



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, February 26, 2019 5:30 PM (EST)
Brookdale at Long Branch, Room 200

- I. Call to Order, Reading of Statement and Roll Call - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Adoption of Agenda - Chair Abby-White
- IV. Reports from the Board Committees and Liaisons - Chair Abby-White
 - A. Executive Committee - February 19, 2019 - Chair Abby-White
 - B. Finance & Facilities Committee - February 19, 2019 - Trustee Kaufmann
 - 1. Monthly Financial Reporting
 - C. Policy & Education Committee- - February 21, 2019 - Trustee Cram
 - D. Governance Committee - Vice-Chair Suzanne Brennan
 - E. NJCCC Update - Trustee Crupi
 - F. Foundation Update - Dr. Stout
 - G. Private Public Partnership Ad-Hoc Committee - Trustee Cattelona
 - H. Student's Perspective - Trustee Cattelona
- V. President's Report - Dr. Stout
 - A. MSCHE Update - Dr. Kegelman
- VI. Public Comment on Agenda Items - Chair Abby-White
- VII. Review of Consent Agenda - Chair Abby-White
 - *Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
 - A. Adoption of Consent Agenda - Chair Abby-White
- VIII. Approval of Public Business Meeting Minutes - January 29, 2019 - Chair Abby-White
 - A. Approval of Executive Session Minutes - January 29, 2019 - Chair Abby-White
- IX. Approval of Consent Agenda - Chair Abby-White - 5 minutes
 - A. Approval of Human Resources
 - B. Application of Grants
 - C. Acceptance of Grants
 - D. 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
 - E. Open Invoice Payment Requests for Vendor, Student and Employee Payments

- F. Monthly Financial Reports
- G. Capital Project Update
- X. Lodging of Policies - Chair Abby-White
 - A. Lodging of Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College - Chair Abby-White
 - B. Lodging of Policy 3.9009 Involuntary Administrative Leave - Chair Abby-White
 - C. Lodging of 4.7000 Risk Management - Chair Abby-White
- XI. Submission of MSCHE Monitoring Report - Chair Abby-White
- XII. Approval of Revised Bylaws - Chair Abby-White
- XIII. Public Comment - Chair Abby-White
- XIV. Old/New Business - Chair Abby-White
- XV. Resolution to Hold a Closed Meeting - Chair Abby-White
- XVI. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XVII. Adjournment - Chair Abby-White
- XVIII. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

January 29, 2019

Brookdale Community College
Brookdale at Wall
800 Monmouth Blvd.
Wall, NJ 07719

- A. Chair Abby-White called the meeting to order at 5:35 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On January 23, 2019, at 11:30 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed
	Ms. Suzanne Brennan, Vice-Chair	Dr. Nancy Kegelman
	Ms. Latonya Brenna, Trustee (5:45 PM)	Dr. Herbert Cohen
	Ms. Victoria Cattelona, Graduate Trustee	Ms. Joan Scocco
	Dr. Hank Cram, Trustee	Ms. Patricia Sensi
	Mr. Paul Crupi, Trustee	Ms. Kathy Kamatani
	Mr. Bret Kaufmann, Trustee	Mr. Joey Stoner
	Dr. David M. Stout, Secretary	Ms. Bonnie Passarella
	Ms. Marta Rambaud, Trustee (5:40 PM)	Mr. Ed Johnson
	Dr. Les Richens, Trustee	Dr. William Burns
		Ms. Cynthia Gruskos, Recorder
		Mr. Charles Rooney, Engineer of Record
Absent	Mr. Dan Becht, Trustee	
	Ms. Madeline Ferraro, Trustee	
	Dr. Carl Guzzo, Jr., Trustee	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda for Public Business Meeting</p> <p>Chair Abby-White announced that the closed session will be held at the end of the meeting.</p> <p>Chair Abby-White announced that President Stout received an email late this afternoon that Trustee Guzzo after 6 years of serving as a valued member and Chair of the Board of Trustees has resigned from the Board effective immediately. She thanked him for his service. The Board of Chosen Freeholders will be contacted and they will conduct a search for a new Trustee. President Stout suggested that a gap analysis be performed prior to the search and Chair Abby-White suggested the Governance committee will perform the analysis at their February meeting.</p>	<p>A motion to adopt the meeting agenda was made by Trustee Crupi and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	
<p>Reports from Board Committees and Liaisons</p> <p>A. Executive Committee - Chair Abby-White reported that the Executive Committee was held on January 22, 2019 to set the agenda.</p> <p>B. Finance & Facilities Committee – Trustee Kaufmann reported that the Finance & Facilities committee met on January 22 at a special public meeting. The meeting focused on the FY20 budget. The proposed budget was presented by Interim Vice President Stoner. Assumptions included a 4.9% enrollment decline, a five dollar per credit increase, which raises tuition from \$138 per credit to \$143 per credit, and a proposed fee increase from 26% to 27% of tuition. The financial impact for students will be an increase of \$253 per year. The finance department implemented a 6 month soft close to determine performance on the current budget so that appropriate adjustments can be made to the annual budget. He reviewed the year to year comparisons and concluded that there will be an estimated \$376,000 in excess at year end. The budgeted reserve of one million dollars will not be reached, however, the additional \$376,000 excess at year end, coupled with our prior reserves should raise the reserve fund to an acceptable level. Overall this is good news and reflects financial stability for Brookdale.</p> <p>C. Capital Project Update – Mr. Rooney provided an update on his capital project report submitted in the board packet on 1/16/19. He provided an update on the CVA/LAH chiller project. The new chillers will be on campus on March 11 and will be online by the end of March. Mr. Rooney provided an update on the Wall building noise issue. They met with the Spiezle Architectural Group and he believes there will be a collaborative effort to resolve the noise and water infiltration issues. They decided to hire an acoustical engineer to validate if building a sound barrier would resolve the noise issues.</p>		

- D. Audit Committee** – Trustee Rambaud reported on the Audit Committee held on January 15. She explained that the financial audit was delayed due to the release of GASB 75 Actuarial Valuation report. The valuation report was released by the state on January 15. The next time they meet will be to review the draft of the Financial Audit. O'Connor and Drew reported that there were no findings in the single audit.
- E. New Jersey Council of County Colleges (NJCCC)** – Dr. Stout reported that yesterday the full President's Council met and voted to approve Salem Community College's Bachelors in Applied Science in Scientific Glass program. He congratulated Salem Community College to be the first community college in N.J. to offer a bachelor's degree program.
- F. Private Public Partnership Committee** – Trustee Cattelona reported on the meeting held on January 7, which was primarily a brainstorming session. The committee deliberated on the risk and rewards for each idea. She shared a few examples of the ideas which included a photography contest to fund professional development, a multi-use land development and an establishment of an invocation center. The committee will meet next on March 4 and those with ideas are welcome to participate. It remains an ad-hoc committee to allow outside participation. Freeholder Arnone expressed interested in attending the March or May meeting.
- G. Foundation Update** – Dr. Stout reported on the results of the "Invest in Student Success" Campaign, "Commit to complete" scholarship program, the nomination process for the Barringer Award, the formation of the new Advancement Team and the announcement of the 3 honorees for the Brookdale Scholarship Ball. He read a thank you letter from a recipient of a Commit to Complete Scholarship. **(Full Report – Attachment A).**
- H. Student's Perspective** – Trustee Cattelona reported that she attended with President Stout and Chair Abby-White two Freeholder meetings to discuss the budget and the vision for Brookdale, a Foundation meeting, an Alumni Association Meet and Greet, and the student spring involvement fair. She is looking to expand her role with a local internship, and will be discussing opportunities with President Stout.

President's Report

Ms. Alison Fitzpatrick, Interim Dean, Wall Campus & Higher Education Centers, introduced Mike Keenan, a student who began his studies at the Wall Campus. He shared that he chose the Wall Campus of Brookdale Community College due to the convenience to his home in Brielle, the decision of his close friends to attend at this location, and the cleanliness of the new building. He spoke about the positive experience he has had at the Wall Campus which he attributed to the knowledgeable staff and faculty, a wonderful quiet study space located near open tutoring, and computer access and reliability. He made a suggestion that additional courses beyond general education classes be held at the Wall Campus.

MSCHE Report – Dr. Nancy Kegelmann reported on the details and timeline of the monitoring report and the Monitoring Report Team visit from April 2-3. She reviewed the draft monitoring report structure which has been provided to the staff, faculty, students and Board for review. The revised and finalized report will be presented to the Board on February 15 for review and presented to the board for approval on February 26. **(Full Report – Attachment B).**

Public Hearing on Tuition and Fees –

Chair Abby-White announced that any member of the public may comment on the proposed tuition and fees for FY20.

No comment was made.

