



Brookdale Community College  
Board of Trustees Public Meeting  
Tuesday, September 12, 2017 5:30 PM (EDT)  
800 Monmouth Blvd. Wall New Jersey 07719  
Wall Campus - Room 110

- 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. Swearing in of Trustee Suzanne Brennan - Mr. Giacobbe
- V. Reports from the Board Committees and Liaisons - Chair Guzzo
  - A. Executive Committee - September 6, 2017 - Chair Guzzo
  - B. Finance & Facilities Committee - September 6, 2017 - Trustee Kaufmann
  - C. Report from the Engineer of Record - Mr. Charles Rooney  
*Capital Project Report submitted in Financial Dashboard*
  - D. Policy & Education Committee - September 7, 2017 - Trustee Cram
  - E. Foundation Report - Trustee Abby-White
  - F. NJCCC Report - Vice Chair Crupi
  - G. Graduate Trustee Report - Trustee Ridoux
  - H. Innovative Revenue Committee - Trustee Abby-White
    - 1. Presentation by LifeSports USA - Mr. Cary Chevat, EVP- Strategic Partnerships/Marketing
- VI. Approval of Public Business Meeting Minutes - August 22, 2017 - Chair Guzzo
  - A. Approval of Executive Session Minutes -August 22, 2017 - Chair Guzzo
- VII. Review of Consent Agenda - Chair Guzzo  
*\*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
  - A. Acceptance of Consent Agenda - Chair Guzzo
- VIII. Public Comment on Agenda Items - Chair Guzzo
- IX. Consent Agenda - Chair Guzzo - 5 minutes
  - A. Human Resources
    - 1. Addendum to HR
  - B. Application of Grants  
*First Energy Foundation Grant - Brookdale Veteran's Center; Gannet Foundation - Displaced Homemakers Services*
  - C. Purchases in Excess of \$35,300 and New Jersey "Pay-to-Play" bids, and Pursuant to the

New Jersey “Pay to Play” Process, in Excess of \$17,500

1. Addendum to 4.2

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

E. Monthly Financial Dashboards

X. President's Report - Dr. David Stout

A. MSCHE Update - Dr. Nancy Kegelman

XI. Public Comment - Chair Guzzo

XII. Old/New Business - Chair Guzzo

XIII. Resolution to Hold a Closed Meeting - Chair Guzzo

XIV. Motion to Re-Open the Meeting to the Public - Chair Guzzo

XV. Adjournment - Chair Guzzo

XVI. Appendix - Board Materials

# BROOKDALE COMMUNITY COLLEGE

## Board of Trustees Public Business Meeting Minutes

**Date: August 22, 2017**

**Brookdale Community College  
Brookdale at Wall  
800 Monmouth Blvd, Rooms 110 and 112  
Wall, NJ 07719**

- I. Chair Guzzo called the meeting to order at 5:30 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 August 15, 2017, at 4 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On August 15, 2017, at 4 PM advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:		
Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Herbert Cohen
	Mr. Daniel F. Becht, Trustee (5:35 PM)	Mr. Robert Francis
	Ms. Latonya Brennan, Trustee	Dr. Nancy Kegelman
	Mr. Hank Cram, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Paul Crupi, Vice-Chair (7:35 PM)	Mr. Joseph Pingitore
	Dr. Carl Guzzo, Chair	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Dr. Matthew Reed
	Ms. Marta Rambaud, Trustee	Ms. Cynthia Gruskos, Recorder
	Mr. Austin Ridoux, Graduate Trustee	
	Dr. Les Richens, Trustee	Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel
Absent	Ms. Madeline Ferraro, Trustee	
	Ms. Marta Rambaud, Trustee	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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Minutes of the Public Business Meeting, August 22, 2017

DRAFT

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<p><b>III.</b> <b>Adoption of Agenda for Public Business Meeting – Chair Guzzo</b></p>	<p>A motion to adopt the meeting agenda was made by Trustee Abby-White and seconded by Trustee Richens.</p> <p><b>YES:</b> Trustees Abby-White, Brennan, Cram, Kaufmann, Ridoux, Richens, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>IV.</b> <b>Reports from the Board Committees and Liaisons – Chair Guzzo</b></p> <ul style="list-style-type: none"> <li>• <b>Executive Committee – August 8, 2017</b> - Chair Guzzo reported on the executive committee held on August 8, 2017.</li> <li>• <b>Finance &amp; Facilities Committee – August 8, 2017</b> Trustee Kaufmann summarized the meeting outcomes and key financial indicators presented at the August 8 meeting. He highlighted the following: <ul style="list-style-type: none"> <li>- Cash on hand is doubled in comparison to this time last year, which is a result of the administration's efforts to restructure payments to vendors.</li> <li>- He recommended the approval of the change order to allow for the improvement of lot 6 for curbing and sidewalk replacement.</li> <li>- He reported on the goal of the Finance &amp; Facilities committee to have a long term plan to prioritize the capital needs of the college, so that the college can be proactive in planning for capital repairs.</li> <li>- It was decided by the committee to consider T &amp; M's proposal to provide a phased update to the facility master plan.</li> </ul> </li> <li>• <b>Graduate Trustee Report</b> – Trustee Ridoux recommended that the college should improve student services, to assist students in identifying funding sources to allow them to transfer to their top college choices. He pointed out that we have top talent attending our college, and that we can amplify our student success by providing this service.</li> <li>• <b>Foundation Report --</b> Trustee Abby-White reported the foundation awarded \$430,000 in scholarships and grants last year and is targeting to fund \$540,000 this year. The Foundation also approved an allocation of \$68,000 from the library endowment fund to support the renovation of 21 library study rooms. She provided information on the next fundraising event which is the golf outing on September 19 at the Eagle Oaks Country Club and the event committee is seeking gift donations for the silent auction and golf participants. The alumni association is hosting a Brookdale alumni soccer day on September 30.</li> <li>• <b>NJCCC Report</b> –Trustee Abby-White encouraged trustee participation at the NJCCC Trustee Education Session on September 18 followed by dinner and council meeting. Event will begin at 4:30 PM and be held at the Holiday Inn of East Windsor.</li> <li>• <b>Report from the Engineer of Record</b> –In addition to Mr. Rooney's capital project report submitted in the financial dashboard, he updated the board on issues related to the Freehold campus, parking lot pavement projects in Lincroft, and recommendation to update the facility master plan in a phased</li> </ul>		

matter.

- **Internal Audit Report** - Mr. Francis reported on a past internal audit of faculty led student travel trips and reviewed his audit process and his recommendations

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Public Business Meeting Minutes – July 18, 2017</b>	<p>A motion to approve the <b>July 18, 2017</b> public business meeting minutes as written was made by Trustee Brennan and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustee Abby-White, Becht, Brennan, Cram, Kaufmann, Ridoux and Chair Guzzo.</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee Richens</p>	
<b>Approval of executive Session Minutes – July 18, 2017 - Chair Guzzo</b>	<p>A motion was made to approve the executive minutes as written from the July 18, 2017 meeting by Trustee Cram and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Kaufmann and Chair Guzzo.</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee Richens</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Minutes of Special Meeting - July</b>	A motion to approve the	

<p><b>22, 2017</b></p>	<p>minutes as written from the July 22, 2017 special meeting was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Kaufmann, Ridoux and Richens.</p> <p><b>NAYS:</b></p> <p><b>ABSTENTIONS:</b> Chair Guzzo</p>	
<p><b>VII.</b>  <b>Review and Acceptance of Consent Agenda –</b>  Chair Guzzo asked if there were to be any items to be removed from the consent agenda for further discussion and separate vote. No items were removed.</p> <p>Chair Guzzo announced that an addendum to the 4.2 – Purchases in excess of \$35,300 has been added for the purchase of curb and sidewalk replacement to be awarded to Mixalia Enterprises for \$23,500. The addendum is printed and made available tonight.</p>	<p>A motion to accept the consent agenda with revision was made by Trustee Becht and seconded by Trustee Richens.</p> <p><b>YES:</b> Trustee Abby-White, Becht, Brennan, Cram, Kaufmann, Ridoux, Richens, and Chair Guzzo.</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>VIII.</b>  <b>Public Comment on Agenda Items –</b></p> <p><b>No public comment was made.</b></p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>IX.</b></p>	<p>A motion to approve the</p>	

