



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, December 18, 2018 4:30 PM (EST)
1 Crown Plaza, Hazlet New Jersey 07730
Brookdale at Hazlet, Rooms 102 and 103
Conference Call Bridge # 404-260-1415
Caller Code: 8494179#

- I. Call to Order, Reading of Statement and Roll Call - Chair Abby-White - 5 minutes
- II. Pledge of Allegiance - Chair Abby-White - 5 minutes
- III. Adoption of Agenda - Chair Abby-White
- IV. FY20 Budget Development - Mr. Stoner
- V. Resolution to Hold a Closed Meeting - Chair Abby-White
- VI. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- VII. Reports from the Board Committees and Liaisons - Chair Abby-White
 - A. Executive Committee - Chair Abby-White
 - B. Finance & Facilities Committee - Trustee Kaufmann
 - 1. Monthly Financial Reporting
 - 2. FY20 Budget Development
 - C. Audit Committee - Trustee Rambaud
 - D. NJCCC - Trustee Crupi
 - E. Student's Perspective - Trustee Cattelona
 - F. Bylaws Committee - Trustee Ferraro
 - 1. Bylaw Revisions
 - G. Private Public Partnership Committee - Chair Abby-White
- VIII. Approval of Public Business Meeting Minutes - November 27, 2018 - Chair Abby-White - 3 minutes
- IX. Approval of Executive Session Minutes - November 27, 2018 - Chair Abby-White
- X. Review and Adoption of Consent Agenda - Chair Abby-White
 - *Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
- XI. Public Comment on Agenda Items - Chair Abby-White
- XII. Consent Agenda - Chair Abby-White - 5 minutes

- A. Acceptance of Gifts
- B. Approval of Human Resources
- C. Purchases in Excess of \$35,300 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
- D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- E. Monthly Financial Reports
- XIII. Approval of Shared Services Agreement - Middletown Township - Chair Abby-White
- XIV. Approval of License Agreement with the BayPoint Business Center Associates, Inc. - Chair Abby-White
- XV. Approval of Policies - Chair Abby-White
 - A. Approval Policy 4.4000 Investments
 - B. Approval Policy 4.5000 Construction Contracts
 - C. Approval Policy 5.0007 Establishment or Discontinuance of Programs
 - D. Approval Policy 7.0000 Program Advisory Committees
 - E. Approval Policy 3.3002 Grant Funded Positions
 - F. Approval Policy 3.4001 College Interns
 - G. Approval Policy 3.9008 Code of Ethics of Employees
 - H. Approval Policy 1.7070 (lodged as 1.2051) Trustee Conduct
- XVI. Lodging of Bylaws - Chair Abby-White
- XVII. President's Report - Dr. Stout
- XVIII. Public Comment - Chair Abby-White
- XIX. Old/New Business - Chair Abby-White
- XX. Adjournment - Chair Abby-White
- XXI. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

November 27, 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 November 20, 2018, at 1 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed
	Mr. Daniel F. Becht, Trustee* (left at 5:55 PM)	Dr. Herbert Cohen
	Ms. Latonya Brennan, Trustee	Ms. Pat Sensi
	Ms. Suzanne Brennan, Vice-Chair	Dr. Nancy Kegelman
	Mr. Paul Crupi, Trustee	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Ms. Kathy Kamatani
	Dr. David M. Stout, Secretary	Dr. Anita Voogt
	Ms. Marta Rambaudo, Trustee	Ms. Bonnie Passarella
	Dr. Les Richens, Trustee (left at 7:30 PM)	Mr. Ed Johnson
	Ms. Victoria Cattelona, Graduate Trustee	Ms. Joan Scocco
		Dr. William Burns
		Ms. Cynthia Gruskos, Recorder
		Mr. Charles Rooney, Engineer of Record
Absent	Dr. Hank Cram, Trustee	
	Ms. Madeline Ferraro, Trustee	
	Dr. Carl Guzzo, Jr. Trustee	
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	<p>A motion to adopt the meeting agenda was made by Chair Trustee Crupi and seconded by Trustee L. Brennan.</p> <p>Motion passed unanimously.</p>	
Moment of Silence for Professor Richard Sorrell – Dr. Stout asked for a moment of silence in memory of Dr. Sorrell, a longtime member of the Brookdale family.		
<p>Board of Trustees Annual Reorganization</p> <p>A. Nominating Committee Report – Trustee Kaufmann announced that Chair Guzzo has withdrawn from consideration for the position of Chairman. As Nominating Chairman he submitted for nomination for the position of Chair, Trustee Tracey Abby-White and for the position of Vice Chair, Trustee Suzanne Brennan.</p> <p>B. Election of Officers of the Board of Trustees – Mr. Matt Giacobbe asked if there were any nominations for Chair from the floor. Seeing none, he closed the nominations for Chair.</p> <p>Mr. Giacobbe asked if there were any nominations for Vice-Chair from the floor. Seeing none, he closed the nominations for Vice-Chair.</p>	<p>Mr. Giacobbe called for a roll call vote on the nomination of Trustee Abby-White as Chair for 2018-2019.</p> <p>YES: Trustees Abby-White, Becht. L. Brennan, S. Brennan, Cattelona, Crupi, Kaufmann, Rambaud, and Richens</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p> <p>Trustee Abby-White elected as Chair.</p> <p>Mr. Giacobbe called for a roll call vote on the nomination of Trustee</p>	

<p>C. Establishment of a Regular Meeting Schedule of the Board of Trustees</p> <p>1. Discussion of Board Schedule</p> <p>2. Adoption of 2018 Board of Trustees Annual Calendar</p> <p>D. Appointment of Standing Committees</p> <p>Chair Abby-White announced that she would be meeting with Vice-Chair S. Brennan and Dr. Stout over the next 10 days to review the current committee structure and circulate any suggested adjustments to the full board. The By-Laws Committee will need to meet in December to update the bylaws to reflect the changes in committee structure.</p> <p>E. Resolution of Designation of Public Notice Requirements</p> <p>F. Annual Report of the College – Dr. Stout provided information on the filing of our Annual Institutional Profile with the state in September. Ms. Kamatani gave a preview of the layout of our Annual Report. It will be completed when the financial audit is completed.</p>	<p>Suzanne Brennan as Vice Chair for 2018-2019 .</p> <p>YES: Trustees Abby-White, Becht. L. Brennan, S. Brennan, Cattelona, Crupi, Kaufmann, Rambaud, and Richens</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p> <p>Trustee Suzanne Brennan elected as Vice-Chair.</p> <p>A motion was made to adopt the presented annual calendar for 2019 by Trustee Richens and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p> <p>A motion was made to approve the resolution of designation of public notice requirements by Trustee Richens and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	
Topic and Discussion	Votes Taken	Action and Follow-up

		Actions
Recognition of Women's Soccer Team – Katie Amundson, Director of Athletics introduced the Soccer team members and reviewed their accomplishments this season, ending with placing 3 rd in the nation.		
Resolution to Hold a Closed Meeting Mr. Giacobbe read the resolution to enter into executive session. (Attachment A)	A motion was made to approve the resolution to hold an executive session by Trustee Richens and seconded by Trustee Rambaud. Motion passed unanimously.	
Motion to Re-Open the Meeting to the	A motion was made to re-open the meeting to the public by Trustee L. Brennan and seconded by Trustee Rambaud. Motion passed unanimously.	
<p>Reports from Board Committees and Liaisons – Chair Abby-White congratulated Trustee Cram and Crupi for their appointment by the Freeholders for another 4 year term.</p> <p>A. Finance & Facilities Committee/Date - Trustee Kaufmann reported on the meeting held on November 12. He reported the committee focused on financial reporting. The FY20 budget is currently being developed and will be presented to the board and community on December 18.</p> <p>B. Report form the Engineer of Record – Mr. Charles Rooney provided an update on his Capital Project Report submitted in the packet.</p> <p>C. Audit Committee – Trustee Rambaud reported on the audit committee held on October 30. The committee reviewed the progress of the FY18 external audit and was recently informed that the audit will not be completed until the state provides the GASB 75 pronouncements. HFA reviewed their progress with the creation of the internal control and standard operating procedure manual and the annual internal audit plan.</p> <p>D. Policy & Education Committee/Date - Trustee Latonya Brennan reported on behalf of Trustee Cram. The committee reviewed the new policy on trustee misconduct and made a recommendation for lodging. The committee reviewed 7 revised policies and recommended all for lodging tonight. The committee also reviewed curriculum changes and is in support of all recommended curriculum changes.</p> <p>E. Student's Perspective – Trustee Cattelona reported on her participation at the ACCT National Conference with Trustee Abby-White. She shared her notes with the board. She attended the Fall Open House and is looking for more ways to interact face to face with current students. She also attended and spoke at the PTK Induction Ceremony.</p>		

- F. Private Public Partnership Committee** – Chair Abby-White reported on the meeting held in October. She reported on a possible partnership with the VNA and the Rocket Foundation.
- G. Foundation** – Dr. Stout shared the Foundation’s report. (**Attachment B**).
- H. NJCCC Vision 2028** –Vice-Chair Abby-White attended the Vision 2028 Conference with college administrators and shared highlights of the conference.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Public Business Meeting Minutes – October 23, 2018	<p>A motion to approve the October 23, 2018 minutes of the Public Business Meeting was made by Trustee S. Brennan and seconded by Trustee Rambaud.</p> <p>Motion Passed.</p> <p>Abstentions: Trustees Crupi and L. Brennan</p>	
Approval of Executive Session Minutes, October 23, 2018	<p>A motion to approve the October 23, 2018 Executive Session Minutes of the Public Business Meeting was made by Trustee S. Brennan and seconded by Trustee Rambaud.</p> <p>Motion passed.</p> <p>Abstentions: Trustees Crupi and L. Brennan</p>	
Approval of Special Board of Trustees Meeting Minutes – November 12, 2018	<p>A motion to approve the November 12, 2018 minutes of the Special Board of Trustees Meeting was made by Trustee Crupi and seconded by Trustee Kaufmann.</p> <p>Motion passed</p>	

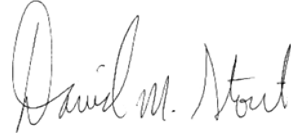
	unanimously.	
Topic and Discussion	Votes Taken	Action and Follow Up Actions
Review of Consent Agenda <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>Mr. Giacobbe announced that item 1 of the Agenda for Purchases has been revised to include 5 emergency chairs and 4 storage cabinets at an estimated cost of \$31,000 and item 9, General engineering services has been removed.</p>	<p>A motion to adopt the revised consent agenda was made by Trustee Kaufmann and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
Public Comment on Agenda Items <p>Mr. Jack Ryan, Faculty - made comment on the recent passing of Richard Sorrell, the change of board leadership, and the community service efforts of the Woman's Soccer Team at the Ronald McDonald House.</p>		
Consent Agenda <p>A. Acceptance of Grants</p> <p>B. Application for Grants</p> <p>C. Acceptance of Gifts</p> <p>D. Approval of Human Resources</p> <p>E. Purchases in Excess of \$35,000 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500 –</p> <p>Item 1 of the Agenda for Purchases has been revised to include 5 emergency chairs and 4 storage cabinets at an estimated cost of \$31,000 and item 9, General engineering services has been removed.</p> <p>F. Open Invoice Payment Requests for Vendor, Student, and Employee Payments</p> <p>G. Monthly Financial Reports</p>	<p>A motion to approve the consent agenda was made by Trustee Crupi and seconded by Trustee Kaufmann.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees L. Brennan, S. Brennan, Cattelona, Crupi, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions

<p>Change Order Request</p>	<p>A motion to approve the change order request was made by Trustee Crupi and seconded by Vice-Chair S. Brennan.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees L. Brennan, S. Brennan, Cattelona, Crupi, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Lodging of Policies</p> <p>A. Lodge Revised Policy 4.4000 Investments</p> <p>B. Lodge Revised Policy 4.5000 Construction Contracts</p> <p>C. Lodge Revised Policy 5.0007 Establishment of Discontinuance of Programs</p> <p>D. Lodge Revised Policy 7.0000 Program Advisory Committees</p> <p>E. Lodge Revised Policy 3.3002 Grant Funded Positions</p> <p>F. Lodge Revised Policy 3.4001 College Interns</p> <p>G. Lodge Revised Policy 3.9008 Code of Ethics of Employees</p> <p>H. Lodge New Policy 1.2051 Trustee Conduct</p>	<p>A motion to lodge revised policies 4.4000 Investments, 4.5000 Construction Contracts, 5.0007 Establishment or Discontinuance of Programs, 7.000 Program Advisory Committees, 3.3002 Grant Funded Positions, 3.4001 College Interns, 3.9008 Code of Ethics of Employees and New policy 1.2051 Trustee Conduct was made by Trustee L. Brennan and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees L. Brennan, S. Brennan, Cattelona, Crupi, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of New Programs</p>	<p>A motion to approve by</p>	

<p>Kitchen and Bath Design Academic Credit Certificate of Achievement; Game Design in Applied Science Program</p>	<p>resolution the kitchen and bath design academic credit certificate of achievement and the game design in applied science program was made by Trustee L. Brennan and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees L. Brennan, S. Brennan, Cattelona, Crupi, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Discontinuance of Programs</p> <p>Corrections Option, Criminal Justice Associate in Science; Marketing Associate in Applied Science; Advanced Automotive Technician; Automotive Brakes, Steering, Suspension and Alignment Specialist; and Automotive Transmission Systems Specialist Academic Credit Certificates of Achievement</p>	<p>A motion to approve by resolutions the discontinuance of the Corrections Option, Criminal Justice Associate in Science; Marketing Associate in Applied Science; Advanced Automotive Technician, Automotive Brakes, Steering, Suspension and Alignment Specialist, Automotive Electrical/Power Systems Specialist, Automotive Engine Performance Specialist, and Automotive Transmission Systems Specialist Academic Credit Certificates of Achievement was made by Trustee Cattelona and seconded by L. Brennan.</p> <p>Motion passed unanimously.</p>	

	<p>YES: Trustees L. Brennan, S. Brennan, Cattelona, Crupi, Kaufmann, Rambaud, and Chair Abby-White</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Topic and Discussion	Votes Taken	Action and Follow Up Action
<p>President's Report – Dr. David Stout reported on the Giving Tree initiative of the Brookdale Employee Volunteer Connection. This non-denominational effort supports local families regardless of their religious affiliation. He acknowledged the Girl Scouts of the Jersey Shore and the Lincroft Church who are supporting the Helping Hands initiative with food and gift card donations. He encouraged participation in the Wilbur Ray Dinner on April 5.</p> <p>A. Academic Master Plan – Dr. Reed provided the Academic Master Plan to all board members. He presented on the main goal of the plan which is the reduction of student achievement gaps, as measured by race/ethnicity, age, sex and Pell status. If successful, our retention and graduation rates will improve, as well as stabilization of our enrollment. He reviewed the three parts of the plan that will be implemented over the next 3 years.</p>		
<p>Public Comment - Mr. Jacobs read the statement on public comment.</p> <p>Mr. Tom Brennan, Manager of - Radio Station Manager – provided information on their successful membership drive, Brookdale marketing efforts, and partnerships that support community events.</p> <p>Mr. Jack Ryan, Faculty – shared his opinion on the risk involved in implementing 7 week semesters, and a request to open the books regarding the Frank Lawrence litigation.</p> <p>Dr. Stout acknowledged Tom Brennan and the radio station's efforts in revenue generation.</p> <p>Dr. Stout acknowledged the board's efforts in developing the new policy on trustee conduct.</p>		
<p>Old/New Business</p> <p>No old or new business was discussed.</p>		
<p>Adjournment</p> <p><i>The meeting was adjourned at 8:55 p.m.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Crupi and seconded by Trustee Kaufmann.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:

A handwritten signature in black ink that reads "David M. Stout". The signature is written in a cursive style with a large, looped initial "D".

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 **November 27, 2018 at approximately 5:55 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION
Approved November 27, 2018

☐

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

☐

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality

☒

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is: **College safety enhancements** _ _

☒

"(7) Any pending or anticipated litigation or contract negotiation in which the public is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **contract negotiations with Rutgers, contract negotiations with the Hazlet Property Owner's Association; contract negotiations with the Middeltown Township; contract negotiations for a purchase of emergency chairs and matters falling within the attorney-client privilege to discuss a new board policy and a change order request**

☐

"(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:

☐ "(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is a

RESOLUTION
Approved November 27, 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 November 27, 2018

Brookdale Community College Foundation and Brookdale Community College Alumni Association Update

Invest in Student Success

The “**Invest in Student Success**” Campaign for Brookdale employees ends today. Donations are earmarked for the Brookdale Foundation’s “**Commit to Complete**” scholarship program. The “**Commit to Complete**” program is designed to increase full-time enrollment. This program has two benefits. It incents eligible part-time students to take at least one more class in order to reach full-time status. And, it provides more funding to the College in full-time equivalents (FTEs). A report on the number of employees giving and the total dollar amount will be available in early December.

College Trustees and Foundation Trustees received a letter asking for their support of the “**Invest in Student Success**” *scholarship fund*. Our goal is 100% participation from each Board. I ask each College Trustee to support this fund with a gift that is meaningful to you. A follow-up email will be sent as a reminder to everyone that your support is vital to the Foundation’s mission.

A mailing was sent to Brookdale alumni asking for their support of the campaign, as well. Donations were also solicited via an E-Newsletter and on social media including Facebook and LinkedIn.

Richard Sorrell Memorial Scholarship Fund

Professor and Foundation Trustee Richard Sorrell’s family asked that in lieu of flowers, to please consider a tax-deductible donation to the Richard Sorrell Memorial Scholarship Fund via a check payable to the Brookdale Community College Foundation (Write “Richard Sorrell Scholarship” on the memo line) at 765 Newman Springs Road, Lincroft, NJ 07738 or a credit card donation to Brookdale online at <https://brookdalefoundation.com/>. (Write “Richard Sorrell Scholarship Fund” or in the comments box.)

Ray Catena Auto Group

The Foundation has arranged for Ray Catena and representatives from his organization to meet with our Auto Tech faculty and students to tour our Auto Tech facility on December 17th. The purpose of the meeting is to 1) create a stronger connection with his organization 2) recruit a member of his staff to serve on our Auto Tech Advisory Board and 3) have Mr. Catena accept the Foundation’s invitation to be honored at the Brookdale Scholarship Ball in May 2019.

Barringer Award Nominations

The Brookdale Community College Alumni Association and Brookdale Community College will host the 34th Annual Barringer Awards Dinner on Friday, May 3, 2019 at the Essex & Sussex Hotel in Spring Lake. 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 are selected by the Alumni Association Board of Trustees. More information is available at <https://www.brookdalecc.edu/advancement/alumni-association/barringer-award/>. Online nominations are due by January 31, 2019.

