



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, October 23, 2018 5:30 PM (EDT)  
213 Broadway Long Branch New Jersey 07740  
Brookdale at Long Branch, Room 200

- 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. Signing of Memorandum of Understanding - Stockton University - President Stout and President Kesselman
- V. Resolution to Hold a Closed Meeting - Chair Guzzo
- VI. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- VII. Reports from the Board Committees and Liaisons - Chair Guzzo
  - A. Executive Committee - October 16, 2018 - Chair Guzzo
  - B. Finance & Facilities Committee - October 15, 2018 - Trustee Kaufmann
  - C. Report from the Engineer of Record - Mr. Charles Rooney  
*Capital Project Report submitted in Board Packet.*
  - D. Governance Committee - October 16, 2018 - Trustee Suzanne Brennan
  - E. Foundation Report - Dr. Stout
  - F. NJCCC Report - Trustee Crupi
  - G. Private Public Partnership Committee - Vice-Chair Abby-White
  - H. Graduate Trustee Report - Trustee Cattelona
  - I. Nominating Committee - Trustee Kaufmann
- VIII. Approval of Public Business Meeting Minutes - September 25, 2018 - Chair Guzzo
  - A. Approval of Executive Session Minutes -September 25, 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
  - County of Monmouth, Workforce Innovation and Opportunity Act (WIOA), Program Title: Youth Employment and Training Program to eligible Out-of-School Youth*
- C. Acceptance of Grants
- D. Acceptance of Gifts
- 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. FY18 Enrollment Audit
- XIII. Approval of Report of Legal Fees, Government Relations and Public Relations
- XIV. Approval of Revised Policies - Chair Guzzo
  - All policies lodged on September 25, 2018.*
  - A. Approval of Revised Policy 2.7000 Fundraising - Chair Guzzo
  - B. Approval of Revised Policy 2.8000 Promotion, Advertising, and Sponsorships - Chair Guzzo
  - C. Approval of Revised Policy 3.6000 Compensation - Chair Guzzo
  - D. Approval of Revised Policy 3.9001 Multi-Year Contracts for Administrative Staff - Chair Guzzo
  - E. Approval of Policy 3.9006 Drug Free Workplace - Chair Guzzo
  - F. Approval of Policy 3.9005 Faculty Reduction in Force - Chair Guzzo
  - G. Approval of Policy 3.9007 Equal Opportunity and Anti-Discrimination - Chair Guzzo
  - H. Approval of Policy 4.3001 Use of Consultants - Chair Guzzo
- XV. President's Report - Dr. David Stout
- XVI. Public Comment - Chair Guzzo
- XVII. Old/New Business - Chair Guzzo
- XVIII. Resolution to Hold a Closed Meeting - Chair Guzzo
- XIX. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XX. Adjournment - Chair Guzzo
- XXI. Appendix - Board Materials

## **Brookdale Community College Foundation and Brookdale Community College Alumni Association Update**

### **Education Open Golf Outing**

The 39<sup>th</sup> Annual Education Open Golf Outing held on September netted \$60,000 for the “Invest in Student Success” Scholarship Fund. The date for next year’s 40<sup>th</sup> Annual vent is September 26, 2019.

### **The Alexandra (Sandra) McKechnie Endowed Scholarship Fund**

Sandra’s family endowed this new scholarship in loving memory of Sandra, a graduate of the class of 2008. The scholarship will be awarded to a Brookdale student pursuing a degree in nursing or education. Sandra earned a B.S. at Drexel and her Masters in School Nursing at Rutgers. Sandra found her passion as a school nurse. Her “kids” were the students in the schools in which she practiced. It is her family’s hope that this gift will help another Brookdale student find the joy Sandra found in her profession. FYI. The minimum donation to fund an endowed scholarship is \$25,000. The first scholarship will be awarded for spring 2017.

### **FY19 Annual Campaign**

The Foundation has re-branded its unrestricted annual campaign from “Building Minds, Building Futures” to ***“Invest in Student Success.”*** The campaign will launch in November to College employees, Foundation Trustees, Alumni Trustees, College Trustees, past Alumni donors and targeted individuals. Employees can contribute via payroll deduction, via the Foundation’s online site or by credit card or check. The goal is to increase annual campaign contributions by 50%. As a side note, the Foundation changed its online donation platform from Raiser’s Edge to PayPal resulting in reduced fees.

### **Funding for Replacement of Bankier Library Computers**

The Foundation will fund the purchase of 170 computers in FY19 for a total cost of nearly \$150,000. The replacement is funded by the “Securing the Vision” Library Endowment Fund. The computers that are being replaced range in age from 2007 to 2011. The Foundation has also agreed to fund the replacement of an additional 219 computes over the next three to four years.

### **Proposals to Private Foundations**

The Foundation has submitted proposals to the Kurr Foundation for \$10,000 and the Area VII Physicians Organization for \$5,000. If approved, 100% of the funds will be used to fund sponsored scholarships for spring 2019. The Foundation will also submit a proposal to The Stone Foundation of New Jersey for \$25,000 in January 2019. If approved, 100% of the funds will fund sponsored scholarships for fall 2019.

### **New Alumni Association Board Trustees**

The Association's Board approved the nominations of Demi Vernikov '17 and Nicole Giordano '14 to serve three-year terms. Demi served on the Student Life Board as Vice President and President for three years. She went on to Kean University to earn her degree in Speech-Language Hearing Pathology. She currently works for the Montessori Preschool Academy. Nicole served on the Student Life Board for two years as Treasurer. She went on to earn her B.A. in Business Administration from Rutgers. She currently works for Bettaway Transportation Logistics and Pallet Systems. There are now 12 Trustees serving on the Board.

### **Shahin Pirzad Memorial Scholarship Fund**

Family, friends and colleagues have donated \$9,225 to this fund in memory of our colleague who passed away this summer. PTK alumni are working to have a memorial dinner on March 9, 2019 to raise additional funds. Their ultimate goal is to raise funds over the next three years to bring the fund to \$25,000 so it can be endowed.

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

September 25, 2018

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

- A. Vice-Chair Abby-White 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:
1. On September 21, 2018 at 9:30 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center;
  2. 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	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee	Mr. Joey Stoner
	Ms. Suzanne Brennan, Trustee (5:40 PM)	Dr. Nancy Kegelman
	Dr. Hank Cram, Trustee	Ms. Patricia Sensi
	Ms. Madeline Ferraro, Trustee	Dr. Anita Voogt
	Dr. Carl Guzzo, Chair (5:55 PM)	Ms. Bonnie Passarella
	Mr. Bret Kaufmann, Trustee	Mr. Ed Johnson
	Dr. David M. Stout, Secretary	Ms. Linda Martin
	Ms. Marta Rambaud, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Les Richens, Trustee	Dr. Herbert Cohen
	Ms. Victoria Cattelona, Graduate Trustee	Ms. Kathy Kamatani
Absent	Mr. Daniel F. Becht, Trustee	
	Mr. Paul Crupi, Trustee	Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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Minutes of the Public Business Meeting, September 25, 2018 DRAFT

Page 1

<b>Adoption of Agenda for Public Business Meeting</b>	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee Ferraro.</p> <p><b>Motion passed unanimously:</b></p>	
<p><b>Resolution to Hold a Closed Meeting</b></p> <p>Mr. Jacobs read the resolution to hold a closed meeting (<i>Attachment A</i>).</p>	<p>A motion to approve the resolution to hold a closed meeting was made by Trustee Cram and seconded by Trustee Richens.</p> <p><b>Motion passed unanimously.</b></p>	
<b>Motion to Re-Open the Meeting to the Public</b>	<p>A motion to reopen the meeting to the public was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p><b>Motion passed unanimously.</b></p>	
<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Actions</b>
<p><b>Ceremonial Oath of Office</b></p> <p>Mr. Jacobs swore in Robert Kimler as Chief of Police. Dr. Stout expressed congratulatory remarks on behalf of the college community. Chair Guzzo provided congratulatory remarks on behalf of the Board of Trustees.</p>		

## Reports from Board Committees and Liaisons

- A. Executive Committee** – Chair Guzzo reported on a productive meeting held on September 20, 2018
- B. Finance & Facilities Committee**
- C. Monthly Financial Reporting** – Trustee Kaufmann reported on the meeting held on September 17, 2018. He brought to the attention of the board of the committee's focus on the pending FY20 budget development. He raised concerns for the institution's declining enrollment and financial challenges.
- D. Report from the Engineer of the Record** - Mr. Rooney provided a report on the capital projects which was submitted as part of the materials packet.
- E. Policy & Education Committee** – Dr. Cram provided a report on the Policy & Education meeting held on September 20. The committee made recommendations to lodge 8 policies and 2 were referred back to the Senior Leadership of the College and Counsel for further review. The committee made the recommendation to approve the discontinuance of the Accounting Associate in Applied Science.
- F. Foundation Report** – Dr. Stout reported on the Foundation's fundraising efforts, scholarships update, strategic planning efforts and the call for nominations for Distinguished Alumni, Honorary Degree Nominations, and the Barringer Award for Educational Excellence. **(Report – Attachment B).**
- G. ACCT** – Trustees Abby-White and Cattelona will be attending the ACCT conference in NYC and will report back on the sessions they attend at the November board member.
- H. Graduate Trustee Report** Trustee Cattelona reported that Chair Guzzo requested she provided a report on the challenges and opportunities pertaining to enrollment. She started her research by contacting Brookdale faculty, Brookdale students and the Community College Research Center at Teachers College Columbia University. She will be participating in the Fall Open House.
- I. NJCCC** – Dr. Stout reported provided a legislative update and provided information on the Community College Opportunity Grant.
- J. Innovative Revenue Committee** – Vice-Chair Abby-White changed the name of the committee to Private Public Partnership Committee. She announced that Joan Scocco, Jackeline Mejias-Fuertes, Bonnie Passarella and Linda Martin joined the committee and she reported on the meeting held today. She welcomed any board member and input from the community. Their next meeting will be held in October.