<p><b>Consent Agenda - Chair Guzzo</b></p> <p><b>A. Approval of Human Resources</b></p> <p><b>B. Acceptance of Grants</b>  <i>Employment Directed Activities Work First NJ; Small Business Development Center (SBDC); Monmouth County Monmouth Arts – Arts Help</i></p> <p><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></p> <p><b>D. Open Invoice Payment Request for Vendor, Student and Employee Payments</b></p> <p><b>E. Monthly Financial Dashboards</b></p>	<p>consent agenda was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustee Abby-White, Becht, Brennan, Cram, Kaufmann, Ridoux, Richens, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>X.</b></p> <p><b>Interim President’s Report</b> – Dr. Stout reported on the following:</p> <ul style="list-style-type: none"> <li>• Attendance at a fundraiser to support the Parker Family Health Center in honoring Foundation member, Carol Stillwell and her past husband.</li> <li>• He acknowledged guests from Right Your Life Corp. and the Matawan -Aberdeen School District who in participation with Brookdale will be launching the Recovery High School. This school will enable Monmouth County students to complete their high school education in an environment free of the triggers that might reactivate their addiction. Brookdale will host their first cohort of students at one of our Brookdale locations.</li> <li>• Dr. Stout commended the collective efforts of the staff under the direction of Interim Vice President Herb Cohen, Executive Dean Anita Voogt, and Executive Director Avis McMillon which thanks to their collective pro-active efforts enrollment since Friday is up 3.9% from the same day last year.</li> <li>• In addition, he commended the work of Dr. Reed and the Institute Deans for helping to manage costs through effective section enrollment management. Through these efforts we have saved \$655,000 in fall expenses.</li> <li>• Dr. Stout recognized the efforts of Vice President Reed to increase our articulation agreements with Historically Black College and Universities (HBCU) to allow clear pathways to students who desire to transfer to a HBCU. We are currently developing an articulation agreement with Morgan State University.</li> <li>• He acknowledged the Freeholder’s concerns for the beautification of the campus and the collective efforts of Mr. Drury, Mr. Francis and their staff in the re-pavement of lot 7.</li> <li>• Reported on events being held on campus due to the efforts of auxiliary services.</li> </ul> <p><b>A. MSCHÉ Report – Dr. Nancy Kegelman</b></p> <p>Dr. Kegelman provided a MSCHÉ update with details on the work to date, the timeline and review process. The Board of Trustees as well as the Middle States Steering Committee have been given the opportunity to comment and provide feedback on the current version of the self-study report. Dr. Miles will visit on October 24, 2017. (Full report – <b><i>Attachment A</i></b>)</p>		
<p><b>Topic and Discussion</b></p>	<p><b>Votes Taken</b></p>	<p><b>Action and Follow-up Actions</b></p>

<p><b>XI.</b>  <b>Approval of Emergency Management Plan –</b>  Chair Guzzo acknowledged the work involved in updating the emergency management plan and AVP Sensi provided background on the plan and the continued efforts to continue to update it.</p>	<p>A motion to approve the re-adoption of the Emergency Management Plan was made by Trustee Becht and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustee Abby-White, Becht, Brennan, Cram, Kaufmann, Ridoux, Richens, and Chair Guzzo  <b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	<p>Chair Guzzo asked AVP Sensi to report back on the specifics on collaboration among the Brookdale Police Department and other departments and agencies, including County OEM.</p>
<p><b>XII.</b>  <b>Approval of hosting Keys Academy (Knowledge Empowers Youth &amp; Sobriety) - Recovery High School</b></p>	<p>A motion to approve by resolution the partnership with Matawan Aberdeen Regional School District and Right Your Life Corp. to host the Keys Academy was made by Trustee Richens and seconded by Trustee Brennan.</p> <p><b>YES:</b> Trustee Abby-White, Becht, Brennan, Cram, Kaufmann, Ridoux, Richens, and Chair Guzzo  <b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	<p>Dr. Stout to continue to negotiate the formal memorandum of agreement and execute it on behalf of the board.</p>
<p><b>XIII.</b>  <b>Approval of Resolution of Appreciation of Board of Chosen Freeholders</b></p>	<p>A motion was made to approve the resolution of appreciation of the Board of Chosen Freeholders and Ms. Teri O'Connor by Trustee Abby-White and seconded by Trustee Becht.</p> <p><b>YES:</b> Trustee Abby-White, Becht, Brennan, Cram, Kaufmann, Ridoux, Richens, and Chair Guzzo  <b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

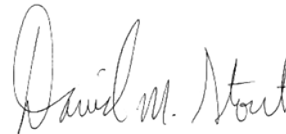


<p><b>XIV.</b> <b>Public Comment</b></p> <p><b>Mr. Giacobbe read the public comment statement.</b></p> <p>Ms. Kathleen Loures –thanked the college on behalf the Right Your Life Corp. and the Aberdeen Matawan Regional High School for their efforts in partnering with them to host the Keys Academy.</p>		
<p><b>XV.</b> <b>Old/New Business</b></p> <p><b>Innovative Revenue Committee</b> – Trustee Abby-White provided a recap of the meeting held on August 21. Mr. Episcopia, Director of Auxiliary Services led them on a campus tour to identify possible areas that could be improved or reconfigured to offer rental/lease opportunities. The committee also met with a firm who was interested in partnering with Brookdale to create an amateur sports destination site in Monmouth County.</p> <p>The board was in agreement to have a full report at the September board meeting on the possible realignment of campus facilities to create rental lease opportunities. The firm who is interested in partnering with Brookdale to provide an amateur sports destination site will be invited to report to the full board at the September 12 meeting.</p> <p>Chair Guzzo thanked the Board of Trustees and the senior leadership team for their condolences and support during this difficult year.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>XVI.</b> <b>Resolution to Hold a Closed Meeting – Chair Guzzo</b></p> <p><i>Mr. Giacobbe read the resolution to enter into executive session. (<b><u>Attachment B</u></b>)</i></p>	<p>A motion was made to approve the resolution to hold an executive session by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustee Abby-White, Becht, Brennan, Cram, Kaufmann, Ridoux, Richens, and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>XVII.</b>  <b>Motion to Re-open the meeting to the public – Chair Guzzo</b></p>	<p>A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Trustee Kaufmann.</p> <p>Motion was passed unanimously.</p>	
<p><b>Approval of Addendum 4.2 – Purchases in Excess of \$35,300 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process in Excess of \$17,500</b></p> <p><i>RFP Financial Accounting Services</i></p>	<p>A motion was made to approve Holman, Frenia, Allison, PC at a not to exceed amount of \$136,500 as in the documents that you previously saw on the bid by Trustee Cram and seconded by Trustee Kaufmann.</p> <p>Trustee Richens moved to amend the motion to include “to serve as the B Auditor as included in the bid documents”.</p> <p>Trustee Cram accepted amended motion.</p> <p><b>FINAL MOTION:</b></p> <p>A motion was made to approve Holman, Frenia, Allison, PC to serve as the B auditor as included in the bid documents at a not to exceed amount of \$136,500 by Trustee Cram and seconded by Trustee Kaufmann.</p> <p><b>YES:</b> Trustee Abby-White, Cram, Crupi, Kaufmann,</p>	

	<p>Ridoux, Richens, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p> <p>(Trustees Brennan and Becht were excused from the meeting at 7:40 PM and did not vote)</p>	
<p><b>Adjournment.</b></p> <p>Meeting adjourned at 8:30 PM.</p>	<p>A motion was made to adjourn the meeting by Trustee Richens and seconded by Trustee Kaufmann.</p> <p>Motion unanimously passed.</p>	

Respectfully submitted



David M. Stout, Ph.D.  
Secretary

**Brookdale Community College**  
**Middle States Update**  
**August 22, 2017**

The draft **Self-Study** has been tightened to 105 pages.

- All 45 criteria have been address
- As the College will need to address recommendations in the future, they are stated in general terms. Several reoccurring recommendation are for professional development primarily related to: new initiatives and technology; innovations; and technology. Another is engagement in systematic assessment of administrative operations.
- Unique recommendations are for mission review (process currently underway) and strategic planning, grooming the next generation of academic leadership, and evaluating the budget development process.

The **Document Roadmaps** are near completion and closely mirrors the Self-Study draft.

Both documents were sent to the BOT and the Middle States Steering Committee last week for comments and feedback. Dr. Stout is gathering all comments from the Board and will submit them collectively. Steering is sending comments directly to the MS co-chairs.

Steering is meeting August 29, 2017 at which time the group will:

- Review the list of comments and responses for the chapters
- Correct errors of fact or changes needed
- Finalize the draft chapters for college wide distribution

The documents will be shared with the College community August 30, 2017.

