



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, August 28, 2018 5:30 PM (EDT)
800 Monmouth Blvd, Wall, New Jersey 07719
Brookdale at Wall, Rooms 110 and 112

- 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. Resolution to Hold a Closed Meeting - Chair Guzzo
- V. Motion to Re-Open the Meeting to the Public - Chair Guzzo
Meeting to be re-opened at end of the closed session.
- VI. Reports from the Board Committees and Liaisons - Chair Guzzo
 - A. Executive Committee - August 21, 2018 - Chair Guzzo
 - B. Finance & Facilities Committee - August 21, 2018 - Trustee Kaufmann
 - 1. Monthly Financial Reporting - Trustee Kaufmann
 - 2. Report from the Engineer of Record - Mr. Charles Rooney, T & M Associates
Capital Project Report submitted in Financial Dashboard
 - C. Foundation Report - Dr. Stout
 - D. NJCCC Report - Trustee Crupi
 - E. Ad-Hoc Revenue Generating Committee - Vice-Chair Abby-White
- VII. Approval of Public Business Meeting Minutes - July 24, 2018 - Chair Guzzo
 - A. Approval of Executive Session Minutes - July 24, 2018 - Chair Guzzo
- VIII. Approval of Minutes of Special Meeting - July 27, 2018 - Chair Guzzo
 - A. Approval of Executive Session Minutes - July 27, 2018 - Chair Guzzo
- IX. 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
- X. Public Comment on Agenda Items - Chair Guzzo
- XI. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Human Resources

B. Application of Grants

Perkins & Career Technical Education Grant

C. Acceptance of Grants

New Jersey Department of Education

Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation Program (CE EPP) (Year 2 of 5)

D. Acceptance of Gifts

Chemistry Laboratory Glassware

E. 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

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

G. Monthly Financial Dashboards

XII. Public Comment - Chair Guzzo

XIII. President's Report - Dr. David Stout

A. Brookdale At Wall - Ms. Allison Fitzpatrick

B. MSCHE Update - Dr. Nancy Kegelman

XIV. Old/New Business - Chair Guzzo

XV. Adjournment - Chair Guzzo

XVI. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

July 24, 2018

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

- A. Chair Guzzo called the meeting to order at 5:30 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:

On July 18, at 2:40 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Mr. Daniel F. Becht, Trustee	Dr. Herbert Cohen, Interim Vice President Student Success
	Ms. Latonya Brennan, Trustee	Dr. Nancy Kegelman, Associate Vice President Planning & Institutional Effectiveness
	Ms. Suzanne Brennan, Trustee (6:20 PM)	Ms. Marie Lucier-Woodruff, Associate Vice President Continuing & Professional Studies
	Ms. Victoria Cattelona, Graduate Trustee	Ms. Patricia Sensi, Associate Vice President HR & Organizational Safety
	Mr. Hank Cram, Trustee	Dr. Anita Voogt, Executive Dean Regional Sites & Partnerships
	Mr. Paul Crupi, Trustee	Mr. Ed Johnson, Executive Director Government & Community Relations
		Ms. Teresa Manfreda, Interim Director Finance & Operations
	Dr. Carl Guzzo, Chair	Ms. Laurie Bender, Interim Executive Director College Relations
	Mr. Bret Kaufmann, Trustee	Ms. Cynthia Gruskos, Senior Assistant to the President & The Board of Trustees
	Dr. David M. Stout, Secretary(via conference call at 7 PM)	

Minutes of the Public Business Meeting, July 24, 2018
DRAFT

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	Dr. Matt Reed, Officer of the Day	
	Dr. Les Richens, Trustee	Mr. Charles Rooney, Engineer of Record
Absent	Ms. Tracey Abby-White, Vice-Chair	
	Ms. Madeline Ferraro, Trustee	
	Ms. Marta Rambaud, Trustee	
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting Chair Guzzo welcomed Victoria Cattelona, Graduate Trustee to her first meeting. She was sworn in on July 9 by Congressman Frank Pallone at the Office of the President. She has been assigned to the Policy & Education, Governance, By-laws, Audit and Ad-Hoc Revenue Generating Committees.	A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee Crupi. Motion passed unanimously.	
Resolution to Hold a Closed Meeting Mr. Giacobbe read the resolution to enter into executive session. (Attachment A)	A motion was made to approve the resolution to hold an executive session by Trustee Richens and seconded by Trustee Becht. Motion passed unanimously.	
Motion to Re-Open the Meeting to the Public	A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Trustee L. Brennan. Motion passed unanimously.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>VI. Reports from the Board Committees and Liaisons</p> <p>Mr. Giacobbe announced that the board decided to hold their Executive Sessions from 5:30 PM to 6:30 PM, and no formal action would take place in future meetings until 6:30 PM.</p> <p>A. Executive Committee –Chair Guzzo reported on a productive meeting held on July 17, 2018.</p> <p>B. Finance & Facilities Committee – July 17, 2018 – Trustee Kaufmann reported on the meeting held on July 17, 2018. He highlighted on the following:</p> <ol style="list-style-type: none"> 1. No year-end numbers to report, as the college’s books are being finalized. He requested the monthly financial report be provided to the F & F committee when it becomes available. 2. The committee has reviewed and approved the Administration’s human resource requests for new hiring and replacements. 3. The committee has requested to review the Radio Station and the Performing Arts Center’s business plans to determine if they will need any assistance to meet their goals. 4. An issue with the payment of engineering services that was requested by the F & F committee and completed prior to a purchase order was initiated has resulted in the expenses not being covered by Chapter 12 funding. The Purchase Order could not be initiated because the Chapter 12 funds were not available at the time the work was completed. This jeopardizes our ability to pay for this work with Chapter 12 funds. The Administration was requested to discuss this issue with the Monmouth County Administrators to determine if there are any remedies to this problem. <p>C. Engineer of Record – Construction Reports – Mr. Rooney highlighted the following from his report dated 7/11/18:</p> <ol style="list-style-type: none"> a. Central Utility Plant - The plant has been up and running for a year and final payment will be made when minor issues are resolved. b. Lincroft Campus Parking Lots – Monmouth County Highway Department has paved the majority of lot 6 and Arena Drive. They are looking to advance the next paving priority of either lot 2 or lot 1 or part of lot 5. c. BAC Roof Replacements/Lincroft Campus – 100% complete and will be removed from the project list. d. Fire Alarm Panel Replacement Project – Project has gone out to bid, with a bid opening of August 7, and looking to make a recommendation at the August meeting. e. Sewer Ejector Pumps/Lincroft Campus – Sewer shutdown scheduled for the period of August 24 to September 3. f. Freehold Basement Seepage Problem – Mold remediation is complete. Post remediation testing took place on July 13 and they received a verbal report that the building is clean. They are still waiting on a written report. T & M Associates will be advancing an investigative videotaping of the interior and exterior buried piping which they believe relates to the water seepage problem. g. Freehold UST – Tank is emptied and tank should be removed shortly. <p>D. Ad –Hoc Revenue Generating Committee – No report.</p> <p>E. Graduate Trustee Report – Trustee Cattelona shared her decision making process on choosing to attend Brookdale Community College over Ivy league choices and the benefits she received while completing her degree. Full report may be viewed in Attachment B.</p>		

