



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, May 15, 2018 5:30 PM (EDT)
55 Neptune Boulevard Neptune, New Jersey 07753
Neptune High School, 2nd Floor of Media Center
An evening to honor Trustee Austin Ridoux
Conference Call Bridge # 404-260-1415
Caller Code: 8494179#

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo
- II. Pledge of Allegiance - Chair Guzzo
- III. Adoption of Agenda - Chair Guzzo
- IV. Resolution to Hold a Closed Meeting - Chair Guzzo
- V. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- VI. Recognition of First Graduating Class of Poseidon (7 PM) - Chair Guzzo
- VII. Recognition of Trustee Austin Ridoux - Chair Guzzo
- VIII. Brief Recess for Celebration - Chair Guzzo
- IX. Reports from the Board Committees and Liaisons - Chair Guzzo
 - A. Executive Committee - May 8, 2018 - Chair Guzzo
 - B. Finance & Facilities Committee - May 7, 2018 - Trustee Kaufmann
 1. Monthly Financial Reporting
 - C. NJCCC - Trustee Crupi
 - D. Brookdale Foundation - Dr. Stout
 - E. Student's Perspective - Trustee Ridoux
 - F. Ad-Hoc Revenue Generating - Vice-Chair Abby-White
- X. Approval of Public Business Meeting Minutes - April 24, 2018 - Chair Guzzo
 - A. Approval of Executive Session Minutes - April 24, 2018 - Chair Guzzo
- XI. Approval of Minutes of April Special Meeting - Chair Guzzo
 - A. Approval of Minutes - April 19, 2018 - Chair Guzzo
 - B. Approval of Minutes - April 20, 2018 - Chair Guzzo
 - C. Approval of Minutes - April 23, 2018 - Chair Guzzo
- XII. Review of Consent Agenda - Chair Guzzo

**Any item may be removed from the consent agenda for discussion by any voting member of the Board*

of Trustees

A. Acceptance of Consent Agenda - Chair Guzzo

XIII. Public Comment on Agenda Items - Chair Guzzo

XIV. President's Report - Dr. Stout

A. Customized Training - NJBIA Funding Update - Ms. Joan Scocco

XV. Approval of Consent Agenda - Chair Guzzo - 5 minutes

A. Approval of Human Resources

B. Application of Grants

C. Purchases in Excess of \$35,000 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500

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

E. Monthly Financial Dashboards

XVI. Authorization for the Revised Projects for FY18 Chapter 12 Funding - Chair Guzzo

XVII. Authorization for the Projects for FY19 Chapter 12 Funding - Chair Guzzo

XVIII. Approval of Policy 4.70002 Information Security Program - Chair Guzzo

Policy Lodged April 24, 2018

XIX. Public Comment - Chair Guzzo

XX. Old/New Business - Chair Guzzo

XXI. Adjournment - Chair Guzzo

XXII. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

April 24, 2018

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

- I. Chair Guzzo called the meeting to order at 5:45 P.M. and the group made the Pledge of Allegiance.
- II. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:

On March 20 at 7:30 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 Star Ledger and the Asbury Park Press and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Mr. Daniel F. Becht, Trustee	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee	Dr. Nancy Kegelman
	Ms. Suzanne Brennan, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Hank Cram, Trustee	Ms. Avis McMillon
	Mr. Paul Crupi, Vice-Chair	Mr. Joseph Pingitore
	Dr. Carl Guzzo, Chair	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Dr. Herbert Cohen
	Mr. Austin Ridoux, Graduate Trustee	
Absent	Ms. Abby-White, Vice Chair	
	Ms. Madeline Ferraro, Trustee	
	Ms. Marta Rambaud, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Les Richens, Trustee	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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Minutes of the Public Business Meeting, April 24, 2018
DRAFT

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Adoption of Agenda for Public Business Meeting – Chair Guzzo	<p>A motion to adopt the meeting agenda was made by Trustee Crupi and seconded by Trustee Suzanne Brennan.</p> <p>Motion was passed unanimously.</p>	
<p>Recognition of Victoria Cattelona, Coca-Cola Academic Bronze Scholar</p> <p>Dr. Stout recognized Victoria Cattelona with a reading of a resolution (Attachment A) to acknowledge her as being named one of the nation’s top achieving community college students as a member of the 2018 Coca-Cola Academic Team. Victoria was selected alongside 49 students from across the U.S. as a Coca-Cola Academic Bronze Scholar, earning a \$1,000 scholarship and an invite to the Phi Theta Kappa (PTK) International Honor Society national convention in Kansas City, Missouri next month.</p>		
<p>Faculty Tenure and Promotion Recognition</p> <p>Chair Guzzo on behalf of the board, commended the Faculty members being promoted for their dedication to our students, their exemplary leadership and service to the college community and their commitment to professional development.</p> <p>Dr. Reed explained the faculty promotion peer review process and acknowledged the work of the College Wide Promotion committee.</p> <p>Professor Arminda Wey, Chair of the College Wide Promotion Committee recognized the 12 Faculty members who were promoted to Associate Professor and Full Professor. Promoted this year are Valerie Bonilla, Diane Booker, Caroline Calogero, Deborah DeBlasio, Ave Latte, Robert Martens, Howard Miller, Jonathan Moschberger, Donna Pope, Rebecca Rozario, Claire Smuga, and Michael Sullivan. She described the criteria for promotion, which includes the following:</p> <ul style="list-style-type: none"> * continued teaching excellence * college service to their department * institute and college community * leadership activities that impact the college and significant professional growth since their last promotion. <p>Professor Wey described the peer driven process of selection and urged the Board of Trustees to prioritize the budget to allow for increased faculty promotion in future years.</p> <p>Dr. Stout recognized the work of the College Wide Promotion Committee.</p> <p>Dr. Reed recognized the 3 tenure candidates: Dr. Juliette Goulet, Michele Halat, and Kathleen Taggart.</p>		
<p>Professional Staff Association Performance Recognition</p> <p>On behalf of the board, Chair Guzzo acknowledged the hard-earned honor of Performance Recognition and congratulated the three selected honorees for their outstanding service to our students and college community.</p>		

Ms. Sensi thanked the board for their continued support of this process. She described the peer driven process and the evaluation criteria. She recognized the local committee members and the college wide committee by name. She recognized the 3 recipients this evening: Deicy Ahmad-Chaustre, Frank DeVita, and Ellen Leung.

Dr. Stout recognized Dr. Carl Calendar for serving the college for 48 years with a reading of a resolution (**Attachment B**). Dr. Calendar recognized the past and present Board of Trustees members and provided an inspiring message to the college.

The board took a short recess to celebrate our honored and recognized employees.

Reports from the Board Committee and Liaisons - Chair Guzzo

A. Executive Committee – Chair Guzzo reported on the Executive Committee held on April 17.

B. Finance & Facilities Committee – Trustee Kaufmann provided a report on the Finance & Facilities Committee held on April 16.

1. Monthly Financial Reporting – Trustee Kaufmann reported on our enrollment and financial projections. He noted that winter services for snow removal was one million dollars, \$600,000 over budget. He reported our projected reserves for the fiscal year end to be \$950,000.
2. Report from the Engineer of Record – Trustee Kaufmann reported on our capital projects. He noted that the Lincroft Campus Central Utility Plant is essentially complete and start up should be within weeks. Lot 6 is scheduled to be paved this summer, and excess funds will be used to pave the next paving prioritized area, which is Arena Drive. The BAC Roof replacement project started on April 23 and construction is 25% complete. T & M Associates is researching fire alarm panels, which will serve as the basis for future bid documents for the fire alarm panel replacement project on the Lincroft campus. (Capital Project Report submitted in Financial Dashboard)

C. Policy & Education Committee – April 18, 2018 – Trustee Cram reported on the Policy & Education Committee held on April 18. He highlighted the following from the meeting.

1. Approval of Clinical Partnerships – In compliance with Board Policy 2.4000, the list of contracts and MOUs between the college and clinical facilities to provide clinical experience for students enrolled in credit and non-credit medical Programs is provided annually for the board's information. (submitted in Consent Agenda).
2. Curriculum – The committee reviewed the recommendation for the discontinuance of the Accounting Academic Credit Certificate, Health Information Technology AAS and Medical Coding Academic Credit Certificate due to either low enrollment or reduced employment opportunities. The committee is recommending the Board to act on the discontinuance of these programs.
3. Faculty Promotion and Tenure and Performance Recognition – The committee heard in more detail about the faculty promotion and tenure process, as well as reviewed the performance recognition award process. The committee is in support of all of the recommendations.
4. Dr. Stout presented to the committee a new Policy 4.70002 Information Security Program. The policy is needed to comply with the "Safeguard Rule" promulgated by the Federal Trade Commission. The policy is designed to protect the College's data and information and any loss, which may represent

a threat to the well-being of the College, the College community or other persons. The Committee is recommending the policy for lodging tonight.

5. Dr. Reed provided updates on the progress of the Academic Master Plan, plans for a new Student Success Course this fall to help students identify career interests and program pathways.

D. NJCCC –Trustee Crupi – no report.

E. Ad-Hoc Generating Committee – Dr. Stout on behalf of Vice-Chair Abby-White - LifeSports is continuing to express interest in working with us and took a tour of the campus and they have subsequently requested additional information.

F. Student’s Perspective – Trustee Ridoux reported that student engagement is very high. He recognized the Student Life Board at the meeting and commended them for creating a successful Spring Fling, which had over 600 students in attendance. He brought to the attention of the board, the rebranding of the college newspaper with the new name the *Current*.