**President's Report**

**A. PTK – Honors in Action Project** – PTK Students, Erica Rosenthal, Erica Mittenzwei, Victoria Augello, Jonathan Scott and Veronique Manfredini presented their project which is focused on the issue of the lack of readily available resources regarding opioid drug addiction on our website and our campus.

**B. Annual Institutional Profile** – Dr. Laura Longo presented on the annual institutional profile which provides key information about the institution. It is provided annually to the public and the NJ Office of the Secretary of Higher Education.

**C. MSCHE Report** - Dr. Kegelman provided information on the planning process of our MSCHE monitoring report.

**D. Update on Academic Master Plan and New State Legislation** - Dr. Reed presented on the Academic Master Plan and the main focus which is reducing achievement gaps. He shared a draft of the Academic Master Plan with the college community for feedback and plans to have a final draft completed in October. In addition, he presented on Senate Bill 1265, which was signed in August. As of Fall 2019, any entering student can't be required to take more than 60 credits to earn an associates degree with a few exceptions. Previously the cap was between 60 to 66 credits. We have one year to implement this change. Dr. Reed alerted the board that he may come back after review of all of our programs to ask for the Board of Trustees to petition the Secretary for the Department of Higher Education for an exception in a few programs.

**E. Brookdale Bookstore** – Ms. Helen Vota, Operations Manager of the bookstore introduced the staff and provided an update on their services

**Approval of Special Board Meeting Minutes – May 8, 2018**

**A.** Approval of Executive Session Special Public Board Meeting Minutes – May 8, 2018

A motion to approve the minutes of the Special Board Meeting held on May 8, 2018 was made by Trustee Richens and seconded by Vice-Chair Abby-White.

**Motion passed.**

**ABSTENTIONS:** Trustee Cattelona

**Approval of Public Business Meeting Minutes – August 28, 2018**

**A. Approval of Executive Session Minutes, August 28, 2018**

A motion to approve the minutes for the public business meeting held on August 28, 2018 was made by Trustee Richens and seconded by Trustee L. Brennan.

Motion passed.

**ABSTENTIONS:** Trustee Cattelona

A motion to approve the minutes for the executive session held on August 28,



	<p>2018 was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p><b>Motion passed.</b></p> <p><b>ABSTENTIONS:</b> Trustee Cattelona</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Approval of Special Board of Trustees Meeting Minutes – August 30, 2018</b></p>	<p>A motion to approve the minutes of the Special Board of Trustees Meeting held on August 30, 2018 was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p><b>Motion passed.</b></p> <p><b>ABSTENTIONS:</b> Trustee Cattelona</p>	
<p><b>Approval of Special Board of Trustees Meeting Minutes – Board Retreat – April 13, 2018</b></p>	<p>A motion to approve the minutes of the Special Board of Trustees Meeting – Board Retreat held on April 13, 2018 was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>Motion passed.</p> <p><b>ABSTENTIONS:</b> Trustee Cattelona</p>	

<p><b>Approval of Special Board of Trustees Meeting Minutes – Board Retreat – April 14, 2018</b></p> <p><b>A. Approval of Executive Session Board of Trustees Meeting Minutes – Board Retreat – April 14, 2018</b></p>	<p>A motion to approve the minutes of the Special Board of Trustees Meeting – Board Retreat held on April 14 was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p><b>Motion passed.</b></p> <p><b>ABSTENTIONS:</b> Trustee Cattelona, Rambaud and Chair Guzzo</p> <p>A motion to approve the minutes of the executive session held on April 14, 2018 was made by Trustee Richens and seconded by Trustee Kaufman.</p> <p><b>Motion passed.</b></p> <p>ABSTENTIONS: Trustees Cattelona, Rambaud and Chair Guzzo</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li><i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i></li> </ul> <p><b>Acceptance of Consent agenda</b></p>	<p>A motion to accept the consent agenda was made by Vice-Chair Abby-White and seconded by Trustee Richens.</p> <p><b>Motion passed unanimously.</b></p>	
<p><b>Public Comment on Agenda Items</b></p> <p>Mr. Jacobs read the statement on public comment.</p> <p><b>Jack Ryan, Faculty</b> – commented on the litigation with Frank Lawrence.</p> <p><b>Angela Saragusa, Faculty</b> – commented that a past PTK project was on universal design and offered to share the past PTK research project with Dr. Reed.</p>		

<p><b>Consent Agenda</b></p> <p><b>A. Human Resources</b>  <b>B. Application of Grants</b>  <b>C. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” Process, in Excess of \$17,500</b>  <b>D. Open Invoice Payment Requests for Vendor, Students and Employee Payments</b>  <b>E. Monthly Financial Dashboards</b>  <b>F. Litigation Settlement</b>  <b>G. Authorization for the Execution of a Shared Services Agreement with the County of Monmouth through September 30, 2028</b>  <b>H. Authorization of the Renewal of the Monmouth County Resale System through September 30, 2023</b></p>	<p>A motion to approve the consent agenda was made by Vice-Chair Abby-White and seconded by Trustee Richens.</p> <p><b>Motion passed unanimously.</b></p> <p><b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Cattelona, Cram, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Change Order</b></p>	<p>A motion to approve the change order was made by Vice-Chair Abby-White and seconded by Trustee S. Brennan.</p> <p><b>Motion passed unanimously.</b></p> <p><b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Cattelona, Cram, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</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>Discontinuance of the Accounting Associate in Applied Science</b></p>	<p>A motion to approve the discontinuance of the Accounting Associate in Applied Science was made by Trustee Cram and seconded by Vice-Chair Abby-White.</p> <p><b>Motion passed</b></p>	

	<p><b>unanimously.</b></p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cattelona, Cram, Ferraro, Kaufmann, Rambuad, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p><b>Lodging of Revised Policies</b></p> <p><b>A. Lodging of Revised Policy 2.7000 Fundraising</b></p> <p><b>B. Lodging of Revised Policy 2.8000 Promotion, Advertising, and Sponsorships</b></p> <p><b>C. Lodging of Revised Policy 3.6000 Compensation</b></p> <p><b>D. Lodging of Revised Policy 3.9001 Multi-Year Contracts for Administrative Staff</b></p> <p><b>E. Lodging of Policy 3.9006 Drug Free Workplace</b></p> <p><b>F. Lodging of Policy 3.9005 Faculty Reduction in Force</b></p> <p><b>G. Lodging of Policy 3.9007 Equal Opportunity and Anti-Discrimination</b></p> <p><b>H. Lodging of Policy 4.3001 Use of Consultants</b></p>	<p>A motion was made to lodge 8 policies, Policy 2.7000 Fundraising, 2.8000 Promotion, Advertising and Sponsorships, 3.6000 Compensation, 3.9001 Multi-Year Contracts for Administrative Staff, 3.9006 Drug Free Workplace, 3.9005 Faculty Reduction in Force, 3.9007 Equal Opportunity and Anti-Discrimination, and 4.3001 Use of Consultants by Trustee Richens and seconded by Vice Chair Abby-White.</p> <p><b>Motion passed unanimously.</b></p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cattelona, Cram, Ferraro, Kaufmann, Rambuad, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p><b>Public Comment</b></p> <p>Tom Brennan, Manager of Radio Station – provided an update on the programming and marketing efforts of the radio station.</p> <p>Jack Ryan, Faculty – he commented on the importance of diversity on the Board of Trustees. He also</p>		

commented on former Trustee DiBella.

John Bukovec, Faculty – he invited the board and the administration to come to the number one Haunted Theater. He highlighted the collaborative efforts of the Haunted Theatre and was concerned that the Performing Arts Center was moved to the Auxiliary Fund.

Dr. Stout thanked Tom Brennan for his promotion efforts and dedicating time for the interview with Joe Walsh and Dr. Stout to promote the Rutgers partnership at the Lincroft Campus.

