



Brookdale Community College

Board of Trustees Public Meeting

Tuesday, July 18, 2017 5:30 PM (EDT)

765 Newman Springs Rd. Student Life Center Lincroft New Jersey 07738

Student Life Center - Navesink Rooms or Dial In: 404-260-1415 Participant: 8494179

Dial In: 404-260-1415

Participant: 8494179

- 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 - July 10, 2017 - Chair Guzzo
  - B. Finance & Facilities Committee - July 10, 2017 - Trustee Kaufmann
    1. Monthly Financial Reporting
  - C. Report from the Engineer of Record - Mr. Charles Rooney  
*Capital Project Report submitted in Financial Dashboard*
- V. Approval of Public Business Meeting Minutes - June 20, 2017 - Chair Guzzo
  - A. Approval of Executive Session Minutes - June 20, 2017 - Chair Guzzo
- VI. 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
- VII. Public Comment on Agenda Items - Chair Guzzo
- VIII. Consent Agenda - Chair Guzzo - 5 minutes
  - A. Human Resources
  - B. Application of Grants  
*Perkins Career & Technical Education Grant;  
Gladys Brooks Foundation - Dental Equipment;  
Monmouth County Arts Council Monmouth Arts - ArtsHelps*
  - C. Acceptance of Grants  
*Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program; O'Toole Family Foundation*
  - 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

- IX. President's Report - Dr. David Stout
  - A. MSCHE Update - Dr. Nancy Kegelman
- X. Approval of Change Order Request - Chair Guzzo
- XI. Approval of Interim President's Employment Contract
- XII. Public Comment - Chair Guzzo
- XIII. Old/New Business - Chair Guzzo
- XIV. Resolution to Hold a Closed Meeting - Chair Guzzo
- XV. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XVI. Adjournment - Chair Guzzo
- XVII. Appendix - Board Materials

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

**Date: June 20, 2017**

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

- A. Chair Guzzo called the meeting to order at 5:50 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 June 15, 2017, at 11 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On June 15, 2017, at 11 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:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Trustee</b>	Dr. Nancy Kegelmann
	<b>Mr. Daniel F. Brecht, Trustee</b>	Dr. David Stout
	<b>Ms. Latonya Brennan, Trustee</b>	Dr. Anita Voogt
	<b>Ms. Madeline Ferraro, Trustee</b>	Dr. Matthew Reed
	<b>Dr. Carl Guzzo, Chair</b>	Mr. Joseph Pingitore
	<b>Mr. Bret Kaufmann, Trustee*</b>	Ms. Avis McMillon
	<b>Mr. Kevin Przystawski, Trustee</b>	Ms. Marie Lucier-Woodruff
	<b>Ms. Marta Rambaud, Trustee</b>	Mr. Robert Francis
	<b>Dr. Les Richens, Trustee</b>	
	<b>Dr. David Stout, Officer of the Day</b>	
		Ms. Cynthia Gruskos, Recorder
<b>Absent</b>	<b>Mr. Hank Cram, Trustee</b>	
	<b>Mr. Paul Crupi, Trustee</b>	Mr. Charles Rooney, Engineer of Record
<b>College Counsel</b>	<b>Mr. Mathew Giacobbe, Esq., General and Labor Counsel;</b>	<b>Mr. Mitchell Jacobs, Esq., General and Labor Counsel;</b>
<b>*Participated via phone conference call</b>		

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda for Public Business Meeting – Chair Guzzo</b>  The agenda has been revised and the authorization to approve the MOU to form an academic partnership between the college and New Jersey City University at the Wall Higher Education Center has been removed due to the agreement is still in attorney review. It will be placed on the July agenda and the agreement will be provided for your review prior to approval.	A motion to adopt the revised meeting agenda was made by Trustee Abby-White and seconded by Trustee Becht.  <b>YES:</b> Trustees Abby-White, Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambaud and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	
<b>Committee Reports and Liaisons</b>  <b>A. Executive Committee – June 13, 2017</b> - Chair Guzzo reported on a fruitful executive committee.  1. <b>Finance &amp; Facilities Committee</b> – Trustee Kaufmann reported on the Finance & Facilities committee meeting held on June 13, 2017. <i>(Full report – Attachment A)</i> <b>B. NJCCC and BCC Foundation</b> 1. <b>NJCCC</b> – Dr. David Stout reported a successful student lobbying day and the 5 students who spent time with our legislators to lobby for the value of community colleges. In addition he reported on the NJCCC President’s retreat and the major topic was lessons learned from the active shooter incident at Umpqua Community College. Each president was encouraged to review our insurance coverage to insure we are adequately covered for this type of incident, which was recently reviewed at the June Finance & Facilities committee meeting. He also attended the NJCCC Annual Award dinner and congratulated Neil Cavaleri, Vice President of Manufacturing of Zodiac Aerospace, on receiving the prestigious Spirit Award. 2. <b>BCC Foundation</b> – Trustee Abby-White reported on the Scholarship Ball and they raised more than \$124,000 for student scholarships. The foundation is also working on their 38 <sup>th</sup> annual education golf outing scheduled for September 19. The Foundation board voted in May to provide \$61,000 from the library endowment fund to refurbish 21 library study rooms to be completed by the fall semester.  <b>C. Student’s Perspective</b> – Trustee Przystawski held his remarks till the end of the meeting.  New graduate trustee, Austin Ridoux was introduced by Chair Guzzo.  <b>D. Report from the Engineer of the Record</b> – Mr. Charles Rooney provided his report to the board and it was submitted in the Financial Dashboard.		
Topic and Discussion	Votes Taken	Action and Follow-up Actions

<b>Approval of Public Business Meeting Minutes – May 16, 2017 – Chair Guzzo</b>	<p>A motion to approve the May 16, 2017 minutes of the Public Business Meeting was made by Trustee Abby-White and seconded by Trustee Ferraro.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambuad and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Actions</b>
<b>Approval of Executive Session Minutes, May 16, 2017</b>	<p>A motion to approve the May 16, 2017 executive session minutes was made by Trustee Abby-White and seconded by Trustee Ferraro.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambuad and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval of Public Business Meeting Minutes – May 22, 2017</b>	<p>A motion to approve the May 22, 2017 minutes of the Public Business Meeting was made by Trustee Abby-White and seconded by Trustee Brennan.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambuad and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

<b>Approval of Executive Session Minutes – May 22, 2017</b>	<p>A motion to approve the May 22, 2017 executive session minutes was made by Trustee Abby-White and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambaud and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Review and Acceptance of Consent Agenda –</b></p> <ul style="list-style-type: none"> <li><i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i></li> </ul> <p><b>Items #22 –Core-Tranz Business Services and #28 – Winning Strategies of the 4.2, Purchases in Excess of \$35,000 and NJ “Pay to Play” bids Pursuant to the NJ “Pay to Play” process, in excess of \$17,500 were removed from the consent agenda.</b></p>	<p>A motion to accept the revised consent agenda with was made by Trustee Rambaud and seconded by Trustee Becht.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambaud and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	<p>Trustee Brennan requested the insurance commission schedules be distributed to all trustees.</p>
<p><b>Public Comment on Agenda Items –</b></p> <p><b>Professor Jack Ryan –</b> He acknowledged the leadership transition of the college. He expressed concern about the issue of the financial reporting error and the timing of the communication to the college community.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Consent Agenda - Chair Guzzo</b></p> <p><b>A. Approval of Human Resources</b></p> <p><b>B. Executive Compensation</b></p>	<p>A motion to approve the modified consent agenda was made by Trustee Abby-White and seconded by</p>	