G. BCC Foundation – Dr. Stout provided information on the Scholarship Ball and the Barringer Award Dinner. He reported on the Foundation’s strategic planning meeting held on April 19. He shared information on the 90 scholarships available to students and how to apply for the applications via the Foundation’s website.

H. Audit Committee — Trustee Latonya Brennan reported on behalf of Trustee Rambaud. She reported on the Audit Committee on April 17, 2018. Trustee Brennan provided information on the review of the past performance of O’Connor and Drew as our external auditor. The committee made the recommendation to award O’Connor and Drew the award for our independent audit services. On May 14 at 4 PM, the Audit Committee will meet with O’Connor and Drew to review the scope of work and timeline for the independent audit. In addition she reported that the internal audit function will be re-instated utilizing the firm of Holman Frenia Allison (HFA). They have been requested to perform an internal audit or our bid solicitation and award process.

**Approval of Public Business Meeting Minutes –
March 27, 2018**

A motion to approve the March 27, 2018 minutes of the Public Business Meeting as written was made by Trustee Becht and seconded by Trustee L. Brennan.

Motion passed unanimously.

One Abstention – Trustee Crupi.

A. Approval of Executive Session Minutes- March 27, 2018

A motion to approve the Executive Session Minutes as written was made by Trustee Crupi and seconded by Trustee S. Brennan.

	Motion passed unanimously.	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Review of Consent Agenda – Chair Guzzo</p> <ul style="list-style-type: none"> Item #19 (Bid award for Building Automation and Control System Service and Maintenance) was removed from the Purchases <p>A report was provided from our employee benefits broker, Innovative Risks Solutions. Mr. Sean Gormley and Ms. Billie Jo Levengood. They recommended that the college renew their short-term disability insurance coverage with UNUM. The rates will be decreased by 27.5%. They also made a recommendation to award dental coverage to Delta Dental. Their coverage is equal to and better to our prior coverage with AETNA.</p> <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the revised consent agenda with changes was made by Trustee Crupi and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p>	
<p>Public Comment on Agenda Items</p> <p>Jack Ryan, Faculty – Mr. Ryan’s remarks were focused on the three Faculty members who were not renewed this year and he gave was not in favor of that decision. His concerns were that dedicated diverse employees were being excluded from employment at the college.</p> <p>Brandon Gramer, Faculty – His remarks were focused on the three Faculty members who were not renewed this year, who were serving as Counselors. He was not in agreement with this decision and was concerned that the counseling needs of our students would not be met in the future.</p> <p>Jeanne Vloyanetes, Faculty – Professor Vloyanetes commented on the three tenured faculty colleagues who were given letters of non-renewal. She urged the board to consider rather than eliminating their positions that they be retained and redeployed in appropriate positions in advisement.</p>		
<p>President’s Report – Dr. Stout spoke on the following topics:</p> <ul style="list-style-type: none"> Board Retreat – Dr. Stout acknowledged the hard work of the board during their board retreat on April 13 & 14. He commended the board for addressing the MSCHE recommendations, establishing the presidential goals for next year and making a commitment for another retreat in the fall. He specifically acknowledged Trustee Suzanne Brennan for her contributions in creating a successful retreat. Opening of the Neptune Community Garden Opening – Dr. Stout reported on the culmination of the collaborative efforts from the student clubs, The Innovations Network (TIN), the Ecology Club, the Art Club and the Neptune Township and the Monmouth Ocean Food Bank to create a community garden in Neptune. Helping Hands Fundraiser - Dr. Stout encouraged participation in the Helping Hands fundraiser to 		

<p>raise money for the college's food bank.</p> <p>MSCHE Report – Dr. Kegelman reported that the college accessed the MSCHE Evaluation Team Report on April 11, 2018. The college met all 7 standards. The report contains 11 suggestions and 14 recommendations. The college will be notified of our reaccreditation status by June 25. (Full Report – Attachment C)</p>		
<p>Consent Agenda</p> <p>A. Approval of Human Resources B. Application of Grants C. Approval of Clinical Partnership Affiliations D. Purchases in Excess of \$35,000.00 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay-to-Play” Process, in Excess of \$17m500 E. Open Invoice Payment Requests for Vendor, Student, and Employee Payments F. Monthly Financial Dashboards</p>	<p>A motion to approve the revised consent agenda Trustee Crupi and seconded by Trustee Becht.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Redox, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Change Order Request – Item was tabled. Item to be voted on after Executive Session.</p>		
<p>Discontinuance of Accounting Academic Credit Certificate</p>	<p>A motion to approve by resolution the discontinuance of the Accounting Academic Credit Certificate was made by Trustee Cram and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Discontinuance of Health Information Technology Associate in Applied Science and Medical Coding Academic Credit Certificate</p>	<p>A motion to approve by resolution the discontinuance of the Health Information Technology Associate in Applied Science</p>	

	<p>and Medical Coding Academic Credit Certificate was made by Trustee Cram and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Lodge Policy 4.7001 Information Security Program	<p>A motion to lodge new policy 4.7001 Information Security Program was made by Trustee Cram and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Mr. Jacobs read the statement on public comment.</p> <p>Chair Guzzo made the following statement:</p> <p>The Board of Trustees is committed to ensuring a climate at Brookdale Community College that fosters respect among students, faculty and staff from a range of diverse backgrounds, ideas, and perspectives. Brookdale respects the viewpoints of our students and faculty and strives to maintain classroom environments that are safe and welcoming where open discourse and civil debate are a valued part of the learning experience. In a recent class, a faculty member acted very inappropriately. On behalf of the College and the Board of Trustees, we apologize to this student and to all students in the classroom for the way in which this faculty member behaved. It is not acceptable. The matter remains under investigation by the College's Administration. The Board of Trustees is confident that the College's Administration will reach a conclusion soon and determine an appropriate course of action to appropriately address this unfortunate matter.</p>		

Kenneth Morgan, President of Monmouth Ocean Counties Pan Hellenic Council – Mr. Morgan’s remarks focused on the non-renewal of employee Fidel Wilson. He provided information on the many accomplishments of Dr. Wilson, especially with the development and growth of the Male Minority Conference. He urged the board to give additional consideration to maintaining Dr. Wilson’s employment with the college.

Tom Brennan, Manager of Brookdale Public Radio - His comments focused on the music programming which is a conduit to connecting with students and community. He highlighted the honors the radio station has received in the past. He urged the board to consider giving them more time to reach their financial goals.

Austin Smith – President of Student Life Board – In light of the recent video of Professor Finkelstein and students speaking about similar experiences in the classroom with the same professor, Austin expressed his view that this is not an acceptable way for a professor to speak to students and it should not be tolerated at Brookdale.

Amanda Trerotola, Student – Amanda expressed her opinions on how students should have caring, levelheaded professors in the classroom who encourage respectful dialogue. She felt that this professors actions were not representative of our incredible Brookdale faculty. She urged the board to make the right choice for our students regarding this incident.

Leah Waldron, Student – She urged the board to punish and reprimand Professor Finkelstein for his actions of using racial slurs in the classroom.

Rebecca Nastro, Student – Rebecca expressed her dismay that Professor Finkelstein lacked professionalism and respect for his students in his classroom.

Annesia Baltazar, Student – She urged the board to consider having a policy to notify students when a video involving our college goes viral, so that our college community is aware of the issue before they hear of it in the media. Trustee Becht made comments

Karen D’Agostino, English Faculty – She acknowledged the character and caliber of the honorees, especially our own Sherri West who was honored at the Wilbur Ray dinner. She spoke in support of the counselors and provided evidence of the successful efforts of Fidel Wilson to recruit and retain students of color. She urged the board to reconsider the discontinuance of their contracts.

Sherri West, She spoke on behalf of the counselors. She was perplexed that an institution that is focused on closing the achievement gap. She acknowledged the work of the counselors in recruiting and retaining students of color. She urged the board and the executive leadership to reconsider their non-renewal of their contracts

Jack Ryan, Faculty - He provided background on Wilbur Ray. He acknowledged Carl Calendar and his accomplishments. He invited Shakespeare birthday on Thursday – over 100 in attendance.

Response from the Board of Trustees

Trustee Ridoux – He agreed that the professor’s actions were appalling. He acknowledged the courage of the students from the Student Life Board to speak about how the incident involving Professor Finkelstein affected them.

Trustee Becht - made an offer to lead an ad-hoc committee to focus on sustainability of the radio station. Chair Guzzo appointed Trustee Becht to chair the ad-hoc committee, Trustees Kaufmann, Ridoux, and Latonya Brennan. Dr. Stout, Mr. Pingitore, Mr. Jack Ryan volunteered to work with the committee.

Old/New Business

Chair Guzzo appointed Trustees Becht, Brennan, Ferraro and himself to an Ad-Hoc committee to review the RFP for the board attorney.

Resolution to Hold a Closed Meeting

Mr. Jacobs read the resolution to hold a closed session. (Attachment D)

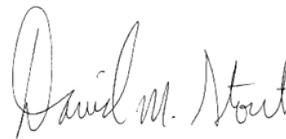
A motion was made to approve the resolution to hold an executive session by Trustee Crupi and seconded by Trustee Becht.

