b>Amount</b></u>
Displaced Homemakers	\$120,575

**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.

October 18, 2016: Director of Grants and Institutional Development, Laura Qaissaunee  
**RES160045**

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 37 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires****Recommendations**

Administrative

1

Support Staff

1

Adjuncts

24

Coaches

1

**B. Change of Status****Recommendations**

Faculty

2

Administrative

3

Support Staff

2

**C. Separations****Recommendations**

Faculty

1

Support Staff

2

**A. HIRES****ADMINISTRATIVE**

1. Name: Charles Volpi  
Department: Enrollment Management  
Position: Enrollment Services Advisor  
Salary: \$36,179 prorated from an annual base of \$51,590, subject to current contract negotiations  
Effective: 10/19/16

**SUPPORT STAFF**

1. Name: Barbara Devine  
Department: Continuing & Professional Studies  
Position: Associate  
Salary: \$38,513, subject to current contract negotiations  
Effective: 11/1/16

**ADJUNCTS**

1. Name: Jesse Beutell  
Department: Political Science
2. Name: Mary Burke  
Department: Computer Science
3. Name: Judy Dibert  
Department: Languages
4. Name: Nicole D'Amore  
Department: Counseling
5. Name: Michael Garra  
Department: Counseling
6. Name: Michael Horgan  
Department: Counseling
7. Name: Peter M. Koenig  
Department: Criminal Justice
8. Name: Anna Larontonda  
Department: Languages

- |     |             |                     |
|-----|-------------|---------------------|
| 9.  | Name:       | Jessica Leo         |
|     | Department: | Fine Arts           |
| 10. | Name:       | Vallerie Magory     |
|     | Department: | Political Science   |
| 11. | Name:       | Jeremiah Milonas    |
|     | Department: | Computer Science    |
| 12. | Name:       | Frank Prignoli      |
|     | Department: | Languages           |
| 13. | Name:       | Diane Propert       |
|     | Department: | Counseling          |
| 14. | Name:       | Teresa Ryan         |
|     | Department: | Counseling          |
| 15. | Name:       | Joseph Saez         |
|     | Department: | Languages           |
| 16. | Name:       | Jonathan Shaloum    |
|     | Department: | Communication Media |
| 17. | Name:       | Marvin Shumowitz    |
|     | Department: | Mathematics         |
| 18. | Name:       | Ronald Sopenoff     |
|     | Department: | Criminal Justice    |
| 19. | Name:       | James South         |
|     | Department: | Criminal Justice    |
| 20. | Name:       | Maria Spadaro       |
|     | Department: | Counseling          |
| 21. | Name:       | Shawna Sullivan     |
|     | Department: | Political Science   |

22. Name: Jessica Terry  
Department: Political Science
23. Name: Samantha Wilkins  
Department: Political Science
24. Name: Margaret Zeik  
Department: Design

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters	Bachelors
2	20	2

**COACHES**

1. Name: Keshon Bennett  
Department: Athletics  
Position: Assistant Coach, Women's Basketball  
Compensation: \$1,575  
Dates: 1-0/1/16 – 3/15/17

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

1. Name: Linda Hoffman  
Department: Nursing  
Position: Professor  
Action: 20% reduced load for 20% reduced pay  
Effective: 1/17/17 - 12/23/17
2. Name: Isaac Kanu  
Department: Anthropology  
Position: Associate Professor  
Action: Special Purpose Leave  
Effective: 10/19/16 – 12/23/16



**ADMINISTRATIVE**

1.     Name:                   Kelly Canonico  
       Department:         Career Pathways  
       Position:            Director, CPS Education Grants  
       Action:              Extension of part-time grant-funded position  
       New Salary:         No change to current salary, but subject to current contract negotiations  
       Effective:          10/1/16 – 6/30/17
  
2.     Name:                   Gregory Menza  
       Department:         Continuing & Professional Studies  
       Position:            Job Placement Specialist  
       Action:              Extension of grant-funded position  
       New Salary:         No change to current salary, but subject to current contract negotiations  
       Effective:          10/1/16 – 6/30/17
  
3.     Name:                   Patricia Tierney  
       Department:         ABE/GED  
       Position:            Coordinator, Adult Basic Education  
       Action:              Reclassification from N4 to A2 position  
       New Salary:         \$35,950 prorated from an annual base of \$47,934 subject to current contract negotiations  
       Effective:          10/1/16

**SUPPORT STAFF**

1.     Name:                   Betty Kosulavage  
       Department:         Academic & Career Transitions  
       Position:            Specialist, Scheduling & Operations  
       Action:              Reclassification from N3 to N4  
       New Salary:         \$39,001, subject to current contract negotiations  
       Effective:          10/1/16
  
