



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, February 27, 2018 5:30 PM (EST)  
3680 US Highway 9 South Freehold New Jersey 07728  
Brookdale at Freehold Rm 103 & 104  
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. Reports from the Board Committees and Liaisons - Chair Guzzo
  - A. Executive Committee - February 20, 2018 - Chair Guzzo
  - B. Finance & Facilities Committee - February 21, 2018 - Trustee Kaufmann
    - 1. Monthly Financial Reporting
  - C. Report from the Engineer of Record - Mr. Charles Rooney  
*Capital Project Report submitted in Financial Dashboard*
  - D. Governance Committee - February 20, 2018 - Trustee Suzanne Brennan
    - 1. Board Professional Development Session - April 13, 2018 (6 PM to 9 PM) & April 14, 2018
  - E. NJCCC - Trustee Crupi
    - 1. NJCCC Welcome Reception - Aaron R. Fichtner, Ph.D. - February 26, 5:00 PM - 7 PM - Trustee Crupi  
*Holiday Inn of East Windsor, 399 Monmouth St., East Windsor, NJ 08520*  
*Welcome Reception - Aaron R. Fichtner, Ph.D., President New Jersey Council of County Colleges*
  - F. Student's Perspective - Trustee Ridoux
  - G. Ad-Hoc Revenue Generating Committee - Vice-Chair Abby-White
  - H. Foundation Update - Dr. Stout
- V. 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
- VI. Approval of Public Business Meeting Minutes - January 23, 2018 - Chair Guzzo
  - A. Approval of Executive Session Minutes - January 23, 2018 - Chair Guzzo

- VII. Approval Minutes - Special Board of Trustees Meeting - February 6, 2018 - Chair Guzzo
  - A. Approval of Executive Session Minutes - February 6, 2018 - Chair Guzzo
- VIII. Public Comment on Agenda Items - Chair Guzzo
- IX. Consent Agenda - Chair Guzzo - 5 minutes
  - A. Approval of Human Resources
  - B. 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
  - C. Open Invoice Payment Requests for Vendor, Student and Employee Payments
  - D. Monthly Financial Dashboards
- X. Approval of Change Order Request
- XI. Approval of Memorandum of Agreement between Brookdale Community College and the Police Officers Association and Approval of Memorandum of Agreement between Brookdale Community College and the Superior Officers Association - Chair Guzzo
- XII. Approval of Policy 2.0015 Institutional Memberships - Chair Guzzo
- XIII. Approval of Revised Policy 3.1000 Adjunct Faculty Positions - Chair Guzzo
- XIV. Approval of Revised Policy 2.4000 Clinical Facilities Contracts - Chair Guzzo
- XV. Approval of the change in nomenclature from Business Management Associate in Applied Science to Business Associate in Applied Science - Chair Guzzo
- XVI. President's Report - Dr. Stout
  - A. MSCHE Update - Associate Professor Howard Miller
  - B. Presidential Search Process Timeline - Ms. Pat Sensi
- XVII. Public Comment - Chair Guzzo
- XVIII. Old/New Business - Chair Guzzo
- XIX. Resolution to Hold a Closed Meeting - Chair Guzzo
- XX. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XXI. Adjournment - Chair Guzzo
- XXII. Appendix - Board Materials

# BROOKDALE COMMUNITY COLLEGE

## Board of Trustees Public Business Meeting Minutes

January 23, 2018

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

- A. Vice-Chair Abby-White called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On January 18, 2018, at 12 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On January 18, 2018, at 12 PM advance written notice of this meeting was emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair	Dr. Herbert Cohen
	Mr. Daniel F. Becht, Trustee	Mr. Robert Francis
	Ms. Latonya Brennan, Trustee* (Left at 7:25 PM)	Dr. Nancy Kegelman
	Ms. Suzanne Brennan, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Hank Cram, Trustee (arrived 6:25 PM)	Ms. Avis McMillon
	Mr. Paul Crupi,	Mr. Joseph Pingitore
	Ms. Madeline Ferraro, Trustee	Dr. Matthew Reed
	Dr. Carl Guzzo, Chair*	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	
	Ms. Marta Rambaud, Trustee (arrived 5:45 PM)	Ms. Cynthia Gruskos, Recorder
	Mr. Austin Ridoux, Graduate Trustee*	
	Dr. Les Richens, Trustee	Mr. Charles Rooney, Engineer of Record
Absent		
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel

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Minutes of the Public Business Meeting, January 23, 2018  
DRAFT

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Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda for Public Business Meeting</b>	<p>A motion to adopt the agenda with the addition of a public hearing on tuition and fees preceding public comment on agenda items only was made by Trustee Becht and seconded by Trustee Richens.</p> <p><b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Crupi, Ferraro, Kaufmann, Ridoux, Richens, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Committee Reports and Liaisons –</b></p> <p><b>A. Executive Committee</b> - Chair Guzzo reported on the Executive Committee meeting held on January 16, 2018. They reviewed all agenda items and had a productive meeting.</p> <p><b>B. Finance &amp; Facilities Committee</b> – January 17, 2018 – Trustee Kaufmann reported on the following items:</p> <p>Comparative Schedule – Trustee Kaufmann reported on the comparative schedule, comparing operating expenses, revenue and cash to prior year.</p> <p>Tuition and Fees/Budget – Trustee Kaufmann reported on the committee’s efforts in developing the FY19 budget with the Director of Finance and the Interim President. He stated that escalating salaries and benefits made this process difficult as we balance the interests of our students with those of our employees. The proposed budget reflects some reductions in spending but includes significant increases in tuition and fees. The proposal increases includes an increase in tuition of \$3 dollar per credit (2.2% increase) and a \$2.13 increase to the General Service Fee (1% increase in the general service fee). As written, this budget will contribute an additional \$1,000,000 to the reserve fund. Currently our reserves hold at about \$1,000,000. He reported this was low since, the college requires \$13,000,000 to meet summer expenses when there is no income. Trustee Kaufmann brought to the attention of the board that operations that are almost completely unrelated to the education of our students will no longer be subsidized and will be operating as auxiliary services, saving the college about \$800,000.</p> <p>Trustee Kaufmann stated that this budget does not address the fundamental financial problems facing Brookdale, which are declining enrollment and increasing salaries and benefits. We are cutting periphery items hoping to delay major changes indefinitely. He suggested that the time to address our failing education financial model is now.</p> <p>Trustee Kaufmann acknowledged the time and effort of the Administration and the Finance &amp; Facilities</p>		

Committee to develop the proposed budget. He communicated his disappointment that we are failing to address our challenges directly and this budget gives us another year to think about it.

Mr. Charles Rooney, Engineer of Record provided his report, which is included in the board packet. He highlighted the sidewalk repair project. He reported on the sewer ejector pumps in MAS and ATEC buildings; T & M is working on plans and specs to replace the ejector pumps. The goal is to bid the project in February and award and take action in March.

**C. Governance Committee** –Trustee Suzanne Brennan reported on the Governance Committee held on January 16. She reported the board’s self-evaluation would be re administered in January. The committee is planning a 2 day retreat on the evening of April 13 and to be continued on April 14 from 10 AM through the afternoon. She reported on upcoming Trustee conferences and seminar opportunities. There was also a discussion on the Interim President’s performance evaluation process and timeline. She reported the Presidential Search process was discussed as well.

**D. Policy & Education Committee – January 11, 2018** – Trustee Les Richens reported on the committee meeting held on January 11, 2018. He reported on the board policies that were reviewed and the status of each policy in the review process. In addition he reported on the additional recommendations of the committee:

1. The Memorandum of Agreements for early college academies with the Upper Freehold, Manasquan and Matawan Aberdeen School Districts be approved, pending acceptances by the schooldistricts.
2. Dr. Reed to present on the Master Academic Plan being developed in collaboration with the college faculty and staff.
3. Analysis of Academic Programs by enrollment and costs were reviewed. It was the committee’s recommendation that the information be reviewed by the Finance & Facilities committee. It is the plan to develop a program review process that considers finances as one data point along with program quality, enrollment and employability and transferability.
4. The committee recommended approval of the discontinuance of the Digital Animation A.A.S. Game programming degree.

**E. NJCCC Update** – Trustee Crupi reported that Dr. Aaron R. Fichtner was appointed by the New Jersey Council of County Colleges as the new President at a special meeting convened on January 19, 2018.

**F. Ad-Hoc Revenue Generating** – Vice-Chair Abby-White reported that the next meeting will be held on January 30 at 5:30 PM. The committee will continue to investigate opportunities to bring revenue to the college. They are moving forward with a due diligence letter with LifeSports.

**G. Foundation Update** – Vice-Chair Abby-White provide a summary of the Foundation and Alumni Association activity. She reported the Foundation Scholarship Ball will take place on May 18 at Eagle Oaks Golf & Country Club and will be honoring Warren Diamond, CEO American Real Estate Management, LLC. and Maureen Lloyd, President of Monmouth Park Charity Fund. The kickoff party will take place on March 15. The Foundation & Alumni Scholarship Recognition Ceremony will take place on March 22 at 5 PM in the Collins Arena. The Barringer Award Dinner will be held on May 4.

She provided information on the nomination process for the Distinguished Alumni Award and Honorary Degree recipients.

She reported on Foundation grants received and grant proposals submitted.

She announced that the Foundation has awarded \$302,000 in scholarships to Brookdale students in fall 2017. In addition the Foundation provided \$77,000 to support the POSEIDON ECHS and the Asbury Promise programs.

