



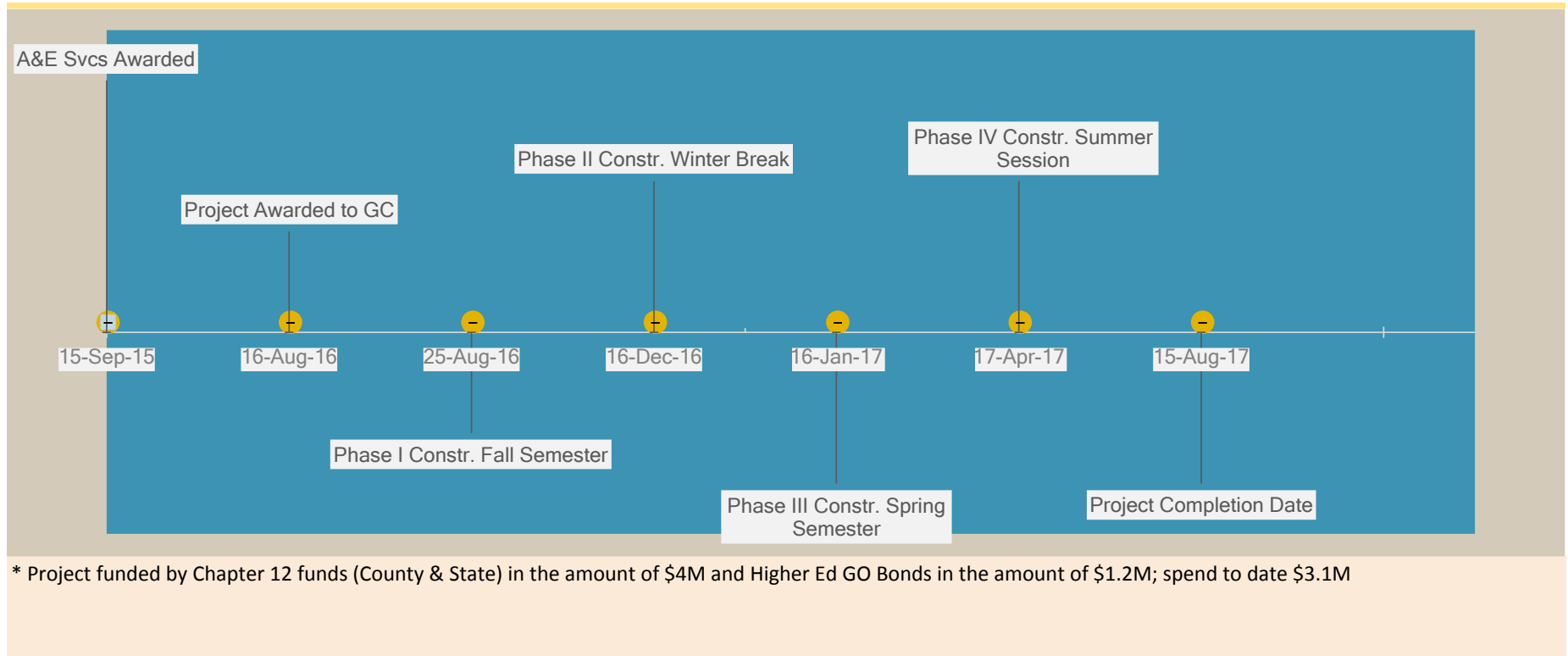
Brookdale Community College
Board of Trustees Public Meeting
Tuesday, August 22, 2017 5:30 PM (EDT)
800 Monmouth Blvd Rooms 110 and 112 Wall New Jersey 07719
Brookdale at Wall

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo
- II. Pledge of Allegiance - Chair Guzzo
- III. Adoption of Agenda - Chair Guzzo
- IV. Reports from the Board Committees and Liaisons - Chair Guzzo
 - A. Executive Committee - August 8, 2017 - Chair Guzzo
 - B. Finance & Facilities Committee - August 8, 2017 - Trustee Kaufmann
 - 1. Monthly Financial Reporting
 - C. Graduate Trustee Report - Trustee Ridoux
 - D. Foundation Report - Trustee Abby-White
 - E. NJCCC Report - Vice Chair Crupi
 - F. Report from the Engineer of Record - Mr. Charles Rooney
 - Capital Project Report submitted in Financial Dashboard*
- V. Approval of Public Business Meeting Minutes - July 18, 2017 - Chair Guzzo
 - A. Approval of Executive Session Minutes - July 18, 2017 - Chair Guzzo
- VI. Approval of Minutes of Special Meeting - July 22, 2017
- VII. 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
- VIII. Public Comment on Agenda Items - Chair Guzzo
- IX. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Human Resources
 - B. Acceptance of Grants
 - Employment Directed Activities Work First NJ; Small Business Development Center (SBDC); Monmouth County Monmouth Arts - Arts Helps*
 - C. Purchases in Excess of \$35,300 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

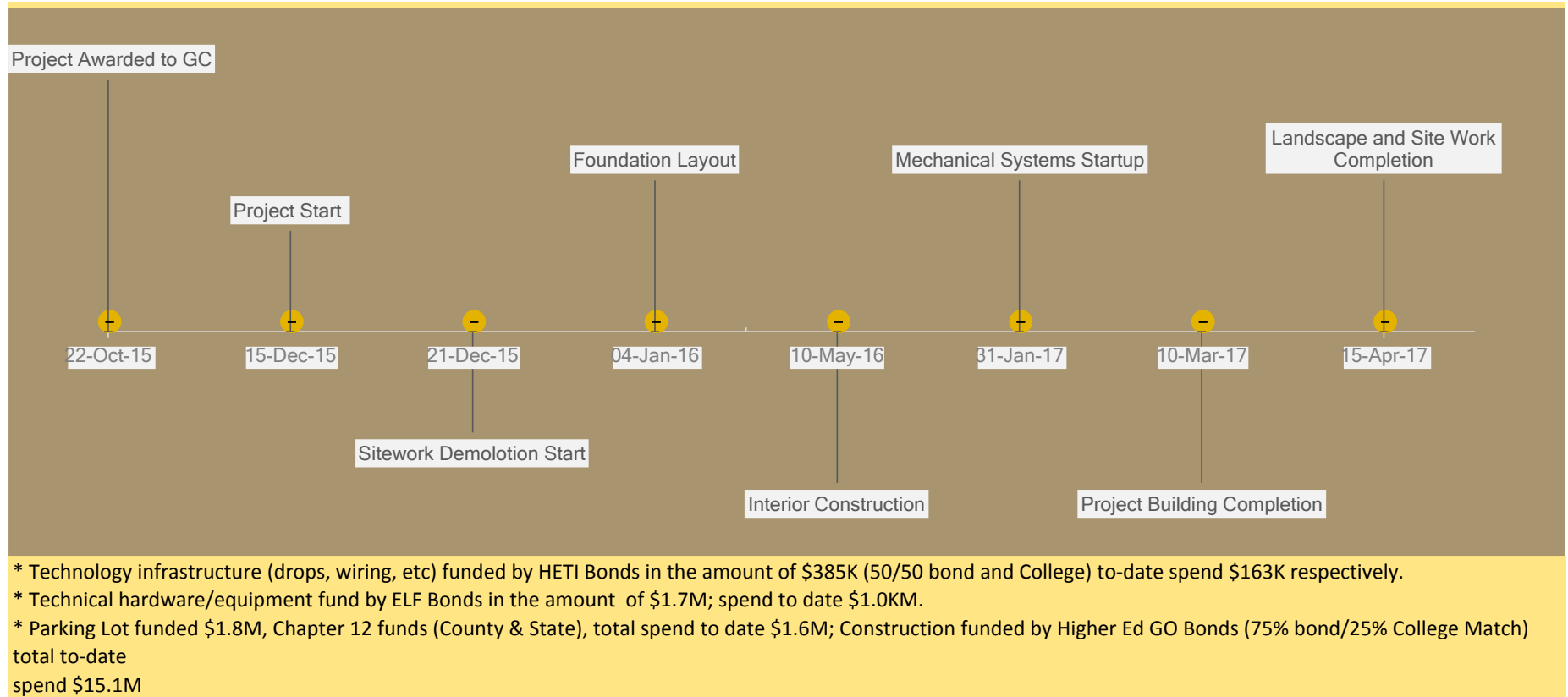
E. Monthly Financial Dashboards

- X. President's Report - Dr. David Stout
 - A. MSCHE Update - Dr. Nancy Kegelman
- XI. Approval of hosting Keys Academy (Knowledge, Empowers Youth & Sobriety) a Recovery High School - Chair Guzzo
- XII. Approval of Emergency Management Plan - Chair Guzzo
- XIII. Approval of Resolution of Appreciation of Board of Chosen Freeholders
- XIV. Public Comment - Chair Guzzo
- XV. Old/New Business - Chair Guzzo
- XVI. Resolution to Hold a Closed Meeting - Chair Guzzo
- XVII. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XVIII. Approval of Addendum 4.2 - Purchases in Excess of \$35,300 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
RFP Financial Accounting Services
- XIX. Adjournment - Chair Guzzo
- XX. Appendix - Board Materials