Distinguished Alumni Nominations

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. This year’s awards will be presented at our Commencement ceremonies on May 16, 2019. More information is available at <https://www.brookdalecc.edu/advancement/alumni-association/alumni-awards/>. Online nominations are due by January 31, 2019.

Honorary Degree Nominations

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. The individuals selected to receive 2019 Honorary Degrees this year will be recognized at our May 16, 2019 Commencement ceremonies. More information is available at <https://www.brookdalecc.edu/advancement/alumni-association/honorary-degree-recipients/>. Online nominations are due January 31, 2019.

The First Annual Shahin Pirzad Memorial Scholarship Dinner

The Brookdale Community College Alumni Association in coordination with the Alpha Pi Theta chapter of Phi Theta Kappa, International Honor Society of Two-Year Colleges, and the Brookdale Chemistry Department will host the 1st Annual Scholarship Dinner in memory of our beloved friend and colleague, Dr. Shahin Pirzad on Friday March 8, 2019 at the Radisson Hotel of Freehold. More details will be available soon.

Donations and Grants Received

The Kurr Foundation awarded the Brookdale Foundation a \$10,000 grant to sponsor twenty \$500 scholarships for spring 2019.

A local couple who are Brookdale life-long learners donated \$5,000 to the Foundation to fund twenty-five (25) \$200 book scholarships for STEM students. Applications for the scholarships are due December 17th.

The Little Silver Volunteer Fire Department #1 donated \$11,336 to the Foundation for the T.J. Bruno Memorial Endowed Scholarship. The donation represents net proceeds from their annual golf tournament. The Bruno Scholarship Fund has grown from an initial donation of \$5,000 from the family to more than \$180,000 thanks to the Fire Department and other donors. Since its inception more than 100 students have received scholarships thanks to this scholarship fund.

**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
October 25, 2018	Arthur S. Rosen, CPA 225 Gordons Corner Road Manalapan, NJ 07726	Donation of vintage calculators and adding machines
December 3, 2018	Diversant, LLC 331 Newman Springs Road Bldg 3, 2nd Floor, Ste 350 Red Bank, NJ 07701	Donation of office furniture including circular table, six tables and chairs
December 4, 2018	The Ali Family 15 Deerfield Road Holmdel, NJ 07733	Donation of 50 inch HDTV and mounting bracket for CPS conference room to be used for training and webinars

December 18, 2018: Laura Qaissaunee, Director of Grants & Institutional Development

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 40 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Faculty	2
Administrative	1
Support Staff	1
Adjuncts	8
Coach	1

B. Change of Status**Recommendations**

Executive	1
Faculty	1
Administrative	15
Police	1

C. Separations**Recommendations**

Faculty	4
Support Staff	4
Police	1

A. HIRES**FACULTY**

1. Name: Charlotte Cole
Department: Nursing
Position: Instructor
Salary: \$30,830 prorated from an annual base of \$59,780
Effective: 1/22/19
2. Name: Joanie Scott
Department: Nursing
Position: Instructor
Salary: \$30,261 prorated from an annual base of \$58,677
Effective: 1/22/19

FACULTY DEGREE SUMMARY

Masters

2

ADMINISTRATIVE

1. Name: Mary Beth Reilly
Department: Enrollment Management
Position: Director, Admissions
Salary: \$42,805 prorated from an annual base of \$86,160
Effective: 1/2/19

SUPPORT STAFF

1. Name: Laina Tollefsen
Department: Biology
Position: Instructional Assistant, full-time, temporary, spring 2019 semester
Salary: \$43,833
Effective: 1/2/19

ADJUNCTS

1. Name: Mary Bailey
Department: Psychology
2. Name: Lisa Mannino
Department: Nursing

3. Name: Jeremy Marousis-Bush
Department: English
4. Name: Amanda Meltzer
Department: Nursing
5. Name: James Pedersen
Department: Continuing & Professional Studies
Position: CTE Instructor
6. Name: Paul Popovitch
Department: Respiratory Care
7. Name: Taryn Sievers
Department: Nursing
8. Name: Michelle Squire
Department: Nursing

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Associates
2	5	1

COACHES

1. Name: Eddie Harris
Department: Athletics
Position: Assistant Coach, Women's Basketball
Compensation: \$3,150
Dates: 11/1/18 – 3/15/19

B. CHANGE OF STATUS**EXECUTIVE**

1. Name: Yesenia Madas
Department: Student Affairs
Position: Associate Vice President, Student Affairs
Action: Change in position through bona fide search
New Salary: \$51,949 prorated from an annual base of \$124,677
Effective: 2/1/19

FACULTY

1. Name: Caitlin Raiten
Department: Nursing
Position: Instructor
Action: Status change from temporary to regular position through bona fide search
New Salary: No change
Effective: 1/22/19

ADMINISTRATIVE

1. Name: Suzanne Altshuler
Department: College Relations
Position: Interim Director, Marketing, Website & Creative Services
Action: Extension of temporary assignment
New Salary: \$39,043 prorated from an annual base of \$74,922
Effective: 12/22/18 until further notice, but not later than 6/30/19
2. Name: Joseph Caruso
Department: Advising
Position: Student Success Coach-Advisor
Action: Lateral change of position
New Salary: No change
Effective: Not later than 4/1/19
3. Name: Hilda Dudick
Department: VP for Learning
Position: Administrator
Action: Extension of monthly stipend
Effective: 1/1/19 – until further notice, but not later than 6/30/19
4. Name: James Episcopia
Department: Operations
Position: Executive Director
Action: Reclassification from A5 to A6 position
New Salary: \$97,749
Effective: 7/1/18

5. Name: Stephanie Farnkopf
 Department: Advising
 Position: Student Success Coach-Advisor
 Action: Lateral change of position
 New Salary: No change
 Effective: Not later than 4/1/19

6. Name: Erin Mattsson
 Department: Continuing & Professional Studies
 Position: Confidential Administrative Assistant II
 Action: Extension of monthly stipend
 Effective: 1/1/19 until further notice but not later than 6/30/19

7. Name: James McCarthy
 Department: Continuing & Professional Studies
 Position: Director, Continuing and Professional Studies
 Action: Reclassification from A4 to A5 position
 New Salary: No change
 Effective: 1/1/19

8. Name: Jackeline Mejias-Fuertes
 Department: Small Business Development Center
 Position: Director, Small Business
 Action: Extension of grant-funded position
 New Salary: No change
 Effective: 1/1/19 – 6/30/19

9. Name: Gregory Menza
 Department: Career Pathways
 Position: Program Administrator/Monmouth County One-Stop Liaison
 Action: Extension of temporary grant funded assignment
 New Salary: No change
 Effective: 1/1/19 – until further notice, but not later than 6/30/19

10. Name: Marian Smith
 Department: Continuing & Professional Studies
 Position: Director, Continuing and Professional Studies
 Action: Reclassification from A4 to A5 position
 New Salary: \$39,526 prorated from an annual base of \$79,051
 Effective: 1/1/19

11. Name: Tricia Taylor
Department: Athletics
Position: Acting Assistant Director
Action: Extension of acting assignment
New Salary: No change
Effective: 1/1/19 – until further notice, but not later than 6/30/19
12. Name: Jorge Terreros
Department: Advising
Position: Student Success Coach-Advisor
Action: Lateral change of position
New Salary: No change
Effective: Not later than 4/1/19
13. Name: Laura Qaissaunee
Department: Grants Development
Position: Director, Grants & Institutional Development
Action: Extension of monthly stipend
Effective: 1/1/19 until further notice, but not later than 6/30/19
14. Name: Linda Roma
Department: Continuing & Professional Studies
Position: Director, Continuing and Professional Studies
Action: Reclassification from A4 to A5 position
New Salary: \$37,461 prorated from an annual base of \$74,922
Effective: 1/1/19
15. Name: Stephanie Rauso
Department: Advising
Position: Student Success Coach-Advisor
Action: Lateral change of position
New Salary: No change
Effective: Not later than 4/1/19

POLICE

1. Name: Walter Koegel
Department: Police
Position: Probationary Police Officer
Action: Leave of absence with pay
Effective: 12/6/18 – 12/14/18 (pending resolution of pension issue)

C. SEPARATIONS**FACULTY**

1. Name: Winifred Blanset
Department: English
Position: Instructor
Action: End of temporary assignment
Effective: 12/22/18
2. Name: Sheila Duane
Department: English
Position: Instructor
Action: End of temporary assignment
Effective: 12/22/18
3. Name: Elizabeth Gray
Department: Nursing
Position: Instructor
Action: End of temporary assignment
Effective: 12/22/18
4. Name: Richard Sorrell
Department: History
Position: Professor
Action: Deceased, 11/24/18

SUPPORT STAFF

1. Name: Sonia Falotico
Department: Office of STEM
Position: Senior Office Assistant, STEM
Action: Resignation
Effective: 1/4/19
2. Name: Alexis Irvin
Department: Biology
Position: Instructional Assistant, Closed Lab
Action: Resignation
Effective: 12/22/18

3. Name: Kelly Parr
 Department: English
 Position: Academic Tutor, Writing
 Action: Retirement
 Effective: 2/28/19

4. Name: Maria Theresa Sinel-Viola
 Department: President's Office
 Position: Confidential Secretary to the President
 Action: Resignation
 Effective: 1/4/19

POLICE

1. Name: Walter Koegel
 Department: Police
 Position: Probationary Police officer
 Action: Separation
 Effective: 12/14/18

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

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

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

This report was reviewed by the President, the Finance & Facilities Committee, and the Board of Trustees at a meeting held December 10, 2018.

December 18, 2018: Interim Vice President Finance & Operations, Joey Stoner

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,300, or purchases with a combined total in excess of \$35,300; and

WHEREAS, the New Jersey State “Pay-to-Play” Law, N.J.S.A. 19.44a-20.1 et seq, Chapters 51 and 271, requires Board of Trustee approval for any purchase over \$17,500, that is not awarded pursuant to a “fair and open” process; and

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

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

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

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

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

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

**Agenda for Purchases in Excess of \$35,300
December 18, 2018**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
IT Capital				
1	Virtuit Systems	Dell Servers / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply, delivery and virtual installation of four (4) blade servers and four (4) standalone servers. The blade servers will significantly increase the overall performance and reliability while reducing maintenance costs, server hardware footprint and power consumption in the Brookdale datacenter. The standalone servers are replacing existing servers that are approaching End of Service (EOS). This contract is funded by the IT Capital Budget.	Exempt	\$ 96,216.00
Operating				
2	T & M Associates	General Engineering Services, Engineer of Record, RFP No. 04-19 / Notice was sent to 31 firms, received 11 replies. This is a 6-month contract with an option for a 2nd year renewal for General Engineering Services as the Engineer of Record and is funded by the Facilities Budget. FY18 \$70,857.28.	RFP	\$ 50,000.00 *

* 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 October totaled \$2,508,526.41. 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 November 12, 2018.

November 27, 2018: Interim Vice President Finance & Operations, Joey Stoner



BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CONSTRUCTION PROJECTS

1) LINCROFT CAMPUS PARKING LOTS

Utilizing The services of the Monmouth 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. The College was hoping to complete additional paving improvements in portions of parking lot 2 and lot 5 this year. However, at this time due to the lateness of the paving season, it is unlikely any more paving will occur this year. The College will coordinate with the County Highway Department for additional paving next summer.

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, a contract to replace the panels was awarded to Fire Securities Technology, Inc. in the amount of \$115,000 by the BOT at their October 23, 2018 meeting. Contracts have been executed and a preconstruction meeting was held on November 29, 2018. Construction is expected to commence within the next few weeks and should be completed by early 2019.

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. The project is substantially complete, and the new pumps are up and running at both locations. The balance of the punchlist items will be completed over winter break. Unfortunately, one of the two pumps at the MAS building has failed for a second time. The contractor will be replacing this pump with a new pump shortly.

4) 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. The project was advertised, and bids were received on October 19, 2018. Contracts in the amount of \$406,340 and \$302,500 were awarded to Roof Integrity and MTB respectively at the BOT meeting of October 23, 2018. Construction work by both contractors is currently underway with the intent of completing all work by year's end subject to weather.

5) 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 eight bids received on November 1, 2018. At their special meeting of November 12, 2018, the BOT awarded a contract to Preferred Mechanical, Inc. in the amount of \$1,225,000. Critical shop drawings have been approved allowing for the ordering of long lead time equipment (chillers). Construction should commence mid-winter so that the project is completed prior to next year's cooling season.



6) 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. Presently, the project was advertised on November 27, 2018 with a bid opening scheduled for January 18, 2019. Subject to favorable bids and endorsement by the F&F Committee, the BOT may be able to award a contract at their January 29, 2019 meeting. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project.

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 five locations where the piping had separated. A contract in the amount of \$11,075 was awarded to Root 24 to make the repairs. Presently all five locations have been repaired. Unfortunately, recent heavy rain events have shown the seepage problem has not been fully solved. Our office is currently developing a recommendation for additional improvements which will consist of installing an exterior underdrain system along the perimeter of the building. Additional details and costs for this recommendation will be forthcoming for review and consideration by the F&F Committee. Regarding the mold contamination issue in the basement, all remediation activities have been completed and post remediation testing was performed on November 27, 2018. The testing results are expected shortly.

2) TENNIS & BASKETBALL COURTS/LINCROFT CAMPUS

Our office has completed field investigations to rehabilitate the existing eight tennis courts and two basketball courts at the Lincroft Campus. Concept plans and preliminary construction cost estimates have been completed for three options of repair ranging from repairing cracks and resurfacing the courts (\$200,000); crack repair, mill/pave top course asphalt and resurfacing (\$400,000) to full reconstruction of the courts (\$700,000). The second option was selected as the most appropriate repair for the courts based on their age, degree of cracking and the results of pavement cores. Our office is currently preparing a fee proposal letter for preparation of Plans and Specifications along with providing Construction Administration Services for consideration by the College. It is intended to complete the design and advertise the project over the winter so that construction can begin in the spring 2019.

3) ATHLETIC FIELDS/LINCROFT CAMPUS

Our office recently met with President Stout and Athletic Director Amundson along with other College representatives on November 27, 2018 to discuss the condition, location and orientation of the existing baseball field, softball field and the two soccer/lacrosse fields. It was agreed that keeping the fields in their current location and orientation was in the best interest to the College. It was also agreed that installing artificial turf on the main soccer field along with the infields of both the baseball and softball fields would be prudent allowing for extended use and reduced maintenance. Our office will be preparing



preliminary costs estimates for the above work along with estimates for rehabilitating the balance of the field areas with new sod and irrigation systems, new field equipment, dugouts, benches, press box building and four storage sheds. Subject to availability of funding, the above stated desired scope of work may need to be altered and/or constructed in phases. It is our intent to have the above information ready for discussion at the next F&F Committee meeting.

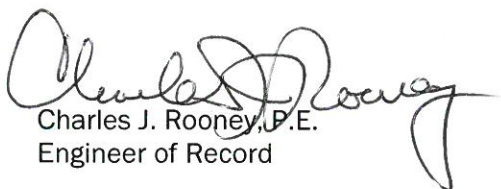
4) NEW ACADEMIC BUILDING-WALL CAMPUS

Unfortunately, noise complaints from adjacent residents persist following the remediation modifications to the roof mounted chiller completed by the College earlier this summer. Recent noise readings indicate the roof top chiller (running at a simulated full load) exceeds the Wall Township noise ordinance. The architect (Spiezle Design Group) has recommended the installation of a sound barrier wall mounted on the roof parapet immediately in front of the chiller. A cost estimate to implement this work is pending. In addition, following a heavy rain event in August, the building experienced water seepage problems at the interface of the walls with the building slab in a few locations. A field meeting with the architect (Spiezle) and the contractor (Benjamin Harvey) was held on December 12, 2018 to review the site grading around the building. The installation of a stone blanket along certain sections of the perimeter of the building will be investigated as a possible remedy. Our goal is to provide a recommendation for addressing this problem to the F&F Committee for consideration in the near future.

Also, on occasion during hot spells this past summer, condensation problems were experienced in some areas of the building. Based on discussions with Spiezle's HVAC subcontractor (Vanderweil), it appears that these problems relate to operational issues which should be readily resolvable. A recommendation from Vanderweil based on their recent field testing is expected shortly.

5) ATEC RETAINING WALL

During heavy rain events this past summer, an existing stepped timber retaining wall adjacent to the ATEC building, experienced significant damage and erosion. Our office field inspected the wall on October 16, 2018 and recommends rehabilitating the wall with new underdrains and pervious fill material along with replacement of some timbers. In addition, we recommended the installation of curbing and a storm inlet with piping along the sidewall above the wall to divert most of the storm water from cascading over the wall. Preliminary project costs are estimated at \$120,000. It is my understanding the College has filled an insurance claim regarding this occurrence.


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

Finance and Facilities Committee Brief**Ed Johnson, Executive Director Governmental Affairs & Community Relations****December 10, 2018****Middletown Township Shared Services Agreement****Background**

The College is committed to implementing partnerships, through shared services agreements, that sustain the effective continuation of essential services, realize cost-savings to the institution and promote cooperation with local municipal entities. These agreements serve as a model for cooperative service delivery under the Uniform Shared Services and Consolidations Act, N.J.S.A. 40A:65-1, setting an example for other shared service opportunities, across the Brookdale system - which will similarly be mutually beneficial in both quality and cost effectiveness for the institution.

Lincroft Campus Security

The Brookdale Police Department operates 24 hours a day, 365 days a year. It is a unique law enforcement agency designed specifically to serve the needs of the College community. The Department provides a variety essential of services while maintaining a safe and secure environment for students, faculty, staff and visitors at the Lincroft Campus.

During the off-peak hours 11:00pm – 7:00am, the Brookdale Police Department's focus shifts from a hands-on people service function to the security of the Lincroft campus building and grounds – requiring a reduced presence. Based on the need for a reduced presence, Brookdale reached out to Middletown Township to explore the possibility of shared police services during the weekday off-peak service hours (midnight shift). The proposed plan called for Middletown Township to assume responsibilities for conducting routine patrols of the campus and responding to calls for service during the midnight shift. While the plan would provide a cost savings for Brookdale – while maintaining effective police services, it would create an additional responsibility and potential cost for Middletown Township.

To offset the additional cost of patrol services and responsibilities, a discussion was initiated between the Mayor and Governing Body of Middletown Township and Brookdale regarding use of Brookdale facilities. The township indicated a need to secure a facility for use by its Police Athletic League (PAL) Boxing League. The “old book store” was identified as a suitable space for PAL. Therefore, this agreement was negotiated with Middletown Township to memorialize the exchange of mutually beneficial shared services and as the foundation for discussions on additional shared service opportunities.

