



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, March 27, 2018 5:30 PM (EDT)  
765 Newman Springs Rd, Lincroft, New Jersey 07738  
Lincroft Campus, Student Life Center, Navesink Rooms  
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. 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
- IV. Reports from the Board Committees and Liaisons - Chair Guzzo
  - A. Executive Committee - March 20, 2018 - Chair Guzzo
    - 1. Annual Signing of Board of Trustees Code of Ethics
    - 2. Change of Location for May Board of Trustees Meeting
  - B. Finance & Facilities Committee - March 20, 2018 - Trustee Crupi
    - 1. Monthly Reporting - Trustee Crupi
    - 2. Report from the Engineer of Record - Mr. Charles Rooney
      - Capital Project Report submitted in Financial Dashboard*
    - 3. Freehold Reserve Study - Mr. Francis
  - C. BCC Foundation
    - 1. Honorary Degree Nominations - Dr. Stout
    - 2. Distinguished Alumni Awards at Commencement 2018 - Dr. Stout
  - D. Student's Perspective - Trustee Ridoux
  - E. Ad-Hoc Generating Committee - Vice-Chair Abby-White
- V. Approval of Public Business Meeting Minutes - February 27, 2018 - Chair Guzzo
  - A. Approval of Executive Session Minutes - February 27, 2018 - Chair Guzzo
- VI. Approval of Minutes - Special Public Business Meeting - March 6, 2018 - Chair Guzzo
  - A. Approval of Executive Session Minutes - March 6, 2018 - Chair Guzzo
- VII. Public Comment on Agenda Items - Chair Guzzo
- VIII. Consent Agenda - Chair Guzzo - 5 minutes

- A. Approval of Human Resources
  - B. Approval of Budget Modification to the New Jersey Department of Education, Office of Career Readiness
  - C. Purchases in Excess of \$35,300 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
  - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
  - E. Monthly Financial Dashboards
- IX. Approval of Cooperative Pricing Agreement with NJ Edge Net, Inc. - Chair Guzzo
  - X. Authorization to present to Bob and Joan Rechnitz and Marilyn Schlossbach an honorary associate degree at Commencement 2018. - Chair Guzzo
  - XI. President's Report - Dr. Stout
    - A. MSCHE Update - Dr. Nancy Kegelman
  - XII. Public Comment - Chair Guzzo
  - XIII. Old/New Business - Chair Guzzo
  - XIV. Resolution to Hold a Closed Meeting - Chair Guzzo
  - XV. Motion to Re-Open the Meeting to the Public - Chair Guzzo
  - XVI. Adjournment - Chair Guzzo
  - XVII. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

BOARD POLICY

1.7060

I. Title of Policy

Code of Ethics for Trustees of Brookdale Community College

II. Objective of Policy

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

III. Authority

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

IV. Policy Statement

The Board of Trustees of Brookdale Community College will comply with the following Code of Ethics:

- A. A Trustee should devote time, thought, and study to the duties and responsibilities of a community college trustee so as to render effective and creditable service.
- B. As an individual, a Trustee has no legal authority outside of the meetings of the Board and should conduct him/herself accordingly with College staff, local citizens, and facets of the community.
- C. A primary function of the Board of Trustees is to establish the policies and the goals of the institution and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals, but the administration of the College's operations shall be left to the President and the President's staff.
- D. No College Trustee should accept from any person, directly or indirectly, or through his/her spouse or any member of his/her family any gift, favor, service, employment, or other things of value under circumstances from which it might be reasonably inferred or which he/she knows or has reasons to believe is offered to him/her with intent to influence his/her public duties and responsibilities.

- E. No College Trustee should knowingly act in an official capacity, by voting or otherwise, on any College matter in which he/she has an interest.
- F. Disclosure of the precise nature of the interest or involvement, at first knowledge of the transaction, should be required in the event that the Board must consider any College matter which also involves:
  - 1. A member of the Board of Trustees or a member of his/her family (defined as spouse, parents, siblings, or children); and/or
  - 2. An organization with which a member of the Board of Trustees is affiliated.
- G. Disclosure should be further required of Board members concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the institution.
- H. No College Trustee should act as an officer or agent of the College for the transaction of any business with himself/herself or in which he/she has an interest.
- I. No College Trustee should willfully disclose to any person or party for pecuniary gain any information not generally available to members of the public which he/she receives or acquires in the course of his/her official duties.
- J. No College Trustee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which might reasonably be expected to impair his/her objectivity or independence of judgment, or which is otherwise in substantial conflict with the proper discharge of his/her duties in the public interest.
- K. No College Trustee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself/herself or others.
- L. No College Trustee should act in his/her official capacity in any matter wherein he/she has a direct or indirect interest that might reasonably be expected to impair his/her objectivity or independence of judgment.
- M. No member of the Board of Trustees, including the President of the College, nor any member of the immediate families of such officials, shall do business, directly or indirectly, with the institution that they govern or by which they are employed. For purposes of this section, "member of the immediate family" shall mean the official's spouse, child, parent or sibling residing in the same household.
- N. The prohibitions in M, above, shall also apply to any firm, association or partnership by which the College President or Trustee is employed, from which the President or College

Trustee receives compensation, or of which the President or College Trustee owns or controls more than one percent of the profits or assets of that firm, association or partnership. Such prohibitions shall also apply to shareholders, associates or professional employees of a professional service corporation regardless of the extent or amount of their shareholder interest in such a corporation.

- O. A President or College Trustee who is currently involved in a business relationship that is prohibited by this Policy shall be given 30 days to terminate the prohibited business relationship or to resign from public office. Failure to comply with the terms set forth in sections M through O, above shall constitute good cause for the removal from employment or office of the College President or College Trustee.
- P. The Executive Director of the Executive Commission on Ethical Standards is hereby authorized to grant an exception from the terms sections M through O, above, if, in the judgment of the Executive Director, the entity that employs, provides compensation or is owned in part by the College Trustee is one with which the College may contract with pursuant to N.J.S.A. 52:13D-19 and N.J.S.A. 52:34-10, or where the public interest requires that an exception be made.
- Q. Violations of this Code of Conduct may also constitute cause for removal of an appointed member of the Board of Trustees pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board and/or the appropriate appointing authority.
- R. Board members will annually sign a statement affirming the Code of Ethics and their intention to fully comply with same.
- S. The members of the Board of Trustees will comply annually with public law with regard to the filing of financial disclosure statements.

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

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

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

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

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

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

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

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### **ACKNOWLEDGEMENT FORM FOR CODE OF CONDUCT**

I have read and am familiar with Brookdale Community College’s Board of Trustee Code of Ethics. I will comply with and enforce the policies in this Code in its entirety.

By signing this acknowledgement I am indicating that I have read and will abide by Brookdale Community College’s Board of Trustee Code of Ethics.

\_\_\_\_\_  
 Board of Trustee Signature

\_\_\_\_\_  
 Name

(printed) Date \_\_\_\_\_

# **Board of Trustees Brief**

## **Honorary Degree 2018**

### **Topic: Honorary Degree**

#### **General Issue Overview:**

In accordance with College regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, the Honorary Degree Committee met and nominations for honorary degree recipients were solicited and evaluated, after which the Committee voted on proposed candidates.

The public and the college community (employees, students, Trustees, and alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was January 31, 2018.

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

- ✓ Professional Accomplishments
- ✓ Community/Public Service
- ✓ Personal Accomplishments
- ✓ Inspirational Life Achievements: whereby the candidate would serve to inspire Brookdale students.

Please note that no current Brookdale employee, Board member or student is eligible to receive this honor.

Honorary Degree Committee Members are Co-Chairs Tim Zeiss (Foundation & Alumni Affairs) and Eric Goll (Faculty); Dinneen Jackson, Administration; Lauren Watson, Alumna; and, Rob Quinones, Administration.

#### **Recommendation:**

The Interim President recommends to the Board of Trustees that he be authorized to present to candidates Bob and Joan Rechnitz and Marilyn Schlossbach an honorary associate degree at Commencement 2018.

#### **Bob & Joan Rechnitz**

Bob and Joan Rechnitz are the founders of the nonprofit Two River Theater Company in Red Bank. The TRT was founded in 1994 and since that time has served audiences of all ages and has cultivated a new generation of theatergoers. Through innovative arts education programs, they have introduced young people to the theater and created opportunities for them to engage with renowned theater artists. Widely admired for contributing their time and resources to philanthropic endeavors, they gave an unprecedented \$1 million donation to the Brookdale Community College Foundation in 2014. Their generous support provides funding for

Honorary Degrees 2018

Submitted by: Timothy P. Zeiss, Executive Director, Foundation & Alumni Affairs

## **Board of Trustees Brief Honorary Degree 2018**

the POSEIDON Early College High School (ECHS), a Brookdale Community College program that provides a cost-free head start for Neptune High School students who are the first in their family to go to college. The ECHS allows students the opportunity to earn an associate degree by the time they finish high school. Nearly 90 students are currently enrolled in the ECHS and seventeen of the students in their senior year will earn their associates degree at Commencement on May 10<sup>th</sup>.