Howard Miller and Nancy Kegelman will give an overview of the documents and the timelines at Convocation September 5, 2017. The college community will be asked for feedback via a survey, which will close on Sept. 19. The results will be compiled and discussed at the Steering meeting Sept. 27, 2017 in advance of the submission of the Self-Study draft to be sent to Dr. Miles on Oct. 3, 2017.

Arrangements for Dr. Miles visit and meeting schedule on October 24, 2017 are being made.

## 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 **8** 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 **August 22, 2017 at approximately 6:35 PM**

WHEREAS, the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐ "(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: \_\_\_\_\_ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

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

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

### RESOLUTION AUTHORIZING EXECUTIVE SESSION

**Approved - August 22, 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."

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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

☐

"(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: **litigation: BCC vs Frank Lawrence, possible litigation, contract negotiations for purchases of services of financial accounting services, real estate appraiser, real estate broker, and the Ellucian contract and a lease addendum of the Monmouth Museum**

☒

"(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 development of the interim president's annual 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

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**  
**Approved - August 22, 2017**

responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

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WHEREAS, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) reconvene and ☐ immediately adjourn or ☒ reconvene and proceed with business where formal action 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 - August 22, 2017**

### 3.1 Human Resources Recommendations

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

**A. Hires**

	<b>Recommendations</b>
Administrative	2
Support Staff	1
Adjuncts	20
Coaches	1

**B. Change of Status**

	<b>Recommendations</b>
Faculty	1
Administrative	7
Support Staff	3

**C. Separations**

	<b>Recommendations</b>
Faculty	1
Support Staff	1



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

1. Name: Joseph DiGianni  
Department: Continuing and Professional Studies  
Position: Case Manager/Student Support Specialist  
Work First NJ Program – temporary, grant funded position  
Salary: Prorated from an annual base of \$50,194  
Effective: 9/18/17
2. Name: Myrna Wright  
Department: Continuing and Professional Studies  
Position: Case Manager/Student Support Specialist  
Work First NJ Program – temporary, grant funded position  
Salary: Prorated from an annual base of \$50,194  
Effective: 9/25/2017

**SUPPORT STAFF**

1. Name: Nina Ercolino  
Department: Testing Services  
Position: Senior Technician, temporary one-year assignment  
Salary: \$36,380  
Effective: 9/18/17 – 8/15/18

**ADJUNCTS**

1. Name: Kim Arthur  
Department: Culinary
2. Name: Elizabeth Boca  
Department: Hospitality
3. Name: Ashley Castiglia  
Department: Psychology
4. Name: Eileen Church  
Department: Communications Media
5. Name: John Ciampi  
Department: English

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|-----|-------------|----------------------|
| 6.  | Name:       | Jacqueline Decker    |
|     | Department: | Nursing              |
| 7.  | Name:       | Tara Farber          |
|     | Department: | English              |
| 8.  | Name:       | David Fiore          |
|     | Department: | Mathematics          |
| 9.  | Name:       | Stephanie Frattini   |
|     | Department: | Reading              |
| 10. | Name:       | Justin Guerrieri     |
|     | Department: | Communications Media |
| 11. | Name:       | Mindi Herman         |
|     | Department: | Psychology           |
| 12. | Name:       | Beth Hochberg        |
|     | Department: | Fashion              |
| 13. | Name:       | Kevin Holton         |
|     | Department: | English              |
| 14. | Name:       | Thomas Lackaff       |
|     | Department: | Languages            |
| 15. | Name:       | Pattiann McMahon     |
|     | Department: | Reading              |
| 16. | Name:       | Sean Nepveu          |
|     | Department: | History              |
| 17. | Name:       | Joseph Pappa         |
|     | Department: | English              |
| 18. | Name:       | Ahmed Said           |
|     | Department: | Mathematics          |

19. Name: Patrick Wallace  
Department: Languages

20. Name: Mary Walsh  
Department: Languages

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters	Bachelors	Assoc1ates
1	15	3	1

**COACHES**

1. Name: Jet Manzi  
Department: Athletics  
Position: Assistant Coach, Women's Volleyball  
Compensation: \$3,150  
Dates: 9/1/17

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

1. Name: Barbara Boyington  
Department: Business Management  
Position: Professor  
Action: Medical leave using sick time for 40% reduction in load  
New Salary: No change  
Effective: 9/1/17 – 12/22/17

**ADMINISTRATIVE**

1. Name: Kelly Canonico  
Department: Career Pathways  
Position: CTE Program Coordinator  
Action: Extension of grant-funded position  
New Salary: No change  
Effective: 10/1/17 – 6/30/18 or end of assignment, whichever is earlier

2.     Name:                     Gregory Menza  
       Department:         Continuing & Professional Studies  
       Position:             Job Placement Specialist  
       Action:               Extension of grant-funded position  
       New Salary:          No change  
       Effective:            10/1/17 – 3/31/18 or end of assignment, whichever is earlier
  
3.     Name:                     Karen O'Neill  
       Department:         Continuing & Professional Studies  
       Position:             Program Administrator, Youth GED  
       Action:               Extension of grant-funded position  
       New Salary:          No change  
       Effective:            10/1/17 – 6/30/18 or end of assignment, whichever is earlier
  
4.     Name:                     Kelly Parr  
       Department:         Technologies  
       Position:             Project Manager, E-Mate  
       Action:               Extension of grant-funded position  
       New Salary:          No change  
       Effective:            10/1/17 – 6/30/18 or end of assignment, whichever is earlier
  
5.     Name:                     Danielle Probert  
       Department:         Continuing & Professional Studies  
       Position:             Job Placement Specialist  
       Action:               Extension of grant-funded position  
       New Salary:          No change  
       Effective:            10/1/17 – 3/31/18 or end of assignment, whichever is earlier
  
6.     Name:                     Scott Shanes  
       Department:         Continuing & Professional Studies  
       Position:             Program Coordinator - NNJHPC  
       Action:               Extension of grant-funded position  
       New Salary:          No change  
       Effective:            10/1/17 – 6/30/18 or end of assignment, whichever is earlier
  
7.     Name:                     Carla Vanzant  
       Department:         Continuing & Professional Studies  
       Position:             Case Manager/Student Support Specialist, grant-funded position  
       Action:               Extension of temporary grant-funded position  
       New Salary:          No change  
       Effective:            10/1/17 – 6/30/18 or end of assignment, whichever is earlier

**SUPPORT STAFF**

1. Name: Dannielle Basmagy  
Department: Continuing & Professional Studies  
Position: Associate  
Action: Extension of full-time temporary grant-funded position  
New Salary: No change  
Effective: 10/1/17 – 6/30/18 or end of assignment, whichever is earlier
2. Name: Cindy Berman  
Department: Continuing & Professional Studies  
Position: Associate  
Action: Extension of part-time temporary grant-funded position  
New Salary: No change  
Effective: 10/1/17 – 3/31/18 or end of assignment, whichever is earlier
3. Name: Jeanne McCarthy  
Department: English  
Position: Instructional Assistant, Reading, 10-month position  
Action: Temporary assignment ended 6/30/17, continuing position in a regular status through a bona fide search  
New Salary: \$37,084  
Effective: 9/1/17

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

1. Name: Linda Hoffman  
Department: Nursing  
Position: Professor  
Action: Retirement  
Effective: 12/31/17

**SUPPORT STAFF**

1. Name: Kathleen Hammond  
Department: English  
Position: Academic Tutor, Writing  
Action: Resignation  
Effective: 8/31/17

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 38 recommended items. A summary of the action items is listed below with supporting documentation attached.

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

Administrative

2

Support Staff

2

Adjuncts

20

Coaches

1

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

Faculty

1

Administrative

7

Support Staff

3

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

Faculty

1

Support Staff

1

**HUMAN RESOURCES ADDENDUM****A. HIRES****SUPPORT STAFF**

1. Name: Christopher Lowsky  
Department: Enrollment Management  
Position: Associate, Student Services  
Salary: \$39,693  
Effective: 9/18/17 - 6/30/18

**2.1 Application for Grants  
Executive Summary****First Energy Foundation Grant Application****Brookdale's Veteran's Center**

Brookdale submitted a proposal to the First Energy Foundation on August 29, 2017. Funding for the proposed activities will enhance Brookdale Community College Veteran's Center services to improve the educational experiences and outcomes of student veterans.

A veteran focused success course is planned, along with outfitting an existing space with workstations and materials for use by veterans. In addition, lunch and learn style professional development presentations will be conducted for faculty and staff on issues and challenges unique to veterans. The proposed enhancements will help ensure a culture of connectedness and inclusion for veteran students and fill gaps in the services currently available to this population through the Veteran's Center. Eleanor J. Glazewski, Associate Registrar and VA Certifying Official, will administer the program.