**Old/New Business**

No old or new business was discussed.

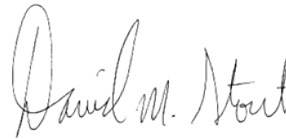
**Adjournment**

*The meeting was adjourned at 8:52 p.m.*

A motion to adjourn the meeting was made by Trustee Richens and seconded by Vice-Chair Abby-White.

**Motion passed  
unanimously.**

Respectfully submitted:

A handwritten signature in dark ink, appearing to read "David M. Stout". The signature is fluid and cursive, with the first name "David" being the most prominent.

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 7 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 **September 25, 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 \_\_\_\_\_

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

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

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**RESOLUTION**  
**Approved September 25, 2018**

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"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body."

☐

"(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 \_\_

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"(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: **litigation: Frank Lawrence vs BCC;; contract negotiations with Rutgers, contract negotiations with the Hazlet Property Owner's Association; potential litigation regarding workmanship of a campus building and matters falling within the attorney-client privilege to discuss the Board of Trustees by-laws and policies..**

☒

"(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 staffing changes.**

☐ "(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

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**RESOLUTION**  
**Approved September 25, 2018**

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**  
**Approved September 25, 2018**



## **Brookdale Community College Foundation and Brookdale Community College alumni Association Update**

### **Education Open Golf Outing**

The 39<sup>th</sup> Annual Education Open Golf Outing is this Thursday. Phil Villapiano, former Oakland Raider, will be honored at the Awards Dinner. The Foundation has registered 130 golfers.

### **Board Development**

The Foundation's Board Development Committee is now chaired by Jacquie Fiorito. Jacquie and Tim Zeiss met with local business people representing various professions to review Board Performance Expectations and determine their interest in serving on the Board. The Foundation Board of Trustees voted to accept the nominations of the following individuals to serve three-year terms.

- ✓ Anthony Acquaviva, K. Hovnanian
- ✓ Deirdre "Tiff" Metcalf, Community Representative
- ✓ Philp Ferraro, Wells Fargo Advisors
- ✓ Tim Diehl, Diehl Landscaping & Design
- ✓ Harris Hafeez, Advanced PMR
- ✓ Daniel Reizis, Advanced PMR

The Foundation Board of Trustees now totals 35 local business people representing a variety of professions, geographic locations and skill sets.

### **"Commit to Complete" Scholarships Update**

The Foundation's "Commit to Complete" pilot scholarship program designed to incentivize continuing Brookdale Community College part time students to register full time (12 or more credits) has signed up 25 students. Each student will receive a \$1,000 scholarship or each subsequent fall and spring term of up to 4 terms of continuous full time enrollment. This program will also add more FTEs to our enrollment numbers.

### **Strategic Plan**

A draft of the Foundation's strategic plan was circulated to the Foundation Board of Trustees for review and input prior to the Board meeting on September 20<sup>th</sup>. The draft was discussed at the Board meeting and the plan will be updated to include opportunities, strategies, goals, objectives, tasks, teams and timelines addressing:

- ✓ Organizational Capacity
- ✓ Awareness/Heightened Profile
- ✓ Fundraising
- ✓ Recruitment
- ✓ Retention/Completion

### **Distinguished Alumni Nominations**

The Alumni Association will issue a Call for Nominations in fall 2018 with a deadline in late January 2019. The prestigious “Distinguished Alumni” award is presented to selected alumni (graduates/attendees) whose professional, personal and/or civic accomplishments and service to the community have earned them unquestionable recognition.

The award recognizes alumni for professional achievements (demonstrated accomplishment(s) in any field of professional endeavor) and personal achievements (demonstrated accomplishment in any field of community service or any area where active participation demonstrates that the nominee is a shining example for others). Two individuals will be selected and recognized at Commencement in May 2019.

### **Honorary Degree Nominations**

The Alumni Association will issue a Call for Nominations in fall 2018 with a deadline in late January 2019. In accordance with College regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, the Honorary Degree Committee accepts nominations for honorary degree recipients, after which the Committee votes on proposed candidates. The public and the college community (employees, students, Trustees, and alumni) are notified and encouraged to nominate a candidate worthy of this honor.

To be eligible for consideration, a nominee will have achieved excellence in one or more of the following:

- ✓ Professional Accomplishments
- ✓ Community/Public Service
- ✓ Personal Accomplishments
- ✓ Inspirational Life Achievements (with which the candidate might inspire Brookdale students)

Two individuals will be selected and recognized at Commencement in May 2019.

### **34<sup>th</sup> Annual Barringer Awards**

The Brookdale Community College Alumni Association will issue a Call for Nominations for the Barringer Award for Educational Excellence in fall 2018. This annual award is presented to individuals who best epitomize the quality of excellence in education. It is named for Brookdale’s third president, Dr. Bob Barringer who passed away in June 2017.

The recipients were selected by the Alumni Association Board of Trustees using the following criteria and the materials submitted by their nominators.

The selection criteria are:

- ✓ Outstanding service to students via the classroom or other College-sponsored educational activities that enhance students' educational experiences and opportunity to succeed (30%)
- ✓ Outstanding service to the institution in a leadership or inspirational role (30%)
- ✓ Outstanding service to the community that reflects well on the institution and enhances the College's image (30%)
- ✓ Length of service (10%)

The recipients will be recognized at the Barringer Awards Dinner on Friday, May 3, 2018 at the Essex & Sussex Hotel in Spring Lake.

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 8 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Administrative

Adjuncts

**Recommendations**

1

3

**B. Change of Status**

Administrative

Support Staff

**Recommendations**

1

1

**C. Separations**

Faculty

Support Staff

**Recommendations**

1

1

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

1. Name: Sue Desiderato  
Department: Grants Development  
Position: Associate Project Director, Title III Grant  
Salary: \$42,543 prorated from an annual base of \$63,815  
Effective: 11/1/18

**ADJUNCTS**

1. Name: Linda Hoffman  
Department: Nursing
2. Name: Marta Kepka  
Department: Fine Art
3. Name: Hoda Rue  
Department: Criminal Justice

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters
1	2

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

1. Name: Katelyn Amundson  
Department: Athletics  
Position: Director, Athletics & Recreation  
Action: Change in status from interim to regular A5 position through bona fide search  
New Salary: No change  
Effective: 10/24/18

**SUPPORT STAFF**

1. Name: Cynthia Bradbury  
Department: Office of Humanities  
Position: Associate  
Action: Reclassification from N3 to N4 position  
New Salary: \$43,718  
Effective: 11/1/18

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

1. Name: Claire Berg  
Department: Business Management  
Position: Professor  
Action: Retirement  
Effective: 12/31/18

**SUPPORT STAFF**

1. Name: Lynn Hodgetts  
Department: Admissions & Registration  
Position: Enrollment Specialist  
Action: Retirement  
Effective: 12/31/18



## BOARD OF TRUSTEES AGENDA

1 General Functions

2 **Administration**

3 Human Resources

4 Business & Finance

### 2.1 Application for Grants

#### Executive Summary

**Brookdale Community College submitted the following grant proposals to:**

#### A. **County of Monmouth, Workforce Innovation and Opportunity Act (WIOA)**

**Program Title:** Youth Employment and Training Program to eligible Out-of-School Youth

**Short Title:** OSY

**Goal/Purpose:** The OSY Program will provide 100 disengaged youth between the ages of 16 and 24 with instruction and support to achieve the program Performance Measures for 2018-19 including: placement into employment or education; attainment of a degree or certificate including the HSE; and achievement of measurable skills gains. Brookdale will serve students at four locations including college's regional locations in Long Branch (25 students), Neptune (25), and Hazlet (25), and Freehold (25). There will be an OSY program at each of locations where Brookdale offers corresponding Adult Basic Education (GED and ESL).

**Program Administrator:** Linda Roma, Director-Adult Basic Education

**Amount Requested** \$250,000

**Date Submitted:** September 18, 2018

#### **Recommendation:**

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

October 23, 2018: Director of Grants and Institutional Development, Laura Qaissaune

**2.2 Acceptance of Grants****Executive Summary****A. New Jersey State Department of Education (NJDOE), Office of Career Readiness****Program Title:** Perkins Career and Technical Education**Short Title:** Perkins

**Goal/Purpose:** Perkins funding 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.

**Program Administrator:** Matthew Reed, Vice President for Learning**Total \$ Award:** \$686,668 – no college match**Date Awarded:** September 28, 2018**B. New Jersey Higher Education Student Assistance Authority****Program Title:** Community College Opportunity Grant – Planning Grant**Short Title:** CCOG Planning

**Goal/Purpose:** CCOG planning funds will be used to design initiatives to encourage matriculation and support students effectively through their county college experience. The program will help build a foundation to support New Jersey's free community college initiative. All funds must be expended by June 30, 2019.