### **Marilyn Schlossbach**

Marilyn Schlossbach is an executive chef, restaurateur and entrepreneur who founded and manages the Marilyn Schlossbach Group, a hospitality company that currently manages restaurant and retail environments along with a catering business in some of New Jersey's most beloved shore towns. She is an environmentalist, community activist, traveler, and surfer who is on a continual quest for culture and knowledge and shares her passion for the road less traveled with her patrons and community.

After years spent honing her craft, Marilyn is now the proprietor of food and beverage establishments along the New Jersey coast and is a tireless community advocate, endeavoring to support and cultivate her community through the culinary arts. Her community work includes a collaboration with Interfaith Neighbors on Asbury Kula Park's Café, community gardening and surf lessons with the Boys and Girls Club of Asbury Park, and unwavering support of environmental organizations like Clean Ocean Action that work to protect coastlines and marine environments. She has also presented for Leadership Brookdale and the Small Business Development Center (SBDC) Women Entrepreneurs Rock event.

Honorary Degrees 2018

Submitted by: Timothy P. Zeiss, Executive Director, Foundation & Alumni Affairs



# **Board Brief - 2018 Brookdale Community College Distinguished Alumni**

## **General Issue Overview:**

This prestigious award is presented to selected alumni (graduates/attendees) whose professional, personal and/or civic accomplishments and service to the community have earned them unquestionable recognition. The award is presented at the College Commencement ceremonies on May 10, 2018.

A "Call for Nominations" was distributed by the Brookdale Community College Alumni Association to the college community and the community at large with a nomination deadline of January 31, 2018. The award recognizes alumni for professional achievements (demonstrated accomplishment(s) in any field of professional endeavor) and personal achievements (demonstrated accomplishment in any field of community service or any area where active participation demonstrates that the nominee is a shining example for others).

Two alumna have been selected for 2018.

### **Colleen M. Lyons**

Colleen M. Lyons, MBA, CPHIMS, PMP was named Chief Information Officer at Lenox Hill Hospital, Manhattan Eye, Ear & Throat Hospital, and Lenox Health Greenwich Village, all New York City-based members of the North Shore-LIJ Health System. She was appointed to this role in 2015. Lyons has been with the North Shore-LIJ Health System since 2013, most recently serving as the Regional Director for Clinical Information Systems focusing on both Electronic Medical Records (EMR) and clinical system integration across the western region of the Health System.

Prior to joining North Shore-LIJ, she held the position of Corporate Director of Information Services at Continuum Health Partners, Inc., where she led a team of technical strategists responsible for upgrading clinical programs and applications.

Lyons received her A.A. in Computer Science from Brookdale Community College in Lincroft, NJ in 1980, a B.S. in Computer Science from Indiana University of Pennsylvania in Indiana, PA in 1982 and her M.B.A. from Monmouth University in West Long Branch, NJ in 1989. She also holds several advanced certifications, including Certified Project Manager (PMP) and Certified Healthcare Information & Management System Professional (CPHIMS).

### **Doris B. Hudak**

As a non-traditional student and mother, Doris Hudak came to Brookdale later in life. She has been a champion for Brookdale Community College ever since she earned her Associate in Applied Science degree in Human Services in 1983.

***Submitted by: Timothy P. Zeiss, Executive Director, Foundation & Alumni Affairs***

## **Board Brief - 2018 Brookdale Community College Distinguished Alumni**

Upon graduation Doris went to work in Brookdale's Career Services department as a Cooperative Education Coordinator. Soon after she became active in the Brookdale Community College Alumni Association and held various roles on the Board of Trustees for more than two decades including President. In 2009, she was awarded the Barringer Award in recognition of her tireless and legendary service to the Alumni Association. She was given the distinction of Trustee Emeritus in 2015 in recognition of her countless contributions of time, talent and resources to advance the Alumni Association's mission.

Doris also designed a Bereavement Program for funeral directors, the first of its kind in the area, which is now the official manual of the Diocese of Trenton. Her service on the National Catholic Ministry to the Bereaved led to her being honored by Bishop John M. Smith of the Trenton Diocese for her board work and training seminars.

***Submitted by: Timothy P. Zeiss, Executive Director, Foundation & Alumni Affairs***

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Public Business Meeting Minutes**

**Date: February 27, 2018**

**Brookdale Community College**  
**Brookdale at Freehold**  
**Rooms 103 & 104**  
3680 US Highway 9 South  
Freehold, NJ 07728

- I. Chair Guzzo called the meeting to order at 5:35 P.M. and the group made the Pledge of Allegiance.
- II. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
  1. On February 22, 2018, at 11 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On February 22, 2018, at 11 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:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Vice-Chair</b>	Dr. Herbert Cohen
	<b>Mr. Daniel F. Becht, Trustee</b>	Mr. Robert Francis
	<b>Ms. Latonya Brennan, Trustee (arrived 6PM)</b>	Dr. Nancy Kegelman
	<b>Ms. Suzanne Brennan, Trustee</b>	Ms. Marie Lucier-Woodruff
	<b>Mr. Hank Cram, Trustee</b>	Ms. Avis McMillon
	<b>Mr. Paul Crupi, Trustee</b>	Mr. Joseph Pingitore
	<b>Ms. Madeline Ferraro, Trustee (arrived 5:45 PM)</b>	Dr. Matthew Reed
	<b>Dr. Carl Guzzo, Chair</b>	Ms. Patricia Sensi
	<b>Mr. Bret Kaufmann, Trustee</b>	Dr. Anita Voogt
	<b>Dr. David M. Stout, Secretary</b>	Dr. Matthew Reed
	<b>Ms. Marta Rambaud, Trustee* (arrived 6:30PM)</b>	Ms. Cynthia Gruskos, Recorder
	<b>Mr. Austin Ridoux, Graduate Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	Mr. Charles Rooney, Engineer of Record
<b>Absent</b>		
	<b>* Participated via conference call</b>	
<b>College Counsel</b>	<b>Mr. Mitchell Jacobs, Esq., General and Labor Counsel</b>	Mr. Matthew Giacobbe, Esq., General and Labor Counsel

<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Actions</b>
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Minutes of the Public Business Meeting, February 27, 2018  
DRAFT

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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 Cram 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> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Reports from Board Committees and Liaisons</b></p> <p><b>A. Executive Committee- Chair Guzzo</b> reported on a productive Executive Committee on February 20.</p> <p><b>B. Finance &amp; Facilities Committee/February 21, 2018 - Trustee Kaufmann</b> reported on the following:</p> <ol style="list-style-type: none"> <li><b>1. Monthly Financial Reporting</b> – A monthly summarization of expenses, revenue and cash on hand were reviewed.</li> <li><b>2. Holman Frenia Allison</b> – He reported that our Finance Consultant provided a memo which was distributed to all board members. Trustee Kaufmann was troubled by what appears to be over expenditure in budgeted lines and provided an explanation from Mr. Pingitore that summarized why this occurred...</li> <li><b>3. Enrollment Decline</b> – The Fall enrollment decline resulted in an additional \$1.3M revenue decline. Trustee Kaufmann reported on Mr. Pingitore’s efforts to cover this decline in revenue with reduction in expenditures. Mr. Pingitore will need to identify an additional \$400,000 in reduction of expenditures to allow us at year end to contribute \$1.2M to reserves.</li> <li><b>4. Excessive Change Orders</b> – Trustee Kaufmann explained that last spring a decision was made to lower budgeted amounts for basic facilities maintenance to ensure adequate cash on hand for the summer. At this time the budgeted expenditures are anticipated to be an additional \$48,000 for HVAC, plumbing and elevator service. He made a recommendation to approve these Change Orders.</li> <li><b>5. Timeliness of Financial Reporting</b> – Trustee Kaufmann expressed a desire for the Finance &amp; Facilities Committee to be able to review more timely reporting information and is working with the Administration to come up with a solution.</li> <li><b>6. FY18 Budget Concerns</b> – Trustee Kaufmann reported that the FY18 budget created by a prior administration is not as reliable as hoped and is creating management challenges. The current administration is making satisfactory progress dealing with these challenges.</li> <li><b>7. Report form Engineer of Record</b> – Mr. Charles Rooney provide a report based on his capital project Report submitted on February 13 in the Financial Dashboard. He reported that a decision was made to not purse the ESIP program. The Sewer Ejector Pumps project award should occur now in April, due to a change in the requirements for the sewer ejector pumps.</li> </ol> <p><i>Capital Project Report submitted in Financial Dashboard</i></p> <p><b>C. Governance Committee/February 20, 2018 – Trustee Suzanne Brennan</b> reported on the following items:</p> <ol style="list-style-type: none"> <li><b>1.</b> The formal performance review process of the Interim President and the performance areas to</li> </ol>		

be reviewed.