Public Comment on Agenda Items –

Jack Ryan – Mr. Ryan commended the staff of the Wall Campus. He made comment on the response he received on his OPRA requests he submitted regarding Frank Lawrence. He felt that the response was not accurate based on his recollection that recordings were made during closed session of the deliberation of Frank Lawrence in 2012.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Review and Adoption of Consent Agenda <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> A. Acceptance of Consent agenda	<p>A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
Consent Agenda <p>A. Approval of Human Resources</p> <p>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</p> <p>C. Open Invoice Payment Request for Vendor, Student and Employee Payments</p> <p>D. Monthly Financial Reports</p> <p>E. Capital Project Update</p>	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees S. Brennan, L. Brennan, Cattelona, Cram, Crupi, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Approval of Public Business Meeting Minutes – December 18, 2018	<p>A motion to approve the minutes from the meeting held on December 18, 2018 was made by Trustee Richens and seconded by Trustee Crupi.</p>	

	<p>Motion passed.</p> <p>Abstentions were made by Trustees Latonya Brennan, Cattelona and Cram</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Executive Session Meeting Minutes – December 18, 2018	<p>A motion was made to approve the minutes from the executive session held on December 18, 2018 by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>Abstentions were made by Trustees Latonya Brennan, Cattelona and Cram</p>	
Approval of Special Public Business Meeting Minutes – January 22, 2019	<p>A motion was made to approve the minutes from the meeting held on January 22, 2019 by Trustee Latonya Brennan and seconded by Trustee Cram.</p> <p>Motion passed.</p> <p>Abstentions were made by Trustee Crupi.</p>	
Approval of FY20 Schedule of Tuition and Fees	<p>A motion to approve the fiscal year 2020 Schedule Tuition and Fees as presented was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>YES: Trustees L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Kaufmann, Rambaud, Richens and Chair Abby-White.</p>	

	<p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Approval of FY20 Operating & Capital Budgets	<p>A motion to approve the prepared annual fiscal year 2020 Operating & Capital Budgets as presented was made by Trustee Cattelona and seconded by Vice-Chair Suzanne Brennan.</p> <p>YES: Trustees L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Kaufmann, Rambaud, Richens and Chair Abby-White.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Ratification of Brookdale Community College Revised Values</p> <p>Dr. Stout explained the process the college used to review and revise the college values.</p>	<p>A motion to approve by resolution to ratify the revised values was made by Trustee Cram and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	
Lodging of Revised Bylaws	<p>A motion to lodge the revised bylaws was made by Vice-Chair Brennan and seconded by Trustee Richens.</p> <p>YES: Trustees L. Brennan, S. Brennan, Cattelona, Cram, Crupi, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

<p>Ratification of Internal Controls and Standard Operating Manual</p> <p>Chair Abby-White stated that Holman Frenia Allison is serving as our internal auditors. One of their first responsibilities was to create the Internal Controls and Standard Operating Manual, which the board will ratify annually. This document will be updated throughout the year as internal controls are modified and improved. The manual provides the college with an internal control structure that provides an efficient control and accountability system, compliance with laws, regulations and college policies, and limits the risk of fraud and abuse</p>	<p>A motion to ratify the Internal Controls and Standard Operating Manual was made by Trustee Rambaud and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	
<p>Public Comment</p> <p>Mr. Jacobs read the public comment statement.</p> <p>Mr. Tom Brennan, Radio Station Manager – Mr. Brennan highlighted their listenership, an increase in revenue compared to last year and the difference they make in the community.</p> <p>Jack Ryan – Faculty – suggested that transparency could be increased by having links to the recordings of board meetings on the website and he suggested that we change our legal counsel.</p> <p>Dr. Stout requested that Mr. Brennan send him the listenership information.</p>		
<p>Appointment of Board of School</p> <p>Chair Abby-White stated that the Board of School Estimate's date was changed by the Freeholders to February 26 at 12 PM. Trustee Kaufmann is unable to participate on this date. In the absence of the Chair of the Finance Committee, she appointed Vice-Chair Suzanne Brennan to serve on the Board of School Estimate.</p>		
<p>Committee Assignments and Calendar</p> <p>Chair Abby-White noted that the committee assignments and committee meeting dates are in the board packet and were made based on input from the Trustees. She charged the committees to develop one to three committee goals at their next committee meeting. Mr. Jacobs pointed out that the vacancies created by the resignation of Trustee Guzzo will need to be filled.</p>		
<p>Old/New Business</p> <p>Vice-Chair Suzanne Brennan commented that although there was not a discussion prior to the vote of raising tuition and fees, there was much thought and discussion at the committee meetings, before making the decision to raise tuition.</p>		
		Action and Follow-up

Topic and Discussion	Votes Taken	Actions
Resolution to Hold a Closed Meeting Mr. Jacobs read the resolution to hold a closed session. (<i>Attachment C</i>)	A motion was made to approve the resolution to hold an executive session by Vice-Chair Suzanne Brennan and seconded by Trustee Crupi. Motion passed unanimously.	
Motion to Re-Open the Meeting to the Public	A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Trustee Crupi. Motion passed unanimously.	
Adjournment – <i>The meeting was adjourned at 7:50 p.m.</i>	A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Crupi. Motion passed unanimously.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

January 2019 Report to the College Board

Invest in Student Success

The Foundation conducted the “Invest in Student Success” Campaign conducted over a two-week period in November for Brookdale employees. Donations were solicited for the “Commit to Complete” scholarship program. This program is designed to increase full-time enrollment. This program has two benefits. It incents eligible part-time students to take at least one more class in order to reach full-time status by awarding them \$1,000 for the fall 2018 and spring 2019 semesters. And, it provides more funding to the College in full-time equivalents (FTEs). Twenty five students are currently receiving these scholarships.

I have a thank you letter from one of the students.

Here are the results of the employee giving campaign:

- ✓ 120 employees (22% of the workforce) participated via one-time donations or by signing up for payroll deductions (46% increase over last year)
- ✓ 61 employees continue to donate to the Foundation to donate to the unrestricted fund or restricted funds (not included in the FY19 totals) for a total of 181 giving (33% of the workforce)
- ✓ Payroll deductions now total \$1,771 a month – more than a 50 % increase.

Nominations for the Barringer Award, Distinguished Alumni Award and for Honorary Degrees are all due on January 31st.

More information is available at <https://www.brookdalecc.edu/advancement/alumni-association/barringer-award/>

More information is available at <https://www.brookdalecc.edu/advancement/alumni-association/alumni-awards/>

More information is available at <https://www.brookdalecc.edu/advancement/alumni-association/honorary-degree-recipients/> Online nominations are due January 31, 2019.

Advancement Team

A newly-formed committee of employees will meet for the first time tomorrow to explore ways to develop and support fundraising initiatives. I have asked Tim Zeiss to chair this committee.

Brookdale Scholarship Ball

The Honorees are Francine & Ron Acquaviva, Chef David Burke and Rutgers University. The Foundation will host a Kick-Off Party on March 12th from 6 to 8 pm at Catch 19 in Red Bank. Catch 19 is providing champagne and light fare. Invitations to the Kick-Off will be sent in the next two weeks. All College Trustees are invited to attend. As a reminder, the Ball will be held on Friday, May 17th.

Dear, Brookdale Foundation Board of Trustees,

I am writing this thank you letter to the Brookdale Foundation Board of Trustees. I want to thank you for awarding me the Commit to Complete Scholarship. Without having received this scholarship I wouldn't have decided to become a full time student this past fall 2018. And plan to again for the spring 2019. I would have continued to only take two or three classes each semester instead of making the decision to take four or five. This scholarship has allowed me to be able to better afford finishing my associate's degree in fine arts. This push to finish was well needed as I am so close to finishing thanks to becoming a full time student. I have done really well in all of my classes this past semester as I have received an A in each of my five classes.

After finishing my associate's degree in the spring I plan to focus fully on what I love to do and am great at. I plan to continue my work with clay and further express my artistic ability through pottery. I already have been lucky enough to create my own pottery studio in my basement. I look forward to spending my time using all that I have learned in the Brookdale classes, including, the drawing, painting, and sculpture classes. Where in these classes I have picked up techniques that I can transfer to using with clay and create more unique and interesting designs.

Again I would like to thank you for choosing me for the Commit to Complete Scholarship. It's well appreciated that I was chosen and given this chance to further succeed in my college education and to succeed in life. Thank you so much.

Sincerely,

Emily MacClellan

Brookdale Community College
Middle States Monitoring Report Board Update
January 29, 2019

On Jan. 2 Dr. Haq, Middle States liaison, provided Dr. Stout with specifics of the Monitoring Report Team Visit from April 2-3. There will be two team members focusing on the standards cited in the June 21, 2018 Middle States Commission on Higher Education (MSCHE) warning letter. They are:

- Dr. Dustin Swanger, President, Fulton-Montgomery Community College (NY)
- Dr. Cecilia Connelly-Weida, Dean Business, Education, and Legal Services, Lehigh Carbon Community College (PA)

Soon thereafter a core team met to address logistics of the Follow-up Teams visit. A group of volunteers will meet on Jan. 31 to strategize the college wide preparation for the Team visit.