Motion passed unanimously.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Motion to Re-Open the Meeting to the Public –	A motion was made to re-open the meeting to the public by Trustee Cram and seconded by Trustee Becht. Motion passed unanimously.	
Approval of Purchase Custodial Services – 4.1 Addendum – Agenda for Purchases in Excess of \$35,300 <i>Operating 3H Service System Inc.- Custodial Services, Bid No. 18-19 / Notice was sent to 28 vendors, received 5 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for custodial services and is funded by the Facilities Budget. \$75,000 is included in cost for Special Events. FY18 \$1,782,158. Bid \$1,783,800.00*</i>	A motion to approve the 4.2 addendum to the Agenda for purchases in excess of \$35,300 for the awarding of the custodial services to 3H service System, Inc. was made by Trustee Ridoux and seconded by S. Brennan. Motion passed. YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, and	

	<p>Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Change Order Request	<p>A motion to approve the change order request was made by Trustee S. Brennan and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Adjournment</p> <p><i>The meeting was adjourned at 10:45 p.m.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Ridoux and seconded by Trustee L. Brennan</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

**Brookdale Community College
Board of Trustees
April 24, 2018**

R E S O L U T I O N

WHEREAS, Ms. Victoria Cattelona has been named one of the highest achieving community college students in the nation as part of the 2018 Coca-Cola Academic Team; and

WHEREAS, Ms. Cattelona has been named a 2018 Coca-Cola Academic Team Bronze Scholar, an honor which recognizes her as one of the top achieving community college students in the state of New Jersey and the nation; and

WHEREAS, Ms. Cattelona has been awarded a \$1,000 scholarship sponsored by the Coca-Cola Foundation, Coca-Cola Scholars Foundation, the American Association of Community Colleges and Phi Theta Kappa International Honor Society; and

WHEREAS, Ms. Cattelona, as Vice President of Scholarship in the Brookdale Community College chapter of Phi Theta Kappa, Vice President of the Brookdale Honors Association, peer mentor in the Brookdale Honors Program, and an active volunteer in the Monmouth County community, has represented the highest values held by the College; and

WHEREAS, Ms. Cattelona's hard work, determination, and exemplary achievements – both in and out of the classroom – serve as inspiration to all members of the Brookdale community, and deserve to be recognized and commemorated;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees, on behalf of all Brookdale students, faculty, staff and administrators, wish to recognize and congratulate Ms. Victoria Cattelona for being named a 2018 Coca-Cola Academic Team Bronze Scholar; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Cattelona so that she can have a permanent reminder of the high esteem she has earned among her peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

Dr. Carl Guzzo, Jr.
Board Chair

Dr. David Stout
Interim President

**Brookdale Community College
Board of Trustees
April 24, 2018**

R E S O L U T I O N

WHEREAS, Dr. Carl Calendar has honorably served Brookdale Community College for 48 years as Professor of Literature and English, Chairperson of the English & Reading Division, Dean of the English & Reading Academic Division, and Humanities Institute Dean; and

WHEREAS, Dr. Calendar served as Governance Chair twice, President of the Faculty Association, two time Chair of the Educational Services Master Plan, author of the first two Middle States Self-Studies, and Advisor to the Black Student Union and the English Club; and

WHEREAS, Dr. Carl Calendar is a past recipient of the Brookdale Community College Alumni Association's *Barringer Award*, the National Institute for Staff and Organizational Development's *Excellence Award*, and two *Best of the Best Awards* through the Associated Students of Brookdale Community College; and

WHEREAS, the above summary of activities does not adequately express the impact that Dr. Calendar has had on Brookdale Community College, its employees, its students, and its surrounding community, nor does it express how beloved Dr. Calendar is or the degree to which his colleagues will miss him as he enters into retirement;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees, on behalf of all Brookdale students, faculty, staff and administrators, wish to recognize Dr. Calendar by officially re-naming the Visiting Writers Series the *Dr. Carl Calendar Visiting Writers Series* in honor of his distinguished career; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Dr. Calendar so that he can have a permanent reminder of the high esteem he has earned among his peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

Dr. Carl Guzzo, Jr.
Board Chair

Dr. David Stout
Interim President

Brookdale Community College

Middle States Update

April 24, 2018

The College accessed the Evaluation Team Report on April 11, 2018. The College met the criteria on all seven Standards. The Report contains 11 suggestions and 14 recommendations.

The President sent the formal response to the Report to the Middle States Commission on April 20 in which he:

- acknowledged and thanked the team
- agreed to implement the recommendations
- identified significant progress on
 - reaffirmation of the values
 - the presidential search
 - the development of the Strategic Enrollment Management Plan

Also, the College committed to implementing the suggestions through a strategic planning process.

On May 30 a Middle States ad hoc committee on Evaluation Reports will meet to recommend action to be taken by the full Middle States Commission on June 21 after which the College will be notified of our reaccreditation status by June 25.

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 **April 24, 2018 at approximately 8 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
April 24, 2018**

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

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

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"(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 matters pertaining to the safety of our college community and property.

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"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: potential litigation with respect to services previously provided to the College by former professionals; contract negotiations for custodial services and shared services with the county .

☒

"(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: presidential search process; matters concerning one faculty member and personnel matters related to facilities management.

☐ "(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

RESOLUTION

Approved
April 24, 2018

possible without undermining the need for confidentiality is a

WHEREAS, the length of the Executive Session is estimated to be 70 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
April 24, 2018

BROOKDALE COMMUNITY COLLEGE

Board of Trustees

Special Meeting Minutes – President Candidate Interview – David Stout

April 19, 2018

Brookdale Community College
Brookdale Lincroft
Student Life Center, Ft. Hancock Room
765 Newman Springs Rd.
Lincroft, NJ 07738

- I. Chair Guzzo called the meeting to order at 5:00P.M. and the group made the Pledge of Allegiance.
- II. Ms. Gruskos read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
 1. On April 16, 2018, at 10:30 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center, emailed to the *The Asbury Park Press* and the *Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair	Ms. Patricia Sensi
	Mr. Dan Becht, Trustee	
	Ms. Latonya Brennan, Trustee	
	Mr. Paul Crupi, Trustee (via phone conference)	
	Dr. Carl Guzzo, Chair	
	Mr. Bret Kaufmann, Trustee	
	Ms. Marta Rambaud, Trustee	Ms. Cynthia Gruskos, Recorder (Excused at 5:15 PM)
	Dr. Les Richens, Trustee	
Absent	Ms. Madeline Ferraro	
	Ms. Suzanne Brennan, Trustee	
	Dr. Hank Cram, Trustee	
	Mr. Austin Ridoux, Trustee	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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III. Adoption of Agenda for Special Meeting – Interview of President Candidate David Stout	A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Vice-Chair Abby-White Motion passed unanimously.	
IV. Public Comment on Agenda No public comment was made.		
V. Resolution to Hold a Closed Meeting Ms. Gruskos read the resolution to hold the closed session. (Attachment A)	A motion was made to approve the resolution to hold an executive session by Trustee Richens and seconded by Trustee L. Brennan. Motion passed unanimously.	
VI. Motion to Re-Open the Meeting to the Public	A motion was made to re-open the meeting to the public by Trustee Richens and seconded by L. Brennan. Motion passed unanimously.	
VII. Public Comment on Agenda Items No public comment made.		
VIII. Old/New Business - No old or new business.		
IX. Adjournment – Chair Guzzo <i>The meeting was adjourned at 6:45 p.m.</i>	A motion to adjourn the meeting was made by Trustee Richens and seconded by Vice-Chair Abby-White. Motion passed unanimously.	

Respectfully submitted,

A handwritten signature in cursive script, reading "Cynthia B. Gruskos".

Cynthia B. Gruskos
Assistant to the President &
The Board of Trustees

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 **1** 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 **April 19, 2018 approximately 5 PM.**

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

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

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

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

RESOLUTION
April 19, 2018

☐

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

☐

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

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

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"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: _____

☒

"(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: **personnel matters related to the interview of presidential finalist Dr. David Stout**

☐

"(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
April 19, 2018

WHEREAS, the length of the Executive Session is estimated to be **180** minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) ☒ reconvene and where formal action ☐ immediately adjourn or ☐ reconvene and proceed with business 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
April 19, 2018

BROOKDALE COMMUNITY COLLEGE

Board of Trustees

Special Meeting Minutes – President Candidate Interview - Tony Hawkins

April 20, 2018

Brookdale Community College
Brookdale Lincroft
Student Life Center, Ft. Hancock Room
765 Newman Springs Rd.
Lincroft, NJ 07738

- I. Chair Guzzo called the meeting to order at 5:00P.M. and the group made the Pledge of Allegiance.
- II. Ms. Gruskos read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
 1. On April 16, 2018, at 10:30 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center, emailed to the *The Asbury Park Press* and the *Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair	Ms. Patricia Sensi
	Mr. Dan Becht, Trustee	
	Ms. Latonya Brennan, Trustee	
	Ms. Suzanne Brennan, Trustee	
	Mr. Hank Cram, Trustee (via phone conference)	
	Mr. Paul Crupi, Trustee	
	Dr. Carl Guzzo, Chair	
	Mr. Bret Kaufmann, Trustee	
	Ms. Marta Rambaud, Trustee	Ms. Cynthia Gruskos, Recorder (Excused at 5:15 PM)
	Mr. Austin Ridoux, Trustee	
	Dr. Les Richens, Trustee	
Absent	Ms. Madeline Ferraro	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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III. Adoption of Agenda for Special Meeting – Interview of President Candidate Tony Hawkins	A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Vice-Chair Abby-White Motion passed unanimously.	
IV. Public Comment on Agenda No public comment was made.		
V. Resolution to Hold a Closed Meeting Ms. Gruskos read the resolution to hold the closed session. (Attachment A)	A motion was made to approve the resolution to hold an executive session by Trustee Crupi and seconded by Vice-Chair Abby-White. Motion passed unanimously.	
VI. Motion to Re-Open the Meeting to the Public	A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Vice-Chair Abby-White. Motion passed unanimously.	
VII. Public Comment on Agenda Items No public comment made.		
VIII. Old/New Business - No old or new business.		
IX. Adjournment – Chair Guzzo <i>The meeting was adjourned at 6:45 p.m.</i>	A motion to adjourn the meeting was made by Trustee Richens and seconded by Vice-Chair Abby-White. Motion passed unanimously.	