Vice-Chair Abby-White announced her resignation as the liaison to the Foundation Board, and encouraged the other members to communicate to Chair Guzzo their interest in serving in that capacity.

**H. Student's Perspective** – Trustee Ridoux reported on the success of the student speak out. The main discussion topics were the 7 week semesters and complaints of public transportation. He recognized the efforts of Austin Smith, President of the Student Life Board and the advisors Ms. Lauren Bruntsman and Ms. Mary Jo Burkhard for increasing the general membership by over 300% since last year, and the result is a more active and engaged student body.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Review and Acceptance of Consent Agenda–</b>  <b>A. Acceptance of Consent Agenda</b> <b>No items were removed from the consent agenda.</b>	A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Ferraro.  <b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Crupi, Ferraro, Kaufmann, Rambaud, Ridoux, Richens, and Chair Guzzo  <b>NAYS:</b>  <b>ABSTENTIONS:</b>	
<b>Approval of Public Business Meeting Minutes – December 19, 2017</b>	A motion to accept the December 19, 2017 minutes of the Public Business Meeting was made by Trustee Richens and seconded by Trustee S. Brennan.  <b>YES:</b> Trustees Abby-White, S. Brennan, Crupi, Ferraro,	

<p><b>A. Approval of Executive Session Minutes, December 19, 2017</b></p>	<p>Kaufmann, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustees Becht, L. Brennan, and Ridoux.</p> <p>A motion to accept the minutes of the December 19, 2017 Executive Session were made by Trustee Kaufmann and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Abby-White, S. Brennan, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustees Becht, L. Brennan, and Ridoux.</p>	
<p><b>Public Hearing on Tuition and Fees –</b> Public comment on the proposed tuition and fees for FY19 was opened. No public comment was made.</p>		
<p><b>Public Comment on Agenda Items –</b> <b>Kevin Burkett, Adjunct Faculty</b> – He requested information on how he should communicate with his students about the discontinuance of the Digital Animation A.A.S., Game Programming Option degree.</p> <p>Drs. Stout and Reed provided assurance that current students would be able to complete their degrees.</p>		
<p><b>Consent Agenda</b></p> <p><b>A. Approval of Human Resources</b></p> <p><b>B. Acceptance of Grants – EOF Winter Session - \$11,751</b></p> <p><b>Gannett Foundation – Displaced Homemaker Services - \$2500</b></p>	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Kaufmann.</p> <p><b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Crupi, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p>	

<p><b>C. Purchases in Excess of \$35,300 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</b></p> <p><b>D. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p> <p><b>E. Monthly Financial Dashboards</b></p>	<p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>President’s Report –</b></p> <p><b>A. Academic Master Plan –</b> Dr. Matt Reed presented on the Academic Master Plan. The main goal of the plan is to eliminate achievement gaps which will ultimately increase retention and completion. He provided information on the background on the process of creating the master plan. The plan has four main approaches that focus on student basic needs, first impressions/intake, barriers in the classroom, and immersion. He elaborated on each approach. The timeline was discussed with the next steps identified. Dr. Reed addressed questions regarding the involvement of faculty.</p> <p><b>B. MSCHE Update –</b> Dr. Kegelman provided an update to the board on the preparation for the upcoming Middle States team visit, the meet and greet reception on March 4, and suggested steps to prepare for meeting with the team. (<i>Full report – Attachment A</i>)</p> <p><b>C. Cyber Security –</b> Mr. Sotirion, CIO Ellucian, provided a presentation on the techniques used to protect the integrity of the college’s networks, program and data from attack, damage and unauthorized access. He also provided information on our newly formed IT Governance structure.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Approval of FY19 Schedule Tuition and Fees–</b></p> <p>Dr. Stout provided information on the FY19 budget development process, which entailed decreasing our expenditures by 2 million dollars, moving departments to our auxiliary budget to further reduce our operating expenditures by \$800,000, and eliminating one significant lease. The proposal includes an increase in tuition of \$3 per credit (2.2% increase) and a \$2.13 increase to the General Service Fee ( 1% increase in the general service fee will be set aside for an emergency facility fund).. Of the 19 NJ community colleges we are tied at the 9<sup>th</sup> most expensive community college within the state. The course fees were reevaluated and the proposal includes a \$5 increase to all course fees other than</p>	<p>A motion to approve the FY19 Schedule of Tuition and Fees as presented was made by Trustee Ferraro and seconded by Crupi.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> Trustee Ferraro</p> <p><b>ABSTENTIONS:</b> Trustee Rambaud.</p> <p>Note: Trustee Latonya</p>	



<p>the sciences, paralegal, engineering, photography, theater, computer science, and the arts, to which a fee of \$50 will be charged. \$1.7 million to be raised from the increased course fees. This budget was built on the generous support of the Board of Chosen Freeholders.</p> <p>Dr. Stout also brought attention to the college's initiative to reduce the cost of education through the use of Open Education Resources.</p> <p>The Trustees discussed the impact of raising tuition on our students, the value and quality of the educational opportunities provided at the college and the continued viability of the institution.</p> <p>Trustee Kaufmann's recommendation was to approve the proposed tuition and fees and budget.</p>	<p>Brennan left the meeting prior to the vote.</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Approval of FY19 Operating &amp; Capital Budget – Chair Guzzo</b></p>	<p>A motion to approve the FY19 Operating and Capital Budget as presented was made by Trustee Richens and seconded by Trustee Kaufmann.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b> Trustee Ferraro</p> <p><b>ABSTENTIONS:</b> Trustee Rambaud.</p>	
<p><b>Discontinuance of the Digital Animation A.A.S., Game Programming Option</b></p>	<p>A motion to approve the discontinuance of the Digital Animation A.A.S., Game Programming Option was made by Trustee Richens and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Abby-White,</p>	

	<p>Becht, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Lodge Policy 2.0015 Institutional Memberships</b>	<p>A motion to lodge revised Policy 2.0015 Institutional Memberships was made by Trustee Richens and seconded by Trustee Crupi.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Lodge Policy 3.1000 Adjunct Faculty Positions–</b>	<p>A motion to lodge revised Policy 3.1000 Adjunct Faculty Positions was made by Trustee Richens and seconded by Trustee Crupi.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Lodge Policy 2.4000 Clinical Facilities Contracts</b>	A motion to lodge revised	

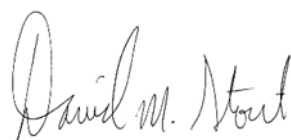
	<p>Policy 2.4000 Clinical Facilities Contracts was made by Trustee Richens and seconded by Trustee S. Brennan.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Early College High School Agreement with the Upper Freehold Regional School District</b></p> <p>Mr. Jacobs reviewed all 3 MOAs with Ms. Passarella, Manager, Contract Administration and modifications were made. Approval of the 3 agreements will be made subject to attorney review.</p>	<p>A motion to approve the Early College High School Agreement with the Upper Freehold Regional School District, subject to attorney review, was made by Trustee Richens and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Early College High School Agreement with the Manasquan School District</b></p>	<p>A motion to approve the Early College High School Agreement with the Manasquan School District, subject to attorney review, was made by Trustee Becht and seconded by Trustee Ferraro.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p>	

	<b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	
Topic and Discussion	Votes Taken	Topic and Discussion
<b>Approval of Early College High School Agreement with the Matawan-Aberdeen Regional Schools</b>	<p>A motion to approve the Early College High School Agreement with the Matawan-Aberdeen Regional Schools, subject to attorney review, was made by Trustee S. Brennan and seconded by Trustee Richens.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Change Order</b>  <b>Mr. Jacobs reviewed the change order and the statute and policy for emergency purchases.</b>	<p>A motion was made to approve an emergency change order request for Pilot Electric was made by Trustee Crupi and second by Trustee S. Brennan.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

<p><b>Public Comment – Chair Guzzo</b>  <b>Mr. Giacobbe read the public comment statement.</b></p> <p><b>Mr. Jack Ryan, Faculty</b> – He expressed his concern for the success of 7 week semesters without buy in from the faculty who will be teaching these courses. He also raised concerns if improved student success would be achieved through compressed semesters.</p>		
<p><b>Old/New Business</b></p> <p>No old or new business was discussed.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Resolution to Hold a Closed Meeting</b></p> <p><i>Mr. Giacobbe read the resolution to hold a closed meeting (Attachment B).</i></p>	<p>A motion was made to approve the resolution to hold an executive session by Trustee Richens and seconded by Trustee Kaufmann.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Crupi, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Motion to Re-open the meeting to the public</b></p>	<p>A motion was made to re-open the meeting to the public by Trustee Crupi and seconded by Trustee Richens.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Crupi, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

<b>Adjournment</b> <i>The meeting was adjourned at 10:00 PM.</i>	A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Crupi. Motion was passed unanimously	
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Respectfully submitted:



David M. Stout, Ph.D., Secretary

## Brookdale Community College

### Middle States Update

January 23, 2018

On Tuesday January 16, 2018 Howard Miller and Nancy Kegelman addressed the college community at Convocation with a brief overview of our Middle States preparation journey and what to expect during the team visit from March 4 to 7. Per our request faculty, administrators and staff have volunteered to assist with logistics during the visit. We will be meeting with the volunteers on Jan. 30 and Mar.1. We will also be meeting with groups likely to meet with the Evaluators during their visit.