The Visitors will be on Lincroft campus all day on April 2 and in the morning on April 3. The BOT will meet with the Team on **April 2 at 2:15.**

The draft Monitoring Report was distributed college wide 1-28-19 and to students 1-29-19. The document is the product of many hands. Many thanks to all and special thanks to:

- Core Team – Cynthia Gruskos’ Anne Marie Sparaco, and Sue Desiderato
- Dr. Stout – updates on progress in addition to those requested
- Dr. Laura Long – researching and organizing the two climate surveys
- VP Sensi – hiring practices to promote greater diversity
- Joey Stoner and HFA – Internal audit update
- Kathy Kamatani – website update as a communication tool
- Dr. Cohen and Ellie Horgan – extensive update on Student Services unit reviews
- Dr. Reed, Katherine Edward, the Institute Deans and the faculty documenting close to 50 student learning assessment and re-assessment projects
- Pat Schuberth – for technical assistance with the feedback surveys

Timeline of Events

Jan. 28-29, 2019	Distribution of draft Monitoring Report to stakeholders for feedback
Feb. 8, 2019	Feedback period ends
Feb. 9-14, 2019	Monitoring Report revised and finalized
Feb. 15, 2019	Monitoring Report reflecting feedback presented to BOT for review at P&E and Governance committees
Feb. 26, 2019	presented at Board for approval
Feb. 27, 2019	Monitoring Report uploaded to MSCHE portal
April 2-3, 2019	Follow-up Team Visit

April 3, 2019	Oral Exit Report delivered to the institution
April 10, 2019	Team Chair sends draft of Team Report to Dr. Stout
April 17, 2019	Brookdale notifies Team Chair of any factual errors
April 24, 2019	Final Team Report Uploaded to MSCHE portal
May 2, 2019	College response to Team Report in portal
May 28, 2019	MSCHE Committee on Follow-up Activities expresses opinion
June 26-27, 2019	MSCHE Commission Meeting determining accreditation status

Monitoring Report Structure

- **Introduction**
 - Progress on specific recommendations and suggestions from the March 2018 Visiting Team in standards I, IV, and VII
- **Std. II, Ethics and Integrity**
 - Internal Audit
 - HFA - Risk analysis
 - Audit plan
 - Audits in high risk areas have begun
 - Diversity
 - Climate Survey
 - SSI
 - PACE
 - Efforts to hire more diverse workforce
- **Std. IV: Support of the Student Experience**
 - Three year assessment schedule
 - Updates on FY18 assessments of Enrollment Mgt. and Redesign of Academic Advising
 - Target outcomes for three FY19 unit assessments: Registrar; Student Life and Activities; and EOF
- **Std. V Educational Effectiveness Assessment**
 - Use of assessment results to improve educational effectiveness
 - Establishment of a College Wide Assessment Committee
 - Revision of Academic Program Review placing focus on curriculum and student learning
 - Identification of Institutional Learning Outcomes in all programs
 - GE assessment plan
 - Professional Development
- **Conclusion**
 - Summary of activities of compliance presented at Spring 2019 Convocation

- **Appendix**
 - Using Assessment Results for the Improvement of Educational Effectiveness
 - FY 2019 Five-Year Program Review Guidelines
 - Student Services Unit Assessment Schedule
 - Advisement Administrative Review
 - Enrollment Management Administrative Unit Review

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 5 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **January 29, 2019 at approximately 6:30 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION
Approved January 29, 2019



"(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. **labor negotiations with the Adjuncts and Administrators**



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



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



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



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



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

RESOLUTION
Approved January 29, 2019

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

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

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

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

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

RESOLUTION
Approved January 29, 2019

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 22 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Support Staff

Adjuncts

Recommendations

2

8

B. Change of Status

Faculty

Administrative

Support Staff

Recommendations

1

5

2

C. Separations

Faculty

Administrative

Support Staff

Recommendations

1

2

1

A. HIRES**SUPPORT STAFF**

1. Name: Kara McCoy
Department: STEM Institute
Position: Senior Office Assistant
Salary: \$37,079
Effective: 3/1/19
- 2., Name: Paul McCue
Department: Print Shop
Position: Senior Technician
Salary: \$37,079
Effective: 3/1/19

ADJUNCTS

1. Name: Kenneth Michael Aitken
Department: Engineering & Technologies
2. Name: Karen Cohose
Department: Languages
3. Name: Carin Kuzmin
Department: Fine Arts
4. Name: Michael McMahon
Department: Paralegal
5. Name: Jillian Minarcik-Mudd
Department: Accounting
6. Name: Christina Rasiewicz
Department: Sociology
7. Name: Patricia Skea
Department: Languages
8. Name: Kathleen Ward
County: Monmouth

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
1	6	1

B. CHANGE OF STATUS**FACULTY**

1. Name: Townsend Weeks
Department: Environmental Science
Position: Associate Professor
Action: Special Purpose Leave, unpaid
Effective: 2/16/19 – 3/15/19

ADMINISTRATIVE

1. Name: Herbert Cohen
Department: Enrollment Services
Position: Interim Executive Director
Action: Change in department assignment
New Salary: \$41,053 prorated from an annual base of \$98,528
Effective: 2/1/19
2. Name: Hilda Dudick
Department: VP Learning
Position: Director, Learning Divisions Operations
Action: Reclassification from A3 to A5 position
New Salary: \$56,619 prorated from an annual base of \$74,922
Effective: 10/1/18
3. Name: AnnMarie Johnson
Department: Planning & Institutional Effectiveness
Position: Research Coordinator
Action: Reclassification in position from N4 to A2
New Salary: \$17,198 prorated from an annual base of \$51,594
Effective: 3/1/19

4. Name: Lucyna Wadych Ketley
Department: International Center
Position: Assistant Director
Action: Change in title and department
New Salary: No change
Effective: 3/1/19
5. Name: Shanna Williams
Department: College Relations
Position: Coordinator
Action: Change in status from N5 to A2 position through bona fide search
New Salary: \$17,198 prorated from an annual base of \$51,594
Effective: 3/1/19

SUPPORT STAFF

1. Name: Christopher Lowsky
Department: Enrollment Management
Position: One-Stop Specialist
Action: Change in title
New Salary: No change
Effective: 3/1/19
2. Name: Susan Mannino
Department: Enrollment Management
Position: One-Stop Specialist
Action: Change in title
New Salary: No change
Effective: 3/1/19

C. SEPARATIONS**FACULTY**

1. Name: Tiffany Wojcicki
Department: Reading & Learning Disabilities
Position: Assistant Professor
Action: Resignation
Effective: 6/30/19

ADMINISTRATIVE

1. Name: Daniel McGraw
 Department: Facilities
 Position: Manager, Facilities
 Action: Resignation
 Effective: 2/22/19

2. Name: Patricia Schuberth
 Department: VP Learning
 Position: Confidential Assistant, Curriculum Development
 Action: Retirement
 Effective: 6/30/19

SUPPORT STAFF

1. Name: Christine Forman
 Department: Veteran's Center
 Position: Associate
 Action: Retirement
 Effective: 5/24/19



BOARD OF TRUSTEES AGENDA

1 General Functions

2 **Administration**

3 Human Resources

4 Business & Finance

2.1 Application for Grants

Executive Summary

Brookdale Community College submitted the following grant proposals to:

Steelcase Education

Title: Active Learning Center Grant Proposal-Adult Education

Short Title: Steelcase

Goal/Purpose: Brookdale has submitted a grant to Steelcase Education under their Active Learning Center Program. The award will enable the college to create a collaborative learning environment. An existing computer lab on the second floor of the ATeC building will be redesigned with Steelcase furniture and technology to advance active learning strategies in technology job training programs. The modular furnishings can be configured in a variety of ways, giving students the ability to work collaboratively. The Steelcase Active Learning Project would serve students in the Microsoft Office Training (MOT) program, CompTIAA*, Web Design and Amazon Web Services and Security.

The total grant is valued at **\$67,000**. The college has allocated funds to upgrade the existing floor covering, paint and enhance lighting.

Program Administrator: Marian Smith, Program Manager Career Pathways, Continuing and Professional Studies

Amount Requested \$67,000

Date Submitted: February 2, 2019

Recommendation:

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

February 26, 2019: Director of Grants and Institutional Development, Laura Quissaunee

**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 on March 29, 2019, 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, Communication Media, Interior Design, Music Technology, Networking, Nursing, Radiologic Technology and Paralegal programs through additional Perkins grant funds received and 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.

February 26, 2019: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

WHEREAS, Brookdale will submit a budget modification to the New Jersey State Department of Education, Office of Career Readiness by March 31, 2019, 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, Communication Media, Interior Design, Music Technology, Networking, Nursing, Radiologic Technology and Paralegal programs through additional Perkins grant funds received and 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:

David M. Stout, Ph.D., President

February 26, 2019: 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 President, the Finance & Facilities Committee, and the Board of Trustees at a meeting held February 19, 2019.