<b>C. Application for Grants</b> <i>Grants – Employment Training</i> <b>D. Acceptance of Gifts</b> <b>E. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” Process, in Excess of \$17,500 (items #22 and #28 removed)</b> <b>F. Open Invoice Payment Requests for Vendor, Students and Employee Payments</b> <b>G. Monthly Financial Dashboards</b>	Trustee Brennan.  <b>YES:</b> Trustees Abby-White, Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambuad and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	
<p><b>Officer of the Day Report</b> – Dr. David Stout offered a moment of silence in honor of the passing of Dr. Bob Barringer, Brookdale’s 3<sup>rd</sup> president who passed away on June 13, 2017 at the age of 84.</p> <p>In the anticipation of his appointment as interim president this evening, Dr. Stout thanked the Board of Trustees and the Freeholders for putting their faith in him. He also acknowledged the outpouring of support from the college community.</p> <p>Dr. Stout reported on a phone conference with Dr. Belinda Miles, our Chair of our MSCHE review team. Visitation will take place in the fall and the team visit in the spring.</p> <p>A. <b>MSCHE Report</b> – Dr. Nancy Kegelman provided a MSCHE report on behalf of her co-chair Howard Miller. <b>(full report – Attachment B)</b> Dr. Kegelman suggested that Chapters 1, 2, and 7 would be the most critical for the board to review.</p> <p>Chair Guzzo acknowledged the work of the MSCHE co-chairs.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Change Order Request</b>	A motion to approve the change order request was made by Trustee Ferraro and seconded by Trustee Abby-White.  <b>YES:</b> Trustees Abby-White, Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambuad and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	
<b>Acceptance of Purchasing Cooperative</b>	A motion to approve by resolution the college’s	

	<p>participation in a cooperative pricing agreement with the U.S. Communities Government Purchasing Alliance was made by Trustee Abby-White and seconded by Trustee Ferraro.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambuad and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Revised FY18 Operating &amp; Capital Budget – Chair Guzzo</b>  <i>Auxiliary Services FY18 Operating Statements</i></p>	<p>A motion to approve the revised FY18 Operating &amp; Capital budget was made by Trustee Ferraro and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambuad and Chair Guzzo</p> <p><b>NAYS:</b> Trustee Abby-White</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of FY18 Auxiliary Services Operating Statements</b></p>	<p>A motion to approve the FY18 Auxiliary Services Operating Budget was made by Trustee Abby-White and seconded by Ferraro.</p> <p><b>YES:</b> Trustees Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambuad and Chair Guzzo</p> <p><b>NAYS:</b> Trustee Abby-White</p> <p><b>ABSTENTIONS:</b> None</p>	



<p><b>Approval of FY18 Associated Students of Brookdale Community College (ASBCC) Budget</b>  <i>The annual Association Students of Brookdale Community College (ASBCC) FY18 Budget</i></p>	<p>A motion to approve the FY18 Associated Students of Brookdale Community College budget was made by Trustee Przystawski and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Ferraro, Kaufmann, Rambaud and Chair Guzzo</p> <p><b>NAYS:</b> Trustee Przystawski</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Recognition of Trustee Kevin Przystawski</b> – Chair Guzzo read a resolution honoring graduate trustee, Kevin Przystawski and presented a framed copy of the resolution. (<b><i>Attachment C</i></b>)</p> <p>Dr. Stout presented a gift on behalf of the board and recognized his contributions to the college and for always being the voice of the students.</p> <p>Trustee Przystawski remarked that it was an honor to work with all the board members.</p>		
<p><b>Public Comment</b></p> <p><b>Professor Howard Miller</b> – He thanked the board for hiring Dr. Stout as the interim president. He expressed his concern for continued improvement in communication with the board and the entire college community. He believes that increased communication opportunities will build trust and made a recommendation that there be an informal meeting to allow the college body to meet with 2 trustees, 30 minutes prior to the public business meetings to encourage communications.</p> <p><b>Dr. James Schmidt – Adjunct Math Professor</b> – He advocated for adjunct representation on the presidential search committee. Their inclusion in the search committee would acknowledge the long time and continued contributions of Adjuncts at Brookdale. (<b><i>Attachment D - Handout</i></b>)</p>		
<p><b>Old/New Business – Chair Guzzo</b></p> <p>Trustees Abby-White, Brennan and Rambaud spoke about their experience of being the keynote speakers at the AAWCC Leaders Institute in June. They had an opportunity to meet with woman community college leaders across the country to share their experiences as board members and to hear how other college boards have opened up communications with their college communities.</p>		

Chair Guzzo created an ad-hoc committee on Revenue Generation. He appointed Trustee Abby-White as committee chair, and Trustees Brennan and Kaufmann. Mr. Giacobbe advised the committee that they could open their meetings to other invited stakeholders.

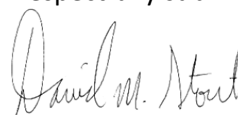
Chair Guzzo created an ad-hoc committee to review the rfp for financial advisor. He appointed himself, Trustees Kaufmann, Crupi, Rambaud and Becht, Dr. Stout, Mr. Francis and Mr. Pingitore.

Chair Guzzo announced that the next governance committee would be held on June 26.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Resolution to Hold a Closed Meeting – Chair Guzzo</b>  <i>Mr. Giacobbe read the resolution to enter into executive session. (Attachment E)</i>	A motion was made to approve the resolution to hold an executive session by Trustee Ferraro and seconded by Trustee Becht.  <b>YES:</b> Trustees Abby-White, Becht, Brennan, Ferraro, Kaufmann, Przystawski, Rambaud and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	
<b>Motion to Re-open the meeting to the public</b>	A motion was made to re-open the meeting to the public by Trustee Abby-White and seconded by Trustee Becht.  Motion was unanimously passed.	
<b>4.2 – Item 28 – Winning Strategies</b>	A motion was made to appoint Winning Strategies for the time period of July 1, 2017 through June 30, 2017 to a cost to not exceed \$36,000 and Winning Strategies to be directed to present at the September Board of Trustees meeting and provide a detailed full report prior to the meeting by Trustee Ferraro and	

	<p>seconded by Trustee Becht.</p> <p>Motion was unanimously passed.</p>	
<p><b>Amended start dates of Mr. Robert Francis and Mr. Joseph Pingitore</b></p>	<p>A motion was made to amend Mr. Robert Francis and Mr. Joseph Pingitore's effective start date to June 21, 2017 as reflected in 3.1 HR prior motion by Trustee Abby-White and seconded by Trustee Rambaud.</p> <p>Motion was unanimously passed.</p>	
<p><b>Appointment of Interim President – Chair Guzzo</b></p>	<p>A motion to appoint by resolution Dr. David Stout as interim president of Brookdale Community College effective July 1, 2017 was made by Chair Guzzo and seconded by Trustee Ferraro.</p> <p>Motion was unanimously passed.</p>	
<p><b>Adjournment – Chair Guzzo</b></p> <p><i>The meeting was adjourned at 8:30 P.M.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Abby-White and was seconded by Trustee Ferraro.</p> <p>Motion was unanimously passed.</p>	

Respectfully submitted



David M. Stout, Ph.D., Secretary

## F&F Report, June 20, 2017

The F&F Committee met on June 13, 2017.

This meeting lasted about 3 hours, which I attribute to the many issues addressed and the careful deliberation with the transition team.

### 4.1 Financial status as of April 30, 2017;

Enrollment;	9,424	down	4% from FY 16
Cash disbursements for March	7,467,366.85		

Annual comparative change	FY17	FY16	%/change
Operating expenditures	69,083,552	69,774,210	(690,658)*
Operating revenue	72,471,691	73,842,789	(1,371,098)*
Cash	6,419,494	12,759,785	(6,340,291)*

**\*\*Expenditures declined \$690K, but revenue declined 1.4m and cash is down by 50%**

Capital expenditures	21,725,925	27,267,801	(5,541,876)
Capital revenue	17,924,651	10,839,219	7,085,432

**4.2.** RFP's (Requests for Proposals) are receiving too few responses, sometimes only one. We must change the RFP specifications/process to make more competitors qualified to bid.