On Friday Jan.19, 2018 on behalf of Dr. Stout, Cynthia sent the Self-Study and a welcome letter via email to the team members with instructions on how they will access the self-study, document roadmap, Verification of Compliance, Requirements of Affiliation and related required and supporting documents. The letter informed the team that we will be in contact with them later this week to arrange for transportation and technical needs.

Over the next few weeks the Middle States team members will identify who they would like to meet during their visit. We will put a schedule together and send invites. The Board will be one of those groups and we will work with Cynthia for a time most convenient to the Board.

There will be a meet and greet reception on March 4 at 4:00 in the Gallery. This is an informal hour-long meeting. More details will be provided in the near future.

As previously noted, over the next few weeks, Howard and I will be meeting with groups to answer questions, making sure folks know how to access the self-study, be familiar with its contents, and suggest what types of questions the Evaluators might ask.

I talked about those questions in October that are:

- **What was your involvement in the self-study process?**
  - Might offer your many reviews of the drafts, meeting with working groups, and revisions to the Chapter 7 specialized charges.
- **What do you expect to achieve from this process?**
  - May offer some of the recommendations:
    - Professional Development as appropriate for each cohorts
    - Administrative assessments – similar to program reviews for academic programs
    - Mission review – approved at BOT 10-17-17
- **What do you hope the visiting team will do?**
- **Is the self-study clear, adequate, and accurate?**

Additionally you might be asked to describe the Board priorities and recent actions related to your responsibilities. I took the liberty to list several that come to mind.

- Tackling the institutions **fiscal** challenge in a changing environment
  - Balance the budget
  - Requested a new detailed monthly reporting process such as comparative monthly data
  - Providing direction and parameters for FY19 budget
  - Requested and reviewed financial metrics for academic departments
  - Formation of the Ad Hoc Revenue Generating Committee
- Engaged in due diligence in the process of **hiring a new president**
  - Learned of different models and approaches via sessions with AVP Sensi which is a form of professional development
  - Develop and execute a plan for hiring a permanent president
- Reviewed and revised the **mission** reflecting the Boards commitment to the community in October 2017 after a yearlong process.
  - *Brookdale Community College empowers a **diverse community** by providing open access to high-quality and cost-effective educational and lifelong learning options with clear paths to **personal, educational, and economic success**.*
- Board transitioned from paper to **ipads** for greater efficiency and cost saving
- Implemented plans to review and update **policies**
- Engaged in ongoing **professional development** via presentations and engagement
  - Focused on educational quality and student success through the review and promotion of the **Academic Master Plan (AMP)**
  - Learned about the **tenure process**
  - Monthly **Middle States** updates
  - Knowledge of College **activities** via Dr. Stout's weekly updates
  - **Liaison** to Foundation, Middle States
  - Attendance at **Open Houses**
- Accepted the prestigious **Title III** grant to
- Commitment to a **retreat** to engage in strategic planning and goal setting
- **Self-evaluation**
- Commitment to **expand opportunities with high schools** with expanded early college high schools and middle schools
- Investment in high demand high paying jobs, the focus of the new **Wall building**.



## 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 3 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 **January 23, 2018 at approximately 7:48 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**  
**January 23, 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

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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: **contract negotiations with Winning Strategies and litigation with BCC vs Frank Lawrence.**

☒

"(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: **is the potential discipline of an employee, the Presidential search process and the process for hiring a Vice President of Finance & Operations/CFO.**

☐ "(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

### January 23, 2018

possible without undermining the need for confidentiality is a

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

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Brookdale Community College Board of Trustees hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed; and

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall post this Resolution on the Board website and furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

**RESOLUTION**  
**January 23, 2018**



# BROOKDALE COMMUNITY COLLEGE

## Board of Trustees Public Business Meeting Minutes

February 6, 2018

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

- A. Trustee Kaufmann called the meeting to order at 6 P.M.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
  - 1. On January 30, at 9:30 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  - 2. On January 30, at 9:30 AM advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Mr. Daniel F. Becht, Trustee	Ms. Patricia Sensi, AVP Human Resources & Organizational Safety
	Ms. Latonya Brennan, Trustee	
	Ms. Suzanne Brennan, Trustee	
	Mr. Hank Cram, Trustee *	
	Ms. Madeline Ferraro, Trustee	
	Dr. Carl Guzzo, Chair*	Ms. Cynthia Gruskos, Senior Assistant to the President & Board of Trustees
	Mr. Bret Kaufmann, Trustee	
	Mr. Austin Ridoux, Graduate Trustee*	
	Dr. Les Richens, Trustee	
Absent	Ms. Abby-White, Vice-Chair	
	Mr. Paul Crupi, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. David Stout, Interim President, Excused from participation	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	

C. Trustee Kaufmann led the pledge of allegiance.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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<b>Adoption of Agenda for Public Business Meeting</b>	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee Ferraro.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Ferraro, Kaufmann, Ridoux and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Public Comment</b> – There were no members of the public present and no public comment.		
<b>Resolution to Hold a Closed Meeting–</b>  Mr. Jacobs read the resolution to hold a closed meeting ( <i>Attachment A</i> )	<p>A motion was made to approve the resolution to hold an executive session by Trustee Becht and seconded by Trustee Richens.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Ferraro, Kaufmann, Ridoux and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Motion to Re-open the meeting to the public– Chair Guzzo</b>	<p>A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Trustee Becht.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Ferraro, Kaufmann, Ridoux and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Public Comment</b> – There were no members of the public and no public comment was made.		
<b>Adjournment – Chair Guzzo</b>  <i>The meeting was adjourned at 8:10 PM</i>	A motion to adjourn the meeting was made by Trustee Ferraro and seconded by Trustee Becht. Motion was passed unanimously.	

Respectfully submitted:



Cynthia B. Gruskos  
Assistant to the President and  
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 **Feb. 6, 2018 at approximately 6 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**  
**Approved - February 6, 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

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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:

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

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

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**RESOLUTION**  
**Approved - February 6, 2018**

WHEREAS, the length of the Executive Session is estimated to be 120 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 - February 6, 2018**

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 12 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Support Staff

Adjuncts

**Recommendations**

1

9

**B. Change of Status**

Faculty

**Recommendations**

1

**C. Separations**

Faculty

**Recommendations**

1

**A. HIRES****SUPPORT STAFF**

1. Name: Gregory Augustino  
Department: Biology  
Position: Instructional Assistant, 10-month on-going position  
Salary: \$35,839  
Effective: 3/1/18

**ADJUNCTS**

1. Name: Daniel Baldwin  
Department: Criminal Justice
  
- Name: Peter Boser  
Department: Criminal Justice
  
3. Name: Janae DeLaurentis  
Department: Continuing & Professional Studies
  
4. Name: James Fiasconaro  
Department: Education
  
- Name: Laura Higgins  
Department: Sociology
  
6. Name: Charlotte Langeveld  
Department: Anthropology
  
7. Name: Gina Maguire  
Department: Psychology
  
8. Name: Maria Manzella  
Department: Nursing
  
9. Name: Scott Savaiano  
Department: Political Science

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters
2	7



## **BOARD OF TRUSTEES**

General Functions

Administration

## **HUMAN RESOURCES**

Finance & Facilities

Policy & Education

### **B. CHANGE OF STATUS**

#### **FACULTY**

1. Name: Maria Fernandez  
Department: Sociology  
Position: Professor  
Action: 20% reduction in load for 20% reduction in pay  
Effective: 1/18/18 – 6/30/18

### **C. SEPARATIONS**

#### **FACULTY**

1. Name: Douglas Coil  
Department: Anthropology  
Position: Professor  
Action: Retirement  
Effective: 6/30/18

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

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

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

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

February 27, 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  
February 27, 2018**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category /</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
	<b>Description Operating</b>			
1	County of Monmouth	<b>911 Shared Services Program /</b> Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of the 911 shared services program with the County and is funded by the Police budget. FY17 \$51,070.	Exempt	\$ 51,070.00
2	University of Hawaii; United Airlines; VRBO;	<b>Travel Services for Short-term Program /</b> Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to Hawaii and is funded by student program fees.	Exempt	\$ 58,500.00 *
3	Pauly Group	<b>Presidential Search Services /</b> Exempt 18A:64A-25.5 Professional Services. This contract is for Professional Consulting Services and the associated direct expenses associated with the search. This contract is funded by the College's Operating Budget.	Exempt	\$ 42,500.00

\* Estimated expense based on historical data

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



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

Payments made to vendors, students, and employees in month ending December 31, 2017 totaled \$2,524,907.75. 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 February 21, 2018.

February 27, 2018: Interim Executive Director, Finance & IT Joseph Pingitore



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

The comparative schedule compares data reported for the current time period to the prior year's time period. FY17 audited enrollment was 9,236; the forecasted enrollment for FY18 is 8,908, a decrease of 3.6 percent. Operating revenue is up \$472k and operating expenses are up \$277k. Capital revenue and expenses are down \$6.4m and \$6.8m, respectively, due to the completion of significant capital projects funded by GO Bond, HETI, and ELF.

Cash disbursements for the month of December 2017 totaled \$8,913,095. In addition to payroll and its related expenses, the significant vendor payments include (\$838k) for health benefits; (\$688k) on bookstore purchases with multiple vendors; (\$215k) to Ellucian for managed service; (\$173k) to Borden Perlman Insurance (3rd installment); (\$144k) to ISS for cleaning services; (\$143k) to VirtuIT for IT equipment and installation; (\$107k) to Aspire for unified communications; and (\$81k) to RoofConnect for SLC roof replacement.