2. The planning process for the Board Professional Development Session on, April 13, 2018 (6PM to 9PM) & April 14, 2018. She reported on the possible board retreat topics which will include identifying strategic priorities to help guide the creation of the next strategic plan and board governance topics that were identified through the board's self-evaluation. The need for a retreat facilitator was identified. Trustees will be given the opportunity to make suggestions on agenda items via a survey.
3. The board's self-evaluation was reviewed at the meeting. The many strengths and recent accomplishments were reviewed as well as the areas the board could focus on improving overall board governance. She commended the board's 100% participation in the self-evaluation.

**D. NJCCC – President Stout** reported on the recent reception for the new President of the New Jersey Council of Community Colleges (NJCCC), Dr. Aaron Fichter. Dr. Fichter was the former Commissioner of the Department of Labor and Workforce Development.

**E. Student's Perspective – Trustee Ridoux** reported that he sat in on the Student Life Board meeting today, and they discussed the topics for the next Student Speak Out on March 8. Topics identified are security, counseling and academics. . Students on the Student Life Board had concerns about Faculty members not posting grades on our Learning Management System and teachers not posting office hours and failing to show up for office hours. Issues with communication with teachers was also identified. He was concerned that these issues can affect student retention and enrollment and need to be addressed. He encouraged his fellow board members to attend the Student Speak Out.

The Board of Trustees then discussed the need to address these student concerns immediately.

Dr. Stout clarified that Adjunct Professors are not required to hold office hours, although some volunteer to hold office hours.

**F. Ad-Hoc Revenue Generating Committee – Vice-Chair Abby White** reported that LifeSports is moving forward with their due diligence and they wanted clarification from the college on the goals of the partnership. She reviewed the specific goals. She will continue to update the board on their progress. A meeting will be scheduled in March and she encouraged anyone from the college community to attend and bring their ideas.

**G. Foundation Update – Dr. Stout** reported on the upcoming Brookdale Scholarship Ball on May 18. He announced the honorees will be Warren Diamond, CEO American Real Estate Management and Maureen Lloyd, President of Monmouth Park Charity Fund. Vice-Chair Abby-White encouraged participation in the Scholarship Kickoff Reception on March 15. She also encouraged the board to attend the Annual Scholarship Recognition Reception on March 22.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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	<p>Richens and Chair Guzzo</p> <p><b>NAYS:</b></p> <p><b>ABSTENTIONS:</b> Trustee Abby-White, L. Brennan, Cram</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Approval Minutes – Special Board of Trustees Meeting – February 6, 2018</b></p>	<p>A motion to approve the February 6 Special Board of Trustees Meeting minutes as written was made by Trustee Ferraro and seconded by L. Brennan.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cram, Ferraro, Kaufmann, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b></p> <p><b>ABSTENTIONS:</b> Trustees Abby-White and Crupi</p>	
<p><b>A. Approval of Executive Session Minutes – February 6, 2018</b></p>	<p>A motion to approve the February 6 Executive Session Minutes as written was made by Trustee L. Brennan and seconded by S. Brennan</p> <p><b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Ferraro, Kaufmann, Ridoux, Richens and Chair Guzzo</p> <p><b>NAYS:</b></p> <p><b>ABSTENTIONS:</b> Trustees Cram and Crupi</p>	

<b>Public Comment on Agenda Items</b>  <b>Jack Ryan, Faculty</b> commented on Trustee Ridoux's remarks and thought it was important that he received input from the students and he reported on it.		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Consent Agenda</b>  Trustee Richens inquired about the open position for the HR Manager and Dr. Stout responded on the necessity of the position and the search process. <p> <b>A. Approval of Human Resources</b>  <b>B. 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>  <b>C. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b>  <b>D. Monthly Financial Dashboards</b> </p>	A motion was made to approve the consent agenda by Trustee Crupi and seconded by Trustee Becht. <p> <b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Richens, Rambaud and Chair Guzzo </p> <p> <b>NAYS:</b> None </p> <p> <b>ABSTENTIONS:</b> None </p>	
<b>Approval of Change Order Request</b>  <b>Chair Guzzo requested the Change Order for West Publishing to be discussed in Executive Session and voted on after the Executive Session.</b>	A motion was made to approve the Change Order Request for Pilot Electric Co. by Trustee Crupi and seconded by Vice-Chair Abby-White. <p> <b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Richens, Rambaud 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>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</b></p>	<p>A motion was made to approve by resolution the successor agreement between the Board of Trustees of Brookdale Community College and Brookdale Community College Fraternal Order of Police Association by Vice-Chair Abby-White and seconded by Trustee Cram.</p> <p><b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Richens, Rambaud and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p> <p>A motion was made to approve by resolution the successor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Fraternal Order of Police Superior Officers Association by Trustee Crupi and seconded by Vice-Chair Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Richens, Rambaud and Chair Guzzo</p>	

	<b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Policy 2.0015 Institutional Memberships</b>  <b>All revised policies were lodged.</b>	A motion to approve the revised Policy 2.0015 Institutional Memberships was made by Trustee Cram and seconded by Trustee Crupi.  <b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Richens, Rambaud and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	
<b>Approval of Revised Policy 3.1000 Adjunct Faculty Positions</b>	A motion to approve the revised Policy 3.1000 Adjunct Faculty Positions was made by Trustee Cram and seconded by Vice-Chair Abby-White.  <b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Richens, Rambaud and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of the change in nomenclature from Business Management Associate in Applied</b>	A motion to approve by resolution the change in	

<p><b>Science to Business Associate in Applied Science – Chair Guzzo</b></p>	<p>nomenclature from Business Management Associate in Applied Science to Business Associate in Applied Science was made by Trustee Kaufmann and seconded by Trustee L. Brennan.</p> <p><b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Richens, Rambaud and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Revised Policy 2.4000 Clinical Facilities Contracts</b></p>	<p>A motion was made to approve revised Policy 2.4000 Clinical Facilities Contracts by Trustee Cram and seconded by Vice-Chair Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Richens, Rambaud and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>President’s Report – Dr. David Stout reported on the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Board of School Estimate</b> – He was pleased to announce the Board of School Estimate did approve our FY19 Budget and Capital Chapter 12 contributions of \$7.6M of which \$3.8M is the county’s contribution. He thanked the Board of Chosen Freeholders for their continuing support of the college and our students.</li> <li>• <b>Strategic Enrollment Management Plan</b> – Dr. Jim Black, SEM Works was on campus last week to conduct interviews which will be used to update our strategic enrollment management plan that was last updated in 2013. Updating the plan is important for our MSCHE reaccreditation. The senior leadership team will hear his preliminary report this coming Wednesday and his final report will</li> </ul>		

inform decisions related to staffing the admissions office, alignment between marketing/recruitment/enrollment efforts, and strategies for increasing enrollment. In addition he reported on the simultaneous creation of the Academic Master Plan, IT Strategic Plan and the Facilities Master Plan.

- **Dr. Matthew Reed's Speaking Engagements** – Dr. Stout acknowledged the recent invitations for Dr. Reed to present at Harvard University, Annual Meeting of The American Association of Colleges and Universities and Rutgers University.
- **4<sup>th</sup> Annual Male Minority Initiative Conference** Secretary of Higher Education Rochelle Hendricks joined over 300 high school juniors, seniors, and college freshmen in attendance for our fourth annual Minority Male Initiative Conference coordinated by Associate Professor (and soon to be doctor) Fidel Wilson, the Monmouth-Ocean Pan Hellenic Council, and former Board of Trustee Lucille Jones.

**National Rankings** - Out of 19 NJ Community Colleges, we're ranked #2 in degrees conferred, fall enrollment, and full-year FTE.

**Out of 995 2-Year Public Community Colleges**, we're ranked #40 in degrees conferred and #110 in fall enrollment.

**Out of 1,181 2-Year Public and 2-Year Private Non-Profit Community Colleges**, we're ranked #41 in degrees conferred and #111 in fall enrollment.