**4.2a.** CO (Change Orders) There is only 1 change for \$15,000, which has been reviewed by the EOR and is found to be reasonable.

**4.2c.** Brookdale Community College is entering into a Cooperative Pricing Agreement with the U.S. Communities Government Purchasing Alliance.

**4.3. BUDGET REVISION;** The FY18 budget is to be revised based on current data. The revised operating budget is based on a credit enrollment of 9,139 full-time equivalent students (FTEs). The revised Operating Budget is \$79,740,878, which is \$627,873 less than the original FY18 operating budget, a 0.8% decrease. There is no line for Reserve Fund contribution.

### Revised Operating Revenue

The revised operating budget shows a total revenue decrease of \$627,873, which represents a \$717,463 decrease in tuition offset by an increase in fees of \$89,590 because of the increase in lab fees for the Nursing and Automotive programs.

### Revised Operating Expenditures

Revised operating expenditures decreased \$627,873, or 0.8%, due to changes in contractual obligations such as the non-renewal of the 2<sup>nd</sup> floor of the Neptune lease, decrease in premiums

for property and liability insurance, decrease in premiums for health benefits coverage due to a change in plan offerings, and staff attrition due to resignations & retirements.

#### 4.4 Auxiliary Services FY18 Operating Statements

Net profit anticipated \$385,000 or about 5% of sales. \* This indicates under-performing auxiliary services.

\*Gross sales estimated since not reported.

The basic numbers have not changed in the 18 months that I've been on the BOT. BCC continues to face structural financial challenges, with increasing annual costs of about 2.2m, decreasing annual revenue of 1.6m due to declining enrollment and the need to re-build our reserve funds. On top of this, Brookdale is the only NJ Community college with debt that costs approximately 1.8m/year to service. The Brookdale business model must evolve to face these challenges. If this evolution fails, we jeopardize our ability to fulfill our primary mission; to provide affordable, quality education and training to the residents of Monmouth County. To this end, I propose a retreat with the BOT and the BCC leadership team. The focus should be on developing a plan to finally control expenses, improve effectiveness (graduation and retention) and increase revenue.

Capital projects; EOR Charley Rooney

Respectfully submitted,

Bret Kaufmann, Trustee

## Brookdale Community College

### Middle States Update

June 20, 2017

All seven Self-Study draft chapters have been shared with the college community. Feedback via Brookdale SharePoint is due by June 30, 2017.

The Middle States co-chairs are in the process of reviewing each comment received, compiling a report of responses and integrating changes in the document where appropriate. The Standard I feedback document addressing approximately 100 feedback items from the roadmap and draft chapter were sent to the college community on June 15. In the college Broadcast, the co-chairs expressed their thanks to the community for their input and described their objective approach in compiling the draft chapters. They recognized the value of the self-study and its potential to sustain and guide us into the future with constructive recommendation.

The seven **chapters** have been assembled into a single draft-working document of approximately 130 pages. Paring the document down to 100 pages is on the list of activates for the co-chairs this summer as is revisions to the document **roadmaps**.

Middle States co-chairs are working with Dr. Stout and Dr. Reed to complete the **Verification of Compliance** report due to Middle States on December 1. The eight items to be addressed are:

1. Student Identity Verification in Distance and Correspondence Education;
2. Transfer of Credit Policies and Articulation Agreements;
3. Title IV Program Responsibilities;
4. Institutional Records of Student Complaints;
5. Required Information for Students and the Public;
6. Standing with State and Other Accrediting Agencies;
7. Contractual Relationships; and
8. Assignment of Credit Hour

As previously reported, President Murphy and Interim President Stout had a conference call with Dr. Belinda Miles, our Middle States Evaluation Team Chair earlier today for an update and introduction of Dr. Stout.

Here is a preview of what's to come this academic year.

Fall 2017 and Spring 2018 Timeline:

- September 2017
  - Overview of Self-Study draft due to MS Team Chair, Dr. Miles
  - Verification of Compliance finalized
- October 2017
  - Self-study draft due to MS Team Chair in advance of preliminary visit
  - Preliminary Visit by Team Chair
- December 2017
  - Verification of Compliance submitted to MS by December 1
  - Revised Self-Study based on feedback from MS Team Chair
- January 2018
  - Board approve final self-study
- March or April 2018
  - MS Team visit on campus
- June 2018
  - Middle States Commission deliberation on re-accreditation status

## **RESOLUTION**

**WHEREAS**, Mr. Kevin Przystawski served as Graduate Trustee on the Brookdale Community College Board of Trustees from July 1, 2016 to June 20, 2017; and

**WHEREAS**, Mr. Przystawski chose to serve as Graduate Trustee, because he values the quality education he received at Brookdale Community College and considered his education at Brookdale Community College a life changing experience; and

**WHEREAS**, Mr. Przystawski served as a valuable member of the board's Policy and Education committee and Audit Committee; as well as reported monthly on the student's perspective at the board meetings; and

**WHEREAS**, Mr. Przystawski regularly sought out opportunities for board engagement and professional development, and attended the annual 2016 American Community College Trustee Leadership Congress and the 2017 Community College National Legislative Summit; and

**WHEREAS**, Mr. Przystawski, not only attended these national conferences, but was the keynote speaker at a luncheon hosted by Congressman Bill Pascrell to celebrate NJ's community colleges 50<sup>th</sup> anniversary which was held at the US Capital Building on February 15, 2017; and

**WHEREAS**, Mr. Przystawski not only could be found advocating for the students of Brookdale Community College locally, but met with Congressman Smith in his office at Washington to discuss our top federal community college priorities; and

**WHEREAS**, Mr. Przystawski was an active and passionate member of the Brookdale Community College Board of Trustees, and upheld the highest standards of personal and professional integrity as a board member; and

**WHEREAS**, Mr. Przystawski has earned the respect and admiration of the college community and the members of the Brookdale Community College Board of Trustees;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees wish to recognize Mr. Przystawski for his commitment and passion as a Graduate Trustee, and for his contributions to the Brookdale community;

**BE IT FURTHER RESOLVED** that this resolution be spread upon the minutes of this meeting and a true copy presented to Mr. Przystawski so that he can have a permanent reminder of the high esteem he has earned among his colleagues.

June 20, 2017



## Adjunct Faculty Representation on Brookdale's Presidential Search Committee – *A rationale*

- **Adjuncts are an integral + substantial part of BCC's Community**
  - Adjuncts teach a majority of the classes offered at Brookdale;
  - Some adjuncts are collaborating with FT faculty to improve faculty teaching skills & course offerings.
- **Adjuncts bring unique life perspectives to the committee**
  - Drawing on prior non-academic careers;
  - Have some concerns different from full-time faculty, staff and administration.
- **Inclusion of adjunct faculty on search team -**
  - Leverages their longtime (and significant) contribution & commitment to educating BCC's students;
  - Demonstrate the Board's respect of adjunct opinions.
- **Other NJ Community colleges include their adjuncts on executive search committees.**

**BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that **5** issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **June 20, 2017 at approximately 7:00 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**

**Approved – June 20, 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: **contract negotiations with Winning Strategies and possible litigation (Wall property remediation)**

☒

"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is :**the appointment of the interim President and personnel matters related to 1 employee.**

☐

"(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 – June 20, 2017**

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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**  
**Approved – June 20, 2017**

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 15 recommended items. A summary of the action items is listed below with supporting documentation attached.

