



Brookdale Community College  
Board of Trustees Public Meeting  
Tuesday, November 14, 2017 5:30 PM (EST)  
765 Newman Springs Rd. Lincroft New Jersey 07738  
Student Life Center, Navesink Rooms

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Pledge of Allegiance - Chair Guzzo - 5 minutes
- III. Adoption of Agenda - Chair Guzzo
- IV. Board of Trustees Annual Reorganization
  - A. Nominating Committee Report - Trustee Kaufmann
  - B. Election of Officers of the Board of Trustees - Mr. Matt Giacobbe
  - C. Establishment of a Regular Meeting Schedule of the Board of Trustees - Chair
    - 1. Discussion of Board Schedule

- D. Appointment of Standing Committees - Chair

*Board Bylaw 1.4010, appointments to Standing Committee - As soon as reasonably practical, following the election of the Chair and Vice Chair, the full Board of Trustees shall meet to discuss Trustee assignments to standing committees, subcommittees, and any other appointed positions. The process of committee selection shall be open and collaborative and include all Board members.*

*If the Trustees do not agree on committee selections, the Chair-elect shall have the right to make a final decision regarding all Trustee appointments and appoint the Chair of the Standing Committees.*

*Standing committees are advisory in nature. Such appointments shall be made annually at the organization meeting of the Board of Trustees. A member of each standing committee shall serve for a term of a one (1) year or until his/her successor has been appointed.*

- E. Resolution of Designation of Public Notice Requirements - Chair
- F. Annual Report of the College - Dr. Stout
- V. Reports from the Board Committees and Liaisons - Chair
  - A. Executive Committee - Chair Guzzo
  - B. Finance & Facilities Committee - Trustee Kaufmann
    - 1. Monthly Financial Reporting
  - C. Report from the Engineer of Record - Mr. Charles Rooney
  - D. Policy & Education Committee - Trustee Cram
  - E. Student's Perspective - Trustee Ridoux
- VI. Approval of Public Business Meeting Minutes - October 17, 2017 - Chair
- VII. Approval of Executive Session Minutes - October 17, 2017 - Chair
- VIII. Approval of Public Business Meeting Minutes - October 24, 2017 - Chair

IX. Review of Consent Agenda - Chair

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

X. Public Comment on Agenda Items - Chair

XI. Consent Agenda - Chair - 5 minutes

A. Acceptance of Grants

B. Application for Grants

C. Approval of Human Resources

D. 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

E. Open Invoice Payment Requests for Vendor, Student and Employee Payments

F. Monthly Financial Dashboards

XII. President's Report - Dr. Stout

A. Tenure Process - Dr. Reed

B. MSCHE Update - Dr. Kegelmann

XIII. Approval of Lease for Neptune - Chair

XIV. Discontinuance of the Social Services Academic Credit Certificate of Achievement - Chair

XV. Discontinuance of the Social Services Associate in Arts, International Studies Option - Chair

XVI. Lodging of Policy 4.1004 Grants & Loans for Student Aid - Chair

XVII. Lodging of Policy 6.1001 Credit & NonCredit Students with Disabilities - Chair

XVIII. Lodging of Policy 2.3000 Services to Public and Nonprofit Organizations - Chair

XIX. Lodging of Policy 3.0002 Non-Represented Employees - Chair

XX. Lodging Policy 3.0003 Employees with Disabilities - Chair

XXI. Lodging Policy 6.9000 Athletic Policy - Chair

XXII. Lodging of Policy 3.3000 Employment Pending Board Approval - Chair

XXIII. Public Comment - Chair

XXIV. Old/New Business - Chair

XXV. Resolution to Hold a Closed Meeting - Chair

XXVI. Motion to Re-Open the Meeting to the Public - Chair

XXVII. Adjournment - Chair

XXVIII. Appendix - Board Materials

## Resolution

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the following are the meeting dates and locations of the Board of Trustees meetings for 2018.

<b>BOARD OF TRUSTEES MEETING DATES 2018</b>			
<b>MONTH</b>	<b>Day</b>	<b>DATE</b>	<b>LOCATION – Subject to Change ( Notice will be given if changed)</b>
January	Tuesday	January 23, 2018	Lincroft Campus, Student Life Center, Navesink Rooms
February	Tuesday	February 27, 2018	Brookdale at Long Branch
March	Tuesday	March 27, 2018	Lincroft Campus, Student Life Center, Navesink Rooms,
April	Friday	April 13, 2018	Board Retreat, Location To Be Determined
April	Tuesday	April 24, 2018	Lincroft Campus, Student Life Center Navesink Rooms,
May	Tuesday	May 15, 2018	Brookdale at Neptune
June	Tuesday	June 26, 2018	Lincroft Campus, Student Life Center, Navesink Rooms
July	Tuesday	July 24, 2018	Wall Campus
August	Tuesday	August 28, 2018	Wall Campus
September	Tuesday	September 25, 2018	Lincroft Campus, Student Life Center, Navesink Rooms
October	Tuesday	October 23, 2018	Freehold Campus
November	Tuesday	November 27, 2018	Lincroft Campus, Student Life Center, Navesink Rooms
December	Tuesday	December 18, 2018	Brookdale at Hazlet

The Public Meeting of the Board will begin at 5:30 PM. (Notice will be given if there is a time change)

November 14, 2017 – Annual 2018 Board of Trustees Public Business Meeting Calendar for consideration by the Board of Trustees

## RESOLUTION

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College will make public notice of the date, time and place of the Board of Trustees meetings to be held in 2018 after the meeting schedule has been adopted by the board.

**BE IT FURTHER RESOLVED** that the Board of Trustees does hereby designate as official newspapers to receive notices of meetings the following:

*The Asbury Park Press*

*The Star Ledger*

**BE IT FURTHER RESOLVED** that all required notices of meetings of the Board of Trustees shall be posted on the bulletin board on the first floor of the Brookdale Administrative Center.

**BE IT FUTHER RESOLVED** that a copy of all notices of meetings of the Board of Trustees shall be filed with the Clerk of the County of Monmouth

**BE IT FURTHER RESOLVED** that the Board of Trustees meeting schedule will be posted on the Brookdale Community Website on the Brookdale Community Board of Trustee webpage.

**BE IT FURTHER RESOLVED** that any person may request in writing that the Board of Trustees mail to him/her a copy of the notices of any Public, special or rescheduled meetings of the Board of Trustees upon prepayment by such person of the applicable fee hereinafter set forth. All requests made pursuant to this paragraph shall terminate on December 31 of the year in which said request is made subject by filing of a new written request together with prepayment of the applicable fee

### Schedule of Mailing Fees

For a copy of the schedule of regular meetings and reschedules thereof	\$4.00
For advance written notice of all regular, special, rescheduled or adjourned meetings during the 2018 year.	\$40.00

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

**October 17, 2017**

**Brookdale Community College  
Freehold Campus  
3680 US Highway 9 South, Freehold, NJ 07728**

- I. Chair Guzzo called the meeting to order at 5:35 P.M. and the group made the Pledge of Allegiance.
- II. 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 October 11, 2017, at 11:00 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On October 11, 2017, at 11:00 AM 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:
	Mr. Daniel F. Brecht, Trustee	Mr. Robert Francis
	Ms. Latonya Brennan, Trustee	Dr. Nancy Kegelman
	Ms. Suzanne Brennan, Trustee (6:00 PM )	Ms. Marie Lucier-Woodruff
	Dr. Hank Cram, Trustee	Mr. Joseph Pingitore
	Mr. Paul Crupi, Vice-Chair	Dr. Matthew Reed
	Ms. Madeline Ferraro, Trustee	Dr. Herbert Cohen
	Dr. Carl, Guzzo, Jr., Chair	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Ms. Avis McMillon
	Ms. Marta Rambuad, Trustee (5:45 PM)	
	Mr. Austin Ridoux, Graduate Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
		Mr. Charles Rooney, Engineer of Record
Absent	Ms. Abby-White, Trusee	
College Counsel	Mr. Mitchell Jacobs, Esq., College Counsel	Mr. Matthew Giacobbe, Esq., College Counsel

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda for Public Business Meeting – Chair Carl Guzzo</b>	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p><b>YES:</b> Becht, L. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Committee Reports and Liaisons – Chair Guzzo</b> <p><b>A. Executive Committee – Chair Carl Guzzo</b> reported on a productive executive committee meeting held on October 10, 2017.</p> <p><b>B. Finance &amp; Facilities Committee –</b> Trustee Kaufmann summarized the meeting outcomes and key financial indicators presented at the October 10 meeting. In addition, he reported on an assessment of the condition of the Lincroft campus grounds and the need to improve the maintenance of our grounds by increasing the facilities staff to augment the current staff in FY19. He brought to the attention of the board that we currently have \$10M in earmarked Chapter 12 funds, and that the Administration will be reallocating Chapter 12 funds to meet our most pressing maintenance needs.</p> <p><b>C. Report from the Engineer of Record –</b> Mr. Charles Rooney provided an update on our capital projects. <i>Capital Project Report submitted in Financial Dashboard.</i></p> <p><b>D. Governance Committee –</b> Vice Chair Crupi reported on the outcomes of the meeting held on October 11. The committee reviewed the updated mission statement and they recommend approval by the full board at tonight’s meeting. They also reviewed the results from the board’s self-evaluation and the committee agreed to administer the survey again because the tenor of the board has changed and they wanted to have a more accurate and representative self-evaluation of the current board. The committee discussed the development of the board calendar for 2018, possible dates for a retreat and the development of the president’s evaluation timeline which will be developed in consultation with the board chair.</p> <p><b>E. NJCCC –</b> Vice-Chair Crupi reported on the NJCCC Council meeting and he announced that the current CEO, Larry Nespoli is retiring, and he has been an instrumental voice for community colleges in NJ over the past couple decades..</p> <p>✓ <b>Foundation Report –</b>Dr. Stout reported on the success of the Foundation’s Golf Outing in raising just under \$65,000. The Foundation’s Board of Trustees approved the draft of their FY17 Audit. . In FY17 the Foundation provided \$552,963 in scholarships and grants to support student success an increase of nearly \$124,000. The Foundation funded scholarships for students with financial need; the Honors Program; the POSEIDON Early College High School; the Asbury Promise program; the ESL program; Lifelong Learning programs, and the Brookdale Innovation Grants. The Scholarship Ball Committee will begin planning for the next Gala to be held on May 18, 2018. Dr. Stout also reported on the successful and fun first Brookdale Alumni Soccer Day which raised \$1700 in proceeds that will support our men’s and women’s soccer teams. A call for Barringer Award</p>		

nominations will be issued in November. The Barringer Award for Educational Excellence is presented annually to individuals who provide outstanding service to students, outstanding service to the institution in a leadership or inspirational role and outstanding services to the community that reflects well in the institution and enhances the College's image. The individuals who are selected will be honored at the 33<sup>rd</sup> Annual Barringer Awards Dinner on May 4, 2018.