- **Student Success News** – Brookdale Graduate Dr. Susan Looney was just announced as the new President of Reading Area Community College. Alumni Joshua Wiggins appeared on Chopped. Fashion student, Cynthia Matthews-Duran won grand prize at the Student design showcase at the Atlantic City Fashion Week. Our Men's Basketball Team was ranked number 1 in the nation for Division III Region 19. Our Women's Team finished their season 19 and 10 and will advance to the post season tournament.
- **New Academic Opportunities**- VP Reed, members of Dr. Reed's team, and I had a conference call with members of the leadership team of Excelsior College to develop an articulation agreement for our Cyber Security program. When this agreement is finalized, it will allow students to take up to 90 credits at Brookdale and transfer seamlessly to Excelsior's online bachelors program where they will be able to complete their degree in one year. In addition an articulation agreement was finalized with Montclair State University to allow Monmouth County residents conditional acceptance to Montclair upon completion course work at Brookdale.
- **VP Finance & Facilities** – Dr. Stout made the recommendation to not hire the VP Finance & Operations until after the permanent president is named.

**A. MSCHE Report** – Mr. Howard Miller provided an update on our upcoming MSCHE self-study visit. He reported the 7<sup>th</sup> member was named. He reviewed the subsequent events report which was sent to MSCHE, to inform them of our continued progress. Dr. Kegelmann and Mr. Miller worked with constituents on campus to prepare them for the visit. He reported that they are still waiting to hear from the MSCHE evaluation team to determine who they want to meet with. Mr. Miller made a recommendation for the board to prepare for the visit by reviewing Standard 7 recommendations and be prepared to speak about the presidential search and the next stages of strategic planning.

Trustee Latonya Brennan suggested the Board of Trustees be involved in recognizing our athletic teams.

Vice-Chair Abby-White recognized Mr. Miller for his work on MSCHE self-study report. Dr. Stout commended the special work of the Co-Chairs, Dr. Kegelman and Mr. Miller.

**Presidential Search Timeline** – Ms. Sensi, AVP HR & Organizational Safety reviewed the presidential search process and timeline. In addition she reviewed where the advertising was placed. Ms. Sensi notified the Screening committee that they have the ability to access the applications and review them. On March 21 the Consultant will be on campus to assist the screening committee to identify the semi-finalists. The semi-finalists will be contacted and interviews will take place at the end of March and beginning of April. The consultant will perform reference checks, media checks and background checks. College forums are scheduled at the end of April to allow each constituent group to meet the finalists and allow the board to conduct interviews of the finalists. The attendees of the focus groups will provide feedback to the board. On May 15 the consultant will meet with the board to discuss the finalists. The final decision will be made after the May board meeting. Ms. Sensi reported they are on schedule based on the approved timeline.

#### **Public Comment**

**Mr. Jacobs read the public comment statement.**

**Jack Ryan, Faculty** –commented on any analysis of our athletic programs should take into consideration that our athletic programs attract students to Brookdale. Our students who do not make our teams remain at Brookdale as well.

Mr. Ryan brought up his concerns that there is a lack of faculty inclusion in the decision making process of our Learning Management System (LMS). He was also concerned about Mr. George Sotirion's involvement in the process, because of his relationship with Ellucian and felt that it was unethical and inappropriate for him to participate in the decision making process.

**Dr. Stout commented that the LMS contract is up in June, the RFP resulted in 3 vendors being reviewed.**

Mr. Sotirion, CIO – began to comment on Ellucian's relationship with the vendors being reviewed, and Mr. Jacobs requested that this be discussed fully at another time. A response will be provided to Mr. Ryan about his concerns.

**Karen D'Agostino- Co-Chair of English Department** – She addressed the issue of Adjunct Faculty's office hours. She informed the board that the English Department provides office hour space for the 100 English Adjuncts near where they are teaching and if they are teaching in the Higher Education Centers, Adjunct Faculty can meet in the Student Success Center or in the classroom before or after class. .

She also addressed concerns about the last LMS process. She said she served on the committee as Faculty Chair in 2011 and 25 Faculty members participated in the LMS decision and it was a collegial open process. She encouraged the decision of our LMS to not be rushed and to be given proper consideration.

**Gilda Rogers, Adjunct English Faculty at Neptune** – expressed concern about the possible closing of the Neptune Higher Education Center and brought to the attention of the board that this center serves our minority students and felt it would be a terrible detriment to those students if the site was closed.

**Chair Guzzo said that they could not address her concern at the moment.**

**Once the contract negotiations are completed, the decisions and plans will be communicated to the college community.**

**Arminda Wey – Faculty, Math Department** – addressed the issue of Faculty Adjunct hours. She said the Math Adjunct Faculty are afforded a large designated space to meet with students. She also will revisit the issue of communications with Faculty to ensure that all Faculty in the Math Department are clearly communicating the expected turnaround on different forms of communications to our students.

**Tom Brennan – Manager of Radio Station** – commented on a statement made at the last board meeting that the Radio Station is completely unrelated to our students and would subsequently not be subsidized in the future. Mr. Brennan brought to the board's attention the involvement of students and former students in providing air time on our multiple radio stations and behind the scenes work. He requested the board have a better understanding of how they serve our students and our community and to give them ample time to adjust to the new auxiliary model of business.

#### **Old/New Business**

Chair Guzzo announced that the Freeholders were willing to assist us in the refinancing of our bonds. He asked for direction from the board if he should communicate our interest. The board members expressed interest in refinancing our bonds if there is projected savings.

#### **Resolution to Hold a Closed Meeting**

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

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

**YES:** Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Richens, Rambaud and Chair Guzzo

**NAYS:** None

**ABSTENTIONS:** None

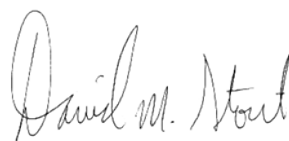
#### **Motion to Re-open the meeting to the public**

A motion was made to re-open the meeting to the public by Vice-Chair Abby-White and seconded by Trustee Kaufmann.

**YES:** Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann,

	<p>Ridoux, Richens, Rambaud and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Change Order – West Publishing</b></p>	<p>A motion to approve the Change Order Request for West Publishing was made by Chair Guzzo and seconded by Vice-Chair Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Ridoux, Richens, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Adjournment – Chair Guzzo</b></p> <p><i>The meeting was adjourned at 9:05 PM</i></p>	<p>A motion to adjourn the meeting was made by Trustee Cram and seconded by Dr. Richens.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

**BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that **8** 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 **February 27, 2018 at approximately 7:25 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  
February 27, 2018**



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

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

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

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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 the Neptune Township Board of Education and West Publishing, anticipated contract negotiations with a potential vendor, litigation with BCC vs Frank Lawrence and certain matters that fall within the attorney client privilege.**

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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:

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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

**RESOLUTION  
February 27, 2018**

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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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**  
**February 27, 2018**

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Special Public Business Meeting Minutes**

**Date: March 6, 2018**

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

- I. Chair Guzzo called the meeting to order at 5:00 P.M. and the group made the Pledge of Allegiance.
- II. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
  1. On February 28, 2018 at 2 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to the Star Ledger and the Asbury Park Press and filed with the Clerk of the County of Monmouth.

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Vice-Chair</b>	
	<b>Ms. Latonya Brennan, Trustee</b>	Ms. Cynthia Gruskos, Recorder
	<b>Ms. Suzanne Brennan, Trustee</b>	
	<b>Mr. Hank Cram, Trustee</b>	
	<b>Mr. Paul Crupi, Trustee (left 6:15 PM)</b>	
	<b>Ms. Madeline Ferraro, Trustee</b>	
	<b>Dr. Carl Guzzo, Chair</b>	
	<b>Mr. Bret Kaufmann, Trustee</b>	
	<b>Dr. David M. Stout, Secretary</b>	
	<b>Ms. Marta Rambaud, Trustee</b>	
	<b>Mr. Austin Ridoux, Graduate Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	
<b>Absent</b>	<b>Mr. Dan Becht, Trustee</b>	
	<b>* Participated via conference call</b>	
<b>College Counsel</b>	<b>Mr. Mitchell Jacobs, Esq., General and Labor Counsel</b>	

<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Actions</b>
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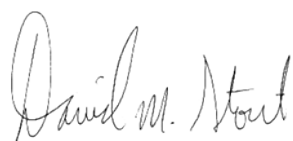
Minutes of the Special Public Business Meeting, March 6, 2018  
DRAFT

Page 1

<b>Adoption of Agenda for Public Business Meeting</b>	<p>A motion to adopt the meeting agenda was made by Vice-Chair Abby-White and seconded by Trustee L. Brennan.</p> <p><b>YES:</b> Trustees Abby-White, L. Brennan, 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>Resolution to Hold a Closed Meeting</b>  Mr. Jacobs read the resolution to hold a closed session ( <b>Attachment A</b> )	<p>A motion was made to approve the resolution to hold an executive session by Trustee Crupi and seconded by Trustee Richens.</p> <p>Motion was passed unanimously.</p>	
<b>Motion to Re-open the meeting to the public</b>	<p>A motion was made to re-open the meeting to the public by Chair Guzzo and seconded by Trustee Richens.</p> <p>Motion was passed unanimously.</p>	
<b>Public Comment on Agenda Items</b> No public comment.		
<b>Approval of Contract Modifications/Change Order</b>	<p>A motion to approve the Contract Modification/Change Order was made by Trustee Richens and seconded by Trustee Cram.</p> <p>Motion was passed unanimously.</p>	
<b>Public Comment</b> No public comment was made.		