2.     Name:                   Donna Williams  
       Department:         Brookdale at Hazlet  
       Position:            Higher Education Center Assistant  
       Action:              Change in hours from 25 hrs/wk at Lincroft to 37.5 hrs/wk at Brookdale at Hazlet  
       New Salary:         \$41,176, subject to current contract negotiations  
       Effective:          11/1/16

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

1. Name: Deborah Weeks  
Department: Mathematics  
Position: Instructor  
Action: Resignation  
Effective: 10/15/16

**SUPPORT STAFF**

1. Name: Mary Fiorillo  
Department: Library Learning Commons  
Position: Learning Commons Assistant  
Action: Retirement  
Effective: 12/31/16
2. Name: Thomas Grennan  
Department: Physical Plant/Utilities  
Position: Operating Engineer  
Action: Retirement  
Effective: 11/30/16

## **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  
October 18, 2016**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Capital</b>				
1	Thermo Fisher Scientific Daigger Scientific, Inc. VWR International	<b>Scientific Equipment for the Wall Higher Education Center (HEC)</b> / Exempt 18A:64A-25.9 (State Contract). These State contracts are for the supply, delivery and installation of scientific equipment for the Wall HEC. These contracts are funded by the Higher Ed Go Bond, Chapter12, County support and capital budget.	Exempt	\$ 79,839.58
2	Laerdal Medical Corp.	<b>Simulation Lab Equipment and Software</b> / Exempt 18A:64A-25.5.(3) (Materials or supplies not available from more than one potential bidders, including without limitation materials or supplies which are patented or copyrighted.) This contract is for the supply, delivery, and installation of a simulation lab for the Wall HEC. This contract is funded by the Higher Ed Go Bond, Chapter12, County support and capital budget.	Exempt	\$ 107,323.05
<b>Operating</b>				
3	Ellucian	<b>Database Port Fee</b> / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract will update the current environment to allow access to Microsoft SQL Server Database, including UNIX to Windows Operating System. This contract is funded by the OIT operating budget.	Exempt	\$ 49,000.00
4	Black Rocket Productions, LLC	<b>Non-Credit Digital Arts Youth Programming, RFP No. 02-17</b> / Notice was sent to 4 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal 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	\$ 120,000.00 *

5	Innovative Risk Solutions	<b>Benefits Consultant, RFQ 05-2014 /</b> This is a 10-month contract for consulting services to evaluate and provide recommendations for health related insurance coverage for medical, prescription, dental, and disability. Consultant will conduct a review of all benefit plans, marketing and vendor oversight. (This includes preparing and conducting RFPs for the noted benefit coverage.) The consulting firm will also assist with compliance and advice related to the Patient Protection and Affordability Care Act, and with service and claim issues. This contract is funded by the operating budget.	RFQ	\$	25,000.00
6		<b>Snow Removal Services, Bid No. 17-23 /</b> Notice was sent to 29 vendors, received zero responses. This is a one year contract with an option for a 2nd and 3rd year renewal for snow removal services. This contract is funded by the Facilities budget. Bid is being rejected for non response. Specifications will be amended.	Bid		

**\* Estimated expense based on historical data**

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

#### 4.2b *Payments to Vendors, Students, and Employees*

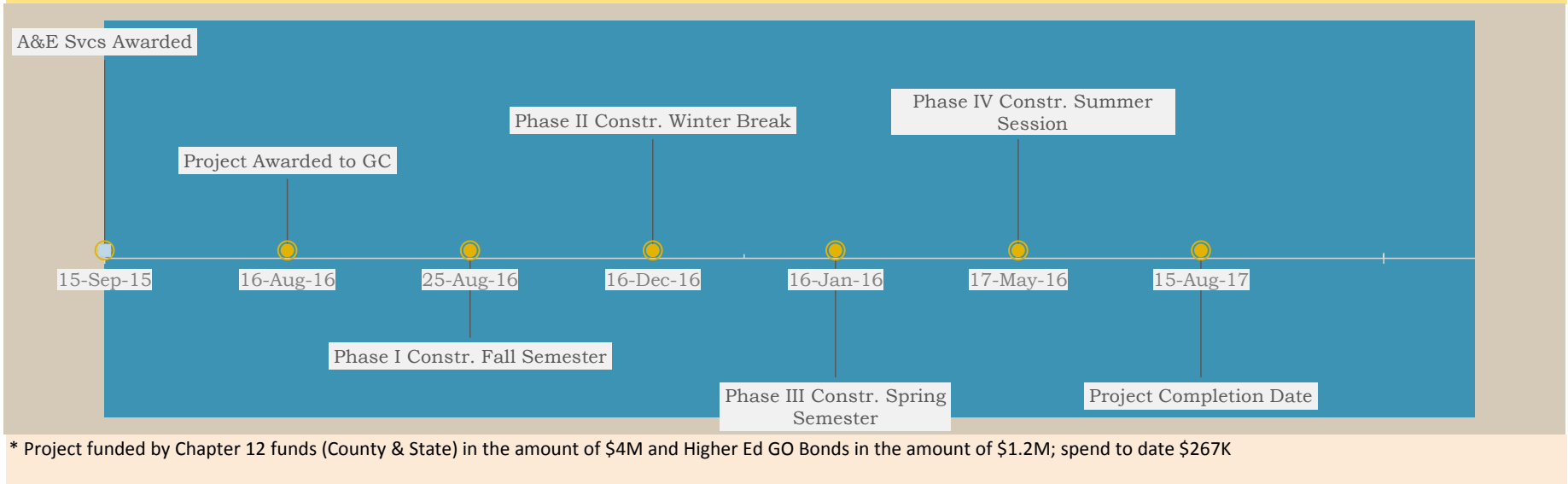
Payments made to vendors, students, and employees for the month ending August 31, 2016, were \$3,123,877.84. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with 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 October 10, 2016.