February 26, 2019: Interim Vice President Finance & Operations, Joey Stoner

RESOLUTION

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

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

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

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

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

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

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

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

Agenda for Purchases in Excess of \$35,300

February 26, 2019

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Network Cabling	Emergency Blue Light Phones and Towers / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply, cabling, and connectivity services of (18) phones and towers on the Lincroft Campus. This contract is funded by Chapter 12.	Exempt	\$ 196,663.25 *
2	Sal Electric Co., Inc.	Electrical T&M, Bid No. 18-22 / This contract is for electrical installation of (18) emergency blue light phones and towers on the Lincroft Campus and is funded by Chapter 12.	Bid	\$ 36,925.00 *
3	Automated Building Controls, Inc.	Building Automation and Control System Service, Maintenance and T&M, Bid No. 18-30 / This contract is for building automation and control system service and maintenance (infrastructure improvement) in the Collins Arena and Print Shop. This contract is funded by Chapter 12.	Bid	\$ 36,000.00
4	Halecon, Inc.	Outdoor Tennis and Basketball Court Repairs and Repainting/Resurfacing, Bid No. 19-15 / Notice was sent to 20 vendors, received 3 replies. This contract is for the repair and repainting of (8) tennis and (2) basketball courts on the Lincroft Campus and is funded by Chapter 12.	Bid	\$ 135,500.00
5	SHI International	IT Equipment Replacement at Wall / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the replacement of IT equipment that was damaged due to a sprinkler discharge and is funded by Capital/Risk Management.	Exempt	\$ 60,855.00
6	Insurance Restoration Specialists, Inc.	Emergency Water Damage Mitigation and Restoration Services at Wall / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for emergency water damage mitigation and restoration services due to a sprinkler discharge and is funded by Capital/Risk Management.	Exempt	\$ 34,344.02

7	Grant	Pasco Scientific, Inc.	Lab Equipment and Supplies / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This New Jersey County College Joint Purchasing Consortium (NJCCJPC) contract is for the supply and delivery of various lab equipment and supplies for the Physics III Lab and is funded by the ELF Grant.	Exempt	\$ 48,582.62
8		Network Development Group	NETLAB Academy Professional and Virtual Software License / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the purchase and installation of software to host a virtual lab environment for Cybersecurity Education training program and is funded by the United States Department of Education Fund for the Improvement of Post Secondary Education (FIPSE) Grant.	Exempt	\$ 29,985.00
Operating					
9		County of Monmouth	911 Shared Services Program / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the payment of the 911 shared services program with the County and is funded by the Police Budget. CY18 \$51,070.	Exempt	\$ 51,070.00
10		College Board	Accuplacer Tests / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This New Jersey County College Joint Purchasing Consortium (NJCCJPC) contract is for the supply of Basic Skills (Accuplacer) Placement tests for FY20, which are required for all new degree students to measure their level of readiness in reading, writing, and mathematics for college-level work. This contract is funded by the Testing Center Budget and is then assessed to the student. FY19 \$29,250.	Exempt	\$ 29,250.00
11		Weatherproofing Technologies, Inc.	Roofing Services and Repairs / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for roofing services and repairs through 6/30/19 and is funded by the Facilities Budget. FY19 YTD \$29,000.	Exempt	\$ 30,000.00 *

12	Enterprise Fleet Management	Fleet Services Lease and Maintenance / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract with an option to renew up to 5 years for the lease, maintenance and management of vehicles to replace College vehicles as they exceed their useful service life. Transitioning to a lease option will result in more flexibility in selecting the types of vehicles used, reduce maintenance costs, improve dependability and most importantly provide a safer and more functional fleet of vehicles. This contract is funded by various Operating Budget(s).	Exempt	\$	55,000.00	*
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* Estimated expense based on historical data

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

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

Payments made to vendors, students, and employees in the month of January totaled \$1,758,772.12. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held February 19, 2019.

4.1 *Financial Reporting*

**For the 7 months ending January 31, 2019
Presented February 26, 2019**

February 26, 2019: Vice President Finance & Operations, Joey Stoner

Brookdale Community College
Summary of Financial Activity
for the Seven Months Ending January 31, 2019

Any reference to budget in the following financial information represents the annual F19 budget. January 2019 is the seventh month of our current fiscal year. Generally, when comparing year to date financial results to budget, January represents 58.3% of our annual budget. The financial summary that follows will offer a brief narrative of year to date January 2019 financial performance compared to F19 budget and to the same period of time last year.

Revenue

Compared to Budget

Total revenues for the seven months through January 2019 were \$64.7M and represents 76.7% of the F19 budget of \$84.3M. It is important to keep in mind the revenue cycle of higher education. The majority of revenue at Brookdale is tuition and fees. Having begun the Spring Semester, we have recognized the majority of tuition and fee revenue for F19. We will continue to grow tuition and fee revenue for the balance of this term as well as Summer I and Summer II terms, but at a slower rate causing our actual results to align with budget as we approach the later months of F19.

State and Local appropriations of \$10.3M and \$20.0M respectively are funded monthly. As of January, State appropriations of \$6.0M and Local of \$11.7M represent 58% of budget as expected.

Continuing and Professional Studies year to date revenue of \$2.3M represents 68.1% of F19 annual projection of \$3.4M. As with tuition and fee revenue, we anticipate that through the remaining months our actual results will align with budget.

Compared to Last Year

Total revenue of \$64.7M compared to \$62.8M for the same time last year indicates an increase of \$1.9M or +3.0%. This is somewhat misleading and is the result of non-comparable recognition of revenue. Due to the decline in enrollment, tuition revenue is \$ 1.3M less than last year while fee revenue is \$3.1M higher. During F18, \$8.69 per credit hour capped at a maximum of 15 hours was

charged as a capital fee and ultimately recorded as revenue in the Capital Fund. For F19, the designation for the \$8.69 was moved into the College portion of the General Service fee.

It's important to understand that this financial reporting package is consistent with historical interim financial reports in that the focus is on the General Fund. A look at the F19 Capital Fund results compared to last year reflects a revenue decline of \$(2.1M).

Within this financial reporting package, the Finance team at Brookdale has begun to introduce a total funds concept of financial reporting. The comparison of "Current Year vs Prior Year" for the General Fund indicates an increase in year to date Net Income of \$2.5M when compared to the same time last year. Below the comparative results of the General Fund you will find summary results for the Auxiliary Fund and the Capital Fund.

Expenses

Compared to Budget

Total operating expenditures through January 2019 were \$41.0M compared to the F19 annual expense budget of \$84.3M. Year to date January expenses represent 48.7% of the F19 budget. Again, seven months represents 58.3% of our fiscal year and should serve as a point of reference when comparing actual results to budget.

Compared to Last Year

Total operating expenses for the same period of time last year were \$41.7M compared to \$41.0M this year indicating a reduction of operating costs of \$678K.

Cash Balance

As of January 31, 2019, Brookdale's balance of cash in banks was \$17.1M which represents \$3.5M increase over last year. For the seven months through January, the average monthly balance of cash for F19 is \$13.5M compared to \$10.8M last year.

Financial Reporting Changes

The Finance Department at Brookdale will soon begin to introduce changes to interim financial reporting. Our goal is to provide timely, accurate information by which well informed decisions can be made. One change is to allow the department 30 days after the end of each month to release a financial reporting package. The current schedule of releasing a financial reporting package within 15 days following month end produces little more than system generated transactional reports and lacks account reconciliations, variance review and investigation, sound financial analysis and prohibits senior level financial review prior to release.

Brookdale Community College
Actuals to Budget Comparison
For the Seven Months ending 1/31/2019

DESCRIPTION	Actual 1/31/19	FY19 Budget	\$ Difference	% Actual to Budget
Revenues:				
State appropriation	\$ 6,038,004	\$ 10,325,921	\$ 4,287,917	58.5%
Local appropriations	11,682,428	20,027,019	8,344,591	58.3%
Tuition	34,959,620	38,394,347	3,434,727	91.1%
Fees	9,399,702	11,413,689	2,013,987	82.4%
Community Service Income	2,280,010	3,350,000	1,069,990	68.1%
Other miscellaneous	326,750	774,000	447,250	42.2%
Total revenues	\$ 64,686,514	\$ 84,284,976	\$ 19,598,462	76.7%
Expenditures:				
Capital outlay:				
Minor capital	\$ 41,713	\$ 41,713	\$ -	100.0%
Tip/Tec	1,343,099	2,337,970	994,871	57.4%
Total capital outlay	1,384,812	2,379,683	994,871	58.2%
Debt service				
Principal	-	1,699,997	1,699,997	0.0%
Interest & miscellaneous	-	1,467,443	1,467,443	0.0%
Total debt service (*see note below)	-	3,167,440	3,167,440	0.0%
President's division:				
Board of Trustees	6,307	22,080	15,773	28.6%
President's office	283,273	424,514	141,241	66.7%
Total President's division	289,580	446,594	157,014	64.8%
Human resources and safety division:				
Human resources	410,473	747,276	336,803	54.9%
Police	820,904	1,437,671	616,767	57.1%
Police Western Monmouth	49,618	72,459	22,841	68.5%
Total Human resources and safety division:	1,280,995	2,257,406	976,411	56.7%
Planning & Institutional Effectiveness division:				
Planning, Assessment & Research	259,109	441,209	182,100	58.7%
tal Planning and Inst Effectiveness division:	259,109	441,209	182,100	58.7%
Advancement division:				
Advancement office	374,028	666,546	292,518	56.1%
Grants development	89,858	166,671	76,813	53.9%
Foundation	77,792	123,392	45,600	63.0%
Total Advancement division	541,678	956,609	414,931	56.6%
Finance & Operations division:				
Finance office	242,092	421,498	179,406	57.4%
Accounts payable	136,954	235,588	98,634	58.1%
Accounts receivable	190,196	336,072	145,876	56.6%
Payroll	119,208	224,129	104,921	53.2%
Purchasing	88,555	157,021	68,466	56.4%
Common services	208,555	340,754	132,199	61.2%
Print shop	68,258	79,346	11,088	86.0%
Facilities	160,033	361,208	201,175	44.3%
Custodial services-Lincroft	888,702	1,803,508	914,806	49.3%
Physical Plant/Utilities	726,496	1,372,375	645,879	52.9%
Grounds	509,930	1,061,352	551,422	48.0%