Respectfully submitted,

A handwritten signature in cursive script, reading "Cynthia B. Gruskos".

Cynthia B. Gruskos
Assistant to the President &
The Board of Trustees

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 **1** 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 **April 20, 2018 approximately 5 PM.**

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

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

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

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

RESOLUTION
April 20, 2018

☐

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

☐

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

☐

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

☐

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: _____

☒

"(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: **personnel matters related to the interview of presidential finalist Dr. Tony Hawkins**

☐

"(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
April 20, 2018

WHEREAS, the length of the Executive Session is estimated to be **180** minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) ☒ reconvene and where formal action ☐ immediately adjourn or ☐ reconvene and proceed with business 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
April 20, 2018

BROOKDALE COMMUNITY COLLEGE

Board of Trustees

Special Meeting Minutes – President Candidate Interview – Gina Glickman

April 23, 2018

Brookdale Community College
Brookdale Lincroft
Student Life Center, Ft. Hancock Room
765 Newman Springs Rd.
Lincroft, NJ 07738

- I. Chair Guzzo called the meeting to order at 5:10 P.M. and the group made the Pledge of Allegiance.
- II. Ms. Gruskos read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
 1. On April 16, 2018, at 10:30 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center, emailed to the *The Asbury Park Press* and the *Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair	Ms. Patricia Sensi
	Ms. Latonya Brennan, Trustee (via phone conference)	
	Mr. Hank Cram, Trustee	
	Mr. Paul Crupi, Trustee	
	Dr. Carl Guzzo, Chair	
	Mr. Bret Kaufmann, Trustee	
	Ms. Marta Rambaud, Trustee	Ms. Cynthia Gruskos, Recorder (Excused at 5:15 PM)
	Dr. Les Richens, Trustee	
Absent	Ms. Madeline Ferraro, Trustee	
	Mr Dan Becht, Trustee	
	Ms. Suzanne Brennan, Trustee	
	Mr. Austin Ridoux, Trustee	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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III. Adoption of Agenda for Special Meeting – Interview of President Candidate Tony Hawkins	A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Vice-Chair Abby-White Motion passed unanimously.	
IV. Public Comment on Agenda No public comment was made.		
V. Resolution to Hold a Closed Meeting Ms. Gruskos read the resolution to hold the closed session. (Attachment A)	A motion was made to approve the resolution to hold an executive session by Trustee Richens and seconded by Vice-Chair Abby-White. Motion passed unanimously.	
VI. Motion to Re-Open the Meeting to the Public	A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Vice-Chair Abby-White. Motion passed unanimously.	
VII. Public Comment on Agenda Items No public comment made.		
VIII. Old/New Business - No old or new business.		
IX. Adjournment – Chair Guzzo <i>The meeting was adjourned at 6:45 p.m.</i>	A motion to adjourn the meeting was made by Trustee Richens and seconded by Vice-Chair Abby-White. Motion passed unanimously.	

Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia B. Gruskos".

Cynthia B. Gruskos
Assistant to the President &
The Board of Trustees

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 **1** 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 **April 23, 2018 at approximately 5 PM.**

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

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

RESOLUTION
April 23, 2018

☐

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

☐

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

☐

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

☐

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: _____

☒

"(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: **personnel matters related to the interview of presidential finalist Dr. Gina Glickman**

☐

"(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
April 23, 2018

WHEREAS, the length of the Executive Session is estimated to be **180** minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) ☒ reconvene and where formal action ☐ immediately adjourn or ☐ reconvene and proceed with business 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
April 23, 2018

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 150 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Administrative	1
Adjuncts	2
B. Reappointment of Administrators	130
C. Change of Status	Recommendations
Faculty	2
Administrative	1
Support Staff	5
D. Separations	Recommendations
Administrative	7
Support Staff	2

A. HIRES**ADMINISTRATIVE**

1. Name: Kornpipob Kanthajan
Department: Human Resources
Position: Manager, Human Resources Services
Salary: \$3,063 prorated from an annual base of \$73,522
Effective: 6/18/18 pending final reference checks

ADJUNCTS

1. Name: Erik Braunstein
Department: Chemistry
2. Name: Danielle Hartman
Department: Continuing & Professional Studies

ADJUNCT DEGREE SUMMARY

Masters
2

B. REAPPOINTMENT OF ADMINISTRATORS

This year, annual contracts are to be issued to 130 administrators.

Grant-funded Administrators**Grant-funded through 9/30/18**

Danielle Propert	Job Placement Specialist	Continuing & Professional Studies
Shanes, Scott	Program Coordinator-NNJHPC	Continuing & Professional Studies

Grant-funded through 12/31/18

Mejias-Fuertes, Jackeline	Director-Small Business Development	Small Business Development Center
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Reappointment is contingent upon pending grant-funding through 6/30/19

Salka, Laurie	Program Administrator-Displaced Homemakers Services	Displaced Homemakers Services
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Non-Grant-funded Administrators

Alfieri, Ann Marie	Confidential Administrative Assistant II	Office of HECs & K16
Almeida, Deborah	Manager-Accounts Payable & Special Projects	Accounts Payable
Amundson, Katelyn	Assistant Director-Athletics & Recreation	Athletics
Anderko, Reve	Associate Director-One Stop	Enrollment Management
Arnold, Karyn	Associate Director-Financial Aid	Financial Aid
Austin, Peggy	Evening Campus Administrator	Brookdale At Freehold
Bastedo, Donna	Associate Director-Branch Campus	Brookdale At Freehold
Bender, Laurie	Director-Marketing, Website & Creative Services	College Relations
Bennett, Nancy	Administrator-Learning Disabilities Program	Reading & Learning Disabilities
Brennan, Thomas	Manager-Radio Station	Radio Station
Brown, Richard	Manager-Print Shop	Print Shop
Brutsman, Lauren	Director, Student Life & Activities	Student Life & Activities
Burkhard, Mary Jo	Administrative Assistant-Student Life	Student Life & Activities
Cannon-Harris, Sondra	Manager-Diversity, Inclusion, & Compliance	Human Resources
Caruso, Joseph	Academic Advisor	Advising
Cheremisinoff, Laura	Administrator - Scheduling & Operations	K-12 Partnerships
Chudnick, Steven	Director-Library	Library
Cohen, Herbert	Director-Enrollment Management	Enrollment Management
Cosentino, Joyce	Administrator-Fitness Center	Fitness Center
Cosme, Kevin	Graphic Artist/Design Coordinator	Marketing & Creative Service
Cuddy, Donna	Associate Director - K-12 Partnerships	K-12 Partnerships
Curto, Stephen	Director-Student Services	Office of Student Services
Daniels, Dale	Director-Chhange	Holocaust Education Center
DeButts, Linda	Program Manager-Professional Development	Human Resources
DeLosSantos, Vivian	Administrative Assistant-Facilities	Facilities Administration
DeMichael, Denise	Manager-Educational Services Systems	Admissions & Registration
DeStefano, Michael	Manager-Accounts Receivable	Accounts Receivable
DeVoe, William	Manager-Testing Services	Testing Services
DiBuccio, Carol	Institute Administrator	Office of Humanities
Donovan, Jill	Assistant Director-Career & Leadership Development	Career Svcs. & Leadership Dev.
Drury, Timothy	Director-Facilities Management & Construction	Facilities Administration
Dudick, Hilda	Administrator-VP for Learning	Office of VP Learning
Edward, Katherine	Director-Educational Services Outcome Assessment	Planning & Inst. Effectiveness
Ehret, Mary	Director-Nursing	Office of Health Sciences
Episcopia, James	Director, Auxiliary Services	Auxiliary Services
Farnkopf, Stephanie	Academic Advisor	Advising
Fitzpatrick, Allison	Director-Wall Higher Education Center	Brookdale At Wall