- F. Graduate Trustee Report – Trustee Ridoux .....**Mr. Ridoux provided a report on the topic of student success and specifically on the college's success in preparing students to transfer to 4 year institutions with the necessary fulfilled requirements. He commended the work of the college to meet the needs of our students in providing academic advisement and superb instruction.
- G. Nominating Committee–** Trustee Kaufmann reported on the upcoming board election and that two board members have expressed an interest in a leadership role as Chair. Vice Chair Crupi and our current Chair Guzzo were both interested in running this year.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Public Business Meeting Minutes – September 12, 2017</b>	<p>A motion to approve the September 12, 2017 minutes of the Public Business Meeting as written was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cram, Crupi, Ferraro, Kaufman, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee Rambaud</p>	
<b>Approval of Executive Session Minutes – September 12, 2017</b>	<p>A motion to approve the August 22, 2017 executive session minutes as written was made by Trustee L. Brennan and seconded by Trustee Cram.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cram, Crupi, Ferraro, Kaufman, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee S. Brennan</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Review of Consent Agenda –</b> The purchase of the web-based plagiarism detection software, Turnitin was discussed. Dr. Reed and Mr. Burns provided background on the usage of this software at the college and other options that will be reviewed for future years. Many trustees expressed their opinion on the purchase, and after a thorough discussion they came to the consensus to purchase the software if funding could be identified for it. Trustee Kaufmann was charged to confirm the funding source for the software and the board would vote on its approval at the October 24 meeting once funding was confirmed by Trustee Kaufmann.	A motion to adopt the consent agenda with announced modification of the removal of the purchase of Turnitin software was made by Trustee Crupi and seconded by Trustee Ferraro.  <b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufman, Rambaudo, Ridoux, Richens and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	
<b>Public Comment on Agenda Items –</b> No public comment was made.		
<b>Consent Agenda - Chair Carl Guzzo</b>  <b>A. Human Resources</b>  <b>B. Application of Grants</b> <i>Perkins Career and Technical Education; Educational Opportunity Fund and Monmouth County Arts Council – Monmouth Arts - SSA</i>  <b>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</b>  <b>D. Open Invoice Payment Requests for Vendor, Students and Employee Payments</b>  <b>E. Monthly Financial Dashboards</b>	A motion to accept the consent agenda with the removal of the purchase of Turnitin software was made by Trustee Richens and seconded by Trustee Becht.  <b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufman, Rambaudo, Ridoux, Richens and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	
		<b>Action and Follow-up</b>



Topic and Discussion	Votes Taken	Actions
<b>Change Order Request</b>	<p>A motion to approve by resolution the change order request was made by Trustee Crupi and seconded by Trustee Ferraro.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufman, Rambaud, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>FY17 Enrollment Audit</b>	<p>A motion was made to approve the acceptance of the FY17 enrollment audit by Trustee Rambaud and seconded by Trustee Richens.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufman, Rambaud, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Report on Legal Fees, Government Relations and Public Relations</b>	<p>A motion was made to approve the acceptance of the financial statement on legal costs, government relations and public relations by Trustee Becht and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufman, Rambaud, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>NJCU MOU and Lease Agreement</b>	<p>A motion to approve by resolution the University Partnership with New Jersey City University outlined in the Memorandum of Understanding and the partnership agreement lease by Chair Guzzo and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufman, Rambaud, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Revised Mission Statement</b></p> <p>Dr. Stout read the revised mission statement that was endorsed today at the college-wide Governance forum.</p> <p><i><b>Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.</b></i></p>	<p>A motion was made to accept by resolution the revised mission statement by Trustee Richens and seconded by Trustee L. Brennan.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufman, Rambaud, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Interim President's Report</b> – Dr. Stout introduced Dr. Yesenia Madas, Dean of Freehold Campus. She provided information on the degrees offered at the campus, highlighted the partnership with Rutgers, and described the numerous student services offered at the campus. She brought attention to the GED and ESL classes offered at the campus, as well as the non-credit classes that run out of the Freehold campus. . She</p>		

described our joint recruitment efforts with Rutgers and the community involvement on Saturdays and through Rutgers's lifelong learning opportunities on Thursdays. She highlighted community service projects that the student's participated in through the campus. She thanked the board for addressing the facility concerns.

MSCHE Report – Dr. Nancy Kegelman provided an update on the MSCHE self-study timeline, the efforts of Co-Chair Howard Miller and the arrangements for Dr. Miles preliminary visit on October 24. She encouraged the board members to attend the meeting with Dr. Miles at 4 PM on October 24. Full report (**Attachment A**). Dr. Stout will forward the questions that Dr. Kegelman identified that may be discussed during Dr. Miles' visit.

**Public Comment – No public comment.**

Mr. Jacobs read the open public business meeting statement.

**Old/New Business**

Chair Guzzo announced the next board meeting on October 17 and encouraged board members to attend the meeting with Dr. Miles on October 24 at 4 PM.

**New Business**

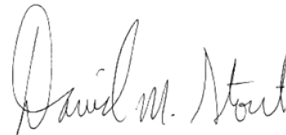
**Trustee Cram commended the work of Mr. Rooney.**

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Resolution to Hold a Closed Meeting</b> Mr. Jacobs read the resolution to hold a closed meeting ( <b>Attachment B</b> )	A motion was made to approve the resolution to hold an executive session by Trustee Crupi and seconded by Trustee Rambaud.  <b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufman, Rambaud, Ridoux, Richens and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	
Topic and Discussion	Votes Taken	Action and Follow-up

		Actions
<b>Motion to Re-Open the Meeting to the Public</b>	<p>A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Chair Crupi.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufman, Rambaud, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Waiving of Lodging of Policy 3.1001 – Adjunct Terms and Conditions of Employment</b>	<p>A motion was made to waive lodging of Policy 3.1001 – Adjunct Terms and Conditions of Employment by Trustee Cram and seconded by Trustee L. Brennan.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufman, Rambaud, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Policy 3.1001 Adjunct Terms and Conditions of Employment</b>	<p>A motion was made to adopt board policy 3.1001 – Adjunct Terms and Conditions of Employment by Trustee Cram and seconded by Trustee Ferraro.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufman, Rambaud, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>XV. Adjournment</b></p> <p><i>The meeting was adjourned at 8:345p.m.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Cram and seconded by Trustee L. Brennan.</p> <p>The motion was passed unanimously.</p>	

Respectfully submitted



David M. Stout, Ph.D., Secretary

**Brookdale Community College**  
**Middle States Update**  
**October 17, 2017**

The draft Self-study, and document roadmaps were sent to Dr. Miles on Oct. 2, 2017.

Dr. Miles is in Lincroft on Oct. 24 and will be meeting with groups throughout the day and BOT at 4:00 in SLC Fort Hancock (room 208).

Dr. Miles is likely to ask the following **questions**:

- **What was your involvement in the self-study process?**
  - Might offer your many reviews of the drafts, meeting with working groups, and revisions to the Chapter 7 specialized charges.
- **What do you expect to achieve from this process?**
  - May offer some of the recommendations:
    - Professional Development as appropriate for each cohorts
    - Administrative assessments – similar to program reviews for academic programs
    - Mission review – approved at BOT 10-17-17
- **What do you hope the visiting team will do?**
- **Is the self-study clear, adequate, and accurate?**

Verification of Compliance is on track for submission on Dec. 1, 2017.

Anticipated final approval of the Self-Study and Roadmap will be either at the Dec. or the Jan. BOT meeting. Timing will be based on the BOT schedule and the number of modifications Dr. Miles requests.

**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 **3** 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 **October 17, 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 \_\_\_\_\_

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

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**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

**October 17, 2017**

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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."