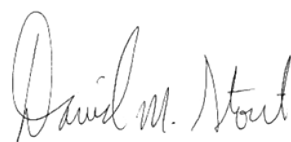
<p>F. Foundation – Dr. Reed reported on behalf of the Foundation. His report included information on the Bankier Library computer replacement plan, the newly formed strategic planning task force, the Education Open Golf Outing planned for September 27, the Memorial Scholarship in memory of Shahin Pirzad, the Brookdale Scholarship Ball Save the Date of May 17, 2019, and an update on the Alumni Association. Full report may be viewed in Attachment C.</p>		
<p>Approval of Public Business Meeting Minutes – June 26, 2018</p> <p>A. Approval of Executive Session Minutes, June 26, 2018</p>	<p>A motion to approve the June 26, 2018 minutes of the Public Business Meeting was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion Passed with two Abstentions.</p> <p>ABSTENTIONS: Trustees Cattelona and L. Brennan</p> <p>A motion to approve the June 26, 2018 executive session minutes was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed with two abstentions.</p> <p>ABSTENTIONS: Trustees Cattelona and L. Brennan</p>	
<p>Approval of June 29, 2018 Special Public Business Meeting Minutes</p> <p>A. Approval of June 29, 2018 Executive Session Minutes – Chair Guzzo</p>	<p>A motion to approve the June 29, 2018 minutes of the Special Public Business Meeting was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed with four abstentions.</p> <p>ABSTENTIONS: Trustees Becht, L. Brennan, Cram,</p>	

	<p>Cattelona and Chair Guzzo.</p> <p>A motion to approve the June 29, 2018 executive session minutes was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed with four abstentions.</p> <p>ABSTENTIONS: Trustees Becht, L. Brennan, Cram, Cattelona and Chair Guzzo.</p>	
Topic and Discussion	Votes Taken	Action and Follow Up Actions
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Acceptance of Consent agenda – Chair Guzzo removed from the HR recommendations the hire of Joey Stoner and Item #3 of Agenda for Purchases in Excess of \$35,500 – Collegiate Enterprise Solutions, LLC – dba Registry for College and University Presidents</p>	<p>A motion to accept the agenda as amended was made by Trustee Richens and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p>	
<p>Public Comment on Agenda Items</p> <p>Jack Ryan, Faculty commented on the June 29 Special Meeting to approve the purchase of the college property and liability insurance.</p>		
Topic and Discussion	Votes Taken	Action and Follow Up Actions
Consent Agenda	A motion to approve the	

<p>A. Approval of Human Resources</p> <p>B. Application for Grants <i>National Science Foundation – Community College of Cyber Pilot Program; Office of the Secretary of Higher Education – Educational Opportunity Fund</i></p> <p>C. Acceptance of Grants <i>Acceptance of Grants – NJ Department of Labor and Workforce Development – Integrated Adult Basic Skills, English Literacy and Civics Education</i></p> <p>D. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” Process, and Pursuant to the New Jersey “Pay to Play” Process in Excess of \$17,500.</p> <p>E. Open Invoice Payment Requests for Vendor, Students and Employee Payments</p> <p>F. Monthly Financial Dashboards</p>	<p>revised consent agenda was made by Trustee Richens and seconded by Paul Crupi.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Kaufmann, Richens and Chair Guzzo.</p> <p>NAYS:</p> <p>ABSTENTIONS: Trustee Cattelona on HR recommendations, Barbara Cattelona.</p>	
<p>XII. President’s Report – Dr. David M. Stout and Dr. Matt Reed</p> <p>A. Moment of Silence – Dr. Stout conveyed a moment of silence in memory of Professor Shahin Prizad.</p> <p>B. Volunteer Connection – Project Backpack– Dr. Reed provided information on behalf of the Volunteer Connection who have partnered with Lunch Break of Red Bank to distribute filled backpacks to the children in the community.</p> <p>C. Human Resources – Dr. Reed welcomed Joey Stoner, Interim VP of Finance & Operations and acknowledged the retirement of Helen Vota and the yeoman efforts of Teresa Manfreda as she assumed the position of Interim Executive Director of Finance.</p> <p>D. Rutgers Move to Lincroft – Dr. Reed provided an update on our largest transfer partner’s move to the Lincroft campus.</p> <p>E. Secretary of Higher Education, Zakiya Smith Ellis visited the Lincroft campus today, and she was impressed with our beautiful campus.</p>		
<p>XIII. Presentation of Preliminary Plans of Proposed Renovations of Monmouth Museum - Executive Director Avis Anderson and Architect Mr. Ron Grammer, Grammer Designs, presented on their Next Big Idea fundraising campaign which will support their proposed improvements to their building. Ms. Anderson provided information on their design plans to add a multi-purpose room and added storage space between the Main Gallery and the Children’s Wing. In addition they would like to bump out the entrance 10 feet to add a new entrance and gift shop.</p> <p>Chair Guzzo requested that Mr. Grammer consult with Mr. Rooney, our Engineer of Record. They were</p>		