Fitzsimmons, Stephanie	Director-Financial Aid	Financial Aid
Flood, Anna	Administrative Assistant-International Center	International Center
Florio, Kristin	Manager-Sales & Development	College Relations
Ghezzi, Mark	Supervisor-Common Services	Common Services-Administration
Glazewski, Eleanor	Associate Registrar	Admissions & Registration
Gruskos, Cynthia	Senior Assistant to the President & BOT	President's Office
Halpin, Michael	Police Lieutenant	Police
Henn, Patricia	Confidential Assistant to the VP	Office of VP Learning
Heuser, Kimberly	Registrar	Admissions & Registration
Jackson, Dinneen	Coordinator-Grants	Grants Development
Jeune, Christopher	Manager-Student Conduct & Compliance	Student Conduct & Compliance
Johnson, Edward	Director-Long Branch Higher Education Center	Brookdale At Long Branch
Jordan, Jennifer	Manager-Student Records Systems	Admissions & Registration
Kane, Noreen	Program Administrator-Community Outreach	Community Outreach
Kanthajan, Kornpipob	Manager-Human Resources Services	Human Resources
Kaufman, Synde	ESL Administrator	Office of Humanities
Kerr-Mc Curry, Norah	Director-LMS & Innovations Center	Innovation Center
Kimler, Robert	Police Captain	Police
King, Catherine	Administrator-Accounts Payable	Accounts Payable
Kneute, Michelle	Benefits Administrator	Human Resources
Kruijssen, Elizabeth	Associate Director-Branch Campus	Brookdale At Hazlet
Kugit, Jacqueline	Employment Manager	Human Resources
LaGaipa, Anthony	Graphic Artist/Design Coordinator	Marketing & Creative Service
LaPorta, Anne	Assistant Director-Career & Leadership Development	Career Svcs. & Leadership Dev.
Lo, Rita	Manager-Information Commons & Library Systems	Library
Longo, Laura	Director-Institutional Research & Evaluation	Planning & Inst. Effectiveness
Loori, Helen	Assistant to the Vice President	Finance & Operations
Malmros, Jeana	Confidential Assistant to the Vice President	Office of Student Success
Manfreda, Teresa	Manager, Finance	Finance & Operations
Marich, Bruce	Director-Hazlet Higher Education Center	Brookdale At Hazlet
Martin, Linda	Director-Community Outreach	Community Outreach
Mattsson, Erin	Confidential Administrative Assistant II	Continuing & Professional Studies
McCarthy, James	Manager-Business Training	Career Pathways
McElroy, Sarah	Director-Career Services & Leadership Development	Career Svcs. & Leadership Dev.
McGraw, Daniel	Manager-Facilities	Facilities Administration
McGreevy, Kathleen	Confidential Administrative Assistant	Human Resources
McHugh, Nancy	Coordinator, Auto Lab	Automotive Technology
Messina, Joan	Payroll Manager	Payroll
Molski, Anita	Institute Administrator	Office of STEM

Moltisanti, Jenna	Associate Director-Branch Campus	Brookdale At Long Branch
Morales-Wright, Richard	Director-EOF	EOF Office
Naparlo, Michael	Supervisor-Maintenance & Grounds	Grounds
Nolan, Kevin	Associate Director-One Stop	Enrollment Management
Novak, Cara	Administrator, K-12 Partnerships	K-12 Partnerships
Ortore, Janice	Coordinator-Foundation/Alumni Affairs	Foundation/Alumni Affairs
O'Shea, Nancy	Associate Director-One Stop	Enrollment Management
Otis, Christopher	Manager-Fire, Safety & Environmental Compliance.	Facilities Administration
Oversen, Ernest	Director-Disability Services	Disability Services
Passarella, Bonnie	Manager-Contract Administration	Purchasing
Patterson, Julie A.	Coordinator – Testing Services	Testing Services
Peterson, Holly	Web Administrator	Marketing & Creative Services
Pingitore, Joseph	Director-Finance & Operations	Finance & Operations
Popovich, John	Administrator-Innovation & Learning Resources	Office of Innovation & Learning
Qaissaune, Laura	Director-Grants & Institutional Development	Grants Development
Rauso, Suzanne	Academic Advisor	Advising
Robinson, Richard	Programming Coordinator	Radio Station
Roma, Linda	Director-Adult Basic Education	ABE/GED
Rudinski, Joan	Institute Administrator	Office of Bus. & Social Science
Russell, Jerry	Administrator - Evening & Weekend, ACT	Accelerated Career & Tech Inst.
Sanders, Kelli	Administrator, Events Management	Events Management
Scarangella, Susan	Institute Administrator	Office of Health Sciences
Schuberth, Patricia	Confidential Assistant for Curriculum Development	Office of VP Learning
Scocco, Joan	Director of Operations	Continuing & Professional Studies
Selheim, Maureen	Associate Director-Branch Campus	Brookdale At Wall
Shaffery, Lynne	Associate Director-Branch Campus	Brookdale At Freehold
Shaloum, Jonathan	Instructional Designer	Innovation Center
Shea, Kathleen	Admissions Representative	Recruitment
Simpson, Paulette	Associate Director-Branch Campus	Brookdale At Neptune
Smith, Charanne	Director-Neptune Higher Education Center	Brookdale At Neptune
Smith, Marian	Program Manager	Career Pathways
Sparaco, Anne Marie	Assistant to the Vice President	Finance & Operations
Stathum, Michelle	Confidential Administrator-Office of Advancement	President's Office
Stockton, Lee	Enrollment Management Administrator	Enrollment Management
Sullivan, Emily	Payroll Administrator	Payroll
Taylor, Tricia	Administrative Asst.-Athletics, Recreation & Fitness	Athletics
Terreros, Jorge	Academic Advisor	Advising
Thomas, Janice	Director-International Center	International Center
Thulen, Kelly	Supervisor-Library	Library

Tickner-Jankowski, Ann	Director-Transfer Resources/Articulation	Office of VP Learning
Tierney, Patricia	Coordinator-ABE/GED	ABE/GED
Tomkins, David	Coordinator-Athletics & Recreation	Athletics
Van Lew, Kim	Manager, Purchasing	Purchasing
Vanderspiegel, Sherri	Supervisor-Performing Arts Center	Performing Arts Center
Volpi, Charles	Enrollment Services Advisor	Enrollment Management
Wadych-Ketley, Lucyna	Student Development Services Advisor	Office of Student Services
Watts, Candice	Assistant Director, EOF	EOF Office
Worthley, Kristin	Admissions Representative	Recruitment
Zambrano, Linda	Coordinator-Accounts Receivable	Accounts Receivable
Zeiss, Timothy	Executive Director-Foundation/Alumni Affairs	Foundation/Alumni Affairs

C. CHANGE OF STATUS**FACULTY**

- | | |
|-------------|----------------------------|
| Name: | Frank Rother |
| Department: | Psychology |
| Position: | Professor |
| Action: | Return to faculty position |
| New Salary: | \$102,169 |
| Effective: | 9/1/18 |
- | | |
|-------------|---|
| Name: | Robin Smith |
| Department: | Nursing |
| Position: | Professor |
| Action: | 20% reduction in load for 20% reduction in salary |
| Effective: | Fall 2018 semester |

ADMINISTRATIVE

- | | |
|-------------|---|
| Name: | Kirsten Nordgaard |
| Department: | Advising |
| Position: | Student Success Coach/Advisor |
| Action: | Extension of temporary position |
| New Salary: | \$55,930 |
| Effective: | 7/1/18 – until further notice, but not later than 6/30/19 |

SUPPORT STAFF

1. Name: Nina Ercolino
 Department: Testing Services
 Position: Senior Technician
 Action: Extension of temporary position
 New Salary: \$37,380
 Effective: 7/1/18 until further notice, but not later than 6/30/19

2. Name: George Fehr
 Department: Common Services
 Position: Common Services Assistant
 Action: Change in position through the bumping process
 New Salary: No change
 Effective: 5/26/18

3. Name: Denise Presti
 Department: Financial Aid
 Position: Senior Office Assistant
 Action: Extension of temporary position
 New Salary: \$37,380
 Effective: 7/1/18 until further notice, but not later than 6/30/19

4. Name: Erin Tierney
 Department: Student Life & Activities
 Position: Associate
 Action: Extension of temporary position
 New Salary: \$41,349
 Effective: 7/1/18 – until further notice, but not later than 6/30/19

5. Name: Amy Yates
 Department: Career Pathways
 Position: Associate
 Action: Extension of temporary full-time grant-funded position
 New Salary: \$42,319
 Effective: 7/1/18 until further notice, but not later than 6/30/19

D. SEPARATIONS**ADMINISTRATIVE**

1. Name: Joseph DiGianni
 Department: ABE/GED
 Position: Case Manager/Student Support Specialist
 Action: End of grant funding
 Effective: 6/30/18

2. Name: Robert Francis
 Department: President's Office
 Position: Director, Internal Audit
 Action: Non-renewal of contract due to restructuring
 Effective: 6/30/18

3. Name: Nancy McHugh
 Department: Automotive Technology
 Position: Coordinator, Auto Lab
 Action: Retirement
 Effective: 7/30/18

4. Name: Avis McMillon
 Department: College Relations
 Position: Executive Director
 Action: Resignation for the purpose of retirement
 Effective: 6/8/18

5. Name: Gregory Menza
 Department: Career Pathways
 Position: Job Placement Specialist
 Action: End of grant funding
 Effective: 6/30/18

6. Name: Holly Peterson
 Department: Marketing & Creative Services
 Position: Web Administrator
 Action: Retirement
 Effective: 8/31/18

7. Name: Myrna Wright
 Department: ABE/GED
 Position: Case Manager/Student Support Specialist
 Action: End of grant funding
 Effective: 6/30/18

SUPPORT STAFF

1. Name: Trupti Ashar
 Department: College Store
 Position: Textbook Specialist, full-time, temporary N4 position
 Action: End of temporary assignment
 Effective: 5/25/18
2. Name: Michael Weber
 Department: Commons Services
 Position: Common Services Assistant
 Action: Bumped by more senior employee
 Effective: 5/25/18

2.1 Application for Grants

Executive Summary

Council on International Educational Exchange Generation Study Abroad Access Grant

Brookdale submitted a proposal to the Council on International Educational Exchange on April 13, 2018 under its Generation Study Abroad Access Grant program. The goal of the project is to create Study Abroad opportunities for an underserved student population. Approximately 10-15 students will be selected to take part in a Faculty-Led Study Abroad program entitled *Civic Engagement: The role of the student voice in effecting positive change in a global society*, which links two introductory courses – POLI 101 & ENGL 121. The program will run in summer 2019 and consist of class sessions at Brookdale and a two-week on-site component in Edinburgh/Aberdeen, Scotland.