MAS Science Lab Renovation



Wall Academic Building





7/31/17

BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CAPITAL PROJECTS

- 1) NEW ACADEMIC BUILDING/WALL CAMPUS- Benjamin Harvey Contract Award \$14,698,000 10/22/15
Change Orders to date \$665,876 3/21/17
Final Change Order \$94,148 7/18/17
REVISED CONTRACT \$15,484,024
Payments to Date \$14,939,220.94

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: Certificate of Occupancy (CO) was issued July 26, 2017. The College is currently using the building. Wall Township is currently developing a plan for the installation of a security fence with gates along the north property line adjacent to the Info Age property. In addition, project closeout activities continue.

- 2) MAS SCIENCE LABS RENOVATION PROJECT- Circle A Construction Contract Award \$3,632,500 8/16/16
Change Orders \$25,000 3/21/17
\$15,000 6/20/17
\$5,225 7/18/17
REVISED CONTRACT \$3,677,725
Payments to Date \$2,947,166.00

SCOPE: Phased renovation of Science Labs in MAS building:

Phase 1- Two Chemistry Labs	COMPLETED
Phase 2- Three Biology Labs; Chemical Storage Room and Prep Room	COMPLETED
Phase 3- Two General Labs	COMPLETED
Phase 4- Three Chemistry Labs and Three Biology Labs	Complete by mid August 2017

STATUS: Phase I- renovations are complete.
Phase 2- renovations are complete
Phase 3- renovations are complete
Phase 4- Two of the labs are substantially complete. The remaining 4 labs are progressing with installation of casework, ceiling tiles and fume hoods currently underway. Substantial completion is scheduled for mid-August



3) FREEHOLD CAMPUS DRAINAGE IMPROVEMENTS-

Precise Construction Inc.
Contract Award \$39,790 12/20/16

SCOPE: 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 creates icing problems in the winter and over time will shorten the life of the pavement. Our office in conjunction with Tim Drury/Director of Facilities completed plans and specifications for the installation of a perimeter underdrain system along the south edge of the parking lot

STATUS: A contract with Precise Construction Inc. was awarded on December 20, 2016. The contractor substantially completed the project in early January 2017. We are currently monitoring and assessing the performance of the underdrain. Top course paving of the trench and reseeding of the disturbed lawn areas have been completed. In the interest of better understanding the underlying soil conditions, a proposal to perform up to five soil borings is currently under review. In addition, a proposal to visually inspect the basement walls has been submitted. We await guidance on how to proceed.

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

SCOPE: Replace cooling tower and condenser water piping within plant (base bid) with possible replacement of the replacement of the cooling towers (alternate bid).

STATUS: Seven bids were received on July 13, 2017. Estock Piping, Chesterfield, NJ was low bidder for both the piping replacement and the cooling tower replacement with bids of \$489,150.00 and \$623,767.00 respectively. By letter, dated July 28, 2017, we recommended award of both the piping replacement and cooling tower replacement to Estock Piping subject to availability of funds and review and approval of the bid documents by the College Attorney. If awarded, work is anticipated to start in November 2017.

5) LINCROFT CAMPUS - Parking lot 7 - conceptual agreement has been reached with the Monmouth County Highway Department to mill 2" of the existing pavement; repair the major cracks; and overlay the entire lot with 2" of new top course pavement. An estimate of construction costs is expected from the County shortly. Construction is expected to start within the next few weeks and be completed before the beginning of the fall semester.


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

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

Date: July 18, 2017

Brookdale Community College
Brookdale Lincroft
Student Life Center, Navesink Room II
765 Newman Springs Rd.
Lincroft, NJ 07738

- A. Vice-Chair Crupi 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 July 11, 2017 at 5 PM, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On July 11, 2017 at 5 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. The meeting location was changed on July 17 from the president's conference room on the BAC building to the Student Life Center to accommodate more people. Notices were posted on all doors in the BAC building, the website and the bulletin board in the BAC building.

Roll Call:

Present	Trustees	Administration:
	Mr. Hank Cram, Trustee*	Dr. Nancy Kegelman
	Mr. Paul Crupi, Vice Chair (Chaired the meeting)	Ms. Pat Sensi
	Mr. Daniel F. Brecht, Trustee	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee	Dr. Herb Cohen
	Ms. Madeline Ferraro, Trustee*	Ms. Marie Lucier-Woodruff
	Dr. Carl Guzzo, Chair*	Mr. Robert Francis
	Mr. Bret Kaufmann, Trustee	
	Ms. Marta Rambaud, Trustee	
	Mr. Austin Ridoux, Trustee	
	Dr. David Stout, Interim President	
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Abby-White, Trustee	
	Dr. Les Richens, Trustee	Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Mathew Giacobbe, Esq., General and Labor Counsel; (left at 6:25 PM)	Mr. Mitchell Jacobs, Esq., General and Labor Counsel;
*Participated via phone conference call		

C.

Minutes of the Public Business Meeting, July 18, 2017
DRAFT

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Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting –	<p>A motion to adopt the agenda was made by Trustee Becht and seconded by Trustee Crupi.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee Ridoux</p>	
<p>Committee Reports and Liaisons</p> <p>1) Executive Committee – Chair Guzzo reported on the executive committee held on July 10, 2017.</p> <p>2) Finance & Facilities Committee – Trustee Kaufmann reported on the Finance & Facilities committee meeting held on July 10, 2017. He highlighted the following:</p> <ul style="list-style-type: none"> a) He reported on the college’s financial status as of May 31, 2017. b) 4.1a – Change Orders – He reported on the change order reviewed at the meeting for the final work and revisions for the construction at the Wall Campus for \$94,149 which has been reviewed by the Engineer of Record and found to be reasonable. c) He expressed concern over the continued financial challenges the college is facing but expressed confidence in Dr. Stout’s leadership to confront these challenges. d) Trustee Kaufmann remarked on the financial challenges related to maintaining 6 aging campuses with the lack of a reasonable reserve funds and coupled with \$41 Million in debt which would make borrowing unwise. He concluded that Dr. Stout’s finance team is formulating a long term plan to address these concerns and will report back to the board as these plans are developed. <p>3) College Engineer of Record – Mr. Rooney provided a report which is included in the board materials.</p> <ul style="list-style-type: none"> a) In addition he recommended a change order request for duct work in the MAS lab project. b) Mr. Rooney, reviewed the paving services contract for the Lincroft Campus and recommended approving the award. c) Mr. Rooney was in agreement with the recommendations for flooring in the Bankier Library Resource Rooms. d) He reported that there were 7 bids on the Lincroft Campus Central Utility Plant and will report back with recommendation to the board at the August meeting. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Public Business Meeting Minutes – June 20, 2017</p> <p>There were no revisions to the minutes.</p>	<p>A motion to approve the June 20, 2017 minutes of the Public Business Meeting was made by Trustee Brennan and seconded by Trustee Kaufmann.</p> <p>YES: Trustees Becht, Brennan, Ferraro, Kaufmann, Rambaud and Chair Guzzo NAYS: None</p> <p>ABSTENTIONS: Trustees Cram, Crupi and Ridoux</p>	
<p>Approval of Executive Session Minutes, June 20, 2017</p> <p>There were no revisions to the minutes.</p>	<p>A motion to approve the June 20, 2017 executive session minutes was made by Trustee Rambaud and seconded by Trustee Kaufmann.</p> <p>YES: Trustees Becht, Brennan, Ferraro, Kaufmann, Rambaud and Chair Guzzo NAYS: None</p> <p>ABSTENTIONS: Trustees Cram, Crupi and Ridoux</p>	
<p>Review and Acceptance of Consent Agenda – No items were removed from the consent agenda.</p>	<p>A motion to adopt the consent agenda was made by Trustee Becht and seconded by Trustee Rambaud.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Ridoux, and Chair Guzzo NAYS: None</p> <p>ABSTENTIONS: None</p>	