<b>A. Hires</b>		<b>Recommendations</b>
Faculty		4
Adjuncts		10
<b>B. Change of Status</b>		
Faculty		1

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

1. Name: Kevin Holl  
Department: Computer Science  
Position: Assistant Professor  
Salary: \$65,341  
Effective: 9/1/17
2. Name: Alexis Jankowski  
Department: Business/Marketing  
Position: Instructor  
Salary: \$56,777  
Effective: 9/1/17
3. Name: Sabrina Mathues  
Department: Innovation and Learning Resources/Student Success  
Position: Instructor  
Salary: \$57,634  
Effective: 9/1/17
4. Name: Prince Sekyi  
Position: Instructor  
Salary: \$56,777  
Effective: 9/1/17

**FACULTY DEGREE SUMMARY**

PH.D.	Masters	Bachelors
1	2	1

**ADJUNCTS**

1. Name: Samantha Ebner  
Department: Chemistry
2. Name: Michelle Hansen  
Department: Nursing

3. Name: Pattyann Hansen  
Department: Nursing
4. Name: ChingHong Lin  
Department: K-12 Partnerships
5. Name: Cheryl Mazzeo  
Department: Chemistry
6. Name: Michelle McNicholas  
Department: Nursing
7. Name: Regina Opare-Sem  
Department: Nursing
8. Name: Caitlin Raiten  
Department: Nursing
9. Name: Sarah Scalzadonna  
Department: Nursing
10. Name: Robin Torpey  
Department: Nursing

ADJUNCT DEGREE SUMMARY

Masters

10

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

1. Name: Nicolette Nicola  
Department: Reading-Writing  
Position: Instructor  
Action: Change in position from Instructional Assistant to Instructor, Reading-Writing hybrid position through a bona fide search  
New Salary: \$56,577  
Effective: 9/1/17

July 18, 2017: Associate Vice President of Human Resources &amp; Organizational Safety, Patricia Sensi

**2.1 Application for Grants  
Executive Summary****Perkins Career and Technical Education**

Brookdale submitted a proposal to the New Jersey State Department of Education (NJDOE), Office of Career Readiness, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006 on July 10, 2017. Funding for FY'18 will enable the College to update equipment and technology in several career and technical education programs; increase or maintain performance levels in skill proficiency, program completion and retention, career placement and participation in non-traditional programs; and integrate academic and career and technical instruction. Matthew Reed, Vice President for Learning, will administer the program.

The total grant amount requested is **\$583,714** and does not require a match from the college.

**Gladys Brooks Foundation****Grant Application-Dental Equipment**

Brookdale submitted a grant application proposal to the Gladys Brooks Foundation On May 25, 2017. If awarded, funding will be used to purchase new equipment to simulate a dental radiology lab in the Continuing Professional Studies Division (CPS) at Brookdale. The purpose of this grant is to enhance the dental program while maintaining reasonable tuition levels and fulfilling increased student needs. The creation of a lab at the college would give students more time to use the equipment for hand-on exercises to prepare for clinical sessional, certification testing and licensing requirements. Marian Smith, Program Manager Career Pathways, CPS will administer the program.

The total grant amount requested is **\$91,000** and does not require a match from the college.

**Monmouth County Arts Council (MCAC) Monmouth Arts-ArtHelps****Brookdale Performing Arts Center (PAC)**

Brookdale submitted a proposal to the Monmouth County Arts Council (MCAC), under their Monmouth Arts-ArtHelps mini-grant program on June 12, 2017. Funding will support the Brookdale Performing Arts Center "Shakespeare on the Lawn", A Midsummer Night's Dream performance in July 2017. Sherri Vanderspiegel, Supervisor PAC will administer the program.

The total grant requested is **\$500**, with a required match of **\$500** for a total of **\$1,000**. Please note the required match has been budgeted in the PAC operating budget.



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

Brookdale submitted a proposal to the Monmouth County Arts Council (MCAC), under their Monmouth Arts-ArtHelps SSA grant program on June 12, 2017. 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 requested is **\$1,000**, with a required match of **\$2,000** for a total of **\$3,000**. Please note the required match is provided by revenue raised by the Visiting Artist Program and held in the Foundation account.

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

Brookdale submitted a proposal to the Monmouth County Arts Council (MCAC), under their Monmouth Arts-ArtHelps mini-grant program on June 22, 2017. 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 requested 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 approve submission of the grant applications listed.

## **2.2 Acceptance of Grants**

### **Executive Summary**

#### **Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program**

Brookdale has been awarded a grant from the New Jersey Department of Labor and Workforce Development under its Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program. Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to approximately 500 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy Volunteers-Monmouth County; (2) Monmouth County Vocational School District; (3) Community Affairs and Resource Center; and (4) Ladacin Network, Inc. In addition to serving as lead agency, the College will provide direct services to over 300 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED). Brookdale's direct services are available at Long Branch, Hazlet, Freehold and Neptune Higher Education Centers. Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant award is **\$543,460**. The Consortium provides an in-kind contribution of **\$170,765** for a total of **\$714,225**. Please note Brookdale's in-kind contribution is \$125,765.

#### **O'Toole Family Foundation**

##### **90.5 The Night's Songwriters on the Beach 2017**

Brookdale has been awarded a grant from the O'Toole Family Foundation. Funding will be used to pay three key musicians (at a max rate of \$5,000 each) to perform at 90.5 The Night's Songwriters on the Beach in Belmar New Jersey, July 13 – August 31, 2017. Kristin Florio, Manager Sales & Development, College Relations, will administer the program.

The total grant awarded is **\$15,000** and does not require a match.

July 18, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

**Monmouth County Arts Council (MCAC) Monmouth Arts-ArtHelps****Brookdale Performing Arts Center (PAC)**

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 Performing Arts Center "Shakespeare on the Lawn", A Midsummer Night's Dream performance in July 2017. Sherri Vanderspiegel, Supervisor PAC will administer the program.

The total grant awarded is **\$500**, with a required match of **\$500** for a total of **\$1,000**. Please note the required match has been budgeted in the PAC operating budget.

**Recommendation:**

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

July 18, 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><b>Amount</b></u>
Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program	\$543,460
O'Toole Family Foundation 90.5 The Night's Songwriters on the Beach 2017	\$15,000
MCAC Mini Grant PAC Shakespeare on the Lawn July 2017	\$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 President recommends acceptance of said grant funds;

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

July 18, 2017: Director of Grants and Institutional Development, Laura Quissaunee



## BOARD OF TRUSTEES AGENDA

1 General Functions

**2 Administration**

3 Human Resources

4 Business & Finance

July 18, 2017: Director of Grants and Institutional Development, Laura Quissaunee

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 July 10, 2017.

July 18, 2017: Executive Director, Finance & IT, 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  
July 18, 2017**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Capital</b>				
1	County of Monmouth	<b>Paving Services /</b> 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). This contract is for paving services on the Lincroft Campus and is funded by Chapter 12 (NTE \$805,000).	Exempt	\$ 805,000.00
<b>Operating</b>				
2	Gillespie Group, Inc.	<b>Replacement of Flooring - Bankier Library Resource Rooms /</b> 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 board, body, or officer, agency or authority or any other state or subdivision). This contract is for the removal and replacement of flooring in the Bankier Library Resource Rooms through a co-op agreement with Middlesex Regional Educational Services Commission. This contract is funded by the Brookdale Foundation Library Campaign donations.	Exempt	\$21,763.00
3		<b>Use of Credit Card Services, Bid No. 17-41 /</b> Notice was sent to 15 vendors, received 1 reply. Bid is being rejected due to changes in bid specifications.		

\* Estimated expense based on historical data

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





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

Payments made to vendors, students, and employees 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 July 10, 2017.