Key Points of the Agreement

- 1) The agreement is based on the Uniform Shared Services and Consolidations Act, N.J.S.A. 40A:65-1 which authorizes local governmental entities to enter into an agreement, among other things, for the sharing of services;
- 2) The agreement is a multi-party agreement between Brookdale Community College, Middletown Township and the Middletown Police Boxing Club;
- 3) All rights, protections, liabilities and obligations are clearly identified in the agreement, as negotiated, drafted and vetted by Brookdale and Middletown Counsel and Administration;
- 4) in exchange for the Police Department conducting routine patrol of the campus and responding to calls for service during the midnight shift, the College agrees to permit the Boxing Club to use the space referred to as "the Old Bookstore" located adjacent to the MAN Building on the College's Lincroft Campus;
- 5) The agreement shall be effective January 1, 2019 through December 31, 2021; however, the Township's patrol of the College will only commence once the College and Township Police Departments have agreed on the mechanics of the shared services;
- 6) The Agreement may be extended by mutual agreement for three (3) additional one (1) year terms by a writing signed by both Parties. The Agreement may be revoked prior to its expiration, by either the College, the Township, or the Boxing Club, upon thirty (30) days' written notice;

Summary

With the support of BCC President Stout, the Office of Governmental Affairs and Community Relations & the Office of Human Resources and Organizational Safety recommend that the Board of Trustees approve the shared services agreement with Middletown Township and the Middletown Police Boxing League (PAL).

Reviewed by Finance and Facilities Committee 12/10/18

SHARED SERVICES AGREEMENT

This Agreement ("Agreement") is entered into as of the ____ day of December, 2018, by and between **Brookdale Community College**, with an office located at 765 Newman Springs Road, Lincroft, New Jersey 07738 (hereinafter "the College"), **Middletown Township**, a body corporate and politic of the State of New Jersey, having its principal offices at 1 Kings Highway, Middletown, New Jersey 07748 (hereinafter "the Township"), and **Middletown Police Boxing Club** (hereinafter "the Boxing Club") (the College, the Township and the Boxing Club are collectively referred to herein as the Parties, or individually as the Party).

WITNESSETH:

WHEREAS, the Uniform Shared Services and Consolidations Act, N.J.S.A. 40A:65-1 authorizes local governmental entities to enter into an agreement, among other things, for the sharing of services; and

WHEREAS, the College, the Township and the Boxing Club wish to enter into an agreement under which the Middletown Township Police Department ("Police Department") agrees to conduct routine patrol of the campus and respond to calls for service during the midnight shift; and

WHEREAS, in exchange for the Police Department conducting routine patrol of the campus and responding to calls for service during the midnight shift, the College agrees to permit the Boxing Club to use the space referred to as "the Old Bookstore" located adjacent to the MAN Building on the College's Lincroft Campus; and

WHEREAS, the College, the Township and the Boxing Club acknowledge that shared services agreements can be mutually beneficial to all Parties and the Parties are hopeful that this Agreement will set an example for other shared service opportunities which will similarly be mutually beneficial; and

WHEREAS, the College, the Township and the Boxing Club desire to set forth in this Agreement the specific terms and conditions of the services to be performed and provided by the Police Department.

NOW, THEREFORE, IT IS AGREED by and between the College, the Township and the Boxing Club that the Township, through the Police Department, shall conduct routine patrol of the campus and respond to calls for service during the midnight shift, between the hours of 11 p.m. and 7 a.m., subject to the terms of this Agreement ("Agreement"), as specified under the following terms and conditions:

- 1) The Township, through the Police Department, agrees to conduct routine patrol of the College campus, and respond to calls for service, during the midnight shift, between the hours of 11 p.m. and 7 a.m.
- 2) The Township's patrol of the College shall commence once the College and Township Police Departments have agreed on the mechanics of the shared services.

- 3) Any change to the midnight shift hours, 11 p.m. to 7 a.m., shall require further negotiation and modification of this Agreement.
- 4) In exchange for the Township, through the Police Department, patrolling the College campus during the midnight shift, between the hours of 11 p.m. and 7 a.m., the College agrees to allow the Boxing Club to use the space referred to as “the Old Bookstore.”
- 5) The Boxing Club agrees that its use of “the Old Bookstore” for the Boxing Club is “as is”, accepts “the Old Bookstore” in its “as is” condition and the College does not agree to improve or renovate the space.
- 6) Any physical renovations must be approved by the Board of Trustees and shall become the property of the College.
- 7) The Boxing Club agrees that when using “the Old Bookstore” it shall keep the premises clean and maintained and return the property to the College in the same condition.
- 8) Further, the Boxing Club agrees that “the Old Bookstore” is available for use Monday through Friday between the hours of 2:00 p.m. and 9:00 p.m., Saturday between the hours of 7:00 a.m. and 7:00 p.m. and Sunday between the hours of 7 a.m. and 1 p.m.
- 9) If College police presence is necessary at a Boxing Club event, the additional costs will be paid by the Boxing Club.
- 10) Further, if the use of “the Old Bookstore” on Saturday and/or Sunday incurs an additional cost to the College for facilities and/or custodial services, such expenses will be paid by the Boxing Club within 30 days of receipt of an Invoice.
- 11) The Boxing Club agrees to assume all liability for any injuries and property damage that may occur during its use of “the Old Bookstore.”
- 12) The Township hereby assumes sole responsibility for the supervision of the Boxing Club and its participants. The College assumes no responsibility and/or liability for the Boxing Club.
- 13) The Parties agree to meet at least one (1) time per year to discuss the merits of the ongoing shared service agreement.
- 14) Insurance. The Boxing Club shall secure and maintain in force for the term of this Agreement and any extensions comprehensive General Liability Insurance with a minimum limit of liability of \$1,000,000 with an excess umbrella of \$3,000,000 as a combined single limit for bodily injury and property damage. The policy shall name Brookdale Community College on a primary and non-contributory basis and as an Additional Insured for all coverages and renewals as required herein. Policies maintained by the Boxing Club shall contain a waiver

of subrogation provision waiving any right of the insurer to subrogation against Brookdale. The Boxing Club shall provide the College with proof of the above coverage upon execution of this Agreement, upon each year anniversary of the Term and otherwise as may be requested by the College from time to time.

- 15) Term of Agreement. This Agreement shall be effective January 1, 2019 through December 31, 2021; however, the Township's patrol of the College will only commence once the College and Township Police Departments have agreed on the mechanics of the shared services. This Agreement may be extended by mutual agreement for three (3) additional one (1) year terms by a writing signed by both Parties. This Agreement may be revoked prior to its expiration, by either the College, the Township, or the Boxing Club, upon thirty (30) days' written notice.
- 16) Modifications in Writing. Modifications or the waiver of any provisions of this Agreement shall in no event be effective unless the same shall be in writing and signed by the Parties hereto, and then such modification or waiver shall be effective only in the specific instance and for the specific purpose for which given.
- 17) Failure to Exercise Rights. Neither any failure nor any delay on the part of either party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise thereof preclude any other or further exercise of any other right, power or privilege.
- 18) Assignment. There shall be no assignment of this Agreement by any party hereto.
- 19) Captions. The section headings contained herein are for reference purposes only and shall not in any way affect the meaning or interpretation of the Agreement.
- 20) Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court or competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
- 21) Counterparts. This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument.
- 22) Reservation. Except as otherwise expressly set forth in this Agreement, the College, the Township and the Boxing Club reserve all of their respective rights and powers under Federal Law and the laws of the State of New Jersey.
- 23) Indemnification. The Parties shall indemnify, hold harmless and defend one another, their directors, officers, agents and employees, from and against any and all losses, claims, liability, damage, action or expense including, without limitation, reasonable attorney's fees and costs arising out of or relating to (i) any breach or default in the performance of any obligation under this Agreement and/or (ii) any negligence, intentional misconduct and/or activity subject to strict liability arising from any act or omission of their respective agents, employees,

contractors, invitees, attendees, patrons, guests or students arising under this Agreement.

- 24) Disputes. The Parties will work together in good faith to resolve any disputes. If unsuccessful, any disagreement or remaining disagreement shall be resolved before the Superior Court of New Jersey, Monmouth County.
- 25) Entire Agreement. This Agreement and its provisions constitutes the entire understanding and agreement of the Parties regarding all matters covered herein, and any prior discussions, representations, understandings and agreements are hereby superseded by this Agreement. The Parties agree to be bound hereby and acknowledge that there are no representations, warranties, covenants or undertakings other than those expressly set forth herein.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the day and year first above written.

WITNESS

BROOKDALE COMMUNITY COLLEGE

By: _____
Dr. David M. Stout, President

WITNESS

MIDDLETOWN TOWNSHIP

By: _____

WITNESS

MIDDLETOWN POLICE BOXING CLUB

By: _____
Deputy Chief Stephen Dollinger

4.2d *Authorization to Enter into a Shared Service Agreement with Middletown Township*

The College is committed to implementing partnerships through shared services agreements that sustain essential services, realize cost-savings to the institution, and promote cooperation with county colleges, counties, local municipal entities and authorities.

These agreements serve as a model for cooperative service delivery under the N.J.S.A. 18A:64A-25.10 and the Uniform Shared Services and Consolidations Act, N.J.S.A. 40A:65-1, setting an example for other shared service opportunities.

Brookdale reached out to Middletown Township to explore the possibility of shared police services during the weekday off-peak service hours, 11 pm – 7 am, providing routine patrols and responding to calls in exchange for a facility to use for the Police Athletic League (PAL) Boxing League. The College identified the old bookstore space and it was determined that the space would fulfil the need.

A mutually beneficial three year Shared Services Agreement (“Agreement”) commencing January 1, 2019 has been developed between three parties, the College, Middletown Township, and Middletown Police Boxing Club. The Agreement includes options to extend for three additional one year terms. Any Party may terminate the Agreement upon thirty days’ written. The Township’s patrol of the College will commence once the mechanics of the shared service are agreed upon by the College and the Middletown Township Police Department.

This recommendation was discussed with the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held December 10, 2018.

December 18, 2018: Interim Vice President Finance Operations, Joey Stoner

RESOLUTION

WHEREAS, Brookdale Community College is entering a Shared Services Agreement (“Agreement”) with the Township of Middletown and the Middletown Township Police Department; and

WHEREAS, the Agreement is based on N.J.S.A. 18A:64A-26.10 and the NJ State Public Private Partnership Initiative which promotes government bodies, including school districts, municipalities, counties, and state entities, to enter into public-private partnership agreements with a private organization; and

WHEREAS, Middletown Township has agreed that, in exchange for 11 pm – 7 am patrol and call response services, Brookdale Community College will provide the space commonly known as the old bookstore for use by the Police Athletic League (PAL); and

WHEREAS, the Board of Trustees of the Brookdale Community College, County of Monmouth, State of New Jersey approves participation in this exchange of services; and

NOW, THEREFORE BE IT RESOLVED that Middletown Township, the Middletown Township Police Department, and Brookdale Community College enter into this Agreement for shared services.

Finance and Facilities Committee Brief**Ed Johnson, Executive Director Governmental Affairs & Community Relations****December 10, 2018****Hazlet-Baypoint Association Agreement****Background**

The College is committed to increasing access to all Brookdale locations for students, faculty and staff through multi-modal transportation planning efforts. Recognizing the diverse transportation demands of our students and workforce, Brookdale seeks collaborative partnerships with state and county transportation authorities, local municipal entities and business organizations to promote safe and reliable transportation to its regional locations. The idea is that by creating collaborative multi-modal transportation partnership agreements, such as the Hazlet Baypoint Association Agreement, Brookdale can promote the use of public transportation as an opportunity to connect Monmouth County residents in our local communities to the resources and programs the college offers.

Hazlet-Baypoint Association

Currently, the Brookdale Hazlet Center is accessible only by private modes of transportation. While NJ Transit bus lines run along two local major routes (Rt.35 & Rt. 36) there is no direct line that provides public transportation service to the Hazlet Center.

In 2016, Brookdale Community College, NJ Transit and the Baypoint Association entered in to discussions to develop a plan for initiating direct bus service to the Hazlet Center. While a plan was developed, there were remained some concerns that prevented a final agreement from being reached. This proposed agreement, between Brookdale Community College and the Baypoint Association resolves those previous concerns and meets the conditions – a signed agreement between the two parties – required by NJ Transit in order to create a new bus route that serves the Hazlet Center.

Key Points of the Agreement

- 1) The agreement is based on the NJ State Public Private Partnership Initiative which promotes government bodies, including school districts, municipalities, counties and state entities, to enter into public-private partnership agreements with a private organization;

- 2) The agreement is a two-party agreement between Brookdale Community College and the Baypoint Association which NJ Transit requires as a condition of providing bus service to the Hazlet Center;
- 3) All rights, protections, liabilities and obligations are clearly identified in the agreement, as negotiated, drafted and vetted by Brookdale and the Baypoint Association Counsel and Administration;
- 4) In exchange for Brookdale Community College taking control, through License Agreement, of the adjacent road (Attachment A) and providing for maintenance repair and replacement of the road (as outlined in the agreement), the Baypoint Association will permit NJ Transit Bus to use the Crown Plaza road to the Brookdale parking lot;
- 5) The term of this Agreement shall commence on the Effective Date and shall continue for a period of five (5) years, unless this Agreement is earlier terminated or extended as provided herein.
- 6) The Licensee shall have the right to extend the Term for two (2) successive periods of five (5) years each based upon the same terms and conditions as set forth herein. The Licensee shall provide the Licenser written notice of Licensee's intent to exercise the Optional Renewal Terms sixty (60) days prior to the expiration of the then-current term.

Summary

With the support BCC President Stout, the Office of Governmental Affairs and Community Relations recommends that the Board of Trustees approve the shared services agreement with the Baypoint Association.

Reviewed by Finance and Facilities Committee 12/10/18

Update Revisions via conference call 12/12/18

Final Draft Approved 12/13/18

LICENSE AGREEMENT

This **LICENSE AGREEMENT** (the "Agreement") is made and entered into on the ____ day of _____, 2018 (the "Effective Date") by and between **BAYPOINT BUSINESS CENTER ASSOCIATES, INC.** with an address of One Crown Plaza, Hazlet, New Jersey 07730 (the "Licensor" or "Association") and **BROOKDALE COMMUNITY COLLEGE**, a county college of Monmouth County, State of New Jersey, with an address of 765 Newman Springs Road, Lincroft, New Jersey 07738 (the "Licensee"). The Licensor and Licensee may individually be referred to as the "Party", and collectively, the "Parties".

RECITALS

WHEREAS, Licensor is a property association comprised of the property owners (with the exception of the Licensee) in the Baypoint complex which provides landscaping and maintenance services for the member property owners; and

WHEREAS, Licensor also owns, maintains and controls the entrance road which is approximately 50,000 square feet (the "Entrance Road"); and

WHEREAS, Licensee owns the land and building located at One Crown Plaza which functions as one of Licensee's regional educational campuses (the "BCC Hazlet Campus") and possesses a right of ingress/egress onto the Entrance Road; and

WHEREAS, Licensee desires to obtain a License (as defined herein) from the Licensor to enable Licensee to control and use a portion of the Entrance Road that is adjacent to and runs into and through the BCC Campus and utilize the entire Entrance Road (hereinafter, the "BCC Roadway Portion") as depicted in Attachment "A", appended hereto; and

WHEREAS, Licensee is seeking the License for the purpose of allowing for the free flow and unfettered access of NJ Transit bus service and other vehicular access that is required and incident to the operation of the BCC Hazlet Campus property in the normal course of business.

WHEREAS, the Licensor is willing to grant to the Licensee a revocable, non-exclusive license to control and use the BCC Roadway Portion in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises provided, the Parties hereby agree as follows:

1. **Grant of Revocable, Non-Exclusive License**. The Licensor hereby grants to the Licensee a revocable, non-exclusive privilege and permission (the "License") to use and control the BCC Roadway Portion in accordance with the terms and conditions set forth in this Agreement. Licensor represents and warrants that it has the full right, power and

authority to enter into this License Agreement and be bound by the terms and conditions contained herein.

2. **No Interest in Land.** Licensee understands, acknowledges and agrees that this Agreement does not create an interest or estate in Licensee's favor in the BCC Roadway Portion. It is expressly understood and acknowledged that the Licensor retains legal possession of the entire Entrance Road, including the BCC Roadway Portion, and this Agreement merely grants to the Licensee, its employees, students, invitees and licensees the personal right and privilege to use the BCC Roadway Portion throughout the Term (as defined herein) of this Agreement.
3. **Scope of License.** The License granted to the Licensee is limited in scope to the non-exclusive right and use of the BCC Roadway Portion to allow for the free flow and unfettered access of NJ Transit bus service and that which is required and incident to the operation of the BCC Hazlet Campus property in the normal course of business, which includes but is not limited to access and use by Licensee's employees, students, invitees and licensees.
4. **Licensor's Responsibilities.** In exchange for the grant of the License, Licensor agrees as follows:
 - (a) Licensor shall waive the four thousand dollar (\$4,000) annual membership fee for Licensee to join the Baypoint Association;
 - (b) Licensor agrees to consider a separate shared services agreement with Licensee for street sweeping, garbage and snow removal services on the BCC Roadway Portion, which terms and conditions shall be negotiated in good faith contemporaneous with, or immediate subsequent to, the execution of this Agreement; and
 - (c) Licensor shall continue to be responsible for the catch pond and area landscaping.
5. **Licensee's Responsibilities.** In exchange for the grant of the License, Licensee agrees as follows:
 - (a) Licensee agrees, at its sole cost and expense, to repair and/or replace the BCC Roadway Portion;
 - (b) Licensee agrees to provide and maintain insurance on the BCC Roadway Portion; and
 - (c) Licensee agrees that all other Baypoint property owners shall have access through the BCC Roadway Portion for normal business traffic flow and use which shall mean typical and ordinary vehicular traffic that is required and incident to the operation of the property owners' property in the normal course of business.