Public Comment on Agenda Items –There was no comment.		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
Consent Agenda - Chair Guzzo A. Approval of Human Resources B. Application for Grants <i>Grants – Perkins Career & Technical Education; Gladys Brooks Foundation – Dental Equipment; Monmouth County Arts Council Monmouth Arts - ArtsHelps</i> C. Acceptance of Grants <i>Integrated Ault Basic Skills, English Literacy & Civics Education Grant Program: O’Toole Family Foundation</i> D. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” Process, in Excess of \$17,500 E. Open Invoice Payment Requests for Vendor, Students and Employee Payments F. Monthly Financial Dashboards	A motion to approve the consent agenda was made by Chair Guzzo and seconded by Trustee Kaufmann. YES: Trustees Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambuad, Ridoux, and Chair Guzzo NAYS: None ABSTENTIONS: None	
President’s Report <p>Dr. Stout reported on the Board of School Estimate held on July 14. The purpose of the meeting was to allow the Board of Chosen Freeholders to support the MAS lab renovations with a contribution of \$400,000. Dr. Stout reported that the Freeholders complimented us on our endeavors.</p> <p>Dr. Stout highlighted that today is the college’s 50th Birthday and we celebrated with the Freeholders, representatives from AAUW, elected officials, members of the Foundation and Alumni boards, retired and current employees with a reading of the original resolution that the Board of Chosen Freeholders passed on July 18, 1967 to authorize the creation of Brookdale Community College. We received a certificate form the Freeholders and a proclamation form the Mayor of Middletown proclaiming that July 18, 2017 is officially Brookdale Community College day. He thanked everyone for their participation and AVP Lucier-Woodruff for her participation in the planning of the birthday celebration.</p> <p>MSCHE Report – Dr. Nancy Kegelmann provided a MSCHE report on behalf of her co-chair Howard Miller. (full report – Attachment A). She provided an update on the timeline, the site visits, change of working group co-chairs and the comment period, The team dates were identified as March 4 -7, 2018 and Dr. Mile’s initial site visit will be on October 24, 2017. On the afternoon of March 4, there will be a welcome reception for the visiting team. Dr. Kegelmann explained that the final approved self-study is due on January 27, 2018 and the board will ideally need to give their approval at the January 2018 meeting. The draft MSCHE report will be emailed and uploaded to BoardMax for review by the trustees.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Change Order Request	<p>A motion to approve the consent agenda was made by Trustee Abby-White and seconded by Trustee Brennan.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambuad, Ridoux, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Approval of interim president's employment contract.	<p>A motion to approve the interim president's employment contract was made by Trustee Becht and seconded by Chair Guzzo.</p> <p>YES: Trustees Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambuad, Ridoux, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Kevin Burkitt - Learning Space Specialist-Innovations Center – shared suggestions on improving the phone tree to improve customer service and the college image. He specifically suggested that One Stop should be clearly defined and should be the first option on the phone tree.</p> <p>Dr. Alec Moran – He is an alumni that began college 8 1/2 years ago at Brookdale with the goal of becoming a doctor. Today he is a doctor and came back to thank the board. He encouraged the board to keep their commitment to their faculty and staff. He felt that faculty members who were empowered to hold regular office hours were the most instrumental in his college years and laid the foundation of his life.</p> <p>Professor Eric Goll, Chemistry –is a tournament tennis player and he brought to the attention of the board that our tennis courts are in disrepair. He made the suggestion that our courts could be repaired by using</p>		

proceeds from holding tennis tournaments.

Dr. Stout responded to Mr. Burkitt's comment and acknowledged that we need to have a full examination of our first contacts to brand new students and the phone tree will be reviewed. He also felt that there needs to be a further discussion with the board about the college operators. Dr. Stout thanked Professor Goll for his revenue generating idea and invited him to join the committee on revenue generation.

Dr. Daniel Markewitz graduated from Brookdale in 1983. He commented that his interaction with the faculty was extremely important to his academic success and he feels privileged to be able to be an adjunct faculty here at Brookdale.

Old/New Business – Chair Guzzo

Mr. Giacobbe stated that we will go into closed executive session for one item. An employee was riced and the employee had requested the discussion about the issue to take place in public. The trustees of the college received a packet of twitter postings involving an employee. All he was going to do was report in closed session that President Stout and himself were reviewing the packet and he will provide guidance to the college and the trustees on how to educate the staff and the trustees on the use of Twitter and the consequences. He will provide this guidance at the August board meeting.

Vice-Chair Crupi reported that we will be holding a board retreat on July 22. He also announced that the public business meeting on September 12 had been changed to the Wall Campus and there will be a ribbon cutting ceremony prior to the meeting at 4 PM.

Chair Guzzo announced that there will be an additional board retreat on September 5.

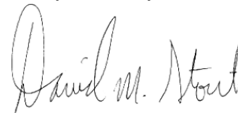
Vice-Chair Crupi reported that the board's self-evaluation survey will be closing at the end of the day on July 21.

Graduate Trustee Ridoux spoke with Brookdale students about their overall experience which he reported was positive. He took the time to acknowledge the board and faculty for a job well done. As a result of his time spent with the students, he thought it would be in the best interest of the college to determine why students are choosing to take online classes. If there is not sufficient amount of information collected on the reason our students are choosing to take online classes, then he suggested that it would be time and resources well spent for further research. Online education is becoming more popular and will no doubt will influence significantly how students will like to see receive their education in the future. In order for Brookdale to be prepared for this future, he believes that it will be a necessity to pursue an understanding of the nature of our rapidly growing demand for online education.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Resolution to Hold a Closed Meeting – <i>Mr. Jacobs read the resolution to enter into executive session. (Attachment B)</i> Mr. Jacobs announced that action may be taken after the meeting is re-opened to the public.	A motion was made to approve the resolution to hold an executive session by Trustee Becht and seconded by Trustee Rambaud. YES: Trustees Becht, Brennan, Cram, Crupi,	

	<p>Ferraro, Kaufmann, Rambaud, Ridoux, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Motion to Re-open the meeting to the public</p> <p>No action was taken after the meeting was re-opened to the public.</p>	<p>A motion was made to re-open the meeting to the public by Trustee Becht and seconded by Trustee Brennan.</p> <p>YES: Trustees Becht, Brennan, Crupi, Kaufmann, Rambaud, Ridoux, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Adjournment –</p> <p><i>The meeting was adjourned at 7:50 P.M.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Becht and was seconded by Trustee Rambaud.</p> <p>Motion was unanimously passed.</p>	

Respectfully submitted



David M. Stout, Ph.D., Secretary

Brookdale Community College

Middle States Update

July 18, 2017

Middle States Visiting Dates

Middle States notified us of dates for Dr. Miles preliminary visit which will be on October 24, 2017 and the team visit which is set from Sunday March 4 through Wednesday March 7, 2018. During the preliminary visit in October, Dr. Miles, our Visiting Team Chair, will learn about the institution to plan the team visit. She will tour Lincroft, the 2 branch campuses, one HEC and meet with:

- the Interim President
- representatives of the BOT
- key administrative officers
- the self-study steering committee
- student and faculty representatives

Working Group Co-Chair Changes

Joe Pingitore has agreed to serve as co-chair Standard 6 with Maureen Lawrence's departure and Herb Cohen has agreed to serve as co-chair for Standard 4 with Dr. Stout's assignment to Interim President.

Responses to Comments

Over 400 comments were received from students, faculty, staff, and trustees on the roadmaps and draft chapters. The co-chairs reviewed each comment. Many were integrated into the chapters. Acknowledgment and responses to each were compiled in seven reports by Standard and broadcasted to the college community weekly throughout the month of June and the last one sent on July 3.

