



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, June 22, 2021 5:30 PM (EDT)
765 Newman Springs Rd Lincroft New Jersey 07738-1543
Student Life Center - Navesink Rooms or Zoom meeting

- I. Call to Order, Reading of Statement, Roll Call and Announcement of Procedures for Making Public Comment - Chair Cram
- II. Pledge of Allegiance - Chair Cram
- III. Moment of Silence - Dr. Stout
- IV. Adoption of Agenda - Chair Cram
- V. Approval to Enter into an Updated Agreement with Monmouth County Vocational School District at the Culinary Education Center of Monmouth County
 - A. Signing of Agreement - Dr. Stout & Mr. Sean Meehan, Assistant Superintendent, Monmouth County Vocational School District
- VI. Recognition of Trustee Hanna Walker - Chair Cram
- VII. Proclamation - Emeritus Employees - Dr. Stout
- VIII. President's Report - Dr. Stout
- IX. Reports from the Board Committees and Liaisons - Chair Cram
 - A. Finance & Facilities Committee - June 15, 2021 - Trustee Abby-White
 1. Monthly Financial Reporting
 2. Capital Project Update
 - B. NJCCC Update - Trustee Horl
 - C. Student's Perspective - Trustee Walker
 - D. Foundation Update - Trustee Abby-White
- X. Public Comment on Agenda Items - Chair Cram
- XI. Review of Consent Agenda - Chair Cram

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

 - A. Acceptance of Consent Agenda - Chair Cram
- XII. Approval of Public Business Meeting Minutes - May 25, 2021 - Chair Cram
- XIII. Approval of Executive Session Meeting Minutes - May 25, 2021 - Chair Cram
- XIV. Approval of Consent Agenda - Chair Cram - 5 minutes
 - A. Approval of Human Resources

- B. Approval of FY22 Confidential Non-Represented Employees and Executive Compensation
- C. Acceptance of Gifts
- D. Acceptance of Grants
- E. Ratification of Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
- F. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
- G. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- H. Monthly Financial Reports
- I. Capital Project Update
- XV. Approval of the Associated Students of Brookdale Community College (ASBCC) FY22 Budget (4.3) - Chair Cram
- XVI. Approval of the Auxiliary Services FY22 Budget (4.4) - Chair Cram
- XVII. Public Comment - Chair Cram
- XVIII. Old/New Business - Chair Cram
- XIX. Resolution to Hold a Closed Meeting - Chair Cram
- XX. Motion to Re-Open the Meeting to the Public - Chair Cram
- XXI. Adjournment - Chair Cram
- XXII. Appendix - Board Materials

4.5 *Approval to Enter into an Updated Agreement with Monmouth County Vocational School District at the Culinary Education Center of Monmouth County*

Brookdale Community College ("College") and Monmouth County Vocational School District ("MCVSD") have participated in a long-standing collaborative effort at the Culinary Education Center of Monmouth County ("CEC") located at 101 Drury Lane, Asbury Park, a building owned by MCVSD. Since 1998, the MCVSD has been offering high school courses in culinary arts while the College has been offering an Associate Degree and Certificate Programs in Culinary and Pastry Arts at the CEC. Joint Operating Guidelines were established to facilitate the educational partnership.

Pursuant to the institutions ongoing business arrangement, MCVSD provides the CEC facility to house the kitchens and practical instruction areas for the delivery of the Culinary Arts curriculum. Decisions regarding daily operational components of the Culinary Arts programs will continue to be jointly determined by the College's Culinary Arts Department Chair and MCVSD Administrator. Any major program changes will be reviewed by the Joint Operating Committee, which consists of the MCVSD Assistant Superintendent, MCVSD Administrator, College Dean of Business and Social Science, and College Culinary Arts Department Chair. The Joint Operating Committee will meet four times a year to develop policies and procedures for the CEC and formulate revisions as appropriate.

The Agreement designates certain space within the CEC building exclusively for the College's use, while other areas are shared, and programs will run in accordance with the College's calendar. The Agreement is for a three-year term with two one-year renewable options exercisable by the College providing written notice by or before February 1, 2024 and February 1, 2025. For the first year of the Agreement, beginning July 1, 2021, rent will not be charged. For the second year, the College will pay \$10,000/month and for the third year, \$15,000/month.

The College is recommending the Agreement, which outlines the prior operating guidelines together with new provisions regarding the use and operation of respective programs within the CEC building, be approved and authorized for signature by the President effective July 1, 2021.

This report was reviewed by the President and Finance and Facilities Committee of the Board of Trustees at a meeting held on June 15, 2021.

June 22, 2021: Executive Associate, Legal Services, Bonnie Passarella

RESOLUTION

WHEREAS, it is Brookdale Community College's (the "College") fundamental philosophy and Mission to provide the Monmouth County Community with maximum access to quality educational programs and services; and

WHEREAS, the College has maintained an educational relationship with Monmouth County Vocational School District (MCVSD) since 1998, with the first graduating class of College students in 2000. While operating under an informal arrangement, in 2014, the institutions entered into an agreement (Joint Operating Guidelines) to offer an Associate Degree and Certificate Programs in Culinary and Pastry Arts at the Culinary Education Center of Monmouth County located at 101 Drury Lange, Asbury Park; and;

WHEREAS, the current location has proven satisfactory in terms of access and general accommodations for providing Monmouth County residents with the opportunity for accessible continued education; and

WHEREAS, the general conditions for extending and updating the past agreement under a new Agreement, effective July 1, 2021, have been review by the Board of Trustees; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Agreement with Monmouth County Vocational School District has been renewed and updated commencing July 1, 2021 through June 30, 2024, with two, one- year renewable options, exercisable by the College, and which Agreement has been approved by the Board of Trustees

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

May 25, 2021

Brookdale Community College
Zoom Webinar

Chair Cram called the meeting to order at 5:30 P.M. and roll call was taken.

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee	
	Ms. Suzanne Brennan, Trustee	Dr. Nancy Kegelman
	Dr. Hank Cram, Chair	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Ms. Bonne Passarella
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Madeline Ferraro, Trustee	Ms. Kathy Kamatani
	Ms. Barbara Horl, Trustee	Mr. Edward Johnson
	Mr. Bret Kaufmann, Vice-Chair	Ms. Teresa Manfreda
	Dr. Les Richens, Trustee	Ms. Patricia Sensi
	Dr. David Stout, Secretary	Dr. William Burns
	Ms. Hanna Walker, Trustee	Dr. Anita Voogt
Absent	Ms. Marta Rambaud, Trustee	
		Ms. Cynthia Gruskos, Recorder
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	

Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:

On May 19, 2021 at 9:30 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Cram led the Pledge of Allegiance.

Dr. Stout led a moment of silence for the passing of retired Brookdalian, Joan Zyskowski, Adjunct

Professor Kristopher Pallein who taught in our Computer Science and Engineering departments, retired Brookdalian, Carol Lynn and Adjunct Instructor Ed Kropinak. He extended our sincere thoughts and prayers to their families and friends.

Mr. Jacobs read the statement on giving public comment in a virtual meeting and announced that this meeting is being recorded.