<p><b>Adjournment – Chair Guzzo</b></p> <p><i>The meeting was adjourned at 7 PM</i></p>	<p>A motion to adjourn the meeting was made by Trustee Cram and seconded by Trustee Kaufmann.</p> <p>Motion passed unanimously.</p>	
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Respectfully submitted:



David M. Stout, Ph.D., Secretary

**BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that **2** issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **March 6, 2018 at 5: 05 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 \_\_\_\_\_

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**RESOLUTION  
March 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 a

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

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

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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: **personnel discussions on the current presidential search process and a discussion on the leadership and board governance of the college.**

☐

"(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  
March 6, 2018**

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

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

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

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

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

**RESOLUTION**  
**March 6, 2018**



### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 24 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Support Staff  
Adjuncts  
Coaches

**Recommendations**

1  
7  
1

**B. Change of Status**

Faculty  
Administrative  
Support Staff

**Recommendations**

1  
6  
1

**C. Separations**

Faculty  
Administrative

**Recommendations**

1  
6

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

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

1. Name: Jennifer Riley  
Department: Chemistry  
Position: Instructional Assistant, 10-month on-going position  
Salary: \$35,839  
Effective: 4/2/18

**ADJUNCTS**

1. Name: Sean Cahill  
Department: Graphic Design
2. Name: Michael Del Sordi  
Department: Graphic Design
3. Name: Darren Fisher  
Department: Fine Arts
4. Name: Meghan Henderson  
Department: Environmental Science
5. Name: Giselle Hymanson  
Department: Interior Design
6. Name: Robert LoFrisco  
Department: Digital Animation
7. Name: Yanhao Wang  
Department: Languages

**ADJUNCT DEGREE SUMMARY**

Masters	Bachelors
3	4

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

**COACHES**

1. Name: Kevin Loveland  
Department: Athletics  
Position: Assistant Coach, Men's Lacrosse  
Compensation: \$3,150  
Dates: 2/5/18 – 5/31/18

**B. CHANGE OF STATUS****FACULTY**

1. Name: Brian Oland  
Department: Psychology  
Position: Associate Professor  
Action: Change in department from Counseling to Psychology  
New Salary: \$75,670  
Effective: 9/1/18

**ADMINISTRATIVE**

1. Name: Katelyn Amundson  
Department: Athletics  
Position: Interim Director, Athletics & Recreation  
Action: Temporary assignment  
New Salary: \$15,317 prorated from an annual base of \$73,522  
Effective: 4/16/18 until further notice, but not later than 6/30/18
2. Name: Gregory Menza  
Department: Career Pathways  
Position: Job Placement Specialist  
Action: Temporary extension of grant-funded position  
Effective: 4/1/18 – 6/30/18
3. Name: Danielle Propert  
Department: Career Pathways  
Position: Job Placement Specialist  
Action: Temporary extension of grant-funded position  
Effective: 4/1/18 – 6/30/18

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

4.     Name:                 Marian Smith  
       Department:       Continuing & Professional Studies  
       Position:           Program Manager  
       Action:             Monthly stipend of \$360 for additional responsibilities  
       Effective:          5/1/18 until further notice, but not later than 6/30/18
5.     Name:                 Tricia Taylor  
       Department:       Athletics  
       Position:           Interim Director, Athletics & Recreation  
       Action:             Temporary assignment  
       New Salary:         \$6,127 prorated from an annual base of \$73,522  
       Effective:          3/16/18 until further notice, but not later than 4/16/18
6.     Name:                 David Tomkins  
       Department:       Athletics  
       Position:           Interim Assistant Director, Athletics & Recreation  
       Action:             Temporary assignment  
       New Salary:         \$4,487 prorated from an annual base of \$53,850  
       Effective:          3/16/18 until further notice, but not later than 4/16/18

**SUPPORT STAFF**

1.     Name:                 Cindy Berman  
       Department:       Continuing & Professional Services  
       Position:           Associate, Healthcare Training  
       Action:             Extension of part-time temporary grant-funded position  
       New Salary:         No change  
       Effective:          4/1/18 - 6/30/18

**C.     SEPARATIONS****FACULTY**

1.     Name:                 Barbara Boyington  
       Department:       Business Management  
       Position:           Professor  
       Action:             Retirement  
       Effective:          6/30/18

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

**ADMINISTRATIVE**

1.     Name:                 Laurie Bender  
       Department:       College Relations  
       Position:           Director, Marketing, Website, & Creative Services  
       Action:             Retirement  
       Effective:          8/31/18
  
2.     Name:                 Dominic Latorraca  
       Department:       Career Pathways  
       Position:           Director, Workforce Training  
       Action:             Resignation  
       Effective:          4/30/18
  
3.     Name:                 Shawn Noel  
       Department:       Athletics  
       Position:           Director, Athletics & Recreation  
       Action:             Resignation  
       Effective:          3/17/18
  
4.     Name:                 Karen Reng  
       Department:       Career Pathways  
       Position:           Instructional Technology Administrator, CTE Program  
       Action:             Reduction of grant funding  
       Effective:          6/30/18
  
5.     Name:                 Scott Shanes  
       Department:       Career Pathways  
       Position:           Program Coordinator, NNJHPC  
       Action:             End of grant-funded assignment  
       Effective:          6/30/18, extension to 9/30/18 pending confirmation of additional grant money
  
6.     Name:                 Christine Tuzzio  
       Department:       College Relations  
       Position:           Manager, Social Media, Advancement & Production  
       Action:             Resignation  
       Effective:          4/30/18

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

### **2.3 Approval of Budget Modification to the New Jersey Department of Education, Office of Career Readiness**

#### **Perkins Career and Technical Education**

Brookdale plans to submit a budget modification to the New Jersey State Department of Education, Office of Career Readiness by March 21, 2018, under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional supplies, equipment and training for Architecture, Automotive, Communication Media, Fashion Merchandising, Interior Design, Music Technology, Networking, Nursing, Paralegal, Respiratory Therapy, and Radiologic Technology programs through cost savings realized to date.

The New Jersey Department of Education requires a signed board resolution which authorizes acceptance of the changes. A copy of the resolution is attached.

#### **Recommendation:**

The President recommends that the Board of Trustees adopt a resolution accepting the budget modification and authorizing the President to sign the resolution to the New Jersey Department of Education.

**RESOLUTION**

WHEREAS, Brookdale will submit a budget modification to the New Jersey State Department of Education, Office of Career Readiness by March 21, 2018, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional supplies, equipment and training for Architecture, Automotive, Communication Media, Fashion Merchandising, Interior Design, Music Technology, Networking, Nursing, Paralegal, Respiratory Therapy, and Radiologic Technology programs through cost savings realized to date; and

**WHEREAS**, The New Jersey Department of Education, Office of Career Readiness requires this resolution; and

**WHEREAS**, the President recommends submission of said budget modification;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of Brookdale Community College authorizes the submission of this budget modification to the New Jersey Department of Education, Office of Career Readiness.

Date:

SIGNED:

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David Stout, Ph.D., Interim President

March 27, 2018: Director of Grants and Institutional Development, Laura Qaissaunee

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 March 19, 2018.