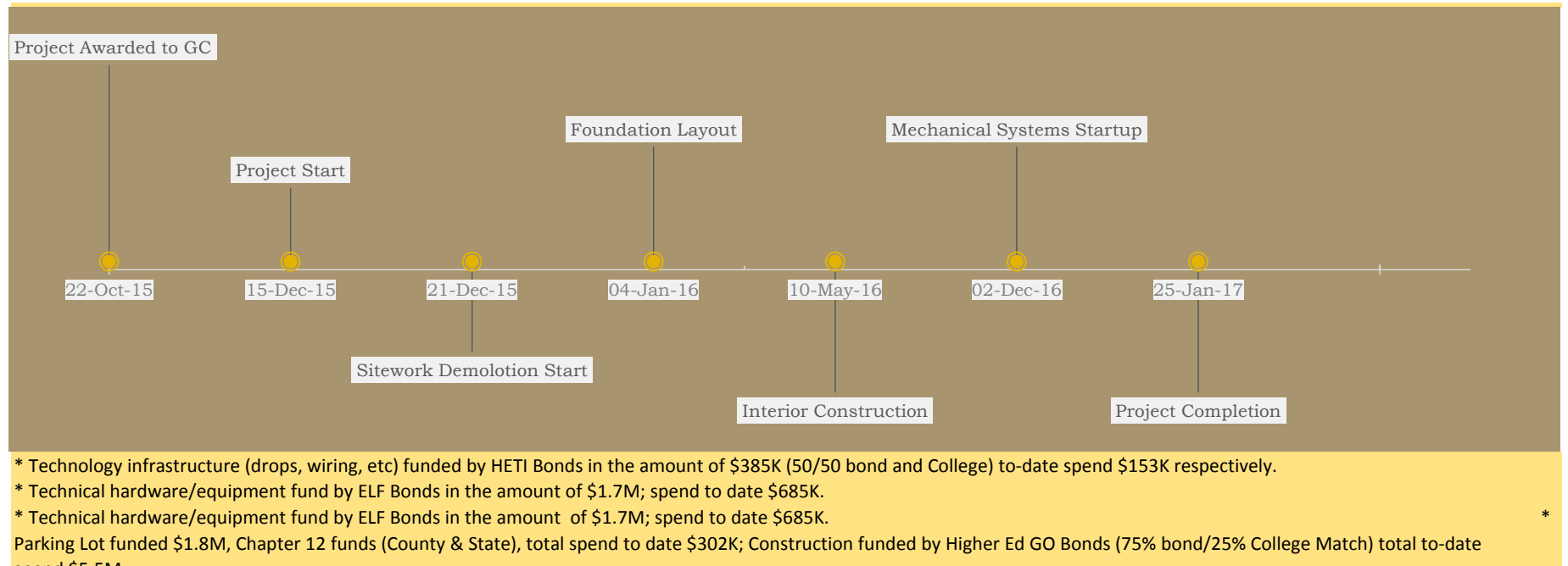


# MAS Science Lab Renovation





## Wall Academic Building





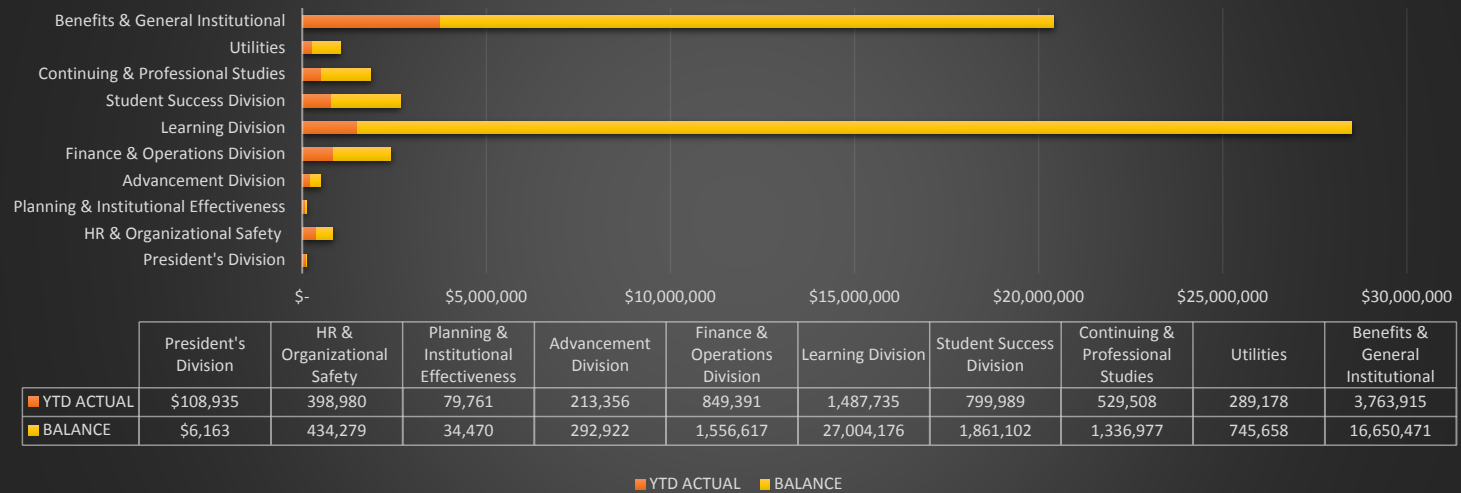
## **Monthly Dashboard Summary Month Ending August 31, 2016**

- 1 This report includes only 12 month salaried employee payroll; 10 month salaried employee payroll (mostly faculty) will be included as part of the report for the month ending September 30, 2016.
- 2 Cash disbursements for the month totaled \$10,643,271.02. In addition to payroll expenses and Bookstore purchases, significant vendor payments were made to Benjamin R. Harvey Construction, Wall project (\$928,347.14) and Gabe Sganga Inc., Library sprinkler head replacement project (\$188,342) .

Most capital projects are funded on a “reimbursement basis”; the College is required to pay invoices, then submit proof of payment and other support documentation to either the County (for