Chair Cram read our mission statement:

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.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the meeting agenda was made by Vice-Chair Kaufmann and seconded by Trustee Abby-White. Motion passed.	
<p>President's Report – Dr. Stout began his President's Report by thanking everyone who participated in Commencement 2021, including our Board of Trustees and every employee who was there to celebrate our students. He said that their cheers made this an extra special experience to the more than 400 students and their families who were in attendance. He extended a special thank you to Lauren Brutsman and her team for developing the best Community College Commencement in New Jersey.</p> <p>He brought attention to a number of Human Resource actions in the packet, as we have a number of employees who are retiring after substantial amount of service to the College. He brought attention to the upcoming retirements of Professor Stein of the Fine Arts Department, Linda Martin of CPS, Jackie Kugit of the Human Resource Department and the retirement of Gloria Dyson, a former Administrator of the Learning Disabilities Department. He thanked Charles Volpi, Kevin Burkitt, Amanda Richardson, James Pucaro and John Scarinzi for their service to the College and wished them well.</p> <p>Dr. Stout congratulated our new instructors, Maria Bouchard, William Roll and Ryan Kearns. He announced our brand-new Director of Diversity & Inclusion, Angela Kariotis. He also congratulated Mary Beth Reilly and Michael Naparlo for being selected in their permanent roles that they were formerly in interim positions and Dawn Murry and Margaret Agha for assuming new roles at the College.</p> <p>Dr. Stout congratulated all of the Administrators who are being renewed at tonight's meeting. He said their work has been exceptional during extraordinary circumstances and he is very proud to present their contract's for renewal in today's meeting.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Chair Cram also congratulated all the people who worked on the graduation, and he said that it surpassed his expectations and felt it also exceeded the expectations of the students and their families.		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – May 18, 2021 – Trustee Abby-White highlighted the following from the meeting held on May 18:</p> <ol style="list-style-type: none"> 1. Capital Project Update – Mr. Savacool reviewed his May Facility Project Report and there were specific discussion on the plan for the completion of the emergency lighting project, the completion of the Salt Storage Building, the awarding of contracts for the construction of the ATEC retaining wall, roof repairs, and the lightening protection system. 2. Insurance Buyers Council (IBC) – Representatives from IBC, an advisory firm retained by the College to prepare the RFP for property and liability insurance and to ensure a fair and competitive process, presented their recommendations, including total estimate costs. They advised that that the estimated costs are 15% higher than our expiring program but they indicated that they thought it was a favorable program based on market conditions. 3. Financial Reporting – Vice President Manfreda reviewed her financial report, and highlighted that total revenues are down 9.7% lower than the same time last year and expenses are down 1% in comparison to last year. The monthly cash balances are averaging \$26.3 million compared to \$19 million last year. There were recommendations made to invest excess revenue into programs that will generate revenue and will not generate recurring expenses, as well as minor capital and demolition of vacant buildings. There was a recommendation that the demolition of our vacant buildings could help with reducing our insurance rates. 4. Purchases – The 44 recommended purchases were reviewed. 5. MOU Brookdale Rutgers Partnership –This MOU memorializes the partnership relationship and the original intent that Rutgers will pay an annual partnership fee in addition to their lease. 6. HR – The HR recommendations were reviewed which included the 134 reappointment of Administrators who have been evaluated and recommended for renewal. The Committee reviewed and approved 7 positions to be posted with a net zero gain in employee headcount. 7. Grants/Foundation – Vice President Kaari recommended approval of grants applications in our Packet and she reviewed the Foundation’s financial position. Trustee Abby-White stated there has been a renewed focus on increasing the development of new grants and she thanked Laura Qaissaunee under the leadership of Nancy Kaari for all their work they are doing for our students. <p>Chair Cram recommended that the Governance Committee should develop policies and regulations for wearing Body-worn cameras and releasing the information captured by the cameras.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>B. Audit Committee – May 17, 2021 – Trustee Crupi highlighted the following from the meeting held on May 17:</p> <ol style="list-style-type: none"> 1. Independent Auditor - VP Manfreda reported that the RFP for Independent Audit Services was sent to 7 firms and we received 3 replies. VP Manfreda and Dr. Kegelman reviewed the responses and scored them against criteria including costs, qualifications, past performance, quality of their personnel, and adequacy of their audit approach. Based on the results of that analysis, VP Manfreda recommended awarding the contract to O'Connor & Drew, PC. The Committee supports the recommendation. 2. External Auditor - VP Manfreda reported that the RFP for Internal Audit Services was sent to 11 firms and we received 4 replies. VP Manfreda and Dr. Kegelman reviewed the responses based on established criteria, and recommend awarding to PKF O'Connor Davies, LLP. The Committee supports the recommendation. 3. Ethics Hotline Report – nothing to report 4. FY20 Census Data & OPEB Review Completion – VP Manfreda updated the Committee on the request made by the Division of Pension and Benefits in August 2020 to review our records related to GASB 74, financial reporting for postemployment benefit plans other than pension plans. The College supplied the requested information and received an email reporting that the review was complete. <p>C. NJCCC Update - Trustee Horl provided an update on the advocacy work of the NJCCC Federal and State Policy Committee on the State FY22 budget requests. She explained that they are lobbying for an additional \$5 million in operating aid, in addition to the \$5 million proposed by the Governor. The Committee also discussed the America's College Promise, which aims to provide two years of tuition free Community College to all Americans, including Dreamers through the formation of state and federal partnerships. This is an extensive piece of legislation and ACCT and AACC will be providing more information to all Trustees. In addition, she provided information on the following bills that are of interest for Community Colleges:</p> <ol style="list-style-type: none"> 1. A246 – would allow Community Colleges to construct, operate and maintain dormitories for students. This bill is permissive and not mandatory. 2. A5232 – would require public institutes of higher education to develop a faculty and student diversity plan. This plan would have to be developed and submitted to the Secretary of Higher Education annually, who, in turn, is required to submit all the compiled data to the Governor and Legislature annually. It directs the governing bodies of institutions to assign a person to serve as a Faculty Diversity Ambassador, to ensure the implementation of a diversity strategic plan. This plan must provide annual diversity training to all who serve on a Faculty Research Search Committee. Institutions will be required to increase the number of unrepresentative racial and ethnic groups. 5. 4836 – would establish a task force to evaluate the quality and efficacy of costs and outcomes of online courses by institutions of higher education during the pandemic. The task force would have 16 members, which includes a Community College president, and will have 2 years to report on their findings. <p>D. Student's Perspective – Trustee Walker reported that student's focused on ending the spring semester strong. Students are excited for the start of the summer and return to a more normal fall semester. She reported that students are curious about what the health and safety guidelines will be in the fall, since the announcement of the easing of restrictions in New Jersey. She had the honor in participating in the drive through commencement, and she said graduates were very thankful for the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>ceremony.</p> <p>E. Foundation Update – Trustee Abby-White reported on the Foundation meeting held on May 20. The Foundation held their elections for Officers and Julia Zapcic was elected President, Susan Whyman was selected as Vice President, Phil Ferraro will be Treasurer, and Perry Scaranni will serve as Secretary. She announced that they will be moving to a new CRM and will be using Salesforce. The Foundation Office will be moving to a more central location in the BAC building. The Summer Bash will be held on July 19, and she encouraged 100% participation in the event from the Trustees. She also announced that the Golf Outing will be held on September 23 at Eagle Oaks Country Club.</p>		
<p>Public Comment on Agenda Items</p> <p>There was no public comment.</p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Crupi and seconded by Trustee S. Brennan.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – April 27, 2021</p>	<p>A motion to approve the minutes from the public business meeting held on April 27, 2021 was made by Trustee Davis and seconded by Trustee Ferraro.</p> <p>Motion passed.</p> <p>Abstentions: Trustee Walker</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>B. Approval of Executive Session Meeting Minutes – April 27, 2021</p>	<p>A motion to approve the Executive Session Minutes for the meeting held on April 27, 2021 was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed. Abstentions: Trustee Walker</p>	
<p>Consent Agenda</p> <p>A. Approval of Human Resources</p> <p>B. Application of Grants</p> <p>C. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>D. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>E. Monthly Financial Reports</p> <p>F. Spring Semester Financial Forecast</p> <p>G. Capital Project Update</p>	<p>A motion to approve the consent agenda was made by Trustee L. Brennan and seconded by Trustee Kaufmann.</p> <p>Motion passed.</p> <p>YES: Trustee Abby-White, L. Brennan, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Richens, Walker and Chair Cram.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Memorandum of Understanding (MOU) Brookdale-Rutgers Partnership</p>	<p>A motion to approve the Memorandum of Understanding (MOU) Brookdale-Rutgers Partnership was made by Trustee Richens and seconded by Vice-Chair Kaufmann.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustee Abby-White, L. Brennan, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Richens, and Chair Cram.</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee Walker as she is a current student of Rutgers at Brookdale.</p>	
<p>Public Comment Mr. Jacobs read the public comment statement and the directions on making public comment. There was no public comment.</p> <p>Ms. Gruskos confirmed there was no written comments submitted.</p>		
<p>Old/New Business -</p> <p>Trustee Brennan announced the Board retreat will be held on the evening of July 30 and continue on the morning of July 31. In addition, she thanked all those involved in commencement this year. She brought attention to the steps we are taking at the College to actualize the Stigma Free Pledge we took.</p> <p>Trustee Abby-White announced a partnership with the Bonnie Brae School, which is a school for boys who have survived catastrophic life events, to introduce a new pilot program to provide funding and mentorship to allow selected students to pursue their education at Brookdale.</p> <p>Chair Cram announced the Board retreat will begin at 5:30 PM on Friday, July 30 and the Trustees will receive information in advance which Dr. Stout has been collecting and will be reviewed that night, to allow for a long-range planning discussion on Saturday, July 31.</p> <p>Dr. Stout introduced new employee Angela Kariotis, Director, Diversity & Inclusion, who introduced herself and who is looking forward to working with everyone.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>Mr. Jacobs read the resolution (<i>Attachment A</i>) to hold a closed executive session.</p>	<p>A motion to approve by resolution to hold an executive session was made by Trustee Walker and seconded by Trustee Richens.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Motion to Re-Open the Meeting to the Public	<p>A motion to re-open the meeting to the public was made by Trustee Richens and seconded by Trustee Horl.</p> <p>Motion passed.</p>	
Adjournment Meeting adjourned at 7:28 PM	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed.</p>	