<p>requested to keep the board updated on their fundraising efforts.</p> <p>Dr. Reed read a letter that Dr. Stout composed in support of the museum’s fundraising effort. (<i>Attachment D</i>).</p>		
<p>Public Comment</p> <p>Jack Ryan, Faculty – commented on Shahin Prizad’s warm heart and the positive impact he had on his students. He pointed out that National issues became personal when Shahin’s Iranian brother was unable to attend his funeral because of the Muslim ban.</p> <p>Tom Brennan, Radio Station Manager – commented on the impact of the Radio Station on the community and his concern for their ability to increase their fundraising efforts to meet their financial needs.</p>		
<p>Old/New Business – Chair Guzzo</p> <p>The Finance & Facilities meeting has been rescheduled to August 21 at 6:30 PM. The next board meeting is on August 28 at the Wall Campus. Dress is casual.</p>		
<p>Adjournment – Chair Guzzo</p> <p><i>The meeting was adjourned at 7:30 P.M.</i></p>	<p>A motion was made to adjourn the meeting by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

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 11 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **July 24, 2018 at approximately 5:30 PM** 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
July 24, 2018

☐

"(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 the discussion of the lease of the Monmouth Museum and lease for the Rutgers Partnership at Lincroft.**

☒

"(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 **_ _ Safety Issue at our Freehold Campus (Mold abatement and oil tank removal and discussion of police coverage during the midnight shift.**

☒

"(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; potential litigation regarding the reimbursement for remediation of Wall Campus property; contract negotiations with the Registry for Colleges and University Presidents, Professional services for the position of Interim VP Finance & Operations; contract negotiation with the Hazlet Property Owner's Association; and matters falling within the attorney-client privilege to discuss the Board of Trustees by-laws.**

☒

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

**RESOLUTION
July 24, 2018**

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

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
July 24, 2018

Good evening to my fellow board members and to everyone in attendance tonight. Chair Guzzo asked that I prepare a short speech to introduce myself to all of you, and I think the best way to do that is to tell a story. I will tell you how I came to be here today.

When I was in high school, I was your typical high-achieving, well, nerd. My family and instructors encouraged me to apply to the top schools in the country, and I earned acceptance to many wonderful colleges and universities, among them the University of Pennsylvania, UC Berkeley, and Northwestern. (I include this not to toot my own horn but rather because I think it will drive home the point I want to make. And I will come full circle, I promise you.) Sometimes, when a school deferred or rejected me, my dad would say, "Brookdale's looking really good right now." Brookdale was a punchline for us.

Eventually, I decided to attend the University of Chicago. For various reasons, including financial ones, I reconsidered my choice. I withdrew from the university before the end of the fall 2015 term and began a gap year. During the next few months, I made plans to attend Brookdale and worked as often as I could to build up my savings. The following fall, I began my two-year course of study at the college.

Though most did not say it, I knew they were asking the same question: why would you go to Brookdale? I had graduated at the top of my class and had earned a spot in the Ivy League. Others were more vocal - one person even referred to me as a failure. But I thought a better question was this: why *not* Brookdale? NJ STARS covered my tuition, and I was saving tens of thousands of dollars more each year while living at home, which also allowed me to continue working my part-time job at a local pharmacy. Brookdale has continuously offered rigorous courses and accredited degree programs and houses a reputable Honors Program, award-winning student clubs and organizations, and a talented and caring faculty.

I've met incredibly intelligent and passionate mentors here, among them Professors Jonathan Moschberger, Roseanne Alvarez, and Angela Saragusa, as well as the late Dr. Shahin Pirzad. The friends I've made at Brookdale have entirely disrupted my preconceived notions about community college students and the nature of their academic and professional aims. Brookdale is simply fantastic, and that is the result of a combination of factors, notwithstanding the misleading, negative portrayals of the college I had once believed.

As Graduate Trustee, I will address concerns about enrollment. I plan to speak with prospective students and to seek out information from relevant groups at the college so that Brookdale can continue to provide the educational and technical programs and the myriad of services Monmouth County citizens need. Though I know I cannot convince every student in the county to make Brookdale their first choice, I wish that most would give the college serious consideration.

Dr. Stout and Ms. Gruskos have offered me invaluable assistance during my transition into this role, and many members of the board and the administration have been welcoming. I am eager to jump right in. I have already met with current students to establish communication channels and have toured most of the regional locations to meet with the staff and to understand the opportunities and the challenges unique to each one.

I look forward to the next year. There is a great deal I want to learn and to accomplish. I wish I had more time to do it all, but I will do my best to make the most of this experience. I owe it to Brookdale and to all of you. Thank you.

Brookdale Community College Foundation Update

Banker Library – Computer Replacement Plan

The Foundation Trustees voted to provide continued support to the Bankier Library by approving a request to replace 389 computers in the library over the next five years for student use. The Office of Information Technology reported the approximate replacement cost is \$369,550. The Foundation Trustees approved the request and will allocate the funds from the Bankier Library Endowment Fund. The replacement schedule will begin sometime in 2018 with approximately 170 computers replaced for a total approximate cost of \$161,500.

Strategic Planning Task Force

The Foundation Trustees has formed a Task Force that will have its first meeting on Wednesday, July 25th. The Task Force is comprised of the following individuals:

Foundation Trustees

Mike Wicke
Bernadette Macko
Karen Escobedo
Dianne Talbot
Julia Zapcic
Perry Scaranni
Sebastian Ferrantell
Brian Burriss
Roseann Weber
Jacquie Fiorito

Tim Zeiss – Ex-Officio

BCC Alumni Association President

Lauren Concar

College Representatives

Matt Reed
Dara Evans
Joan Scocco
Ellie Horgan

Their charge is to develop a multi-faceted “road map” and plan of action that:

- ✓ Incorporates components of the Academic Master Plan (AMP) and the Strategic Enrollment Management (SEM) Plan
- ✓ Provides “value-added” propositions for key audiences – “mutual gain”
- ✓ Increases awareness (internally and externally) of the Foundation through public relations, marketing and “face-to-face” communication to key constituents (employees, students, alumni, local employers, business, service and trade organizations, elected and appointed officials), and social media platforms
- ✓ Generates financial support for key initiatives and for unrestricted gifts through current day gifts and planned gifts (bequests, charitable trusts, gift annuities)

Education Open Golf Outing

A reminder that the 39th Annual Education Open Golf Outing is on September 27th. The Foundation Trustees and the Golf Committee would appreciate the support of the College Trustees. Even if you don’t golf you can contribute by attending the dinner, securing sponsors

and/or contributing items for the silent auction. The committee has set a goal of \$70,000 in net proceeds. Phil Villapiano, former Oakland Raider, will be honored at the Awards Dinner.