**Program Administrator:** Herb Cohen, Interim Vice President for Student Success**Total \$ Award:** \$250,000 – no college match**Date Awarded:** October 8, 2018**C. National Science Foundation, Division of Graduate Education****Program Title:** Community College Cyber Pilot Program (C3P)**Short Title:** C3P Collaboration

**Goal/Purpose:** The C3P program will offer Scholarships for Service (SFS) to cohorts of returning adults and veterans to earn academic certificates or the AAS degree in cybersecurity. Brookdale will work with three community colleges nationally recognized for their cybersecurity programs. Cohorts of adults and veterans will be guided through a six- to twelve-month program leading to cyber industry certifications or the AAS degree. Students

October 23, 2018: Director of Grants and Institutional Development, Laura Quissaunee



will be provided opportunities to visit worksites at federal facilities and access to mentors from local government agencies.

**Program Administrator:** Michael Qaissaunee, Department Chair, Engineering & Technology

**Total \$ Award:** \$660,000 - no college match

**Date Awarded:** September 14, 2018

**D. US Department of Education – Office of Postsecondary Education**

**Program Title:** Fund for the improvement of Postsecondary Education (FIPSE)

Pilot Program for Cybersecurity Education Technological Upgrades for Community Colleges

**Short Title:** FIPSE Cybersecurity

**Goal/Purpose:** FIPSE cybersecurity funds will be used to purchase and install a Virtual Lab environment thereby significantly enhancing the college's Networking and Cybersecurity program offerings. The NETLAB virtual environment will provide students with a safe, robust and customizable platform to learn, apply, and master hands-on skills. This solution of Virtual Labs will provide students with no-cost access to a dedicated platform that are so important in Cybersecurity.

**Program Administrator:** Michael Qaissaunee, Chair of Engineering and Technology

**Total \$ Award:** \$95,334 - no college match

**Date Awarded:** September 28, 2018

**E. US Department of Education**

**Program Title:** Strengthening Institutions - Year 2

**Short Title:** Title III

**Goal/Purpose:** The long-term project goal is to improve student persistence, retention, and completion rates, especially for high need students including low-income and minority students. Year two will focus on (1) enhancing student engagement through technology-based targeted interventions and regular communication enabled by implementation of a Customer Relations Management (CRM) system; and enhancing online and hybrid courses through quality standards and interactive content and developing a compressed schedule format to improve accessibility and flexibility of programs to improve student outcomes.

**Program Administrator:** Laura Qaissaunee, Director of Grants and Institutional Development

**Total \$ Awarded:** \$409,109 – no college match in year 2

**Date Awarded:** October 1, 2018

October 23, 2018: Director of Grants and Institutional Development, Laura Qaissaunee

**F. Monmouth County Arts Council (MCAC) Monmouth Arts-ArtHelps**

**Program Title:** General Operating Support for Brookdale Public Radio

**Short Title:** MCAC - GOS

**Goal/Purpose:** Funds would provide general operating support to 90.5 The Night – Brookdale Public Radio – to continue serving the Monmouth County community with news, information, and entertainment at the same providing a vehicle for promotion for other local groups and organizations. The Radio station is in operation all day, every day of the year.

**Program Administrator:** Kristin Florio, Manager of Sales and Development at 90.5 The Night

**Total \$ Award:** \$1,000 - requires a dollar-for-dollar match, which will be met through the radio station's operating budget and funds raised through membership drives.

**Date Awarded:** October 12, 2018

**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.

October 23, 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><b>Amount</b></u>
<b>New Jersey Department of Education – Office of Career Readiness</b> Perkins Career and Technical Education	\$ 686,668
<b>New Jersey Higher Education Student Assistance Authority</b> Community College Opportunity Planning Grant	\$250,000
<b>National Science Foundation</b> Community College Cyber Pilot Program (C3P)	\$660,000
<b>US Department of Education – Office of PostSecondary Education</b> FIPSE Pilot for Cybersecurity Education Technological Upgrades	\$95,334
<b>US Department of Education</b> Strengthening Institutions – Year 2	\$409,109
<b>Monmouth County Arts Council - Monmouth Arts-ArtHelps</b> General Operating Support for Brookdale Public Radio	\$1,000

**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;

October 23, 2018: Director of Grants and Institutional Development, Laura Quissaunee

**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.

October 23, 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 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 gift has been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
September 6, 2018	General Motors Corporation	Donation of a 2018 GMC Terrain and 2018 Chevy Equinox to support student training in Automotive Technology.

**4.2 Addendum**  
**Agenda for Purchases in Excess of \$35,300**  
**October 23, 2018**

Board Item			Category / Description	Basis of Award	Amount of Purchase
	No.	Fund	Vendor/Contractor		
			<b>Capital</b>		
	1		Integrity Roofing, Inc.	Bid	\$ 406,340.00
			<b>Partial Roof Replacement &amp; Repairs, Bid No. 19-06</b> / Notice was sent to 23 vendors, received 8 replies. This contract is for the partial roof replacement at the Warner Student Life Center and is funded by Chapter 12.		
	2		MTB, LLC	\$	302,500.00
			<b>Partial Roof Replacement &amp; Repairs, Bid No. 19-06</b> / Notice was sent to 23 vendors, received 8 replies. This contract is for roof repairs at the Banker Library, MAN, MAS, and Automotive Technologies Buildings. The contract is funded by Chapter 12		

**Agenda for Purchases in Excess of \$35,300**  
**October 23, 2018**

<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	Fire Security Technologies, Inc.	<b>Fire Alarm Panel Replacement, Bid No. 19-05</b> / Notice was sent to 14 vendors, received 1 reply. This contract is for the removal and replacement of eight (8) fire alarm panels on the Lincroft Campus and is funded by Chapter 12.	Bid	\$ 115,000.00
	<b>Operating</b>			
2	NJCCC Consortium - BSN Sports, Inc. Ampro Sports	<b>Athletics Uniform &amp; Apparel</b> / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a 2 year co-op agreement with New Jersey County College Joint Purchasing Consortium for the supply and delivery of athletics uniform and apparel. These contracts are funded by the Athletic Budget. FY18 \$40,588.75.	Exempt	\$ 40,000.00 *
3	The Asia Institute	<b>Travel Services for Short Term Programs</b> / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to India. This estimate includes tour services, airfare, hotel accommodations, airport transportation, meals and insurance. This contract is funded by Student Program Fees.	Exempt	\$ 54,890.00 *
4	Moon Site Management, dba Moon Landscaping Inc.	<b>General Landscaping and Athletic Fields Landscaping Services, Bid No. 17-28</b> / This is the 3rd year of a 3 year contract for landscaping services and is funded by the Facilities Budget. FY18 \$205,657.	Bid	\$ 205,657.00

\* 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 September totaled \$1,947,209.35. 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 October 15, 2018.

October 23, 2018: Interim Vice President Finance & Operations, Joey Stoner





#### **4.1 Financial Reporting**

**September 30, 2018**

<b><u>Description</u></b>	<b><u>Exhibit</u></b>
Cash Analysis	<b>A</b>
Current Year vs Prior Year	<b>B</b>

**October 23, 2018: Interim Vice President Finance & Operations, Joey Stoner**

**Cash Balance Analysis****Exhibit A**

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<b>July</b>	8,690,966.52	3,924,507.00	8,467,104.38	7,558,721.38
<b>August</b>	12,975,549.79	5,257,967.16	10,794,724.59	13,791,437.47
<b>September</b>	9,877,698.58	14,230,855.98	8,116,282.16	17,135,494.98
<b>October</b>	17,120,989.56	10,034,966.35	12,704,404.96	
<b>November</b>	13,016,350.05	5,881,692.09	12,851,711.00	
<b>December</b>	11,686,611.54	5,813,306.39	9,253,180.00	
<b>January</b>	15,380,777.32	10,936,117.45	13,533,588.30	
<b>February</b>	15,038,852.73	12,352,432.38	12,149,359.50	
<b>March</b>	17,305,625.98	7,804,144.44	10,721,561.17	
<b>April</b>	14,070,405.87	7,677,357.19	12,993,416.87	
<b>May</b>	10,565,164.81	7,240,211.55	12,510,624.36	
<b>June</b>	5,051,778.69	5,718,427.39	10,477,369.61	

**Note: These cash balances include capital, auxiliary and ASBCC combined. Cash increased \$9,019,212.82 from prior year.**