March 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**, 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  
March 27, 2018

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
<b>Auxiliary</b>				
1	Follett Higher Education Group, Inc.	Bookstore Operation & Management Services, RFP No. 05-18 / Notice was sent to 7 vendors, received 2 replies. This is a 3 year contract with an option for a 4th and 5th year renewal for bookstore operation and management services.	RFP	Revenue
2	Culinary Ventures Vending Coca-Cola Inc.	Vending Beverage, RFP No. 02-16 / This is the 4th year with a 5th year renewal option for pouring rights and vending beverage services.	RFP	Guarantee Revenue \$92,000.00
3	Culinary Ventures Vending	Vending Snack, RFP No. 10-15 / This is the 4th year with a 5th year renewal option for vending snack services.	RFP	Guarantee Revenue \$60,000.00
4	Able Mechanical Inc.	Commercial Kitchen Equipment Repairs, Bid No. 18-05 / This is the 2nd year of a 2 year contract for commercial kitchen repairs and is funded by dining services with a partial reimbursement from Culinary. FY17 expenditure \$25,300.	Bid	\$ 25,000.00 *
<b>Capital</b>				
5	Roof Management, Inc.	BAC Building Roof Replacement, Bid No. 18-16 / Notice was sent to 25 vendors, received 8 replies. This contract is for the roof replacement of the BAC building and is funded by Chapter 12.	Bid	\$ 143,000.00
6	Insurance Restoration Specialists, Inc.	Remediation Services / 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 board, body, or officer, agency or authority or any other state or subdivision). This contract is for remediation services at the CAR building and is funded by insurance.	Exempt	\$ 55,468.00

Grant					
7	Hezel Associates	Evaluation Services for the Teacher Education Program, RFP No. 04-18 / Notice was sent to 32 vendors, received 4 replies. This contract is for consulting and evaluation services for the Teacher Education Program and is funded by the Career and Technical Education, Certificate of Eligibility, Educator Preparation Program (CTE-CE EPP) Grant.	RFP	\$	31,000.00
Operating					
8	College Board	Accuplacer Tests / 18A:64A-25.5.b (contract entered into with the United States of America, the 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 supply of Basic Skills (Accuplacer) Placement tests for FY19, which are required for all new degree students to measure college-level readiness in reading, writing, and mathematics. This contract is funded by the Testing Center's operating budget and is then assessed to the student. FY18 Expenditure \$22,250.	Exempt	\$	29,250.00 *
9	Monmouth County Vocational School District	Science Summer Camp Programming FY19 / 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 board, body, or officer, agency or authority or any other state or subdivision). This contract is for the delivery of ten CPS Summer Science Camp programs by High Tech, Bio Tech, and MAST High Schools. This contract is funded by CPS' revenue generating programs. FY18 Expenditure \$33,728.	Exempt	\$	44,200.00 *

\* 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 for the months of January and February totaled \$5,202,711.57. 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 March 19, 2018.

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



## **4.1 Monthly Dashboard Summary Month Ending February 28, 2018**

The comparative schedule compares current data to the prior year's time period. FY17 audited enrollment was 9,236; the forecasted enrollment for FY18 is 8,906, a decrease of 3.6 percent. Operating revenue is down \$115k and operating expenses are up \$380k. Capital revenue and expenses are down \$8.1m and \$9.8m, respectively, due to the completion of several significant capital projects funded by GO Bond, HETI, and ELF.

Cash disbursements for the months of January and February 2018 totaled \$8,281,766.19, and \$11,505,429.03 respectively. In addition to payroll and its related expenses, the significant vendor payments included, but were not limited to, (\$554k) to Ellucian for Managed Services and quarterly ERP payment; (\$515k) to Winter Services for snow removal; (\$441k) to Estock Piping for the CUP project; (\$304k) to ISS for cleaning services; (\$296k) to MCVS for Culinary; (\$180k) to Gillespie Group for flooring replacement in MAS; (\$130k) to Neptune School District for lease and utility payments; (\$102k) to Circle A for Maintenance Building Repair; (\$77k) to Always Safe for sidewalk repairs; and (\$72k) to Dell for computers.

The cash balance as of February 28, 2018 totaled \$11,989,949 a decrease of \$737,845 compared to prior year and reflects the timing of the County contribution to operating revenue for February received in March.

### Annual Comparative Change

	Current Year 02/28/18	Prior Year 02/28/17	CHANGE
<b>ENROLLMENT</b>			
Credit FTE	8,906	9,236	(330) -3.6%
<b>OPERATING EXPENDITURES</b>			
Learning Division	\$ 18,974,507	\$ 18,627,204	\$ 347,303
Benefits & General Institutional	11,421,665	11,394,906	26,759
<b>Sub Total</b>	<b>30,396,172</b>	<b>30,022,110</b>	<b>374,062</b>
All other divisions	16,206,823	16,200,482	6,341
<b>Total Operating Expenses</b>	<b>46,602,995</b>	<b>46,222,592</b>	<b>380,403</b>
<b>OPERATING REVENUE</b>			
Tuition	36,670,192	36,613,604	56,588
Fees	4,314,898	4,635,963	(321,065)
<b>Sub Total</b>	<b>40,985,090</b>	<b>41,249,567</b>	<b>(264,477)</b>
State Appropriations	6,964,627	6,919,293	45,334
County Appropriations	13,351,346	13,351,346	-
All other revenue	2,912,584	2,808,190	104,394
<b>Total Operating Revenue</b>	<b>64,213,647</b>	<b>64,328,396</b>	<b>(114,749)</b>
<b>CASH</b>			
Cash	11,989,949	12,727,794	(737,845)
<b>Total Cash</b>	<b>11,989,949</b>	<b>12,727,794</b>	<b>(737,845)</b>
<b>CAPITAL EXPENDITURES</b>			
Renewals & Replacements	2,465,314	12,112,149	(9,646,835)
Minor Capital	2,921,228	3,121,216	(199,988)
<b>Total Capital Expenses</b>	<b>5,386,542</b>	<b>15,233,365</b>	<b>(9,846,823)</b>
<b>CAPITAL REVENUE</b>			
State	1,566,447	8,163,097	(6,596,650)
County	898,865	1,802,399	(903,534)
Other	5,845,610	6,401,757	(556,147)
<b>Total Capital Revenue</b>	<b>8,310,922</b>	<b>16,367,253</b>	<b>(8,056,331)</b>

**Analysis and Projections of the Operating & Capital Funds**  
**Through February 28, 2018**

	<b>FY18 Budget</b>	<b>FY18 Actuals 2/28/18</b>	<b>Additional Excess/(Need)</b>	<b>FY18 Projected</b>
<b>Operating</b>				
<b>Revenues:</b>				
Tuition	\$ 40,221,298	\$ 36,670,192	\$ (496,687)	\$ 39,724,611
State	10,446,940	6,964,627	(122,874)	10,324,066
County	20,027,019	13,351,346	-	20,027,019
Fees	5,068,313	4,314,898	(564,076)	4,504,237
Continuing & Prof. Serv.	3,200,000	2,471,099	-	3,200,000
Other Income	777,308	441,485	(15,518)	761,790
<b>Total Revenue</b>	<b>79,740,878</b>	<b>64,213,647</b>	<b>(1,199,155)</b>	<b>78,541,723</b>
<b>Expenditures:</b>				
Learning Division	33,949,839	18,974,507	(1,202,435)	32,747,404
Benefits	15,671,705	8,605,522	(591,262)	15,080,443
Finance & Operations	9,150,881	5,866,602	430,470	9,581,351
Student Success Div	6,018,092	3,766,023	(37,133)	5,980,959
General Expenses	4,589,030	2,816,143	(71,079)	4,517,951
Continuing & Prof. Serv.	3,098,821	2,073,673	(65,338)	3,033,483
Utilities	2,574,414	1,793,599	80,000	2,654,414
Human Resources & Safety	2,344,392	1,329,886	(241,576)	2,102,816
Advancement Div	1,461,193	859,844	(48,757)	1,412,436
Planning & Inst. Effectiveness	500,107	299,841	(53,925)	446,182
President & BOT	382,404	217,355	(18,000)	364,404
<b>Total Expenditures</b>	<b>79,740,878</b>	<b>46,602,995</b>	<b>(1,819,035)</b>	<b>77,921,843</b>
<b>Excess Revenue/Expenditures</b>			\$	619,880
<b>Capital</b>				
<b>Revenues:</b>				
State	\$ 3,100,000	\$ 1,566,447	\$ 691,273	\$ 2,257,720
County	2,300,000	898,865	686,502	1,585,367
Other	5,989,925	5,845,610	526,315	6,371,925
<b>Total Revenue</b>	<b>11,389,925</b>	<b>8,310,922</b>	<b>1,904,090</b>	<b>10,215,012</b>
<b>Expenditures:</b>				
Minor Capital	2,217,618	1,735,600	508,625	2,244,225
Renewals & Replacements	5,400,000	2,465,314	1,377,775	3,843,089
TIP Program	500,000	281,340	218,660	500,000
Debt Service	3,272,307	904,288	2,368,019	3,272,307
<b>Total Expenditures</b>	<b>11,389,925</b>	<b>5,386,542</b>	<b>4,473,079</b>	<b>9,859,621</b>
<b>Excess Revenue/Expenditures</b>			\$	355,391
				<u>\$ 975,271</u>