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

**Gannett Foundation****Displaced Homemaker Services (DHS)**

Brookdale submitted a proposal to the Gannett Foundation on August 29, 2017. The Displaced Homemakers Services (DHS) at Brookdale offers free, confidential, holistic, customized support to enable women to regain emotional and financial self-sufficiency.

Funding will expand existing daytime services by providing approximately eight DHS clients with fourteen hours of formalized job search readiness instruction during the evening. In addition, a computer resource lending library will be established so that DHS clients can practice computer skills learned as a program participant. Lastly, computers donated to DHS clients will be equipped with MS Office software so that DHS clients will have access to state-of-the-art software which is compatible with industry standards. Laurie Salka, Program Administrator for Displaced Homemakers will administer all DHS program enhancements.

The total grant request is **\$4,916** 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.

September 12, 2017: Director of Grants and Institutional Development, Laura Qaissaunee



4.2 *Purchases in Excess of \$35,300 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$35,300. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

Also listed are bids and proposals over \$17,500 that met the New Jersey State "Pay-to-Play" Law, N.J.S.A. 19:44a-20.1 et seq., Chapters 51 and 271.

This report was reviewed by the Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held September 6, 2017.

September 12, 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  
September 12, 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	Gillespie Group, Inc.	<b>Replacement of Flooring - Lower Level MAS</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 replacement of flooring in the lower level of MAS (labs) and is funded by Chapter 12.	Exempt	\$ 180,000.00
2	Roof Connect GSM Roofing Commercial & Specialty Roof Contractor	<b>Roof Replacement, Warner Student Life Center</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 flat roof replacement at the SLC and is funded by Chapter 12.	Exempt	\$ 80,674.00
<b>Operating</b>				
3	Suburban Trails, Inc. R. Helfrich & Son Corp. Stout's Charter Service Inc.	<b>Charter Bus Services for Tour &amp; Talk Trips, Fall 2017, Bid No. 18-04</b> / Notice was sent to 7 vendors, received 3 replies. These contracts are for charter bus services for (15) Tour & Talk trips and are funded by CPS' revenue generating programs.	Bid	\$ 14,715.00
4	Able Mechanical, Inc.	<b>Commercial Kitchen Equipment Repairs T &amp; M, Bid No. 18-05</b> / Notice was sent to 7 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for commercial kitchen equipment repair services and is funded by dining services. FY17 expenditure \$19,192.	Bid	\$ 25,000.00 *

5	Innovative Risk Solutions, Inc. Meeker Sharkey & Hurley Brown & Brown Metro, LLC	<b>Employee Benefits Consultancy Services, RFQ No. 05-2018</b> / Notice was send to 10 vendors, received 4 replies. These vendors have been pre-qualified for a one year period with an option for a 2nd and 3rd year renewal to provide consulting services for health related insurance coverage to include medical, prescription, dental and/or disability. This contract would be funded by the benefits budget. FY17 expenditure \$18,161.	RFQ	
6	Winter Services Inc.	<b>Snow Removal Services, Bid No. 17-24</b> / This is the 2nd year of the contract with an option for a 3rd year renewal for snow removal services for the Lincroft Campus, Freehold Campus, Wall Campus, Hazlet HEC and Long Branch HEC (sidewalks only). This contract is funded by the Facilities budget. FY17 expenditure \$488,131.	Bid	\$ 400,000.00 *

\* Estimated expense based on historical data

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

**4.2 Addendum  
Agenda for Purchases in Excess of \$35,300  
September 12, 2017**

Board Item No.	Fund	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Operating	Tuition Management Systems	<b>Student Payment Gateway Services, RFP No. 03-18</b> / Notice was sent to 12 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for student payment gateway services. The services will incorporate an integrated solution to our ERP and will provide electronic payment processing, on-line student payments, electronic statements and payment plan management. This contract is funded by student fee revenue.	RFP	Net Revenue \$105,000

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

Payments made to vendors, students, and employees totaled \$1,946,329.92. 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 September 6, 2017.

September 12, 2017: Executive Director, Finance & IT, Joseph Pingitore



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

The comparative schedule compares data reported from the same time frame last year to the current time period. FY17 actual enrollment was 9,414; the forecasted enrollment for FY18 is 9,117, a decrease of 3 percent. Operating revenue is up \$662,396 and operating expenditures are down \$42,953. Capital expenditures are down \$427,244.

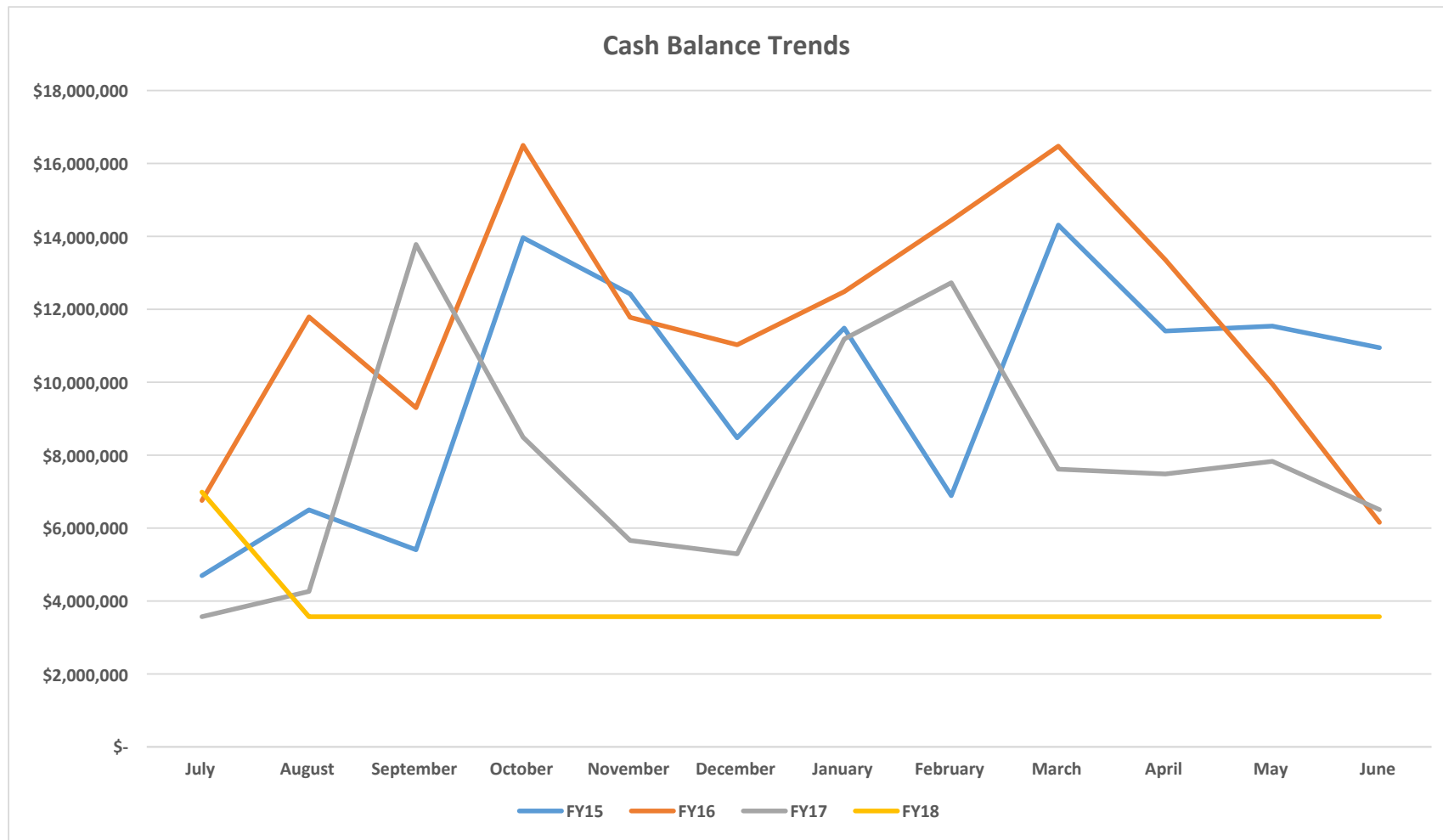
Cash disbursements through July 31, 2017 totaled \$7,993,633.71. In addition to payroll and its related expenses, and Bookstore purchases, the significant vendor payments include the State of NJ for benefits (\$852k); bond debt service payments (\$1.76m); ISS services (\$289k); JCPL (\$172k); Dell (\$94k); NJCCC annual assessment (\$92k); and Monmouth County shared services (\$53k)

Cash balances as of July 31, 2017 total \$6,987,819 an increase of \$3,417,193 compared to prior year. The increase is the result of the College receiving the July and August County support in July, and the renegotiated payment terms for many contract purchases.