Chapter 12) or the State (GO Bond) for reimbursement of the expense. Turnaround typically takes just a few weeks for the County – reimbursement from the State takes up to 45 days.

- 4 Revenue is trending slightly below projections, the result of a decline in enrollment greater than budgeted. Tuition and fee revenue through August 31 amounted to \$20,697,078, primarily tied to Summer III and the Fall Semester.
- 5 The long awaited MAS Science Lab renovation project started in August; the 18 month project is broken out in four phases, which will allow labs to continue throughout construction.
- 6 Welcome Montessori Children's Learning Center! The five year lease agreement commenced in August and will ensure our students, staff, and community have access to affordable child care on campus.

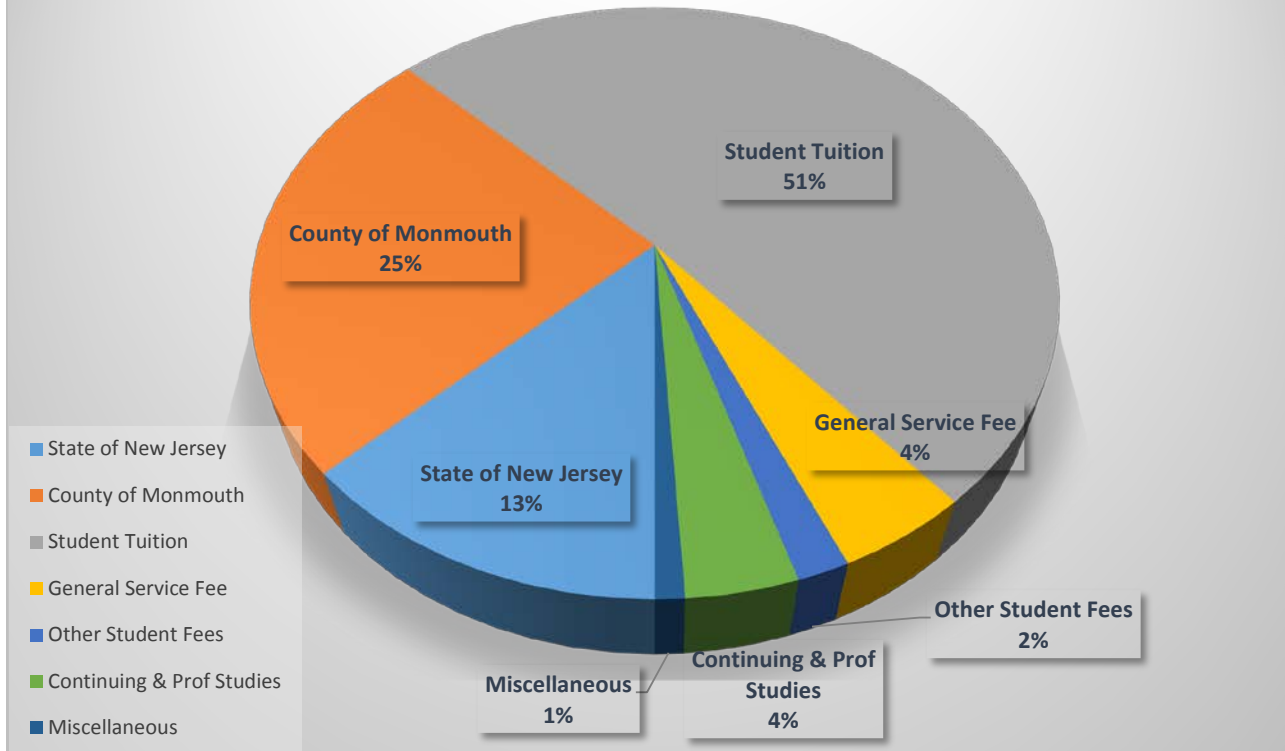
### Brookdale Community College August 2016 Operating Expenses