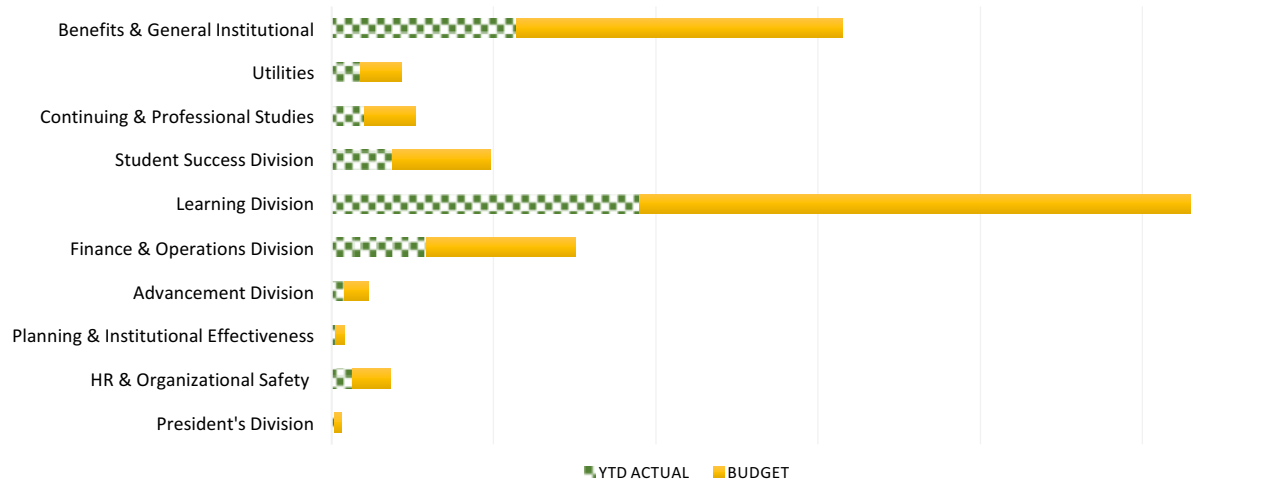
### Cash Balance Analysis

	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	11,885,526.39
February	6,889,084.92	14,443,122.61	12,727,793.82	11,989,948.77
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

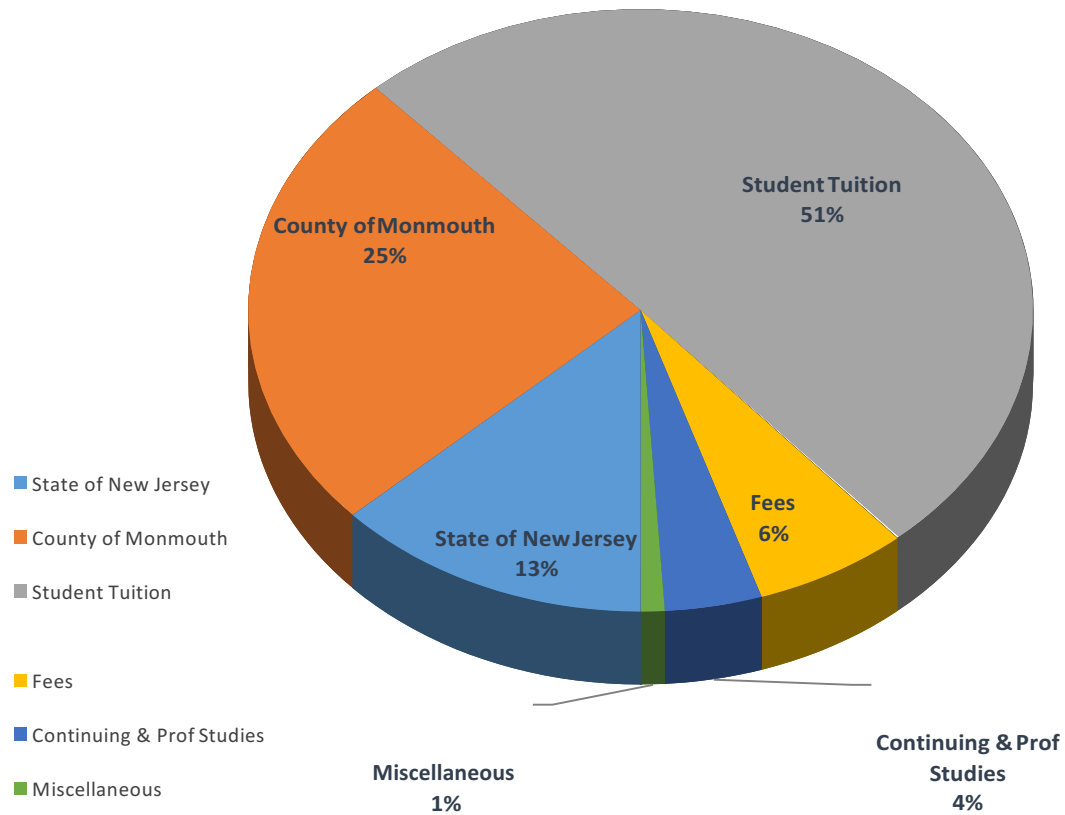


## February 2018 Operating Expenses



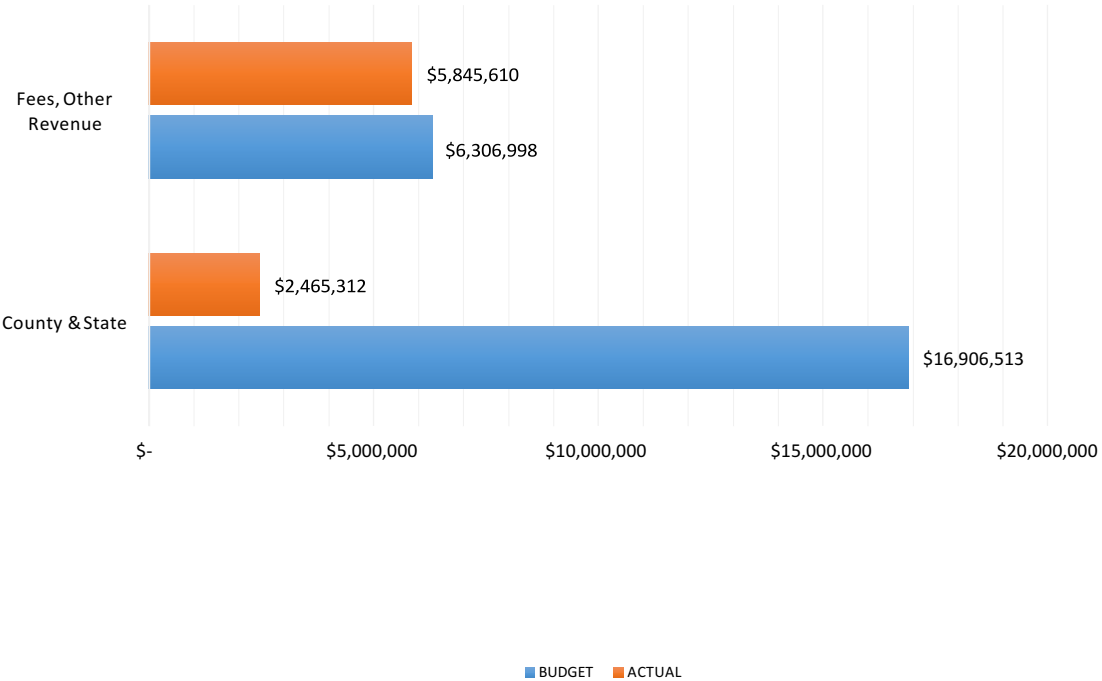
	BUDGET	YTD ACTUAL	COMMIT	BALANCE
<b>President's Division</b>	\$ 382,404	\$ 217,355	\$ 95,745	\$ 69,304
<b>HR &amp; Organizational Safety</b>	2,344,392	1,329,886	668,389	346,117
<b>Planning &amp; Institutional Effectiveness</b>	501,107	299,841	126,572	74,694
<b>Advancement Division</b>	1,463,593	859,844	421,979	181,770
<b>Finance &amp; Operations Division</b>	9,190,425	5,866,602	2,779,702	544,121
<b>Learning Division</b>	34,015,555	18,974,507	11,066,423	3,974,625
<b>Student Success Division</b>	6,039,209	3,766,023	1,755,405	517,781
<b>Continuing &amp; Professional Studies</b>	3,108,806	2,073,673	638,200	396,933
<b>Utilities</b>	2,574,414	1,793,599	813,668	(32,853)
<b>Benefits &amp; General Institutional</b>	20,120,073	11,421,665	768,438	7,929,970
<b>Total</b>	<u>\$ 79,739,978</u>	<u>\$ 46,602,995</u>	<u>\$ 19,134,521</u>	<u>\$ 14,002,462</u>