July 18, 2017: Executive Director, Finance & IT, Joseph Pingitore



## **4.1 Monthly Dashboard Summary Month Ending May 31, 2017**

The comparative schedule compares data reported from the same time frame last year to the current time period. FY16 actual enrollment was 9,818; the forecasted enrollment for FY17 is 9,424, a decrease of 4 percent. Transactions are trending in accordance with the forecast.

Cash disbursements through May 31, 2017 totaled \$8,744,941.35. In addition to payroll expenses and Bookstore purchases, significant vendor payments were made for the Ellucian (\$431k); Monmouth County Vocational School Culinary Program (\$296k); MAS science lab renovations (\$264k); Wall academic equipment (\$92k); and OIT equipment which included Storage Area Network equipment, routers, parts, and licensing (\$195k).

Cash balances are lower than prior year's due to both a decrease in enrollment & the delay in reimbursement for capital expenditures. Cash on hand from April to May illustrates the difference in capital spending in prior year vs. current.

**Annual Comparative Change**

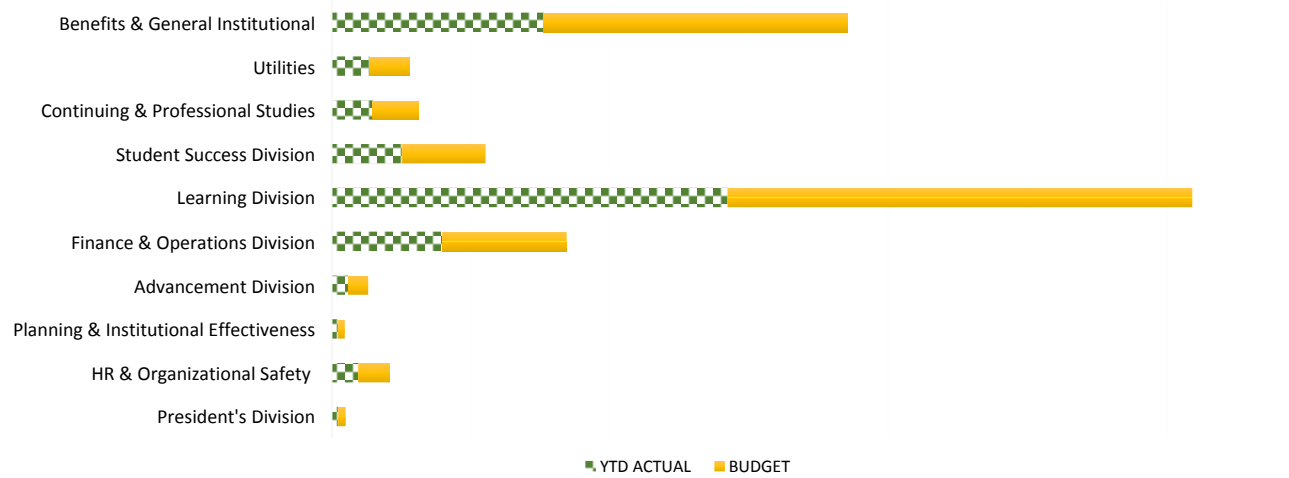
	<b>Current Year 05/31/17</b>	<b>Prior Year 05/31/16</b>	<b>CHANGE</b>
<b>ENROLLMENT</b>			
Credit FTE	9,424	9,818	(394) -4.0%
<b>OPERATING EXPENDITURES *</b>			
Learning Division	\$ 30,773,590	\$ 31,012,879	\$ (239,289)
Benefits & General Institutional	15,703,198	16,148,587	(445,389)
<b>Sub Total</b>	<b>46,476,788</b>	<b>47,161,466</b>	<b>(684,678)</b>
All other divisions	24,638,058	26,191,378	(1,553,320)
<b>Total Operating Expenses</b>	<b>71,114,846</b>	<b>73,352,844</b>	<b>(2,237,998)</b>
<b>OPERATING REVENUE</b>			
Tuition	39,519,659	40,113,690	(594,031)
Fees **	5,106,252	6,136,157	(1,029,905)
<b>Sub Total</b>	<b>44,625,911</b>	<b>46,249,847</b>	<b>(1,623,936)</b>
State Appropriations	9,514,028	9,502,081	11,947
County Appropriations	18,358,101	18,358,101	-
All other revenue	3,382,794	3,406,115	(23,321)
<b>Total Operating Revenue</b>	<b>75,880,834</b>	<b>77,516,144</b>	<b>(1,635,310)</b>
<b>CASH</b>			
Cash	5,909,000	9,049,283	(3,140,283)
<b>Total Cash</b>	<b>5,909,000</b>	<b>9,049,283</b>	<b>(3,140,283)</b>
<b>CAPITAL EXPENDITURES *</b>			
Renewals & Replacements	17,958,151	23,448,681	(5,490,530)
Minor Capital	3,842,461	4,712,914	(870,453)
<b>Total Capital Expenses</b>	<b>21,800,612</b>	<b>28,161,595</b>	<b>(6,360,983)</b>
<b>CAPITAL REVENUE</b>			
State	10,567,818	4,624,241	5,943,577
County	2,495,630	1,179,212	1,316,418
Other	6,280,957	5,973,630	307,327
<b>Total Capital Revenue</b>	<b>19,344,405</b>	<b>11,777,083</b>	<b>7,567,322</b>

Note:

\* Includes year-to-date actual and committed expenses.

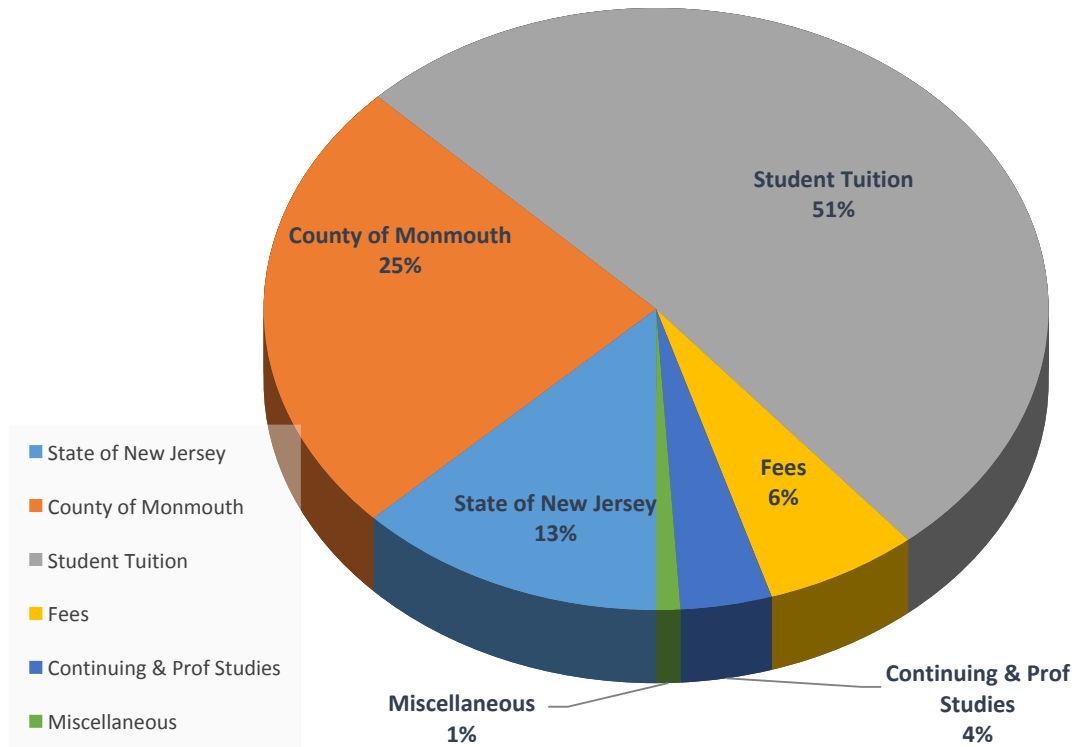
\*\* Reduction in Fees revenue is due to a change in the funding formula. A larger portion of fee revenue collected is used to fund the capital budget, eliminating reliance on reserves.