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 **May 25, 2021 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 _____

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

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

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

☒ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **contract negotiation with Follett, attorney client privilege on an issue with a contractor, contract negotiation in relation to a matter concerning real estate; litigation with students; and attorney client privilege on holding a remote public meeting in conjunction with an in-person meeting**

☐ "(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.

☐ "(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

WHEREAS, the length of the Executive Session is estimated to be 30 - 45 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.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 37 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Faculty	2
Non-Supervisor - Direct Student Contact	1
Non-Supervisor – Administrative Operations	1
Adjuncts	7

B. Change of Status**Recommendations**

Executive	3
Faculty	2
Supervisor – Direct Student Contact	1
Supervisor – Administrative Operations	6
Non-Supervisor - Direct Student Contact	2
Non-Supervisor – Administrative Operations	5
Support Staff	1

C. Separations**Recommendations**

Faculty	1
Supervisor – Administrative Operations	2
Non-Supervisor – Administrative Operations	1
Support Staff	2

A. HIRES**FACULTY**

1. Name: Jeffrey Gregg
Department: Automotive Technology
Position: Assistant Professor, one-year temporary position
Salary: \$73,541
Effective: 9/1/21 – 6/30/22
2. Name: PattyAnn Hansen
Department: Nursing
Position: Instructor
Salary: \$69,452
Effective: 9/1/21

FACULTY DEGREE SUMMARY

Masters	Baccalaureate
1	1

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Cassidy Brzozowski
Department: Athletics
Position: Administrative Assistant
Salary: \$52,826
Effective: 7/1/21

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Mary Chiarella
Department: Continuing & Professional Studies
Position: Program Administrator, Lifelong Learning
Salary: \$59,690
Effective: 7/1/21

ADJUNCTS

1. Name: Jennifer Bradle
Department: Nursing
2. Name: John Charles
Department: Psychology

3. Name: Michele Jennings
Department: Nursing
4. Name: Veronica Jones
Department: Nursing
5. Name: Susan Rufolo
Department: Nursing
6. Name: Varsha Sharma
Department: Chemistry
7. Name: Elizabeth Wood
Department: Fitness

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
1	6

B. CHANGE OF STATUS**Executive**

1. Name: James Crowder
Department: STEM
Position: Institute Dean, one-year temporary interim position, pending completion of a background check
Action: Change in status from faculty to interim Executive level position
Salary: \$113,000
Effective: 7/1/21 - 6/30/22
2. Name: Norah Kerr-McCurry
Department: Business and Social Sciences
Position: Institute Dean, pending completion of a background check
Action: Change in status from interim Executive to regular Executive level position through bona fide search
Salary: \$114,165
Effective: 7/1/21

3. Name: To be determined
 Department: Humanities
 Position: Institute Dean, one-year temporary interim position, pending finalization of interviews and background check

 Action:
 Salary: \$113,000
 Effective: 7/1/21 – 6/30/22

FACULTY

1. Name: Anoop Ahluwalia
 Department: Mathematics
 Position: Assistant Professor
 Action: Resigning Institute Dean position as of 6/30; return to faculty position
 New Salary: \$80,277
 Effective: 9/1/21
2. Name: Amy Faris
 Department: Fine Arts
 Position: Instructor
 Action: Change in status from temporary to tenure track position
 New Salary: \$68,150
 Effective: 9/1/21

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Jill Donovan
 Department: Career, Leadership & Transfer Pathways
 Position: Director
 Action: Change in status from interim to regular A5 position through bona fide search
 New Salary: No change to FY21 salary of \$77,762; FY22 salary will be \$79,762
 Effective: 6/23/21

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Deborah Almeida
 Department: Accounts Payable
 Position: Manager, Accounts Payable
 Action: Change in title only
 New Salary: No change
 Effective: 7/1/21

2. Name: Richard Brown
 Department: Print Shop
 Position: Manager, Print Shop
 Action: Extension of monthly stipend
 Effective: 7/1/21 until incumbent returns, but not later than 12/31/21

3. Name: Kathleen Kamatani
 Department: College Relations
 Position: Executive Director, College Relations
 Action: Change in status from interim to regular A6 through bona fide search
 New Salary: No change to FY21 \$101,597; FY22 salary will be \$103,597
 Effective: 6/23/21

4. Name: Laura Oncea
 Department: College Relations
 Position: Interim Director of Communications
 Action: Extension of temporary position
 New Salary: \$79,762 to be prorated accordingly
 Effective: 7/1/21 until further notice, but not later than 12/23/21

5. Name: Laura Qaissaunee
 Department: Grants Development
 Position: Director, Grants & Institutional Development
 Action: Extension of monthly stipend
 Effective: 7/1/21 – until further notice, but not later than 12/31/21

6. Name: Jonathan Shaloum
 Department: Teaching & Learning Center
 Position: Director, Teaching & Learning Center, acting assignment
 Action: Extension of acting assignment
 New Salary: \$79,762 to be prorated accordingly
 Effective: 7/1/21 until further notice, but not later than 12/31/21

NON-SUPERVISOR - DIRECT STUDENT CONTACT

1. Name: William Kelly
 Department: Career, Leadership & Transfer Pathways
 Position: Interim Assistant Director, Career, Leadership and Transfer Pathways
 Action: Extension of temporary position
 New Salary: \$60,090 to be prorated accordingly
 Effective: 7/1/20 until further notice, but not later than 12/23/21

2. Name: Birgit Mondesir
 Department: Admissions
 Position: Assistant Director, Admissions, full-time, temporary
 Action: Extension of temporary assignment
 New Salary: \$60,470 to be prorated accordingly
 Effective: 7/1/21 – until further notice, but not later than 12/23/21

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Michael Amodio
 Department: Facilities Administration
 Position: Interim Supervisor, Maintenance & Grounds, full-time, temporary
 Action: Extension of temporary assignment; change of status from acting to interim
 New Salary: \$60,470 to be prorated accordingly
 Effective: 7/1/21 – until further notice, but not later than 12/23/21
2. Name: Catherine King
 Department: COVID Response Team/Financial Aid
 Position: COVID Task Force Coordinator, Financial Aid
 Action: Temporary transfer from A3 position to temporary A2 COVID Response Team position
 New Salary: \$68,071 to be prorated accordingly
 Effective: 7/1/21 – until further notice, but not later than 12/23/21
3. Name: Michelle Stathum
 Department: Governmental Affairs & Community Relations
 Position: Confidential Administrator, Governmental Affairs and Community Relations
 Action: Correction in title & department
 Effective: 7/1/21
4. Name: Sherri Vanderspiegel
 Department: Performing Arts Center
 Position: Supervisor, PAC
 Action: Extension of monthly stipend
 Effective: 7/1/21 until incumbent returns, but not later than 12/31/21