### Annual Comparative Change

	Current Year 07/31/17	Prior Year 07/31/16	CHANGE
<b>ENROLLMENT</b>			
Credit FTE	9,101	9,414	(313) -3.3%
<b>OPERATING EXPENDITURES</b>			
Learning Division	\$ 768,942	\$ 699,235	\$ 69,707
Benefits & General Institutional	1,277,912	1,213,451	64,461
<b>Sub Total</b>	<b>2,046,854</b>	<b>1,912,686</b>	<b>134,168</b>
All other divisions	1,345,403	1,522,524	(177,121)
<b>Total Operating Expenses</b>	<b>3,392,257</b>	<b>3,435,210</b>	<b>(42,953)</b>
<b>OPERATING REVENUE</b>			
Tuition	15,200,044	14,955,994	244,050
Fees	2,455,272	2,262,622	192,650
<b>Sub Total</b>	<b>17,655,316</b>	<b>17,218,616</b>	<b>436,700</b>
State Appropriations	870,578	862,572	8,006
County Appropriations	1,668,918	1,668,918	-
All other revenue	878,414	660,724	217,690
<b>Total Operating Revenue</b>	<b>21,073,226</b>	<b>20,410,830</b>	<b>662,396</b>
<b>CASH</b>			
Cash	6,987,819	3,570,626	3,417,193
<b>Total Cash</b>	<b>6,987,819</b>	<b>3,570,626</b>	<b>3,417,193</b>
<b>CAPITAL EXPENDITURES</b>			
Renewals & Replacements	34,382	29,237	5,145
Minor Capital	320,031	752,420	(432,389)
<b>Total Capital Expenses</b>	<b>354,413</b>	<b>781,657</b>	<b>(427,244)</b>
<b>CAPITAL REVENUE</b>			
State	17,191	16,008	1,183
County	7,591	2,073	5,518
Other	329,631	763,576	(433,945)
<b>Total Capital Revenue</b>	<b>354,413</b>	<b>781,657</b>	<b>(427,244)</b>

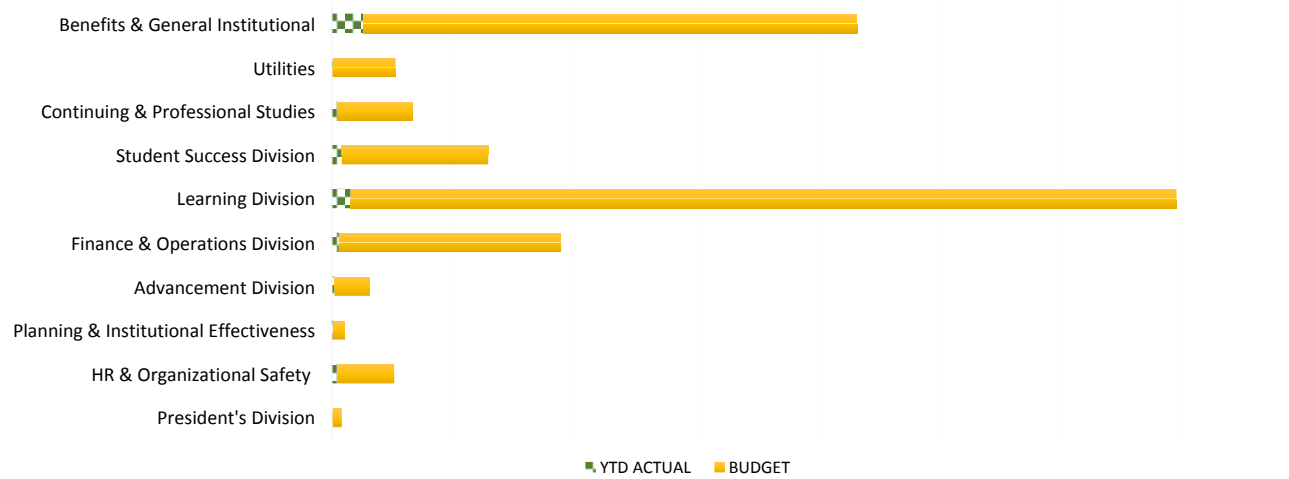




	Bank Balance	Bank Balance	Bank Balance	Bank Balance
	FY15	FY16	FY17	FY18
July	4,695,490.85	6,757,244.60	3,570,626.48	6,987,818.69
August	6,499,893.88	11,791,267.80	4,263,736.13	3,570,626.48 *
September	5,406,224.07	9,300,989.32	13,778,672.78	3,570,626.48 *
October	13,963,708.86	16,496,876.82	8,491,475.15	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 *

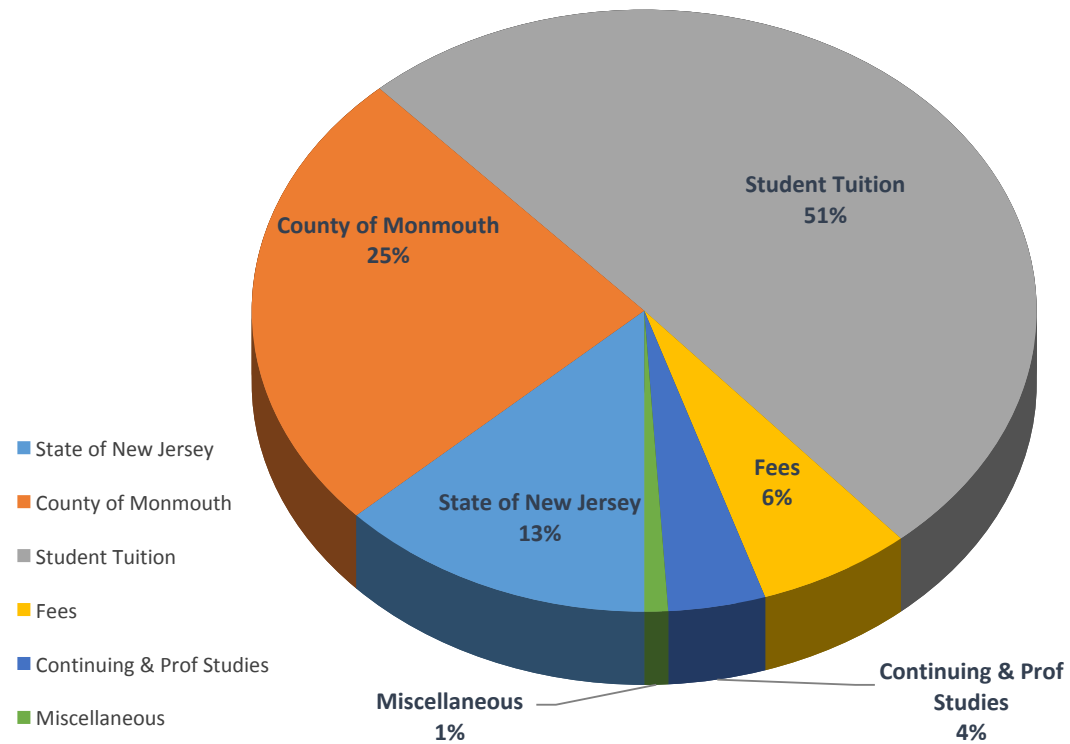
\* Represents the floor over the past 3 years