6. **Approval of Repair/Replacement Work.** Prior to Licensee commencing any repair/replacement activities or causing any work or improvements to occur on the BCC Roadway Portion, Licensee shall obtain prior written approval from the Licensor to proceed with any repair/replacement activities, which consent shall not be unreasonably withheld.
7. **Term.** The term of this Agreement shall commence on the Effective Date and shall continue for a period of five (5) years (the "Term"), unless this Agreement is earlier terminated or extended as provided herein. Notwithstanding the foregoing, the Licensee shall have the right to extend the Term for two (2) successive periods of five (5) years each (the "Optional Renewal Terms") based upon the same terms and conditions as set forth herein. The Licensee shall provide the Licensor written notice of Licensee's intent to exercise the Optional Renewal Terms sixty (60) days prior to the expiration of the then-current term.
8. **Termination.** After the initial first year, this Agreement may be terminated by the Licensee for any reason upon sixty (60) days' written notice to Licensor.
9. **Indemnification.** Licensee agrees to defend, indemnify and hold harmless the Licensor from all loss, damages or claims of whatever nature, including reasonable attorney's fees and costs of litigation or dispute resolution (collectively, the "Claim"), that arise out of any act or omission of the Licensee in connection with the License and that result directly or indirectly in the injury to or death of any person or the damage to or loss of any property, or that are caused by the failure of the Licensee to comply with any provision of this Agreement except to the extent the Claim is the result of the Licensor's negligence, fault or willful misconduct. The Licensor shall (a) promptly notify the Licensee in writing of the Claim, (b) give the Licensee sole authority, at the Licensee's expense, using counsel reasonably acceptable to the Licensor, to direct and control the defense and any settlement and compromise negotiations, (c) provide Licensee with such disclosure and assistance of the Licensor as may be reasonably required to defend any such Claim. If the Licensee does not promptly undertake defense of any such Claim after notice of same from the Licensor, the Licensor shall be entitled, but not required, to undertake the defense of such Claim and shall have the right to direct and control the defense and any settlement and compromise negotiations concerning such Claim with counsel selected by the Licensor and that the Licensee shall have the right to approve any settlement (which consent shall not be unreasonably withheld). For the avoidance of doubt, the Licensor's election to undertake or not to undertake such defense will not limit in any way the Licensee's indemnification obligations hereunder. The Licensee's obligations under this Section survive the expiration or termination of this Agreement.

Licensor agrees to defend, indemnify and hold harmless the Licensee from all loss, damages or claims of whatever nature, including reasonable attorney's fees and costs of litigation or dispute resolution (collectively, the "Claim"), that arise out of any act or omission of the Licensor in connection with the License and that result directly or

indirectly in the injury to or death of any person or the damage to or loss of any property, or that are caused by the failure of the Licensor to comply with any provision of this Agreement except to the extent the Claim is the result of the Licensee's negligence, fault or willful misconduct.

9. **Transferability of License.** Consent to transfer the License granted by the Licensor to the Licensee shall be at the sole discretion of the Licensor, which consent shall not be unreasonably withheld. In the event such consent is granted, the subsequent licensee shall be required to assume, in writing, all of Licensee's obligations hereunder (in a form acceptable to the Licensor) and such subsequent owner shall acquire nothing more than the personal right granted to Licensee.
10. **Surrender of Possession.** Upon the expiration or termination of this Agreement, Licensee's right to use the BCC Roadway Portion and exercise the privileges and rights granted hereunder shall cease.
11. **Counterparts.** This Agreement may be executed in counterparts, the integration of all signature pages constituting the final Agreement hereto.
12. **Entire Agreement.** This Agreement, including any attachments or documents incorporated by reference, contains the entire agreement between the Parties and supersedes any prior arrangements of the Parties with respect its subject matter.
13. **Modification of Agreement.** This Agreement may only be modified by written amendment and at the consent and agreement of both Parties.
14. **Notices.** All notices, requests, consents, approvals or other communications under this Agreement shall be in writing and mailed by certified mail, return receipt requested, postage prepaid, or delivered by a nationally recognized overnight courier service which obtains delivery receipts (e.g., Federal Express) or personal delivery and by electronic mail to the email addresses below, and addressed to the following:

If to the Licensor:

Michael Casciano, President
Baypoint Business Center Association, Inc.
One Crown Plaza
Hazlet, New Jersey 07730
P: (732) 261-5241
E:

With copy to:

If to the Licensee: Dr. David M. Stout, President
Brookdale Community College
765 Newman Springs Road
Lincroft, New Jersey 07738
P: (732) 224-2204
E: Dstout@brookdalecc.edu

With copy to:

Louis N. Rainone, Esq.
Rainone Coughlin Minchello, Attorneys at Law
555 Route 1
Iselin, New Jersey 08830
P: (732) 709-4182
E: lrainone@njrcmlaw.com

15. **Governing Law.** This Agreement shall be governed by the laws of the State of New Jersey. Any litigation that may result from a dispute between the Parties concerning this Agreement and the rights and obligations of the Parties thereto shall be venued in the courts of the State of New Jersey or the United States District for the District of New Jersey, as applicable.

16. **Severability.** If any term or condition of this Agreement or application thereof shall be determined to be contrary to the laws of the State of New Jersey or the United States, then such term or condition or application thereof shall not be deemed valid except to the extent permitted by law, but all other terms and conditions or applications thereof shall continue in full force and effect.

17. **Assignment.** Neither Party shall assign, or otherwise transfer its interests in this Agreement without the prior written consent of the other Party.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the day and year first above written.

WITNESS/ATTEST: **BAYPOINT BUSINESS CENTER ASSOCIATES, INC.**

By: _____

By: _____

WITNESS/ATTEST:

BROOKDALE COMMUNITY COLLEGE

By: _____

By: _____
Dr. David M. Stout, President

4.2c *Authorization to Create Multi-Modal Transportation Partnership Agreements*

The College is committed to increasing access to all Brookdale locations for students, faculty, and staff through multi-modal transportation efforts. By creating a collaborative multi-modal transportation partnership agreement in Hazlet with the - Baypoint Business Center Associates, Inc. ("Baypoint Association"), Brookdale can promote the use of public transportation as an opportunity to connect Monmouth County residents in our local communities to the resources and programs the College offers.

In exchange for Brookdale Community College using and taking control of a portion of the entrance road and providing repairs and replacement of – Brookdale's portion of the road (as outlined in the License Agreement), the Baypoint Association will permit NJ Transit Buses to use the Crown Plaza road to access the Brookdale parking lot.

The term of this Agreement shall commence on January 1, 2019, and shall continue for a period of five years, unless terminated or extended. The College shall have the right to extend the term for two successive periods of five years each based upon the same terms and conditions. The College will provide Baypoint Association with written notice of the College's intent to exercise the optional renewal terms 60 days prior to the expiration of the then-current term.

The College has investigated and determined that this partnership would be of great benefit to the College. The resolutions that follow will serve as the Board's approval to engage the contract for participation.

This recommendation was discussed with the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held December 10, 2018.

December 18, 2018: Interim Vice President Finance Operations, Joey Stoner

RESOLUTION

WHEREAS, Brookdale Community College is entering an agreement with Baypoint Business Center Associates, Inc. ("Baypoint Association"); and

WHEREAS, the License Agreement is based on the NJ State Public Private Partnership Initiative which promotes government bodies, including school districts, municipalities, counties, and state entities, to enter into public-private partnership agreements with a private organization; and

WHEREAS, Baypoint Association agreed that Brookdale Community College use and control, as outlined in the License Agreement, a portion of the entrance road at the Hazlet HEC; and

WHEREAS, the Board of Trustees of the Brookdale Community College, County of Monmouth, State of New Jersey approves participation in the Baypoint Association License Agreement; and

NOW, THEREFORE BE IT RESOLVED that the Baypoint Business Center Associates, Inc. and Brookdale Community College enter into the License Agreement.

Brookdale Community College College Policy

4.4000 Investments

I. Title of Policy

Investments

II. Objective of Policy

To establish guidelines for the investment of College funds.

III. Authority

Board of Trustees Bylaws and New Jersey Statutes 18A:64A-1, [et seq.](#)

III. Policy Statement

Responsibility for the investment of all excess funds shall rest with the President. Such funds shall continuously be identified and invested prudently and in accordance with [State and Federal rules](#), regulations and statutes.

Deleted:

The President shall establish procedures for the investment of excess funds, and the Board of Trustees shall be kept apprised of all investments and proceeds.

V. Responsibility for Implementation

President

Approved: 8/1/68
Revised: 10/24/96

Deleted:

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

4.4000 Investments

I. Title of Policy

Investments

II. Objective of Policy

To establish guidelines for the investment of College funds.

III. Authority

Board of Trustees Bylaws and New Jersey Statutes 18A:64A-1, et seq.

IV. Policy Statement

Responsibility for the investment of all excess funds shall rest with the President. Such funds shall continuously be identified and invested prudently and in accordance with State and Federal rules, regulations and statutes.

The President shall establish procedures for the investment of excess funds, and the Board of Trustees shall be kept apprised of all investments and proceeds.

V. Responsibility for Implementation

President

Approved: 8/1/68

Revised: 10/24/96

Lodged: 11/27/2018

For BOT Approval: 12/18/2018

Brookdale Community College College Policy

4.5000 Construction Contracts

I. Title of Policy

Construction Contracts

II. Objective of Policy

To fulfill New Jersey statutory requirements.

III. Authority

Board of Trustees Policy No. 4.8000; New Jersey Statutes 18A:64A-25.1 et seq.

Deleted:

IV. Policy Statement

Where a project has been either specifically approved by the Board or budgeted, the President is authorized to solicit quotations and/or bids in accordance with the requirements of N.J.S.A. 18A:64A-25.1 et seq. and Board of Trustees Policy No. 4.8000, Contracts.

Deleted:

Deleted:

In the exercise of this authority the President shall observe the following:

A. If the estimated cost of the entire project is more than \$100,000, specific plans and specifications shall be approved in advance by the Board of Trustees.

B. Change orders to capital improvement contracts may be approved upon the following basis:

1. A change order costing less than the specified bidding limits as set forth in N.J.S.A. 18A:64A-25.1 et seq. may be approved by the President provided the total contingency for the project is not exceeded. Any action taken under this section shall be reported to the Finance and Facilities Committee of the Board of Trustees.

Deleted:

2. A change order which exceeds the cost as set forth in N.J.S.A. 18A:64A-25.1 et seq. may be authorized by the President if approved by the Executive Committee of the Board of Trustees, provided the total contingency for the project is not exceeded. Any action taken under this section shall be reported to the Board of Trustees at the next Regular Board Meeting.

3. When the total contingency fund for a project is exceeded, the Board of Trustees may revise the contingency fund or may require their approval of any additional change orders.

V. Responsibility for Implementation

President

Approved: 7/21/69

Revised: 6/23/88

Revised: 10/24/96

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

4.5000 Construction Contracts

I. Title of Policy

Construction Contracts

II. Objective of Policy

To fulfill New Jersey statutory requirements.

III. Authority

Board of Trustees Policy No. 4.8000; New Jersey Statutes 18A:64A-25.1 et seq.

IV. Policy Statement

Where a project has been either specifically approved by the Board or budgeted, the President is authorized to solicit quotations and/or bids in accordance with the requirements of N.J.S.A. 18A:64A-25 et seq. and Board of Trustees Policy No. 4.8000, Contracts.

In the exercise of this authority the President shall observe the following:

- A. If the estimated cost of the entire project is more than \$100,000, specific plans and specifications shall be approved in advance by the Board of Trustees.
- B. Change orders to capital improvement contracts may be approved upon the following basis:
 - 1. A change order costing less than the specified bidding limits as set forth in N.J.S.A. 18:64A-25.1 et seq. may be approved by the President provided the total contingency for the project is not exceeded. Any action taken under this section shall be reported to the Finance and Facilities Committee of the Board of Trustees.
 - 2. A change order which exceeds the cost as set forth in N.J.S.A. 18A:64A-25.1 et seq. may be authorized by the President if approved by the Executive Committee of the Board of Trustees, provided the total contingency for the project is not exceeded. Any action taken under this section shall be reported to the Board of Trustees at the next Regular Board Meeting.
 - 3. When the total contingency fund for a project is exceeded, the Board of Trustees may revise the contingency fund or may require their approval of any additional change orders.

V. Responsibility for Implementation

President

Approved: 7/21/69

Revised: 6/23/88

Revised: 10/24/96

Lodged: 11/27/2018

For BOT Approval: 12/18/2018

Brookdale Community College College Policy

5.0007 Establishment or Discontinuance of Programs

I. Title of Policy

Establishment or Discontinuance of Programs

II. Objective of Policy

To establish a Board Policy for approval of the establishment or discontinuance of programs.

III. Authority

[Brookdale Community College By-Laws](#); N.J.S. 18A:64A-12d, General Powers of Boards; [Higher Education Act of 1965](#)

IV. Policy Statement

B. Termination or change in nomenclature of a program: If Brookdale Community College terminates a program, option, or academic certificate, or makes a change in nomenclature of a program, that action will be formally accomplished by a resolution of the Board of Trustees.

A copy of the resolution will be sent to the New Jersey Presidents' Council for its - information and to the Secretary of Higher Education to update the Secretary's repository of program status.

A. Initiation of a program, an option, or certificate: If Brookdale Community College decides to introduce a new program, option, or academic certificate, that action will be formally accomplished through the program development process and by resolution of the Board of Trustees.

Notice of the new program, option, or certificate will be sent by Brookdale Community College to the New Jersey Presidents' Council for approval. The New Jersey Presidents' Council will notify the Secretary of Higher Education of all approved programs to be included in the Secretary of Higher Education repository of approved program.

C. Initiation of a Title IV eligible clock hour program: If Brookdale Community College decides to introduce a new non-credit training program that is eligible for Title IV funding, notice of the program addition is submitted to the Board of Trustees for

approval. Once that is received the Financial Aid office (director?) verifies that the institution meets all eligibility requirements and updates the Program Participant Agreement to reflect the new program, and submits the application/agreement to USED along with required documentation (proof of accreditation, approval to operate by State, and a copy of the Board minutes approving the program)

V. Responsibility for Implementation

In order to create and maintain a viable curriculum, the President shall be responsible for the following:

B. To recommend to the Board of Trustees, for approval, the establishment of programs of instruction, or the discontinuance of existing programs.

A. To approve the introduction of new programs, options, academic certificates or the discontinuance of existing ones.

Approved: 9/21/70

Revised: 3/23/95

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

5.0007 Establishment or Discontinuance of Programs

I. Title of Policy

Establishment or Discontinuance of Programs

II. Objective of Policy

To establish a Board Policy for approval of the establishment or discontinuance of programs.

III. Authority

Brookdale Community College By-Laws; N.J.S.A. 18A:64A-12d, General Powers of Boards; Higher Education Act of 1965

IV. Policy Statement

- A. Initiation of a program, an option, or certificate: If Brookdale Community College decides to introduce a new program, option, or academic certificate, that action will be formally accomplished through the program development process and by resolution of the Board of Trustees.

Notice of the new program, option, or certificate will be sent by Brookdale Community College to the New Jersey Presidents' Council for approval. The New Jersey Presidents' Council will notify the Secretary of Higher Education of all approved programs to be included in the Secretary of Higher Education repository of approved program.

- B. Termination or change in nomenclature of a program: If Brookdale Community College terminates a program, option, or academic certificate, or makes a change in nomenclature of a program, that action will be formally accomplished by a resolution of the Board of Trustees.

A copy of the resolution will be sent to the New Jersey Presidents' Council for its information and to the Secretary of Higher Education to update the Secretary's repository of program status.

- C. Initiation of a Title IV eligible clock hour program: If Brookdale Community College decides to introduce a new non-credit training program that is eligible for Title IV funding, notice of the program addition is submitted to the Board of Trustees for approval. Once that is received, the Financial Aid Office verifies that the institution meets all eligibility requirements and updates the Program Participant Agreement to reflect the new program, and submits the

application/agreement to USED along with required documentation (proof of accreditation, approval to operate by State, and a copy of the Board minutes approving the program).

V. Responsibility for Implementation

In order to create and maintain a viable curriculum, the President shall be responsible for the following:

- A. To approve the introduction of new programs, options, academic certificates or the discontinuance of existing ones.
- B. To recommend to the Board of Trustees, for approval, the establishment of programs of instruction, or the discontinuance of existing programs.

Approved: 9/21/1970

Revised: 3/23/1995

Lodged: 11/27/2018

For BOT approval: 12/18/2018

Brookdale Community College College Policy

7.0000 ~~Advisory Committees~~

Deleted:

I. Title of Policy

Program Advisory Committees

II. Objective of Policy

Formatt

To authorize the President to establish Advisory Committees.

III. Authority

Formatt

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

Formatt

Deleted:

IV. Policy Statement

Formatt

As a community college, it is important for Brookdale Community College to maintain a continuing relationship with the various sectors of the community in order to identify needs and to develop curriculum, programs and services to meet those needs. Accordingly, the President may establish Advisory Committees in those areas where he or she deems it in the best interests of the College.

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Approved: Board of Trustees, 9/21/70

**Brookdale Community College
College Policy**

7.0000 Program Advisory Committees

I. Title of Policy

Program Advisory Committees

II. Objective of Policy

To authorize the President to establish Advisory Committees.

III. Authority

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

IV. Policy Statement

As a community, it is important for Brookdale Community College to maintain a continuing relationship with the various sectors of the community in order to identify needs and to develop curriculum, programs and services to meet those needs. Accordingly, the President may establish Advisor Committees in those areas where he or she deems it in the best interests of the College.

VI. Responsibility for Implementation

President

Approved: Board of Trustees, 9/21/1970

Lodged: 11/27/2018

For BOT Approval: 12/18/2018

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.3002 Grant Funded Positions

I. Title of Policy

Grant Funded Positions

II. Objective of Policy

To specify the conditions of employment for grant funded positions.

III. Authority

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

IV. Policy Statement

The following clause-statement shall appear in employment appointment and reappointment contracts-letters for all "grant funded" Faculty-faculty and Administrative administrative positions that are created, exist or extended contingent on grant money or other non-College funds:

~~Since this is a specially funded program-position, dependent for its existence upon Federal-federal, State, or other non-College operating funds, -and and is not funded pursuant to -not a part of the regular College budget, - this contract is for the specified period only. Continued employment is always contingent upon satisfactory performance and College needs. Grant funded positions are also contingent upon continued funding. This appointment is for the specified period only. Employment beyond the expiration date of the grant is subject to appropriate provisions of existing collectively bargained agreements in effect at that time for employees covered by those agreements.~~

Comment [JR1]: What is this? Should use title of position.

V. Responsibility for Implementation

President

Approved: 5/23/74

Revised: 6/27/96

Revised: XX/2018

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.3002 Grant Funded Positions

I. Title of Policy

Grant Funded Positions

II. Objective of Policy

To specify the conditions of employment for grant funded positions

III. Authority

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

IV. Policy Statement

The following statement shall appear in appointment and reappointment letters for all “grant funded” faculty and administrative positions that are created, exist or extended contingent on grant money or other non-College funds:

This is a specially funded position, dependent for its existence upon federal, State, or other non-College operating funds, and is not funded pursuant to the regular College budget. Continued employment is always contingent upon satisfactory performance and College needs. Grant funded positions are also contingent upon continued funding. This appointment is for the specified period only. Employment beyond the expiration date of the grant is subject to appropriate provisions of existing collectively bargained agreements in effect at the time for employees covered by those agreements.

V. Responsibility for Implementation

President

Approved: 5/23/74

Revised: 6/27/96

Revised: 7/2018

Lodged: 11/27/2018

For BOT Approval: 12/18/2018

3.4001 College Interns

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I. Title of Policy

College Interns

II. Objective of Policy

To establish the authority and conditions of employment for College interns.