**Current Year vs Prior Year**

**Exhibit B**

	09/30/18	09/30/17	CHANGE
<b>OPERATING REVENUE</b>			
State of New Jersey	2,587,716	2,587,716	-
County of Monmouth	5,006,755	5,006,755	-
Student Tuition	19,108,980	19,771,083	(662,103)
Fees	4,839,606	3,361,721	1,477,885
Continuing & Prof Studies	1,434,974	1,593,090	(158,116)
Miscellaneous	119,021	88,473	30,548
	<u><b>33,097,052</b></u>	<u><b>32,408,838</b></u>	<u><b>688,214</b></u>
<b>OPERATING EXPENDITURES</b>			
Capital Outlay	41,713	77,935	36,222
TIP/TECH	811,772	-	(811,772)
Debt Service	126,770	-	(126,770)
Learning Division	3,807,180	3,895,816	88,636
Benefits	3,520,484	3,286,412	(234,072)
Finance & Operations	2,005,078	1,812,634	(192,444)
Student Success Div	1,384,041	1,338,716	(45,325)
General Expenses	1,225,443	1,247,527	22,084
Continuing & Prof. Serv.	752,380	863,577	111,197
Utilities	447,385	429,275	(18,110)
Human Resources & Safety	609,264	534,825	(74,439)
Planning & Inst. Effectiveness	123,463	135,554	12,091
President & BOT	133,405	83,494	(49,911)
Advancement Div	266,633	342,866	76,233
	<u><b>15,255,011</b></u>	<u><b>14,048,631</b></u>	<u><b>(1,206,380)</b></u>
Net Income - Operating Only	<u><b>17,842,042</b></u>	<u><b>18,360,207</b></u>	
Positive (Negative) from prior year (OPERATING ONLY)			<u><u><b>\$ (518,166)</b></u></u>
<b>AUXILIARY:</b>			
Receipts	529,940	2,133,516	(1,603,576)
Disbursements	355,456	1,817,660	(1,462,204)
Profit/ (Loss) - Auxiliary	<u><b>174,484</b></u>	<u><b>315,856</b></u>	<u><b>(141,372)</b></u>
Positive (Negative) from prior year (WITH AUXILIARY)			<u><u><b>\$ (659,538)</b></u></u>

**OPERATING REVENUE REPORT****As of September 30, 2018**

	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>BALANCE</b>
State of New Jersey	10,325,921	2,587,716	(7,738,205)
County of Monmouth	20,027,019	5,006,755	(15,020,264)
	<b>30,352,940</b>	<b>7,594,471</b>	<b>(22,758,469)</b>
Student Tuition:			
Summer III	38,394,347	980,487	(37,413,860)
Fall and Winter		18,174,036	18,174,036
Spring		(27,977)	(27,977)
Summer I & II		(18,831)	(18,831)
Prior Year Tuition Adj		1,265	1,265
	<b>38,394,347</b>	<b>19,108,980</b>	<b>(19,285,367)</b>
Fees:			
General Service Fee	8,075,147	2,361,990	(5,713,157)
Application Fee	175,000	37,338	(137,662)
Installment Plan Fee	170,000	(120)	(170,120)
LAB Fees	2,358,220	1,367,336	(990,884)
Late Fees	25,400	8,015	(17,385)
Transcript Fee	82,000	19,810	(62,190)
Other	527,922	1,045,237	517,315
	<b>11,413,689</b>	<b>4,839,606</b>	<b>(6,574,083)</b>
Continuing & Prof Studies:			
Contract Training Direct Pay	3,350,000	9,049	(3,340,951)
New Pathways to Teaching		4,662	4,662
Healthcare Services		507,597	507,597
Business & Career Training		86,434	86,434
Computer Training		70,711	70,711
CTE Grant		88,645	88,645
Sandy Hook		13,193	13,193
Trips / Excursions		106,760	106,760
Misc. Open Enrollment Programs		173,779	173,779
Summer Adventure Camps		374,144	374,144
Academic and Career Transitions Institute			-
Fitness			-
	<b>3,350,000</b>	<b>1,434,974</b>	<b>(1,915,026)</b>
Miscellaneous:			
Indirect Cost Recovery	774,000	1,689	(772,311)
Other Departmental Revenue		3,163	3,163
Miscellaneous		11,899	11,899
General Performances		-	-
International Center		82,895	82,895
Summer Sports Camp		19,375	19,375
	<b>774,000</b>	<b>119,021</b>	<b>(654,979)</b>
Total	<b>\$ 84,284,976</b>	<b>\$ 33,097,052</b>	<b>\$ (51,187,924)</b>

**OPERATING EXPENDITURE REPORT**  
**As of September 30, 2018**

	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Capital Outlay	\$ 41,713	\$ 41,713	\$ -	\$ -
TIP/TECH	2,379,035	811,772	1,190,389	376,874
Debt Service	3,167,440	126,770	-	3,040,670
Learning Division	32,426,547	3,807,180	20,291,982	8,327,385
Benefits	16,216,589	3,520,484	417,760	12,278,345
Finance & Operations	9,107,894	2,005,078	6,569,402	533,415
Student Success Div	5,933,697	1,384,041	3,782,956	766,700
General Expenses	5,226,000	1,225,443	884,950	3,115,607
Continuing & Prof. Serv.	3,160,740	752,380	1,129,888	1,278,472
Utilities	2,523,503	447,385	2,506,685	(430,567)
Human Resources & Safety	2,257,406	609,264	1,326,977	321,165
Planning & Inst. Effectiveness	441,209	123,463	291,850	25,896
President & BOT	446,594	133,405	313,463	(274)
Advancement Div	956,609	266,633	642,439	47,537
Capital Reserve	-	-	-	-
	<u>\$ 84,284,976</u>	<u>\$ 15,255,011</u>	<u>\$ 39,348,741</u>	<u>\$ 29,681,225</u>
Salaries & Wages	\$ 46,277,958	\$ 7,004,758	\$ 29,322,473	\$ 9,950,727
Other Expenses	38,007,018	8,250,253	10,026,268	19,730,498
	<u>\$ 84,284,976</u>	<u>\$ 15,255,011</u>	<u>\$ 39,348,741</u>	<u>\$ 29,681,225</u>

## BROOKDALE COMMUNITY COLLEGE PROJECTS

### A. CONSTRUCTION PROJECTS

#### 1) 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. Utilizing the services of the Monmouth County Highway Department, parking Lot 7 was completed during the summer of 2017 and parking lot 6 along with a portion of Arena Drive was completed this summer. Approximately \$200,000 remains available for additional work. The College is currently coordinating with the County to complete additional paving improvements in portions of parking lot 2 and lot 5 possibly this fall. The Not to Exceed amount of \$805,000 (Chapter 12 funds) will be monitored and reported monthly as work progresses.

#### 2) 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%. In light of the above, the bids were formally rejected at the August 28, 2018 BOT meeting. Subsequently, the project was re-advertised with a bid opening on September 25, 2018. Only one bid was received from Fire Securities Technology, Inc. in the amount of \$115,000. We recommend the College award the contract to Fore Securities Technology, Inc.

#### 3) 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. The project is substantially complete, and the new pumps are up and running at both locations. Punchlist items are currently being completed.

### B. DESIGN/STUDIES/REPORTS

#### 1) FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

Our office was requested to investigate an ongoing basement seepage problem. We have completed a site inspection along with videotaping of the interior and exterior drainage piping. Videotaping required extensive cleaning of the pipes which had numerous clogs throughout the system. The videotaping identified 5 locations where the piping had separated. Informal quotes were received on October 3, 2018 with the low bid submitted from Root 24 in the amount of \$11,075. The College will be issuing a PO shortly. 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 to complete the additional remediation work approved by the College on September 24, 2108. The additional remediation work should commence shortly.

Installation of a new duplex cutter head pump system was authorized under an emergency declaration. The new pump was installed on October 6, 2018.

## 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. Bid documents have been completed and the project was advertised on September 28, 2018 with a bid opening scheduled for October 19, 2018.

## 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. The project was advertised on October 2, 2018 with a bid opening scheduled for November 1, 2018. 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 has been completed and draft bid documents have been completed and are currently under review by the College. 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.

## 5) TENNIS COURTS/LINCROFT CAMPUS

Our office has completed field investigating to rehabilitate the existing eight tennis courts at the Lincroft Campus. Draft plans and specifications are nearly complete. Our office is also investigating the possible inclusion of rehabilitating the two adjacent basketball courts into the bid documents.

6) NEW ACADEMIC BUILDING-WALL CAMPUS

Noise complaints from adjacent residents persist following the remediation modifications to the roof mounted chiller completed by the College earlier this summer. The College is currently coordinating with Spiegle Architects for additional noise attenuating modifications. In addition, following recent heavy rain events the building has experienced water seepage problems around some of the windows and at the interface of the walls with the building slab. The College is currently coordinating with Spiegle Architects and Benjamin Harvey to rectify these problems.

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



#### 4.4 *Acceptance of Brookdale Community College's FY18 Enrollment Audit*

Pursuant to the requirements set forth in the Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasurer, the Board of Trustees authorized O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2018, at its April 24, 2018 meeting.

An audit of the College's schedule of total unweighted credit-hours for the year ended June 30, 2018, are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 15, 2018.