### July 2017 Operating Expenses



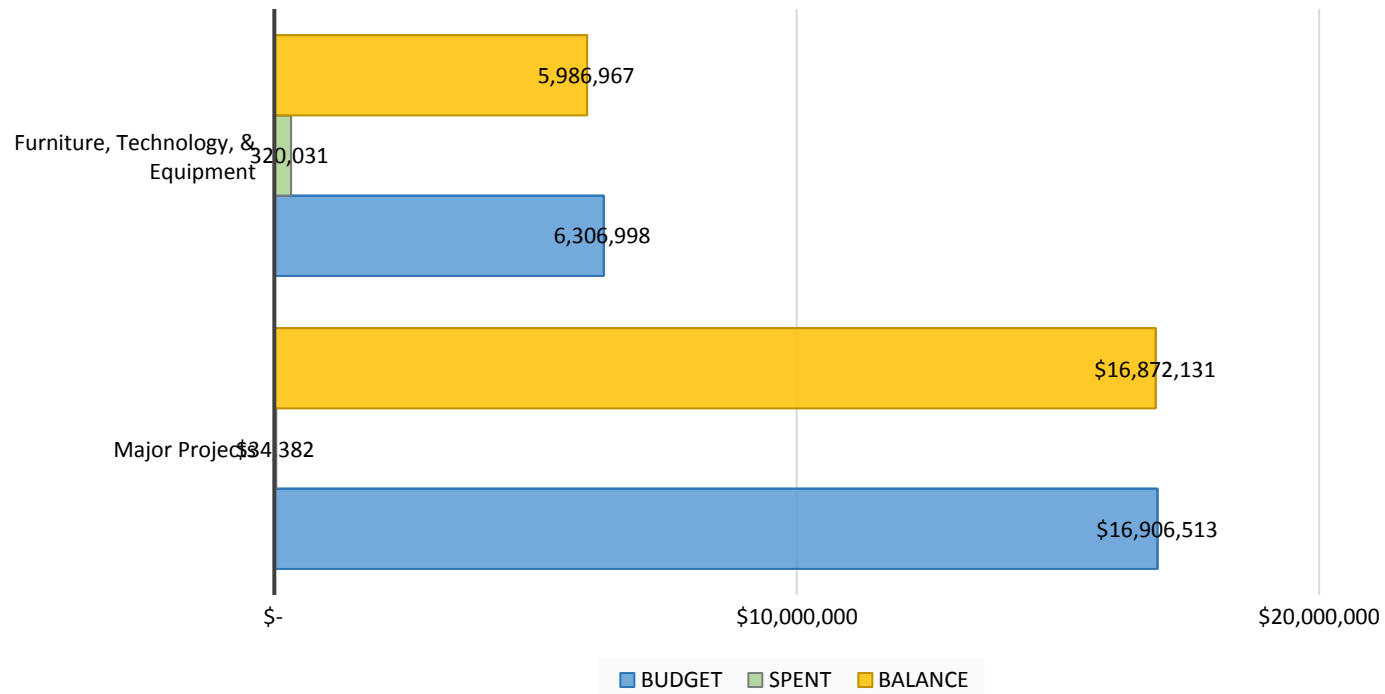
	BUDGET	YTD ACTUAL	COMMIT	BALANCE
President's Division	\$ 382,404	\$ 22,600	\$ 229,190	\$ 130,614
HR & Organizational Safety	2,344,392	215,562	1,691,116	437,714
Planning & Institutional Effectiveness	500,107	37,811	405,805	56,491
Advancement Division	1,457,872	105,328	1,092,201	260,343
Finance & Operations Division	9,132,996	284,228	7,234,442	1,614,326
Learning Division	33,936,728	768,942	9,277,203	23,890,583
Student Success Division	6,013,114	408,436	3,924,416	1,680,262
Continuing & Professional Studies	3,098,821	232,758	1,600,701	1,265,362
Utilities	2,574,414	38,680	2,410,061	125,673
Benefits & General Institutional	20,300,030	1,277,912	2,405,199	16,616,919
<b>Total</b>	<b>\$ 79,740,878</b>	<b>\$ 3,392,257</b>	<b>\$ 30,270,334</b>	<b>\$ 46,078,287</b>

## July 2017 Operating Revenue Sources



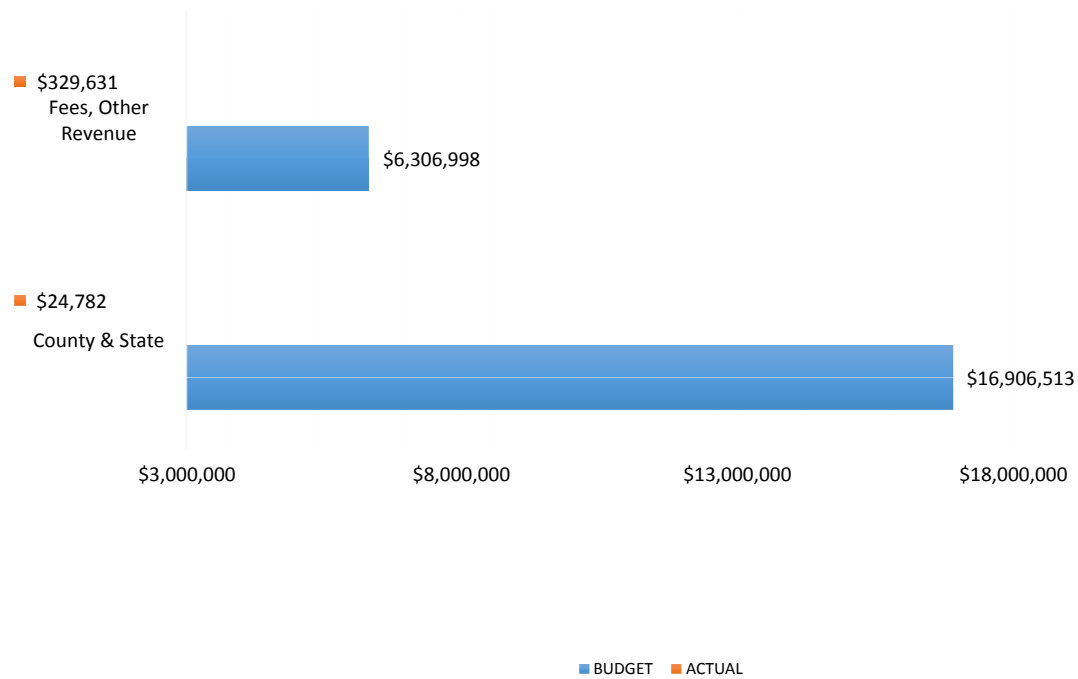
		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,446,940	\$	870,578	\$	9,576,362
County of Monmouth		20,027,019		1,668,918		18,358,101
Student Tuition		40,221,298		15,200,044		25,021,254
Fees		5,068,313		2,455,272		2,613,041
Continuing & Prof Studies		3,200,000		854,239		2,345,761
Approp from Reserve		-		-		-
Miscellaneous		777,308		24,175		753,133
Total	\$	79,740,878	\$	21,073,226	\$	58,667,652

## July 2017 Capital Fund Expenditures



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	16,906,513	\$	6,344,073	\$	34,382	\$ 16,872,131
Furniture, Technology, & Equipment		6,306,998		62,543		320,031	5,986,967
<b>Total</b>	<b>\$</b>	<b>23,213,511</b>	<b>\$</b>	<b>6,406,616</b>	<b>\$</b>	<b>354,413</b>	<b>\$ 22,859,098</b>

### July 2017 Capital Funding Sources



#### Capital Summary

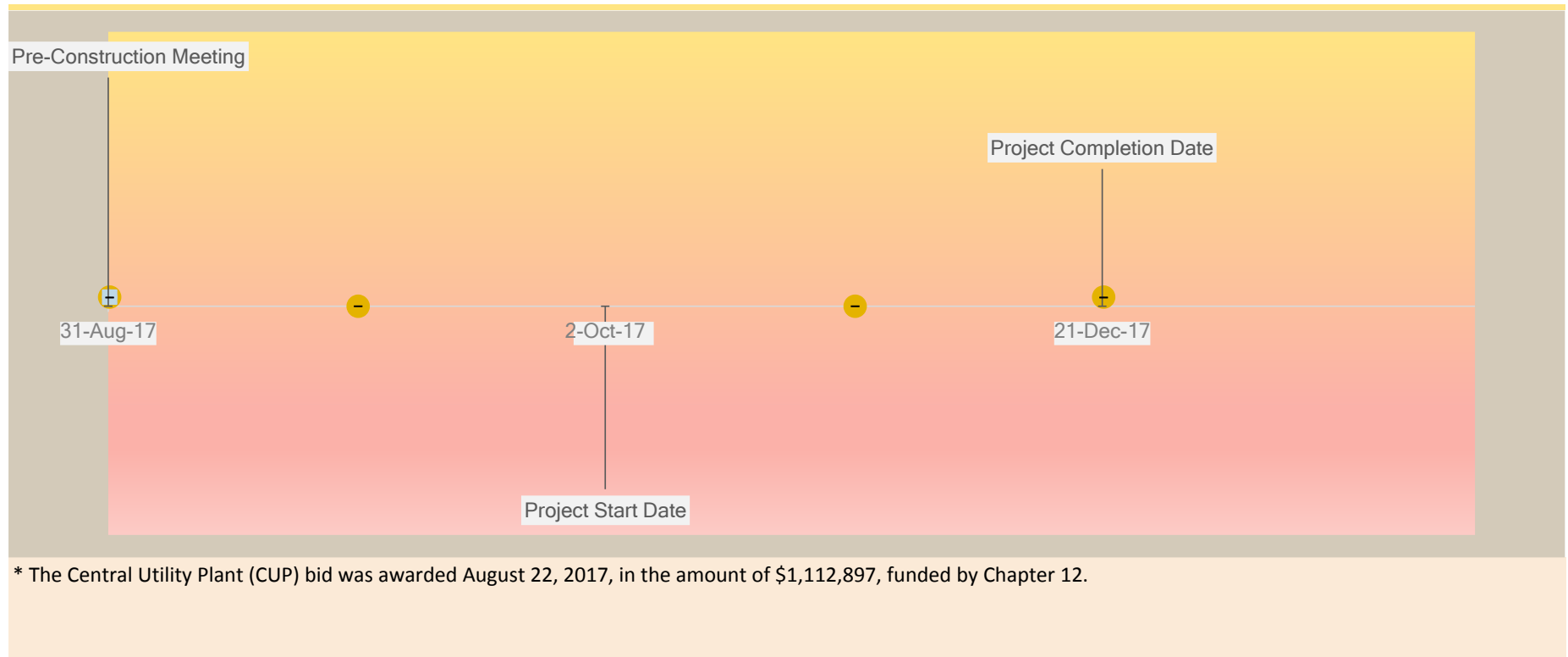
	BUDGET		ACTUAL	
County & State	\$	16,906,513	\$	24,782
Fees, Other Revenue	\$	6,306,998	\$	329,631