Shahin Pirzad Memorial Scholarship

On short notice, the Foundation worked with Shahin's sister to set up a Memorial Scholarship Fund and provide a way for family, friends and colleagues to contribute via check, credit card and Facebook. Contributions are still coming in. A Brookdale alumni is also working with other former students to create an annual event that they will organize and coordinate through the Alumni Association with the goal of reaching the endowed scholarship level of \$25,000 over the next four years.

Brookdale Scholarship Ball – Save the Date

The Ball will be on Friday, May 17, 2019 at Eagle Oaks Golf & Country Club. The committee is working on identifying high-profile honorees.

Brookdale Community College Alumni Association Update

Membership

The Alumni Board of Trustees conducted a membership campaign to recruit 2018 graduates. Since May 10th, they have added 45 new members via a special offer for Lifetime Membership. The drive ended July 14th. The Association now has over 800 members. The Board will also do an outreach campaign to get members more involved in association activities designed to re-connect alumni to the college.

Helping Hands

The Alumni Board of Trustees has designated the "Helping Hands" project (food insecurity) as their major priority for the upcoming year. They will work to support the program with community outreach, financial contributions and volunteer support. One Trustee created a "Helping Hands" fundraiser on Facebook asking friends and colleagues to support it in honor of her birthday raising \$500. The Association also participated in the OceanFirst Charity Challenge and raised over \$900 for Helping Hands. The Association will also promote Amazon Wishlist and Amazon Smile as two other ways for people to support HH.

Athletic Hall of Fame

The Association will continue to provide financial and organizational to this event. The HOF Committee met and decided to hold the Hall of Fame Dinner every two years so as to now dilute the pool of candidates.

34th Annual Barringer Award Dinner – Save the Date

The Dinner will be held on Friday, May 3, 2019 at the Essex & Sussex in Spring Lake.

July 25, 2018

Ms. Avis H. Anderson
Executive Director
Monmouth Museum
765 Newman Springs Rd.
Lincroft, NJ 07738

Dear Ms. Anderson,

Thank you for presenting your future plans for renovations of the Monmouth Museum at our Public Business Meeting on July 24, 2018. The Board of Trustees recognizes the value the Museum has added to the College community over the last 44 years. The Brookdale Community College Board of Trustees has continually recognized the value of our unique partnership. The Board supports your efforts to commence a fundraising campaign.

We share a common mission to provide education for people of all ages in the arts, humanities and sciences. Our relationship has been mutually beneficial in the past and we look forward to continued collaboration in fulfilling our educational missions. Our students are fortunate to have the largest private NJ museum right on our campus and steps away from their classrooms. Thank you for opening your doors to them and providing creative educational opportunities through your innovative art, history and science exhibitions.

We recognize your youngest museum attendees in your WonderWing and Becker Children's Wing are our future Brookdale Community College students. Thank you for sparking their imagination and starting them on a lifelong journey exploring the arts, humanities and sciences.

Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effective educational and lifelong learning options with clear paths to person, educational, and economic success.

Best Wishes,

David M. Stout, Ph.D.
President

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

July 27, 2018

**Brookdale Community College
Brookdale Lincroft
President's Conference Room, BCA Bldg
765 Newman Springs Rd.
Lincroft, NJ 07738**

- A. Trustee Kaufmann called the meeting to order at 8 AM and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On July 25, at 8 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; 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, Vice-Chair	Ms. Cynthia Gruskos, Recorder
	Mr. Daniel F. Becht, Trustee	
	Ms. Latonya Brennan, Trustee	
	Ms. Suzanne Brennan, Trustee	
	Mr. Hank Cram, Trustee	
	Mr. Paul Crupi, Trustee	
	Mr. Bret Kaufmann, Trustee	
	Dr. David M. Stout, Secretary	
	Dr. Les Richens, Trustee	
Absent	Ms. Madeline Ferraro, Trustee	
	Ms. Victoria Cattelona, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Carl Guzzo, Chair	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
-----------------------------	--------------------	-------------------------------------

Adoption of Agenda for Public Business Meeting	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
Public Comment on Agenda Items <p>No public comment was made.</p>		
Resolution to Hold a Closed Meeting <p>Mr. Jacobs read the resolution to enter into executive session. (<i>Attachment A</i>)</p>	<p>A motion was made to approve the resolution to hold an executive session by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p>	
Motion to Re-open the meeting to the public – Chair Guzzo	<p>A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p>	
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 <p>(<i>Attachment B</i>)</p>	<p>A motion to approve by resolution purchases in excess of \$35,300 was made by Trustee Becht and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, and Richens.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions

Approval of Human Resource Recommendations (Attachment C)	A motion to approve human resource recommendations was made by Trustee Becht and seconded by Vice-Chair Abby-White. Motion passed unanimously. YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, and Richens. NO: None ABSTENTIONS: None	
Public Comment No public comment was made.		
Old/New Business Trustee Latonya Brennan requested that Dr. Stout provide a weekly enrollment update in his weekly Board of Trustees email update.		
Adjournment – <i>The meeting was adjourned at 8:25 AM</i>	A motion to adjourn the meeting was made by Trustee Becht and seconded by Trustee L. Brennan. Motion passed unanimously.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

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 2 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **July 27, 2018 at approximately 8:05 AM** 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
July 27, 2018

☐

"(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

☐

"(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 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 the Registry for Colleges and University Presidents, Professional services for the position of Interim VP Finance & Operations;**

☒

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

RESOLUTION
July 27, 2018

WHEREAS, the length of the Executive Session is estimated to be 10 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
July 27, 2018

BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

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

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

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

This report was reviewed by the President and the Board of Trustees in an Executive Session meeting held July 24, 2018.