### Monthly Operating Expenditures

	BUDGET	YTD ACTUAL	COMMIT **	BALANCE
<b>President's Division</b>	\$ 534,558	\$ 108,935	\$ 419,460	\$ 6,163
<b>HR &amp; Organizational Safety</b>	2,285,854	398,980	1,452,595	434,279
<b>Planning &amp; Institutional Effectiveness</b>	479,457	79,761	365,226	34,470
<b>Advancement Division</b>	1,455,137	213,356	948,859	292,922
<b>Finance &amp; Operations Division</b>	8,927,611	849,391	6,521,603	1,556,617
<b>Learning Division</b>	33,343,319	1,487,735	4,851,408	27,004,176
<b>Student Success Division</b>	5,963,852	799,989	3,302,761	1,861,102
<b>Continuing &amp; Professional Studies</b>	3,258,216	529,508	1,391,731	1,336,977
<b>Utilities</b>	2,905,962	289,178	1,871,126	745,658
<b>Benefits &amp; General Institutional</b>	22,023,161	3,763,915	1,608,775	16,650,471
<b>Total</b>	<u>\$ 81,177,127</u>	<u>\$ 8,520,748</u>	<u>\$ 22,733,545</u>	<u>\$ 49,922,835</u>

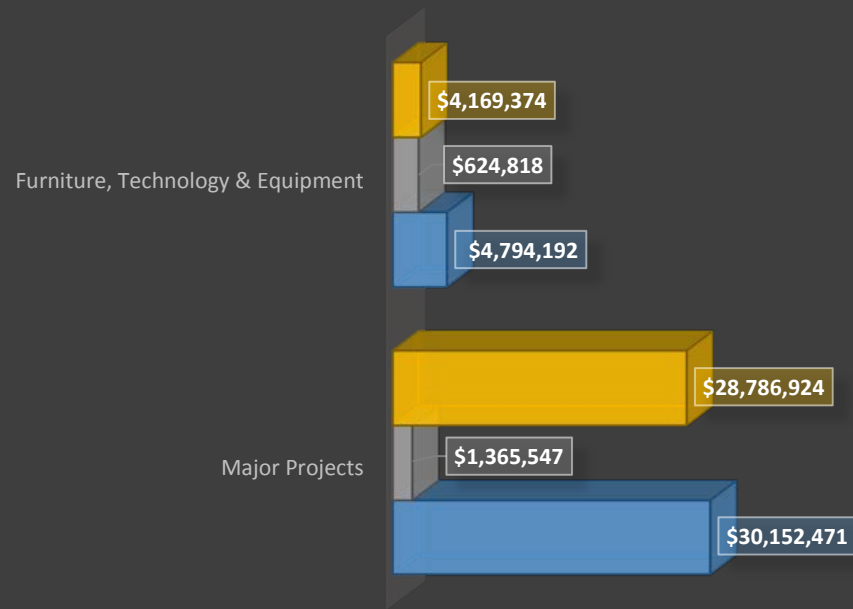
### August 2016 Operating Revenue Sources