The cash balance as of December 31, 2017 totaled \$7,195,915 an increase of \$1,902,142 compared to prior year. This directly relates to the significant draw on cash for FY17 capital projects and the timing of vendor payments.

### Annual Comparative Change

	Current Year 12/31/17	Prior Year 12/31/16	CHANGE
<b>ENROLLMENT</b>			
Credit FTE	8,908	9,236	(328) -3.6%
<b>OPERATING EXPENDITURES</b>			
Learning Division	\$ 14,152,357	\$ 13,890,481	\$ 261,876
Benefits & General Institutional	8,768,558	8,951,292	(182,734)
<b>Sub Total</b>	<b>22,920,915</b>	<b>22,841,773</b>	<b>79,142</b>
All other divisions	11,745,895	11,548,170	197,725
<b>Total Operating Expenses</b>	<b>34,666,810</b>	<b>34,389,943</b>	<b>276,867</b>
<b>OPERATING REVENUE</b>			
Tuition	33,369,545	32,955,862	413,683
Fees	3,990,072	4,048,219	(58,147)
<b>Sub Total</b>	<b>37,359,617</b>	<b>37,004,081</b>	<b>355,536</b>
State Appropriations	5,223,470	5,189,470	34,000
County Appropriations	10,013,510	10,013,510	-
All other revenue	2,231,798	2,149,269	82,529
<b>Total Operating Revenue</b>	<b>54,828,395</b>	<b>54,356,330</b>	<b>472,065</b>
<b>CASH</b>			
Cash	7,195,915	5,293,773	1,902,142
<b>Total Cash</b>	<b>7,195,915</b>	<b>5,293,773</b>	<b>1,902,142</b>
<b>CAPITAL EXPENDITURES</b>			
Renewals & Replacements	1,691,544	8,364,620	(6,673,076)
Minor Capital	1,848,589	1,958,706	(110,117)
<b>Total Capital Expenses</b>	<b>3,540,133</b>	<b>10,323,326</b>	<b>(6,783,193)</b>
<b>CAPITAL REVENUE</b>			
State	1,048,513	5,684,982	(4,636,469)
County	511,980	1,121,091	(609,111)
Other	5,290,260	6,427,442	(1,137,182)
<b>Total Capital Revenue</b>	<b>6,850,753</b>	<b>13,233,515</b>	<b>(6,382,762)</b>

**Analysis and Projections of the Operating & Capital Funds**  
**Through December 31, 2017**

	<b>FY18</b>	<b>Budget</b>	<b>FY18 Actuals 12/31/17</b>	<b>Additional Excess/(Need)</b>	<b>FY18 Projected</b>
<b>Operating</b>					
<b>Revenues:</b>					
Tuition	\$	40,221,298	\$ 33,369,545	\$ (539,888)	\$ 39,681,410
State		10,446,940	5,223,470	(122,874)	10,324,066
County		20,027,019	10,013,510	-	20,027,019
Fees		5,068,313	3,990,072	(452,662)	4,615,651
Continuing & Prof. Serv.		3,200,000	1,969,543	-	3,200,000
Other Income		777,308	262,255	(15,518)	761,790
<b>Total Revenue</b>		<b>79,740,878</b>	<b>54,828,395</b>	<b>(1,130,942)</b>	<b>78,609,936</b>

**Expenditures:**

Learning Division		33,949,839	14,152,357	(1,210,967)	32,738,872
Benefits		15,671,705	6,533,096	(591,262)	15,080,443
Finance & Operations		9,150,881	4,280,233	242,787	9,393,668
Student Success Div		6,018,092	2,744,662	(55,158)	5,962,934
General Expenses		4,589,030	2,235,462	(145,126)	4,443,904
Continuing & Prof. Serv.		3,098,821	1,602,965	(53,850)	3,044,971
Utilities		2,574,414	1,066,909	80,000	2,654,414
Human Resources & Safety		2,344,392	1,005,578	(253,072)	2,091,320
Advancement Div		1,461,193	645,923	(41,932)	1,419,261
Planning & Inst. Effectiveness		500,107	235,628	(49,489)	450,618
President & BOT		382,404	163,997	(32,562)	349,842
<b>Total Expenditures</b>		<b>79,740,878</b>	<b>34,666,810</b>	<b>(2,110,631)</b>	<b>77,630,247</b>

**Excess Revenue/Expenditures** \$ 979,689

**Capital**

**Revenues:**

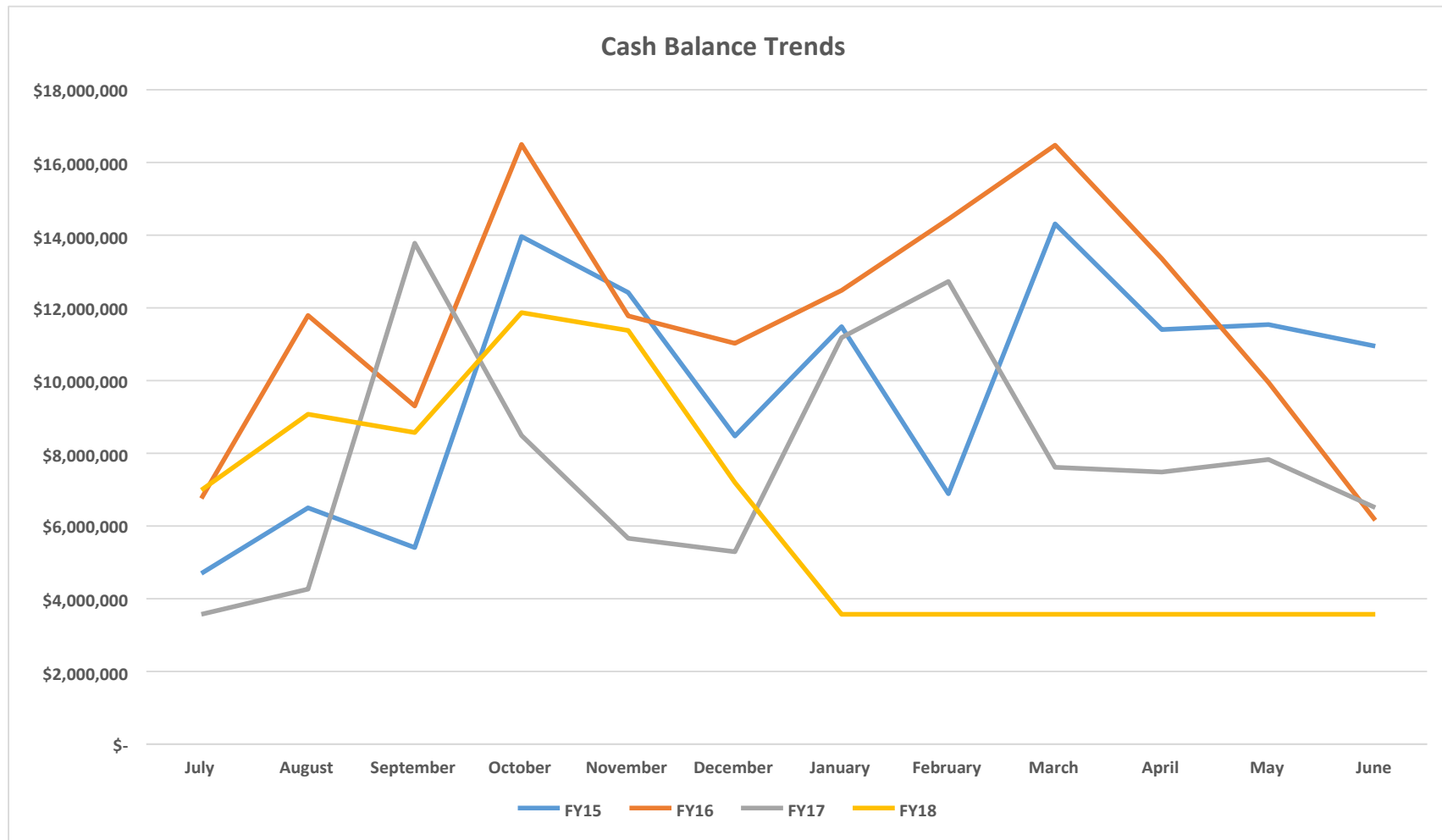
State	\$	3,100,000	\$ 1,048,513	\$ 902,050	\$ 1,950,563
County		2,300,000	511,980	892,550	1,404,530
Other		5,989,925	5,290,260	1,130,757	6,421,017
<b>Total Revenue</b>		<b>11,389,925</b>	<b>6,850,753</b>	<b>2,925,357</b>	<b>9,776,110</b>

**Expenditures:**

Minor Capital		2,217,618	1,432,595	750,274	2,182,869
Renewals & Replacements		5,400,000	1,691,545	1,794,600	3,486,145
TIP Program		500,000	272,480	227,520	500,000
Debt Service		3,272,307	143,513	3,128,794	3,272,307
<b>Total Expenditures</b>		<b>11,389,925</b>	<b>3,540,133</b>	<b>5,901,188</b>	<b>9,441,321</b>