Summer Activity Planned

- Pare the final report to 100 pages including the introduction and conclusion
- Streamline the document roadmaps
- Ensure all Requirements of Affiliation are address and properly labeled in the chapters
- Address outstanding items in the Verification of Compliance
- Reconvene Steering for final review and preparation of the site visit

Fall 2017 Timeline

- September
 - Overview of Self-Study draft presented to college community for feedback
 - Verification of Compliance finalized
- October 2017
 - Self-study draft due to MS Team Chair in advance of preliminary visit
 - October 24 Preliminary Visit by Team Chair

- December 2017
 - December 1 submission of Verification of Compliance to MS
 - Revised Self-Study based on feedback from MS Team Chair

Spring 2018 Timeline:

- January
 - Board approve final report
 - January 22, 2018 - Report sent to Middle States
- February
 - Set up meeting schedule as requested by visiting team
- March
 - March 4 - 7 Evaluation team on campus

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 1 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 **July 18, 2017 at approximately 6:30 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 _____

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

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

RESOLUTION AUTHORIZING EXECUTIVE SESSION

Approved –July 18, 2017

☐

"(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."

☐

"(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

☐

"(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:

☒

"(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 : **personnel matters related to 1 employee who has been riced.**

☐

"(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

RESOLUTION AUTHORIZING EXECUTIVE SESSION
Approved –July 18, 2017

WHEREAS, the length of the Executive Session is estimated to be 35 minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) reconvene and ☐ immediately adjourn or ☒ reconvene and proceed with business where formal action may be taken.

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Brookdale Community College Board of Trustees hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed; and

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall post this Resolution on the Board website and furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

RESOLUTION AUTHORIZING EXECUTIVE SESSION
Approved –July 18, 2017

**Brookdale Community College
Board of Trustees
Public Meeting Minutes**

Date: July 22, 2017

**Brookdale Community College
Brookdale at Wall
Room 110
800 Monmouth Blvd., Wall, NJ 07719**

- A. Vice-Chair Crupi called the meeting to order at 9:10 AM 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 July 19, 2017 at 12:30 PM, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On July 19, 2017 at 12:30 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.

Roll Call:

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	
	Mr. Daniel Becht, Trustee	
	Ms. Latonya Brennan, Trustee	
	Mr. Hank Cram, Trustee	
	Mr. Paul Crupi, Vice Chair (Chaired the meeting)	
	Mr. Bret Kaufmann, Trustee	
	Ms. Marta Rambaud, Trustee	
	Mr. Austin Ridoux, Trustee	
	Dr. David Stout, Interim President	
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Madeline Ferraro, Trustee	
	Dr. Carl Guzzo, Jr., Chair	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel;	

C. A motion to adopt the agenda was made by Trustee Richens and seconded by Trustee Abby-White. Motion was passed unanimously.

D. An opportunity to provide public comment was made by Vice-Chair Crupi. There were no attendees from the public and no comment was made.

Brookdale Community College

Board of Trustees

Public Meeting Minutes

E. The retreat was facilitated by Dr. Tim Coley. It was divided into the following 5 sections and Dr. Coley's notes and handout from the session are included as **Attachment A**.

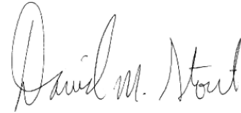
1. Opening Activity
2. The Role of the Trustee
3. Discussion: Reaffirming the College's Strategic Priorities
4. Discussion Ideas for New Goals
5. Brainstorm Alternate Sources of Revenue

F. Old/New Business

The board requested to establish the interim president's goals at the August 22 Public Business Meeting with input from Dr. Stout.

F. A motion was made to adjourn the meeting at 11:25 A.M. by Trustee Abby-White and seconded by Trustee Richens. The motion was passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "David M. Stout".

David M. Stout, Ph.D.
Secretary

Brookdale Community College Board of Trustees Retreat

Tim Coley, Ph.D.

Saturday, July 22

1) Opening Activity

- Relationships and Getting to Know One Another Better
- *The Trustees were invited to share a key "life lesson" from experience time as a college student. The Trustees were very open and trusting with each other and shared episodes that revealed their key values, leadership style, or identity development.*

2) The Role of the Trustee

- Eight Key Principles
- *The list of eight key principles from the NJ Council of Community Colleges was provided. The Trustees generally agreed with the first principle: "The most important job of the community college trustee is the selection and support of the college president." The discussion was very positive, focusing on themes of trust, accountability, and empowerment.*
- *The Trustees also discussed principle #4: "The community college board of trustees governs the college through broad policies, while the president and his/her staff are responsible for operations." We discussed the board's desire to avoid micromanaging, and to focus on the overarching strategy.*
- *Additional discussion centered on maintaining relationships, the Trustees with each other, and the Trustees with the president. The key themes were communication, honesty, integrity, and unity.*
- *The Trustees presented the following ideas as steps for building and maintaining trust:*
 - *Review general meeting procedures:*
 - *Participation in agenda development before meetings*
 - *Consider items to address in the Executive Session, and items more relevant for the more public meeting*
 - *Include agenda items which exemplify positive initiatives for the college*
 - *Provide time to socialize and listen to topics from attendees, perhaps at the beginning of the meeting*
 - *Review the committee structure and procedures:*
 - *Improve committee minutes*
 - *Provide written reports when relevant*
 - *Be more transparent with the community*
 - *Change the general culture and perceptions:*
 - *Do not dwell on the past, look forward*
 - *Emphasize our positive aspects*
 - *Generally share information with the entire board in a timely manner*
 - *Consistently hold each other accountable*

3) Discussion: Reaffirming the College's Strategic Priorities

- Student Success
- Financial Stability

- Facilities Planning
- College Image Enhancement
- *The Trustees reaffirmed these four strategic priorities.*
- *Much of the discussion focused on student success:*
 - *Review the college's role with workforce development.*
 - *Understand the present and emerging job needs for the community.*
 - *Review opportunities for dual-enrollment programs for high-school students, and the relevant academic preparation for college.*
- *For College Image Enhancement, one of the key themes may be "What differentiates Brookdale from other colleges?"*

4) Discussion: Ideas for New Goals

- *The Trustees have recently completed a self-evaluation, which prompted them to consider goals/priorities for Dr. Stout.*
- *The key ideas discussed included:*
 - *The board is interested in hearing Dr. Stout's priorities as a starting point.*
 - *Dr. Stout was asked present ideas in timely manner, for discussion in September meeting.*
 - *The board will focus on support and accountability.*
 - *The general priorities for the Trustees remain financial stability and declining enrollment.*
 - *The Trustees discussed applying higher education best practices as general guides:*
 - *The Aspen Institute's College Excellence Program*
<https://www.aspeninstitute.org/programs/college-excellence-program/>
 - *The American Association of Community Colleges (AACC)*
<http://www.aacc.nche.edu/Publications/Reports/Pages/default.aspx>
 - *The Association of Community College Trustees (ACCT)*
<https://www.acct.org>
 - *The Center for Community College Student Engagement (CCCSE)*
<http://www.ccsse.org/center/>

5) Brainstorm: Alternate Sources of Revenue

- *The Trustees briefly discussed ideas for creatively generating alternate sources of revenue:*
 - *Events in Collins Arena*
 - *Seeking corporate sponsorships*
 - *Naming rights, perhaps for rooms rather than the entire building*
 - *Renting space for corporate training or events*
 - *However, in some cases the marketing and public-relations value may exceed the rental income*
 - *Consider more events approved for alcohol*

Brookdale Community College
Board of Trustees Retreat
Agenda

Tim Coley, Ph.D.