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"(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

☒

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **possible litigation with past professional services firms and attorney client privilege in discussion of legal ramifications of the hiring of adjunct faculty.**

☒

"(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: **discussion of terms and conditions of employment of adjunct faculty and the review of the interim president's goals.**

☐

"(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

**RESOLUTION AUTHORIZING EXECUTIVE SESSION  
October 17, 2017**



possible without undermining the need for confidentiality is a

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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 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  
October 17, 2017**

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Special Business Meeting Minutes**

**October 24, 2017**

**Brookdale Community College  
Lincroft Campus  
Student Life Center, Ft. Hancock Room**

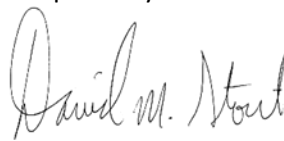
- I. Chair Guzzo called the meeting to order at 5:10 P.M.
- II. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
  1. On October 19, 2017, at 12:00 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On October 19, 2017, at 12:00 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:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Tracey, Abby-White, Trustee(participated via conference call)</b>	
	<b>Ms. Suzanne Brennan, Trustee</b>	
	<b>Dr. Hank Cram, Trustee</b>	
	<b>Mr. Paul Crupi, Vice-Chair</b>	
	<b>Dr. Carl, Guzzo, Jr., Chair</b>	
	<b>Mr. Bret Kaufmann, Trustee</b>	
	<b>Dr. David M. Stout, Secretary</b>	
	<b>Dr. Les Richens, Trustee</b>	Ms. Cynthia Gruskos, Recorder
<b>Absent</b>	<b>Mr. Daniel F. Becht, Trustee</b>	
	<b>Ms. Latonya Brennan, Trustee</b>	
	<b>Ms. Madeline Ferraro, Trustee</b>	
	<b>Mr. Austin Ridoux, Graduate Trustee</b>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda for Public Business Meeting – Chair Carl Guzzo</b>  <i>(Attachment A)</i>	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Vice-Chair Crupi.</p> <p><b>YES:</b> Trustees Abby-White, S. Brennan, Cram, Crupi, Kaufmann, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>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.</b>	<p>A motion was made to approve by resolution the purchase of web-based plagiarism detection software to be awarded to Turnitin by Vice-Chair Crupi and seconded by Trustee S. Brennan.</p> <p><b>YES:</b> Trustees Abby-White, S. Brennan, Cram, Crupi, Kaufmann, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Adjournment</b>  <i>The meeting was adjourned at 5:15 P.M.</i>	<p>A motion to adjourn the meeting was made by Vice-Chair Crupi and seconded by Trustee Richens.</p> <p>The motion was passed unanimously.</p>	

Respectfully submitted



David M. Stout, Ph.D., Secretary



**BOARD OF TRUSTEES**

General Functions

Administration

Human Resources

**Finance & Facilities**

Policy & Education

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 October 10, 2017.

October 24, 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**  
**October 24, 2017**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
<b>Operating</b>				
1	NJCCC Consortium - Turnitin, LLC	<b>Software Service</b> / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op agreement with New Jersey County College Joint Purchasing Consortium for Turnitin which is a web-based plagiarism detection software. This contract is funded by the Library. FY17 \$15,798.	Exempt	\$ 24,335.20

\* Estimated expense based on historical data

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

\$ 24,335.20
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## **2.1 Acceptance of Grants**

### **Executive Summary**

#### **Title III Strengthening Institutions Program**

Brookdale has been awarded a grant from The US Department of Education, Office of Postsecondary Education, under its Title III Strengthening Institutions Program (SIP). The long-term goal of the project entitled “Compressed Schedules and Enhanced Technology”, or **Comp-Tech**, is to improve student persistence, retention, and completion rates, especially for high need students including low-income and minority students. Two comprehensive activities have been designed to meet this goal: (1) implementing a compressed schedule format and enhancing online and hybrid courses through quality standards and interactive content to improve accessibility and flexibility of programs required to improve student outcomes; and (2) enhancing student engagement through technology-based targeted interventions and regular communication using social and mobile technologies enabled by implementation of a Customer Relations Management (CRM) system. The grant will be under the direction of Matt Reed, Vice President for Learning.

The grant will provide annual funding from October 2017 through September 2022, beginning with \$437,395 for year one. The five-year award totals **\$1,776,855**, with a college match of **\$472,972**.

#### **College Readiness Now (CRN) IV Program**

Brookdale has been awarded a grant from the New Jersey Council of County Colleges (NJCCC) and the New Jersey Office of the Secretary of Higher Education for funding under the College Readiness Now (CRN) IV Program. The College will serve approximately 125 low-income students in 11<sup>th</sup> and 12<sup>th</sup> grades who are not yet college ready. During the academic year, the College will partner with Neptune, Long Branch and Keyport high schools to provide academic instruction, support services, and a one-credit First-Year Seminar. During the summer, the College will partner with various high schools throughout the County to offer students week-long Academic Success Boot Camps. Franklyn Rother, Dean Academic and Career Transitions Institute, will provide project oversight.

The total grant award is **\$77,510** and does not require a match from the college.

November 14, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

**Monmouth County Division of Workforce Development****Individual Training Services-Job Developer Partnership**

Brookdale has been awarded a grant from the County of Monmouth Division of Workforce Development. The purpose of the program is to strengthen the collaboration between Brookdale Community College, Continuing and Professional Studies and the Monmouth County Division of Workforce Development by identifying regional job opportunities and assist Monmouth County Division of Employment and Training clients with their job search. Gregory Menza, Job Placement Specialist from Continuing and Professional Studies will administer the program.

The total grant award is **\$39,900** and does not require a match from the college.

**First Energy Foundation Grant Application****Brookdale's Veteran's Center**

Brookdale has been awarded a grant from the First Energy Foundation. The purpose of the grant is to enhance the Veteran's Center services to improve the educational experiences and outcomes of student veterans. In order to achieve this goal, the Center will offer a veteran focused college success course, outfit an existing space with computers, workstations and printer for use by veterans, and provide professional development for faculty and staff on issues and challenges unique to veterans. These enhancements will help ensure a culture of connectedness and inclusion for veteran students and fill gaps in the services currently available to this population. Eleanor J. Glazewski, Associate Registrar and VA Certifying Official, will administer the program.

The total grant award is **\$8,650** and does not require a match from the college.

The Brookdale Community College Foundation accepted this award on behalf of the College and has recorded it as restricted funds.

**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.

November 14, 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>
Title III Strengthening Institutions Program	\$1,776,855
College Readiness Now IV	\$77,510
Individual Training Services-Job Developer Partnership	\$39,900
First Energy Foundation Grant Application Brookdale's Veteran's Center	\$8,650

**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.

November 14, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

**2.2 Application for Grants  
Executive Summary****GENCYBER Program**

Brookdale has submitted a grant to the National Security Agency (NSA) in partnership with the National Science Foundation (NSF) under its GenCyber grant program. The purpose of the grant is to provide support for Cyber security education. Brookdale will host two week-long GenCyber Jersey Blues Summer Camps in June and July 2018, targeting forty high-school-age boys and girls from traditionally under-represented minority populations. Campers will participate in hands-on and lab activities which support Cyber security education. The project will be administered by Michael Qaissaunee, Department Chair, Engineering and Technologies.

The total grant request is **\$64,089.43** and does not require a match from the college.

**Recommendation:**

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

### 3.1 Human Resources Recommendations

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

**A. Hires**

Support Staff

Adjuncts

**Recommendations**

3

8

**B. Change of Status**

Administrative

Support Staff

**Recommendations**

2

1

**C. Separations**

Faculty

Police

**Recommendations**

1

1

**A. HIRES****SUPPORT STAFF**

1. Name: Tara Brady  
Department: Police  
Position: Desk Clerk  
Salary: \$36,380  
Effective: 11/16/17
2. Name: Amanda Richardson  
Department: English  
Position: Academic Tutor, Writing, 10-month ongoing position  
Salary: \$35,839  
Effective: 11/16/17
3. Name: Maria Sinel-Viola  
Department: President's Office  
Position: Confidential Secretary to the President and Board of Trustees  
Salary: \$36,380  
Effective: 11/16/17

**ADJUNCTS**

1. Name: Richard Allen  
Department: Counseling – HUDV class
2. Name: Valeria Bonilla  
Department: Counseling – HUDV class
3. Name: Anne La Porta  
Department: Counseling – HUDV class
4. Name: Luis Garcia  
Department: Language
5. Name: Maria Ianiro  
Department: Culinary
6. Name: Robin Kampf  
Department: Communication Media
7. Name: Robert McClements  
Department: Allied Health – Respiratory Care

8. Name: Shanna Williams  
Department: Counseling – HUDV class

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters	Bachelors
1	4	3

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

1. Name: Katelyn Amundson  
Department: Athletics  
Position: Acting Director  
Action: Temporary assignment  
New Salary: Prorated from an annual base of \$73,522  
Effective: 9/18/17 – 11/26/17, (subject to change due to medical reason)
2. Name: Michelle Kneute  
Department: Human Resources  
Position: Benefits Administrator  
Action: Change in status from interim A2 to regular A3 position through bona fide search  
New Salary: \$33,906 prorated from an annual base of \$53,919  
Effective: 11/15/17

**SUPPORT STAFF**

1. Name: Kelly Parr  
Department: English  
Position: Academic Tutor, Writing, 10-month ongoing position  
Action: Change in status from A4 to N5 position through bona fide search  
New Salary: \$41,215  
Effective: 11/16/17

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

1. Name: Douglas Welsh  
Department: Automotive Technology  
Position: Professor  
Action: Retirement  
Effective: 12/31/17



## BOARD OF TRUSTEES

General Functions

Administration

**Human Resources**

Finance & Facilities

Policy & Education

### POLICE

1. Name: Risheem Whitten  
Department: Police  
Position: Sergeant  
Action: Resignation  
Effective: 11/12/17

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 November 7, 2017.

November 14, 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  
November 14, 2017**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
<b>Auxiliary</b>				
1	NJCCC Consortium - BSN Sports, Inc. Ampro Sports	<b>Athletics Uniform &amp; Apparel</b> / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op agreement with New Jersey County College Joint Purchasing Consortium for the supply and delivery of athletics uniform and apparel. This contract is funded by the athletic department. FY17 \$35,274.	Exempt	\$ 35,000.00 *
<b>Operating</b>				
2	Black Rocket Productions, LLC	<b>Non-Credit Digital Arts Youth Programming, RFP No. 02-17</b> / This is the 2nd year of a 2 year contract for a qualified educational services company to develop, provide, and deliver non-credit digital arts youth programming for summer camps, as well as other programs provided by CPS throughout the year. This service will also include coordinating, staffing, and the overall supervision of the camp operation under the direction of CPS. This contract is funded by CPS' revenue generating programs. YTD expenditure \$68,200.	RFP	\$ 100,000.00 *
3	Moon Site Management, dba Moon Landscaping Inc.	<b>General Landscaping and Athletic Fields Landscaping Services, Bid No. 17-28</b> / This is the 2nd year of the contract with an option for a 3rd year renewal for landscaping services and is funded by the Facilities budget. FY17 \$205,657.	Bid	\$ 205,657.00
* Estimated expense based on historical data				
Unless otherwise exempt, bids were publicly advertised according to law.				
				\$ 340,657.00

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

Payments made to vendors, students, and employees in month ending September 30, 2017 totaled \$2,878,677.60. 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 November 7, 2017.