Grant funds will make the Faculty-Led Study Abroad program an affordable and realistic opportunity for underserved students for whom cost would be a barrier to participation in such a program. Funds will be used to defray student travel costs. Ed Johnson (Center Director/Adjunct Political Science) and Kurt Scheffler (Professor, English) will serve as co-leads for the project.

The grant request is for **\$20,000** and does not require a College match.

New Jersey Department of Community Affairs Displaced Homemakers

Brookdale will submit a proposal to the New Jersey Department of Community Affairs, Division on Women for continued funding under its Displaced Homemakers Program in May 2018. The program provides employability skills training to approximately 200 displaced homemakers residing in Monmouth County. Program services including intake assessment, educational training/employment development, individual and group counseling, workshops, referrals and job development/placement and are offered at four locations (Long Branch, Hazlet, Freehold, and Lincroft). The program has served the community for over thirty years; In FY17, the program generated tuition revenue in excess of \$62,000. Laurie Salka, Program Administrator for Displaced Homemakers, is responsible for the program.

The total grant request is **\$150,000** with cash contribution of **\$41,865** for a total of **\$190,390**.

May 15, 2018: Director of Grants and Institutional Development, Laura Quissaunee

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

Brookdale will submit a proposal to the New Jersey Department of Education (NJDOE), Office of Career Readiness, under its Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation (CE EPP) program, on May 17, 2018.

The purpose of the program is to train Career and Technical Education teachers entering the field of education from industry through a two-year, 400-hour alternate route teacher certification preparation program. The CTE CE EPP program is specifically designed to prepare candidates for secondary and exploratory CTE programs. Successful completion of the CTE CE EPP program is a major component of the NJDOE requirements for permanent teacher certification of the CTE content area and Brookdale CC is the sole provider of this program for the State of New Jersey. Paul Hankins, Director, and Lisa English, Associate Director, will administer the program.

The total grant requested is **\$190,000** with a cash contribution of **\$29,900** for a total of **\$219,900**.

Recommendation:

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

May 15, 2018: Director of Grants and Institutional Development, Laura Quissaunee

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

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

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

This report was reviewed by the Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held May 7, 2018.

May 15, 2018: Interim Executive Director Finance & ITS, Joseph Pingitore

RESOLUTION

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

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

WHEREAS, the Executive Director, Finance & IT has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

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

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

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

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

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

Agenda for Purchases in Excess of \$35,300

May 15, 2018

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	SD Gameday, LLC	Athletic Training, Sports Medicine, and Team Physician Services, RFP No. 09-17 / This is the 2nd year of a 2 year contract for athletic training, sports medicine, and team physician services and is funded by the Athletic Budget. Monthly payments. FY18 \$73,000.	RFP	\$ 73,000.00
Capital/IT				
2	Dell	McAfee Gold Software Support / Exempt 18A:64A-25.9 (State Contract). This State contract is for McAfee software and technical support and is funded by the IT Budget. FY18 \$18,699.50.	Exempt	\$ 19,308.50
3	SHI International	APC In-Row Cooling Maintenance / Exempt 18A:64A-25.9 (State Contract). This State contract is for the maintenance of the cooling system in the data center and is funded by the IT Budget. FY18 \$17,821.08.	Exempt	\$ 17,821.08
4	Aspire Technology Partners	Cisco Smartnet Maintenance / Exempt 18A:64A.25.9 (State Contract). This is the 2nd year of a 5 year State contract for Cisco equipment maintenance. This includes the maintenance of the new phone system, wireless network system and the unified communication equipment. This contract is funded by the IT Budget. Quarterly payments. FY18 \$239,194.21.	Exempt	\$ 247,270.32
5	Anixter	Battery Back-up for Network Switches / Exempt 18A:64A.25.9 (State Contract). This State contract is for the supply, delivery and installation of the battery back-up system for network switches that maintain the phone system. This contract is funded by the IT Budget.	Exempt	\$ 69,725.33
6	Instructure, Inc.	Learning Management System (LMS), RFP 07-18 / Notice was sent to 15 vendors, received 5 replies. This is a one year contract for a hosted learning management system (LMS). The LMS supports a range of applications that supplement traditional classroom instruction, integrate into the College's online and face-to-face instruction, and deliver online courses and programs. This contract is funded by the IT Budget. Monthly payments. FY18 \$218,791.	RFP	\$ 218,760.00

7	Insurance Restoration Specialists, Inc.	Reconstruction Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the reconstruction of offices in the CAR Building due to water damage and is funded by insurance.	Exempt	\$ 69,115.74
8	T & M Associates	Professional Engineering Services / Exempt 18A:64A-25.5.a.(1) (Professional services). This contract is for professional engineering services for the Fire Alarm Panel Upgrades and is funded by Chapter 12.	Exempt	\$ 23,250.00
Grant				
9	National Public Radio	Programming Services and Membership Fees / Exempt 18A:64A-25.5.a.(16) (Entertainment). This contract is for the payment of programming fees, interconnect fees, and membership dues to the National Public Radio. The membership is used exclusively for the acquisition, production, promotion and distribution of national programming of high quality, diversity, creativity, excellence and innovation, with strict adherence to objectivity and balance of programs. This contract is funded by the Community Service Grant. FY18 \$33,150.	Exempt	\$ 28,302.15
Operating				
10	Dell	Microsoft EES Agreement / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract will provide the College with licensing for Microsoft Windows Operating Systems and support for Office Products, Visual Studio, Project Pro, server support software for Exchange, SQL, and Systems Management Servers. Purchasing the licenses as part of the MS Campus Agreement reduces the cost of new systems by eliminating the procurement of software at the time of the hardware order. This contract is funded by the IT Budget. FY18 \$66,912.17.	Exempt	\$ 71,970.74
11	Parchment Inc.	eTranscript Services, RFP No. 06-15 / This is the 4th year of a 4 year contract for transcript ordering and processing services. This contract is funded by Student Fees.	RFP	REVENUE \$3/Transcript Request

12	IOTA Solutions, LLC	Electronic Course Evaluation Services, RFP No. 01-17 / This is the 3rd year of a 3 year contract for electronic course evaluation services and is funded by the Planning & Institutional Effectiveness Budget. FY18 \$17,500.	RFP	\$ 17,500.00
13	New Jersey City University	New Pathways Alternate Route Training Program / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). Brookdale is a member of the New Pathways partnership with NJCU and 14 other NJ community colleges to provide K-12 teacher certification, education and training to students. Under the New Pathways program, the community colleges deliver the NJCU curriculum for two classes: Stage I and Stage II. Students may take the New Pathways courses on a non-credit basis or receive up to 15 graduate credits from NJCU. Brookdale pays a percentage of the tuition to NJCU on a per student basis. This contract is funded by CPS' Revenue Generating Programs. FY18 \$30,000.	Exempt	\$ 40,000.00 *
14	Assessment Technologies Institute, LLC	Nursing Comprehensive Assessment & Review Program and Student Exams / Exempt 18A:64A-25.5.a.(19)(Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware). This contract is for an on-line comprehensive assessment and tutorial review programs for nursing students. This contract is funded by Student Lab Fees. FY18 \$123,000.	Exempt	\$ 140,000.00 *
15	***See attached list of pre-approved vendors	Sign Language Interpreters, RFQ No. 03-2019 / Notice was sent to 13 vendors, received 9 replies. This is a one year contract with an option for a 2nd year renewal for pre-qualified professionals to provide sign language interpretation services for students who have requested this service through the Office of Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Disability Services Budget. FY18 \$50,000.	RFQ	\$ 50,000.00 *

16	***See attached list of pre- approved vendors	Printing Services, RFQ No. 02-2019 / Notice was sent to 26 vendors, received 11 replies. This is a one year contract with an option for a 2nd year renewal for pre-qualified vendors to provide printing services. These contracts are funded by the Institutional Marketing Budget. FY18 \$50,000.	RFQ	\$	50,000.00	*
17	Rave Mobile Safety	Emergency Alert Services, RFP No. 11-17 / This is the 2nd year of the contract with an option for a 3rd year renewal for emergency alert services. This enhanced service will allow communication to multiple locations/devices from one system. This contract is funded by the Institutional Marketing Budget. FY18 \$33,545.	RFP	\$	34,810.00	
18	Powerhouse Signworks	Banners and Signage, Bid No. 17-31 / This is the 2nd year of a 2 year contract for the supply, delivery and installation of banners and signage for the marketing department. This contract is funded by the Institutional Marketing and other department budgets. FY18 \$25,000.	Bid	\$	40,000.00	*
19*	Clarus Corporation; Intersection	Student Recruitment Advertising / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). These contracts are for print, internet, outdoor and television recruitment advertising for FY19. These contracts are funded by the Institutional Marketing Budget. FY18 YTD \$109,564.	Exempt	\$	119,000.00	*
20	Amazon Business	Books and Miscellaneous Merchandise / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the purchase of books and miscellaneous merchandise college-wide and is funded by various departmental budgets. FY18 \$20,000.	Exempt	\$	34,000.00	*
21	Holman, Frenia & Allison, P.C.	Financial Accounting Services, RFP No. 01-18 / This is the 2nd year of 2 year contract with an option for a 3rd year renewal for financial accounting services and is funded by the Operating Budget. FY18 YTD \$38,040.	RFP	\$	75,000.00	*
22	Paper Mart, Inc.; W.B. Mason Co., Inc.; Paterson Card and Paper Co.	Miscellaneous Paper & Envelopes, Bid No. 18-27 / Notice was sent to 9 vendors, received 3 replies. These contracts are for the supply and delivery of paper and envelopes for the period of July 1, 2018 through December 31, 2018 and are funded by the Printing Services Budget. FY18 \$43,000.	Bid	\$	43,000.00	*