Saturday, July 22
9:00am to 11:00am

- 1) Opening Activity
 - Relationships and Getting to Know One Another Better
- 2) The Role of the Trustee
 - Eight Key Principles
- 3) Discussion: Reaffirming the College's Strategic Priorities
 - Student Success
 - Financial Stability
 - Facilities Planning
 - College Image Enhancement
- 4) Discussion: Ideas for New Goals
- 5) Brainstorm: Alternate Sources of Revenue

TRUSTEE ESSENTIALS:
SEMINARS FOR NJ COMMUNITY COLLEGE TRUSTEES

THE ROLE OF THE TRUSTEE

Eight Key Principles for Community College Trustees

1. The most important job of the community college trustee is the selection and support of the college president.
2. It is essential that community college trustees advocate for the college and its budget.
3. Community college boards of trustees must manage themselves and ensure that members are fulfilling their roles and participating in an appropriate manner.
4. The community college board of trustees governs the college through broad policies, while the president and his/her staff are responsible for operations.
5. Community college trustees should consult the Middle States Commission on Higher Education (www.msche.org) accrediting standards on the importance of good trusteeship.
6. The community college board of trustees is an independent body governing the community college and, by law, the trustees' responsibility is to protect the best interests of the college.
7. Key community college trustee responsibilities, by law, include defining the mission of the college, hiring the president, setting tuition, and approving budgets, new programs, and facilities plans.
8. Community college trustees should abide by the "Institutional Code of Ethics" approved by the NJ Commission on Higher Education (www.state.nj.us/highereducation) as well as their own institution's code of ethics.

The 10 Habits of Highly Effective Boards

Rick Legon

There are 10 characteristics and habits of boards that meet the test of strategic governance. Highly effective boards:

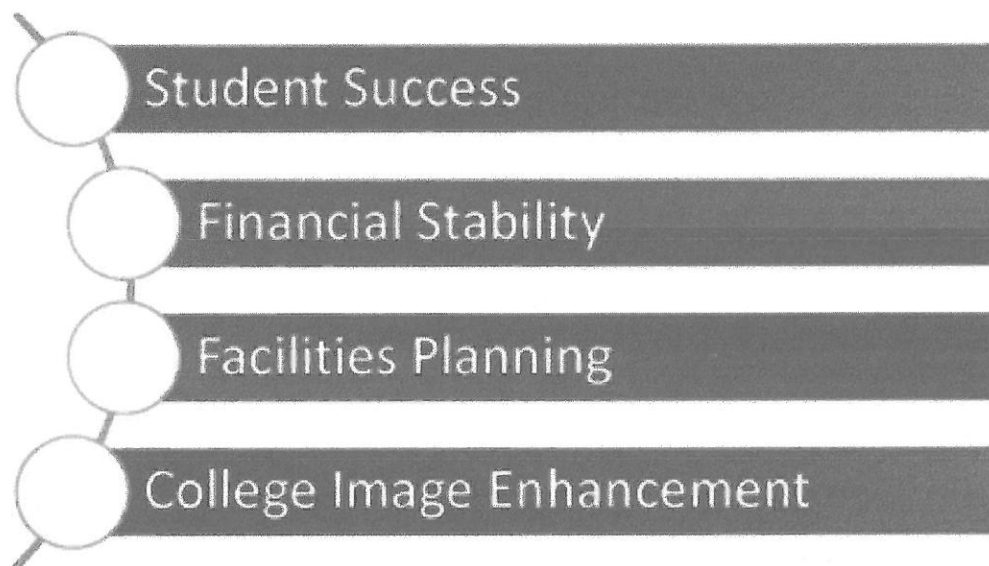
- 1) Create a culture of inclusion.
- 2) Uphold basic fiduciary principles.
- 3) Cultivate a healthy relationship with the president.
- 4) Select an effective board chair.
- 5) Establish an effective governance committee.
- 6) Delegate appropriate decision-making authority to committees.
- 7) Consider strategic risk factors.
- 8) Provide appropriate oversight of academic quality.
- 9) Develop a renewed commitment to shared governance.
- 10) Focus on accountability.

<https://www.agb.org/trusteeship/2014/3/10-habits-highly-effective-boards>

Brookdale Community College

Strategic Priorities

2015-2017



3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 57 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Faculty	4
Support Staff	1
Adjuncts	40
Coaches	2

B. Change of Status**Recommendations**

Faculty	1
Administrative	2
Support Staff	2

C. Separations**Recommendations**

Faculty	2
Administrative	1
Support Staff	1
Police	1

A. HIRES**FACULTY**

1. Name: Grace Brunner
Department: Nursing
Position: Instructor, Full-Time Temporary fall semester
Salary: \$27,495 prorated from an annual base of \$56,777
Effective: 9/1/17 – 12/23/17
2. Name: Joanna Kotsis
Department: Reading
Position: Instructor, Full-Time Temporary fall semester
Salary: \$27,495 prorated from an annual base of \$56,777
Effective: 9/1/17 – 12/23/17
3. Name: Elana Maloney
Department: English
Position: Instructor, Full-Time Temporary 1-year assignment
Salary: \$56,777
Effective: 9/1/17 – 6/30/18
4. Name: Daniel Markowicz
Department: English
Position: Instructor, Full-Time Temporary 1-year assignment
Salary: \$56,777
Effective: 9/1/17 – 6/30/18

SUPPORT STAFF

1. Name: Denise Presti
Department: Financial Aid
Position: Senior Office Assistant, Full-Time Temporary 1-year assignment
Salary: \$36,380
Effective: 8/23/17 – until further notice, but not later than 6/30/18

ADJUNCTS

1. Name: Amy Alfano-Hills
Department: Computer Science
2. Name: Richard Allen
Department: Reading

3. Name: Nicole Barreca
Department: Reading
4. Name: Michael Botti
Department: Reading
5. Name: Kathryn Brady
Department: Nursing
6. Name: Christopher Burke
Department: History
7. Name: Michelle Burke
Department: Environmental Science
8. Name: Serenity Carr
Department: Marketing
9. Name: Ashley Castiglia
Department: Psychology
10. Name: Shih-Lung Chang
Department: Computer Science
11. Name: Michael Clarke
Department: Computer Science
12. Name: Elizabeth Costanza
Department: Nursing
13. Name: Mary D'Antoni
Department: Reading
14. Name: Justin Ernst
Department: Speech
15. Name: Bryan Festa
Department: Computer Science
16. Name: Gabrielle Fishman
Department: Languages

- | | | |
|-----|-------------|----------------------|
| 17. | Name: | DruClair Flynn |
| | Department: | Nursing |
| 18. | Name: | Avery Gardner |
| | Department: | Nursing |
| 19. | Name: | Rebecca Glenn |
| | Department: | Fine Arts |
| 20. | Name: | Jason Gulya |
| | Department: | English |
| 21. | Name: | Kate Hope |
| | Department: | Nursing |
| 22. | Name: | Viergina Jean-Pierre |
| | Department: | Nursing |
| 23. | Name: | Stacey Kaelin |
| | Department: | Fine Arts |
| 24. | Name: | Gabriella Lalicato |
| | Department: | English |
| 25. | Name: | William Leonard |
| | Department: | Computer Science |
| 26. | Name: | Stan Lipper |
| | Department: | Computer Science |
| 27. | Name: | Megan Lynch |
| | Department: | Reading |
| 28. | Name: | Susan McManimon |
| | Department: | Speech |
| 29. | Name: | Janine O'Shea |
| | Department: | Nursing |

30. Name: Johadane Pierre
Department: Languages
31. Name: Jacqueline Piersanti
Department: Reading
32. Name: Christine Possemato
Department: Nursing
33. Name: April Ratkoski
Department: Reading
34. Name: Denice Schnaak
Department: Nursing
35. Name: Nedra Shamberger
Department: Speech
36. Name: Constantina Soukas
Department: Political Science
37. Name: Tara Tamaino
Department: English
38. Name: Lora Willett
Department: Reading
39. Name: Ian Williams
Department: Computer Science
40. Name: Kevin Zachary
Department: English

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
5	33	2

COACHES

1. Name: Ryan Horsch
Department: Athletics
Position: Head Coach, Men's Lacrosse
Compensation: \$5,750
Dates: 7/20/17 – position requires recruitment efforts and academic monitoring throughout off season
2. Name: Poline Mackiewicz
Department: Athletics
Position: Head Coach, Volleyball
Compensation: \$5,750
Dates: 8/14/17 – position requires recruitment efforts and academic monitoring throughout off season

B. CHANGE OF STATUS**FACULTY**

1. Name: Colleen Lineberry
Department: English
Position: Associate Professor
Action: Medical leave using sick time for 40% reduction in load using sick time
New Salary: No change
Effective: 9/1/17 – 12/23/17

ADMINISTRATIVE

1. Name: Eleanor Horgan
Department: Enrollment Management
Position: Interim Director, Advising & Counseling Services
Action: Change in status from faculty to administrative position
New Salary: \$101,545
Effective: 8/23/17 until further notice, but not later than 6/30/18
2. Name: Nancy O'Shea
Department: Enrollment Management
Position: Interim Director, One-Stop
Action: Change in status from A4 to A5 position
New Salary: \$73,522
Effective: 8/23/17 until further notice, but not later than 6/30/18