III. Authority

New Jersey Statutes: County Colleges, 18A-64A; [P.L.2018, C 10](#).

IV. Policy Statement

The College may engage in providing opportunities for individuals to serve as supervised interns in teaching and administrative areas. Such interns shall generally function as members of the academic or administrative staff and will be supervised by a ~~full-time staff~~ [full-time faculty](#) member [or administrative staff member](#) serving as a mentor. Intern positions are temporary in nature and typically exist for an academic semester or less.

Remuneration for the intern, if any is to be granted, shall be determined by the President. ~~Sponsored~~ Interns may be uncompensated or may appropriately be compensated at a rate of pay deemed to be the minimum level of compensation for similarly classified positions ~~as determined by the President or his designee~~. Intern compensation may be further prorated according to the individual's specific tasks.

Interns [are engaged to gain specific knowledge, skills, and abilities and will not replace full-time employees](#). [Paid interns](#) will be considered to be hourly employees and ~~receive benefits as required by law. therefore will not be accorded employee benefits that would be available to full-time employees.~~

V. Responsibility for Implementation

President

Approved: Board of Trustees

[Revised: July 2018](#)

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BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.4001 College Interns

I. Title of Policy

College Interns

II. Objective of Policy

To establish the authority and conditions of employment for College interns.

III. Authority

New Jersey Statutes: County Colleges, 18A-64A; P.L.2018, C 10.

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The College may engage in providing opportunities for individuals to serve as supervised interns in teaching and administrative areas. Such interns shall generally function as members of the academic or administrative staff and will be supervised by a full-time faculty member or administrative staff member serving as a mentor. Intern positions are temporary in nature and typically exist for an academic semester or less.

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Interns are engaged to gain specific knowledge, skills, and abilities and will not replace full-time employees. Paid interns will be considered to be hourly employees and receive benefits as required by law.

V. Responsibility for Implementation

President

Approved: Board of Trustees
Revised: July 2018
Lodged: 11/27/2018
For BOT Approval: 12/18/2018

3.9008

Title of Policy

Code of Ethics for Employees

II. Objective of Policy

To authorize the President to establish a Code of Ethics for the conduct of all College employees.

III. Authority

[N.J.S.A. 18A:3B-14\(e\)](#); N.J.S.A. 18A: 64A-12 [\(o\)](#); [N.J.A.C. 9A: et seq.](#); [Local Government Ethics Law, N.J.S.A. 40A:9-22.6](#)

IV. Policy Statement

To avoid conflicts of interest, to guarantee that full-time employees shall devote primary responsibility to their duties and obligations at Brookdale Community College, and to establish appropriate conduct by all employees, the President is authorized to establish a Code of Ethics for College Employees.

The Code of Ethics shall include, but not be limited to, rules and regulations regarding:

- A. Outside employment;
- B. Proper discharge of duties and obligations to Brookdale Community College;
- C. Direct or indirect interests, financial or otherwise, in any transactions with Brookdale Community College;
- D. Use of official position to obtain privileges or advantages;
- E. Nepotism;
- F. Acceptance of gifts, favors, compensation or other things of value to influence College decisions;
- G. Acting on behalf of Brookdale Community College without authorization;
- H. Release or misuse of confidential information;
- I. Amorous, [physical, and/or romantic](#) relationships with students, [co-workers, and/or independent contractors](#);
- J. Primary work obligation;

[Submitted for Lodging – November 27, 2018](#)

K. Conflicts of interest, financial and otherwise;

L. Financial disclosure statements as required by specific third party agencies and/or projects.

M. Compliance with ~~state and federal laws and~~ College policies, regulations, ~~and~~ procedures and State, local and Federal laws. ÷

V. Responsibility for Implementation

President.

Approved: 8/24/95

Revised: 3/10/04

Revised: XX/XX/18

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.9008 Code of Ethics for Employees

I. Title of Policy

Code of Ethics for Employees

II. Objective of Policy

To authorize the President to establish a Code of Ethics for the conduct of all College employees.

III. Authority

N.J.S.A. 18A:3B-14(e); N.J.S.A. 18A: 64A-12 (o); N.J.A.C. 9A: et seq.; Local Government Ethics Law, N.J.S.A. 40A:9-22.6

IV. Policy Statement

To avoid conflicts of interest, to guarantee that full-time employees shall devote primary responsibility to their duties and obligations at Brookdale Community College, and to establish appropriate conduct by all employees, the President is authorized to establish a **Code** of Ethics for College Employees.

The Code of Ethics shall include, but not be limited to, rules and regulations regarding:

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- B. Proper discharge of duties and obligations to Brookdale Community College;
- C. Direct or indirect interests, financial or otherwise, in any transactions with Brookdale Community College;
- D. Use of official position to obtain privileges or advantages;
- E. Nepotism;
- F. Acceptance of gifts, favors, compensation or other things of value to

influence College decisions;

G. Acting on behalf of Brookdale Community College without authorization;

H. Release or misuse of confidential information;

I. Amorous, physical, and/or romantic relationships with students, co-workers, and/or independent contractors;

J. Primary work obligation;

K. Conflicts of interest, financial and otherwise;

L. Financial disclosure statements as required by specific third party agencies and/or projects;

M. Compliance with College policies, regulations, procedures and State, local and Federal laws.;

V. Responsibility for Implementation

President

Approved: 8/24/1995

Revised: 3/10/2004

Revised: 7/18

Lodged: 11/27/2018

For BOT Approval: 12/18/18

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICIES

~~1.2051~~* 1.7070 Trustee Conduct

I. Title of Policy

Trustee Conduct

II. Objective of Policy

To articulate the referral process of reporting trustee misconduct to the appointing authority.

III. Authority

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

IV. Policy Statement

A. Each Trustee shall uphold and fulfill the values, principles, duties and obligations set forth in these Bylaws, the College's Mission Statement and N.J.S.A. 18A:64-1 et seq. Each Trustee further agrees to fulfill his or her responsibility to the residents of Monmouth County and the Brookdale Community College Community. If an accusation is brought to the attention of the Board that a Trustee is not committed to or has violated any of the values, principles, duties or responsibilities as set forth above, the Board of Trustees may report such Trustee to the appointing authority for further action". No fewer than (8) eight affirmative votes shall be required for the referral of the matter to the appointing authority.

B. If an accusation or complaint against a Trustee involves an alleged criminal violation of federal, state, or local law, then the Board attorney, in cooperation with the Chair of the Board and the President of the College, shall immediately refer the matter to the Monmouth County Prosecutor's Office. If the Monmouth County Prosecutor's Office finds that the complaint or accusation has merit and constitutes a potential criminal violation of the law, the Board shall: (1) immediately request said Trustee to take a leave of absence and (2) refer the matter to the appointing authority for action.

V. Responsibility for Implementation

Board of Trustees

Lodged: 11/27/2018

For BOT Approval: 12/18/2018

*Note: The new policy Trustee Conduct was lodged on 11/27/2018 under subseries #1.2051. The same policy will be submitted for BOT approval on 12/18/2018 under new subseries #1.7070 to maintain consistent numbering system.

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICIES

1.7070 Trustee Conduct

I. Title of Policy

Trustee Conduct

II. Objective of Policy

To articulate the referral process of reporting trustee misconduct to the appointing authority.

III. Authority

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

IV. Policy Statement

A. Each Trustee shall uphold and fulfill the values, principles, duties and obligations set forth in these Bylaws, the College's Mission Statement and N.J.S.A. 18A:64-1 et seq. Each Trustee further agrees to fulfill his or her responsibility to the residents of Monmouth County and the Brookdale Community College Community. If an accusation is brought to the attention of the Board that a Trustee is not committed to or has violated any of the values, principles, duties or responsibilities as set forth above, the Board of Trustees may report such Trustee to the appointing authority for further action". No fewer than (8) eight affirmative votes shall be required for the referral of the matter to the appointing authority.

B. If an accusation or complaint against a Trustee involves an alleged criminal violation of federal, state, or local law, then the Board attorney, in cooperation with the Chair of the Board and the President of the College, shall immediately refer the matter to the Monmouth County Prosecutor's Office. If the Monmouth County Prosecutor's Office finds that the complaint or accusation has merit and constitutes a potential criminal violation of the law, the Board shall: (1) immediately request said Trustee to take a leave of absence and (2) refer the matter to the appointing authority for action.

V. Responsibility for Implementation

Board of Trustees

Lodged: Board of Trustees, 11/27/2018 as Policy #1.2051
For BOT Approval: 12/18/2018

FAQs for Committee Restructuring Proposal

Why are we consolidating the committees?

We are consolidating the committees to align with the next phase of the college. Our focus needs to be on innovation, viable program expansion, and the development of public - private partnerships to supplement traditional sources of funding, (e.g., tuition, state & county funding) and ensuring Middle States accreditation.

Why are we maintaining status quo with Finance and Facilities and Audit?

We are not looking to change for the sake of change. When reviewing the Middle States Standards and the goals of these committees there was not a significant reason to adjust them.

Why are we keeping the Executive Committee?

The primary role of the executive committee is to ensure transparency when setting the agenda. Any trustee may request an item be added to the agenda via email.

Why are we moving bylaws & policy under Governance?

The purpose of Governance is to monitor and improve board performance through board self-evaluation, professional development, and retreats. The Board's Bylaws are one of the Board's policies. Middle States Standard VII relates to the Governance, Leadership, and Administration of the College. Within Standard VII we see the following language: "The institution is governed and administered in a manner that allows it to realize its stated mission and goals." The Governance standard also notes that an accredited institution oversees the institution at the policy level, approves policies and bylaws, plays a policy-making role, appoints and regularly evaluates the CEO, and establishes and complies with a written conflict of interest policy. So, consistent with Middle States expectations, policy-making, development, and oversight is part of Governance.

Why are we separating policy from education?

This grouping was done by our previous administration and has not worked as designed. To improve efficiency, we are moving policy and bylaws under governance. This will allow the Student Success and Educational Excellence committee to maintain their focus on educational programs and student services that fulfill our mission.

What are the goals of each committee?

Following the adoption of the new structure, the committees will meet and determine 1-3 measurable goals for 2019 – 2020. Each committee chair will monitor and report against their progress on a quarterly rotation.

FAQs for Committee Restructuring Proposal

Why are we eliminating the nominating committee?

This is an outdated committee that has never had a consistent process. Under the proposed structure the Governance committee will determine the succession procedure and incorporate it into the governance responsibilities.

Based on the goals of Vision2028 and the focus on innovation and partnerships, why are we keeping PPP as an Ad-hoc committee?

An Ad-hoc committee allows members of the college to participate. Today we have 9 college members actively engaged on the PPP committee. If we move it to a full committee we are restricted to trustee participation only and will lose the expertise and hands on support of the current members. For this one, we need all of the help we can get.

Why are we reducing the number of required members of SELT at the committee meetings?

Any member of the SELT can attend the meetings. We are reducing the number of required SELT attendees affording them time to develop initiatives and/or programs focusing on the growth and development of their respective areas of responsibility.

Why are we not requiring professional services at every committee meeting?

The intention is to involve expertise as required versus a standing request. Members of our professional services teams are essential to our growth and may be requested to attend as needed by the committee.

With fewer trustees assigned per committee can a trustee attend additional committee meetings?

We welcome the knowledge sharing and expertise of any trustee, providing we do not have quorum, at any committee meeting. If you are not a member of a standing committee and would like to attend you are welcome to join in person.

Now that my committee responsibilities may be lighter are there any other “asks”?

With the streamlined meeting schedule, I am going to request that each Trustee attend one college event, outside of graduation, and one professional development event annually.

Current Committee	Current Description	Proposed New Committee	Revised Description (PAGE 9-10 IN DRAFT)	2019 Goals	Meeting cadence (Minimum)	Professional Services	SELT Liaison Req
No change Finance and Facilities	The Finance and Facilities Committee shall meet a minimum of four times per year or as may be requested by the Committee members. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following: a. Development of all fiscal policies of the Board; b. Annual budget and revisions, including advocacy for same at the County and State levels; c. Long-range fiscal requirements for operation and development of the College to ensure long term fiscal stability and prosperity of College; d. Review of public contracts within the statutory limits of the County College Contracts Law; e. Development of all buildings and grounds policies; f. Facilities Master Planning for the College; g. Requirements for buildings and grounds, both temporary and permanent, including architectural plans; h. Development of a master plan for capital improvements and repairs; i. Development of a plan to minimize/eliminate the use of College surplus for regular budget purposes; and j. Such other matters as shall be referred to it by the Board of Trustees.	Finance and Facilities	1.4030 Finance and Facilities Committee The membership of the Finance and Facilities Committee shall consist of five (5) Trustees; The Finance and Facilities Committee shall meet on a monthly basis or more frequently as may be requested by the Board Chair, the Committee Chair, the Committee members or the President. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following: Development of all fiscal policies of the Board; Annual budget and revisions, including advocacy for same at the County and State levels; Long-range fiscal requirements for operation and development of the College to ensure long term fiscal stability and prosperity of College; Review of public contracts within the statutory limits of the County College Contracts Law; Development of all buildings and grounds policies; Facilities Master Planning for the College; Requirements for buildings and grounds, both temporary and permanent, including architectural plans; Development of a master plan for capital improvements and repairs; build a healthy net position (reserves) to ensure long term financial integrity and positive credit ratings; Formulate the Board’s Strategic Priorities related to Finance and Facilities; k. Ensure compliance with Middle States Standard VI (Planning, Resources and Institutional Improvement); and l. Such other matters as shall be referred to it by the Board of Trustees.	FOR EXAMPLE ONLY Reduce expenditures and increase revenues in the current fiscal year to build net position (reserves). Ensure proper procurement and execution of facilities projects. Ensure all policies related to finance and facilities are being followed properly. Ensure BOT approval of FY20 budget and facility project plans.	Monthly	Engineer of Record Attorney . AVP Planning & Institutional Effectiveness	

Current Committee	Current Description	Proposed New Committee	Revised Description (PAGE 11-12 IN DRAFT)	2019 Goals	Meeting cadence (Minimum)	Professional Services	SELT Liaison Req.
No Change	a. The Audit Committee shall be comprised of four (4) Board members and shall meet a minimum of four (4) times per year. Except for the Board Chair, who may serve ex officio on the Finance Committee, none of its members shall be members of the Finance Committee nor shall any ex officio membership exist between members of the Audit Committee and any other Committee of the Board of Trustees; b. Shall consider all matters referred to it by the Board, Board, any member of the College community, and the Director of Internal Audit; c. Shall advise the Board of Trustees concerning all appropriate audits and accounting matters; d. Meet alone at least twice each year with the College's independent auditors to e. Review and approve the audit plan for the current fiscal year, and to receive their report on their findings at the conclusion of the annual audit of the College; f. Shall be furnished, directly by the Vice President for Business and Finance, with reports on any significant fiscal matters of the College; g. Shall be kept informed by the Officers of the College of any irregularities, reported ethics matters or other need for changes in fiscal procedures which may become known to them; h. Shall oversee internal and external audit activities including the recommendation for the appointment of the College's Internal Audit Director, and the recommendation for the appointment of the external audit firm; i. Oversee external financial reporting; j. The Audit Committee Chair may permit the Board Chair or Vice Chair to attend Audit Committee meetings. The Audit Committee Chair shall have the right, in his/her discretion, to request that the Board Chair or Vice Chair be excused from an Audit Committee meeting.	Audit	a. The Audit Committee shall be comprised of four (4) no fewer than three (3) Board members and shall meet a minimum of four (4) times per year . Except for the Board Chair, who may serve ex officio on the Finance Committee, none of its members shall be members of the Finance Committee nor shall any ex officio membership exist between members of the Audit Committee and any other Committee of the Board of Trustees; b. Shall consider all matters referred to it by the Board, any member of the College community, and the Director of Internal Audit or through the Ethics Hotline or Internal Audit; c. Shall advise the Board of Trustees concerning all appropriate audits and accounting matters; d. Meet alone at least twice each year with the College's independent auditors to e. Review and approve the audit plan for the current fiscal year, and to receive their report on their findings at the conclusion of the annual audit of the College; f. Shall be furnished, directly by the Vice-President for Business and Finance, with reports on any significant fiscal matters of the College; g. Shall be kept informed by the Officers of the College of any irregularities, reported ethics matters or other need for changes in fiscal procedures which may become known to them; h. Shall oversee internal and external audit activities including the recommendation for the appointment of the College's Internal Audit Director-Consultant, and the recommendation for the appointment of the external audit firm; i. Oversee external financial reporting; j. The Audit Committee Chair may permit the Board Chair or Vice Chair to attend Audit Committee meetings. The Audit Committee Chair shall have the right, in his/her discretion, to request that the Board Chair or Vice Chair be excused from an Audit Committee meeting.	FOR EXAMPLE ONLY Review and recommend BOT approval of FY18 Audit. Review internal audit reports, implemented of recommended actions, and follow-up reports. Review reports filed with the Ethics Hotline; implementation of recommended actions, and follow-up reports.	Quarterly	Attorney (As Needed) Internal Audit Consultant	CEO VP of Finance & Operations Executive Associate, Legal Affairs AVP Planning & Institutional Effectiveness (Adding this AVP to all committees due to the need to bolster explicit connections with Middle States).