DESCRIPTION	Actual 1/31/19	FY19 Budget	\$ Difference	% Actual to Budget
Fire & Safety - Lincroft	83,922	329,105	245,183	25.5%
Office of Information Technology	1,338,865	2,427,003	1,088,138	55.2%
Total Finance & Operations division	4,761,766	9,148,959	4,387,193	52.0%
Learning division:				
Learning Office	440,351	925,474	485,123	47.6%
Office of Business & Social Science	182,341	323,566	141,225	56.4%
Honors program	4	2,600	2,596	0.2%
Business	160,935	351,217	190,282	45.8%
Accounting	188,065	386,693	198,628	48.6%
Culinary arts	113,247	230,527	117,280	49.1%
Marketing/Fashion Merchandising	99,841	206,322	106,481	48.4%
Economics	183,971	374,991	191,020	49.1%
Criminal justice	230,371	466,814	236,443	49.3%
Education	159,347	314,289	154,942	50.7%
Paralegal legal studies	108,582	219,878	111,296	49.4%
History	449,937	964,148	514,211	46.7%
Philosophy	108,522	233,703	125,181	46.4%
Anthropology/Sociology/Human Geography	398,915	860,280	461,365	46.4%
Political science	116,852	224,193	107,341	52.1%
Psychology	658,428	1,378,936	720,508	47.7%
Office of Humanities	183,952	337,894	153,942	54.4%
Communications	189,507	394,854	205,347	48.0%
Languages/ESL	291,114	601,716	310,602	48.4%
Speech communications	292,382	602,240	309,858	48.5%
English	1,692,480	3,239,656	1,547,176	52.2%
Reading/Learning Disabilities	379,625	793,546	413,921	47.8%
Architecture	90,476	196,918	106,442	45.9%
Fine art	327,288	686,790	359,502	47.7%
Graphic design	49,936	109,366	59,430	45.7%
Interior design	73,759	112,617	38,858	65.5%
Photography	83,312	179,907	96,595	46.3%
Music	161,268	338,021	176,753	47.7%
Theater	52,792	112,082	59,290	47.1%
Office of Health Science	170,120	315,876	145,756	53.9%
Nursing	1,069,193	2,203,807	1,134,614	48.5%
Radiologic technology	135,115	307,602	172,487	43.9%
Respiratory therapy technology	198,557	369,354	170,797	53.8%
Health info technology	40,347	85,602	45,255	47.1%
Fitness	58,336	138,495	80,159	42.1%
Office of Stem	153,023	274,547	121,524	55.7%
Chemistry	411,645	885,023	473,378	46.5%
Physics	94,873	210,057	115,184	45.2%
Environmental sciences	149,233	342,838	193,605	43.5%
Biology	710,714	1,482,528	771,814	47.9%
Mathematics	1,458,452	3,074,063	1,615,611	47.4%
Engineering & Technologies	183,005	380,932	197,927	48.0%
Computer science	405,810	857,893	452,083	47.3%
Automotive technology	292,016	574,272	282,256	50.8%
Freehold campus	551,046	1,087,334	536,288	50.7%
Transitions - Freehold	-	-	-	0.0%
Transitions - Asbury Park	-	-	-	0.0%
K-12 Partnerships	214,898	369,153	154,255	58.2%
Office of HECs and K-16 Partnerships	116,741	208,181	91,440	56.1%
Brookdale at Long Branch	168,327	295,420	127,093	57.0%
Brookdale at Hazlet	289,070	511,867	222,797	56.5%
Brookdale at Neptune	230,258	451,215	220,957	51.0%

DESCRIPTION	Actual 1/31/19	FY19 Budget	\$ Difference	% Actual to Budget
Brookdale at Wall	266,174	522,798	256,624	50.9%
Innovations & Learning resources	216,576	375,584	159,008	57.7%
Innovations Center (TLC)	199,097	355,321	156,224	56.0%
Learning Commons	87,838	195,740	107,902	44.9%
Library	789,017	1,322,273	533,256	59.7%
College success	29,767	59,534	29,767	50.0%
Total Learning Division	16,156,848	32,426,547	16,269,699	49.8%
Student Success division:				
Office of student success	240,418	362,534	122,116	66.3%
Enrollment management	257,992	356,506	98,514	72.4%
Advising	395,027	651,173	256,146	60.7%
Office of Admissions	133,693	348,893	215,200	38.3%
Registrations & Records	483,562	853,866	370,304	56.6%
Financial aid	204,267	366,846	162,579	55.7%
Student services	79,805	137,179	57,374	58.2%
Counseling	237,295	628,813	391,518	37.7%
Veterans center	25,330	44,889	19,559	56.4%
E.O.F.	108,632	249,908	141,276	43.5%
Disability services	101,498	384,916	283,418	26.4%
Testing services	174,512	309,714	135,202	56.3%
Student conduct and compliance	37,781	64,730	26,949	58.4%
Student engagement	-	15,000	15,000	0.0%
Career & Leadership development	139,671	240,277	100,606	58.1%
Student Life & Activities	143,039	175,349	32,310	81.6%
International Center	202,353	306,237	103,884	66.1%
Athletics department	272,589	401,767	129,178	67.8%
Summer Sport Camps	5,901	-	(5,901)	0.0%
Commencement	1,398	35,100	33,702	4.0%
Total Student Success division	3,244,763	5,933,697	2,688,934	54.7%
Continuing & Professional Studies division (CPS):				
Office of CPS	248,872	476,392	227,520	52.2%
BCD indirect expenses	28,002	40,820	12,818	68.6%
Office of Career Pathways	191,319	423,837	232,518	45.1%
Contract training direct pay (companies)	55,253	110,000	54,747	50.2%
New pathways to teaching	46,297	142,480	96,183	32.5%
Healthcare services	219,649	341,475	121,826	64.3%
Business & career training	59,209	146,943	87,734	40.3%
Computer & office training	53,310	143,474	90,164	37.2%
CTE Grant	98,039	250,900	152,861	39.1%
Adult education	64,341	126,204	61,863	51.0%
Office of community outreach	126,760	212,475	85,715	59.7%
Sandy Hook	8,584	18,500	9,916	46.4%
Trips / excursions	112,284	226,500	114,216	49.6%
Misc open enrollment programs	95,378	183,300	87,922	52.0%
Summer adventure camps	173,643	211,455	37,812	82.1%
Center for WW II studies			-	0.0%
Accelerated career & technical institute	41,043	105,985	64,942	38.7%
Total CPS division	1,621,983	3,160,740	1,538,757	51.3%
Utilities division:				
Lincroft	1,258,837	2,353,000	1,094,163	53.5%
Long Branch	39,677	79,000	39,323	50.2%
Western Monmouth	(55,002)	(90,200)	(35,198)	61.0%
Wall	(51,331)	(60,000)	(8,669)	85.6%

DESCRIPTION	Actual 1/31/19	FY19 Budget	\$ Difference	% Actual to Budget
Utilities SLC	4,948	15,000	10,052	33.0%
Hazlet	36,937	54,000	17,063	68.4%
Neptune	102,091	172,703	70,612	59.1%
Total utilities	1,336,157	2,523,503	1,187,346	52.9%
Benefits division:				
Benefits	7,838,487	16,216,589	8,378,102	48.3%
Total Benefits division	7,838,487	16,216,589	8,378,102	48.3%
General expenses:				
General institutional	2,040,563	4,510,500	2,469,937	45.2%
Institutional marketing	283,332	710,500	427,168	39.9%
Governance	1,682	5,000	3,318	33.6%
Total general expenses	2,325,577	5,226,000	2,900,423	44.5%
Total expenditures	\$ 41,041,755	\$ 84,284,976	\$ 43,243,221	48.7%
Net income/loss	\$ 23,644,759	\$ -	\$ 62,841,683	

Note: Debt service includes principal and interest payments.

Debt service is included in the FY19 budget's operating fund.

Payments toward debt service are recorded in the capital fund.