*Item 19 - Clarus Corporation approved for \$30,000 and Intersection(\$89,000) was tabled for next month (NOT APPROVED)

23	W.B. Mason Co., Inc.;; Office Basics, Inc.	Copy Paper and Recycled Paper, Bid No. 18-28 / Notice was sent to 8 vendors, received 4 replies. These contracts are for the supply and delivery of copy paper and recycled paper for the New Jersey County College Joint Purchasing Consortium (NJCCJPC) for the period of July 1, 2018 through December 31, 2018. These contracts are funded by the Printing Services Budget. FY18 \$23,000.	Bid	\$	23,000.00	*
24	Allied Oil, LLC.	Unleaded and Diesel Fuel / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of unleaded and diesel fuel through the Monmouth County Purchasing Co-op Contract and is funded by the Facilities Budget. FY18 \$22,618.	Exempt	\$	30,000.00	*
25	Thronson Services, LLC dba Certapro Painters	Painting T&M, Bid No. 17-36 / This is the 2nd year of a 2 year contract for painting time and material and is funded by the Facilities budget. FY18 \$35,000.	Bid	\$	60,000.00	*
26	Ascend Construction Management, Inc.	Masonry T&M, Bid No. 17-34 / This is the 2nd year of a 2 year contract for masonry time and material and is funded by the Facilities Budget. FY18 \$17,500.	Bid	\$	25,000.00	*
27	Ascend Construction Management, Inc.	Carpentry T&M, Bid No. 17-33 / This is the 2nd year of a 2 year contract for carpentry time and material and is funded by the Facilities Budget. FY18 \$20,000.	Bid	\$	20,000.00	*
28	Tri-Dim Filter Corp.	Air Filters, Bid No. 17-37 / This is the 2nd year of a 2 year contract for the supply and delivery of air filters and is funded by the Facilities Budget. FY18 \$10,000.	Bid	\$	20,000.00	*
29	Jewel Electric, LLC	Light Bulbs, Bid No. 17-38 / This is the 2nd year of a 2 year contract for the supply and delivery of light bulbs and is funded by the Facilities Budget. FY18 \$15,000.	Bid	\$	15,000.00	*
30	Mazza Recycling Services Ltd.	Trash Disposal & Recycling, Bid No. 17-42 / This is the 2nd year of the contract with an option for a 3rd year renewal for trash disposal and recycling at Lincroft, Freehold, Wall and Hazlet. This contract is funded by the Facilities Budget. FY18 YTD \$58,925.	Bid	\$	80,000.00	*

31	Burlew Mechanical LLC.	Plumbing T&M, Bid No. 17-46 / This is the 2nd year of a 2 year contract for plumbing time and material. This contract is funded by the Facilities Budget. FY18 \$55,000.	Bid	\$	55,000.00	*
32	PARS Environmental, Inc.	Health, Safety, and Environmental Regulatory Compliance Services, RFP No. 12-17 / This is the 2nd year of a 2 year contract for health, safety, and environmental regulatory compliance services and is funded by the Facilities Budget. FY18 YTD \$40,000.	RFP	\$	40,000.00	*
33	Allied Fire & Safety Equipment Co., Inc.	Fire Suppression Systems Services, Bid No. 18-25 / Notice was sent to 7 vendors, received 5 replies. This is a one year contract with an option for a 2nd year renewal for fire suppression systems services and is funded by the Facilities Budget. FY18 \$50,000.	Bid	\$	63,830.00	*
34	Roof Management, Inc.	Roof Repairs, Bid Np. 18-26 / Notice was sent to 15 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for roof repairs and is funded by the Facilities Budget. FY18 \$60,000.	Bid	\$	60,000.00	*
35		Fire Alarm Inspection, Testing and Repairs, Bid No. 18-24 / Notice was sent to 10 vendors, received 1 reply. Bid was rejected due to changes in the bid specifications.				
36		Building Automation and Control System Service and Maintenance, Bid No. 18-18 / Notice was sent to 13 vendors, received 1 reply. Bid was rejected due to changes in the bid specifications.				

* Estimated expense based on historical data
Unless otherwise exempt, bids were publicly advertised according to law.

****Pre-approved Vendors for RFQ No. 03-2019, Sign Language Interpreters
Board Item #14**

- Natural Languages, LLC
- Cheryl A. Huber
- Christine Snyder Martin
- Brianne C. Davidson
- Indus Translation Services
- Sign 4U Interpreting Service LLC
- All World Language Consultants Inc.
- American Sign Language, Inc.
- Sign Language Aide LLC

****Pre-approved Vendors for RFQ No. 02-2019, Outside Printing Services
Board Item #15**

- Urner Barry
- Jersey Printing Associates, Inc.
- Hatteras Printing
- Kay Printing
- The Wall Street Group
- Evergreen Printing Company
- Bartash Printing
- Tretina Printing Inc.
- White Eagle Printing Company, Inc.
- Indiana Printing & Publishing
- AJ Images

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

Payments made to vendors, students, and employees in the month of April totaled \$1,467,609.79. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held May 7, 2018.

May 15, 2018: Interim Executive Director, Finance & IT Joseph Pingitore



BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CAPITAL PROJECTS

1) <u>LINCROFT CAMPUS CENTRAL UTILITY PLANT-</u>	Estock Piping, Inc.	Base Bid \$489,150
		Alt. Bid \$623,767
		TOTAL CONTRACT \$1,112,917

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

STATUS: A contract in the amount of \$1,112,917 was awarded to Estock Piping on August 22, 2017. The project improvements have been completed and startup of the new cooling system was successfully performed on April 19, 2018). The project was completed without using the "Miscellaneous Work Allowance" of \$50,000 within the contract award amount. In addition, a reduction in internal piping within the new cooling towers resulted in an additional savings of \$20,000. In light of these project savings, the Facilities Department has identified additional improvements directly related to the completed work for consideration at this time:

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

These extra work items were approved by the Board of Trustees at their April 24, 2018 meeting.

These improvements are scheduled to be completed over the next few weeks in advance of the upcoming cooling season.

2) LINCROFT CAMPUS PARKING LOTS

The College is managing a Not to Exceed budget of \$805,000 for the milling and paving of Parking Lots 6 and 7 at the Lincroft Campus. Lot 7 was completed during the summer of 2017 for a cost of approximately \$230,000. In Lot 6, curbing and sidewalk replacement along the arena was completed during the fall of 2017 at a cost of \$23,500. The College has initiated discussions with Monmouth County to schedule paving of Lot 6 for this summer. The College seeks approval to include other paving needs such as portions of Arena Drive and other lots on a risk assessed basis to maximize efficiencies of the County paving team while on site. The Not to Exceed amount of \$805,000 will be monitored and reported on monthly as work progresses. A priority list of additional paving needs at the Lincroft campus is being compiled for discussion before the F&F Committee and Board.

3) BAC ROOF REPLACEMENTS/LINCROFT CAMPUS

BAC- A contract to prepare plans and specifications to replace the roof was awarded to USA Architects in December 2017 in the amount of \$14,600. Bids were received on March 2, 2018. The BOT awarded a contract to Roof Management of Wall, NJ in the amount of \$143,000 on March 27, 2018. Construction is currently underway and should be completed over the next few weeks.



4) SIDEWALK REPAIRS/LINCROFT CAMPUS

A contract to eliminate trip hazards and repair cracks in the sidewalks was awarded to Always Safe Sidewalks in the amount of \$91,005 on December 19, 2017. The project has been completed however some of the crack repair work completed over the winter needs to be redone. The contractor is currently correcting these deficiencies at no cost to the College. In addition, the College intends to use sidewalk condition data collected during the sidewalk trip hazard repair work to solicit bids for sidewalk and curb replacement during the coming summer.

5) CVA CHILLER REPLACEMENT

During February's warm spell, the air conditioning system at the CVA building was inoperative due to failure of the chillers. Based on the age of the units, replacement of the units is warranted. In light of the impending cooling season, replacement of the units is not feasible at this time. However, our office has consulted with Automated Building Controls (College on-call HVAC contractor) and they believe that making repairs to the chillers (currently estimated to be approximately \$20,000), should enable the College to use the existing equipment for one more cooling season. We agree with this assessment and recommend the College pursue making these repairs recognizing additional repairs may be warranted over the summer. Implementation of these repairs were approved by the Board of Trustees at their April 24, 2018 meeting. In addition, we recommend the College formally bid the replacement of the chillers and controls over this summer to allow a winter installation. Also, subject to available funds, we recommend the Larrison Hall (LAH) chillers and controls be included in this bid as their age is the same as the CVA chillers and controls warranting replacement. Preliminary Cost Estimate for both buildings is \$1.2 million.

6) 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, we recommend the College pursue replacement of the panels with new upgraded panels as soon as possible. Failure of the panels could potentially pose serious life safety scenarios at the Lincroft campus. Our office, working with the Facilities Department and Fire Security Technologies (on-call service contractor for the College), is compiling information which will serve the basis of preparing bid documents for replacement of the eight panels. Our office is finalizing a proposal to assist the College in the design and construction of this project. In addition, we recommend the College pursue a comprehensive review of its current fire alarm system with an eye of bringing it up to current day standards.

7) 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. Our office will be assisting the College with preparation of bid documents with the intent of replacing the bulbs this summer/fall. A proposal to assist the College in the design and construction of this project will be submitted shortly. The LGEA Reports indicate potential annual savings in excess of \$300,000 from this project.