SUPPORT STAFF

1. Name: Danielle Basmagy
Department: Continuing & Professional Studies
Position: Associate, full-time temporary grant-funded position
Action: Change in status from part-time N3 to full-time N4
New Salary: \$39,693
Effective: 8/23/17 - 9/30/17 or end of assignment, whichever is earlier
2. Name: Katherine Wieggers
Department: Office of Health Sciences
Position: Associate, full-time temporary
Action: Change in status from N3 to N4 until incumbent returns
New Salary: \$40,144
Effective: 8/14/17 until further notice, but not later than 12/31/17

C. SEPARATIONS**FACULTY**

1. Name: Isaac Kanu
Department: Anthropology
Position: Associate Professor
Action: Retirement
Effective: 8/31/17
2. Name: Debra Umlauf
Department: Nursing
Position: Instructor
Action: Resignation
Effective: 8/31/17

ADMINISTRATIVE

1. Name: Lynn Eyerman
Department: Career Services & Leadership Development
Position: Career Services Representative
Action: Retirement
Effective: 9/30/17

SUPPORT STAFF

1. Name: Chris Stricker
Department: Senior Specialist/HVAC
Position: Physical Plant/Utilities
Action: Retirement
Effective: 7/31/17

POLICE

1. Name: Selina Perez
Department: Police
Position: Probationary Police Officer
Action: Resignation
Effective: 8/13/17

2.1 Acceptance of Grants
Executive Summary**Employment Directed Activities Work First New Jersey**

Brookdale has been awarded a grant from the Monmouth County Division of Workforce Development under its Work First New Jersey Program. The goal of the program is for participants receiving public assistance to be gainfully employed and self-sufficient upon completion of the program activities. The program will provide integrated literacy and occupational training in healthcare and technology and hospitality. A minimum of 70 participants receiving public assistance will be given the opportunity to earn their high school equivalency diploma, increase their literacy and numeracy and obtain a national credential or a Brookdale Community College certification. Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant award is **\$225,000** and does not require a match from the college.

Small Business Development Center (SBDC)

Brookdale Community College has 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 award is **\$170,700**, with a match of **\$54,465** for a total of **\$225,165**.

August 22, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

Monmouth County Arts Council (MCAC) Monmouth Arts-ArtHelps**Brookdale Visiting Artist Program**

Brookdale has been awarded a grant from the Monmouth County Arts Council (MCAC), under their Monmouth Arts-ArtHelps mini-grant program. Funding will support the Brookdale Visiting Artist Program which brings diverse group of talented artists to Brookdale so that students and community members may receive the benefit of their knowledge and teachings. Marie Mabey, Associate Professor-Art will administer the program.

The total grant award is **\$500**, with a required match of **\$500** for a total of **\$1,000**. Please note the required match is provided by revenue raised by the Visiting Artist Program and held in the Foundation account.

Recommendation:

The Interim President recommends that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the Interim President to sign funding notification forms and any appropriate amendments.

August 22, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

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

	<u>Amount</u>
Employment Directed Activities Work First New Jersey	\$225,000
Small Business Development Center (SBDC)	\$170,700
Monmouth County Arts Council-Monmouth Arts-ArtsHelp	\$500

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 Interim President recommends acceptance of said grant funds;

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

August 22, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

4.2 *Purchases in Excess of \$35,300 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 \$35,300. 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 Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held August 8, 2017.

August 22, 2017: Executive Director, Finance & ITS, Joseph Pingitore

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,300, or purchases with a combined total in excess of \$35,300; 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 Executive Director, Finance & IT has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the vendor has completed all the required certifications and disclosures; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file in the Purchasing Office with this resolution; and

WHEREAS, the Board of Trustees has reviewed the purchases on the list attached hereto and made a part hereof; and

WHEREAS the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.

Agenda for Purchases in Excess of \$35,300
August 22, 2017

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Estock Piping Co.	Central Utility Plant (CUP) Condenser Water Piping Replacement, Bid No. 18-01 / Notice was sent to 18 vendors, received 7 replies. This contract is for the CUP Condenser Water Piping Replacement and Cooling Towers (Alternate). This contract is funded by Chapter 12.	Bid	\$ 1,112,897.00
2	Stavola Asphalt Co., Inc.	Asphalt / Exempt 18A:64A-25.5.a.(24) (Items available from vendors at cost below State contract pricing for the same product and service which meets or exceeds the State contract terms and conditions). This contract is for the supply and delivery of asphalt for paving projects at the Lincroft and Wall Campuses and is funded by Chapter 12. The County is performing work as part of the Shared Service agreement.	Exempt	\$ 260,000.00 *
IT/Capital				
3	Network Cabling, Inc.	Data Wiring Drops Installation / Exempt 18A:64A.25.9 (State Contract). This State contract is for the installation of data wiring drops and is funded by capital and IT budgets.	Exempt	\$ 23,000.00 *
Grant				
4	MedSim, Inc.	CompactSim Ultrasound Training Simulator and Accessories, Bid No. 18-02 / Notice was sent to 8 vendors, received 1 reply. This contract is for the purchase and installation of an ultrasound training simulator to be used by Diagnostic Sonography students. This contract is funded by the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant; this is a federal grant issued by the Department of Labor.	Bid	\$ 56,150.00

Operating

5	NJCCC Consortium - SJE	Electric Service / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This 24-month co-op agreement with New Jersey County College Joint Purchasing Consortium is for electric supply service. This contract is funded by the utility operating budget. FY17 rates were \$0.0744 for primary service and \$0.0856 for secondary service. FY18 rates \$0.0652 and \$0.0760 respectively for a 24 month agreement.	Exempt	\$	2,070,000.00	*
6	Anglo American Educational Services	Travel Services for Short Term Program / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to London which is funded by student program fees.	Exempt	\$	32,000.00	*
7	IOTA Solutions, LLC	Electronic Course Evaluation Services, RFP No. 01-17 / This is the 2nd year of the contract with an option for a 3rd year renewal for electronic course evaluation services. This contract is funded by the Planning & Institutional Effectiveness budget.	RFP	\$	17,500.00	
8	Suburban Trails, Inc. R. Helfrich & Son Corp. Panorama Tours, Inc.	Bus Services for Intercollegiate Athletics, Bid No. 18-03 / Notice was sent to 9 vendors, received 4 replies. These contracts are for bus services for 69 intercollegiate athletic team trips, funded by the Athletic budget.	Bid	\$	66,132.00	
9	JSJ Furniture Corp DBA izzy+ Exemplis, c/o Millennium Office Solutions	Furniture - Bankier Library Resource Rooms / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision) and Exempt 18A:64A.25.9 (State Contract). These contracts are for the purchase, delivery, and installation of tables and chairs for the resource rooms through a co-op agreement with Cooperative Purchasing Network (TCPN and National IPA) and State Contract. These contracts are funded by the Brookdale Foundation Library Campaign donations.	Exempt	\$	26,308.47	

* Estimated expense based on historical data

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

4.2 Addendum - CSR
Agenda for Purchases in Excess of \$35,300
August 22, 2017

Board Item No.	Fund	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Capital	Mixalia Enterprises, LLC	Curb and Sidewalk Replacement / This contract is for the curb and sidewalk replacement at Parking Lot 6 and is funded by Chapter 12.	P2P	\$ 23,500.00