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Current Committee	Current Description	Proposed New Committee	Revised Description PAGE 9 IN DRAFT	2019 Goals	Meeting cadence (Minimum)	Professional Services	SELT Liaison Req.
<div>No change</div> <div>Executive</div>	<p>The Executive Committee shall consist of the Chair, Vice Chair, Chair of the Finance Committee and two Trustees appointed by the Chair. The President of the College shall serve ex-officio and act as Secretary of the Committee. The Chair of the Board shall serve as Chair of the Executive Committee. The Executive Committee shall, in consultation with the President, develop the Agenda for Board Meetings.</p> <p>In the event the Chairman, after consultation with the President, determines that it is not feasible to have a meeting of the Board of Trustees to deal with an emergent situation, the Executive Committee is empowered to take action on behalf of the Board when failure to act would have a deleterious effect on students or the operation of the College. Such action taken by the Executive Committee will be binding on the Board. An emergent situation is defined as a situation which endangers lives, property, or the continuation of a vital program.</p>	Executive	<p>The Executive Committee shall consist of the Chair, Vice Chair, Chair of the Finance Committee and two Trustees appointed by the Chair. The President of the College shall serve ex-officio and act as Secretary of the Committee. The Chair of the Board shall serve as Chair of the Executive Committee. The Executive Committee shall, in consultation with the President, develop the Agenda for Board Meetings.</p> <p>In the event the Chairman, after consultation with the President, determines that it is not feasible to have a meeting of the Board of Trustees to deal with an emergent situation, the Executive Committee is empowered to take action on behalf of the Board when failure to act would have a deleterious effect on students or the operation of the College. Such action taken by the Executive Committee will be binding on the Board. An emergent situation is defined as a situation which endangers lives, property, or the continuation of a vital program.</p>	NA	Monthly	Attorney (As Needed)	CEO

Current Committee	Current Description	Proposed New Committee	Revised Description PAGE 11 IN DRAFT	2019 Goals	Meeting cadence (Minimum)	Professional Services	SELT Liaison Req.
Policy & Education	The Policy and Education Committee shall meet a minimum of four (4) times per year or as may be requested by the President, Board Chair or Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following:	Student Success and Educational Excellence	The membership of the Student Success and Educational Excellence Committee shall consist of four (4) Trustees. The Student Success and Educational Excellence Committee shall meet a minimum of four (4) times per year or as may be requested by the President, The Board, the Board Chair, the Committee Members or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees. The Student Success and Educational Excellence Committee shall be responsible for ensuring that the College provides its students with proper educational programs and an optimal learning environment to prepare Brookdale Students to successfully compete in the workforce and in the global economy. The Student Success and Educational Excellence Committee shall formulate and monitor the Board's strategic priorities related to student success and educational excellence; assess curriculum and programs to ensure that educational offerings and programs align with current and future employment, market trends and market opportunities; formulate missions and goals to achieve student success and educational excellence; track, monitor, review and assess the effectiveness of curriculum, programs, student services and any other component of the College or its operations relating to student success and/or educational experience; ensure compliance with Middle States Standards and any other matter that may be referred by the Board of Trustees.	FOR EXAMPLE ONLY Tracking of completion rates.	Quarterly	Attorney as needed	CEO, VP for Learning Exec. Dir. College Relations AVP of Student Affairs AVP Planning & Institutional Effectiveness
	a. Formulation of Board Policies;			Stackable Credentials - What are they, why are they necessary and what do we offer? What is missing?			
	b. Revision of Board Policies as required by changes in federal, state, and/or local laws;			On-Demand learning enrollment day and projected end of 2019 – 2020?			
	c. Review of College Regulations which are designed to implement the Policies of the Board of Trustees;			Marketing/PR efforts – Understanding of lead capture and conversion rates.			
	d. Maintenance of Board Policies			Tracking of completion rates.			
	e. Formulation of mission and goals of the College;						
	f. Formulation of current and future objectives to be accomplished and programs of implementation in the areas of curriculum, student development, and community development;						
	g. Review and evaluate progress in the above areas.; and						
	h. Any matters referred by the Board of Trustees.						

Committee	Current Description	Proposed New Committee	Goals	Frequency	Services	Req.
Governance	<p>The Governance Committee shall meet a minimum of four (4) times per year or as may be requested by the President, the Board Chair or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees concerning the following:</p> <p>a. Facilitation of the development of annual Board self-evaluation tool and criteria,</p> <p>b. Facilitation of development of annual goals for the Board, ,</p> <p>c. Timely development of an evaluation tool for the President's evaluation per schedule in her/his contract,</p> <p>d. Facilitation of process for evaluation of President,</p> <p>e. Facilitation of development of annual goals for the President, and, ,</p> <p>f. Development of Board professional development program,</p> <p>g. Evaluation of Board composition and gap analysis.</p> <p>h. Any other matters referred by the Board of Trustees.</p>	Governance	<p>The membership of the Governance Committee shall consist of five (5) Trustees. The Governance Committee shall meet a minimum of four (4) times per year or as may be requested by the President, The Board, the Board Chair, the Committee Members or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees. The Governance Committee shall be responsible for the facilitation of all governance related issues including but not limited to: formulation of mission and goals of the College; periodic review of and recommended modifications and additions to the College's Bylaws; providing oversight, training and orientation to College Trustees for continuing professional development, knowledge and growth; facilitation and evaluation of the performance of the Board of Trustees; developing yearly goals for the Board; developing yearly goals for the President and a process to efficiently and effectively evaluate his/her performance; reviewing, modifying and creating College Bylaws as needed but no less than once per year; reviewing modifying and formulating College Policy and Regulations as needed but no less than once per year; developing and providing strategic direction and establishing strategic priorities to the Board of Trustees; ensuring compliance with Middle States Standards and any and all other matters as may be referred by the Board of Trustees.</p>	Quarterly	Attorney	CEO
Bylaws	<p>The Bylaws Committee shall meet as needed but no less than one(1) time per year on an as needed basis at the discretion of the Chair of the Committee or at the request of the Chairman of the Board and;</p> <p>a. Shall review, create and improve the Board's Bylaws and ensure its compliance with Law and Rules.</p> <p>b. Refer any Bylaw changes to the Board Counsel for review.</p> <p>c. Review any Bylaw changes requested by the Board.</p> <p>d. Propose any changes to the Bylaws to the Board.</p>					
Policy	<p>"The Policy and Education Committee shall meet a minimum of four (4) times per year or as may be requested by the President, Board Chair or Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following:</p> <p>a. Formulation of Board Policies;</p> <p>b. Revision of Board Policies as required by changes in federal, state, and/or local laws;\</p> <p>c. Review of College Regulations which are designed to implement the Policies of the Board of Trustees;</p> <p>d. Maintenance of Board Policies</p> <p>e. Formulation of mission and goals of the College;</p> <p>f. Formulation of current and future objectives to be accomplished and programs of implementation in the areas of curriculum, student development, and community development;</p> <p>g. Review and evaluate progress in the above areas.; and</p> <p>h. Any matters referred by the Board of Trustees."</p>					
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Current Committee	Current Description	Proposed New Committee	Revised Description	2019 Goals	Meeting cadence (Minimum)	Professional Services	SELT Liaison
AD-HOC Public Private Partnerships	NA	Public, Private Partnerships	<p>Sample verbiage to be developed by the committee.</p> <p>To develop public and private partnerships that foster an innovative learning environment leading to employment above the living wage.</p>	Advisory Board of Business owners, Entrepreneurs, Engage & sign 3 private partnerships,	Bi-Monthly	As needed	CEO AVP of Strategic Partnerships Executive Director of College Relations Dean of CPS Executive Associate of Legal Affairs Executive Director of Governmental Affairs & Community Relations
Nominating	<p>The Chair of the Board shall appoint a Nominating Committee each year at the September meeting consisting of three voting members. It shall be the duty of the Nominating Committee to bring the names of a potential Chair and a Vice Chair to the Board for discussion at the October Board meeting and to offer in nomination the Chair and Vice Chair at the annual meeting of the Board in November. Persons seeking office shall be prohibited from serving on the Nominating Committee. No member of the Nominating committee may nominate themselves for a position.</p>	Disband					/
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Proposed Committee Structure

(Number of trustees per committee)	Finance & Facilities (5)	Student Success & Educational Excellence (4)	Governance (5)	Audit (4)	Public & Private Partnerships (2)	Executive (5)	NJCCC Liaison (1)	Foundation Liaison (1)
Meeting cadence (minimum)	Monthly	Quarterly	Quarterly	Quarterly	Bi-Monthly	Monthly	Monthly	Quarterly
Chair of BoT	Chair of BoT	Chair of BoT	Chair of BoT	Chair of BoT	Chair of BoT	Chair of BoT	Trustee	Trustee
Chair of Committee	Trustee	Trustee	Trustee	Trustee	Trustee			
Trustee	Trustee	Trustee	Trustee	Trustee	Trustee	Vice Chair		
Trustee	Trustee	Trustee	Trustee	Trustee		Chair of F & F		
Trustee	Trustee	Trustee	Trustee	Trustee		Trustee		
Trustee	Trustee		Trustee			Trustee		

1.1000 LEGAL STATUS OF THE BOARD OF TRUSTEES

1.1010 Official Name

The official name of the county college, established under and by virtue of the laws of the State of New Jersey, shall be Brookdale Community College (hereinafter sometimes referred to as “College” or “the College”).

1.1020 Corporate Title

The Board of Trustees shall be a body corporate and shall be known as the “Board of Trustees of Brookdale Community College,” (hereinafter sometimes referred to as the “Board”).

1.1030 Corporate Seal

The corporation shall have a seal, the form and design of which shall be adopted by the Board of Trustees and the custody of which shall be with the Secretary and/or Assistant of the Board of Trustees.

1.1040 Construction and Application

These Bylaws are a general statement of the powers and duties of the Board of Trustees (“Board”) and in no way limit the authority of the Board. Notwithstanding anything contained in these Bylaws, the Board of Trustees retains full authority to modify these Bylaws, in whole or in part, and to otherwise establish policies for conducting the affairs of the College.

1.2000 ORGANIZATION OF THE BOARD

1.2010 Composition of the Board of Trustees

The Board of Trustees consists of twelve voting members. One member is elected from the graduating class appointed in accordance with the laws of the State of New Jersey. The President of the College shall be an ex-officio member of the Board, but without vote. The Executive County Superintendent of Schools shall be an ex-officio member.

1.2020 Authority

The Board of Trustees derives its authority from New Jersey Statute 18A:64A-1 et seq. The Board is subject to provisions of the Constitution of the State of New Jersey, the Regulations and Standards for New Jersey Community Colleges, and its own policies.

The rules contained in the current edition of Robert's Rules of Order Newly Revised and as may be further revised from time to time, shall govern the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board of Trustees may adopt, and any statutes applicable to the College that do not authorize the provisions of these Bylaws to take precedence, under direction of legal counsel.

1.2030 Oath of Office

Each Trustee, prior to taking a seat on the Board of Trustees, shall take and execute the following oath of office:

"I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability."

1.2040 Individual Members of the Board

The responsibilities of the Board designated in this section, and such other responsibilities and powers of the Board as are or may be designated in these Bylaws, pertain to the Board as such and not to its members individually. No member of the Board has or shall assume power or responsibility to make decisions affecting the College, the Board, or its agents except as that power or responsibility has been specifically delegated to him/her by the Board.

1.2050 Duties, Powers and Responsibilities

Each Trustee shall endeavor to devote time, thought and study to his/her duties and responsibilities as a member of the Board of Trustees so as to render effective and creditable service.

The Trustee shall attend all Board Meetings, either in person, by phone or video conference, missing rarely and only when necessary. Trustees shall serve on at least one (1) Board committee. The Trustee will be prompt in attendance and an active participant in discussions, allowing no distractions during meeting times to interfere in Board discourse.

The Board of Trustees, responsible to the people of Monmouth County and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in Monmouth County. Trustees shall engage in an ongoing program of Board Professional Development. The

College shall provide information, orientation, and training to each of the Trustees on the legal and ethical responsibilities of a member of the Board. As the policy-making body of the College, the Board shall be charged with the oversight and control of the College. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises this leadership in the operation of the College.

The Board of Trustees, in addition to such other powers expressly granted to it by law, is hereby granted the following powers:

- a. To adopt and periodically review and, if necessary, amend the Mission Statement of the College;
- b. To adopt or change the name of the College;
- c. To adopt and use a corporate seal;
- d. To sue and be sued;
- e. To determine the educational curriculum and program of the College consistent with the programmatic mission of the institution or approved by the Commission on Higher Education;
- f. To appoint and fix the compensation and term of office of a President of the College who shall be the executive officer of the College and an ex officio member of the Board of Trustees;
- g. To appoint, upon nomination of the President, members of the administrative and teaching staffs and fix their compensation and terms of employment subject to the provisions of N.J.S.18A:64A-13;
- h. To appoint or employ, upon nomination of the President, such other officers, agents and employees as may be required to carry out the provisions of these Bylaws and to fix and determine their qualifications, duties, compensation, terms of office and all other conditions and terms of employment and retention;
- i. To fix and determine tuition rates and other fees to be paid by students;
- j. To grant diplomas, certificates or degrees;
- k. To enter into contracts and agreements with the State or any of its political subdivisions or with the United States, or with any public body, department or other agency of the State or the United States or with any individual, firm or corporation which are deemed necessary or advisable by the Board for carrying out the provisions of these Bylaws and the provisions of N.J.S.A. 18A:64-1, et seq.;
- l. To accept from any government or governmental department, agency or other public or private body or from any other source, grants or contributions of money or property which the Board may use for or in aid of any of its purposes;

- m. To acquire (by gift, purchase, condemnation or otherwise), own, lease, use and operate property; whether real, personal or mixed, or any interest therein, which is necessary or desirable for College purposes;
- n. To determine that any property owned by the College is no longer necessary for College purposes and to sell the same at such price and in such manner and upon such terms and conditions as shall be established by the Board;
- o. To exercise the right of eminent domain, pursuant to the provisions of Title 20, Eminent Domain, of the Revised Statutes, to acquire any property or interest therein;
- p. To make and promulgate such rules and regulations, not inconsistent with the provisions of these Bylaws or with the rules and regulations promulgated hereunder or with the provisions of N.J.S.A. 18A:64-1, et seq.; which may be reasonably necessary or incidental to the establishment, maintenance and operation of a county college; and
- q. To exercise all other powers, not inconsistent with the provisions of these Bylaws or with the rules and regulations promulgated hereunder which may be reasonably necessary or incidental to the establishment, maintenance and operation of a county college; and
- r. To establish and maintain a dedicated reserve fund for minor capital needs which in any given year shall not exceed 3% of the replacement value of Brookdale's physical plant.
- s. Monitor and assess their own performance as Board Members, annually completing a Board of Trustees' Evaluation to include items such as Board Organization, Institutional Performance, Board Leadership and Board Performance.
- t. To hire outside professional experts to provide advice and counsel regarding its essential functions, duties and responsibilities

1.3000 MEMBERS AND OFFICERS OF THE BOARD

1.3010 Who Shall Serve

The members of the Board shall be appointed and serve under the provisions of those as proscribed by N.J.S.A. 18A:64A-8, N.J.S.A. 18A:69A-9 and these Bylaws.

1.3020 Voting and Non-Voting Members

- a. The President of the College shall serve as a non-voting ex officio Member of the Board. The President shall serve in such capacity from the time of his/her swearing in until his/her termination as President of the College. No hold over of such Board position is permitted.
- b. The Graduating Student Trustee selected from the graduating class shall serve as a voting member of the Board of Trustees for a term of one (1) year commencing at the first meeting of the Board in July following graduation of his/her class. The

Board of Trustees, at their discretion, may permit voting rights to the Graduating Student Trustee. No holdover of the Graduating Student Trustee position is permitted.

- c. The Executive County Superintendent of Schools shall serve as a voting member of the Board and shall serve in such capacity from his swearing in until his termination as the Executive County Superintendent. No hold over of such Board position is permitted.
- d. The two (2) Governor's Appointees shall serve as voting members of the Board and shall be sworn into such office as soon thereafter as possible following his/her appointment. The Governor's appointees to the Board shall serve for a four (4) year term. The Governor's appointees shall serve until he/she is replaced by action of the Governor.
- e. The eight (8) Freeholder Appointees shall serve as voting members of the Board and shall serve as Trustees until the end of his or her term. The Freeholder Appointees to the Board shall serve for a four (4) year term. A Freeholder appointee may hold over at the end of his/her expired term until the Board of Chosen Freeholders selects his/her replacement. Once the replacement Trustee is selected, the outgoing Trustee shall immediately cease serving in a hold over capacity.

1.3030 Officer Titles

The Officers of the Board shall be a Chair and a Vice Chair elected from its membership. The President of the College, [or his/her designee](#), shall be Secretary of the Board.

1.3040 Manner of Election of Officers and Term of Office

The Chair and Vice Chair of the Board shall be elected annually at the annual meeting of the Board held during the month of November. They shall assume office immediately upon election and shall serve for a period of one year or until a successor is elected and qualifies. Both Officers shall be elected by a simple majority of the votes cast at the annual meeting. Vacancies in office that may occur after the annual meeting shall be filled by election at the next regular meeting after the vacancy shall have occurred. The new office holder will serve for the remainder of the unexpired term.

1.3050 Duties and Responsibilities of the Officers of the Board

1.3051 Chair of the Board

- a. To preside at all meetings of the Board and to decide on questions of order as

well as the right to vote;

- b. To make the final decision regarding Trustee appointment to committees and to appoint the Chair and Vice Chair of any Committee where the full Board of Trustees do not come to agreement about committee Selection;
- c. To execute all contracts and other documents legally requiring the signature of an authorized representative of the Board;
- d. To serve as an ex-officio member of all committees of the Board;
- e. To call special meetings of the Board as required;
- f. To recommend appointments of individuals to the Board of Trustees of the Brookdale Community College Foundation, according to its Bylaws;
- g. To discharge such other functions as may be prescribed by law or delegated to the Chair by the Board;
- h. To coordinate all Board activities and ensure that all Board directives and policies are fulfilled.

1.3052 Vice Chair of the Board

- a. To act for the Chair on request of the Chair or in the Chair's absence;
- b. To discharge such other functions as the Chair may delegate;
- c. For purposes of a quorum, to serve as an alternate ex-officio member when the Chair is unavailable, on all committees of the Board.

1.3053 Secretary of the Board

- a. Ensure written notification (of all meetings to all members of the Board;
- b. To be responsible for recording, preparing, and distributing to all members of the Board the minutes of all regular and special meetings of the Board;
- c. To ensure protocols are in place for custody of the corporate seal of the College, and its use on official documents, and to attest the same by his/her signature;
- d. To be responsible for the oversight of all official records and documents belonging to the Board;
- e. To cause to have prepared and maintained an indexed compilation of all Bylaws and amendment thereto and a copy of the policies of the Board and all amendments thereto, the whole of which shall be known as the Policies of the

Board of Trustees of Brookdale Community College;

- f. To be responsible for oversight of official correspondence of the Board and issuance of all of its orders;
- g. To be responsible (give such) for public notices of Board actions as may be required by statutes, Bylaws, or resolutions of the Board;
- h. To perform such other duties as may be required by law or delegated to him/her from time to time by the Board;

1.3054 Chief Executive Officer

The President of the College shall be the Chief Executive Officer of the College through whom the Board carries out its program and exercises its policies. The President may delegate to subordinate officers or employees of the College such powers as he/she may deem appropriate to be exercised under his/her supervision and direction.

Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out the responsibilities of the position. He/She shall perform the following functions:

- a. To inform the Board of all actions taken under authority delegated to him/her;
- b. To advise the Board in all areas of policy and to make recommendations on all matters that affect the College;
- c. To make nominations to the Board for the appointment of administrative and teaching staffs and such other officers, agents and employees as may be required to carry out the provisions of N.J.S.A. 18A:64A-1 et seq.;
- d. To prepare and submit to the Board an annual budget and budget revisions;
- e. To be responsible for the formulation of all reports as may be required by the Board and by local, state, and national agencies;
- f. To issue administrative regulations and procedures designed to implement Board policies;
- g. To represent the College to the community, in cooperation with the Board and the staff, by interpreting the College's programs to the public, students and parents, the press, and community organizations;
- h. To execute contracts and other documents that do not require a Board resolution (i.e. emergency agreements) and to execute contracts and other documents approved by the Board if expressly authorized by the Board;

- i. To prepare and submit to the Board an annual report on the operation of the College, including recommendations for the immediate and long-range development of the College;
- j. To serve as the official channel for all contacts between staff members and the Board, and the Board and staff members;
- k. To act as the chief administrator of the College, responsible for the organization of the College and for all executive and administrative duties in connection with the operation of the College;
- l. To propose the shape of and maintain the educational program of the College, recommending to the Board from time to time such changes in programs and services as he/she deems desirable to fulfill the stated mission of the College;
- m. To designate, subject to Board approval, an administrative officer of the College to serve as Acting President during his/her absence;
- n. In emergencies, to initiate an emergency purchase, defined as the need for supplies and/or services to the extent that if not procured immediately, serious safety, financial or operational loss will occur. An emergency purchase does not necessarily negate the use of competition, but dictates rather than normal purchasing procedures cannot be followed. The President will provide justification in writing for the emergency purchase to the Chair of the Board as soon as possible.

1.4000 COMMITTEES OF THE BOARD

1.4010 Appointments to Standing Committees

Membership on standing committees of the Board of Trustees, ~~except as otherwise herein expressly provided~~ shall consist of ~~five Trustees~~ the number of Trustees set forth in the provisions applying to each Committee as hereafter provided and shall include in such number, a Chair of such Committee., ~~including the Chair of the Committee.~~ For each Committee, the Board Chair is shall be an ex-officio member and the Vice Chair shall serve as an alternate to the Board Chair as an ex-officio voting member for purposes of a quorum.

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

If the Trustees do not agree on committee selections, the Chair-Elect shall have the right to make a final decision regarding all Trustee appointments and appoint the Chair

of the Standing Committees.

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

~~A member of the Nominating Committee cannot nominate themselves for an officer position.~~

The Board Chair shall fill all vacancies in Committees that occur after the annual reorganizational meeting in his/her sole discretion. If a Committee Chair resigns prior to the end of a term, the Board Chair, in his/her sole discretion, shall appoint a replacement Chair.

1.4020 Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Chair of the Finance Committee and two Trustees appointed by the Chair. The President of the College shall serve ex-officio and act as Secretary of the Committee. The Chair of the Board shall serve as Chair of the Executive Committee.

The Executive Committee shall, in consultation with the President, develop the Agenda for Board Meetings.

The Executive Committee shall meet prior to each regular meeting of the Board or at any other time as may be requested by the Chair or President.

In the event the Chairman, after consultation with the President, determines that it is not feasible to have a meeting of the Board of Trustees to deal with an emergent situation, the Executive Committee is empowered to take action on behalf of the Board when failure to act would have a deleterious effect on students or the operation of the College. Such action taken by the Executive Committee will be binding on the Board. An emergent situation is defined as a situation which endangers lives, property, or the continuation of a vital program.

The Executive Committee shall, to the extent possible, be available to the President for discussion and consultation. In an emergent situation, the President shall utilize the following order of contact:

- a. First, the Chairman;
- b. If the Board Chairman's is unavailable then the Board Vice Chairman; and
- c. If neither the Chairman nor Vice Chairman are available, the President shall contact any other member of the Executive Committee.

The membership of the Finance and Facilities Committee shall consist of five (5) Trustees. The Finance and Facilities Committee shall meet on a monthly~~a minimum of four times per year~~ basis or more frequently as may be requested by ~~the~~ the Board Chair, the Committee Chair, the Committee members or the President. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following:

- a. Development of all fiscal policies of the Board;
- b. Annual budget and revisions, including advocacy for same at the County and State levels;
- c. Long-range fiscal requirements for operation and development of the College to ensure long term fiscal stability and prosperity of College;
- d. Review of public contracts within the statutory limits of the County College Contracts Law;
- e. Development of all buildings and grounds policies;
- f. Facilities Master Planning for the College;
- g. Requirements for buildings and grounds, both temporary and permanent, including architectural plans;
- h. Development of a master plan for capital improvements and repairs;
- i. Development of a plan to minimize/eliminate the use of College surplus for regular budget purposes build a healthy net position (reserves) to ensure long term financial integrity and positive credit ratings; and
- j. Formulate the Board's Strategic Priorities related to Finance and Facilities;
- k. Ensure compliance with Middle States Standard VI (Planning, Resources and Institutional Improvement); and

l. Such other matters as shall be referred to it by the Board of Trustees.

The membership of the Governance Committee shall consist of five (5) ~~The Trustees.~~
The Governance Committee shall meet a minimum of four (4) times per year or as may
be requested by the President, ~~The Board,~~ the Board Chair, ~~the Committee Members~~
or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall
duly consider all matters and review all recommendations of the President and Board
Members, and report to the Board of Trustees. ~~The Governance Committee shall be~~
responsible for the facilitation of all governance related issues including but not limited
to: formulation of mission and goals of the College; periodic review of and
recommended modifications and additions to the College's Bylaws; providing
oversight, training and orientation to College Trustees for continuing professional
development, knowledge and growth; facilitation and evaluation of the performance of
the Board of Trustees; developing yearly goals for the Board; developing yearly goals
for the President and a process to efficiently and effectively evaluate his/her
performance; reviewing, modifying and creating College Bylaws as needed but no
less than once per year; reviewing modifying and formulating College Policy and
Regulations as needed but no less than once per year; developing and providing
strategic direction and establishing strategic priorities to the Board of Trustees;
ensuring compliance with Middle States Standards and any and all other matters as
may be referred by the Board of Trustees. ~~concerning the following:~~

- ~~a. Facilitation of the development of annual Board self-evaluation tool and criteria,~~
- ~~b. Facilitation of development of annual goals for the Board, ,~~
- ~~c. Timely development of an evaluation tool for the President's evaluation per-~~
~~schedule in her/his contract,~~
- ~~d. Facilitation of process for evaluation of President,~~
- ~~e. Facilitation of development of annual goals for the President, and,~~
- ~~f. Development of Board professional development program,~~
- ~~g. Evaluation of Board composition and gap analysis.~~
- ~~h. Any other matters referred by the Board of Trustees.~~

1.4050 Policy and Education Committee
Student Success and Educational
Excellence Committee

The membership of the Student Success and Educational Excellence Committee shall consist of
four (4) Trustees. The Student Success and Educational Excellence Committee shall meet a
minimum of four (4) times per year or as may be requested by the President, The Board, the
Board Chair, the Committee Members or the Committee Chair. Prior to action by the Board of
Trustees, the Committee shall duly consider all matters and review all recommendations of the
President and Board Members, and report to the Board of Trustees. The Student Success and
Educational Excellence Committee shall be responsible for ensuring that the College provides
its students with proper educational programs and an optimal learning environment to prepare
Brookdale Students to successfully compete in the workforce and in the global economy. The

Student Success and Educational Excellence Committee shall formulate and monitor the Board's strategic priorities related to student success and educational excellence; assess curriculum and programs to ensure that educational offerings and programs align with current and future employment, market trends and market opportunities; formulate missions and goals to achieve student success and educational excellence; track, monitor, review and assess the effectiveness of curriculum, programs, student services and any other component of the College or its operations relating to student success and/or educational experience; ensure compliance with Middle States Standards and any other matter that may be referred by the Board of Trustees.

~~The Policy and Education Committee shall meet a minimum of four (4) times per year or as may be requested by the President, Board Chair or Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following:~~

- ~~a. Formulation of Board Policies;~~
- ~~b. Revision of Board Policies as required by changes in federal, state, and/or local laws;~~
- ~~c. Review of College Regulations which are designed to implement the Policies of the Board of Trustees;~~
- ~~d. Maintenance of Board Policies~~
- ~~e. Formulation of mission and goals of the College;~~
- ~~f. Formulation of current and future objectives to be accomplished and programs of implementation in the areas of curriculum, student development, and community development;~~
- ~~g. Review and evaluate progress in the above areas.; and~~
- ~~h. Any matters referred by the Board of Trustees.~~

1.4060 Audit Committee

The Audit Committee:

- a. The Audit Committee shall be comprised of four (4) Board members and shall meet a minimum of four (4) times per year. Except for the Board Chair, who may serve ex officio on the Finance Committee, none of its members shall be members of the Finance Committee nor shall any ex officio membership exist between members of the Audit Committee and any other Committee of the Board of Trustees;
- b. Shall consider all matters referred to it by the Board, any member of the College

community, and the Director of Internal Audit;

- c. Shall advise the Board of Trustees concerning all appropriate audits and accounting matters;
- d. Meet alone at least twice each year with the College's independent auditors to
- e. Review and approve the audit plan for the current fiscal year, and to receive their report on their findings at the conclusion of the annual audit of the College;
- f. Shall be furnished, directly by the Vice President for Business and Finance, with reports on any significant fiscal matters of the College;
- g. Shall be kept informed by the Officers of the College of any irregularities, reported ethics matters or other need for changes in fiscal procedures which may become known to them;
- h. Shall oversee internal and external audit activities including the recommendation for the appointment of the College's Internal Audit Director, and the recommendation for the appointment of the external audit firm;
- i. Oversee external financial reporting;
- j. The Audit Committee Chair may permit the Board Chair or Vice Chair to attend Audit Committee meetings. The Audit Committee Chair shall have the right, in his/her discretion, to request that the Board Chair or Vice Chair be excused from an Audit Committee meeting.

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~~1.4070~~ ~~Bylaws Committee~~

~~The Bylaws Committee shall meet as needed but no less than one(1) time per year on an as needed basis at the discretion of the Chair of the Committee or at the request of the Chairman of the Board and;~~

- a. ~~Shall review, create and improve the Board's Bylaws and ensure its compliance with Law and Rules.~~
- b. ~~Refer any Bylaw changes to the Board Counsel for review.~~
- c. ~~Review any Bylaw changes requested by the Board.~~
- d. ~~Propose any changes to the Bylaws to the Board.~~

~~1.4080~~ ~~Nominating Committee~~

~~The Chair of the Board shall appoint a Nominating Committee. The Nominating Committee shall consist of three (3) voting members. It shall be the duty of the Nominating Committee to bring the names of a potential Chair and a Vice Chair to the Board for discussion at the October Board meeting and to offer in nomination the~~

~~Chair and Vice Chair at the annual meeting of the Board in November.~~

~~Persons seeking office shall be prohibited from serving on the Nominating Committee. No member of the Nominating committee may nominate themselves for a position.~~

1.40970 Ad Hoc and Study Committees

The Board Chair may establish and dissolve such ad hoc committees as he/she deems necessary from time to time to secure and promote the welfare of the College and to assist the Board of Trustees in the performance of its functions. Any such committee shall serve in an investigative, advisory, or recommending capacity only. Ad Hoc Committees are advisory in nature.

1.41080 Board of School Estimate

In accordance with the provisions of New Jersey Statute 18A:64A-15, the Chair of the Board of Trustees and the Chair of the Finance Committee shall be the College's representatives to the Board of School Estimate. In the absence of the Chair of the Board of Trustees, the Vice Chair of the Board shall so serve. In the absence of the Chair of the Finance Committee, a Trustee shall be appointed by the Chair of the Board of Trustees to serve on the Board of School Estimate.

1.41090 Community Advisory Committees

The Board of Trustees may establish from time to time, as deemed necessary and desirable, Advisory Committees to assist the Board in the determination of community needs. Members of Advisory Committees shall be appointed by the Chair of the Board after consultation with the President and with the approval of the Board of Trustees. The Chair of the Board shall designate the Chairs of such Community Advisory Committees.

1.5000 MEETINGS OF THE BOARD OF TRUSTEES

1.5010 Annual Meeting

The annual meeting (organizational meeting) of the Board of Trustees shall be held in November as required by the provisions of New Jersey Statute 18A:64A-10 and in accordance with these Bylaw provisions relating to the election of the Chair and Vice Chair. The agenda for the annual meeting shall be as follows:

- a. Election of officers;

- b. Discussion of appointment of standing committees;
- c. Discussion of establishment of a regular meeting schedule;
- d. Designation of official media for public notification;
- e. Annual report of the College,
- f. Such other matters as the Board of Trustees deems appropriate.

1.5020 Public Business ~~(regular)~~ Meetings

Public Business meetings of the Board shall be held monthly, unless the Board decides to eliminate a monthly meeting, on a day, hour, and at a place to be fixed and determined at the annual meeting. A Public Business meeting can be established for any other date than that fixed at the annual meeting, provided that the same shall be fixed by the Board Chair, for a day not less than seven days following the notice for such other date.

Trustees may attend and vote at the scheduled Public Business monthly meetings of the Board of Trustees or any other meeting by telephone conference or video conferencing methods.

When practical, any Trustee who is to participate in any meeting via telephone or video conferencing shall inform the Board Secretary of his/her desire to participate in the meeting via telephone or video conferencing in sufficient time for the appropriate meeting materials and information to be provided to the Trustee for effective participation in the meeting. If the Board Chair is to participate by telephone or video conferencing, then the Vice Chair, if physically present at the meeting, shall chair the meeting. If neither the Chair nor Vice Chair is physically present at the meeting, then the Chair of the Finance and Facilities Committee, if physically present, shall chair the meeting. If neither the Chair, Vice Chair nor Chair of the Finance and Facilities Committee are physically present at the meeting, the Chair of the meeting shall be selected in alphabetical order among those physically present at the meeting.

1.5030 Special Meetings

Special meetings shall be called by the Chair or upon written request by four Trustees, or by the President when approved by the Chair. The notice of any such meeting shall specify the matter(s) to be considered at said meeting. No other matters shall be considered at said meetings.

All Trustees may attend special meetings of the full Board of Trustees by telephone

conference or video conferencing methods. Trustees must inform the Brookdale Administration that they are planning to attend a meeting remotely with sufficient time for the administration to provide appropriate data to the Trustee for effective participation in the meeting.

1.5040 Committee, Subcommittee, Working Group and Ad Hoc Committees of the Board

All Trustees may attend the meetings of their assigned committee and/or subcommittees by telephone - or videoconferencing methods. Trustees must inform the Brookdale Administration that they are planning to attend a meeting remotely with sufficient time for the administration to provide appropriate data to the Trustee for effective participation in the meeting. Any committee meeting of the Board with a quorum expected in attendance will be noticed, pursuant to the Open Public Meetings Act.

1.5050 Adjourned Meetings

Adjourned meetings may be held as the business of the Board of Trustees requires. At the time of adjournment, the time, date, and place of the continuation of the meeting shall be determined and announced, which said date shall not be less than 48 hours after the meeting which shall be adjourned.

1.5060 Executive Sessions

Executive sessions of the Board may be held to discuss any subject permissible under the provisions of the Open Public Meetings Act provided that a resolution shall be adopted by the Board at a public meeting stating the general nature of the subject to be discussed and stating as precisely as possible the time when and the circumstances under which the discussion conducted in ~~e~~Executive ~~s~~Session can be disclosed to the public, pursuant to the Open Public Meetings Act. The Board shall take no formal action during an Executive Session of the Board.

1.5070 Meetings in General

All Public Business meetings of the Board, except executive sessions, shall be open and accessible to the public. The public may be heard on Board Agenda topics at the start of all Public Board meetings, and also heard on all other College matters at the end of all Public Board meetings. The Chair of the Board shall oversee the process of public comment. All meetings of the Board of Trustees and committees thereof are conducted within the provisions of the Open Public Meetings Act. The Board reserves the right to go into executive session at any time during a public meeting as necessary within the provisions of said Act.

1.5080 Notice of Meetings

The schedule of Regular meetings adopted at the annual meeting shall be mailed to the official media, prominently posted in at least one public place reserved for such announcements, and filed with the Clerk of Monmouth County and all others who have duly requested a copy of same. Notice of any revision of said schedule of regular meetings shall likewise be given within seven days following such revision.

Forty-eight hours' notice of other meetings of the Board of Trustees or committees thereof shall be given in the same fashion as provided for notice of the schedule of regular meetings, which notice shall give the date, time, location, and, to the extent known, the agenda of such meeting. Such notice shall also state accurately whether formal action may or may not be taken.

Upon the affirmative vote of three-quarters of the members present, the Board of

Trustees or the Executive Committee may hold an emergency meeting, notwithstanding the failure to provide the above notice, if such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing for such notice would be likely to result in substantial harm to the public interest. Such meeting shall be limited to discussion of and acting with respect to such matters of urgency and importance. Notice shall be given as soon as possible after the calling of such meeting.

1.5090 Quorum

A majority of the Trustees shall constitute a quorum for the transaction of business at regular and special meetings. A smaller number may call the roll, record the names of absentees, and adjourn to meet at a specified future time. A majority of the members of a committee shall constitute a quorum for the transaction of committee business.

1.5100 Majority Vote

An affirmative vote of a majority of all Trustees present at regular, special, and committee meetings shall be required for the passage of any motion, except where otherwise provided by law, the Regulations and Standards for the New Jersey Community Colleges, or by the provisions of these Bylaws.

1.5110 Reconsideration of Vote

The reconsideration of a vote shall be moved only by a Trustee who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular meeting, and the matter as thus finally decided shall not be revived within a period of six months unless by consent of a two-thirds majority of the Board.

1.5120 Agenda

A draft agenda shall be prepared by the President, after consultation with the Board Chair and Executive Committee, and distributed to Board Members within five days prior to a meeting to allow the provision of notices required hereunder. A final agenda will be adopted by the Board at or soon after the start of public Board meetings; the Board may make any changes it wishes before voting to adopt it. Items that are not on the agenda may be considered by consent of the majority of the Trustees present at the meeting.

The Board will meet in Workshop, Executive and Regular Sessions as appropriate. Workshops will operate with a Consent Agenda whereby routine and/or actions or decisions of less significance in Finance, Human Resources, and Grants will be authorized to proceed for action at the Regular Meeting. An item may be moved

from the Consent Agenda upon consensus of the Board and acted upon separately.

1.5130 Parliamentary Rules

Robert's Rules of Order, Revised, shall be followed in conducting the meetings of the Board except as otherwise provided by the Board. College Counsel shall act as Parliamentarian at Board meetings.

1.5140 Minutes of Meetings

Minutes of regular and special meetings of the Board and of the Executive Committee sessions held in conjunction therewith are public records. Written minutes shall be distributed to the Board and such other persons as the Board may designate and shall be posted at the College. The Minutes shall be available to any person and shall be kept on file at the College as a permanent record of official actions of the Board.

The minutes shall record the names of the members present, the subjects considered, the actions taken, and the vote of each member. A Trustee voting on an issue may state his/her reasons and have them recorded in the minutes if he so requests at the time of voting.