As of 1/31/2019, debt service payments are as follows:

Principal: \$1,660,000

Interest: \$773,206

Summary of Expenditures

Capital Outlay	\$ 1,384,812
Debt Service	-
Learning Division	16,156,848
Benefits	7,838,487
Finance & Operations	4,761,766
Student Success Div	3,244,763
General Expenses	2,325,577
Continuing & Prof. Serv.	1,621,983
Utilities	1,336,157
Human Resources & Safety	1,280,995
Planning & Inst. Effectiveness	259,109
President & BOT	289,580
Advancement Div	541,678
	<u>\$ 41,041,755</u>

CAPITAL FUND REPORT
Chapter 12 Funding

Project	FY19 Budget	Expended through June 30, 2018	Expended/ Committed 1/31/19	Balance 1/31/19
2014 Funding	\$ 4,250,000			
8140505 MAS Labs Renovation	\$ -	\$ 2,643,610	\$ -	\$ -
8140510 Infrastructure Improvements - Lincroft	4,683	878,850	4,683	-
8140515 Police Station Renovations	-	8,907	-	-
8140520 South Gorman Hall Water Main	-	33,962	-	-
8140530 R&R- Janitorial/Mech Closet	-	7,410	-	-
8140535 Repair/Remediate-Dance Studio	-	19,605	-	-
8140540 Floor and Carpet Replacement	3,546	164,971	3,546	-
8140545 Roof Assessment	52,750	-	51,370	1,380
8140550 LAH Renovations	187,683	-	187,683	-
8140555 Various Roof Upgrades	239,023	-	239,023	-
	<u>487,685</u>	<u>3,762,314</u>	<u>486,305</u>	<u>1,380</u>
2015 Funding	\$ 3,200,000			
8150505 CUP Piping Replacement	2,382	35,923	-	2,382
8150510 Infrastructure Improvements	110,969	41,016	-	110,969
8150515 Life Safety	586,948	433,263	19,078	567,870
8150520 Car / One Stop	11,431	13,050	11,431	-
8150525 Upgrade Sewer System	176,117	15,404	90,596	85,521
8150530 LED Lighting	1,273,880	-	97,258	1,176,622
8150535 Tennis Courts	3,000	-	3,000	-
8150540 Fire Panel Replacements	115,000	-	115,000	-
8150545 Blue Phones	3,122	-	3,122	-
8150550 Emergency Chairs	31,144	-	31,144	-
8150555 HVAC Switch Upgrades	60,900	-	17,400	43,500
8150560 Hot Water Heater	15,184	-	15,184	-
Unallocated - Future Projects	271,267	-	-	271,267
	<u>2,661,344</u>	<u>538,656</u>	<u>403,213</u>	<u>2,258,131</u>
2016 Funding	\$ 3,000,000			
8160505 Roof Replacement - SLC	408,302	97,312	407,004	1,298
8160510 Roof Replacement - BAC	28,237	115,173	28,237	-
8160525 Various Roof Upgrades	63,478	-	63,478	-
Unallocated - Future Projects	2,287,498	-	-	2,287,498
	<u>2,787,515</u>	<u>212,485</u>	<u>498,719</u>	<u>2,288,796</u>
2017 Funding	\$ 3,500,000			
8170505 General Infr Improvements	-	-	-	-
8170510 Resurface/Curb/Sidewalk Replacement	668,250	289,137	242,928	425,322
8170515 CUP condenser water loop	126,396	998,730	71,151	55,245
8170520 Maintenance Building Renovations	-	20,102	-	-
8170525 Replacement of Chillers	1,318,467	5,550	1,318,467	-
8170530 Carpet Replacement CVA	62,611	-	62,611	-
8170535 Carpet Replacement LIB	10,757	-	10,757	-
	<u>2,186,481</u>	<u>1,313,519</u>	<u>1,705,914</u>	<u>480,567</u>
2018 Funding	\$ 3,800,000			
8180505 Removal & Disposal Tank Freehold	22,846	-	22,303	543
8180510 Water Infiltration Project - Freehold	200,000	-	40,931	159,069
8180515 Wall Acoustical Louvers	36,091	-	36,091	-
8180520 Sewer Ejector Pumps	310,000	-	40,110	269,890
Unallocated - Future Projects	3,231,063	-	-	3,231,063
	<u>3,800,000</u>	<u>-</u>	<u>139,435</u>	<u>3,660,565</u>
*2019 Funding - \$7,600,000				
Unallocated - Future Projects	7,600,000	-	-	7,600,000
	<u>7,600,000</u>	<u>-</u>	<u>-</u>	<u>7,600,000</u>
Totals	\$ 19,523,025	\$ 5,826,974	\$ 3,233,586	\$ 16,289,439
* Pending County Bond Sale				

Brookdale Community College
Cash Balance Analysis
As of January 31, 2019

	FY16	FY17	FY18	FY19
July	\$ 8,690,966.52	\$ 3,924,507.00	\$ 8,467,104.38	\$ 7,558,721.38
August	12,975,549.79	5,257,967.16	10,794,724.59	13,791,437.47
September	9,877,698.58	14,230,855.98	8,116,282.16	17,135,494.98
October	17,120,989.56	10,034,966.35	12,704,404.96	14,911,885.92
November	13,016,350.05	5,881,692.09	12,851,711.00	13,655,458.27
December	11,686,611.54	5,813,306.39	9,253,180.00	10,237,929.92
January	15,380,777.32	10,936,117.45	13,533,588.30	17,083,793.40
February	15,038,852.73	12,352,432.38	12,149,359.50	
March	17,305,625.98	7,804,144.44	10,721,561.17	
April	14,070,405.87	7,677,357.19	12,993,416.87	
May	10,565,164.81	7,240,211.55	12,510,624.36	
June	5,051,778.69	5,718,427.39	10,477,369.61	

Note: These cash balance includes capital, auxiliary and ASBCC combined.
Cash increased \$3,550,205.10 from prior year.



BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CONSTRUCTION PROJECTS

1) FIRE ALARM PANEL REPLACEMENT PROJECT

Due to the age of eight existing fire alarm panels on the Lincroft campus and the difficulty in finding parts to maintain these panels, a contract to replace the panels was awarded to Fire Securities Technology, Inc. in the amount of \$115,000 by the BOT at their October 23, 2018 meeting. Presently construction is approximately 90% complete with full completion anticipated by the end of the month. Following completion of the panel replacements, we recommend the College pursue the second phase of improvements to the Fire Alarm Systems which includes upgrading the networking of all the panels.

2) SEWER EJECTOR PUMPS/LINCROFT CAMPUS

A contract for the replacement of sewer ejector pumps at the MAS and ATC buildings was awarded to Longo Electrical-Mechanical, Inc. in the amount of \$84,700.00 by the BOT at their May 15, 2018 meeting. The project is substantially complete, and the new pumps are up and running at both locations. Unfortunately, one of the two pumps at the MAS building failed which required replacement by the contractor at his expense on January 21, 2019. Minor punchlist items are scheduled to be completed during the upcoming Spring break.

3) MISCELLANEOUS ROOF REPAIRS

At the BOT of June 26, 2108, a contract to prepare bid documents for roof repairs at the Student Life Center, Library, Main Academic Buildings North and South and the Auto Tech Building was awarded to FVHD Architects and Planners, PC in the amount of \$39,750. The project was advertised, and bids were received on October 19, 2018. Contracts in the amount of \$406,340 and \$302,500 were awarded to Roof Integrity and MTB respectively at the BOT meeting of October 23, 2018. Roof Integrity has substantially completed their work (90% complete) with only metal trim work remaining. The MTB contract is approximately 70% complete with substantial completion expected by the end of the month.

4) CVA & LAH CHILLER REPLACEMENTS

At the BOT meeting of June 26, 2018, our office was authorized to proceed with our proposal to provide engineering design and construction administration services for the replacement of antiquated chillers and upgrades to the controls at the Center for Visual Arts and Larrison Hall for a not to exceed fee of \$87,000. The project was advertised on October 2, 2018 with eight bids received on November 1, 2018. At their special meeting of November 12, 2018, the BOT awarded a contract to Preferred Mechanical, Inc. in the amount of \$1,225,000. Demolition and removal of the existing chillers has been completed and the new chillers are expected to be delivered on March 11, 2019. Currently piping modifications and control upgrades are underway. The project is expected to be substantially completed by the end of March. Following completion of this project, we recommend the College solicit bids for roof repairs at both buildings.



5) LED LIGHTING UPGRADES

Based on the recommendations of the Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College decided to pursue energy saving measures by replacing the existing light bulbs with LED bulbs. Accordingly, plans and specifications are completed and the project was advertised with five bids being received on January 18, 2019. The BOT awarded a contract to Wildan Energy Solutions, Edison, NJ in the amount of \$1,175,880 at their January 29, 2019 meeting. Currently, contracts are being executed and a pre-construction meeting should be scheduled shortly. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project.

B. DESIGN/STUDIES/REPORTS

1) FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

Our office was requested to investigate an ongoing basement seepage problem. We have completed a site inspection along with videotaping of the interior and exterior drainage piping. Videotaping required extensive cleaning of the pipes which had numerous clogs throughout the system. The videotaping identified five locations where the piping had separated. A contract in the amount of \$11,075 was awarded to Root 24 to make the repairs. Presently all five locations have been repaired. Unfortunately, recent heavy rain events have shown the seepage problem has not been fully solved. At the direction of the F&F Committee, our office completed a feasibility and cost analysis of installing an exterior cutoff drain around the perimeter of the building. Our preliminary cost estimate for this project is approximately \$200,000 based on the depth and width of excavation, utility conflicts and the need to pump the collected water up into the existing stormwater management system. We await guidance on how to proceed.