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 27, 2018**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Collegiate Enterprise Solutions, LLC - dba Registry for College and University Presidents	Professional Services / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract is for professional services for the position of the Interim Vice President of Finance and Operations/CFO. This contract is funded by the Operating budget.	Exempt	\$ 43,400.00

* Estimated expense based on historical data

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

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 2 additional recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Executive

Recommendations

1

B. Change of Status

Administrative

Recommendations

1

A. HIRES**EXECUTIVE**

1. Name: Joey Stoner
Department: Finance & Operations
Position: Interim Vice President
Salary: Salary prorated from an annual base of \$155,000
Effective: 7/20/18 until further notice, but not later than 7/19/19

B. CHANGE OF STATUS**ADMINISTRATIVE**

1. Name: Bonnie Passarella
Department: Purchasing
Position: Manager, Contract Administration
Action: Monthly stipend of \$370 for assuming additional responsibilities from the Interim Executive Director, Operations and expanded legal reviews
Effective: 6/1/18 until further notice, but not later than 12/31/18

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 43 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Faculty	4
Administrative	2
Support Staff	2
Adjuncts	23
Coaches	1

B. Change of Status**Recommendations**

Executive	1
Faculty	1
Administrative	2
Support Staff	1

C. Separations**Recommendations**

Faculty	1
Administrative	2
Support Staff	5

A. HIRES**FACULTY**

1. Name: Winifred Blanset
Address: Lincroft, New Jersey
County: Monmouth
Department: English
Position: Instructor, temporary fall semester
Salary: \$28,416 prorated from an annual base of \$58,677
Effective: 9/1/18 – 12/22/18

2. Name: Sheila Duane
Address: Tinton Falls, New Jersey
County: Monmouth
Department: English
Position: Instructor, temporary fall semester
Salary: \$28,416 prorated from an annual base of \$58,677
Effective: 9/1/18 – 12/22/18

3. Name: Elizabeth Gray
Department: Nursing
Position: Instructor, temporary fall semester
Salary: \$28,416 prorated from an annual base of \$58,677
Effective: 9/1/18 – 12/22/18

4. Name: Trent Welcome
Department: Graphic Design
Position: Instructor
Salary: \$60,860
Effective: 9/1/18

FACULTY DEGREE SUMMARY

Masters

4

ADMINISTRATIVE

1. Name: Stuart Goodwin
 Department: Finance & Operations
 Position: Staff Accountant, full-time temporary position
 Salary: \$46,679 prorated from an annual base of \$55,250
 Effective: 8/29/18 until further notice, but not later than 6/30/19

2. Name: Kathleen Kamatani
 Department: College Relations
 Position: Interim Executive Director
 Salary: \$82,585 prorated from an annual base of \$97,749
 Effective: 8/29/18 until further notice, but not later than 6/30/19

SUPPORT STAFF

1. Name: Joseph Fournier
 Department: Performing Arts Center
 Position: Stage Technician, full-time temporary position
 Salary: \$40,455
 Effective: 9/4/18 until further notice, but not later than 6/30/19

2. Name: Dawn Taylor
 Department: Payroll
 Position: Senior Assistant
 Salary: \$37,097
 Effective: 9/17/18

ADJUNCTS

1. Name: William Baitzel
 Department: Automotive Technology

2. Name: Stacie Carter
 Department: Reading

3. Name: Cesar-Antoine Chaker
 Department: Respiratory Care

4. Name: Kathy Gunkel
 Department: Nursing

5. Name: Karen Haber
Department: Nursing
6. Name: Matthew Hall
Department: English
7. Name: Catherine Hoch
Department: Nursing
8. Name: Henry Kalet
Department: English
9. Name: Michele Kaplan
Department: Speech
10. Name: Kim Kaur
Department: English
11. Name: Stephanie Kealy
Department: Environmental Science
12. Name: Michael Kowalski
Department: Respiratory Care
13. Name: Jennifer Larsen
Department: Nursing
14. Name: Michael Laudенback
Department: English
15. Name: Joseph Leone
Department: English
16. Name: Tracy McIntyre
Department: Nursing
17. Name: Tracy Moreland-Vasser
Department: Nursing
18. Name: Erin Nemiroff

Department: English

19. Name: Melissa Osmun
Department: Reading
20. Name: Ellen Picone
Department: Nursing
21. Name: Richard Thompson
Department: Networking
22. Name: Kaitlin Tonti
Department: English
23. Name: Bridget van Hemert
Department: English

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
1	19	3

COACHES

1. Name: William Smith
Compensation: \$4,250
Dates: 8/1/18 - 11/15/18, in-season
11/6/18 – 6/30/19, off-season

B. CHANGE OF STATUS**EXECUTIVE**

1. Name: Linda Martin
Department: Community Outreach
Position: Director, Community Outreach
Action: Monthly stipend of \$450 to assume responsibilities of Dean's position
Effective: 9/1/18

FACULTY

1. Name: Galyna Zakhalyavko
Department: Chemistry
Position: Instructor, temporary one-year assignment
Action: Change in status from N5 to temporary faculty
New Salary: \$58,677
Effective: 9/1/18 – 6/30/19

ADMINISTRATIVE

1. Name: Bonnie Passarella
Department: President's Office
Position: Executive Associate, Legal Services
Action: Reclassification from A4 to Confidential A6 position
New Salary: \$97,749
Effective: 7/1/18
2. Name: Laura Qaissaunee
Department: Grants Development
Position: Director, Grants & Institutional Development
Action: Extension of monthly stipend
Effective: 9/1/18 until further notice, but not later than 12/31/18

SUPPORT STAFF

1. Name: Beth Tarantino
Department: Continuing & Professional Studies
Position: Associate
Action: Change in hours from 25 hrs/wk to 37.5 hrs/wk
New Salary: \$62,860
Effective: 9/1/18