5. Name: Shanna Williams
 Department: College Relations
 Position: College Relations Coordinator
 Action: End of interim A5 assignment, return to A2 position
 New Salary: \$57,144
 Effective: 7/1/21
 Additional Action: Monthly stipend of \$335 for additional A5 responsibilities
 Effective: 7/1/21 – until further notice, but not later than 12/31/21

SUPPORT STAFF

1. Name: Daniel Hoosein
 Department: STEM
 Position: Lab Specialist, Sciences
 Action: Change in date of 100% return to primary position in STEM
 New Salary: No change
 Effective: 6/1/21

C. SEPARATIONS**FACULTY**

1. Name: Harry Compton
 Department: Environmental Science
 Position: Assistant Professor
 Action: End of temporary position
 Effective: 6/30/21

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Steve Chudnick
 Department: Library
 Position: Director, Library & Learning Resources, temporary assignment
 Action: End of temporary assignment
 Effective: 6/30/21
2. Name: Luboymr Woroch
 Department: Finance & Operations
 Position: Executive Director, Finance
 Action: Resignation
 Effective: 7/2/21

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Denise DeMichael
Department: Registration & Records
Position: Manager, Educational Services Systems
Action: Retirement effective 1/1/22
Effective: 12/31/21

SUPPORT STAFF

1. Name: Kai Davies
Department: Governmental Affairs & Community Relations
Position: Confidential Associate
Action: Resignation
Effective: 6/4/21
2. Name: David Sita
Department: Mathematics
Position: Academic Tutor
Action: Resignation
Effective: 6/30/21



BOARD OF TRUSTEES

General Functions

Administration

HUMAN RESOURCES

Finance & Facilities

Policy & Education

SUBJECT: Adoption of FY2022 Confidential
Non-Represented Employees and
Executive Compensation

DATE: June 22, 2021

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: Approval

ENCLOSURE(S): Resolution

3.2 Confidential Non-Represented Employees and Executive Compensation

General wage increases are determined each year in one of several ways – they are negotiated through collective bargaining agreements for unionized employees, implemented consistent with Policy 3.0002 for non-represented employees up to the level of Dean, and recommended by the President for executive level positions (Dean, Associate Vice President, and Vice President). The following resolution is presented on behalf of the President for the Board's approval for FY2022 compensation.

RESOLUTION

WHEREAS, Policy 3.0002 states that confidential non-represented employees shall receive the same benefits as those provided to represented employees whenever possible; and

WHEREAS, the Board ratified a contract with the Administrative Association providing a general wage increase in FY22 of \$2,000; and

WHEREAS, the confidential non-represented employees have performed at a consistently high level; and

WHEREAS, the President recommends an increase for these employees of \$2,000 (average 2.55%) consistent with the unionized administrators for FY22; and

WHEREAS, Policy 3.0002 also states that the President shall make recommendations to the Board of Trustees on proposed compensation for individuals in positions at the Dean's level and above; and

WHEREAS, the members of the executive team (Dean, Associate Vice President, and Vice President) have performed with excellence and dedication through the past year in unprecedented pandemic times; and

WHEREAS, the President recommends and strongly supports salary adjustments equivalent to an average 2.55% for the executive team also;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves salary adjustments for confidential non-represented administrators and for the executive staff (Deans, Associate Vice President, Vice President) consistent with the above recommendations; and

BE IT FURTHER RESOLVED that the Board of Trustees wishes to acknowledge the commitment and leadership of said employees and thanks them for their service and dedication to the College and our students.

Respectfully submitted, Dr. David Stout, President

**1.51 Acceptance of Gifts
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month.

The College continues to receive a variety of useful and welcome gifts from many sources. These are generally donated by private individuals, business firms, students, and staff whose continued interest and support are evinced in these actions.

The following gift has been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
May 24, 2021	Tammy Cameron 641 Aldrich Road Howell, NJ 07731	Donation of fabric and sewing items to the Fashion department

2.1 Acceptance of Grants
Executive Summary**A. New Jersey Department of Law and Public Safety – Office of the Attorney General****Program Title:** SFY21 Body-Worn Camera Grant Program**Short Title:** Body-Worn Camera (BWC)**Goal/Purpose:** Funding will enable the Brookdale Police Department to purchase Body-worn cameras for each officer in addition to ancillary accessories and storage.**Program Administrator:** Robert Kilmer, Chief of Police, Brookdale Community College**Total \$ Awarded:** **\$26,494** (based on the price of 13 cameras requested, plus ancillary accessories and storage)**Date Awarded:** June 2, 2021**Recommendation:**

The President recommends that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the President to sign funding notification forms and any appropriate amendments.

June 22, 2021: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College has applied for the grant funds listed below:

	<u>Amount</u>
Body-Worn Camera	\$26,494

WHEREAS, the College has been notified that the funds have been approved; and

WHEREAS, Board Policy 2.0000 requires Board acceptance of all grants received by Brookdale Community College; and

WHEREAS, the President recommends acceptance of said grant funds;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College authorizes the President to accept the grant funds listed above and to sign the funding notification forms and any appropriate amendments thereto.

June 22, 2021: Director of Grants and Institutional Development, Laura Qaissaunee

*4.2 Purchases in Excess of \$36,400 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 \$36,400. 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 and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 15, 2021.

June 15, 2021: Vice President Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$36,400, or purchases with a combined total in excess of \$36,400; 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 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 \$36,400

June 15, 2021

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Operating				
1	Allstate Office Interiors	Classroom Seating / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery and installation of classroom seating in various buildings on the Lincroft Campus. Executive Committee approval is requested due to 6/30/21 delivery requirement. This contract is funded by the Operating Budget.	Exempt	\$ 78,438.36

* Estimated expense based on historical data

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

*4.2 Purchases in Excess of \$36,400 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 \$36,400. 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 and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 15, 2021.

June 22, 2021: Vice President Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$36,400, or purchases with a combined total in excess of \$36,400; 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 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 \$36,400

June 22, 2021

Board

Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Cares/CRRSAA				
1	Zoom Video Communications, Inc.	Renewal of Zoom Licenses with Cloud Storage and Recording (FY22) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year renewal contract for Zoom licenses with cloud storage and recording. This contract is funded by the Cares Act/CRRSAA. FY21 \$28,124.58.	Exempt	\$ 35,151.00
2	Burlew Mechanical, LLC	Plumbing T&M, Bid No. 19-25 / This contract is for the installation of touchless fixtures in the BAC Building and Collins Arena. This contract is funded by the Cares Act/CRRSAA.	Bid	\$ 39,733.00
3	Ellucian Inc.	IT Managed Services, RFP No. 11-21 / In partnership with and under the direction of Brookdale's Office of Information Technology (OIT), Ellucian remote resources will provide project management services to facilitate the implementation of the third-party Continuing Education (CE) platform Modern Campus Destiny One. The services will focus on supporting specific phases of the project and will include project management and other adhoc support as appropriate. This contract is funded by the Cares Act/CRRSAA.	RFP	\$ 125,847.00
Chapter 12				
4	**See attached list of Engineers, Architects, and Other Professionals	Architectural, Engineering and Other Professional Services, RFQ No. 03-2021 (FY22) / This is the 2nd year of a 2 year contract for pre-qualified firms to provide architectural, engineering, and other professional services. These contracts will be funded by Chapter 12 and various capital budgets.	RFQ	
5	T&M Associates	Professional Architectural and Engineering Services, RFQ No. 03-2021 / This contract is for professional architectural, engineering, and consulting services for the rehabilitation of the MAN Building's rear entrance vestibule slab. This contract is funded by Chapter 12.	RFQ	\$ 33,800.00
6	Sal Electric Co., Inc.	Electrical Services T&M, Bid No. 20-28 / This contract is for electrical services to repair and/or replace existing emergency lighting on the Lincroft Campus (CVA and SLC Buildings), Freehold, Long Branch, and Hazlet Regional Locations. This contract is funded by Chapter 12.	Bid	\$ 24,710.83