2) TENNIS & BASKETBALL COURTS/LINCROFT CAMPUS

Our office has completed field investigations to rehabilitate the existing eight tennis courts and two basketball courts at the Lincroft Campus. Concept plans and preliminary construction cost estimates have been completed for three options of repair ranging from repairing cracks and resurfacing the courts; crack repair, mill/pave top course asphalt and resurfacing; and full reconstruction of the courts. We were recently advised the College has decided to pursue option one for rehabilitating the tennis and basketball courts which is estimated to have a construction cost of approximately \$162,000. It is our understanding that the College prepared bid documents and advertised the project on January 25, 2019 with bids due 2/12/19. It is intended to complete the repairs and resurfacing of the courts this spring.

3) ATHLETIC FIELDS/LINCROFT CAMPUS

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



rehabilitating the balance of the fields with new sod and irrigation systems. Unfortunately, due to the proximity of the main soccer field to the Swimming River Reservoir, NJDEP required buffers will dramatically impact the feasibility and cost of installing an artificial turf field at that location. We reviewed our findings and preliminary cost estimates with College staff on January 4, 2019 and we await guidance on how to proceed.

4) NEW ACADEMIC BUILDING-WALL CAMPUS

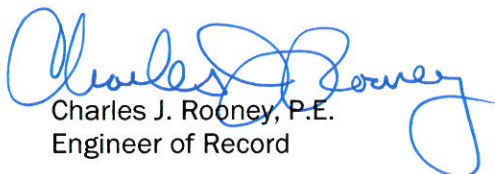
Unfortunately, noise complaints from adjacent residents persist following the remediation modifications to the roof mounted chiller completed by the College this past summer. Recent noise readings indicate the roof top chiller (running at a simulated full load) exceeds the Wall Township noise ordinance. The architect (Spiezle Design Group) has recommended the installation of a sound barrier wall mounted on the roof parapet immediately in front of the chiller. A preliminary cost estimate to implement this work is approximately \$100,000. In addition, following a heavy rain event in August, the building experienced water seepage problems at the interface of the walls with the building slab in a few locations. A field meeting with the architect (Spiezle) and the contractor (Benjamin Harvey) was held on December 12, 2018 to review the site grading around the building. The installation of a stone blanket along certain sections of the perimeter of the building was suggested by the contractor (Benjamin Harvey) and Spiezle as a possible remedy.

In the interest of determining solutions to these problems along with the responsible party for implementing and paying for the work, a meeting was held on January 25, 2019 between the College and Spiezle's design team. Regarding noise, it was decided that Spiezle would secure the services of an acoustical engineering firm to evaluate the current problem, assess the measures taken to date and provide a recommendation and cost estimate for additional noise attenuating measures. To that end, Spiezle has requested quotes from four firms which are due on February 13, 2019. Regarding, water infiltration, Spiezle performed a detailed inspection of the building on February 1, 2019, the findings of which are expected to be received shortly.

Also, during hot humid spells this past summer, condensation problems were experienced in some areas of the building. Based on discussions with Spiezle's HVAC subcontractor (Vanderweil), minor adjustments to the settings on the HVAC equipment were made and operational suggestions were recommended which should resolve the problem. Performance of the HVAC equipment will be monitored over the upcoming cooling season and Vanderweil has agreed to further assist the College if warranted.

5) ATEC RETAINING WALL

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


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

1.8000 Adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College

I. Title of Policy

Adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College

II. Objective of Policy

To establish a process for the adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College.

III. Authority

N.J.S.A. 18A:64A-1 et seq; Board of Trustee Bylaw 1.2050.

IV. Policy Statement

A. Mission, Vision, and Values of Brookdale Community College

1. The Board of Trustees ("The Board") acknowledges that the College's Mission Statement shall be as follows: *Brookdale Community College empowers a diverse community by providing open access to high-quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.*
2. The Board of Trustees acknowledges that the College's Vision Statement shall be as follows: *Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society. Brookdale plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire all community members to fulfill their aspirations to the best of their ability.*
3. The following values guide the Brookdale community in the fulfillment of our Mission; each being of equal weight and importance:
 - a. **Educational excellence** through engagement, assessment and innovation
 - b. **Economic empowerment** through access, opportunity, and entrepreneurial partnerships
 - c. **Institutional integrity** through academic freedom, stewardship and accountability
 - d. **Diversity** through inclusivity, human equity and individual perspective
4. The Board shall annually review and endorse the Mission, Vision, and Values statements of the College. If the Board determines that there is a need to revise or amend the Mission, Vision, and/or Values statements, the President shall be directed to conduct a College-wide review and present recommended changes to the Board.

B. Strategic Priorities

1. The Board shall develop its Strategic Priorities during their annual Spring Retreat.
2. The Board in collaboration with the President shall develop specific goals for the President, in alignment with the Strategic Priorities, by the May Board of Trustee's Public Business Meeting.
3. The President shall work with the Senior Executive Leadership Team to ensure that the College's annual goals are aligned with the Board's Strategic Priorities.

V. Responsibility for Implementation

Board of Trustees.

3.9009 Involuntary Administrative Leave

I. Title of Policy

Involuntary Administrative Leave

II. Objective of Policy

To authorize the President to place a College employee on involuntary administrative leave pending the outcome of an investigation into accusations of misconduct and to further authorize the President to develop, with the assistance of College Counsel and the Office of Human Resources, and implement College Regulations to carry out said objective[CG1] and to impose appropriate discipline.

III. Authority

N.J.S.A. 18A: 64A-12

IV. Policy Statement

The Board of Trustees authorizes the President (or designee) to place a College employee on involuntary administrative leave, with or without pay, in circumstances following an allegation of misconduct requiring an investigation and review of related facts, including but not limited to allegations that said College employee: (1) violated the law; (2) violated College Policy or Regulation; (3) acted in a manner contrary to the College's Mission; (4) acted in a manner that could place the College's resources in danger and (5) acted in a manner that could negatively affect the reputation and good name of the College.

V. Responsibility for Implementation

President.

Brookdale Community College College Policy

4.7000 Risk Management

I. Title of Policy

Risk Management

II. Objective of Policy

The purpose of the Risk Management Policy of Brookdale Community College is to establish and maintain a framework for the systematic management of risk.

The objectives of the strategy are to:

- promote a risk management framework to be embedded within the culture and business processes
- manage risk in accordance with best practice
- anticipate and respond to changes in social, environmental and legislative requirements
- inform policy, strategic and operational decisions
- promote practical measures for the control of risk to an acceptable level
- promote stakeholder confidence in good governance of the College.

III. Authority

New Jersey Statutes 18A:64A-12

IV. Policy Statement

~~The President is authorized~~ The Board of Trustees authorizes the President to establish a Risk Management Program. The program shall be a proactive plan where risk, and risk management, is considered in decision-making at all levels of the College. In financial terms, it is vital to ~~our~~ the College's ability to pursue ~~our~~ its goals, commence and operate programs, and to perform duties in an efficient and professional manner.

The President is responsible for establishing a Risk Management Fund that shall be used only to cover self-insured losses, loss control costs and administrative expenses.

V. Responsibility for Implementation

President

Approved: 7/26/79

Revised: 10/24/96

Updated: 11/2/18

1.1000 LEGAL STATUS OF THE BOARD OF TRUSTEES

1.1010 Official Name

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

1.1020 Corporate Title

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

1.1030 Corporate Seal

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

1.1040 Construction and Application

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

1.2000 ORGANIZATION OF THE BOARD

1.2010 Composition of the Board of Trustees

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

1.2020 Authority

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

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

1.2030 Oath of Office

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

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

1.2040 Individual Members of the Board

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

1.2050 Duties, Powers and Responsibilities

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

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

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

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

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

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

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

1.3000 MEMBERS AND OFFICERS OF THE BOARD

1.3010 Who Shall Serve

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

1.3020 Voting and Non-Voting Members

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

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

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

1.3030 Officer Titles

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

1.3040 Manner of Election of Officers and Term of Office

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

1.3050 Duties and Responsibilities of the Officers of the Board

1.3051 Chair of the Board

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

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

1.3052 Vice Chair of the Board

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

1.3053 Secretary of the Board

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

issuance of all of its orders;

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

1.3054 Chief Executive Officer

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

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

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

development of the College;

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

1.4000 COMMITTEES OF THE BOARD

1.4010 Appointments to Standing Committees

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

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

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

Standing committees are advisory in nature. Such appointments shall be made

annually at the organizational meeting of the Board of Trustees. A member of each standing committees shall serve for a term of one (1) year or until his/her successor has been appointed.