### May 2017 Operating Expenses



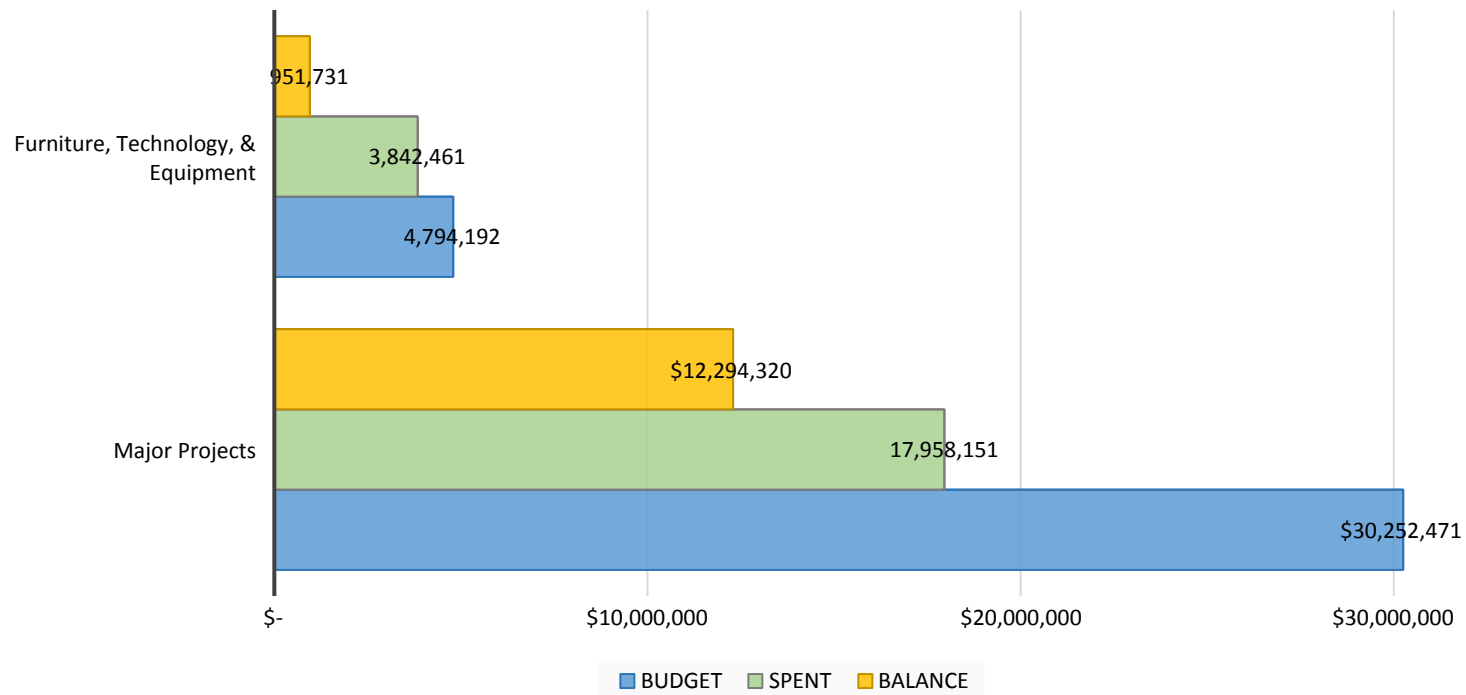
	BUDGET	YTD ACTUAL	COMMIT	BALANCE
<b>President's Division</b>	\$ 534,558	\$ 455,323	\$ 33,330	\$ 45,905
<b>HR &amp; Organizational Safety</b>	2,291,747	1,887,103	156,051	248,593
<b>Planning &amp; Institutional Effectiveness</b>	479,457	445,895	17,692	15,870
<b>Advancement Division</b>	1,455,137	1,154,678	97,000	203,459
<b>Finance &amp; Operations Division</b>	8,956,452	7,922,859	835,245	198,348
<b>Learning Division</b>	33,423,575	28,444,450	2,329,140	2,649,985
<b>Student Success Division</b>	5,996,673	5,049,436	496,429	450,808
<b>Continuing &amp; Professional Studies</b>	3,258,216	2,936,298	298,872	23,046
<b>Utilities</b>	2,905,962	2,700,935	150,912	54,115
<b>Benefits &amp; General Institutional</b>	21,875,350	15,230,939	472,259	6,172,152
<b>Total</b>	<u>\$ 81,177,127</u>	<u>\$ 66,227,916</u>	<u>\$ 4,886,930</u>	<u>\$ 10,062,281</u>

## May 2017 Operating Revenue Sources



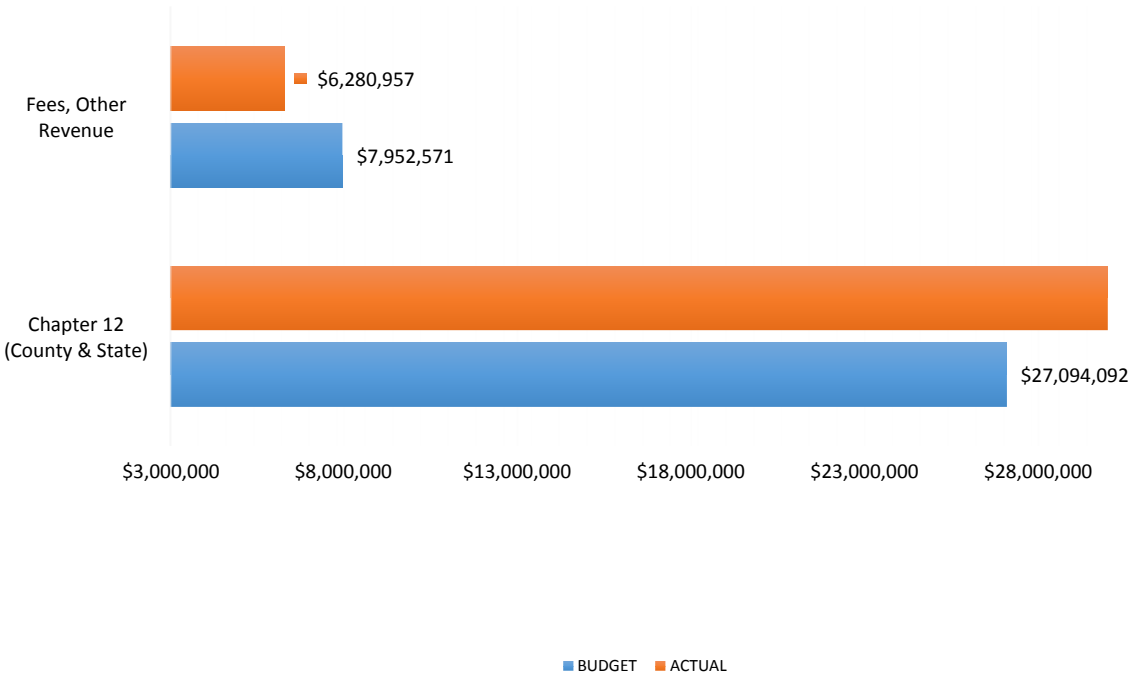
		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,378,940	\$	9,514,028	\$	864,912
County of Monmouth		20,027,019		18,358,101		1,668,918
Student Tuition		41,764,827		39,519,659		2,245,168
Fees		5,142,341		5,106,252		36,089
Continuing & Prof Studies		3,060,000		2,859,530		200,470
Approp from Reserve		-		-		-
Miscellaneous		804,000		523,264		280,736
Total	\$	81,177,127	\$	75,880,834	\$	5,296,293