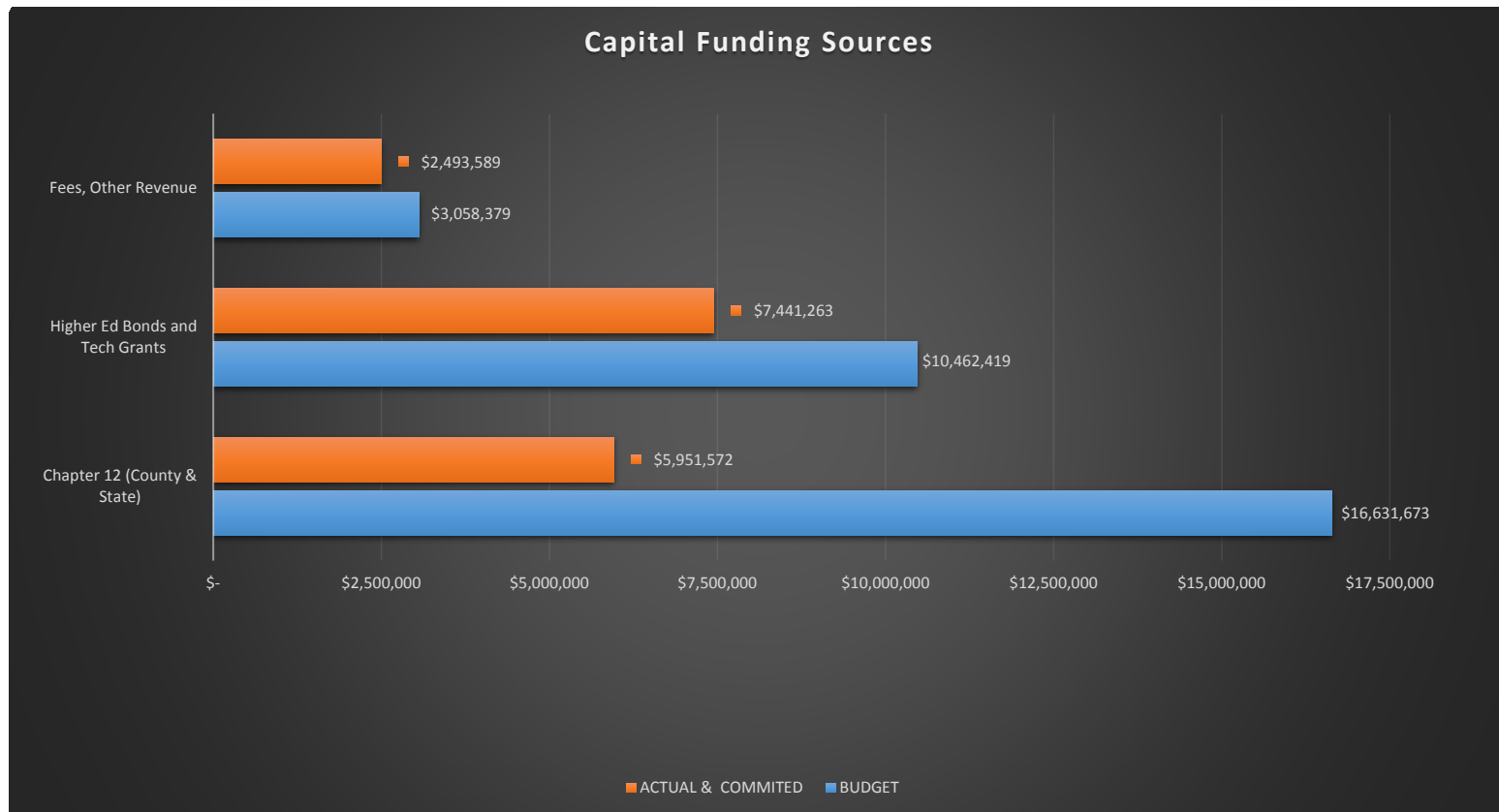
	BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,378,940	\$	1,725,144	\$ 8,653,796
County of Monmouth		20,027,019		3,337,837	16,689,182
Student Tuition		41,764,827		18,357,074	23,407,753
General Service Fee		3,702,741		1,614,492	2,088,249
Other Student Fees		1,439,600		725,512	714,088
Continuing & Prof Studies		3,060,000		930,150	2,129,850
Approp from Reserve		-		-	-
Miscellaneous		804,000		98,858	705,142
Total	\$	81,177,127	\$	26,789,067	\$ 54,388,060

## AUGUST 2016 CAPITAL FUND EXPENDITURES

■ BALANCE ■ SPENT ■ BUDGET



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	30,152,471	\$	10,131,673	\$	1,365,547	\$ 28,786,924
Furniture, Technology & Equipment		4,794,192		-		624,818	4,169,374
Total	\$	34,946,663	\$	10,131,673	\$	1,990,365	\$ 32,956,298



#### Capital Summary

		BUDGET		ACTUAL & COMMITTED
Chapter 12 (County & State)	\$	16,631,673	\$	5,951,572
Higher Ed Bonds and Tech Grants	\$	10,462,419	\$	7,441,263
Fees, Other Revenue	\$	3,058,379	\$	2,493,589