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

1.4020 Executive Committee

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

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

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

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

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

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

1.4030 Finance and Facilities Committee

The membership of the Finance and Facilities Committee shall consist of five (5) Trustees, The Finance and Facilities Committee shall meet on a monthly basis or more

frequently as may be requested by the Board Chair, the Committee Chair, the Committee members or the President. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following:

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

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

1.4040 Governance Committee

The membership of the Governance Committee shall consist of five (5) Trustees. The Governance Committee shall meet a minimum of four (4) times per year or as may be requested by the President, The Board, the Board Chair, the Committee Members or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees. The Governance Committee shall be

responsible for the facilitation of all governance related issues including but not limited to: formulation of mission and goals of the College; periodic review of and recommended modifications and additions to the College's Bylaws; providing oversight, training and orientation to College Trustees for continuing professional development, knowledge and growth; facilitation and evaluation of the performance of the Board of Trustees; developing yearly goals for the Board; developing yearly goals for the President and a process to efficiently and effectively evaluate his/her performance; reviewing, modifying and creating College Bylaws as needed but no less than once per year; reviewing modifying and formulating College Policy and Regulations as needed but no less than once per year; developing and providing strategic direction and establishing strategic priorities to the Board of Trustees; ensuring compliance with Middle States Standards and any and all other matters as may be referred by the Board of Trustees.

1.4050 Student Success and Educational Excellence Committee

The membership of the Student Success and Educational Excellence Committee shall consist of four (4) Trustees. The Student Success and Educational Excellence Committee shall meet a minimum of four (4) times per year or as may be requested by the President, The Board, the Board Chair, the Committee Members or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees. The Student Success and Educational Excellence Committee shall be responsible for ensuring that the College provides its students with proper educational programs and an optimal learning environment to prepare Brookdale Students to successfully compete in the workforce and in the global economy. The Student Success and Educational Excellence Committee shall formulate and monitor the Board's strategic priorities related to student success and educational excellence; assess curriculum and programs to ensure that educational offerings and programs align with current and future employment, market trends and market opportunities; formulate missions and goals to achieve student success and educational excellence; track, monitor, review and assess the effectiveness of curriculum, programs, student services and any other component of the College or its operations relating to student success and/or educational experience; ensure compliance with Middle States Standards and any other matter that may be referred by the Board of Trustees.

1.4060 Audit Committee

The Audit Committee:

- a. The Audit Committee shall be comprised of four (4) Board members and shall meet a minimum of four (4) times per year. Except for the Board Chair, who may serve ex officio on the Finance Committee, none of its members shall be

members of the Finance Committee nor shall any ex officio membership exist between members of the Audit Committee and any other Committee of the Board of Trustees;

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

1.4070 Ad Hoc and Study Committees

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

1.4080 Board of School Estimate

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

Board of Trustees to serve on the Board of School Estimate.

1.4090 Community Advisory Committees

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

1.5000 MEETINGS OF THE BOARD OF TRUSTEES

1.5010 Annual Meeting

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

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

1.5020 Public Business Meetings

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

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

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

1.5030 Special Meetings

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

All Trustees may attend special meetings of the full Board of Trustees by telephone conference or video conferencing methods. Trustees must inform the Brookdale Administration that they are planning to attend a meeting remotely with sufficient time for the administration to provide appropriate data to the Trustee for effective participation in the meeting.

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

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

1.5050 Adjourned Meetings

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

1.5060 Executive Sessions

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

1.5070 Meetings in General

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

1.5080 Notice of Meetings

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

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

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

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

1.5090 Quorum

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

1.5100 Majority Vote

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

1.5110 Reconsideration of Vote

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

1.5120 Agenda

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

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

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

1.5130 Parliamentary Rules

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

1.5140 Minutes of Meetings

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

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

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

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

1.5150 Appearances and Hearings before the Board

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

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

Any individual or group may petition the Board for a Hearing before the Board and an

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

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

1.6000 CHANGES IN BYLAWS AND POLICIES OF THE BOARD

1.6010 Amendments to the Bylaws

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

1.6020 Lodging of Policy

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

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

1.7000 MISCELLANEOUS BYLAWS OF THE BOARD

1.7010 Conflicts of Interest

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

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

on the Board.

1.7020 External Auditor

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

1.7030 Fiscal Year

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

1.7040 General Counsel and Special Counsel

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

1.7050 Indemnification

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

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

1.7060 Code of Ethics for Trustees of Brookdale Community College

I. Title of Policy

Code of Ethics for Trustees of Brookdale Community College

II. Objective of Policy

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

III. Authority

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

IV. Policy Statement

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

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

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

above shall constitute good cause for the removal from employment or office of the College President or College Trustee.

- P. The Executive Director of the Executive Commission on Ethical Standards is hereby authorized to grant an exception from the terms set forth in sections M through O, above, if, in the judgment of the Executive Director, the entity that employs, provides compensation or is owned in part by the College Trustee is one with which the College may contract with pursuant to N.J.S.A. 52:13D-19 and N.J.S.A. 52:34-10, or where the public interest requires that an exception be made.
- Q. Violations of this Code of Ethics 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

1.7070 Trustee Conduct:

I. Objective of Policy

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

II. Authority

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

III. Policy Statement

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

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

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

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

8/26/99

5/11/2000

12/9/04

11/7/07

Revised: 10/20/11

Lodged: 10/17/13

APPROVED BY BOT 11/21/13

PROPOSED REVISIONS FOR DISCUSSION: 20 NOV 2014

PROPOSED REVISIONS FOR DISCUSSION MAY 9, 2016

LODGED MAY 17, 2016

APPROVED BY BOT JUNE 21, 2016

LODGED: JANUARY 29, 2019

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2019 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

Committees meeting monthly	<u>Executive Committee (5)</u> Ms. Tracey Abby-White, Chair Ms. Suzanne Brennan, Vice-Chair Dr. Hank Cram Mr. Bret Kaufmann Ms. Marta Rambaud		<u>Finance and Facilities (5)</u> Mr. Bret Kaufmann, Chair Ms. Madeline Ferraro Dr. Les Richens Dr. Hank Cram Ms. Latonya Brennan
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Dr. Hank Cram, Chair Dr. Les Richens Mr. Bret Kaufmann Ms. Victoria Cattelona	<u>Governance (5)</u> Ms. Suzanne Brennan, Chair Ms. Madeline Ferraro Ms. Marta Rambaud Mr. Dan Becht Ms. Latonya Brennan	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Mr. Paul Crupi Mr. Dan Becht
Committees Meeting on as needed basis	<u>Private Public Partnership – Ad-Hoc</u> Ms. Victoria Cattelona, Chair Ms. Suzanne Brennan		
Liaisons	<u>Liaisons</u> <u>Liaison to New Jersey Council of County Colleges (NJCCC)</u> Mr. Paul Crupi <u>NJCCC Trustees Ambassador</u> Mr. Paul Crupi	<u>Liaison to Brookdale Community College Foundation</u>	

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2019

2/22/19 v3

2019 Public Business Meetings (PBM)	Executive	Governance	Policy & Ed (Student Success & Educational)	Finance & Facilities	Audit	Public Private Partnership	Foundatio n Board
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as	Shall meet monthly	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Tuesday, January 29 Brookdale at Wall, Rms 110 & 112	January 22 5:30 PM			January 22 6 PM	January 15 6 PM	January 7 5 PM	January 17 4 PM
Tuesday, February 26 Brookdale at Long Branch, Rm 200	February 19 5 PM	Feb. 21 6 PM	Feb. 21 5 PM	Feb. 19 5:30 PM			
Tuesday, March 26 Lincroft, SLC, Navesink I & II	March 19 5 PM			March 19 5:30 PM	March 11 6 PM	March 4 4 PM	March 14 3:45 PM
Board Retreat - Friday-Saturday, March 29 (6 to 9 PM)							
MSCHE Follow up visit – April 2, 2:15 PM – 3:15 PM – SLC, Trustees Conference Room							
Tuesday, April 30 Lincroft, SLC, Navesink I & II	April 23 5 PM	April 17 5:30 PM	April 18 5:30 PM	April 23 5:30 PM	April 16 6 PM		
Wednesday, May 29 Lincroft, SLC, Navesink I & II	May 21 5 PM			May 21 5:30 PM	May 6 5 PM	May 6 5 PM	May 23 4 PM
Tuesday, June 25 Lincroft, SLC, Navesink I & II	June 18 5 PM			June 18 5:30 PM	June 11 6 PM		
Tuesday, July 23 Brookdale at Wall, Rms 110 & 112	July 16 5 PM			July 16 5:30 PM	July 1 5 PM	July 1 5 PM	
Tuesday, August 27 Brookdale at Neptune	August 20 5 PM			August 20 5:30 PM		August 5 5 PM	
Tuesday, September 24 Lincroft, SLC, Navesink I & II	September 17 5 PM	Sept. 16 5:30 PM	Sept. 19 5:30 PM	Sept. 17 5:30 PM	Sept. 10 6 PM		
Tuesday, October 29 Brookdale at Freehold, 103 & 104	October 22 5 PM			October 22 5:30 PM	October 7 5 PM	October 7 5 PM	
Tuesday, November 19 Lincroft, SLC, Navesink I & II	November 12 5 PM	Nov. 13 5:30 PM	Nov. 14 5:30 PM	Nov. 12 5:30 PM			
Tuesday, December 17 Brookdale at Hazlet, Rms 102 & 103	December 10 5 PM			Dec. 10 5:30 PM	December 3 6 PM	December 2 5 PM	

| Human Resources is a Committee of the whole; v3 – changed Audit March 4 start time