**Capital Summary through July 31, 2017**

		ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
	<b>Chapter 12</b>				
<b>FY12</b>		\$ 163,090		\$ -	\$ -
	8120550 - Wall Campus Expansion	-	163,090	39,618	123,472
		163,090	163,090	39,618	123,472
<b>FY13</b>		691,933	-	-	-
	8130515 - Replacement of Carpet and Flooring MAC	-	290,474	23,274	267,200
	8130530 - Infrastructure Improvements Lincroft	-	401,459	-	401,459
		691,933	691,933	23,274	668,659
<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	14,425	741,209
	8150520 - CAR One Stop Renovation	-	485,600	9,900	475,700
		2,694,232	2,694,232	50,174	2,644,058
<b>FY16</b>		3,000,000	-	-	3,000,000
<b>FY17</b>		3,500,000	-	-	2,040,320
	8170505 - CUP		654,680	10,077	644,603
	8170510 - Milling, Paving and Striping Lincroft Parking Lots		805,000	150,000	655,000
		3,500,000	1,459,680	160,077	3,339,923
<b>FY18*</b>		3,800,000	-	-	3,800,000
<b>Total Chapter 12</b>		15,184,394	6,344,074	273,363	14,911,031
	<b>Capital Projects</b>				
	8131005 - Higher Ed Bond Administration - Wall	159,842	-	67,322	92,520
	8131010/8131030 - Equipment Leasing Fund (ELF)	840,571	-	152,396	688,175
	8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	34,980	-	9,600	25,380
	8161005 - Higher Ed Bon Administration - MAS	686,726	-	569,544	117,182
	8132450 - College Hi Ed Bond Admin Match - Wall	53,185	-	53,185	-
	8132455/8132460 - College HETI Match	34,980	-	9,600	25,380
	8162450 - College Hi Ed Bond Admin Match - MAS	228,909	-	189,848	39,061
<b>Total Capital Projects</b>		2,039,192	-	1,051,495	987,698
<b>Total Major Capital</b>		17,223,586	6,344,074	1,324,858	15,898,729
<b>Minor Capital</b>		5,989,925	62,543	2,029,425	4,023,043
<b>Total Capital</b>		\$ 23,213,511	\$ 6,406,617	\$ 3,354,283	\$ 19,921,772