POLICE

1. Name: Robert Kimler
Department: Police
Position: Chief of Police
Action: Change in title only
Effective: 9/1/18

C. SEPARATIONS**FACULTY**

1. Name: Jennifer O'Leary
Department: Nursing
Position: Instructor
Action: Rescinded acceptance of employment
Effective: 8/6/18

ADMINISTRATIVE

1. Name: Sondra Cannon
Department: Human Resources
Position: Manager, Diversity, Inclusion & Compliance
Action: Retirement
Effective: 8/24/18
2. Name: Danielle Propert
Department: Career Pathways
Position: Job Placement Specialist
Action: Resignation
Effective: 9/3/18

SUPPORT STAFF

1. Name: Suzanne Anderson
 Department: Fine Art
 Position: Lab/Studio Assistant
 Action: Retirement
 Effective: 9/1/18

2. Name: Stephen Dougherty
 Department: Print Shop
 Position: Senior Technician
 Action: Retirement
 Effective: 10/1/18

3. Name: Jennifer Lucero
 Department: Performing Arts Center
 Position: Stage Technician
 Action: Resignation
 Effective: 8/17/18

4. Name: Richard Pease
 Department: Police
 Position: Security Guard, 10-month
 Action: Retirement
 Effective: 8/1/18

5. Name: Frank Pietropollo
 Department: Biology
 Position: Instructional Assistant, Closed Lab, 10-month
 Action: Resignation
 Effective: 6/30/18

3.1 Addendum Human Resources

Hires, Change of Status & Separations - This month there are a total of 46 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

	Recommendations
Faculty	4
Administrative	3
Support Staff	2
Adjuncts	23
Coaches	1

B. Change of Status

	Recommendations
Executive	1
Faculty	1
Administrative	2
Support Staff	1

C. Separations

	Recommendations
Faculty	1
Administrative	2
Support Staff	5

HUMAN RESOURCES ADDENDUM**A. HIRES****ADMINISTRATIVE**

1. Name: Stephen Hudik
 Department: College Relations
 Position: Interim Director, Communications
 Salary: \$60,754 prorated from an annual base of \$74,922
 Effective: 9/10/18 until further notice, but not later than 6/30/19

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 August 8, 2018. Funding for FY'19 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 **\$686,668** and does not require a match from the college.

Recommendation:

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

August 28, 2018: Director of Grants and Institutional Development, Laura Quissaunee

**2.2 Acceptance of Grants
Executive Summary****New Jersey Department of Education****Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation Program (CE EPP)
(Year 2 of 5)**

The New Jersey Department of Education (NJDOE), Office of Career Readiness, awarded Brookdale a grant from under its Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation (CE EPP) program, on August 7, 2018.

The Career and Technical Education program trains individuals from Industry who are interested in entering the field of education. This CTE program provides a rigorous two-year long preparation for earning the alternate route teacher certification. The CTE CE EPP program is specifically designed to prepare candidates for secondary and exploratory CTE programs. Successful completion of the CTE CE EPP program is a major component of the NJDOE requirements for permanent teacher certification of the CTE content area and Brookdale CC is the sole provider of this program for the State of New Jersey. Lisa English, CTE Program Director, will administer the program.

The total grant requested is **\$175,000** with a cash contribution of **\$29,900** for a total of **\$204,900**.

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.

August 28, 2018: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

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

	<u>Amount</u>
New Jersey Department of Education Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation Program (CE EPP) (Year 2 of 5)	175,000

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.

August 28, 2018: Director of Grants and Institutional Development, Laura Qaissaunee

**1.51 Acceptance of Gifts
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month. The most recent report to the Board of Trustees was made at the August 28, 2018 meeting.

The College continues to receive a variety of useful and welcome gifts from many sources. These are generally donated by private individuals, business firms, students, and staff whose continued interest and support are evinced in these actions.

The following gifts have been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
7/10/2018	Ms. Suzanne Yaowitz-Dragan 20 Idlebrook Lane Aberdeen, NJ 07747	Donation of laboratory glassware for use by students and aspiring chemists in the Chemistry labs.

August 28, 2018: Laura Qaissaunee, Director of Grants & Institutional Development

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 President and the Finance & Facilities Committee of the Board of Trustees at a meeting held August 21, 2018.

August 28, 2018: Interim Vice President Finance & Operations, Joey Stoner

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 Interim Vice President, Finance & Operations has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

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

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

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

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

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

Agenda for Purchases in Excess of \$35,300
August 28, 2018

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Middletown Township Police Department	Security Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for security services for events sponsored by external vendors at the Collins Arena and Warner Student Life Center. This contract is funded by Events Management's revenue generating programs. FY18 \$26,720.	Exempt	\$ 27,000.00
Capital				
2	Burlew Mechanical LLC	Emergency Purchase Sewerage Ejectors / Exempt 18A:64A-25.6 (Emergency purchase). This contract is for the supply and installation of two Sewerage Ejectors for the Freehold Campus and is funded by Chapter 12.	Exempt	\$ 40,110.00
Operating				
3	NJCCC Consortium Constellation New Energy South Jersey Energy	Electric Service / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is an extension of the current contract for the supply and delivery of electricity through August 2021. This contract is funded by the Utility Operating Budget. FY19 rates are \$0.07600 (Primary) and \$0.06520 (Secondary) . FY20 and FY21 rates will be reduced to \$0.07065 (Primary) and \$0.06351 (Secondary). FY18 \$1,232,000.	Exempt	\$ 1,232,000.00 *
4	Suburban Trails, Inc. R. Helfrich & Son Corp.	Bus Services for Tour & Talk Fall Trips, Bid No. 19-03 / Notice was sent to 6 vendors, received 3 replies. These contracts are for charter bus services for 11 Tour & Talk trips and are funded by CPS' revenue generating programs.	Bid	\$ 9,592.00
5	Suburban Trails, Inc. R. Helfrich & Son Corp.	Bus Services for Intercollegiate Athletics, Bid No. 19-04 / Notice was sent to 7 vendors, received 3 replies. These contracts are for bus services for 70 intercollegiate athletic events and are funded by the Athletic Budget. FY18 \$62,721.	Bid	\$ 68,000.00 *