## May 2017 Capital Fund Expenditures



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	30,252,471	\$	8,377,283	\$	17,958,151	\$ 12,294,320
Furniture, Technology, & Equipment		4,794,192		-		3,842,461	951,731
Total	\$	35,046,663	\$	8,377,283	\$	21,800,612	\$ 13,246,051

May Capital Funding Sources



Capital Summary				
	BUDGET		ACTUAL	
Chapter 12 (County & State)	\$	27,094,092	\$	38,063,448
Fees, Other Revenue	\$	7,952,571	\$	6,280,957

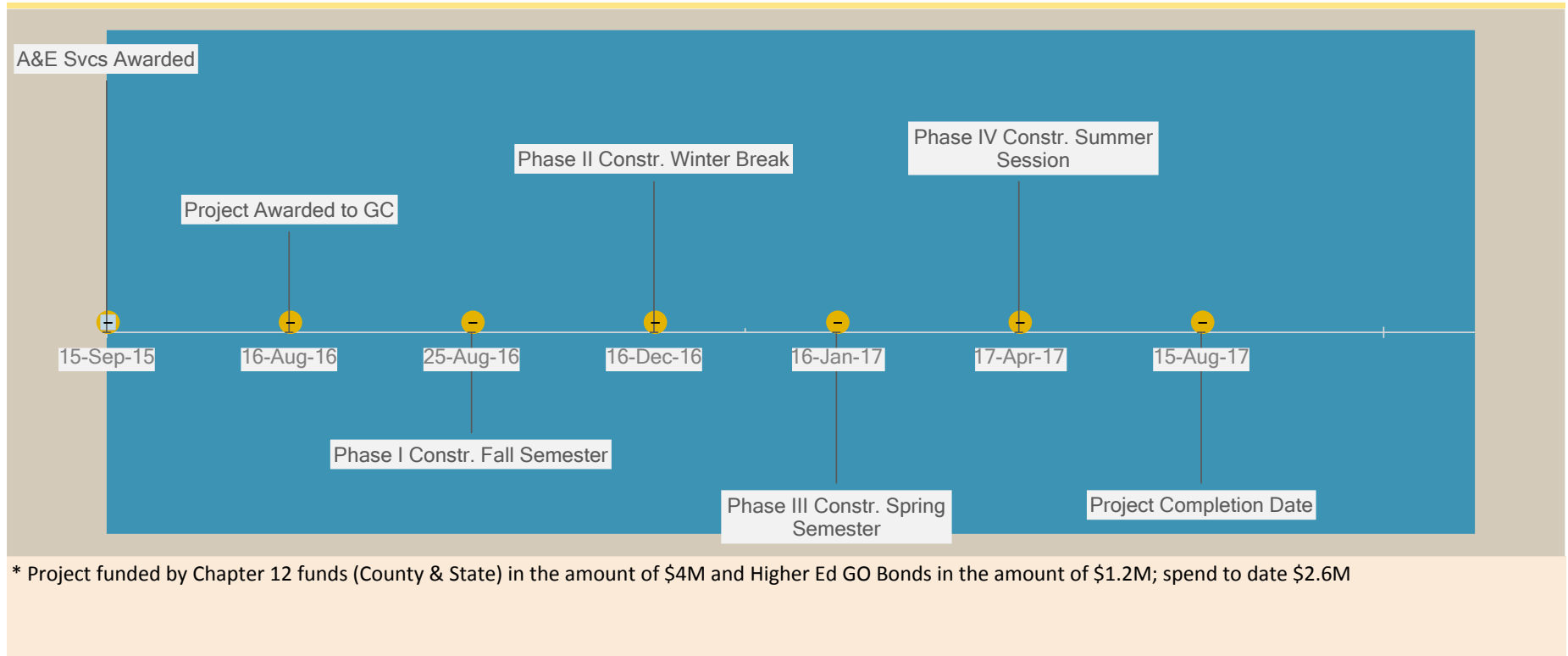


**Capital Summary through May 31, 2017**

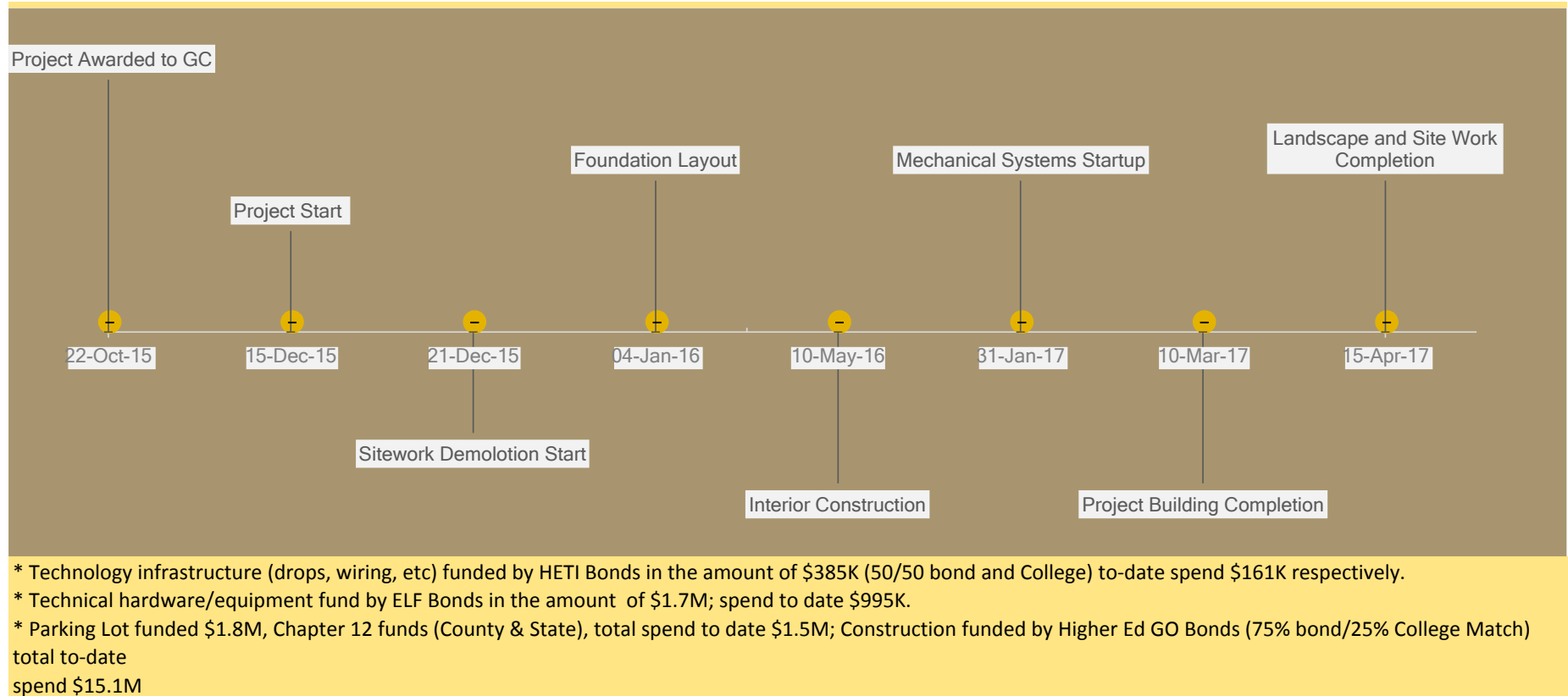
		ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
<b>Chapter 12</b>					
<b>FY12</b>		\$ 1,951,142		\$ -	\$ -
	8120520 - Gorman Hall	-	298	298	-
	8120545 - Back Campus Walkway	-	403,240	403,240	-
	8120550 - Wall Campus Expansion	-	1,547,604	1,386,654	160,950
		<u>1,951,142</u>	<u>1,951,142</u>	<u>1,790,192</u>	<u>160,950</u>
<b>FY13</b>		1,228,633	400,000	-	400,000
	8130515 - Replacement of Carpet and Flooring MAC	-	370,830	57,083	313,747
	8130530 - Infrastructure Improvements Lincroft	-	457,803	457,803	-
		<u>1,228,633</u>	<u>1,228,633</u>	<u>514,886</u>	<u>713,747</u>
<b>FY14</b>		3,761,898	-	-	1,314,391
	8140505 - Renovation of MAS Science Labs	-	2,390,853	2,390,853	-
	8140510 - Infrastructure Improvements Lincroft	-	19,654	9,779	9,875
	8140515 - SLC Police Station Renovation	-	20,000	8,907	11,093
	8140520 - Gorman Hall Water Main	-	17,000	17,000	-
		<u>3,761,898</u>	<u>2,447,507</u>	<u>2,426,539</u>	<u>1,335,359</u>
<b>FY15</b>		3,190,000	-	-	440,000
	8150505 - Central Utility Plant Upgrade	-	500,000	46,000	454,000
	8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	595,000	36,500	558,500
	8150515 - Infrastructure Improvements	-	1,155,000	369,941	785,059
	8150520 - CAR One Stop Renovation	-	500,000	14,400	-
		<u>3,190,000</u>	<u>2,750,000</u>	<u>466,841</u>	<u>2,723,159</u>
<b>FY16 *</b>		3,000,000	-	-	3,000,000
<b>FY17 *</b>		3,500,000	-	-	3,500,000
<b>Total Chapter 12</b>		<u>16,631,673</u>	<u>8,377,282</u>	<u>5,198,458</u>	<u>11,433,215</u>
<b>Capital Projects</b>					
	8131005 - Higher Ed Bond Administration - Wall	7,825,270	-	7,748,612	76,658
	8131010/8131030 - Equipment Leasing Fund (ELF)	1,287,093	-	507,788	779,305
	8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	150,056	-	74,428	75,628
	8161005 - Higher Ed Bon Administration - MAS	1,200,000	-	1,063,564	136,436
	8122410 - Wall Campus Reserve	-	-	-	-
	8132450 - College Hi Ed Bond Admin Match - Wall	2,608,323	-	2,936,297	(327,974)
	8132455/8132460 - College HETI Match	150,056	-	74,428	75,628
	8162450 - College Hi Ed Bond Admin Match - MAS	400,000	-	354,576	400,000
<b>Total Capital Projects</b>		<u>13,620,798</u>	<u>-</u>	<u>12,759,693</u>	<u>1,215,681</u>
<b>Total Major Capital</b>		<u>30,252,471</u>	<u>8,377,282</u>	<u>17,958,151</u>	<u>12,648,896</u>
<b>Minor Capital</b>		<u>4,794,192</u>	<u>-</u>	<u>3,842,461</u>	<u>951,731</u>
<b>Total Capital</b>		<u>\$ 35,046,663</u>	<u>\$ 8,377,282</u>	<u>\$ 21,800,612</u>	<u>\$ 13,600,627</u>