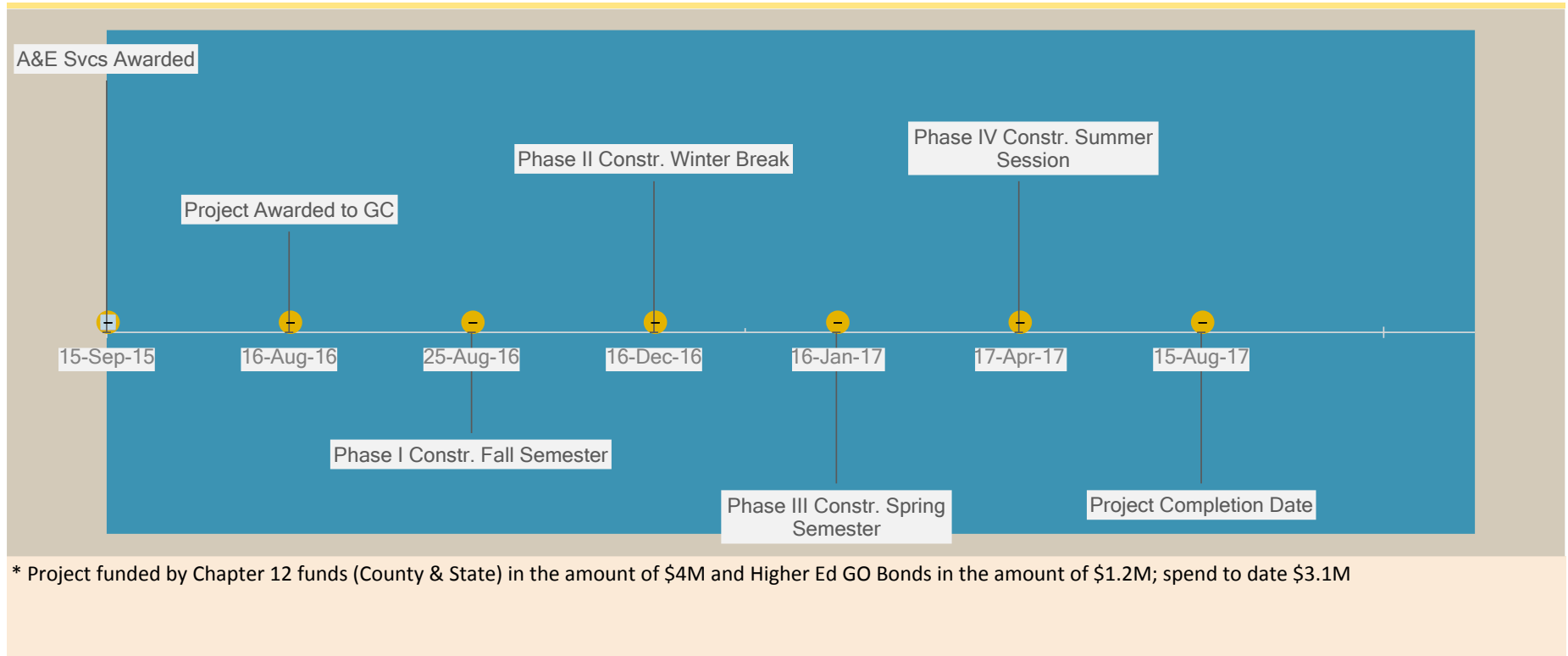
\* Pending County Bond Sale

## CUP Condenser Water Piping and Cooling Tower Replacement Project

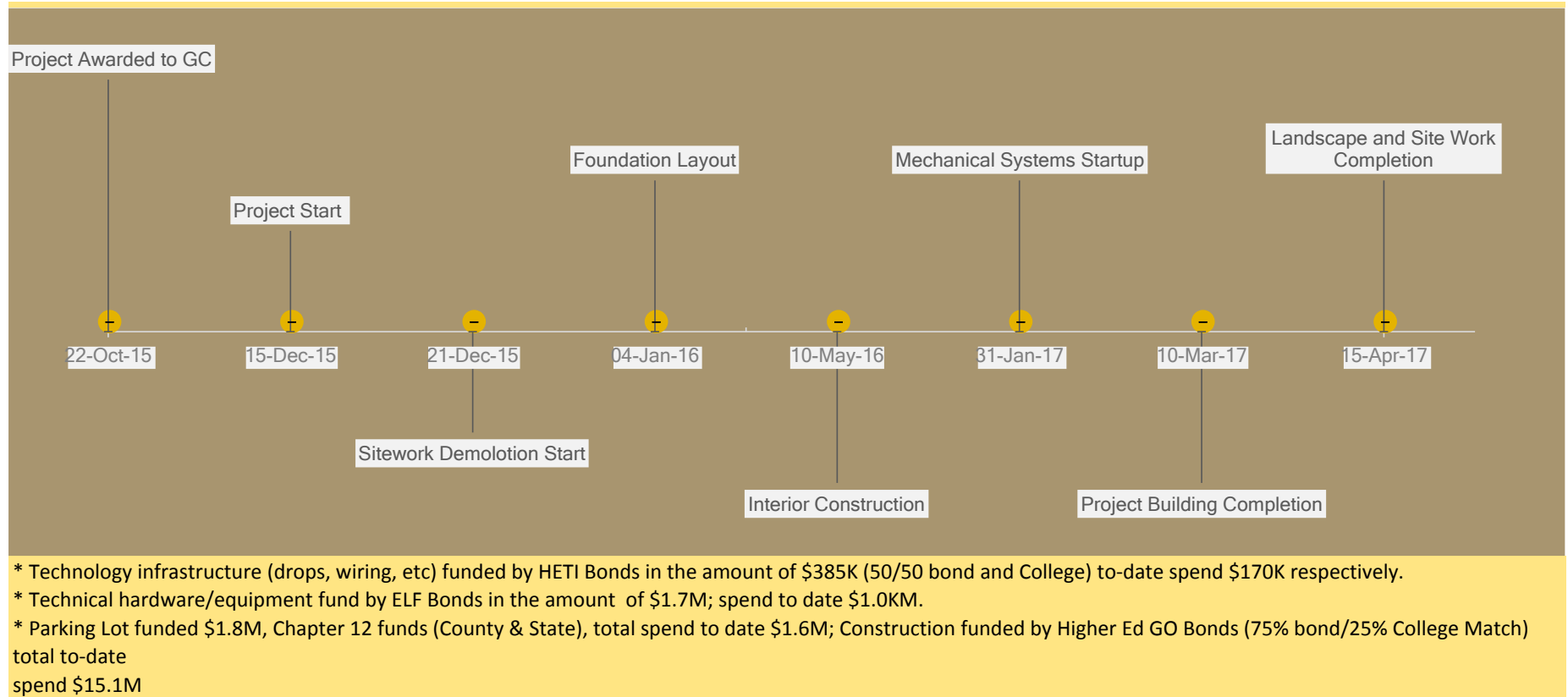




## MAS Science Lab Renovation



## Wall Academic Building



## BROOKDALE COMMUNITY COLLEGE PROJECTS

## A. CAPITAL PROJECTS

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

SCOPE: Construction of a new 36,000 SF New Academic Building that is two stories in height with mechanical penthouse. The building contains 8 General Classrooms, Learning Commons with Testing Center, Computer Classrooms, Seminar Rooms, Science Laboratories and Support Spaces, Nursing Laboratory and Support Spaces, Administrative Spaces, and Building Support Spaces. Also included are associated site improvements including lighting, landscaping, sidewalks and 4 parking lots totaling 394 spaces.

STATUS: Certificate of Occupancy (CO) was issued July 26, 2017. The College is currently using the building. Wall Township is currently developing a plan for the installation of a security fence with gates along the north property line adjacent to the Info Age property. In addition, project closeout activities continue. A ribbon cutting ceremony is scheduled for September 12, 2017.

2) <u>MAS SCIENCE LABS RENOVATION PROJECT-</u>	Circle A Construction	Contract Award	\$3,632,500	8/16/16
		Change Orders	25,000	3/21/17
			15,000	6/20/17
			5,225	7/18/17
		REVISED CONTRACT	3,677,725	
		Payments to Date	\$ 3,161,883.91	

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	COMPLETED

STATUS: Phase I- renovations are complete.  
Phase 2- renovations are complete  
Phase 3- renovations are complete  
Phase 4- renovations are complete-only minor punchlist items are outstanding

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. Final completion (top course paving of the trench and reseeding of the disturbed lawn areas) was completed earlier this month. 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 backed filled with gravel, the boring holes may act as wicks and provide relief to the perched groundwater above the clay layer. Our office will monitor the site over the next few weeks. Should the backfilled boring holes not provide sufficient relief, additional underdrains will be required.

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

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

STATUS: Seven bids were received on July 13, 2017. Estock Piping, Chesterfield, NJ was low bidder for both the piping replacement and the cooling tower replacement with bids of \$489,150.00 and \$623,767.00 respectively. A contract in the amount of \$1,112,917 was awarded to Estock Piping on August 22, 2017. A preconstruction meeting is scheduled for August 31, 2017. Construction is anticipated to start in November 2017.

5) LINCROFT CAMPUS PARKING LOTS

Parking Lot 7 – During the week of August 7<sup>th</sup>, 2017, the Monmouth County Highway Department milled 2” of the existing pavement; repaired the major cracks; overlaid the lot with 2” of new top course pavement, and re-striped the entire lot.

Parking Lot 6 - A contract in the amount of \$23,500 was 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. Informal quotes for the construction of interior islands is being pursued by the College with the hope of completing this work to allow the Monmouth County Highway Department to possibly repave the lot in October. However, due to scheduled events in the Arena, repaving of the lot may be delayed until summer 2018.

6) MAINTENANCE BARN ROOF REPLACEMENT

Due to damage from a prior wind event, the College received \$60,000 from an insurance claim to structurally repair and replace a portion of the roof. Plans and specifications were prepared by College staff

and the project is presently out to bid with a bid opening scheduled for September 7, 2017. Award of the contract is tentatively scheduled for October 2017.

7) BAC & SLC ROOF REPLACEMENTS

The College is presently evaluating quotes from Roof Connect, Elkton, MD to replace 3,200 SF of flat roof over the bookstore in the SLC building (\$80,674) and replace the entire roof (21,000 SF) of the BAC building (\$312, 712). A recommendation is expected shortly.

B. DESIGN/STUDIES/REPORTS

- 1) 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 was authorized by the Board at their August 22, 2017 meeting. The effort will begin with field assessments of the current conditions of the facilities at the Freehold and Wall campuses. Updated replacement costs will also be provided. Subsequent phases will be scheduled in order to provide the College a completely updated FMP report for all facilities.

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

**BROOKDALE COMMUNITY COLLEGE**  
**UPCOMING EVENTS**

**BOLD indicates off of the Lincroft campus**

**2017**

<b>Sept. 14</b>	<b>Ribbon Cutting Ceremony, 4 PM, Brookdale at Wall</b>
<b>Sept. 12</b>	<b>BOT Public Business Meeting – 5:30 PM, Brookdale at Wall</b>
<b>Sept. 19</b>	<b>Foundation Golf Outing – Eagle Oaks Country Club</b>
<b>Sept. 18</b>	<b>NJCCC Trustee Seminar, 4:30 PM, Holiday Inn, 399 Monmouth St., East Windsor</b>
Sept. 21	Foundation Meeting
<b>Sept. 25-28</b>	<b>ACCT Leadership Congress – Las Vegas</b>
<b>Oct. 9</b>	Executive Committee Meeting – 5:00 PM, Conference Call
Oct. 9	Governance Committee Meeting – 6:00 PM, BAC, President’s Conference Room
Oct. 10	Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room
Oct. 10	Audit Committee Meeting – 6:00 PM BAC, President’s Conference Room
<b>Oct. 17</b>	<b>BOT Public Business Meeting – 5:30 PM, Brookdale at Freehold</b>
<b>Oct. 24</b>	<b>MSCHE - Dr. Mile’s visit and meeting with Board of Trustees, 4 PM – 5 PM, SLC</b>
Nov. 6	Executive Committee Meeting – 5:00 PM, Conference Call
Nov. 6	Policy & Education Committee Meeting – 6:00 PM BAC, President’s Conference Room
Nov. 7	Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room
Nov. 7	Audit Committee Meeting – 6:00 PM BAC, President’s Conference Room
Nov. 14	BOT Reorganization & Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II
Nov. 15	Foundation Meeting
Dec. 11	Executive Committee Meeting – 5:00 PM, Conference Call
Dec. 11	Governance Committee Meeting – 6:00 PM, BAC, President’s Conference Room
Dec. 12	Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room
Dec. 19	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II

**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

**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 9 5:00 PM	October 9 6:00 PM	October 10 5:00 PM	October 10 6:00 PM		
<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	November 7 6:00 PM	November 6 6:00 PM	<b>November 16</b>
<b>Tuesday, December 19</b> <b>Lincroft, SLC, Navesink I &amp; II</b>	December 11 5:00 PM	December 11 6:00 PM	December 12 5:00 PM			

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