Operating

7	SHI International Corporation	Axis BodyCam Hardware with Installation and Training, Licenses and Hardware Maintenance / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery, installation of Axis BodyCam hardware for the Police Department as legally required by the State of New Jersey. This contract is funded by the Operating Budget and pending reimbursement by the Body-Worn Camera (BWC) Grant Program.	Exempt	\$	90,237.00
8	International Business Machines Corporation	Software License Subscription (FY22) / Exempt 18A:64A-25.5.a.(3) (Sole Source). This is a one year contract for the IBM SPSS Statistics Campus Edition license subscription and support. This contract is funded by the IT and Academic Affairs Budgets. FY21 \$40,530.	Exempt	\$	41,685.00
9	CDW Government LLC	McAfee Gold Software Support (FY22) / Exempt 18A:64A-25.9 (State Contract). This is a one year State Contract for McAfee software and technical support and is funded by the IT Budget. FY21 \$22,690.96.	Exempt	\$	17,500.00
10	SHI International Corporation	Microsoft EES Agreement (FY22) / Exempt 18A:64A-25.10 (Joint purchases by County colleges, municipalities or counties; authority). This is a one year contract for Microsoft Windows Operating Systems licenses and support for Office Products, Visual Studio, Project Pro, server support software for Exchange, SQL, and Systems Management Servers. By purchasing the licenses as part of the MS Campus Agreement, the cost of new systems are reduced by eliminating the procurement of software at the time of the hardware order. This contract is funded by the IT Budget. FY21 \$102,736.03.	Exempt	\$	102,594.35
11	SHI International Corporation	Adobe License Agreement (FY22) / Exempt 18A:64A-25.9 (State Contract). This is the 3rd year of a 3 year State Contract for the Adobe License Agreement and is funded the IT and Academic Affairs Budgets. FY21 \$50,156.	Exempt	\$	50,156.00
12	CDW Government LLC	Computers (FY22) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of Lenovo computers and products. This contract is funded by the IT Budget, grants, and various departmental budgets. FY21 YTD \$316,649.	Exempt	\$	325,000.00 *

13	Apple Inc.	Computers (FY22) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of Apple computers and products. This contract is funded by the IT Budget, grants, and various departmental budgets. FY21 YTD \$30,973.	Exempt	\$	75,000.00	*
14	Dell	Computers (FY22) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the purchase of Dell computers and products. This contract is funded by the IT Budget, grants, and various departmental budgets. FY21 YTD \$30,194.	Exempt	\$	75,000.00	*
15	IFMA; Certwise PM Learning Systems; Holmes Corporation	Textbooks (FY22) / Exempt 18:64A-25.5.a.(6) (Textbooks). These are one year contracts for the supply and delivery of textbooks for the Project Management Certificate and Facility Management Professional (FMP) courses. These contracts are funded by CPS' Revenue Generating Programs. FY21 YTD \$25,977.	Exempt	\$	32,000.00	*
16	**See attached list of vendors	Food Supplies for Culinary Program (FY22) / Exempt 18:64A-25.5.a.(7) (Food supplies). These are one year contracts are for the supply and delivery of food supplies for the Culinary Program and are funded by the Culinary and Hospitality Budget.	Exempt	\$	130,000.00	*
17	IOTA Solutions LLC	Electronic Course Evaluation Services, RFP No. 16-21 (FY22) / Notice was sent to 10 vendors, received 4 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for electronic course evaluation services. This is a hosted web-based solution for administering electronic Student Opinion Reports (SORs) in more than 1,600 course sections a year. IOTA Solutions collects the survey data and presents the results in a variety of standard and customized graphical reports. This contract is funded by the Planning & Institutional Effectiveness Budget. FY21 \$17,500.	RFP	\$	17,500.00	
18	Grainger Inc.	Facilities Supplies (FY22) / Exempt 18A:64A-25.9 (State Contract). This is a one year State Contract for the supply and delivery of facilities supplies. This contract is funded by the Facilities Budget. FY21 YTD \$8,352.	Exempt	\$	25,000.00	*

19	Ferguson Plumbing Supply	Plumbing Supplies (FY22) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of plumbing supplies and is funded by the Facilities Budget. FY21 YTD \$9,250.	Exempt	\$	25,000.00	*
20	Cooper Freidman Electric Supply Co.	Electrical Supplies (FY22) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of electrical supplies through the Monmouth County Purchasing Co-op Contract and is funded by the Facilities Budget. FY21 YTD \$3,103.	Exempt	\$	25,000.00	*
21	J. Swanton Fuel Oil Co., Inc.	Unleaded and Diesel Fuel (FY22) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of unleaded and diesel fuel through the Monmouth County Purchasing Co-op Contract. This contract is funded by the Facilities Budget. FY21 YTD \$12,333.	Exempt	\$	30,000.00	*
22	Premier Enterprises, LLC	Roofing Repairs and Replacement Services (FY22), Bid No. 20-35 / This is the 2nd year of a 2 year contract for roofing repairs and replacement services. This contract is funded by the Facilities Budget. FY21 YTD \$40,266.	Bid	\$	55,000.00	*
23	Ascend Construction Management, Inc.	Carpentry Services T&M, Bid No. 20-29 (FY22) / This is the 2nd year of a 2 year contract for carpentry services and is funded by the Facilities Budget. FY21 YTD \$11,274.	Bid	\$	25,000.00	*
24	Monmouth County (Shared Services)	Treated Salt, Vehicle Repairs, Tree Removal and Road Repair Services (FY22) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for supplies and services provided by Monmouth County and is funded by various Operating Budgets. FY21 YTD \$51,889.	Exempt	\$	65,000.00	*
25	C-3 Technologies	Fuel Tank Compliance Testing and Services (FY22) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for compliance testing and services of the fuel tanks located on the Lincroft Campus and is funded by the Facilities Budget. FY21 YTD \$3,351.	Exempt	\$	17,500.00	*

26	Burlew Mechanical, LLC	Plumbing T&M, Bid No. 21-17 (FY22) / Notice was sent to 3 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for plumbing services and is funded by the Facilities Budget. FY21 YTD \$46,333.	Bid	\$	80,000.00	*
27	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing and Repairs, Bid No. 21-18 (FY22) / Notice was sent to 10 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for fire alarm testing, inspection and repairs. This contract is funded by the Facilities Budget. FY21 YTD \$22,472.	Bid	\$	92,000.00	*
28	A.C. Schultes, Inc.	Motors, Pumps, Belts and Repairs, Bid No. 21-19 (FY22) / Notice was sent to 7 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for motors, pumps, belts and repairs. This contract is funded by the Facilities Budget. FY21 YTD \$14,879.	Bid	\$	35,000.00	*
29	UNUM	Short Term Disability Insurance (FY22) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract with an option for a 2nd year renewal for short term disability insurance and is funded by the Operating Budget. This is estimated for reference, as monthly payments vary on employee headcount. FY21 YTD \$146,709.	Exempt	\$	185,000.00	*
30	Universal Protection Service LLC dba Allied Universal Security Services	Armed Guard Services (FY22) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for armed guard services for the Regional Locations. The cost of armed guards is partially offset by a savings in salary, benefits, and substitute hourly workers for the current security guard lines in the Police Department Budget. FY21 YTD \$0.	Exempt	\$	350,000.00	*
31	NJ Community College Insurance Pool	Workers Compensation Insurance (FY22) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for workers compensation insurance and is funded by the Operating Budget. FY21 \$302,568.	Exempt	\$	301,000.00	
32	Borden Perlman/CBIZ; True & Associates; Balken Risk Management Services/Accrisure LLC	Property & Liability Insurance, RFP No. 07-21 (FY22) / Notice was sent to 10 vendors, received 3 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for property and liability insurance. These contracts are funded by the Operating Budget. FY21 \$958,393.	RFP	\$	932,506.00	