October 23, 2018: Interim Vice President Finance & Operations, Joey Stoner

# **BROOKDALE COMMUNITY COLLEGE**

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## **AGREED-UPON PROCEDURES REPORT ON SCHEDULE OF TOTAL CREDIT HOUR ENROLLMENTS**

**JUNE 30, 2018**

# **BROOKDALE COMMUNITY COLLEGE**

## **Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments**

**June 30, 2018**

### **CONTENTS**

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<b>Independent Accountants' Report on Applying Agreed-Upon Procedures</b>	<b>1-3</b>
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#### **Schedules:**

Sampling Methodology and Results for Confirmation for Student Enrollment (Schedule A)	4
Total Credit Hour Enrollments (Schedule B)	5
Base Chargeback Rate Per In-County Hour (Schedule C)	6

## **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

Brookdale Community College  
765 Newman Springs Road  
Lincroft, New Jersey 07738-1543

We have performed the procedures enumerated below, which were agreed to by Brookdale Community College (the "College"), the New Jersey Department of the Treasury, Office of Management and Budget and the New Jersey Council of County Colleges ("NJCCC") solely to assist you in connection with your reporting requirements, as set forth in the 2018 Statement of Auditing and Accounting Standards for County Colleges ("Standards") recommended by the New Jersey Council of County Colleges for use by the New Jersey Department of the Treasury, for the year ended June 30, 2018.

The College's management is responsible for meeting those requirements and maintaining records in accordance with these Standards. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We applied and observed the following during our agreed-upon procedures performed for the year ended June 30, 2018:

1. From the College's master list of fundable credit courses offered during the year ended June 30, 2018, we selected a sample of 40 courses and chose one student from each course during fiscal year ended June 30, 2018 and performed the following procedures:
  - a. Sent positive confirmation letters to all students included in the sample. The letters specifically attempted to confirm the student's enrollment in the particular course sampled, the amount billed for the semester, the amount paid for the semester, and the remaining balance due. Information concerning the methodology and results of this procedure is included in Schedule A of this report.

*No exceptions were noted as a result of this procedure.*

- b. Traced the courses sampled to the NJCCC's list of approved credit courses and determined that: (1) the courses were approved for funding in the year ended June 30, 2018; and (2) the number of credit hours claimed by the College agreed to the number of credit/contract hours approved by NJCCC.

*No exceptions were noted as a result of this procedure.*

- c. Examined source documentation for each course/student in the sample (e.g. registration records, grade assignments, payment records, class rosters, attendance records, etc.) to (1) verify the validity of the quantitative representations made on the management-prepared schedules; (2) make sure that adequate descriptions and course outlines were available for each course, in accordance with State funding requirements; and (3) determine the audit trail is valid and adequate for certification of the schedule of credit hour enrollments and Base Chargeback Rate per In-County Credit Hour.

*No exceptions were noted as a result of this procedure.*

2. Reviewed compliance with the 2018 Statement of Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasury.

*No exceptions were noted as a result of this procedure.*

3. Multiplied reported credit hours by appropriate standard tuition charges per credit hour and compared the result to tuition income per the relevant general ledger tuition income accounts.

*No exceptions were noted as a result of this procedure.*

4. Reviewed that the eligible portion of grant funded courses was calculated and reported accurately.

*The College did not conduct any eligible grant funded courses during the year ended June 30, 2018.*

5. Reviewed all contracts for the delivery of community college courses that were claimed for state aid to determine that the College demonstrated direct costs and control of the courses.

*No exceptions were noted as a result of this procedure.*

6. Obtained the accompanying Schedule B - Total Credit Hour Enrollments, for the year ended June 30, 2018, prepared by management of the College. We reviewed the documentation underlying the calculation of credit hour enrollments, and recalculated all columns and rows to verify mathematical accuracy.

*No exceptions were noted as a result of this procedure.*

7. Obtained the accompanying Schedule C - Base Chargeback Rate Per In-County Credit Hour, for the year ended June 30, 2018, prepared by management of the College. Verified, from the sample of 40 students selected in Procedure 1, those that were resident, in-county students (37 of 40), and determined that they were properly classified with in-county enrollments by verifying they resided in the county. We also recalculated the Base Chargeback Rate Per In-County Credit Hour, as shown on Schedule C.

*No exceptions were noted as a result of this procedure.*

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the items referred to above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Brookdale Community College, the New Jersey Department of the Treasury, Office of Management and Budget, and the New Jersey Council of County Colleges and is not intended to be, and should not be, used by anyone other than the specified parties.

**Certified Public Accountants**  
**Braintree, Massachusetts**

**DATE**

# **BROOKDALE COMMUNITY COLLEGE**

## **Sampling Methodology and Results for Confirmation for Student Enrollment**

### **Schedule A**

**For the Year Ended June 30, 2018**

#### **Credit Student Enrollment**

##### **Methodology:**

A sample of 40 students was arrived at using the following parameters:

Confidence level	<b>90%</b>
Expected rate of occurrence	<b>0.0%</b>
Maximum tolerable error rate	<b>5.0%</b>

##### **Results:**

Mailed	<b>40</b>
Returned	<b>14</b>
Returned correct	<b>14</b>
Returned with exceptions	<b>None</b>
Returned undelivered	<b>None</b>

Alternate procedures were applied to the confirmations that had no responses to determine course enrollments.

# BROOKDALE COMMUNITY COLLEGE

## Total Credit Hour Enrollments

### Schedule B

For the Year Ended June 30, 2018

	Summer III 2017 <u>Term</u>	Fall 2017 <u>Term</u>	Winter and Spring 2018 <u>Term</u>	Summer I & II 2018 <u>Term</u>	Total Fiscal Year <u>Year</u>
Credit Hours	<u>6,974</u>	<u>125,884</u>	<u>112,485</u>	<u>22,530</u>	<u>267,873</u>
			In-County Credit Hours		231,426
			Out of County Credit Hours		<u>36,447</u>
					<u>267,873</u>



# **BROOKDALE COMMUNITY COLLEGE**

## **Base Chargeback Rate Per In-County Credit Hour**

### **Schedule C**

**For the Year Ended June 30, 2018**

Total In-County Resident Enrollment Credit Hours	<b>231,426</b>
Divided by 30 Credit Hours	<b><u>30</u></b>
Resident FTE	<b><u>7,714</u></b>
Total County Aid	<b>\$ 20,027,019</b>
Divided by Resident FTE	<b><u>7,714</u></b>
Base Chargeback Rate per In-County FTE	<b>\$ 2,596</b>
Divided by 30	<b><u>30</u></b>
Base Chargeback Rate per In-County Credit Hour	<b>\$ 86.54</b>

#### 4.3 *Legal Costs, Government Relations, and Public Relations*

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public no later than November 1 each year, “an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations.”

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 15, 2018.

October 23, 2018: Interim Vice President Finance & Operations, Joey Stoner

**Brookdale Community College**  
**Report of Legal Fees, Government Relations, and Public Relations**  
**For the Fiscal Years 2018 and 2017**

	<b>FY18</b>	<b>FY17</b>
Legal Fees	\$195,989	\$259,799
Government Relations	36,367	36,000
Public Relations	<u>29,137</u>	<u>31,868</u>
<b>TOTAL</b>	<b><u>\$261,493</u></b>	<b><u>\$327,667</u></b>

# BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

## 2.7000 Fundraising

### I. Title of Policy

Fundraising

### II. Objective of Policy

To define the scope of permissible fundraising activities at Brookdale Community College and to establish appropriate criteria for same.

### III. Authority

~~N.J. State Statutes — County Colleges~~ N.J.S.A. 18:64A-12 (General Powers of Boards)

### IV. Policy Statement

A. All fundraising activities affiliated with Brookdale Community College shall be ~~approved and~~ coordinated through the ~~Office of Planning and Development~~ Office of Advancement.

B. All fundraising efforts should be consistent with the Mission of the College.

C. Acceptance of gifts shall not impose upon the College any obligation or condition not within the College's best interest or permitted by statute, rule or regulation.

D. All gifts of cash, securities, real estate, equipment, services or other personal property shall be accepted in accordance with Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations by the Brookdale Community College Foundation or the Brookdale Community College Alumni Association as determined by the Office of ~~Planning and Development~~ Advancement.

~~E. Gifts of equipment and/or services will normally be accepted by the College through the Office of Planning and Development.~~

F. The Office of Planning and Development Advancement shall annually report on all fundraising efforts to the Board of Trustees.

### V. Responsibility for Implementation

President

Approved: 6/25/92  
Lodged: 9/25/2018

# **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

## **2.7000 Fundraising**

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

Fundraising

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To define the scope of permissible fundraising activities at Brookdale Community College and to establish appropriate criteria for same.

### **III. Authority**

N.J.S.A. 18:64A-12 (General Powers of Boards)

### **IV. Policy Statement**

A. All fundraising activities affiliated with Brookdale Community College shall be coordinated through the Office of Advancement.

B. All fundraising efforts should be consistent with the Mission of the College.

C. Acceptance of gifts shall not impose upon the College any obligation or condition not within the College's best interest or permitted by statute, rule or regulation.