Minutes of executive sessions from which the public is excluded pursuant to the Open Public Meeting Act, N.J.S.A. 10:4-14 shall likewise be documented and shall be disclosed to the public in accordance with the Open Public Meetings Act when the subject of discussion in executive session no longer requires confidentiality.

Minutes shall be recorded of all committee meetings which shall contain the names of the members present, the subjects discussed, and the recommendations to be made, if any.

1.5150 Appearances and Hearings before the Board

The Public may be heard on Board Agenda topics at the start of all Public Board meetings, and also heard on College matters at the end of all Public Board meetings. All meetings of the Board of Trustees and committees thereof are conducted within the provisions of the Open Public Meetings Act.

The public has the right to speak at a public meeting of the Board; speakers will be treated consistently as to time to comment and manner of comment. How much time is allowed for each speaker, the timing of the comment within the meeting's framework, and determination of whether comments are permitted at a particular meeting, are all within the discretion of the Chair of the Board.

Any individual or group may petition the Board for a Hearing before the Board and an opportunity to be heard on any subject that lies within the Board's jurisdiction by contacting the Administrative Assistant – to the Board, who will advise of the Board Meeting dates or arrange for a Hearing before the Board.

In the case of Legal and/or Contractual Matters requiring a Hearing before the Board, the applicant for such a hearing shall file with the Administrative Assistant to the Board a written request, together with the question or topic for discussion or presentation, at least 48 hours prior to the scheduled Meeting and/or Hearing.

1.6000 CHANGES IN BYLAWS AND POLICIES OF THE BOARD

1.6010 Amendments to the Bylaws

These Bylaws may be revised, repealed, or added to by a majority vote of all the Trustees then in office at any regular or special meeting of the Board duly convened, provided that the proposed amendment shall have been presented in writing at a previous regular meeting of the Board and have been previously reviewed by the Bylaws Committee.

1.6020 Lodging of Policy

No matter of policy shall be submitted to the Board for approval or placed on a regular or special - meeting agenda for action by the Board unless it has been presented in writing at a previous regular meeting of the Board. This rule may be waived only by the unanimous consent of those Board members present and voting at the meeting when any such proposed action is contemplated.

The adoption of policy requires the affirmative vote of a majority of all Trustees then in office.

1.7000 MISCELLANEOUS BYLAWS OF THE BOARD

1.7010 Conflicts of Interest

No Board member or employee shall have a direct or indirect interest, financial or otherwise, in a contract with the College or incur any obligation of any nature, which contract or obligation is in substantial conflict with the proper discharge of his/her duties in the public interest as provided by law. It shall be the obligation of each Board member or employee of the College to disclose to his/her immediate superior or to the Board, whichever is appropriate, any personal interest which he/she may have in any business transaction of the College.

N.J.S.A. 18A:64A-9 forbids the full-time and part-time and/or contractual employment of Board of Trustee members' for a two-year period following the end of their tenure on the Board.

1.7020 External Auditor

An accounting firm shall be retained by the Board to perform any and all accounting and auditing services requested by the Board or required by law.

1.7030 Fiscal Year

The fiscal year of the College shall be from July 1 to June 30 inclusive.

1.7040 General Counsel and Special Counsel

Practicing attorneys-at-law, admitted to the Bar of the State of New Jersey, shall be retained by the Board to render legal services to the College and Board in the roles of General Counsel and Special Counsel when needed. Board General Counsel shall attend all regular meetings of the Board and such other meetings as directed by the Board Chair or Board of Trustees. Any Special Counsel so appointed shall attend such meetings as may be requested by the Board or by General Counsel.

1.7050 Indemnification

The Board shall require that each of its members as well as employees handling College funds be insured, at College expense, to protect the College from loss sustained through fraudulent or dishonest acts or any act of omission performed in the line of official duty. The amount of the insurance shall be determined annually in the budget process.

The Board of Trustees of Brookdale Community College shall provide every Trustee with appropriate insurance coverage for any good faith activity relating to their service as Trustee. All Trustees shall be indemnified and held harmless for any litigation arising from good faith activities as Trustee. Full legal defense costs shall be provided to all Trustees for any legal action relating to their service on the Board.

1.7060 Code of Ethics for Trustees of Brookdale Community College

I. **Title of Policy**

Code of Ethics for Trustees of Brookdale Community College

II. **Objective of Policy**

To establish a Code of Ethics for the conduct of all Trustees of Brookdale Community College.

III. Authority

N.J.S.A. 18A:64A-12; Executive Order No. 65 issued by Governor Codey on November 16, 2005, and Board of Trustee Bylaw 1.7060 Code of Ethics for Trustees of Brookdale Community College.

IV. Policy Statement

The Board of Trustees of Brookdale Community College and each Trustee serving thereon will comply with the following Code of Ethics:

- A. A Trustee should devote time, thought, and study to the duties and responsibilities of a community college trustee so as to render effective and creditable service.
- B. As an individual, a Trustee has no legal authority outside of the meetings of the Board and should conduct him/herself accordingly with College staff, local citizens, and facets of the community.
- C. A primary function of the Board of Trustees is to establish the policies and the goals of the institution and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals, but the administration of the College's operations shall be left to the President and the President's staff.
- D. No College Trustee should accept from any person, directly or indirectly, or through his/her spouse or any member of his/her family any gift, favor, service, employment, or other things of value under circumstances from which it might be reasonably inferred or which he/she knows or has reasons to believe is offered to him/her with intent to influence his/her public duties and responsibilities.
- E. No College Trustee should knowingly act in an official capacity, by voting or otherwise, on any College matter in which he/she has an interest.
- F. Disclosure of the precise nature of the interest or involvement, at first knowledge of the transaction, should be required in the event that the Board must consider any College matter which also involves:
 - 1. A member of the Board of Trustees or a member of his/her family (defined as spouse, parents, siblings, or children); and/or
 - 2. An organization with which a member of the Board of Trustees is

affiliated.

- G. Disclosure should be further required of Board members concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the institution.
- H. No College Trustee should act as an officer or agent of the College for the transaction of any business with himself/herself or in which he/she has an interest.
- I. No College Trustee should willfully disclose to any person or party for pecuniary gain any information not generally available to members of the public which he/she receives or acquires in the course of his/her official duties.
- J. No College Trustee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which might reasonably be expected to impair his/her objectivity or independence of judgment, or which is otherwise in substantial conflict with the proper discharge of his/her duties in the public interest.
- K. No College Trustee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself/herself or others.
- L. No College Trustee should act in his/her official capacity in any matter wherein he/she has a direct or indirect interest that might reasonably be expected to impair his/her objectivity or independence of judgment.
- M. No member of the Board of Trustees, including the President of the College, nor any member of the immediate families of such officials, shall do business, directly or indirectly, with the institution that they govern or by which they are employed. For purposes of this section, "member of the immediate family" shall mean the official's spouse, child, parent or sibling residing in the same household.
- N. The prohibitions in M, above, shall also apply to any firm, association or partnership by which the College President or Trustee is employed, from which the President or College Trustee receives compensation, or of which the President or College Trustee owns or controls more than one percent of the profits or assets of that firm, association or partnership. Such prohibitions shall also apply to shareholders, associates or professional employees of a professional service corporation regardless of the extent or amount of their shareholder interest in such a corporation.
- O. A President or College Trustee who is currently involved in a business relationship that is prohibited by this Policy shall be given 30 days to

terminate the prohibited business relationship or to resign from public office. Failure to comply with the terms set forth in sections M through O, above shall constitute good cause for the removal from employment or office of the College President or College Trustee.

- P. The Executive Director of the Executive Commission on Ethical Standards is hereby authorized to grant an exception from the terms [set forth in](#) sections M through O, above, if, in the judgment of the Executive Director, the entity that employs, provides compensation or is owned in part by the College Trustee is one with which the College may contract with pursuant to N.J.S.A. 52:13D-19 and N.J.S.A. 52:34-10, or where the public interest requires that an exception be made.
- Q. Violations of this Code of [EthicsConduct](#) may also constitute cause for removal of an appointed member of the Board of Trustees pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board and/or the appropriate appointing authority.
- R. Board members will annually sign a statement affirming the Code of Ethics and their intention to fully comply with same.
- S. The members of the Board of Trustees will comply annually with public law with regard to the filing of financial disclosure statements.

The following definitions shall have the following meanings with regard to the Code of Ethics for Trustees of Brookdale Community College:

“College Matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against, or with Brookdale Community College or which requires any official action by the Board of Trustees, its officers, or employees.

“College Trustee” means any person who is a member of the Board of Trustees of Brookdale Community College. This includes the President, who by appointment is an ex-officio member of the Board of Trustees.

“Interest” means any personal, financial, economic, property, or other concern amounting to a right, advantage, share, or portion coming either directly or indirectly to a Trustee singularly or in affiliation with any person or party as defined herein.

“Member of the immediate family” will mean the official’s spouse, child, parent or sibling residing in the same household.

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.

Approved: August 1995
Revised: December 2005
Proposed Revision: March 2016
Approved Revision March 2016

1.7070 Trustee ~~Code of~~ Conduct:

I. Objective of Policy

To articulate the referral process of reporting trustee misconduct to the appointing authority.

II. Authority

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

III. Policy Statement

A. Each Trustee shall uphold and fulfill the values, principles, duties and obligations set forth in these Bylaws, the College's Mission Statement and N.J.S.A. 18A:64-1 et seq. Each Trustee further agrees to fulfill his or her responsibility to the residents of Monmouth County and the Brookdale Community College Community. If an accusation is brought to the attention of the Board that a Trustee is not committed to or has violated any of the values, principles, duties or responsibilities as set forth above, the Board of Trustees may report such Trustee to the appointing authority for further action". No fewer than (8) eight affirmative votes shall be required for the referral of the matter to the appointing authority.

B. If an accusation or complaint against a Trustee involves an alleged criminal violation of federal, state, or local law, then the Board attorney, in cooperation with the Chair of the Board and the President of the College, shall immediately refer the matter to the Monmouth County Prosecutor's Office. If the Monmouth County Prosecutor's Office finds that the complaint or accusation has merit and constitutes a potential criminal violation of the law, the Board shall: (1) immediately request said Trustee to take a leave of absence and (2) refer the matter to the appointing authority for action.

Lodged: Board of Trustees, 11/27/2018 as Policy #1.2051
For BOT Approval: 12/18/2018

Approved: August 1995
Revised: December 2005
Proposed Revision: March 2016

~~Approved Revision March 2016~~

APPROVED BY BOT: 4/22/93 1/25/96

8/26/99

5/11/2000

12/9/04

11/7/07

Revised: ~~40~~: [10](#)/20/11

Lodged: 10/17/13

APPROVED BY BOT 11/21/13

PROPOSED REVISIONS FOR DISCUSSION: 20 NOV 2014

PROPOSED REVISIONS FOR DISCUSSION MAY 9, 2016

LODGED MAY 17, 2016

APPROVED BY BOT JUNE 21, 2016

2019
Municipality Reorganization Meetings / Swearing-in Ceremonies
Brookdale Location Communities*

Municipal reorganization/swearing-in ceremonial meetings scheduled for January 2019. The Monmouth Freeholders and Brookdale regional location communities are highlighted in ***red**.

Please contact the Office of Governmental Affairs and Community Relations if you are interested in attending any of the following ceremonial meetings. We will contact the municipalities to alert them of your attendance.

Schedule will be updated as new information is received. Check our [department website](#) for updates and additional information.

Tuesday, January 1, 2019

Eatontown Borough, 10:30am
556 Tinton Avenue, Tinton Falls, NJ 07724

- Anthony Talerico
- Jasmine Story
- Lisa Murphy

Asbury Park, 11:00am
One Municipal Plaza, Asbury Park, NJ 07712

- John Moor – Mayor
- Jesse Kendle

West Long Branch, 12:00pm
965 Broadway, West Long Branch, NJ 07764

- Janet Tucci – Mayor
- Steven Cioffi
- John Penta

Hazlet, 12:00pm
1766 Union Avenue, Hazlet, NJ 07730

- Tara Clark
- James McKay

Rumson, 12:00pm
80 East River Road, Rumson, NJ 07760

- Joseph Hephill – Mayor
- Mark Rubin
- John Conklin

Atlantic Highlands, 1:00pm
100 First Avenue Atlantic Highlands, NJ 07716

- Roy Dellosso
- James Murphy
- Lori Hohenleitner

Red Bank Borough, 3:00pm
90 Monmouth Street, Red Bank, NJ 07701

- Pat Menna - Mayor
- Katherine Triggiano
- Hazim Yassin

Shrewsbury Township, 2:00pm
1979 Crawford Street, Shrewsbury Township, NJ 07724

- Edward Nolan

Wednesday, January 2, 2019

***Neptune Township, 12:00pm**

25 Neptune Boulevard, Neptune, NJ 07753

- Michael Brantley
- Nicholas Williams

Farmingdale, 6:00pm
11 Asbury Avenue, Farmingdale, NJ 07727

- Patricia Linszky
- Kaaren Carollo

***Wall Township, 7:00pm**

2700 Allaire Road, Wall, NJ 07719

- Timothy Farrell

Shrewsbury Borough, 7:00pm

419 Sycamore Avenue, Shrewsbury, NJ 07702

- Erik Anderson – Mayor
- Jeffrey DeSalvo
- Donald Eddy

Thursday, January 3, 2019

Monmouth County Freeholders, 4:00pm

Biotechnology High School, Kozloski Road Freehold 07748

- Susan Kiley
- Gerard Scharffenberger

Friday, January 4, 2019

***Freehold Township, 6:30pm**

1 Municipal Plaza, Freehold, NJ 07748

- Anthony Ammiano – Mayor
- Thomas Cook

Saturday, January 5, 2019

Sea Bright, 10:30am

1167 Ocean Avenue, Sea Bright, NJ 07760

- Marc Leckstein
- William Keeler

Belmar, 11:00am

601 Main Street, Belmar, NJ 07715

- Mark Walsifer – Mayor
- Patricia Wann
- James McCracken

Sunday, January 6, 2019

***Freehold Borough, 1:00pm**

51 West Main Street, Freehold, NJ 07728

- Sharon Shutzer
- Annette Jordan

Middletown Township, Time TBD

1 Kings Highway, Middletown, NJ 07748

- Patricia Snell
- Tony Perry
- Rick Hibell

Colts Neck, 1:00pm

124 Cedar Drive, Colts Neck, NJ 07722

- Joe Bartolomeo
- Frank Rizzuto

Monday, January 7, 2019

Fair Haven, 7:00pm

748 River Road, Fair Haven, NJ 07704

- Benjamin Lucarelli – Mayor
- Elizabeth Koch
- James Banahan
- Jaqueline Rice

Spring Lake Borough, 7:00pm

423 Warren Avenue, Spring Lake, NJ 07762

- Syd Whalley
- Robert Drasheff

Brielle, TBD

601 Union Lane, Brielle 08730

- Frank Garruzzo
- Paul Nolan

BROOKDALE COMMUNITY COLLEGE
2019 UPCOMING EVENTS

Draft 12/12/18

DATE	EVENT	TIME	LOCATION
January 2	Nursing Pinning Ceremony	6 PM	Robert J. Collins Arena
January 7	Snow Date Nursing Pinning Ceremony	6 PM	Robert J. Collins Arena
January 22	Convocation	9:00AM	Robert J. Collins Arena
January 17	Foundation Board Meeting	4:00PM - 6:00PM	SLC, Trustee Conference Room
January 29	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rms. 110 & 112
February 10-13	ACCT National Legislative Summit		Washington D.C.
February 26	BOT Public Business Meeting	5:30PM	Brookdale at Long Branch, Rm 200
March 18	NJCCC Council Meeting		
March 14	Foundation Board Meeting	3:45PM - 5:00PM	SLC, Trustee Conference Room
March 14	Foundation Scholarship Recognition	5:00PM - 7:30PM	Robert J. Collins Arena
March 26	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
March 29 & 30	BOT Retreat	TBD	TBD
April 2 & 3	MSCHE Site Visit	9 AM – 5 PM	
April 5	Wilbur Ray Scholarship Dinner	6:00PM - 9:00PM	Waterview Pavillion, Belmar
April 30	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
May 3	Barringer Awards Dinner	5:00PM - 10:00PM	Essex & Sussex in Spring Lake
May 15	Chhange Colloquium	9 AM	Robert J. Collins Arena
May 16	Commencement	9:00AM - 3:00PM	Robert J. Collins Arena
May 17	Foundation Scholarship Ball / Gala	6:30PM – 11:00PM	Eagle Oaks Golf & Country Club
May 23	Foundation Board Meeting	4:00PM - 6:00PM	SLC, Trustee Conference Room
May 29	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
June 5	CPS Completion Ceremony	6:30PM	Student Life Center
June 20	Foundation Board Meeting	4:00PM – 6:00PM	SLC, Trustee Conference Room
June 25	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
July 23	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rm 110 & 112
August 27	BOT Public Business Meeting	5:30PM	Brookdale at Neptune, Student Success Ctr
September 3	Convocation	9:00AM	Robert J. Collins Arena
September 24	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms I & II
October 16-19	ACCT Leadership Congress, SFO, CA		
October 29	BOT Public Business Meeting	5:30PM	Brookdale at Freehold, Rms 103 & 104
November 19	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms I & II
December 9-11	MSCHE Annual Conference		Philadelphia, PA
December 17	BOT Public Business Meeting	5:30PM	Brookdale at Hazlet, Rms 102 & 103

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2019 (12/13/18)

2019 Public Business Meetings (PBM)	Executive	Governance	Policy & Ed	Finance & Facilities	Audit	Public Private Partnership	Foundation Board
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as 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 29 Brookdale at Wall, Rms 110 & 112	January 22 5:30 PM			January 22 6 PM	January 15 6 PM	January 7 5 PM	January 17 4 PM
Tuesday, February 26 Brookdale at Long Branch, Rm 200							
Tuesday, March 26 Lincroft, SLC, Navesink I & II						March 4 5 PM	March 14 3:45 PM
Friday-Saturday, March 29 & 30 Board Retreat – TBD							
Tuesday, April 30 Lincroft, SLC, Navesink I & II							
Wednesday, May 29 Lincroft, SLC, Navesink I & II						May 6 5 PM	May 23 4 PM
Tuesday, June 25 Lincroft, SLC, Navesink I & II							
Tuesday, July 23 Brookdale at Wall, Rms 110 & 112						July 1 5 PM	
Tuesday, August 27 Brookdale at Neptune						August 5 5 PM	
Tuesday, September 24 Lincroft, SLC, Navesink I & II							
Tuesday, October 29 Brookdale at Freehold, 103 & 104						October 7 5 PM	
Tuesday, November 19 Lincroft, SLC, Navesink I & II							
Tuesday, December 17 Brookdale at Hazlet, Rms 102 & 103						December 2 5 PM	

| Human Resources is a Committee of the whole