33	Borden Perlman/CBIZ	Insurance (FY22) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for Errors & Omissions and Underground Storage Tank insurance policies. This contract is funded by the Operating Budget. FY21 \$74,799.	Exempt	\$ 81,459.00
34	Cleary Giacobbe Alfieri Jacobs LLC	College Counsel, RFP No. 06-20 (FY22) / This is the 2nd year of a 2 year contract for College counsel services and is funded by the Operating Budget. FY21 YTD \$54,218.	RFP	\$175/Hour
35	Cleary Giacobbe Alfieri Jacobs LLC	College Labor Counsel, RFP No. 07-20 (FY22) / This is the 2nd year of a 2 year contract for College labor counsel services and is funded by the Operating Budget. FY21 YTD \$32,492.	RFP	\$175/Hour
36	Rainone Coughlin Minchello LLC	Special and Conflict Counsel (FY22) / Exempt 18A:64A-25.5.a.(1) (Professional Services). This is a one year contract for special and conflict counsel services and is funded by the Operating Budget. FY21 YTD \$0.	Exempt	NTE \$ 17,500.00
37	T & M Associates	General Engineering Services, Engineer of Record, RFP No. 09-20 (FY22) / This is the 2nd year of a 2 year contract for General Engineering Services as the Engineer of Record and is funded by the Facilities Budget and Chapter 12. FY21 YTD \$24,133.	RFP	\$ 100,000.00 *
38	Bruno Associates, Inc. Winning Strategies Washington, LLC	Professional Representation with Federal Departments, Agencies and Congress to Secure Federal Grant Funding, RFP No. 08-20 (FY22) / This is the 2nd year of a 2 year contract for professional representation with federal departments/agencies and Congress to secure federal grant funding. These contracts are funded by the Operating Budget. FY21 YTD \$36,000.	RFP	\$ 46,000.00 *

* Estimated expense based on historical data

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

**** ItemNo. 4 List** – see supplemental document

**** Item No. 17**

Food Supply Vendors for Culinary Program

- A&J Produce
- Seashore Produce
- US Foods (Trinity-Seafood)
- Sysco-NY Metro
- Dairy Land-Chef's Warehouse
- Dawn Foods / NE Distribution
- Wegmans
- Carl Streit and Son
- J. VROLA Meast (Tidal Seafood)
- Lusty Lobster Seafood
- Local 130 Seafood
- Corim Coffee

BOT Item No. 4 - RFQ 03-2021 – **Pre-Qualified Architects, Engineers, and Other Professionals

2nd Year of a 2 Year Contract

Asbestos Consultant

Becht Engineering
Brinkerhoff Environmental
EI Associates
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
LAN Associates
Maser Consulting
PS&S
Suburban Consulting
T&M Associates
Yu & Associates

Bidding

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
EI Associates
Edgewater Design
ENV Group
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Harbor Consultants
Johnson & Urban LLC
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
Posen Architects
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
Suburban Consulting Engineers
T&M Associates
USA Architects
YU & Associates

Building Commissioning

EI Associates
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
Greyhawk Construction
PS&S
Posen Architects

Civil Engineering

Becht Engineering
CHA Consulting
EI Associates
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Harbor Consultants
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
PS&S
Suburban Consulting
T&M Associates
YU & Associates

Construction Administration

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
EI Associates
Edgewater Design
ENV Group
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
Gedeon GRC Consulting
H2M Associates
Harbor Consultants
Johnson & Urban LLC
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
Mott MacDonald
The Musial Group
PS&S
Posen Architects

SSP Architectural Group
Settembrino Architects
StoneWater Architectural
Suburban Consulting Engineers
T&M Associates
USA Architects
YU & Associates

Construction Documents

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
EI Associates
Edgewater Design
ENV Group
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
Gedeon GRC Consulting
H2M Associates
Harbor Consultants
Johnson & Urban LLC
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
Posen Architects
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
Suburban Consulting Engineers
T&M Associates
USA Architects
YU & Associates

Construction Feasibility

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect

BOT Item No. 4 - RFQ 03-2021 – **Pre-Qualified Architects, Engineers, and Other Professionals

2nd Year of a 2 Year Contract

El Associates
ENV Group
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Johnson & Urban LLC
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
Suburban Consulting Engineers
T&M Associates
USA Architects
YU & Associates

Construction Mgmt. Svcs.

Becht Engineering
El Associates
Engenuity
Fraytak Veisz Hopkins Duthie, P.C.
Greyhawk Construction
Harbor Consultants
MFS Engineers & Surveyors
Maser Consulting
PS&S
StoneWater Architectural
Suburban Consulting Engineers
T&M Associates

Design Development

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
El Associates
Edgewater Design
ENV Group
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.

Gedeon GRC Consulting
H2M Associates
Harbor Consultants
Johnson & Urban LLC
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
Posen Architects
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
Suburban Consulting Engineers
USA Architects
YU & Associates

Electrical Engineering

Becht Engineering
CHA Consulting
Design Resources Group
El Associates
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Harbor Consultants
LAN Associates
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

Field Verification

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
El Associates
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Johnson & Urban LLC

LAN Associates
MFS Engineers & Surveyors
Maser Consulting
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
Suburban Consulting Engineers
T&M Associates
USA Architects
YU & Associates

Industrial Hygiene

Becht Engineering
Brinkerhoff Environmental
CHA Consulting
El Associates
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
LAN Associates
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

Interior Design

Becica Associates
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
El Associates
ENV Group
Fraytak Veisz Hopkins Duthie, P.C.
Gedeon GRC Consulting
H2M Associates
LAN Associates
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
Posen Architects
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
USA Architects

BOT Item No. 4 - RFQ 03-2021 – **Pre-Qualified Architects, Engineers, and Other Professionals

2nd Year of a 2 Year Contract

Land Surveying

Becht Engineering
EI Associates
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Harbor Consultants
LAN Associates
MFS Engineers & Surveyors
Maser Consulting
PS&S
Suburban Consulting Engineers

Landscape Architecture

Becht Engineering
CHA Consulting
Clark Caton Hintz
EI Associates
Edgewater Design
Engenuity
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Harbor Consultants
Maser Consulting
Mott MacDonald
The Musial Group
PS&S
Suburban Consulting Engineers
T&M Associates

Mechanical Engineering

Becht Engineering
CHA Consulting
Design Resources Group
EI Associates
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Johnson & Urban LLC
LAN Associates
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

MEP/Energy

Becht Engineering
CHA Consulting

EI Associates
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Johnson & Urban LLC
LAN Associates
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

Mold Consultant

Becht Engineering
Brinkerhoff Environmental
EI Associates
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
LAN Associates
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

Onsite Construction Management

Becht Engineering
EI Associates
Engenuity
Fraytak Veisz Hopkins Duthie, P.C.
Greyhawk Construction
Harbor Consultants
Johnson & Urban LLC
MFS Engineers & Surveyors
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

Plumbing/Fire Protection E

Becht Engineering
CHA Consulting
Design Resources Group
EI Associates
French & Parrello
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
Johnson & Urban LLC
LAN Associates
Maser Consulting
PS&S
Suburban Consulting Engineers
T&M Associates

Programming/Needs

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group
Diaz Architect Associates
DiCara Rubino
DMR Architect
EI Associates
ENV Group
Engenuity
Fraytak Veisz Hopkins Duthie
Gedeon GRC Consulting
H2M Associates
Johnson & Urban LLC
LAN Associates
Maser Consulting
Mott MacDonald
The Musial Group
NETTA Architects
PS&S
Posen Architects
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
Suburban Consulting
USA Architects

Roofing

Becica Associates
Design Resources Group
Diaz Architect Associates
DiCara Rubino
EI Associates
Fraytak Veisz Hopkins Duthie, P.C.
H2M Associates
LAN Associates
Mott MacDonald
PS&S
SSP Architectural Group
Settembrino Architects
StoneWater Architectural
USA Architects

Schematic Design

Becica Associates
Becht Engineering
Clark Caton Hintz
Design Resources Group

BOT Item No. 4 - RFQ 03-2021 – **Pre-Qualified Architects, Engineers, and Other Professionals

2nd Year of a 2 Year Contract

Diaz Architect Associates

DiCara Rubino

DMR Architect

EI Associates

Edgewater Design

ENV Group

Engenuity

French & Parrello

Fraytak Veisz Hopkins Duthie, P.C.