		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	1,094,896	445,024
<b>FY12 Chapter 12</b>		1,951,142	1,951,142	1,506,118	445,024
<b>FY13 Chapter 12 Projects</b>		1,228,633	400,000	-	400,000
	8130515 - Replacement of Carpet and Flooring MAC	-	373,648	17,553	356,095
	8130530 - Infrastructure Improvements Lincroft	-	454,985	373,890	81,095
<b>FY13 Chapter 12</b>		1,228,633	1,228,633	391,443	837,190
<b>FY14 Chapter 12 Projects</b>		3,761,898	-	-	-
	8140505 - Renovation of MAS Science Labs	-	3,742,244	3,703,820	38,424
	8140510 - Infrastructure Improvements Lincroft	-	19,654	-	19,654
<b>FY14 Chapter 12</b>		3,761,898	3,761,898	3,703,820	58,078
<b>FY15 Chapter 12 Projects</b>		3,190,000	1,595,000	-	1,595,000
	8150515 - Infrastructure Improvements		1,595,000	350,191	1,244,809
<b>FY15 Chapter 12</b>		3,190,000	3,190,000	350,191	2,839,809
<b>FY16 Chapter 12 Projects*</b>		3,000,000	-	-	3,000,000
<b>FY16 Chapter 12</b>		3,000,000	-	-	3,000,000
<b>FY17 Capital 12 Projects*</b>		3,500,000	-	-	3,500,000
<b>FY17 Chapter 12</b>		3,500,000	-	-	3,500,000
<b>FY16 Capital Bonds &amp; Grants</b>					
	8131005 - Higher Ed Bond Administration - Wall	7,825,270	-	7,090,842	734,428
	8131010/8131030 - Equipment Leasing Fund (ELF)	1,287,093	-	286,745	1,000,348
	8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	150,056	-	63,676	86,380
	8161005 - Higher Ed Bon Administration - MAS	1,200,000	-	-	1,200,000
<b>Higher Ed Bonds and Tech Grants</b>		10,462,419	-	7,441,263	3,021,156
<b>FY17 Infrastructure Projects</b>					
	8122410 - Wall Campus Reserve	-	-	66,299	(66,299)
	8132450 - College Hi Ed Bond Admin Match - Wall	2,608,323	-	2,363,614	244,709
	8132455/8132460 - College HETI Match	150,056	-	63,676	86,380
	8162450 - College Hi Ed Bond Admin Match - MAS	300,000	-	-	300,000
<b>College Capital</b>		3,058,379	-	2,493,589	564,790
		\$ 30,152,471	\$ 10,131,673	\$ 15,886,424	\$ 14,266,047

\* pending approval

#### 4.3 *Legal Costs, Government Relations, and Public Relations*

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public no later than November 1 each year, “an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations.”

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 10, 2016.

October 18, 2016: Vice President, Finance & Operations, Maureen Lawrence



**Brookdale Community College**  
**Report of Legal Fees, Government Relations, and Public Relations**  
**For the Fiscal Years 2016 and 2015**

	<b>FY16</b>	<b>FY15</b>
Legal Fees	\$270,469	\$326,855
Government Relations	36,000	60,000
Public Relations	<u>43,675</u>	<u>32,878</u>
<b>TOTAL</b>	<b><u>\$350,144</u></b>	<b><u>\$359,793</u></b>

#### 4.4 *Acceptance of Brookdale Community College's FY16 Enrollment Audit*

Pursuant to the requirements set forth in the Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasurer, the Board of Trustees authorized O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2016, at its June 21, 2016 meeting.

An audit of the College's schedule of total unweighted credit-hours for the year ended June 30, 2016, are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held October 10, 2016.

October 18, 2016: Vice President, Finance & Operations, Maureen Lawrence

# **BROOKDALE COMMUNITY COLLEGE**

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## **AGREED-UPON PROCEDURES REPORT ON SCHEDULE OF TOTAL CREDIT HOUR ENROLLMENTS**

**JUNE 30, 2016**

# **BROOKDALE COMMUNITY COLLEGE**

## **Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments**

**June 30, 2016**

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## **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

Brookdale Community College  
765 Newman Springs Road  
Lincroft, NJ 07738-1543

We have performed the procedures enumerated below, which were agreed to by Brookdale Community College (the "College"), the New Jersey Department of the Treasury, Office of Management and Budget and the New Jersey Council of County Colleges ("NJCCC") solely to assist you in connection with your reporting requirements, as set forth in the 2016 Statement of Auditing and Accounting Standards for County Colleges ("Standards") recommended by the New Jersey Council of County Colleges for use by the New Jersey Department of the Treasury, for the year ended June 30, 2016.

The College's management is responsible for meeting those requirements and maintaining records in accordance with these Standards. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We applied and observed the following during our agreed-upon procedures performed for the year ended June 30, 2016:

1. From the College's master list of fundable credit courses offered during the year ended June 30, 2016, we selected a sample of 60 courses and chose one student from each course during fiscal year ended June 30, 2016 and performed the following procedures:
  - a. Sent positive confirmation letters to all students included in the sample. The letters specifically attempted to confirm the student's enrollment in the particular course sampled, the amount billed for the semester, the amount paid for the semester, and the remaining balance due. Information concerning the methodology and results of this procedure is included in Schedule A of this report.