November 14, 2017: Executive Director, Finance & IT Joseph Pingitore



## **4.1 Monthly Dashboard Summary Month Ending September 30, 2017**

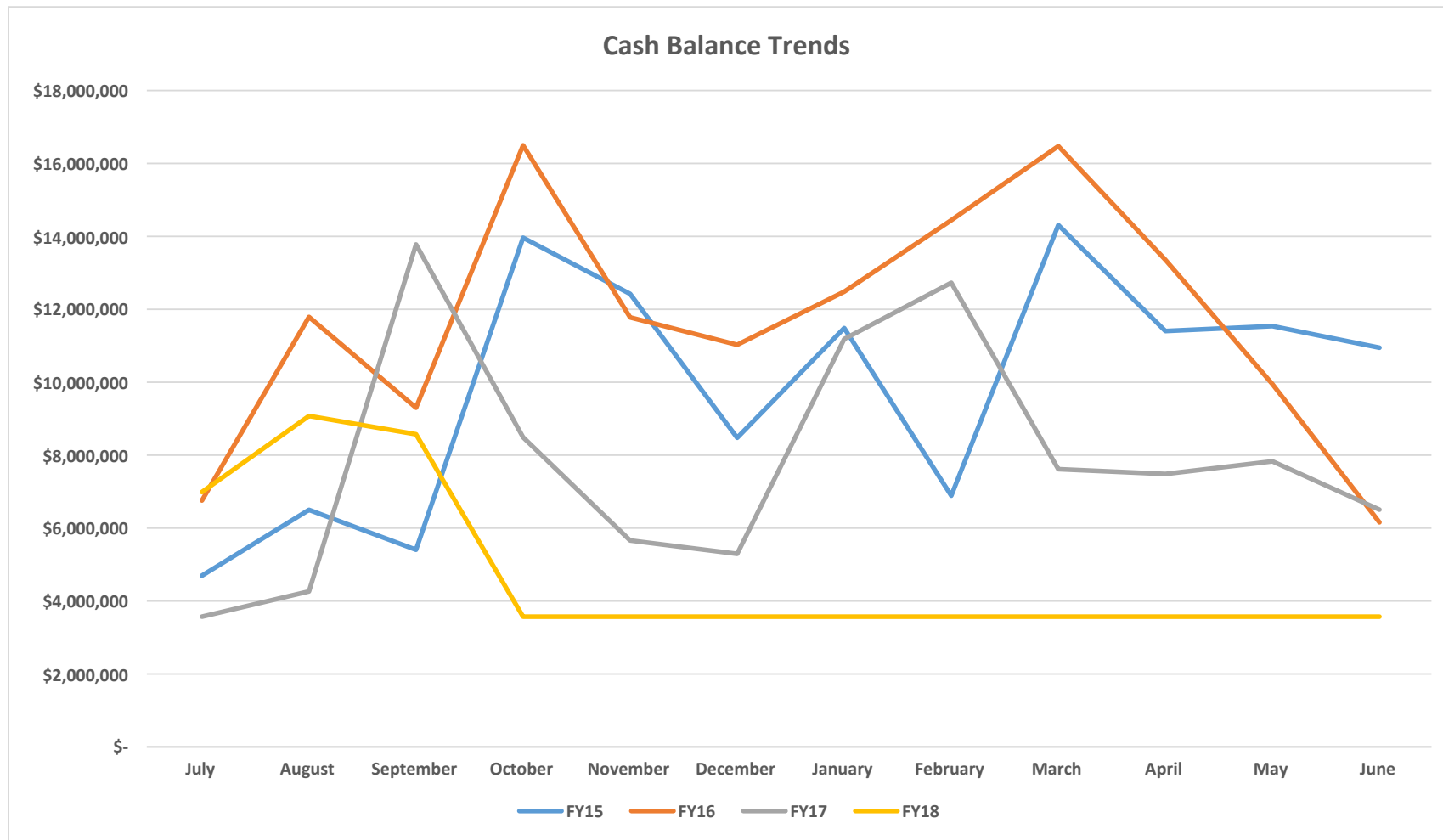
The comparative schedule compares data reported from the same time frame last year to the current time period. The FY17 audited enrollment was 9,236; the forecasted enrollment for FY18 is 9,088, a decrease of 1.6 percent. Operating revenue is down \$455,008, while Capital revenue is up \$322,407 due to reallocation of GSF. Operating expenditures are down \$610,528. Capital expenditures are down \$1,120,425.

Cash disbursements through September 30, 2017 totaled \$7,597,797. In addition to payroll and its related expenses, and Bookstore purchases, the significant vendor payments include (\$286k) to ISS for cleaning services; (\$431k) to Ellucian; (\$58k) for insurance; (\$351k) for Wall; (\$89k) for MAS science lab renovation; and (\$123k) to Ellucian for ESSA.

Cash balances as of September 30, 2017 total \$8,572,968 a decrease of \$5,205,705 compared to prior year. The decrease is the result of the timing of the financial aid drawdown. In FY16 the drawdown occurred toward the end of September while in FY17 the drawdown was done in early October.

### Annual Comparative Change

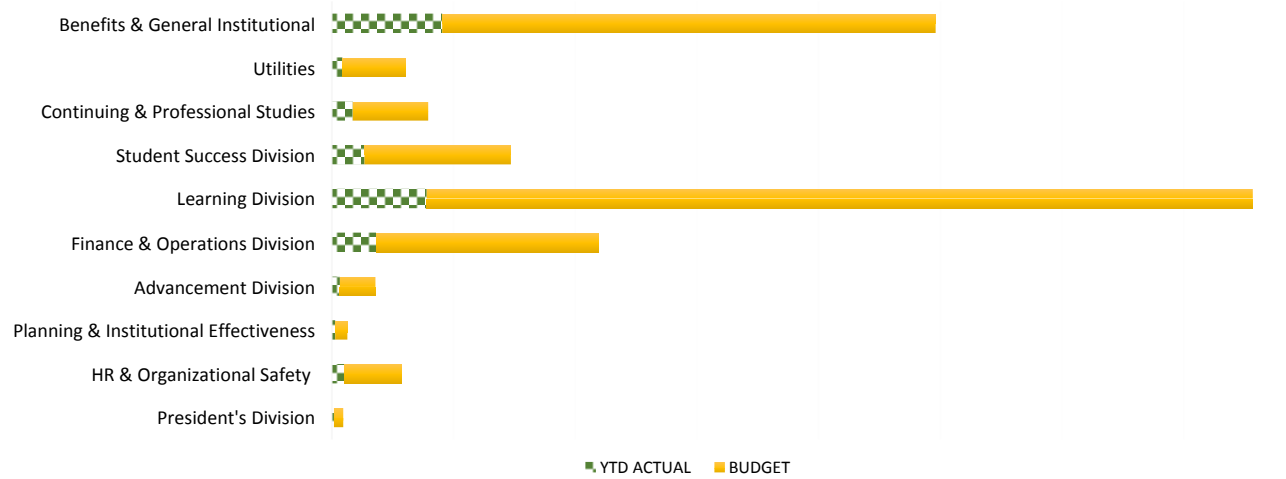
	Current Year 09/30/17	Prior Year 09/30/16	CHANGE
<b>ENROLLMENT</b>			
Credit FTE	9,088	9,236	(148) -1.6%
<b>OPERATING EXPENDITURES</b>			
Learning Division	\$ 3,895,466	\$ 3,841,591	\$ 53,875
Benefits & General Institutional	4,532,122	5,163,647	(631,525)
<b>Sub Total</b>	<b>8,427,588</b>	<b>9,005,238</b>	<b>(577,650)</b>
All other divisions	5,520,825	5,553,703	(32,878)
<b>Total Operating Expenses</b>	<b>13,948,413</b>	<b>14,558,941</b>	<b>(610,528)</b>
<b>OPERATING REVENUE</b>			
Tuition	19,771,082	20,051,713	(280,631)
Fees	2,278,243	2,608,956	(330,713)
<b>Sub Total</b>	<b>22,049,325</b>	<b>22,660,669</b>	<b>(611,344)</b>
State Appropriations	2,611,735	2,594,735	17,000
County Appropriations	5,006,755	5,006,755	-
All other revenue	1,657,662	1,518,326	139,336
<b>Total Operating Revenue</b>	<b>31,325,477</b>	<b>31,780,485</b>	<b>(455,008)</b>
<b>CASH</b>			
Cash	8,572,968	13,778,673	(5,205,705)
<b>Total Cash</b>	<b>8,572,968</b>	<b>13,778,673</b>	<b>(5,205,705)</b>
<b>CAPITAL EXPENDITURES</b>			
Renewals & Replacements	1,177,753	1,780,036	(602,283)
Minor Capital	1,099,375	1,617,517	(518,142)
<b>Total Capital Expenses</b>	<b>2,277,128</b>	<b>3,397,553</b>	<b>(1,120,425)</b>
<b>CAPITAL REVENUE</b>			
State	780,943	1,137,224	(356,281)
County	191,581	362,120	(170,539)
Other	3,102,869	2,253,642	849,227
<b>Total Capital Revenue</b>	<b>4,075,393</b>	<b>3,752,986</b>	<b>322,407</b>