## February 2018 Operating Revenue Sources



		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,446,940	\$	6,964,627	\$	3,482,313
County of Monmouth		20,027,019		13,351,346		6,675,673
Student Tuition		40,221,298		36,670,192		3,551,106
Fees		5,068,313		4,314,898		753,415
Continuing & Prof Studies		3,200,000		2,471,099		728,901
Approp from Reserve		-		-		-
Miscellaneous		777,308		441,485		335,823
Total	\$	79,740,878	\$	64,213,647	\$	15,527,231

February 2018 Capital Expenditures



Capital Summary			
	BUDGET		ACTUAL
County & State	\$	16,906,513	\$ 2,465,312
Fees, Other Revenue	\$	6,306,998	\$ 5,845,610

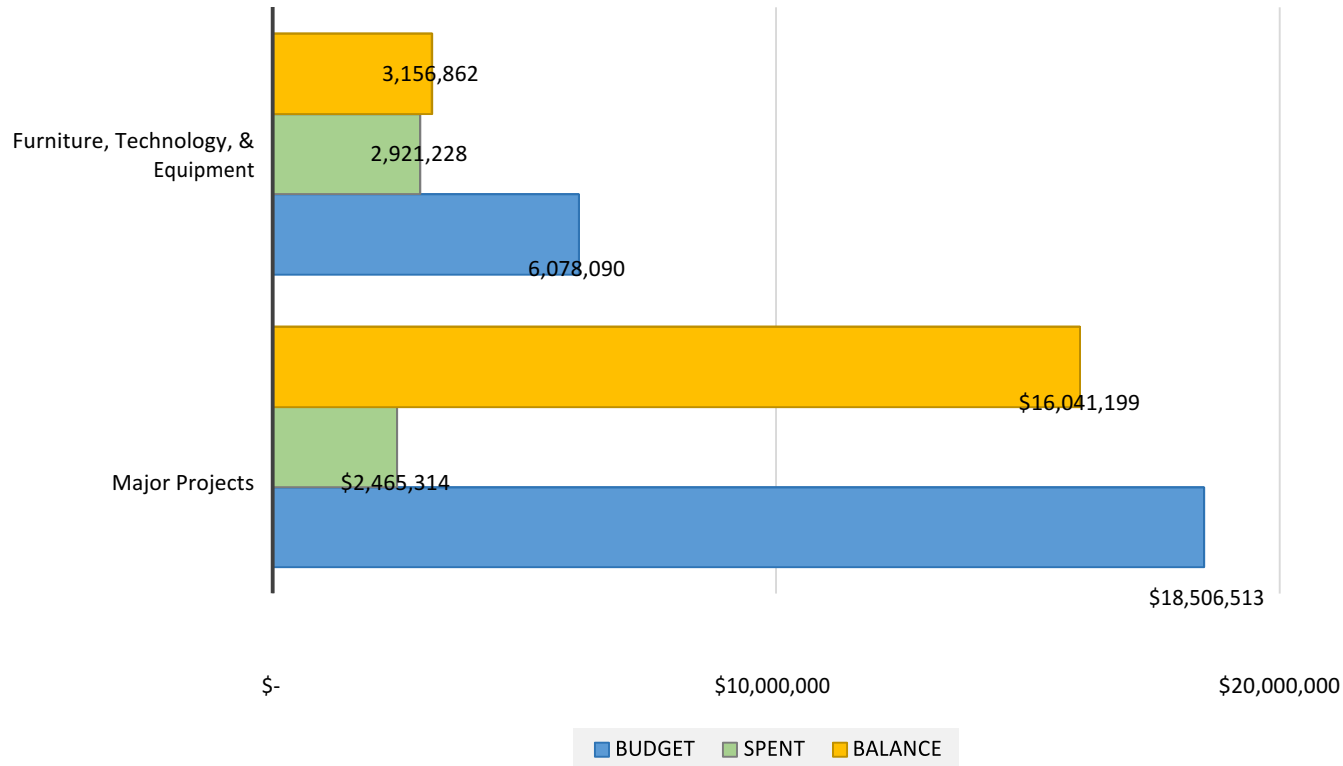
**Capital Summary through February 28, 2018**

	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	67,894	466,982
8140540 - Replacement of Carpet and Flooring MAC		203,274	164,971	38,303
	1,335,139	141,161	232,865	505,285
<b>FY15 *</b>	2,694,232	59,570	-	59,570
8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	1,431,698	15,182	1,416,516
8150515 - Life Safety	-	755,634	29,448	726,186
8150520 - CAR One Stop Renovation	-	485,600	8,550	477,050
8150525 - Upgrade of Sewer System	-	21,300	21,300	-
	2,694,232	2,753,802	74,480	2,679,322
<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	2,409,679	11,741,226
<b>Capital Projects</b>				
8131005 - Higher Ed Bond Administration - Wall	159,842	20	159,857	-
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	1,112,706	925,265
<b>Total Major Capital</b>	17,223,586	6,684,315	3,522,385	12,666,491
<b>Minor Capital</b>	5,989,925	78,040	3,313,263	2,754,702
<b>Total Capital</b>	\$ 23,213,511	\$ 6,762,355	\$ 6,835,648	\$ 15,421,193

\* Adjusted for Fund Reallocation

\*\* Pending County Bond Sale

## February 2018 Capital Fund Expenditures



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	18,506,513	\$	6,684,315	\$	2,465,314	\$ 16,041,199
Furniture, Technology, & Equipment		6,078,090		78,040		2,921,228	3,156,862
<b>Total</b>	\$	24,584,603	\$	6,762,355	\$	5,386,542	\$ 19,198,061

**Brookdale Community College  
Capital Fund  
Income Summary Report  
FY18**

**As of February 28, 2017**

	<b>BUDGET</b>	<b>ADJUST *</b>	<b>PROJECTED REVENUE</b>	<b>YTD ACTUAL</b>	<b>BALANCE</b>
<b>State of New Jersey</b>	\$ 3,100,000		\$ 3,100,000	\$ -	\$ 3,100,000
<b>County of Monmouth</b>	2,300,000		2,300,000	-	2,300,000
<b>Other</b>	5,989,925	-	5,989,925	-	5,989,925
<b>Total</b>	<u>\$ 11,389,925</u>	<u>\$ -</u>	<u>\$ 11,389,925</u>	<u>\$ -</u>	<u>\$ 11,389,925</u>

**\* Adjustments reflect prior year capital funding balances**

#### 4.3 *Utilization of the EdgeMarket Cooperative Pricing System with NJEdge.Net Inc.*

The College is a current participant in the New Jersey County College Joint Purchasing Consortium, Monmouth County Shared Services, the Middlesex Regional Educational Services Commission, the County of Somerset Cooperative, the National Intergovernmental Purchasing Alliance Company (National IPA)/ The Cooperative Purchasing Network (TCPN), and seeks approval to utilize the EdgeMarket Cooperative Pricing System with NJEdge.Net Inc. to promote the reduction in cost of goods or services by bidding or quoting in conjunction with other county colleges, the County of Monmouth, and other governmental agencies.

The College has investigated the feasibility and fit with the EdgeMarket Cooperative Pricing System with NJEdge.Net Inc. and determined that this would be of great benefit to the College. The resolutions that follow will serve as the Board's approval to engage the contract for participation.

**This report was reviewed by the Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held March 19, 2018.**

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

## **RESOLUTION**

**WHEREAS**, Brookdale Community College is entering into a Cooperative Pricing Agreement with NJ Edge.Net Inc.; and

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.; and,

**WHEREAS**, NJ Edge.Net, Inc., hereinafter referred to as the “Lead Agency,” has offered voluntary participation in the EdgeMarket Cooperative Pricing System for the purchase of goods and services; and

**WHEREAS**, the Board of Trustees of the Brookdale Community College, County of Monmouth, State of New Jersey approves participation in a Cooperative Pricing System for the provision and performance of goods and services; and

**NOW THEREFORE BE IT RESOLVED** that the EdgeMarket Cooperative Pricing System, with NJ Edge.Net Inc., the lead agency and Brookdale Community College enter into this cooperative pricing agreement.



**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