Gedeon GRC Consulting

H2M Associates

Johnson & Urban LLC

LAN Associates

MFS Engineers & Surveyors

Maser Consulting

Mott MacDonald

The Musial Group

NETTA Architects

PS&S

Posen Architects

SSP Architectural Group

Settembrino Architects

StoneWater Architectural

Suburban Consulting Engineers

USA Architects

YU & Associates

Exterior Envelope

Facilities Maintenance

GSH (George S. Hall)

Geotechnical Engineering

MFS Engineers & Surveyors

Lab Planning

Structural Engineering

MFS Engineers & Surveyors

H2M Associates

Becica Associates

Third Party Special Inspection and Material Testing

AEL (Atlantic Engineering Laboratories)

RCI Registered Roof Observer (RRO)

Fraytak Veisz Hopkins Duthie, P.C.

Other

Architectural

Clark Canton Hintz

Athletic Consulting

Acoustics/AV/IT

Energy Audits, ESIPS, Solar & LEED/

Substainable Design

DiCara Rubino

Environmental Consulting

Chapman Environmental Services

4.2b *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending May 31, 2021, which totaled \$1,834,201.22. 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 June 15, 2021.

June 22, 2021: Vice President Finance & Operations, Teresa Manfreda

4.1 *Financial Report*

The following is the Financial Report for the month ending April 30, 2021.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting June 15, 2021.

June 22, 2021: Vice President Finance & Operations, Teresa Manfreda

Financial Overview at April 30, 2021

Any reference to budget in the following financial information represents the annual FY21 budget. April 2021 is the tenth month of the current fiscal year. Generally, when comparing year-to-date financial results to budget, April represents 83% of the annual budget. The following financial summary provides an overview of year-to-date April 2021 financial performance compared to FY21 budget, and to the same period last year.

Revenue:

Compared to Budget

Total revenues for the ten months through April 2021 were \$71.2M and represents 87% of the FY21 budget of \$81.8M.

Compared to Prior Year

Operating revenue as of April 30, 2021, was 9% lower than the same time last year.

Expenditures:

Compared to Budget

Total operating expenditures through April 2021 were \$53.1M of the \$76.5M FY21 budget. Year-to-date April expenses represent 69.3% of the FY21 budget. As previously noted, ten months represents 83% of our fiscal year and should serve as a point of reference when comparing actuals to budget.

Compared to Prior Year

Total operating expenses for the same period of time last year were \$57.5M compared to \$53.1M this year indicating a reduction of operating costs of \$4.4M or 7.7%.

Cash Balance:

As of April 30, 2021, the College's balance of cash in the bank was \$30.4M, which represents a \$9.5M increase over last year. For the ten months through April, the average monthly balance of cash was \$26.7M compared to \$19.2M last year.

Brookdale Community College
Current Year vs Prior Year
For the month ending April 30, 2021

	04/30/21	04/30/20	Change	% Change
Operating Revenue				
State of New Jersey	\$ 7,080,541	\$ 8,989,604	\$ (1,909,063)	-21.2%
County of Monmouth	16,689,182	16,689,182	-	0.0%
Student tuition	34,887,314	37,350,921	(2,463,607)	-6.6%
Fees	10,585,263	12,011,445	(1,426,182)	-11.9%
Continuing & Professional Studies	1,507,778	2,558,339	(1,050,561)	-41.1%
Miscellaneous	401,172	584,827	(183,655)	-31.4%
	\$ 71,151,250	\$ 78,184,318	\$ (7,033,068)	-9.0%
Operating Expenditures				
Academic Affairs	\$ 22,471,318	\$ 25,103,131	\$ (2,631,813)	-10.5%
Benefits	9,871,851	10,809,137	(937,286)	-8.7%
Finance & Operations	7,276,625	6,882,934	393,691	5.7%
Student Success Division	4,216,023	4,340,301	(124,278)	-2.9%
General Expenses	3,166,642	2,792,143	374,499	13.4%
Continuing & Professional Studies	1,626,542	2,377,770	(751,228)	-31.6%
Utilities	1,280,633	1,707,891	(427,258)	-25.0%
Human Resources & Safety	1,402,661	1,705,442	(302,781)	-17.8%
Planning & Inst. Effectiveness	321,132	308,285	12,847	4.2%
President & BOT	385,411	538,505	(153,094)	-28.4%
Advancement Division	1,048,929	904,354	144,575	16.0%
	\$ 53,067,767	\$ 57,469,893	\$ (4,402,126)	-7.7%
Net income/(loss) - Operating	\$ 18,083,483	\$ 20,714,425	\$ (2,630,942)	
Auxiliary				
Receipts	\$ 399,869	\$ 1,281,269	\$ (881,400)	-68.8%
Disbursements	755,259	1,304,702	(549,443)	-42.1%
Net income/(loss)- Auxiliary	\$ (355,390)	\$ (23,433)	\$ (331,957)	

Brookdale Community College
Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at April 30, 2021

	FY21 Budget	4/30/2021	Increase/ (Decrease)	FY21 Projected
Operating				
Revenues:				
Tuition	\$ 36,074,791	34,887,314	121,202	\$ 36,195,993
State	10,285,798	7,080,541	(1,573,101)	8,712,697
County	20,027,019	16,689,182	-	20,027,019
Fees	11,290,301	10,585,263	(487,606)	10,802,695
Continuing & Professional Studies	3,450,000	1,507,778	(1,755,161)	1,694,839
Other income	689,500	401,172	(239,500)	450,000
Total revenue	\$ 81,817,409	71,151,250	(3,934,166)	\$ 77,883,243
Expenditures:				
Academic Affairs	31,212,851	22,471,318	(1,680,493)	29,532,358
Benefits	15,704,750	9,871,851	(2,041,084)	13,663,666
Finance & Operations	9,053,658	7,276,625	173,293	9,226,951
Student Success Division	6,641,088	4,216,023	(897,296)	5,743,792
General expenses	4,154,962	3,166,642	65,356	4,220,318
Continuing & Professional Studies	2,993,066	1,626,542	(983,096)	2,009,970
Utilities	2,208,377	1,280,633	(200,000)	2,008,377
Human Resources & Safety	2,381,854	1,402,661	(588,442)	1,793,412
Advancement Division	1,338,369	1,048,929	9,731	1,348,100
Planning & Inst. Effectiveness	383,135	321,132	(2,000)	381,135
President & BOT	466,924	385,411	(3,200)	463,724
Total expenditures	\$ 76,539,034	53,067,767	(6,147,231)	\$ 70,391,803
Other cash requirements:				
Debt principal	1,655,000	1,655,000	-	1,655,000
Interest expense	1,328,375	791,815	-	1,328,375
Technology	2,295,000	1,739,724	-	2,295,000
	\$ 5,278,375	4,186,539	-	\$ 5,278,375
Excess revenue/expenditures projected				<u>\$ 2,213,065</u>
Auxiliary				
Receipts	1,087,214	399,869	(780,359)	747,141
Disbursements	2,004,374	755,259	(574,944)	1,220,168
Profit/(loss) auxiliary	\$ (917,160)	(355,390)	(205,415)	\$ (473,027)
Excess revenue/expenditures projected				<u>\$ (473,027)</u>
Capital				
Revenues:				
State Chapter 12	2,900,000	1,676,212	-	2,900,000
County Chapter 12	2,900,000	1,676,212	-	2,900,000
Risk Management	-	244,310	244,310	244,310
Total revenue	\$ 5,800,000	3,596,734	244,310	\$ 6,044,310
Expenditures:				
State Chapter 12	\$ 2,900,000	1,676,212	-	\$ 2,900,000
County Chapter 12	2,900,000	1,676,212	-	2,900,000
Risk Management	-	431,726	431,726	431,726
Total expenditures	\$ 5,800,000	3,784,150	431,726	\$ 6,231,726
Excess revenue/expenditures projected				<u>\$ (187,416)</u>
Total excess revenue/expenditures all funds projected				<u>\$ 1,552,622</u>

June 7, 2021

BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CONSTRUCTION PROJECTS - CHAPTER 12 FUNDS – MANAGED BY T&M

1) ATHLETIC FIELDS/LINCROFT CAMPUS

A project to reconstruct the baseball and softball field as well as rehabilitate the soccer field was awarded to Precise Construction in the amount of \$2,335,609.75. The project will provide for the installation of subsurface drainage and irrigation system, replacing dugouts and bleachers and leveling of the fields.