	Bank Balance	Bank Balance	Bank Balance	Bank Balance
	FY15	FY16	FY17	FY18
July	4,695,490.85	6,757,244.60	3,570,626.48	6,987,818.69
August	6,499,893.88	11,791,267.80	4,263,736.13	9,075,766.32
September	5,406,224.07	9,300,989.32	13,778,672.78	8,572,967.69
October	13,963,708.86	16,496,876.82	8,491,475.15	3,570,626.48 *
November	12,422,584.06	11,778,664.16	5,660,842.23	3,570,626.48 *
December	8,476,699.42	11,026,720.15	5,293,772.96	3,570,626.48 *
January	11,485,398.29	12,483,175.90	11,185,016.42	3,570,626.48 *
February	6,889,084.92	14,443,122.61	12,727,793.82	3,570,626.48 *
March	14,310,161.42	16,474,262.44	7,615,704.29	3,570,626.48 *
April	11,404,612.90	13,357,477.24	7,484,159.28	3,570,626.48 *
May	11,539,628.91	9,948,557.42	7,831,055.53	3,570,626.48 *
June	10,947,299.73	6,157,952.73	\$ 6,505,486.18	3,570,626.48 *

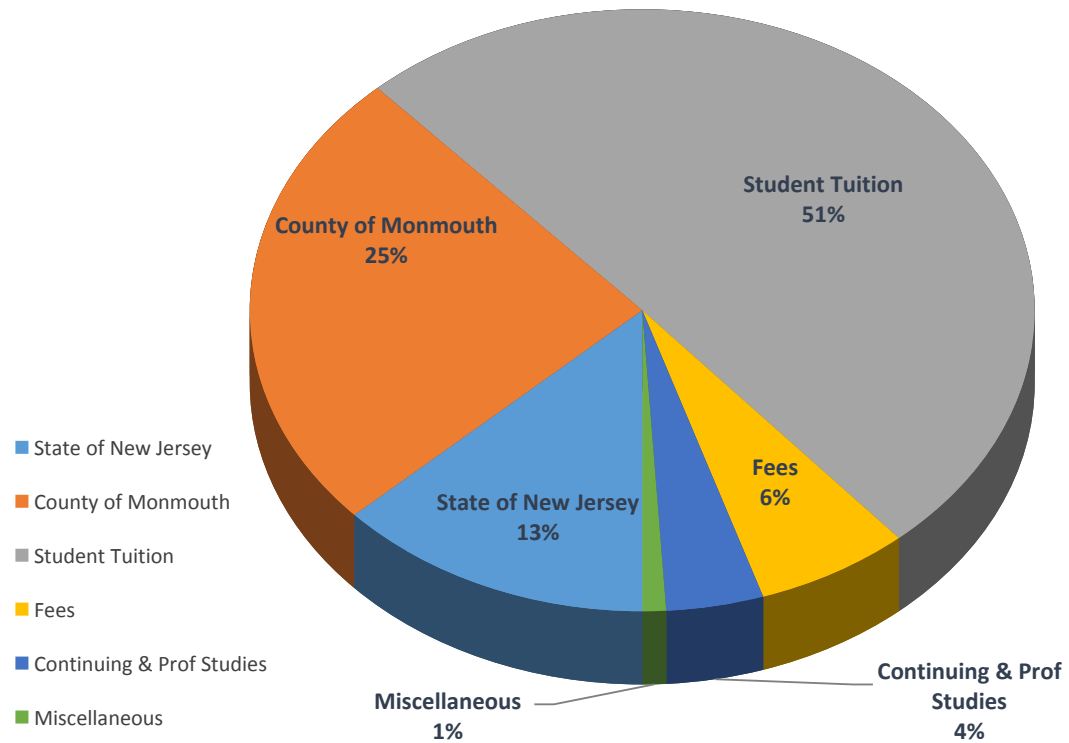
\* Represents the floor over the past 3 years

## September 2017 Operating Expenses



	BUDGET	YTD ACTUAL	COMMIT	BALANCE
<b>President's Division</b>	\$ 382,404	\$ 83,494	\$ 219,917	\$ 78,993
<b>HR &amp; Organizational Safety</b>	2,344,392	534,825	1,555,424	254,143
<b>Planning &amp; Institutional Effectiveness</b>	500,107	135,554	349,736	14,817
<b>Advancement Division</b>	1,461,193	328,117	1,026,424	106,652
<b>Finance &amp; Operations Division</b>	9,144,774	1,812,634	6,490,241	841,899
<b>Learning Division</b>	33,943,582	3,895,466	21,851,649	8,196,467
<b>Student Success Division</b>	6,016,300	1,338,716	4,307,367	370,217
<b>Continuing &amp; Professional Studies</b>	3,098,821	858,210	1,434,015	806,596
<b>Utilities</b>	2,574,414	429,275	2,089,730	55,409
<b>Benefits &amp; General Institutional</b>	20,274,891	4,532,122	1,668,838	14,073,931
<b>Total</b>	<u>\$ 79,740,878</u>	<u>\$ 13,948,413</u>	<u>\$ 40,993,341</u>	<u>\$ 24,799,124</u>

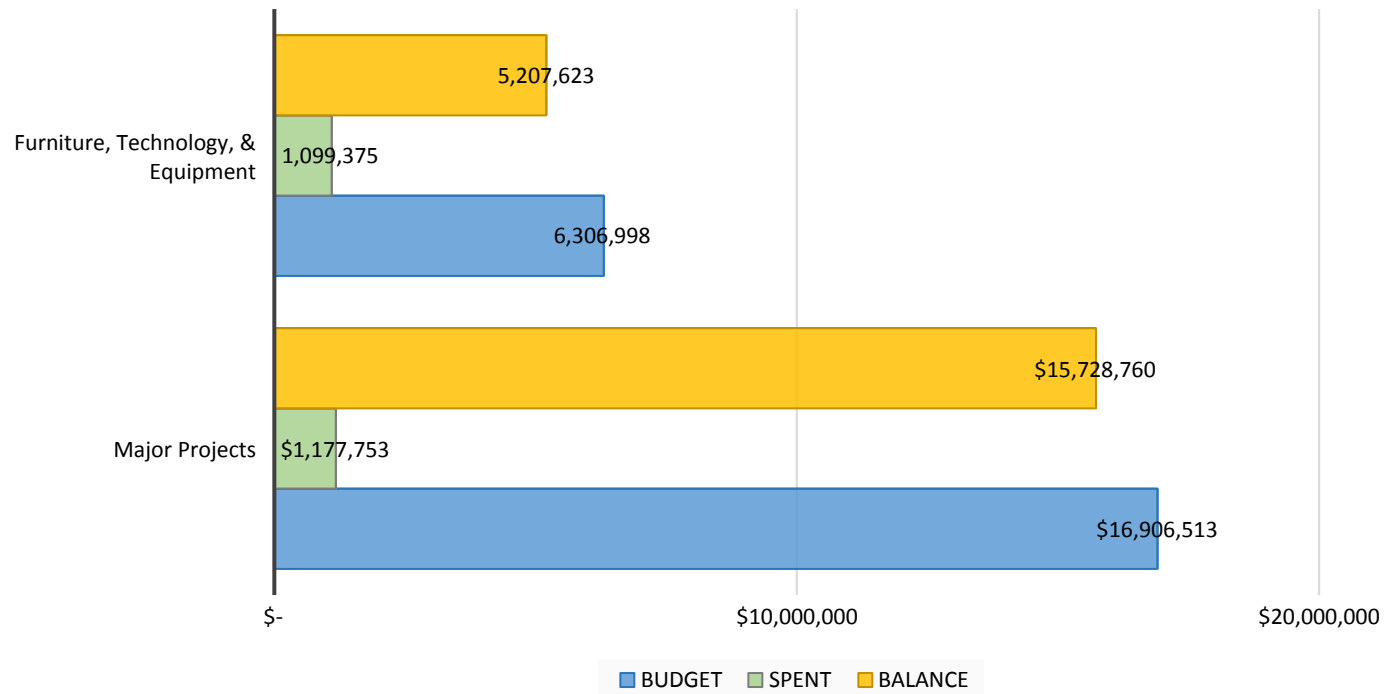
## September 2017 Operating Revenue Sources



		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,446,940	\$	2,611,735	\$	7,835,205
County of Monmouth		20,027,019		5,006,755		15,020,264
Student Tuition		40,221,298		19,771,082		20,450,216
Fees		5,068,313		2,278,243		2,790,070
Continuing & Prof Studies		3,200,000		1,578,001		1,621,999
Approp from Reserve		-		-		-
Miscellaneous		777,308		79,661		697,647
Total	\$	79,740,878	\$	31,325,477	\$	48,415,401