D. All gifts of cash, securities, real estate, equipment, services or other personal property shall be accepted in accordance with Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations by the Brookdale Community College Foundation or the Brookdale Community College Alumni Association as determined by the Office of Advancement.

E. The Office of Advancement shall annually report on all fundraising efforts to the Board of Trustees.

### **V. Responsibility for Implementation**

President

Approved: Jun 25 1992

Lodged: Sep 25 2018

For BOT Approval: Oct 23 2018

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **2.8000 Promotion, Advertising and Sponsorships**

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

Promotion, Advertising and Sponsorships

#### **II. Objective of Policy**

To authorize the President to develop College Regulations to define the scope of permissible promotions, advertising, and sponsorship opportunities at Brookdale Community College, and to establish appropriate guidelines for same.

#### **III. Authority**

N.J.S.A. 18A:64A-12 and N.J.S.A. 18A:64A-25.1, et seq.

#### **IV. Policy Statement**

To establish College Guidelines for Promotion, Advertising and Sponsorship to include all communications, facilities use and collaborative agreements, and to prevent the misuse of same, the President is authorized to establish rules, procedures and guidelines for the promotion, advertising and sponsorship agreements associated with Brookdale Community College.

Except for ads promoting College services, advertising does not constitute an endorsement by the College for the contents of any ad. Advertising is not a free speech issue whereby unsolicited advertisers may demand the right to pay for ads to be placed in or on any particular publication, web site, or signage. Advertising may be denied or limited at the College's sole discretion and subject to federal and state law.

#### **V. Responsibility for Implementation**

President

Approved: 5/10/2001

Effective: 5/10/2001

Lodged: 9/25/2018

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **2.8000 Promotion, Advertising and Sponsorships**

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

Promotion, Advertising and Sponsorships

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To authorize the President to develop College Regulations to define the scope of permissible promotions, advertising, and sponsorship opportunities at Brookdale Community College, and to establish appropriate guidelines for same.

#### **III. Authority**

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#### **V. Responsibility for Implementation**

President

Approved: May 10 2001

Effective: May 10, 2001

Lodged: Sep 25 2018

For BOT Approval: Oct 23 2018



# BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

## 3.6000 Compensation

### I. Title of Policy

Compensation

### II. Objective of Policy

The President, with the approval of the Board of Trustees and the assistance of the College's General Counsel and/or Labor Counsel, shall be the sole authority to establish, control, modify or terminate compensation practices or salary schedules not specifically covered by negotiated agreements with recognized bargaining agentsunits.

### III. Authority

~~New Jersey Statutes: County Colleges~~N.J.S.A., 18A-64A-1, et seq.

### IV. Policy Statement

The intent of this policy is to ensure that all compensation programs and salary schedules are in compliance with all state and federal regulations and are consistent with practices and philosophy established by the Board of Trustees.

### V. Responsibility for Implementation

President

Approved: 4/21/69  
Revised: 12/15/75  
Revised: 6/27/96  
Lodged: 9/25/2018

# **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

## **3.6000 Compensation**

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

Compensation

### **II. Objective of Policy**

The President, with the approval of the Board of Trustees and the assistance of the College's General Counsel and/or Labor Counsel, shall be the sole authority to establish, control, modify or terminate compensation practices or salary schedules not specifically covered by negotiated agreements with recognized bargaining units.

### **III. Authority**

N.J.S.A., 18A-64A-1, et seq.

### **IV. Policy Statement**

The intent of this policy is to ensure that all compensation programs and salary schedules are in compliance with all state and federal regulations and are consistent with practices and philosophy established by the Board of Trustees.

### **V. Responsibility for Implementation**

President

Approved: Apr 21 1969  
Revised: Dec 15 1975  
Revised: Jun 27 1996  
Lodged: Sep 25 2018  
For BOT Approval: Oct 23 2018

3.9001

## I. Title of Policy

Multi-Year Contracts for ~~Professional~~ Administrative Staff

## II. Objective of Policy

To authorize the President to develop a eCollege Regulations governing the conditions under which multi-year contracts may be considered.

## III. Authority

~~New Jersey Administrative Code 9A:7-4, Professional Employees Policies~~ N.J.S.A/ 18A:60-14

## IV. Policy Statement

~~Professional-Administrative staff are exempt employees working in management positions. Administrative employees with more than five (5) ), as defined in 3.9001R~~ academic years of service ), as defined in 3.9001R may, at the discretion of the President, be recommended for multi-year contracts subject to the approval of the Board of Trustees.

Recommendations for multi-year contracts shall be based on written performance evaluations, and shall take into account the College's financial position and future personnel needs.

## V. Responsibility for Implementation

President

---

Approved: Board of Trustees 11/20/75

Revised: 8/23/79

2/26/81

6/27/96

Lodged: 9/25/18

Proposed for Lodging: September 25, 2018

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **3.9001 Multi-Year Contracts for Administrative Staff**

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

Multi-Year Contracts for Administrative Staff

#### **II. Objective of Policy**

To authorize the President to develop a College Regulation governing the conditions under which multi-year contracts may be considered.

#### **III. Authority**

N.J.S.A/ 18A:60-14

#### **IV. Policy Statement**

Administrative staff are exempt employees working in management positions. Administrative employees with more than five (5) academic years of service, as defined in 3.9001R may, at the discretion of the President, be recommended for multi-year contracts subject to the approval of the Board of Trustees.

Recommendations for multi-year contracts shall be based on written performance evaluations, and shall take into account the College's financial position and future personnel needs.

#### **V. Responsibility for Implementation**

President

Approved: Board of Trustees, Nov 20 1975

Revised: Aug 23 1979

Revised: Feb 26 1981

Revised: Jun 27, 1996

Lodged: Sep 25 2018

For BOT Approval: Oct 23 2018

# **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

## **3.9006 Drug Free Workplace**

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

Drug-Free Workplace

### **II. Objective of Policy**

To comply with the requirements of the Federal Government's directive to create a drug-free workplace and to promulgate policies and regulations regarding same.

### **III. Authority**

Drug-Free Workplace Act of 1988, P.L. 100-690, 52 Fed. Reg. 4946 of the Federal Government

### **IV. Policy Statement**

Brookdale Community College affirms its desire to create a drug-free workplace and to comply with the requirements of the Drug-Free Workplace Act of 1988. The President shall develop a College Regulation to include the appropriate steps necessary to implement this Act.

### **V. Responsibility for Implementation**

President

Approved: Board of Trustees, 4/27/89  
Lodged: 9/25/2018

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **3.9006 Drug-Free Workplace**

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

Drug -Free Workplace

#### **II. Objective of Policy**

To comply with the requirements of the Federal Government's directive to create a drug-free workplace and to promulgate policies and regulations regarding same.

#### **III. Authority**

Drug-Free Workplace Act of 1988, P.L. 100-690, 52 Fed. Reg. 4946

#### **IV. Policy Statement**

Brookdale Community College affirms its desire to create a drug-free workplace and to comply with the requirements of the Drug-Free Workplace Act of 1988. The President shall develop a College Regulation to include the appropriate steps necessary to implement this Act.

#### **V. Responsibility for Implementation**

President

Approved: Board of Trustees, Apr 27 1989

Lodged: Sep 25 2018

For BOT Approval: Oct 23 2018

# BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

## 3.9005 Faculty Reduction in Force

### I. Title of Policy

Faculty Reduction in Force

### II. Objective of Policy

To direct the President to develop a College Regulation to define college seniority and to maintain a regularly updated seniority list in the event of a faculty reduction in force.

### III. Authority

N.J.S.A. 18A:64A-1, et seq. and NJ Administrative Code N.J.A.C.: 9A: 7-2, Community College Reduction in Force Policies.

### IV. Policy Statement

~~The Under~~ conditions underin which reduction in force shall be invoked, the eCollege will comply with are delineated in all applicable provision of the New Jersey Administrative Code. The President shall develop a College Regulation to ensure that equitable seniority lists ~~and layoff procedures~~ are developed for implementation in the event that a faculty reduction in force at Brookdale Community College becomes necessary. Layoff of tenured faculty within a faculty layoff unit is made in order of years of service within the unit, laying off tenured faculty with the fewest years of service first.

### V. Responsibility for Implementation

President

Approved: 9/22/83

Revised: 6/27/96

Lodged: 9/25/18

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **3.9005 Faculty Reduction in Force**

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

Faculty Reduction in Force

#### **II. Objective of Policy**

To direct the President to develop a College Regulation to define college seniority and to maintain a regularly updated seniority list in the event of a faculty reduction in force.

#### **III. Authority**

N.J.S.A. 18A:64A-1, et seq. and N.J.A.C.: 9A: 7-2, Community College Reduction in Force Policies.