**Excess Revenue/Expenditures** \$ 334,789

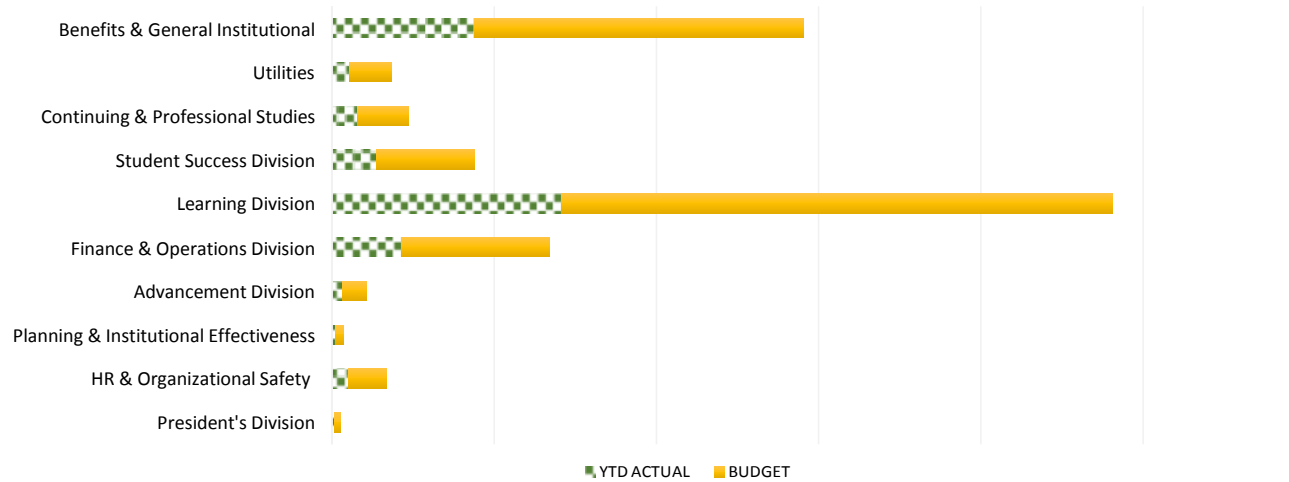
\$ 1,314,478



	Bank Balance	Bank Balance	Bank Balance	Bank Balance
	FY15	FY16	FY17	FY18
July	4,695,490.85	6,757,244.60	3,570,626.48	6,987,818.69
August	6,499,893.88	11,791,267.80	4,263,736.13	9,075,766.32
September	5,406,224.07	9,300,989.32	13,778,672.78	8,572,967.69
October	13,963,708.86	16,496,876.82	8,491,475.15	11,868,799.73
November	12,422,584.06	11,778,664.16	5,660,842.23	11,380,697.19
December	8,476,699.42	11,026,720.15	5,293,772.96	7,195,914.51
January	11,485,398.29	12,483,175.90	11,185,016.42	3,570,626.48 *
February	6,889,084.92	14,443,122.61	12,727,793.82	3,570,626.48 *
March	14,310,161.42	16,474,262.44	7,615,704.29	3,570,626.48 *
April	11,404,612.90	13,357,477.24	7,484,159.28	3,570,626.48 *
May	11,539,628.91	9,948,557.42	7,831,055.53	3,570,626.48 *
June	10,947,299.73	6,157,952.73	\$ 6,505,486.18	3,570,626.48 *

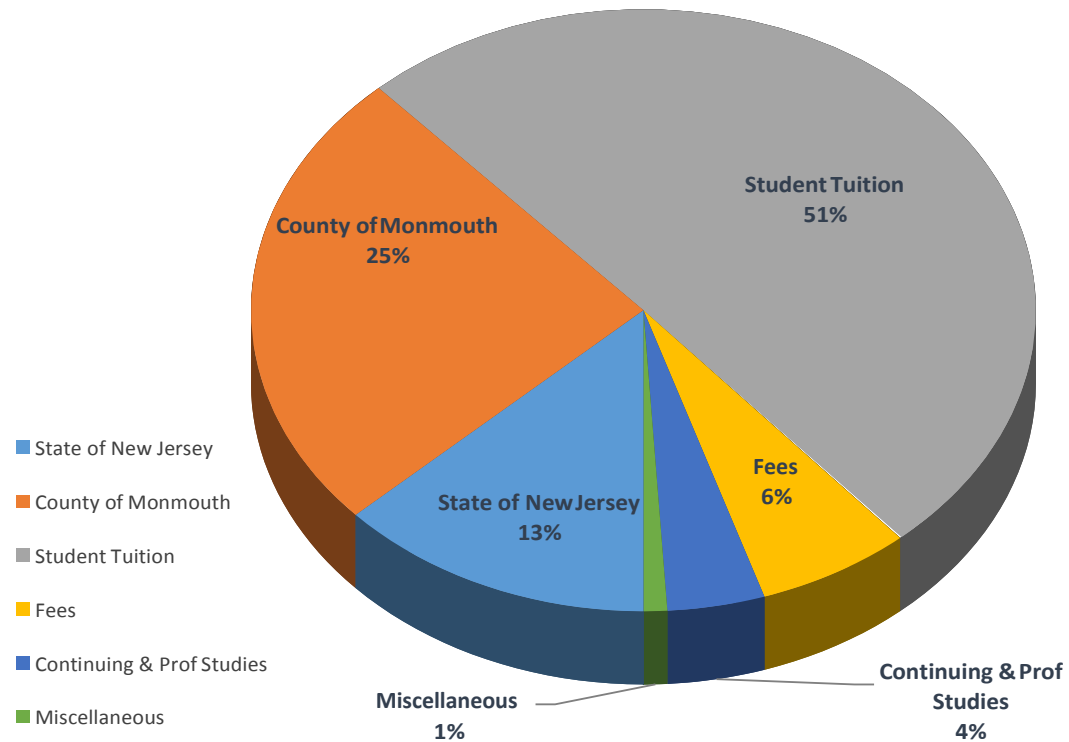
\* Represents the floor over the past 3 years

### December 2017 Operating Expenses



	BUDGET	YTD ACTUAL	COMMIT	BALANCE
<b>President's Division</b>	\$ 382,404	\$ 163,997	\$ 143,408	\$ 74,999
<b>HR &amp; Organizational Safety</b>	2,344,392	1,005,578	923,561	415,253
<b>Planning &amp; Institutional Effectiveness</b>	500,107	235,628	189,858	74,621
<b>Advancement Division</b>	1,461,193	645,923	616,434	198,836
<b>Finance &amp; Operations Division</b>	9,144,774	4,280,233	4,126,013	738,528
<b>Learning Division</b>	33,943,582	14,152,357	13,538,815	6,252,410
<b>Student Success Division</b>	6,016,300	2,744,662	2,512,719	758,919
<b>Continuing &amp; Professional Studies</b>	3,098,821	1,602,965	887,261	608,595
<b>Utilities</b>	2,574,414	1,066,909	1,421,503	86,002
<b>Benefits &amp; General Institutional</b>	20,274,891	8,768,558	1,007,722	10,498,611
<b>Total</b>	<u>\$ 79,740,878</u>	<u>\$ 34,666,810</u>	<u>\$ 25,367,294</u>	<u>\$ 19,706,774</u>

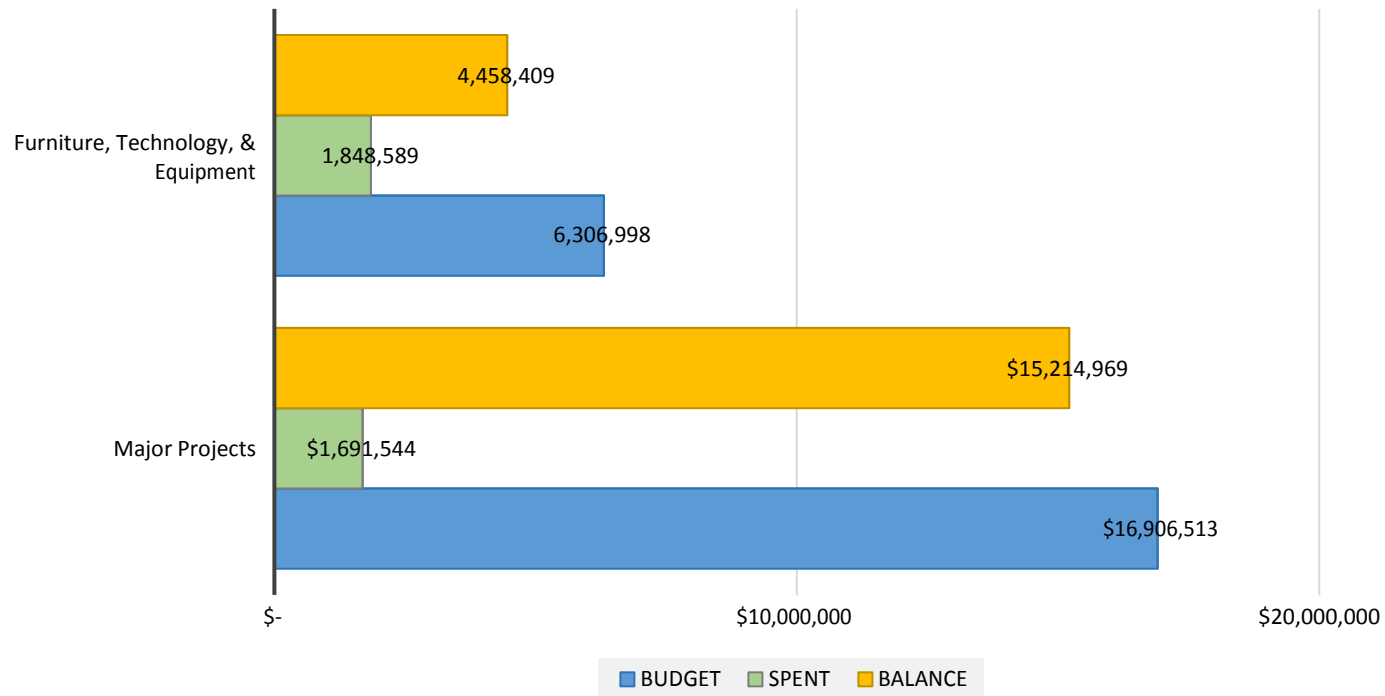
## December 2017 Operating Revenue Sources