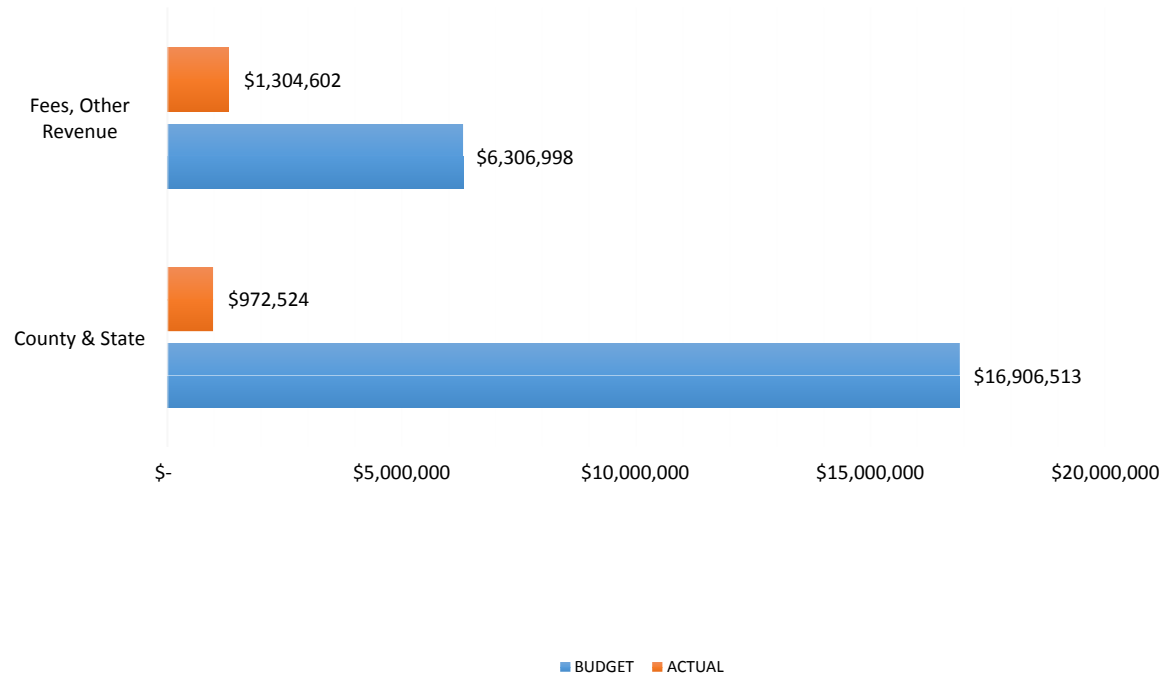


## September 2017 Capital Fund Expenditures



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	16,906,513	\$	7,531,569	\$	1,177,753	\$ 15,728,760
Furniture, Technology, & Equipment		6,306,998		106,590		1,099,375	5,207,623
<b>Total</b>	<b>\$</b>	<b>23,213,511</b>	<b>\$</b>	<b>7,638,159</b>	<b>\$</b>	<b>2,277,128</b>	<b>\$ 20,936,383</b>

### September 2017 Capital Funding Sources



#### Capital Summary

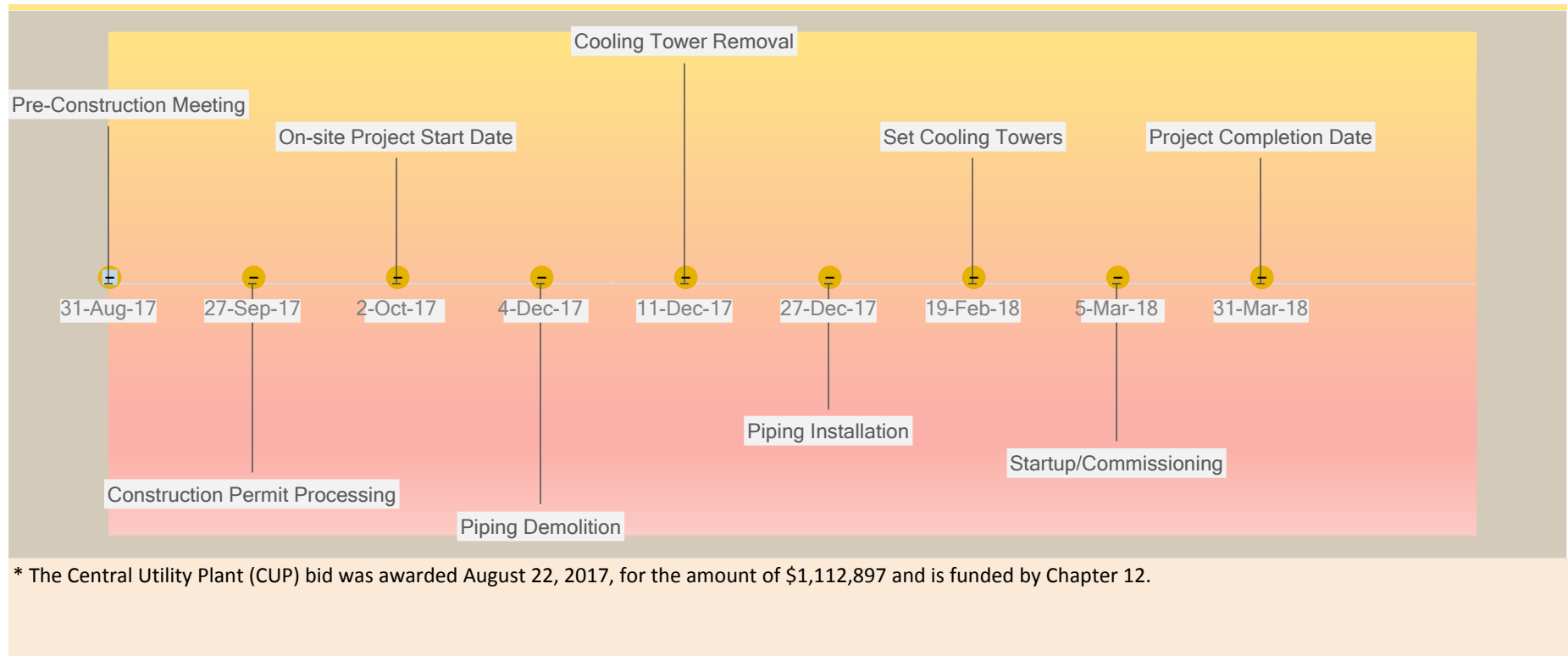
	BUDGET		ACTUAL	
County & State	\$	16,906,513	\$	972,524
Fees, Other Revenue	\$	6,306,998	\$	1,304,602

**Capital Summary through September 30, 2017**

		ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
	<b>Chapter 12</b>				
<b>FY12</b>		\$ 163,090		\$ -	\$ -
	8120550 - Wall Campus Expansion	-	163,090	163,090	-
		163,090	163,090	163,090	-
<b>FY13</b>		691,933	-	-	-
	8130515 - Replacement of Carpet and Flooring MAC	-	290,474	203,273	87,201
	8130530 - Infrastructure Improvements Lincroft	-	401,459	-	401,459
		691,933	691,933	203,273	488,660
<b>FY14</b>		1,335,139	-	-	-
	8140510 - Infrastructure Improvements Lincroft	-	1,335,139	220	1,334,919
		1,335,139	1,335,139	220	1,334,919
<b>FY15</b>		2,694,232	-	-	-
	8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	1,452,998	25,849	1,427,149
	8150515 - Life Safety	-	755,634	14,974	740,660
	8150520 - CAR One Stop Renovation	-	485,600	9,900	475,700
		2,694,232	2,694,232	50,723	2,643,509
<b>FY16</b>		3,000,000	-	-	2,606,300
	8160505 - Roof Replacement Lincroft Campus		393,700	80,674	313,026
		3,000,000	393,700	80,674	2,919,326
<b>FY17</b>		3,500,000	-	-	1,572,026
	8170510 - Milling, Paving and Striping Lincroft Parking Lots		805,000	419,797	385,203
	8170515 - CUP		1,122,974	1,122,974	-
		3,500,000	1,927,974	1,542,771	1,957,229
<b>FY18*</b>		3,800,000	-	-	3,800,000
<b>Total Chapter 12</b>		15,184,394	7,206,068	2,040,751	13,143,643
	<b>Capital Projects</b>				
	8131005 - Higher Ed Bond Administration - Wall	159,842	-	159,842	-
	8131010/8131030 - Equipment Leasing Fund (ELF)	840,571	-	159,979	680,592
	8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	34,980	-	9,600	25,380
	8161005 - Higher Ed Bon Administration - MAS	686,726	-	578,325	108,401
	8132450 - College Hi Ed Bond Admin Match - Wall	53,185	325,501	253,740	-
	8132455/8132460 - College HETI Match	34,980	-	9,600	25,380
	8162450 - College Hi Ed Bond Admin Match - MAS	228,909	-	192,775	36,134
<b>Total Capital Projects</b>		2,039,192	325,501	1,363,860	875,887
<b>Total Major Capital</b>		17,223,586	7,531,569	3,404,612	14,019,530
<b>Minor Capital</b>		5,989,925	106,490	2,351,853	3,744,562
<b>Total Capital</b>		\$ 23,213,511	\$ 7,638,059	\$ 5,756,465	\$ 17,764,092

\* Pending County Bond Sale

## CUP Condenser Water Piping and Cooling Tower Replacement Project



**BROOKDALE COMMUNITY COLLEGE PROJECTS****A. CAPITAL PROJECTS****1) LINCROFT CAMPUS CENTRAL UTILITY PLANT-**

**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. A contract in the amount of \$1,112,917 was awarded to Estock Piping on August 22, 2017. A preconstruction meeting was held on August 31, 2017. Construction is anticipated to start in November 2017.

**2) LINCROFT CAMPUS PARKING LOTS**

Parking Lot 6 - A contract in the amount of \$23,500 awarded to Mixalia Enterprises on August 22, 2017 for the replacement of the existing concrete curb and sidewalk along the west side of the lot adjacent to the Arena has been completed. A concept plan proposing the construction of interior parking islands was prepared by our office and has been circulated for review and comment. Once a plan is selected and the concrete work has been completed, the Monmouth County Highway Department will be contacted to repave the lot most likely next summer (2018).

**3) MAINTENANCE BARN ROOF REPLACEMENT**

Due to damage from a prior wind event, the College received \$81,400 from an insurance claim to structurally repair and replace a portion of the roof. Plans and specifications were prepared by College staff and bids were received on September 12, 2017. A contract was awarded to Circle A Construction in the amount of \$97,700 at the October 17, 2017 Board of Trustees meeting. Construction is expected to be completed this fall

**4) BAC & SLC ROOF REPLACEMENTS**

SLC- The College awarded a contract to Roof Connect, Elkton, MD to replace 3,200 SF of flat roof over the bookstore in the SLC building in the amount of \$80,674 on September 12, 2017. Work is scheduled to begin on November 3, 2017 and be completed by Thanksgiving.

BAC- The informal quote provided by Roof Connect to replace the entire roof (21,000 SF) of the BAC building for \$312,712 was considered too high and has been rejected. The College has requested our office to prepare plans and specifications for formal bidding the fall. Construction is anticipated to be performed Spring 2018.