*No exceptions were noted as a result of this procedure.*

- b. Traced the courses sampled to the NJCCC's list of approved credit courses and determined that: (1) the courses were approved for funding in the year ended June 30, 2016; and (2) the number of credit hours claimed by the College agreed to the number of credit/contract hours approved by NJCCC.

*No exceptions were noted as a result of this procedure.*

- c. Examined source documentation for each course/student in the sample (e.g. registration records, grade assignments, payment records, class rosters, attendance records, etc.) to (1) verify the validity of the quantitative representations made on the management-prepared schedules; (2) make sure that adequate descriptions and course outlines were available for each course, in accordance with State funding requirements; and (3) determine the audit trail is valid and adequate for certification of the schedule of credit hour enrollments and Base Chargeback Rate per In-County Credit Hour.

*No exceptions were noted as a result of this procedure.*

2. Reviewed compliance with the 2016 Statement of Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasury.

*No exceptions were noted as a result of this procedure.*

3. Multiplied reported credit hours by appropriate standard tuition charges per credit hour and compared the result to tuition income per the relevant general ledger tuition income accounts.

*No exceptions were noted as a result of this procedure.*

4. Reviewed that the eligible portion of grant funded courses was calculated and reported accurately.

*The College did not conduct any eligible grant funded courses during the year ended June 30, 2016.*

5. Reviewed all contracts for the delivery of community college courses that were claimed for state aid to determine that the College demonstrated direct costs and control of the courses.

*No exceptions were noted as a result of this procedure.*

6. Obtained the accompanying Schedule B - Total Credit Hour Enrollments, for the year ended June 30, 2016, as prepared by management of the College. We reviewed the documentation underlying the calculation of credit hour enrollments, and recalculated all columns and rows to verify mathematical accuracy.

*No exceptions were noted as a result of this procedure.*

7. Obtained the accompanying Schedule C - Base Chargeback Rate Per In-County Credit Hour, for the year ended June 30, 2016, as prepared by management of the College. Verified, from the sample of 60 students selected in Procedure 1, those that were resident, in-county students (55 of 60), and determined that they were properly classified with in-county enrollments by verifying they resided in the county. We also also recalculated the Base Chargeback Rate Per In-County Credit Hour, as shown on Schedule C.

*No exceptions were noted as a result of this procedure.*

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the items referred to above. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Brookdale Community College, the New Jersey Department of the Treasury, Office of Management and Budget, and the New Jersey Council of County Colleges and is not intended to be, and should not be, used by anyone other than the specified parties.

**Certified Public Accountants  
Braintree, Massachusetts**

DATE

# **BROOKDALE COMMUNITY COLLEGE**

## **Sampling Methodology and Results for Confirmation for Student Enrollment**

### **Schedule A**

**For the Year Ended June 30, 2016**

#### **Credit Student Enrollment**

##### Methodology:

A sample of 60 students was arrived at using the following parameters:

Confidence level	<b>90%</b>
Expected rate of occurrence	<b>2.5%</b>
Maximum tolerable error rate	<b>5.5%</b>

##### Results:

Mailed	<b>60</b>
Returned	<b>14</b>
Returned correct	<b>14</b>
Returned with exceptions	<b>None</b>
Returned undelivered	<b>None</b>

Alternate procedures were applied to the confirmations that had no responses to determine course enrollments.



# BROOKDALE COMMUNITY COLLEGE

## Total Credit Hour Enrollments

### Schedule B

For the Year Ended June 30, 2016

	Summer III 2015 <u>Term</u>	Fall 2015 <u>Term</u>	Winter and Spring 2016 <u>Term</u>	Summer I & II 2016 <u>Term</u>	Total Fiscal <u>Year</u>
Credit Hours	<u>9,088</u>	<u>137,736</u>	<u>122,852</u>	<u>24,854</u>	<u>294,530</u>
			In-County Credit Hours		<u>256,165</u>
			Out of County Credit Hours		<u>38,365</u>
					<u>294,530</u>

# **BROOKDALE COMMUNITY COLLEGE**

## **Base Chargeback Rate Per In-County Credit Hour**

### **Schedule C**

**For the Year Ended June 30, 2016**

Total In-County Resident Enrollment Credit Hours	256,165
Divided by 30 Credit Hours	<u>30</u>
Resident FTE	<u>8,539</u>
Total County Aid	\$ 20,027,019
Divided by Resident FTE	<u>8,539</u>
Base Chargeback Rate per In-County FTE	2,345
Divided by 30	<u>30</u>
Base Chargeback Rate per In-County Credit Hour	\$ 78.18