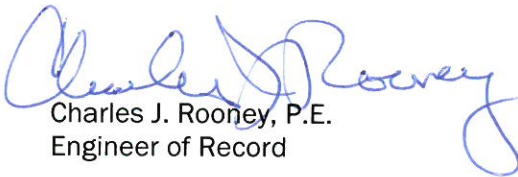
B. DESIGN/STUDIES/REPORTS

1) FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

Our office has been requested to investigate an ongoing basement seepage problem. We will be performing site and building inspections in the near future to assist in providing recommendations to address this nuisance problem. We anticipate having preliminary findings and recommendations this summer.

2) SEWER EJECTOR PUMPS/LINCROFT CAMPUS

Our proposal dated October 23, 2017, to prepare Plans and Specifications for upgrading/replacing sanitary sewer ejector pumps located in the MAS and ATC buildings in the amount of \$21,300 was approved by the Board of Trustees on December 19, 2017. Bid documents were completed and the project was advertised on April 20, 2018. A pre-bid meeting is scheduled for May 1, 2018 with bids being received on May 15, 2018. In light of an anticipated long lead time in ordering the new pumps, a special Board of Trustees meeting may be warranted to award this contract in advance of the Board's June 26, 2018 meeting. Based on discussions with the academic leadership team regarding the best possible time to minimize disruption during construction, a construction period from August 24, 2018 to September 3, 2018 has been selected.



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

4.4 *Authorization for the Revised Projects for FY18 Chapter 12 Funding*

It was estimated there would be Chapter 12 bonding capacity available in FY18, subject to the approval of the State Treasurer and the State's approved budget. All community colleges were invited to submit a request for Chapter 12 funding in an amount not to exceed \$3.8 million. The final amount available for each college was determined after all requests were submitted, and Brookdale was allotted \$3.8 million.

The College Administration is recommending to the Board of Trustees that the College modify the original project list to remove the Technical Skills Training Project in Long Branch and approve the revised list of projects to better align with the College's strategic planning and priorities.

The College received approval for the matching funds from the County of Monmouth at a Board of School Estimate meeting held February 23, 2017.

This report was reviewed by the Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held May 7, 2018, and the revised project list was recommended for approval at the Board of Trustees meeting May 15, 2018.

May 15, 2018: Interim Executive Director, Finance & ITS, Joseph Pingitore

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, for the a revised project list associated with infrastructure and deferred maintenance identified in the strategic priorities of the College; and

WHEREAS, the Monmouth County Board of Freehold require a resolution defining the revised project list for the previously approved FY18 Chapter 12 funding; and

WHEREAS, the College has identified general infrastructure, HVAC and plumbing, Energy efficiency, life safety, roof replacements and snow guards, and building envelope, which include but are not limited to doors, windows, gutters, and downspouts, siding, in or at all locations, as the strategic priorities for the College and recommends the Board of Trustee approve the revised projects for Chapter 12 funding; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971 for the projects associated with general infrastructure, HVAC and plumbing, energy efficiency, life safety, roof replacements and snow guards, and building envelope, which include but are not limited to doors, windows, gutters, downspouts, and siding, in or at all locations, required in addressing infrastructure and deferred maintenance identified in the strategic priorities of the College.

Brookdale Community College, consisting of the following locations:

- **Lincroft Campus**
- **Freehold Campus**
- **Wall Campus**
- **Hazlet Higher Education Center**
- **Neptune Higher Education Center**
- **Long Branch Higher Education Center**

The College's Facilities Master Plan (FMP 2012) identified the following projects as a top priority for the above referenced locations:

- | | |
|---|----------------|
| 1. HVAC/Plumbing: | \$1,110,000 |
| a. To include, but not be limited to Ejector pumps, heating distribution and bypass, HVAC unit upgrade and rehab. | |
| 2. Energy Efficiency: | 875,000 |
| a. Include but are not limited to, LED lighting, electric switch gear, sub metering | |
| 3. Building Envelope: | 800,000 |
| a. To include, but not be limited to doors, roofing, windows, siding, gutter replacement and water infiltration corrections at various locations. | |
| 4. Life Safety: | 275,000 |
| a. To include, but not limited to fire pumps and related, and fire alarm devices | |
| 5. Infrastructure: | <u>740,000</u> |
| a. To include, but not limited to Infrastructure and ADA doors replacements and upgrades. | |

Total:	<u>\$ 3,800,000</u>
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4.5 *Authorization for the Projects for FY19 Chapter 12 Funding*

It is estimated there will be Chapter 12 bonding capacity available in FY19, subject to the approval of the State Treasurer and the State's approved budget. All community colleges were invited to submit a request for Chapter 12 funding in an amount not to exceed \$7.6 million. The final amount available for each college will be determined after all requests are submitted.

The College Administration is recommending to the Board of Trustees that the College seek approval for the use of Chapter 12 funds in an amount not to exceed \$7.6 million energy efficiency, classroom renovations, milling and paving, electric upgrades, flooring/carpeting and elevator modernization. These projects have been identified as top priorities in the 2012 Board approved Facilities Master Plan.

The College received approval for the matching funds from the County of Monmouth at the Board of School Estimate meeting held February 22, 2018.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held May 7, 2018.

May 15, 2018: Interim Executive Director Finance & ITS, Joseph Pingitore

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, for the projects associated with infrastructure and deferred maintenance, which include but are not limited to, energy efficiency, classroom renovations, milling and paving, electric upgrades, flooring/carpeting and elevator modernization at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan; and

WHEREAS, the New Jersey Council of County Colleges has established June 1, 2018, as the deadline for the submittal of a Board of Trustee Resolution which identifies the approved projects for Chapter 12 funding; and

WHEREAS, the College received the commitment from the Monmouth County Board of School Estimate held February 22, 2018 and a resolution agreeing to match the necessary funds, prior to the June deadline; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971 for the projects associated with infrastructure and deferred maintenance, which include but are not limited to, energy efficiency, classroom renovations, milling and paving, electric upgrades, flooring/carpeting and elevator modernization at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan.

Brookdale Community College, consisting of the following locations:

- **Lincroft Campus**
- **Freehold Campus**
- **Wall Campus**
- **Hazlet Higher Education Center**
- **Neptune Higher Education Center**
- **Long Branch Higher Education Center**

The College's Facilities Master Plan (FMP 2012) identified the following projects as a top priority for the above referenced locations:

- | | |
|--|---------------------------|
| 1. Infrastructure improvements and renovations | \$1,950,000 |
| a. To include, but not be limited to site utility plans and drawings, bathroom upgrades, general infrastructure, flooring replacement, relocation of OneStop services, demo and rehabilitation of unoccupied spaces. | |
| 2. HVAC/Plumbing: | 1,750,000 |
| a. To include but not be limited to, HVAC unit upgrade and rehab, domestic water system valves, and sanitary waste piping upgrades. | |
| 3. Site Improvements: | 1,400,000 |
| a. To include but not be limited to, athletic fields, courts, and landscape upgrades. | |
| 4. Electrical Upgrades: | 650,000 |
| a. To include but not be limited to, electrical replacements/rehabilitation. | |
| 5. Milling and Paving: | 600,000 |
| a. Milling, paving, and striping of Lots 4, 5, and others. | |
| 6. Elevator Modernization | 600,000 |
| a. College elevators modernization. | |
| 7. Classroom Renovations: | 500,000 |
| a. To include, but not be limited to classroom flooring and furniture. | |
| 8. Life Safety: | <u>150,000</u> |
| a. To include but not be limit to fire suppression system and pump replacements. | |
| Total: | <u>\$7,600,000</u> |

4.7002 Information Security Program

I. Title of Policy

Information Security Program

II. Objective of Policy

The College hereby establishes an information security program ("the InfoSec Program") to comply with the "Safeguards Rule" promulgated by the Federal Trade Commission (FTC). The InfoSec Program is designed to develop, implement, and maintain a comprehensive information security program that contains administrative, technical, and physical safeguards that are appropriate to the size and complexity of the College, the nature and scope of the College's activities, and the sensitivity of any of the College's information at issue. The InfoSec Program is purposefully intended to protect the College's data and information, any loss of which may represent a threat to the well-being of the College, the College community, or persons.

III. Authority

The Safeguards Rule, 16 C.F.R. § 314.3, has been promulgated by the FTC in the FTC's implementation of sections 501 and 505(b)(2) of the Gramm-Leach-Bliley Act of 1999, an extension of the FTC's Protection of Nonpublic Personal Information code, 15 U.S.C. 6801(b), 6805(b)(2).

IV. Policy Statement

The Safeguards Rule requires that any institution that houses **customer information** (broadly defined as any record containing nonpublic personal information, as articulated in 16 CFR 313.3(n), about a customer of a financial institution, whether in paper, electronic, or other form) establish an information security program that defines administrative, technical, or physical safeguards utilized to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information. The Safeguards Rule further stipulates that institutions must designate an employee or employees to coordinate the information security program.

The President will develop College Regulations and procedures as required to ensure compliance with the InfoSec Program which shall include reasonable steps to:

1. Insure the security and confidentiality of nonpublic personal customer (i.e. student, staff, and faculty) information;
2. Protect against any anticipated threats or hazards to the security or integrity of such information;
3. Protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer (i.e. student, staff, and faculty member); and
4. Ensure that the InfoSec Program is updated periodically to reflect changes in risks to College consumers and to the safety and soundness of the College's information.

V. Responsibility for Implementation

President

Lodged: April 24, 2018

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2018 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2018 (Rev 2: 02/05/18)

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

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