		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,446,940	\$	5,223,470	\$	5,223,470
County of Monmouth		20,027,019		10,013,510		10,013,509
Student Tuition		40,221,298		33,369,545		6,851,753
Fees		5,068,313		3,990,072		1,078,241
Continuing & Prof Studies		3,200,000		1,969,543		1,230,457
Approp from Reserve		-		-		-
Miscellaneous		777,308		262,255		515,053
Total	\$	79,740,878	\$	54,828,395	\$	24,912,483

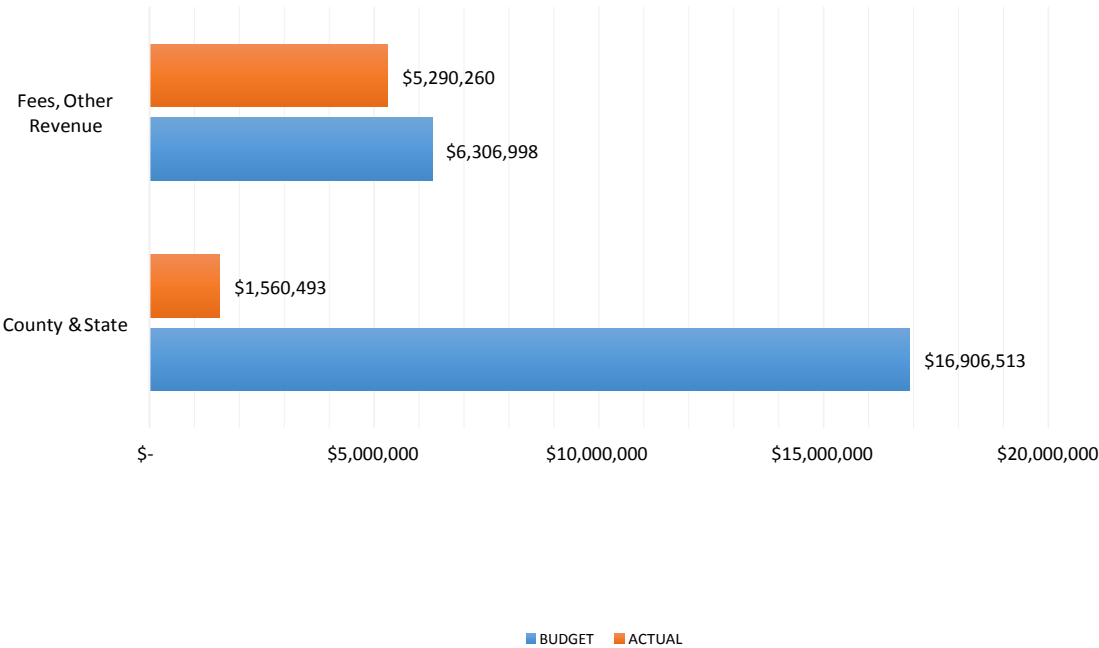


## December 2017 Capital Fund Expenditures



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	16,906,513	\$	6,684,316	\$	1,691,544	\$ 15,214,969
Furniture, Technology, & Equipment		6,306,998		123,463		1,848,589	4,458,409
<b>Total</b>	<b>\$</b>	<b>23,213,511</b>	<b>\$</b>	<b>6,807,779</b>	<b>\$</b>	<b>3,540,133</b>	<b>\$ 19,673,378</b>

December 2017 Capital Funding Sources



Capital Summary			
	BUDGET		ACTUAL
County & State	\$	16,906,513	\$ 1,560,493
Fees, Other Revenue	\$	6,306,998	\$ 5,290,260

**Capital Summary through December 31, 2017**

	ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
<b>Chapter 12</b>				
<b>FY12</b>	\$ 320,651		\$ -	\$ -
8120550 - Wall Campus Expansion	-	320,651	320,651	-
	320,651	320,651	320,651	-
<b>FY13*</b>	534,372	(496,070)	-	-
8130515 - Replacement of Carpet and Flooring MAC	-	38,302	38,302	-
	534,372	(457,768)	38,302	-
<b>FY14*</b>	1,335,139	(596,989)	-	-
8140510 - Infrastructure Improvements Lincroft	-	534,876	17,372	517,504
8140540 - Replacement of Carpet and Flooring MAC		203,274	164,972	38,302
	1,335,139	141,161	182,344	555,806
<b>FY15 *</b>	2,694,232	59,570	-	59,570
8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	1,431,698	25,849	1,405,849
8150515 - Life Safety	-	755,634	18,848	736,786
8150520 - CAR One Stop Renovation	-	485,600	18,450	467,150
8150525 - Upgrade of Sewer System	-	21,300	21,300	-
	2,694,232	2,753,802	84,447	2,669,355
<b>FY16</b>	3,000,000	-	-	1,021,626
8160505 - Roof Replacement Lincroft Campus	-	628,374	96,374	532,000
8160515 - Infrastructure Improvements	-	1,350,000	-	1,350,000
	3,000,000	1,978,374	96,374	2,903,626
<b>FY17</b>	3,500,000	-	-	1,551,925
8170510 - Milling, Paving and Striping Lincroft Parking Lots		805,000	503,932	301,068
8170515 - CUP		1,122,974	1,122,974	-
8170520 - Maintenance Building Renovations		20,101	20,101	-
	3,500,000	1,948,075	1,647,007	1,852,993
<b>FY18**</b>	3,800,000	-	-	3,800,000
<b>Total Chapter 12</b>	15,184,394	6,684,295	2,369,125	11,781,780
<b>Capital Projects</b>				
8131005 - Higher Ed Bond Administration - Wall	159,842	20	159,862	-
8131010/8131030 - Equipment Leasing Fund (ELF)	840,571	-	99,794	740,777
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	34,980	-	9,600	25,380
8161005 - Higher Ed Bon Administration - MAS	686,726	-	586,430	100,296
8132450 - College Hi Ed Bond Admin Match - Wall	53,185	-	51,948	-
8132455/8132460 - College HETI Match	34,980	-	9,600	25,380
8162450 - College Hi Ed Bond Admin Match - MAS	228,909	-	195,477	33,432
<b>Total Capital Projects</b>	2,039,192	20	1,112,711	925,265
<b>Total Major Capital</b>	17,223,586	6,684,315	3,481,836	12,707,045
<b>Minor Capital</b>	5,989,925	123,463	2,615,770	3,439,049
<b>Total Capital</b>	\$ 23,213,511	\$ 6,807,778	\$ 6,097,606	\$ 16,146,094

\* Adjusted for Fund Reallocation

\*\* Pending County Bond Sale



## BROOKDALE COMMUNITY COLLEGE PROJECTS

## A. CAPITAL PROJECTS

1) LINCROFT CAMPUS CENTRAL UTILITY PLANT-

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

STATUS: Seven bids were received on July 13, 2017. Estock Piping, Chesterfield, NJ was low bidder for both the piping replacement and the cooling towers replacement with bids of \$489,150.00 and \$623,767.00 respectively. A contract in the amount of \$1,112,917 was awarded to Estock Piping on August 22, 2017. Demolition of the piping and removal of the cooling towers have been completed. Installation of the new large diameter piping is complete. The new cooling towers are scheduled for installation the week of February 19th. Overall completion is scheduled for late March 2018.

2) LINCROFT CAMPUS PARKING LOTS

Parking Lot 6 - A contract in the amount of \$23,500 awarded to Mixalia Enterprises on August 22, 2017 for the replacement of the existing concrete curb and sidewalk along the west side of the lot adjacent to the Arena has been completed. A concept plan proposing the construction of interior parking islands was prepared by our office. The plan was discussed at the December 11, 2017 F&F Committee meeting where a decision was made to not install islands in the parking lot due to snow plowing considerations. In light of this decision, the College will be reaching out to the Monmouth County Highway Department to repave the lot this summer (same as parking lot 7 last year).

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. The project is currently out to bid with a pre-bid meeting scheduled for February 14, 2018. A bid opening is scheduled for March 2, 2018.

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. All the concrete cutting (removal of trip hazards) has been completed. Currently crack repairs are approximately 90% complete and expansion joint repairs will begin shortly. Subject to weather, the project should be completed within the next few weeks.



## **B. DESIGN/STUDIES/REPORTS**

### **➤ FREEHOLD CAMPUS DRAINAGE IMPROVEMENTS**


Due to an underlying clay layer, a perched groundwater condition has resulted in water bleeding onto the parking lot pavement after heavy rain events at several locations. This condition has created icing problems in the winter and over time will shorten the life of the pavement. In January 2017 a section of underdrain was installed along the upslope side of the parking lot to cut off the perched groundwater from reaching the parking lot. The underdrain has shown some improvement to the amount and duration of water bleeding onto the pavement. In the interest of better understanding the underlying soil conditions, five soil borings were performed on August 10, 2017. The borings indicated a layer of moderately compacted sand below the dense clay layer. As the boring holes were backfilled with gravel, the boring holes have the potential to act as wicks and provide relief to the perched groundwater above the clay layer. Review of the site in late August following two days of rain indicated the backfilled soil borings may be providing relief. Our office will continue to monitor the site over the fall/winter. Should the backfilled boring holes not provide sufficient relief, additional underdrains will be required.