\* Pending County Bond Sale

## MAS Science Lab Renovation



## Wall Academic Building





## 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  
REVISED CONTRACT \$15,363,876

Payments to Date \$14,939,220.94

Recommended Final Change Order \$94,148.00

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: Temporary Certificate of Occupancy (TCO) was issued May 4, 2017. The College is currently using the building. Two conditions/concerns were identified by Wall Township in the TCO namely, drainage problems and unrestricted access issues both affecting the Info Age property to the north. Based on recent discussions with the Wall Township Engineer, it is our understanding these concerns have been resolved and a Certificate of Occupancy (CO) will be issued shortly. In addition, project closeout activities are underway.

- 2) MAS SCIENCE LABS RENOVATION PROJECT- Circle A Construction Contract Award \$3,632,500 8/16/16  
Change Orders to date \$25,000 3/21/17  
\$15,000 6/20/17

REVISED CONTRACT \$3,672,500

Payments to Date \$2,562,092.05

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 1- renovations are complete.  
Phase 2- renovations are complete  
Phase 3- renovations are complete  
Phase 4- Two of the labs are substantially complete. Demolition and rough installations of electric, plumbing and HVAC are also complete in the remaining four labs. Sheetrock installation, painting and floor preparation are currently underway.



- 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.

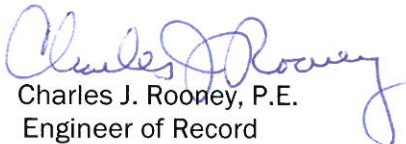
## B. DESIGN/STUDIES/REPORTS

- 1) 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).

### TENTATIVE SCHEDULE:

Advertise project	May 25, 2017
Open Bids	July 13, 2017
Award Contract	August 22, 2017 BOT meeting
Commence Work	November 2017

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

#### 4.2a *Change Order Request Report*

The Change Order Request Report contains summary information and a resolution for increases to existing Blanket Purchase Orders.

This report is submitted to the Board of Trustees to provide background information to enable the approval of the change requests.

Additional details for these proposed purchases are available in the Purchasing Office for review by the Board of Trustees.

This item was discussed with the Interim President and the Finance and Facilities Committee of the Board of Trustees at a meeting held July 10, 2017.

July 18, 2017: Director, Finance & Operations, 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**, College policy requires Board approval for a change in contractual terms to any previously Board approved purchase, and

**WHEREAS**, the Board of Trustees has reviewed the purchase 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.

**Change Order Reconciliation**  
**July 18, 2017**

<b>Vendor Name</b>	<b>Description</b>	<b>Contract Award</b>	<b>Change Orders Approved</b>	<b>Current Contract Value</b>	<b>Proposed C/Os</b>	<b>Contract Total</b>	<b>Proposed % Increase</b>
1 Benjamin R. Harvey Co., Inc.	Final work and revisions for the completion of the Wall HEC Building Project.	\$ 13,520,000.00	\$ 665,876.00	\$ 14,185,876.00	\$ 94,148.00	\$ 14,280,024.00	1%
2 Circle A Construction Co.	Repair duct work with galvanized material in the MAS Lab.	\$ 3,632,500.00	\$ 40,000.00	\$ 3,672,500.00	\$ 5,225.00	\$ 3,677,725.00	0%
		<u>\$ 17,152,500.00</u>	<u>\$ 705,876.00</u>	<u>\$ 17,858,376.00</u>	<u>\$ 99,373.00</u>	<u>\$ 17,957,749.00</u>	



**SUBJECT:** HUMAN RESOURCES RECOMMENDATION

**DATE:** July 18, 2017

**CATEGORY:** Human Resources

**ITEM & FILE #:** 3.2

**REASON FOR BOARD  
CONSIDERATION:** APPROVAL

**ENCLOSURE(S):**

**BACKGROUND:** On June 20, 2017, the Board of Trustees appointed Dr. David Stout as Interim President and directed the Chair to enter into negotiations with the Interim President regarding the terms of the employment contract, subject to approval by the full Board. The Board has reviewed the document and hereby approves the employment contract between the Interim President and the Board. A copy of the signed contract will be maintained in the President's Office; the original will be placed in the employee's personnel file.

**RECOMMENDATION:** The Board of Trustees approves this Human Resources recommendation as submitted.

**INITIATOR OF ITEM:** Patricia Sensi

**BOARD ACTION DATE:** July 18, 2017

**EFFECTIVE DATE:** As Indicated

July 18, 2017: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi



## *Strategic Priorities*

*2015-2017*



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

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