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

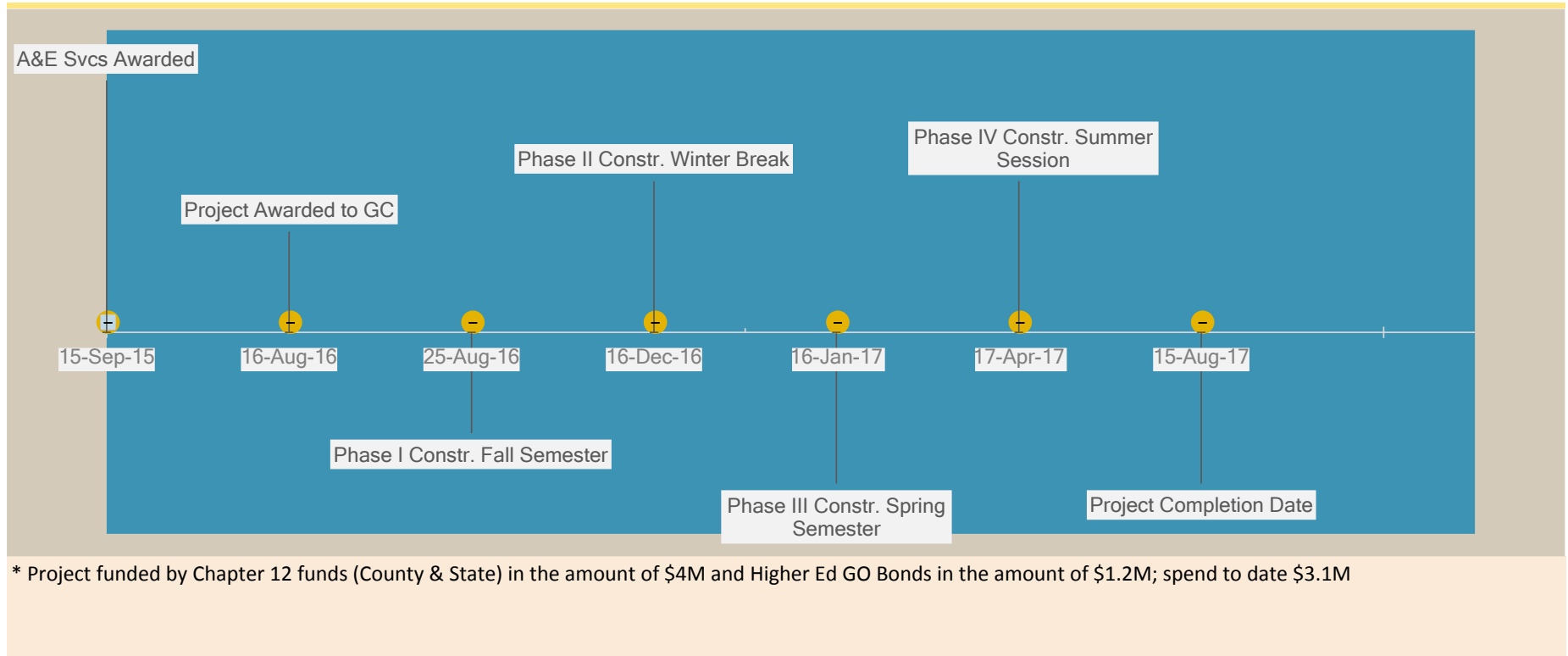
Payments made to vendors, students, and employees totaled **\$2,982,554.55**. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

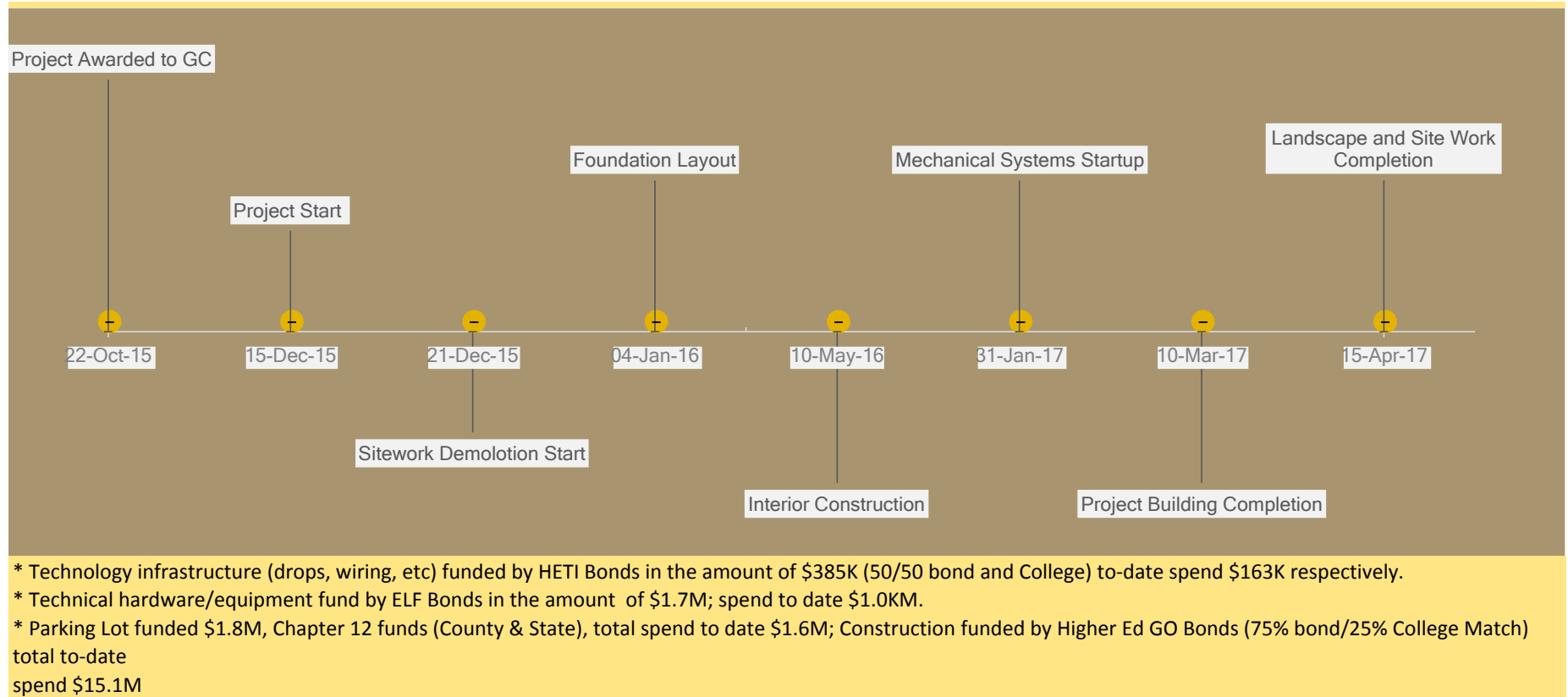
This report was reviewed by the Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held August 8, 2017.

August 22, 2017: Executive Director, Finance & IT, Joseph Pingitore

MAS Science Lab Renovation



Wall Academic Building



BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION TO HOST KEYS ACADEMY

WHEREAS, the Matawan Aberdeen Regional School District (MARSD), the non-profit Right Your Life, Corp. (RYL), and Brookdale Community College acknowledge that addiction affects a significant number of our county's youth; and

WHEREAS, MARSD and RYL have partnered to create the KEYS Academy (*Knowledge Empowers Youth & Sobriety*), a Recovery High School, whose mission is to provide a high-quality educational, enrichment, and relapse prevention and recovery support program that offers a safe, sober and supportive school environment where students and their recovery efforts are understood, valued and fostered; and

WHEREAS, the KEYS Academy aims to provide an academically innovative and supportive environment which will serve to eliminate the achievement gap for adolescents who have been diagnosed with a substance abuse or dependence disorder and are seeking a sober lifestyle; and

WHEREAS, the KEYS Academy will integrate quality education, recovery support services, family support services and community engagement, allowing high school students to be educated about the recovery process as they complete coursework and achieve the academic competencies necessary to meet New Jersey's graduation requirements within a drug free educational and collegial environment; and

WHEREAS, Brookdale Community College and the KEYS Academy Recovery High School are guided by similar visions, missions and values; the commitment to educational access, supportive services, and attainment for all permeates both institutional cultures; and

WHEREAS, the Matawan Aberdeen Regional School District and Right Your Life, Corp. wish to enter into a partnership with Brookdale Community College to provide a host site for the operation of the KEYS Academy Recovery High School.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Brookdale Community College agrees to provide the host site for the KEYS Academy Recovery High School for a period of not less than three (3) years, which may be extended by joint agreement of both parties; and

NOW THEREFORE, BE IT FURTHER RESOLVED that an Administrative Council consisting of staff from both institutions shall be established to ensure smooth daily functioning of the site and development of the program; and

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College shall authorize the interim president to formalize the terms and conditions of this partnership through a memorandum of agreement and to execute this agreement on behalf of the Board of Trustees.