### **➤ FACILITIES MASTER PLAN/ESIP (ENERGY SAVING INCENTIVE PROGRAM)**

In the interest of obtaining more accurate information for budgeting and planning purposes, a comprehensive phased update to the May 2016 Facilities Master Plan (FMP) update is recommended. ESIP can provide the College a funding mechanism to finance many of the energy saving type projects identified in the FMP apart from the Chapter 12 funding source. Our office is prepared to provide a brief overview of the benefits and scheduling of this program to the F&F Committee and the Board of Trustees as needed.

### **➤ 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. Design is currently complete and draft plans and specifications have been submitted to the College for review and comment. An alternate pump manufacturer is currently being investigated by the College. If selected, the completed bid package will need to be slightly revised. Bidding of the project is expected shortly with a contract award tentatively scheduled at the March BOT meeting.

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

#### 4.2a *Change Order Request Report*

The Change Order Request Report contains summary information and a resolution for increases to existing Blanket Purchase Orders.

This report is submitted to the Board of Trustees to provide background information to enable the approval of the change requests.

Additional details for these proposed purchases are available in the Purchasing Office for review by the Board of Trustees.

This item was discussed with the Interim President and the Finance and Facilities Committee of the Board of Trustees at a meeting held February 21, 2018.

February 27, 2018: Interim Executive Director, Finance & ITS, Joseph Pingitore

**R E S O L U T I O N**

**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**, College policy requires Board approval for a change in contractual terms to any previously Board approved purchase, and

**WHEREAS**, the Board of Trustees has reviewed the purchase 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.

**Change Order Reconciliation**  
**February 27, 2018**

<b>Vendor Name</b>	<b>Description</b>	<b>Contract Award</b>	<b>Change Orders Approved</b>	<b>Current Contract Value</b>	<b>Proposed C/Os</b>	<b>Contract Total</b>	<b>Proposed % Increase</b>
1 Pilot Electric Co., Inc.	Emergency repair work on 2/7/18: Failure of the mechanical equipment within the ATeC building ejector pit. Monmouth County Board of Health was notified and the domestic water service disrupted while repairs were made.	\$ 30,000.00	\$ 20,000.00	\$ 50,000.00	\$ 2,500.00	\$ 52,500.00	5%
2 West Publishing	Auto-renewal subscription for legal software licenses. Number of users for West Law was reduced from 100 to 60 users; other subscriptions were eliminated.	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 12,000.00	\$ 47,000.00	34%
		<u>\$ 65,000.00</u>	<u>\$ 20,000.00</u>	<u>\$ 85,000.00</u>	<u>\$ 14,500.00</u>	<u>\$ 99,500.00</u>	



**SUBJECT:** Acceptance of the Tentative Agreements  
Between Brookdale Community College  
and the Fraternal Order Of Police Superior  
Officers Association and Police Officers  
Association

**DATE:** February 27, 2018

**CATEGORY:** Human Resources

**ITEM & FILE #** 3.2

**REASON FOR BOARD CONSIDERATION:** APPROVAL

**ENCLOSURE(S):** Resolutions and  
Summary of the Major Provisions  
of the Settlements

### **BACKGROUND**

In May 2015, the management negotiating team met with representatives of the Fraternal Order of Police (FOP) to begin negotiations for a successor to the current Agreement, which expired on June 30, 2015. Following the initial meeting between the parties, the College filed a Clarification of Unit Petition with the Public Employment Relations Commission (PERC). On November 29, 2016, PERC ruled to exclude the Sergeants and Sr. Sergeants from the rank and file unit. The Superior Officers formed a separate unit and negotiations proceeded with both units beginning in May 2017.

Following numerous negotiating sessions, tentative settlements were reached with the Superior Officers Association and the Police Officers Association on February 7, 2018. Both units ratified their respective settlements on February 7, 2018. A summary of the major changes in contract language is attached.

### **RECOMMENDATION**

The Interim President recommends that the Board of Trustees of Brookdale Community College adopt a resolution officially accepting the provisions of the negotiated Agreements. The term of both Agreements is July 1, 2015-June 30, 2019.

**INITIATOR OF ITEM:** Ms. Patricia Sensi

**BOARD ACTION DATE:** February 27, 2018

**EFFECTIVE DATE:** February 27, 2018

February 27, 2018: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi

## **RESOLUTION**

**WHEREAS**, the Brookdale Community College Fraternal Order of Police, Lodge 79 Police Officers Association, is the exclusive representative for collective negotiations on behalf of the rank and file police officers; and

**WHEREAS**, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Fraternal Order of Police covering terms and conditions of employment expired on June 30, 2015; and

**WHEREAS**, negotiations for two successor agreements was required following a PERC Clarification of Unit Petition ruling that separated the rank and file from the superior officers; and

**WHEREAS**, a tentative settlement with the Police Officers Association was achieved on February 7, 2018 with the assistance of a mediator; and

**WHEREAS**, the FOP Police Officers Association ratified the settlement on February 7, 2018; and

**WHEREAS**, Labor Counsel and the Interim President recommend acceptance of the settlement; and

**WHEREAS**, the Board of Trustees of Brookdale Community College considers the settlement to be proper and that the recommendation of Labor Counsel and the Interim President should be accepted;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the terms of a successor agreement between the Board of Trustees of Brookdale Community College and the FOP Police Officers Association is hereby accepted.

**BE IT FURTHER RESOLVED** that the proper officers of the College are authorized to execute the Agreement on behalf of the Board of Trustees of Brookdale Community College.

February 27, 2018

## **RESOLUTION**

**WHEREAS**, the Brookdale Community College Fraternal Order of Police, Lodge 79 Superior Officers Association, is the exclusive representative for collective negotiations on behalf of the police sergeants and senior sergeants; and

**WHEREAS**, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Fraternal Order of Police covering terms and conditions of employment expired on June 30, 2015; and

**WHEREAS**, negotiations for two successor agreements was required following a PERC Clarification of Unit Petition ruling that separated the superior officers from the rank and file; and

**WHEREAS**, a tentative settlement with the Superior Officers Association was achieved on February 7, 2018 with the assistance of a mediator; and

**WHEREAS**, the FOP Superior Officers Association ratified the settlement on February 7, 2018; and

**WHEREAS**, Labor Counsel and the Interim President recommend acceptance of the settlement; and

**WHEREAS**, the Board of Trustees of Brookdale Community College considers the settlement to be proper and that the recommendation of Labor Counsel and the Interim President should be accepted;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the terms of a successor agreement between the Board of Trustees of Brookdale Community College and the FOP Superior Officers Association is hereby accepted.

**BE IT FURTHER RESOLVED** that the proper officers of the College are authorized to execute the Agreement on behalf of the Board of Trustees of Brookdale Community College.

February 27, 2018

## **Contract Settlements, July 1, 2015-June 30, 2019**

Brookdale Community College Superior Officers Association  
and  
Brookdale Community College Board of Trustees

Brookdale Community College Police Officers Association  
and  
Brookdale Community College Board of Trustees

Two contracts were settled on February 7, 2018. PERC separated the FOP unit in November 2016 after a Clarification of Unit Petition was filed, recognizing the distinct nature of the Sergeants from the Patrol Officers.

Changes of note include and, except where noted below, are in both contracts:

1. The "Lodge" was replaced throughout both contracts with either "SOA" or "POA." Other titles were updated.
2. Recognition Clause for Superior Officers Association (SOA) – recognizes Sergeants and Sr. Sergeants. The Police Officers Association (POA) – recognizes ranks from Recruits to Senior Police Officers. (1.1)
3. Omitted sick leave from the computation of overtime except when overtime is mandated. (4.3)
4. Added compensatory time totals to Web Advisor leave system. (4.4)
5. Clarified new employee probation as 1 year; upon promotion to Sergeant, probation is 90 calendar days. Employee may return to former position if not successful in new position or if the officer voluntarily requests a return. Absences will extend the probationary period by an equal number of days. (5.1-5.4)
6. Omitted option for wearing bullet proof vest. Bullet proof vests will be provided and will be worn. (6.7)
7. Performance probation revised from 90 days to 90 calendar days. (11.6)
8. Added: Employees who voluntarily leave employment within 1 year after receiving tuition reimbursement will be required to repay 100% of that year's reimbursement. Disability retirements are excluded.
9. Medical insurance: Moved base plan to Direct 15 or a lower cost plan. Employee contributions will continue to be at Tier IV rates set forth in Chapter 78, P.L. 2011. Current employees may purchase a more expensive plan within the SEHBP at his or her sole expense. Employees hired after Jan 1, 2018 will be limited in choices to Direct 15 or a lower cost plan. (12.5.A.)
10. Added provision for reimbursement of excess cost of waiver reimbursement if employee does not notify the College within 60 days of reduced coverage eligibility.
11. Changed bereavement for immediate family from 3 to 5 days, reduced the eligibility for defined relatives from 3 to 1 day and omitted the use of this provision for friends. (12.6.C.)
12. Short Term Disability: Eligibility will commence on the 30<sup>th</sup> day (from 15<sup>th</sup> day) of disability or at the expiration of all accrued leave, whichever is later. (12.6.G.)
13. Deleted child care leave for employees with less than one continuous years of service. (College is bound by provisions of the law.) (12.6.I.)
14. Revised the language of 14.7 regarding vacation leave approvals. See attached.
15. Updated Payroll Deduction language in Article 15.
16. Revised grievance procedure in Article 17 re: time lines and steps for grievances.