#### **IV. Policy Statement**

Under conditions in which reduction in force shall be invoked, the College will comply with all applicable provision of the New Jersey Administrative Code. The President shall develop a College Regulation to ensure that equitable seniority lists are developed for implementation in the event that a faculty reduction in force at Brookdale Community College becomes necessary. Layoff of tenured faculty within a faculty layoff unit is made in order of years of service within the unit, laying off tenured faculty with the fewest years of service first.

#### **V. Responsibility for Implementation**

President

Approved: Sep 22 1983

Revised: Jun 27 1996

Lodged: Sep 25 2018

For BOT Approval Oct 23 2018



### **3.9007 Equal Opportunity**

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

~~Affirmative Action~~ Equal Opportunity and Anti-Discrimination

#### **II. Objective of Policy**

~~To establish and maintain a proactive position for the College vis-à-vis the employment of women and members of minority groups, as well as the recruitment and retention of women and minority students. Brookdale Community College will take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans and qualified disabled persons are introduced into our workforce. This policy covers all phases of employment, including but not limited to recruitment, employment, placement, promotion, transfer, demotion, reduction in force and termination, compensation, training, use of facilities, and participation in College-sponsored activities.~~

It is the College's fundamental policy to provide equal opportunity in all areas of employment and educational practices. This policy extends to recruitment and hiring, working conditions, pay and benefits, professional development opportunities, performance review, promotion, and all other terms and conditions of employment. Furthermore, the College shall not discriminate on the basis of any protected class in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

#### **III. Authority**

All applicable legislation including but not necessarily limited to Executive Order 11246 as amended by Executive Order 11375; the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967 as amended by the Older Workers Benefit Protection Act of 1990; the Equal Pay Act of 1963; Genetic Information Nondiscrimination Act of 2008; the Rehabilitation Act of 1973; Vietnam-Era Veterans Readjustment Assistance Act of 1974; Uniformed Services Employment and Reemployment Rights Act; Title IX of the Educational Amendments of 1972; Americans with Disabilities Act of 1991 and the ADAA of 2008; N.J.S.A. 10:5-1, et seq.- the New Jersey Law Against Discrimination and N.J.S.A. 10:6-1, et seq.- the New Jersey Civil Rights Act.

#### **IV. Policy Statement**

Brookdale Community College is an equal opportunity education institution and does not discriminate on the basis of race, color, national origin, ancestry, age, gender/gender identification, sexual orientation, marital status, disability, or any other protected class, as defined by the New Jersey Law Against Discrimination, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the

Civil Rights Act of 1964, the Americans with Disabilities Act of 1991 and all other applicable laws.

Brookdale Community College is an Equal Opportunity/Affirmative Action educational institution. In order to promote this goal, the College will make positive efforts to ensure equal opportunity to all individuals without regard to race, color, sex, pregnancy, domestic partnership or civil union status, atypical hereditary cellular or blood trait, AIDS and HIV status, religion, national origin, disability or perceived disability, current military status or Vietnam Era veteran status.

## **V. Responsibility for Implementation**

President.

---

Approved: 11/16/89

Revised: 6/27/96

Revised: 9/25/18, replaces Affirmative Action Policy

Lodged: 9/25/2018

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **3.9007 Equal Opportunity and Anti-Discrimination**

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

Equal Opportunity and Anti-Discrimination

#### **II. Objective of Policy**

It is the College's fundamental policy to provide equal opportunity in all areas of employment and educational practices. This policy extends to recruitment and hiring, working conditions, pay and benefits, professional development opportunities, performance review, promotion, and all other terms and conditions of employment. Furthermore, the College shall not discriminate on the basis of any protected class in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

#### **III. Authority**

All applicable legislation including but not necessarily limited to Executive Order 11246 as amended by Executive Order 11375; the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967 as amended by the Older Workers Benefit Protection Act of 1990; the Equal Pay Act of 1963; Genetic Information Nondiscrimination Act of 2008; the Rehabilitation Act of 1973; Vietnam-Era Veterans Readjustment Assistance Act of 1974; Uniformed Services Employment and Reemployment Rights Act; Title IX of the Educational Amendments of 1972; Americans with Disabilities Act of 1991 and the ADAA of 2008; N.J.S.A. 10:5-1, et seq.- the New Jersey Law Against Discrimination and N.J.S.A. 10:6-1, et seq.- the New Jersey Civil Rights Act.

#### **IV. Policy Statement**

Brookdale Community College is an equal opportunity education institution and does not discriminate on the basis of race, color, national origin, ancestry, age, gender/gender identification, sexual orientation, marital status, disability, or any other protected class, as defined by the New Jersey Law Against Discrimination, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1991 and all other applicable laws.

## **V. Responsibility for Implementation**

President

Approved: Nov 16 1989

Revised: Jun 27 1996

Revised: Sep 25 2018, replaces Affirmative Action Policy

Lodged: Sep 25 2018

For BOT Approval: Oct 23 2018

# Brookdale Community College College Policy

## 4.3001 Use of Consultants

### I. Title of Policy

Use of Consultants

### II. Objective of Policy

To establish the framework within which the College will engage consultants to provide services outside the expertise of College personnel.

### III. Authority

N.J.S.A. 18A:64A-25.1, et seq.

Bylaws of the Board of Trustees, section 1.30341.3054 ???

### V. Policy Statement

A consultant shall be defined as an individual or designee of a firm, outside the ~~full-time~~ employ of the College, who performs a service considered to be outside the expertise, time capability, or appropriateness of the College's existing personnel. ~~With the approval of the President, certain College personnel, in unique circumstances, may perform consulting duties for the College as long as these duties are outside of the employee's routine and expected function and responsibility within the College.~~

Consultants may be utilized for the following activities:

- A. Research and evaluation;
- B. Specification and design;
- C. Academic, service, and administrative development;
- D. Special needs (such as transitions between incumbents and new employees, etc.);
- E. Such other special needs as defined by the Board of Trustees.

The approval process for the use of consultants shall be as follows:

A. Annually, the Board of Trustees will appropriate a sum within the operating budget that reflects the justified and anticipated need for consulting services.

B. All consultant and architectural fees for construction and design projects, whether new, renewal, or replacement, shall be defined individually within the proposed construction budget which will be submitted to the [Buildings and Grounds- Finance and Facilities](#) Committee of the Board of Trustees for approval.

C. With the approval of the annual budget, the Board of Trustees authorizes the President to approve all consulting agreements to a maximum of \$5,000, including expenses, per individual consultant or firm. Such agreements shall be reported to the Finance [and Facilities](#) Committee of the Board of Trustees on a regular basis.

D. Individual consulting engagements of \$5,000 or multiple engagements whose sum total is in excess of \$5,000 shall require the approval of the Board prior to contracting for the service.

E. The President shall develop a College regulation setting forth the internal approval process for the engagement of consultants.

Consultants employed by Brookdale Community College must adhere to all Federal and State requirements with regard to affirmative action compliance.

## **V. Responsibility for Implementation**

President

Approved: 4/22/93

Revised: 10/24/96

Lodged: 9/25/2018

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **4.3001 Use of Consultants**

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

Use of Consultants

#### **II. Objective of Policy**

To establish the framework within which the College will engage consultants to provide services outside the expertise of College personnel.

#### **III. Authority**

N.J.S.A. 18A:64A-25.1, et seq. Bylaws of the Board of Trustees, section 1.3054

#### **V. Policy Statement**

A consultant shall be defined as an individual or designee of a firm, outside the employ of the College, who performs a service considered to be outside the expertise, time capability, or appropriateness of the College's existing personnel.

Consultants may be utilized for the following activities:

- A. Research and evaluation;
- B. Specification and design;
- C. Academic, service, and administrative development;
- D. Special needs (such as transitions between incumbents and new employees, etc.);
- E. Such other special needs as defined by the Board of Trustees.

The approval process for the use of consultants shall be as follows:

- A. Annually, the Board of Trustees will appropriate a sum within the operating budget that reflects the justified and anticipated need for consulting services.
- B. All consultant and architectural fees for construction and design projects, whether new, renewal, or replacement, shall be defined individually within the proposed

construction budget which will be submitted to the Finance and Facilities Committee of the Board of Trustees for approval.

C. With the approval of the annual budget, the Board of Trustees authorizes the President to approve all consulting agreements to a maximum of \$5,000, including expenses, per individual consultant or firm. Such agreements shall be reported to the Finance and Facilities Committee of the Board of Trustees on a regular basis.

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Consultants employed by Brookdale Community College must adhere to all Federal and State requirements with regard to affirmative action compliance.

## **V. Responsibility for Implementation**

President

Approved: Apr 22 1993

Revised: Oct 24 1996

Lodged: Sep 25 2018

For BOT Approval: Oct 23 2018



**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.

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

\* 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
<b>DATES/LOCATIONS</b> 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	October 30 6 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 Regg. 8/20/18w date; v7 – Audit mtg added Oct. 30;  
10/22/2018 5:16:05 PM