6	Alarm and Communication Technologies, Inc.	Fire Alarm Inspection, Testing and Repairs, Bid No. 19-01 / Notice was sent to 17 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for fire alarm inspection, testing, and repairs. This contract is funded by the Facilities Budget. FY18 \$71,025.40.	Bid	\$ 75,836.38
7	Anglo American Educational Services; Customized Educational Programs Abroad	Travel Services for Short Term Programs / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). These contracts are for the payment of travel expenses for 3 faculty-led short term programs to London, Germany, and Italy. This estimate includes tour services, airfare, hotel accommodations, airport transportation, meals and insurance. These contracts are funded by Student Program Fees.	Exempt	\$ 156,200.00 *
8	RH Perry	Executive Search Firm Services, RFP No. 01-19 / Notice was sent to 16 vendors, received 6 replies. This contract is for executive search firm services to provide a nationwide search for a Vice President of Finance/CFO. This contract is funded by the Operating Budget.	RFP	\$ 53,900.00 *
9		Fire Alarm Panel Replacement, Bid No. 19-02 / Notice was sent to 22 vendors, received 3 replies. Bid is rejected because it exceeds the budget estimate.		

* 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 in the month of June totaled \$2,311,832.86. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held August 21, 2018.

August 28, 2018: Interim Vice President Finance & Operations, Joey Stoner

YEAR END ANALYSIS - UNAUDITED
For Internal Use Only
As of June 30, 2018

	BUDGET	YTD ACTUAL	BALANCE
State of New Jersey	10,446,940	10,325,921	(121,019)
County of Monmouth	20,027,019	20,027,019	-
Student Tuition	40,221,298	39,639,407	(581,891)
Fees	11,425,223	10,869,332	(555,891)
Continuing & Prof Studies	3,200,000	3,051,519	(148,481)
Miscellaneous	777,308	767,643	(9,665)
Total	\$ 86,097,788	\$ 84,680,842	\$ (1,416,946)
Capital Outlay	900	76,084	(75,184)
TIP/TECH	2,715,000	2,671,358	43,642
Debt Service	3,272,307	3,307,046	(34,739)
Learning Division	34,035,697	31,707,417	2,328,280
Benefits	15,613,482	15,110,099	503,383
Finance & Operations	9,198,781	9,600,690	(401,909)
Student Success Div	6,042,657	5,738,149	304,508
General Expenses	4,463,693	4,265,034	198,659
Continuing & Prof. Serv.	3,108,806	3,090,242	18,564
Utilities	2,574,414	2,650,522	(76,108)
Human Resources & Safety	2,349,988	2,068,375	281,613
Planning & Inst. Effectiveness	501,107	428,780	72,327
President & BOT	382,404	334,877	47,527
Advancement Div	1,468,949	1,270,768	198,181
Capital Reserve	369,603	-	369,603
	86,097,788	82,319,444	3,778,344
Net Income - Operating Fund		<u>\$ 2,361,398</u>	
Net Income - Auxiliary Fund		132,021	
Net Income - ASBCC		<u>114,773</u>	
Total Net Income - Combined		<u>\$ 2,608,192</u>	



BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CONSTRUCTION PROJECTS

1) <u>LINCROFT CAMPUS CENTRAL UTILITY PLANT-</u>	Estock Piping, Inc.	Base Bid \$489,150
		Alt. Bid \$623,747
		TOTAL AWARD AMOUNT \$1,112,897
		Contract Reductions -\$57,422.05
		FINAL CONTRACT AMOUNT \$1,055,474.95

SCOPE: Due to limited funds, the project scope was limited to replacement of the water piping within the plant (base bid) with possible replacement of the cooling towers (alternate bid).

STATUS: A contract in the amount of \$1,112,897 was awarded to Estock Piping on August 22, 2017. The project improvements have been completed and startup of the new cooling system was successfully performed on April 19, 2018). The project was completed without using the "Miscellaneous Work Allowance" of \$50,000 within the contract award amount. In addition, a reduction in internal piping within the new cooling towers resulted in an additional savings of \$20,000. In light of these project savings, the Facilities Department identified additional improvements directly related to the completed work for consideration at this time:

a) Additional Valve and Drain	\$3,903.95
b) sand filter system work	\$8,864.60

These extra work items were approved by the Board of Trustees at their April 24, 2018 meeting and the improvements have been subsequently completed. Final Payment has been made to the Contractor.

Currently the cooling system is up and running. However, on all four cells of the towers, minor separation of a metal seam has occurred which requires repair. The contractor is aware of this issue and is presently scheduling the repair work. In addition, on occasion, the cooling towers have overflowed when the system is only using one tower instead of both towers. This appears to be related to a water level sensing setting which is currently being investigated. The College is protected under the Maintenance Bond for completion of these items.

2) LINCROFT CAMPUS PARKING LOTS

The College is managing a Not to Exceed budget of \$805,000 for the milling and paving of various parking lots at the Lincroft Campus. Lot 7 was completed during the summer of 2017 for a cost of approximately \$230,000. In Lot 6, curbing and sidewalk replacement along the arena was completed during the fall of 2017 at a cost of \$23,500. The Monmouth County Highway Department recently completed the paving and striping of parking lot 6 along with a portion of Arena Drive. Final construction costs are pending with the expectation that sufficient funds will be available to pursue much needed paving improvements in portions of parking lot 2 and lot 5. Once the amount of available remaining funds is known, the College



intends to request the County to return to the Lincroft Campus this fall for additional work. The Not to Exceed amount of \$805,000 (Chapter 12 funds) will be monitored and reported monthly as work progresses.

3) FIRE ALARM PANEL REPLACEMENT PROJECT

Due to the age of eight existing fire alarm panels on the Lincroft campus and the difficulty in finding parts to maintain these panels, our office was authorized by the BOT at their May 15, 2018 meeting to proceed with preparation of plans and specifications to replace these panels. Bid documents were completed, the project was advertised with three bids received on August 7, 2018. Two of the three bids received were deemed non-responsive due administrative defects in the bid submittals. The third bid exceeded the engineer's estimate by approximately 9%. Currently, the College is deliberating on the possible need to re-bid the project.