17. Article 18: Classification and Compensation. Changes include:
- SOA: Increased the 2011-15 Minimum for Sergeant by 3.6% for 2016-19
  - Increased the 2011-15 Minimum for Sr. Sergeant by 6% for 2016-19
  - 2% GWI or Minimum of the Rank for each year of the contract.
  - POA: Decreased Steps from 12 to 9 to get from Probationary Police Officer to Sr. Police Officer
  - Assigned Minimums for each step, effective July 1, 2018.
  - 2% GWI or Minimum of the step.
  - No increase in any other economic provision.
18. Duration of Agreement: July 1, 2015-June 30, 2019

## BROOKDALE COMMUNITY COLLEGE

### BOARD-COLLEGE POLICY

#### 2.0015 Institutional Memberships

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

Institutional Memberships

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

To establish the guidelines within which Brookdale Community College shall join and maintain memberships in local, state, and national organizations.

##### **III. Authority**

Bylaws of the Board of Trustees, Section 1.3034

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

In order that Brookdale Community College may best serve Monmouth County and further its professional standing in the field of education, training, and workforce development, ~~the~~ The Board of Trustees recognizes the necessity for the College and certain of its personnel to maintain memberships in various local, state, and national organizations.

The Board of Trustees delegates to the President the authority to develop appropriate College Regulations defining general institutional memberships as well as organizations in which personnel of the College may hold membership at College expense.

The Board of Trustees may hold membership in local, state, and/or national organizations at College expense. ~~These~~ The costs of memberships will be ~~defined-identified-reviewed~~ through the annual budget process.

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

President.

\_\_\_\_ Approved: \_\_\_\_ Board of Trustees,  
\_\_\_\_ 7/25/74

\_\_\_\_ Reviewed and Revised: 4/17/17 and additional change on 1/11/18

\_\_\_\_ Revision Lodged: Board of Trustees, 01/23/2018

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President

Approved: Board of Trustees, 7/25/74

Reviewed and Revised: 4/17/17 and additional change on 1/11/18

Revision Lodged: Board of Trustees, 01/23/2018

February 27, 2018: BCC Policy 2.0015 Institutional Memberships – Policy revision for consideration and approval



**BROOKDALE COMMUNITY COLLEGE**  
**COLLEGE POLICY**

**3.1000 Adjunct Faculty Positions**

**I. Title of Policy**

Adjunct Faculty Positions

**II. Objective of Policy**

To provide authority to the President, subject to approval by the Board of Trustees, to appoint individuals to adjunct positions.

**III. Authority**

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards

**IV. Policy Statement**

The President shall be authorized to appoint adjunct faculty, subject to the approval of the Board of Trustees at its next regularly scheduled meeting. Adjunct faculty are individuals who do not hold academic rank, but may be qualified current Brookdale officers or employees. Normally, external adjunct faculty shall not be assigned more ~~that than two course selections~~ 9 credits during any long academic semester. Fewer credits will be permitted in shorter terms to ensure that adjuncts do not cross the threshold to full-time employment hours. Exceptions to assign ~~a maximum of three additional course credits selections~~ must be pre-approved by the President.

All applicable provisions of the state administrative code and statutes shall govern the employment relationship with adjuncts with regard to pension contributions.

**V. Responsibility for Implementation**

President

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Approved: 5/20/96

Rev: xx/xx/2017

Revision Lodged: Board of Trustees, 01/23/2018

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**BROOKDALE COMMUNITY COLLEGE  
COLLEGE POLICY**

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All applicable provisions of the state administrative code and statutes shall govern the employment relationship with adjuncts with regard to pension contributions.

**V. Responsibility for Implementation**

President

Approved: 5/20/96

Rev: xx/xx/2017

Revision Lodged: Board of Trustees, 01/23/2018

**BROOKDALE COMMUNITY COLLEGE****~~BOARD~~-COLLEGE POLICY****2.4000 Clinical Facilities Contracts****I. Title of Policy**

Clinical Facilities Contracts

**II. Objective of Policy**

To authorize the President to enter into contracts with hospitals, laboratories, and other facilities for the use of their clinical facilities.

**III. Authority**

Bylaws of the Board of Trustees, Section 1.3034

**IV. Policy Statement**

The President may, on behalf of the Board of Trustees, negotiate and enter into contracts for the use of clinical facilities in conjunction with courses and programs of study. All clinical facilities contracts will be reviewed annually by [College Counsel-Manager-Contract Administration.](#)

**V. Responsibility for Implementation**

President.

\_\_\_\_ Approved: \_\_\_\_ Board of Trustees,  
\_\_\_\_ 4/22/76

\_\_\_\_ [Reviewed and Revised: 4/17/17](#)

\_\_\_\_ [Revision Lodged: Board of Trustees, 01/23/2018](#)

**BROOKDALE COMMUNITY COLLEGE**  
**~~BOARD~~-COLLEGE POLICY**

**2.4000 Clinical Facilities Contracts**

**I. Title of Policy**

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**IV. Policy Statement**

The President may, on behalf of the Board of Trustees, negotiate and enter into contracts for the use of clinical facilities in conjunction with courses and programs of study. All clinical facilities contracts will be reviewed annually by Manager-Contract Administration.

**V. Responsibility for Implementation**

President

Approved: Board of Trustees, 4/22/76

Reviewed and Revised: 4/17/17

Revision Lodged: Board of Trustees, 01/23/2018

## **5.1 Curriculum**

The faculty and administration of the College have proposed a change in nomenclature from Business Management Associate in Applied Science (A.A.S.) to Business Associate in Applied Science (A.A.S.).

The Business Management A.A.S. program curriculum has been restructured to require students to complete core general education and business career studies courses and subsequently select a concentration in either Accounting, Management, or Marketing to graduate from the program. The change in nomenclature reflects the change in the program curriculum.

The Business Department determined that diminished retention in the Accounting, Business Management, and Marketing A.A.S. programs were the result of students leaving their program to change major or seek employment. The restructuring of the program provides students with a foundation in business curriculum during their first year and gives them the experience and knowledge to determine which area of business to pursue to achieve their career goals and complete their associate's degree. The Accounting A.A.S. and Marketing A.A.S. programs will be discontinued.

The change in nomenclature from Business Management Associate in Applied Science to Business Associate in Applied Science has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim President and the Policy and Education Committee of the Board.

The Interim President recommends that the Board of Trustees adopt a resolution approving the change in nomenclature from Business Management Associate in Applied Science to Business Associate in Applied Science.

**WHEREAS**, the faculty and administration of the College have proposed a change in nomenclature from Business Management Associate in Applied Science (A.A.S.) to Business Associate in Applied Science (A.A.S.); and

**WHEREAS**, the Business Management A.A.S. program curriculum has been restructured to require students to complete core general education and business career studies courses and subsequently select a concentration in either Accounting, Management, or Marketing to graduate from the program; and

**WHEREAS**, the change in nomenclature reflects the change in the program curriculum; and

**WHEREAS**, the Business Department determined that diminished retention in the Accounting, Business Management, and Marketing A.A.S. programs were the result of students leaving their program to change major or seek employment; and

**WHEREAS**, the restructuring of the program provides students with a foundation in business curriculum during their first year and gives them the experience and knowledge to determine which area of business to pursue to achieve their career goals and complete an associate's degree; and

**WHEREAS**, the Accounting A.A.S. and Marketing A.A.S. programs will be discontinued; and

**WHEREAS**, the change in nomenclature from Business Management Associate in Applied Science to Business Associate in Applied Science has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim President and the Policy and Education Committee of the Board.

February 27, 2018

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the change in nomenclature from Business Management Associate in Applied Science to Business Associate in Applied Science be and is hereby approved.

February 27, 2018



**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
<b>DATES/LOCATIONS</b> Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Tuesday, January 23 Lincroft, SLC , Navesink I & II	January 16 5:30 PM	January 16 6:30 PM	January 17 5:30 PM		January 11 5:30 PM	January 18 4:00 PM
Tuesday, February 27 Brookdale at Freehold, Rm 103 & 104	February 20 5:30 PM	February 20 6:30 PM	February 21 5:30 PM			
Tuesday, March 27 Lincroft, SLC, Navesink I & II	March 20 5:30 PM		March 19 5:00 PM			March 22 3:45 PM
Tuesday, April 24 Lincroft, SLC, Navesink I & II	April 17 5:30 PM		April 16 5:00 PM	April 17 6:30 PM	April 5 5:30 PM	
Tuesday, May 15 Brookdale at Neptune, Rm 202 & 204	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**

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**2018 Committee Appointments**

**Board Bylaw 1.4010, appointments to Standing Committee**

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

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

\* The Human Resources Committee – A committee of the whole

Committee Assignments – Adopted December 19, 2017; v2 - Added Trustee Ferraro to Executive per Chair Guzzo's request – 1/8/18; v3 – Added Trustee Abby-White to Governance – 1/22/18, 2/20/18 - Trustee Abby-White removed from Foundation