## **B. DESIGN/STUDIES/REPORTS**

### **1) FREEHOLD CAMPUS DRAINAGE IMPROVEMENTS**

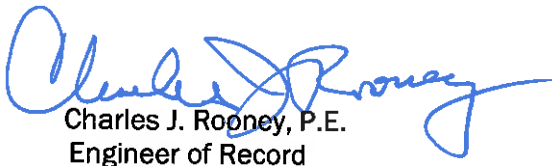
Due to an underlying clay layer, a perched groundwater condition has resulted in water bleeding onto the parking lot pavement after heavy rain events at several locations. This condition has created icing problems in the winter and over time will shorten the life of the pavement. In January 2017 a section of underdrain was installed along the upslope side of the parking lot to cut off the perched groundwater from reaching the parking lot. The underdrain has shown some improvement to the amount and duration of water bleeding onto the pavement. In the interest of better understanding the underlying soil conditions, five soil borings were performed on August 10, 2017. The borings indicated a layer of moderately compacted sand below the dense clay layer. As the boring holes were backfilled with gravel, the boring holes have the potential to act as wicks and provide relief to the perched groundwater above the clay layer. Review of the site in late August following two days of rain indicated the backfilled soil borings may be providing relief. Our office will continue to monitor the site over the fall/winter. Should the backfilled boring holes not provide sufficient relief, additional underdrains will be required.

### **2) FACILITIES MASTER PLAN UPDATE**

In the interest of obtaining more accurate information for budgeting and planning purposes, a comprehensive phased update to the May 2016 Facilities Master Plan (FMP) update is recommended. The Board of Trustees awarded a contract to Reserve Advisors on October 17, 2017 to complete a reserve study of the Freehold Campus. In addition, our office is currently working with Tim Drury, Director of Facilities Management to prepare a list of recommended Capital Improvements Projects utilizing current available Chapter 12 funding (over \$9 million).

### **3) SEWER EJECTOR PUMPS**

Our office is currently preparing Plans and Specifications for upgrading/replacing sanitary sewer ejector pumps located in the MAS and ATC buildings. The goal is to complete these replacements by the end of the year. The preliminary project cost is approximately \$120,000

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

**4.4      *Authorization to Exercise the Lease of the First and Second Floors at Eastern Monmouth (Neptune) HEC***

The College is committed to providing access to higher education and training to all persons in the County and Central New Jersey through its Lincroft, Wall, and Freehold campuses and Higher Education Centers (HECs). The College operates a HEC in Neptune at the Neptune Township Board of Education, 60 Neptune Boulevard, Neptune Township, in Monmouth County, New Jersey.

In a joint meeting of the Neptune Board of Education (BOE) and Brookdale Board of Trustees in December 2013, the Trustees signed an Agreement creating Poseidon Early College High School. Targeting academically prepared Neptune HS students, the program makes it possible for students to complete a high school diploma and an associate's degree in four years. The use of the first and second floors of the Neptune building enables increased programming as well as the opportunity to provide other Brookdale initiatives, including expanding non-credit programming.

The Leases as noted below, with two, one year renewable options exercisable in writing by Brookdale sixty days prior to expiration of the then current Term, unless terminated at an earlier date for any reason set forth in the Lease. The Lease shall be paid in equal monthly installments in advance of the month of occupancy.

Through a lease structure with the Neptune Board of Education the first floor area consists of 9,470 square feet of space and is payable as follows:

7/1/17 – 6/30/18	\$165,738
7/1/18 – 6/30/19	\$144,891
7/1/19 – 6/30/20	\$147,789

The second floor consists of 8,600 square feet of space and is payable as follows:

9/1/17 – 6/30/18	\$107,500
7/1/18 – 6/30/19	\$131,580
7/1/19 – 6/30/20	\$134,211

The Interim President recommends that the Board of Trustees approve the Lease Agreement(s) for the first and second floor of Eastern Monmouth Higher Education Center located in Neptune, commencing September 1, 2017.

This report was reviewed by the Interim President and the Finance Committee of the Board of Trustees at the meeting held November 7, 2017.



## **RESOLUTION**

**WHEREAS**, it is inherent with the College's Philosophy and Mission to provide the Monmouth County Community with maximum access to quality educational programs and services; and

**WHEREAS**, Brookdale Community College has maintained and operated a Higher Education Center in Neptune since the fall of 1985 and;

**WHEREAS**, the College entered into an Agreement with the Neptune Board of Education to create the Poseidon Early College High School (ECHS) in 2013, and;

**WHEREAS**, the current location has proven satisfactory in terms of access and general accommodations to house the Poseidon Early College High School needs; and

**WHEREAS**, the general conditions for entering into the Lease Agreement(s) of the first and second floors of the Neptune Township Board of Education facility at 60 Neptune Boulevard, Neptune, NJ, have been review by the Executive and Finance Committees of the Board of Trustees; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the Lease Agreement(s) as indicated have been reviewed and approved.

### **5.1 Curriculum**

The faculty and administration of the College have proposed discontinuance of the Social Services Academic Credit Certificate of Achievement.

The Social Services Academic Credit Certificate of Achievement was developed to provide an opportunity for Department of Human Services (DHS) employees who completed recognized DHS training modules to obtain college credits and apply those credits toward completing this certificate.

The training is no longer provided by DHS so this certificate is no longer relevant. Two students identified as majors in this program have been notified of the certificate discontinuance and have been offered the opportunity to take additional coursework at Brookdale to complete the certificate or transfer to another program.

The discontinuance of the Social Services Academic Credit Certificate of Achievement has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim President and the Policy and Education Committee of the Board.

The Interim President recommends that the Board of Trustees adopt a resolution discontinuing the Social Services Academic Credit Certificate of Achievement.

**WHEREAS**, the faculty and administration of the College have proposed discontinuance of the Social Services Academic Credit Certificate of Achievement; and

**WHEREAS**, the Social Services Academic Credit Certificate of Achievement was developed to provide an opportunity for Department of Human Services (DHS) employees who completed recognized DHS training modules to obtain college credits and apply those credits toward completing this certificate; and

**WHEREAS**, the training is no longer provided by DHS so this certificate is no longer relevant; and

**WHEREAS**, two students identified as majors have been notified of the certificate discontinuance and have been offered the opportunity to take additional coursework at Brookdale to complete the certificate or transfer to another program; and

**WHEREAS**, the discontinuance of the Social Services Academic Credit Certificate of Achievement has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim President and the Policy and Education Committee of the Board.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the Social Services Academic Credit Certificate of Achievement be discontinued.

November 14, 2017

### **5.1 Curriculum**

The faculty and administration of the College have proposed discontinuance of the Social Sciences Associate in Arts, International Studies Option, due to low enrollment in the program.

Eighteen students identified as International Studies Option majors have been notified of the discontinuance. All general education and required career studies courses will continue to be offered so that the majors may complete this program.

The courses required to complete the International Studies Option include selections from Anthropology, Environmental Science, History and Political Science. The College offers individual programs in each of these disciplines as well as a Social Sciences Associate in Arts. Students will continue to have an option to transfer to an international studies program at a four-year institution by matriculating in a related Brookdale transfer program.

The discontinuance of the Social Sciences Associate in Arts, International Studies Option, has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim President and the Policy and Education Committee of the Board.

The Interim President recommends that the Board of Trustees adopt a resolution discontinuing the Social Sciences Associate in Arts, International Studies Option.

**WHEREAS**, the faculty and administration of the College have proposed discontinuance of the Social Sciences Associate in Arts, International Studies Option, due to low enrollment in the program; and

**WHEREAS**, eighteen students identified as International Studies Option majors have been notified of the discontinuance, and all general education and career studies courses will continue to be offered so that the majors may complete this program; and

**WHEREAS**, the courses required in the International Studies Option include selections from Anthropology, Environmental Science, History and Political Science; and

**WHEREAS**, the College offers individual programs in each of these disciplines as well as a Social Sciences Associate in Arts; and

**WHEREAS**, students will continue to have an option to transfer to an international studies program at a four-year institution by matriculating in a related Brookdale transfer program; and

**WHEREAS**, the discontinuance of the Social Sciences Associate in Arts, International Studies Option, has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim President and the Policy and Education Committee of the Board.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the Social Sciences Associate in Arts, International Studies Option, be discontinued.

November 14, 2017

## 4.1004 Grants & Loans for Student Aid

### *I. Title of Policy*

Grants and Loans for Student Aid

### *II. Objective of Policy*

To ensure compliance with legal requirements and to further student educational needs in a responsible, efficient manner.

### *III. Authority*

Federal, state and local law and related regulations

### *IV. Policy Statement*

The College administration shall pursue and administer grants and loans for eligible students in compliance with applicable federal, state and local legal requirements and guidelines. Private grants will be processed through the Brookdale Community College Foundation and, to the extent feasible, in compliance with the terms and conditions set by the grantor.

Student awards shall be applied to their accounts in a timely manner. Procedures for determining and reviewing student eligibility and accountability shall be established by College regulations and in accordance with applicable laws.

Student grants and loans shall be audited annually by the College auditor, with copies of such audits provided to the Board of Trustees Audit Committee and presented to the Board of Trustees for acceptance.

### *V. Responsibility for Implementation*

President.

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Approved: 4/26/73

Revised: 10/24/96

DS Validated ~~8/8/17~~10/4/17

Lodged:

## 6.1001 Credit & NonCredit Students with Disabilities

Disclaimer: The content on this webpage appears as a courtesy to site visitors and is for general informational purposes only. To obtain a copy of the official applicable policy or regulation, please contact Brookdale's Public Records Custodian via the Public Records webpage of the Brookdale website at <https://www.brookdalecc.edu/about/public-records>

### *I. Title of Policy*

Credit and Non-Credit Students with Disabilities

### *II. Objective of Policy*

To state the College's position on providing equal access to all aspects of College life for persons with disabilities.