4) SEWER EJECTOR PUMPS/LINCROFT CAMPUS

A contract for the replacement of sewer ejector pumps at the MAS and ATC buildings was awarded to Longo Electrical-Mechanical, Inc. in the amount of \$84,700.00 by the BOT at their May 15, 2018 meeting. Contracts have been signed and contract submittals have been approved. Based on discussions with the academic leadership team, a "sewer shutdown" period from August 24, 2018 to September 3, 2018 was selected to allow for the installation of the new pumps. However, preparation work and final restoration work may be warranted before and after this period. The project is on schedule for the August 24, 2018 shutdown.

B. DESIGN/STUDIES/REPORTS

1) FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

Our office has been requested to investigate an ongoing basement seepage problem. We have completed an initial site inspection. Videotaping of the interior and exterior drainage piping is scheduled to begin on August 14, 2018. Regarding the mold contamination issue in the basement, remediation activities have been successfully completed. Post remediation sampling/testing indicated that the upper floors are clean but additional remediation work is warranted in the basement. A proposal for the additional work is pending.

The abandoned UST is scheduled for removal during the week of August 20, 2018. Lastly, the sewer ejector pump system recently failed. Installation of a new duplex cutter head pump system has been authorized under an emergency declaration. A temporary pump system is currently in place. The new pumps should be installed within 30m days.



2) MISCELLANEOUS ROOF REPAIRS

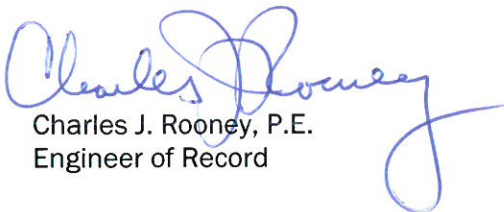
At the BOT of June 26, 2108, a contract to prepare bid documents for roof repairs at the Student Life Center, Library, Main Academic Buildings North and South and the Auto Tech Building was awarded to FVHD Architects and Planners, PC in the amount of \$39,750. Field investigative work in support of completing bid documents is currently underway.

3) CVA & LAH CHILLER REPLACEMENTS

At the BOT meeting of June 26, 2018, our office was authorized to proceed with our proposal to provide engineering design and construction administration services for the replacement of antiquated chillers and upgrades to the controls at the Center for Visual Arts and Larrison Hall for a not to exceed fee of \$87,000. Design activities are currently underway and should be completed by the end of September. We anticipate advertising the project in October with a possible contract award at the November BOT meeting. It is intended to have these upgrades completed prior to next year's cooling season.

4) LED LIGHTING UPGRADES

Based on the recommendations of the recently completed Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College will be pursuing energy saving measures by replacing the existing light bulbs with LED bulbs. At the BOT meeting of June 26, 2018, our office was authorized to proceed with engineering design and construction administration services for a not to exceed fee of \$75,400 for the Lincroft Campus and a not to exceed fee of \$21,500 for the satellite campuses. Field work is currently underway and bid documents are scheduled to be completed next month. Installation of the new lights will need to be coordinated with the academic leadership team as installations will occur over the upcoming academic year. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project.



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

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2018 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

Membership on standing committees of the Board of Trustees, except as otherwise herein expressly provided shall consist of five Trustees, including the Chair of the Committee. The Board Chair is an ex officio member and the Vice Chair serves as an alternate to the Board Chair as an ex-officio voting member for purposes of a quorum.

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

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2018 (Rev 7: 07/20/18)

2018 Public Business Meetings (PBM)	Executive	Governance	Finance & Facilities	Audit	Policy & Ed	Foundation Board Meetings
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 requested.	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Tuesday, January 23 Lincroft, SLC, Navesink I & II	January 16 5:30 PM	January 16 6:30 PM	January 17 5:30 PM		January 11 5:30 PM	January 18 4:00 PM
Tuesday, February 27 Brookdale at Freehold, Rm 103 & 104	February 20 5:30 PM	February 20 6:30 PM	February 21 5:30 PM			
Tuesday, March 27 Lincroft, SLC, Navesink I & II	March 20 5:30 PM		March 19 5:00 PM			March 22 3:45 PM
Tuesday, April 24 Lincroft, SLC, Navesink I & II	April 17 5:30 PM		April 16 5:00 PM	April 17 6:30 PM	April 18 4:00 PM	
Tuesday, May 15 Neptune High School	May 8 5:30 PM	May 8 6:30 PM	May 7 5:00 PM			May 10 4:00 PM
Tuesday, June 26 Brookdale at Wall, Rm 110 & 112	June 19 5:30 PM		June 18 5:30 PM			June 21 4:00 PM
Tuesday, July 24 Brookdale at Wall, Rm 110 & 112	July 17 5:30 PM to 6 PM		July 16, 5:30 PM July 17 6 PM			
Tuesday, August 28 Brookdale at Wall, Rm 110 & 112	August 21 5:30 PM		August 20, Aug. 21 5:30 PM 6:30 PM			
Tuesday, September 25 Lincroft, SLC, Navesink I & II	September 20 6:00 PM		September 17 5:00 PM		September 13 Sept. 20 – 4:30 PM	
Tuesday, October 23 Brookdale at Long Branch, Rm 200	October 16 5:30 PM	October 16 6:30 PM	October 15 5:00 PM			
Tuesday, November 27 Lincroft, SLC, Navesink I & II	November 13 6:00 PM		November 12 5:30 PM		November 8 Nov. 13 – 4:30 PM	
Tuesday, December 18 Brookdale at Hazlet, Rm 102 &	December 11 5:30 PM		December 10 5:30 PM	December 11 6:30 PM		

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

V2 – Changed F & F Meetings to 5 PM, March, April, May, Sept. & Oct; v4 – May 15 location; v 5 – P & E mtgs changed, v6 – July F & F mtg changed., v6- F& F

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