BOARD OF TRUSTEES

General Functions

Administration

HUMAN RESOURCES

Finance & Facilities

Policy & Education

3.2 Human Resources Recommendation

Resolution and Emergency Management Plan (EMP)

In January, 2012, P.L. 2011, Chap. 214 was signed into law, requiring all institutions of higher education to develop an emergency operations plan to be adopted and submitted to the State every five years by its Board of Trustees. Brookdale's Emergency Management Plan (EMP) was originally adopted and filed with the State in August 2012. The document provides basic guidance covering many potential emergencies and establishes the Incident Command structure for each. The attached resolution is recommended by the Associate VP, Human Resources & Organizational Safety, the Police Department Captain, and the Interim Executive Director, Operations for Board approval in compliance with the law.

August 22, 2017: Associate Vice President of Human Resources & Organizational Safety,
Patricia Sensi

RESOLUTION

Re-Adoption of the Emergency Management Plan

Whereas, the Board of Trustees is required by P.L. 2011, Chap. 214 to re-adopt the College's Emergency Management Plan (EMP) every five years; and

Whereas, the EMP has been updated and reviewed in advance of this re-adoption;

Now, Therefore Be It Resolved, that the Board of Trustees of Brookdale Community College re-adopts the Emergency Management Plan, last updated July 2017; and

Further Be It Resolved, that the Board of Trustees directs the Interim President to file the plan with the State as required.

August 22, 2017: Associate Vice President, Human Resources & Organizational Safety

Patricia Sensi

**BROOKDALE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

RESOLUTION OF APPRECIATION

MONMOUTH COUTY BOARD OF CHOSEN FREEHOLDERS

WHEREAS The Monmouth County Board of Chosen Freeholders have provided financial support and advocacy to Brookdale Community College for the past 50 years; and.

WHEREAS Director Lillian G. Burry, Deputy Director John P. Curley, Freeholder Thomas A. Arnone, Freeholder Gary J. Rich, Sr., and Freeholder Serena DiMaso, Esq. have each individually been committed to providing the citizenry of Monmouth County an affordable and exemplary college educational opportunity within the county; and

WHEREAS the Monmouth County Board of Chosen Freeholders and County Administrator Teri O'Connor have taken the time to understand the recent financial challenges the college has been faced with and have been attentive to the concerns of the college; and

WHEREAS the Monmouth County Board of Chosen Freeholders have been responsive to the college's concern for an adequate cash flow in the summer months and;

WHEREAS the Monmouth County Board of Chosen Freeholders authorized our August county payment to be paid in July; and

WHEREAS the result of the early payment has provided the Board of Trustees sound confidence in our financial stability; and

WHEREAS our current students and future generations will continue to benefit from the opportunity to pursue their education at one of the most highly respected community colleges within the state of New Jersey; and

BE IT THEREFORE RESOLVED BY THE BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES, that this resolution be spread upon the minutes of the Board of Trustees as a permanent record of the college and each Freeholder and County Administrator will receive a signed copy.

August 12, 2017



Carl J. Guzzo Jr.

Carl Guzzo, Jr.
Chair

David M. Stout, Ph.D.
Interim President

Addendum
Agenda for Purchases in Excess of \$35,300
August 22, 2017

Board Item No.		Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Operating	Holman, Frenia & Allison, PC.	Financial Accounting Services RFP No. 01-18 / Notice was sent to 14 vendors, received 4 replies. RFP recommendations are presented to the Board of Trustees for consideration and award.	RFP	\$136,500

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

APPROVED BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2017

2017 Public Business Meetings	Executive	Governance	Finance & Facilities	Audit	Policy & Education	Foundation Board
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Wednesday, January 18* Lincroft, SLC, Navesink II & III	January 9 5:00 PM		January 10 5:00 PM		January 9 6:00 PM	January 19
Tuesday, February 21 Neptune HEC	February 16 5:00 PM		February 16 6:00 PM	February 16 7:00 PM		
Tuesday, March 21 Lincroft, SLC, Navesink II & III	March 13 5:00 PM	March 13 6:00 PM	March 14 5:00 PM	March 14 6:00 PM		March 23
Tuesday, April 18 Lincroft, SLC, Navesink I & II	April 11 5:00 PM		April 11 6:00 PM		April 13 6:00 PM	
Tuesday, May 16 Lincroft, SLC, Navesink I & II	May 8 5:00 PM	May 8 6:00 PM	May 9 5:00 PM	May 9 May 2 6:00 PM		May 18
Tuesday, June 20 Lincroft, SLC, Navesink I & II	June 13 5:00 PM		June 13 6:00 PM			June 15
Tuesday, July 18 Lincroft, SLC, Navesink II	July 10 5:30 PM		July 10 6:00 PM			
Tuesday, August 22 Wall Campus, Room 110	August 8 5:30 PM		August 8 6 PM			
Tuesday, September 12 Wall Campus, Room 110	September 6 5:30 PM		September 6 6:00 PM		September 7 6:00 PM	
Tuesday, October 17 Freehold Campus, 103 & 104	October 9 5:00 PM	October 9 6:00 PM	October 10 5:00 PM	October 10 6:00 PM		
Tuesday, November 14 Reorganization Meeting Lincroft, SLC, Navesink I & II	November 6 5:00 PM		November 7 5:00 PM	November 7 6:00 PM	November 6 6:00 PM	
Tuesday, December 19 Lincroft, SLC, Navesink I & II	December 11 5:00 PM	December 11 6:00 PM	December 12 5:00 PM			

Nominating Committee Appointed in September for October discussion & November vote | Human Resources is a Committee of the whole

BROOKDALE 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.

Committees meeting monthly	<u>Executive Committee (5)</u> Dr. Carl Guzzo, Jr., Chair Mr. Paul Crupi, Vice-Chair Mr. Hank Cram Ms. Madeline Ferraro Mr. Bret Kaufmann Ms. Marta Rambaud		<u>Finance and Facilities (5)</u> Mr. Bret Kaufmann, Chair Mr. Paul Crupi Ms. Madeline Ferraro Mr. Daniel Becht Mr. Austin Ridoux
Committees meeting 4 times per year	<u>Policy and Education (5)</u> Dr. Hank Cram, Chair Ms. Tracey Abby-White Ms. Madeline Ferraro Dr. Les Richens Ms. Marta Rambaud	<u>Governance (5)</u> Mr. Paul Crupi, Chair Ms. Tracey Abby-White Ms. Latonya Brennan Mr. Hank Cram	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Ms. Latonya Brennan
Committees Meeting on as needed basis	<u>By Laws Committee (5)</u> Ms. Madeline Ferraro, Chair Mr. Paul Crupi Dr. Hank Cram Ms. Marta Rambaud	<u>Nominating Committee (3)</u> Mr. Bret Kaufmann, Chair Mr. Hank Cram Ms. Marta Rambaud	<u>Ad-Hoc Transition</u> Dr. Carl Guzzo, Jr. Mr. Paul Crupi Ms. Madeline Ferraro Mr. Hank Cram Mr. Bret Kaufmann Dr. Les Richens
Committees Meeting on as needed basis	<u>Ad-Hoc Revenue Generating*</u> Ms. Tracey Abby-White, Chair Ms. Latonya Brennan Mr. Brett Kaufmann Dr. Carl Guzzo, Jr.		<u>Ad-Hoc RFP Financial Advisor*</u> Dr. Carl Guzzo, Jr. Dr. David Stout Mr. Brett Kaufmann Mr. Robert Francis Mr. Paul Crupi Mr. Joe Pingitore Ms. Marta Rambaud Mr. Daniel Becht
Liaisons	Liaisons <u>Liaison to New Jersey Council of County Colleges (NJCC)</u> Mr. Paul Crupi <u>NJCC Trustees Ambassador</u> Mr. Paul Crupi		<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White

* The Human Resources Committee – A committee of the whole

Committee Assignments – December 20, 2016

v1 -Leave of Absence of Joe DiBella , v2 – 3/13/17 - removed Trustee William Dalton and added Mr. Daniel Becht; v3 – 4/5/17 removed Joe DiBella added Ad-Hoc Transition; v4 – added Les Richens to Transition; v5 – Removed Kevin Przystawski and added Austin Ridou/New ad hoc committees

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