### *III. Authority*

Section 504 of the Vocational Rehabilitation Act, 1973, ~~and~~ the Americans With Disabilities Act (ADA), 1990 ~~and~~ New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a).

### *IV. Policy Statement*

Brookdale Community College is committed to providing equal educational opportunities for all credit and non-credit students including those with disabilities. It is therefore the policy of Brookdale Community College to provide reasonable accommodations to self-identified persons with documented disabilities.

### *V. Responsibility for Implementation*

President.

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Approved: Board of Trustees - 1/15/98

Validated ~~8/8/2017~~ 10/4/17 DS

## 2.3000 Services to Public and Nonprofit Organizations

### I. Title of Policy

Services to Public and Non-Profit Organizations

### II. Objective of Policy

To establish a Board Policy for Services to Public and Non-Profit Organizations.

### III. Authority

New Jersey Statute 18A:64A-12; and New Jersey Administrative Code 9:4-1.3 – Organization and Administration

### IV. Policy Statement

Brookdale Community College will attempt, within its organizational and financial capabilities, and consistent with its mission, to provide services requested by public and non-profit agencies. It is not the intention of the Board of Trustees that the College compete with commercial services.

The President is authorized to develop appropriate regulations and processes to make services, educational and otherwise, available to public agencies within the following guidelines.

A. The agency shall be a publicly supported organization or a non-profit agency organized for service or educational purposes.

B. Organizations located within the County of Monmouth shall receive priority.

C. The performance of services shall be at no cost to the College. Charges for such services shall include all direct and indirect costs to the College.

D. The performance of such services shall not interfere with the pursuit of the College's educational mission and operations.

~~E. If for any reason, a contract for such services is terminated, Brookdale Community College shall have no internal budgetary and/or application dependencies associated with additional equipment, personnel or other project costs.~~

~~FE.~~ The President is authorized to waive or modify fees in such cases where it is determined that such relief serves the best interests of the institution and the Monmouth County community.

~~GE.~~ Notwithstanding other provisions of this policy, the College reserves the right to offer and provide services to businesses on a contractual basis.

### V. Responsibility for Implementation

President

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Approved: 5/22/75

Revised: 5/25/95

Effective: 6/29/95

DS Validated: ~~8/8/2017~~10/4/17

## 3.0002

### I. Title of Policy

Non-Represented Employees

### II. Objective of Policy

To create a policy that ensures that non-represented employees are accorded the same level of benefits as similarly classified represented employees whenever possible.

### III. Authority

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards

### IV. Policy Statement

All similarly classified non-represented employees shall receive the same benefits as those provided to represented employees whenever possible.

This policy does not apply to employees classified ~~as Vice-Presidents or at the level of Dean or~~ aboves. The President shall make recommendations to the Board on proposed compensation and benefit levels for individuals so designated.

Certain provisions of the negotiated agreements do not apply to non-represented employees. Specifically, provisions regarding union membership or access to union representatives are not applicable to non-represented employees. And, while non-represented employees may initiate grievances, they are not entitled to union representation nor are such disputes subject to arbitration.

The College ~~administration~~ Administration shall use will utilize the applicable sections of the collective bargaining unit agreements as that specifically relate to employee benefits (e.g., health insurance, enumerated holidays, vacation leave, sick leave, etc.) as a guide ~~an employee handbook~~ for non-represented employees. ~~The handbook shall also include an appropriate grievance procedure. The grievance procedure for non-represented employees shall follow the same time line and reporting structure as the used for similarly classified represented counterparts, except that non-represented employees do not have the right to request and/or proceed to arbitration in any circumstance.~~

### V. Responsibility for Implementation

President

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Approved: 6/27/96  
Rev: XX/XX/2017



## **I. Title of Policy 3.0003**

Employees ~~With~~with Disabilities

## **II. Objective of Policy**

To state the College's position on providing equal employment opportunities and reasonable accommodations to individuals with disabilities.

## **III. Authority**

Section 504 of the Rehabilitation Act of 1973, the Americans ~~With~~with Disabilities Act (ADA) of 1990, as ADA Amendment of 2008 (P.L. 110-325), New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a)

## **IV. Policy Statement**

Brookdale Community College will employ, and advance in employment, qualified individuals with disabilities. The College will provide reasonable accommodations (as defined in Section ~~101-12111~~ of the Americans ~~With~~with Disabilities Act of 1990, as amended) to individuals with disabilities who are qualified for the positions for which they are applying or in which they are employed so long as the individuals can perform the essential elements of the position, with or without reasonable accommodations.

## **V. Responsibility for Implementation**

President.

Approved: 6/27/96

Approved: ??

Rev: XX/XX/2017

# 6.9000 Athletic Policy

## *I. Title of Policy*

Athletic Policy

## *II. Objective of Policy*

To establish the framework within which the College will provide a comprehensive athletic program.

## *III. A/8/2017 uthority*

New Jersey Statute 18A:64A-12

## *IV. Policy Statement*

Through its athletic program, Brookdale Community College seeks to provide opportunities for its students to enhance their physical, social, and intellectual development. As the County College of Monmouth, Brookdale is responsible for developing and maintaining a broadly representative athletic program that projects an image of quality and integrity.

To advance these objectives, Brookdale will provide an integrated program of ~~fitness activities~~, intramural and inter-collegiate athletics. This program will be accessible to, and provide appropriate opportunities for both men and women, full- and part-time students. The program will be developed by the ~~Director of Athletics~~ **Athletic Director**, ~~reviewed by the College Forum~~, and submitted to the President for approval. The overall program will be reviewed ~~biennially by the appropriate standing committee of the College Forum~~ **according to a five year review schedule determined by the Vice President for Student Success**, ~~or at the directive of the President~~ with a report and recommendations to the President and Board of Trustees. Wherever possible, the Brookdale athletic program will be articulated with the academic programs of the College.

## *V. Responsibility for Implementation*

President.

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Approved: Board of Trustees 6/29/95

Revised: 8/8/17

Lodged:

3.3000

## **I. Title of Policy**

Employment Pending Board Approval

## **II. Objective of Policy**

The authority to appoint full-time personnel on a contingent basis pending Board approval shall be given to the President.

## **III. Authority**

New Jersey Statutes: County Colleges, 18A-64A

## **IV. Policy Statement**

The President is authorized to commence temporary employment of personnel, contingent on Board of Trustees approval at its next regularly scheduled meeting, whenever the President deems such employment necessary for educationally sound reasons and the smooth and efficient operation of the College. Compensation for such employment shall be at a per diem rate consistent with the salary to be recommended to the Board. No offer of employment, ~~employment contract~~letter of appointment, or benefits associated with full-time personnel shall become effective until the date of appointment by the Board of Trustees unless governed by law. Should the Board not approve the recommendation of full-time employment, the temporary employment relationship shall cease.

## **V. Responsibility for Implementation**

President.

Approved: 5/18/70

Rev: xx/xx/2017

**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
<b>Wednesday, January 18*</b> Lincroft, SLC, Navesink II & III	January 9 5:00 PM		January 10 5:00 PM		January 9 6:00 PM	January 19
<b>Tuesday, February 21</b> <b>Neptune HEC</b>	February 16 5:00 PM		February 16 6:00 PM	<b>February 16</b> <b>7:00 PM</b>		
<b>Tuesday, March 21</b> <b>Lincroft, SLC, Navesink II &amp; III</b>	March 13 5:00 PM	<del>March 13</del> 6:00 PM	March 14 5:00 PM	<del>March 14</del> 6:00 PM		March 23
<b>Tuesday, April 18</b> <b>Lincroft, SLC, Navesink I &amp; II</b>	April 11 5:00 PM		April 11 6:00 PM		April 13 6:00 PM	
<b>Tuesday, May 16</b> <b>Lincroft, SLC, Navesink I &amp; II</b>	May 8 5:00 PM	<del>May 8</del> 6:00 PM	May 9 5:00 PM	<del>May 9</del> May 2 6:00 PM		May 18
<b>Tuesday, June 20</b> <b>Lincroft, SLC, Navesink I &amp; II</b>	June 13 5:00 PM		June 13 6:00 PM			June 15
<b>Tuesday, July 18</b> <b>Lincroft, SLC, Navesink II</b>	<b>July 10</b> <b>5:30 PM</b>		<b>July 10</b> <b>6:00 PM</b>			
<b>Tuesday, August 22</b> <b>Wall Campus, Room 110</b>	<b>August 8</b> <b>5:30 PM</b>		<b>August 8</b> <b>6 PM</b>			
<b>Tuesday, September 12</b> <b>Wall Campus, Room 110</b>	<b>September 6</b> <b>5:30 PM</b>		<b>September 6</b> <b>6:00 PM</b>		<b>September 7</b> <b>6:00 PM</b>	<b>September 21</b>
<b>Tuesday, October 17</b> <b>Freehold Campus, 103 &amp; 104</b>	October 10 5:00 PM	October 11 5:00 PM	October 10 6:00 PM	<del>October 10</del> 6:00 PM	<b>October 30</b> <b>5:30 PM</b>	
<b>Tuesday, November 14</b> <b>Reorganization Meeting</b> <b>Lincroft, SLC, Navesink I &amp; II</b>	November 6 5:00 PM		November 7 5:00 PM	<del>November 7</del> 6:00 PM	<del>November 6</del> 6:00 PM	<b>November 16</b>
<b>Tuesday, December 19</b> <b>Lincroft, SLC, Navesink I &amp; II</b>	December 11 <b>5:30 PM</b>	December 11 <b>6:30 PM</b>	December 12 <b>6:30 PM</b>	December 12 <b>5:30 PM</b>		

**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.

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

\* 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 v6 – removed Ad-Hoc RFP Financial Advisor and Ad-Hoc Transition