Bleacher replacement is currently under construction. A meeting was held to review questions about softball field and direction was provided to address concerns.

2) LIFE SAFETY AND ADDITIONAL LIGHTING

VA Electrical Contractor LLC was awarded a contract in the amount of \$377,000.00 for the replacement of emergency lighting and battery back-ups and to provide additional lighting efficiencies.

It is not desired to have the contractor continue with any work on campus. Brookdale has received a remedial scope of work from the colleges contracted electrician. The decision to utilize the college contracted electrician or have the bonding company do the work has not been finalized.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) ATEC RETAINING WALL

Project consists of the replacement of the failing retaining wall around the ATEC building and was designed by Suburban Consulting Engineers. Bids were received on May 5, 2021. Berto Construction was the lowest responsible bidder in the amount of \$587,370.00 and was awarded the contract at the BOT meeting held on May 25, 2021.

A preconstruction meeting is being scheduled.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

2) ROOF REPAIRS – PHASE 3

Project consists of the replacement of various roofs on the Lincroft Campus and was designed by FVHD. Bids were received on April 6, 2021. MTB was the lowest responsible bidder in the amount of \$1,344,400.00 and was awarded the contract at the BOT meeting held on April 26, 2021.

A preconstruction conference was held on May 19, 2021. The Contractor has submitted for permits and the college is selecting roofing colors.

3) SECURITY CAMERA AND SURVEILLANCE SYSTEM

This work is being coordinated by the IT Department. SHI is the general contractor. Their bid in the amount of \$1,023,470.99 was approved at the BOT on June 23, 2020. Total contract amount including equipment is \$1,334,872.72. Project consists of security camera installation at the Lincroft, Freehold, Hazlett, and Long Branch campuses.

Lincroft rough wiring is complete. Approximately 21% of camera install is complete including all of Long Branch and Hazlet. Datacenter infrastructure install is underway, but file storage/management OS install and VMS install have been delayed due to supply chain issues that have now been addressed.

4) LIGHTNING PROTECTION SYSTEM

Project consists of lightning protection systems at various buildings on the Lincroft Campus and was designed by USA Architects. Bids were received on May 5, 2021. Sodon's Electric was the apparent low bidder was in the amount of \$401,200.00 and was awarded the contract at the BOT meeting held on May 25, 2021.

A preconstruction meeting has been scheduled for June 10, 2021 and a schedule for the work will be provided thereafter.

5) LOT 1 PAVING

The project consists of paving Lot 1 in its entirety including the access roads to CVA and the Monmouth Museum and upgrading curbing and storm inlets. The BOT approved a quote through the Educational Services Commission of New Jersey by Gordian in the amount of \$1,016,608.82.

Work has commenced on the lot with curb install and milling.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

6) GORMAN HALL SOUTH REHABILITATION

Posen Architects has been retained to prepare plans for the rehabilitation of Gorman Hall South. The plans will be utilized for submission to Pursuing Our Children's Future Bond Act funding.

Architectural plans were submitted with the grant application under the bond act. Response to the grant submission is expected in June or July.

7) CVA ROOFING PROJECT

Project is currently being scoped out by Brookdale Facilities. Quotes were received for professional services for the design and are being evaluated.

8) FIRE SUPPRESSION SERVICES

Project involves the installation of fire suppression hardware at the MAN building and was awarded to Oliver Fire Suppression Services at the April 26, 2021 BOT in the amount of \$51,255.00.

Contractor commenced construction and work is complete.

2) DESIGN/STUDIES/REPORTS

1. MAN REAR VESIBULE SLAB LEAKAGE

T&M investigated the vestibule slab at the rear of the Man building. The slab is poorly pitched and water leakage into the building is an issue. An inspection summary was issued reviewing the existing conditions of concern. T&M will issue a report after reviewing the structural drawings for the vestibule.

T&M has reviewed available drawings and has provided a proposal for the design for consideration. Alternate proposals were received. Awaiting PO to commence design.

2. POWER PLANT GENERATOR UPGRADE

In order to maintain operations within the RAC and SLC during an emergency the power plant emergency generator will need to be upgraded. T&M has reviewed the site with facilities. Upgrade to the generator would allow for cooling to the designated Monmouth County shelter located in the Collins Arena.

College is coordinating a meeting with Monmouth County to review options for generator upgrade and alternate scenarios.

June 7, 2021
Sheet 4

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

A handwritten signature in blue ink, appearing to read 'R. Savacool', with a long horizontal flourish extending to the right.

Raymond W. Savacool, P.E.
Engineer of Record

G:\Projects\BRCC\G2101\Calculations & Reports\06-07-21 PROJECT STATUS REPORT .docx

4.3 *FY22 Associated Students of Brookdale Community College (ASBCC)
Operating Statement*

The office of Student Life and Activities has prepared the FY22 Associated Students of Brookdale Community College (ASBCC) budget. This budget supports programming needs for students, faculty, and staff. It also funds student publications, clubs and organizations, and provides support for other campus wide activities such as orientation, graduation, and athletics.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 15, 2021.

June 22, 2021: Vice President Finance & Operations, Teresa Manfreda

The annual ASBCC revenue budget of \$385,922 is funded by Student Fees based on a projected enrollment of 7,148 FTEs. Budgeted expenditures include \$19,886 in capital improvements.

The current fiscal year allocations were developed to align with the College's priorities, earmarking funds to support the goals and mission of the Institution while continuing to provide opportunities for co-curricular learning that compliments classroom activities in virtual, hybrid, and in person formats. The intention of the funding is to increase collaboration with complimenting curriculum by creating more diverse and cultural programs supporting priorities in academic areas and departments.

The Student Life Board provided input and advisement based on their experience planning programs and collaborative oversight of clubs and organizations. ASBCC recognizes over 48 active clubs and organizations on all its campuses. The clubs and organizations generate revenue through fundraising, ticket sales, bus trips, and an array of other activities.

The five top FY22 retention priorities for virtual and in-person initiatives are as follows:

1. Support co-curricular learning
 - a. Fund institute activities for a broader learning outside the classroom experience
 - b. Continue funding Brookdale's Carl Calendar's Visiting Writers Series, which brings world class authors to campus
 - c. Provide financial support for the Adobe Connect software contract which aids in the distance education orientations co-curricular programming which includes, but is not limited to, student planning, training etc., with face-to-face online connections
2. Continued support of collaborate department activities such as:
 - a. Fund lectures to support planned, small to large scale speakers who lend value to the International Education Center, Disabilities Services, and the Institutes
 - b. Fund contemporary issues and provide continued support for a planned, large scale speaker
 - c. Support of a large-scale speaker for the Annual Jack Needle Lecture program
 - d. Support a Cops and Conduct / a similar initiative with our Police Department and Student Conduct
 - e. Fund Career Service and Leadership Development initiatives to encourage participation in workshops presented for leadership and career centered programs e.g., the new Handshake software that will help with participation retention in clubs and at events
 - f. Support Maxient software to ensure a more efficient process for Judicial Affairs, Compliance, Title IX, and Clery reporting
 - g. Continue to support the Athletic program initiatives, which help defray the costs of Regional and National play across all sports as well as student centered improvements
3. Support diversity and cultural initiatives
 - a. Fund programs/panel discussions centered around world issues
 - b. Fund extended travel programs to engage students to learn about culture and community
 - c. Support programming with Disability Services and the International Center to promote diversity awareness in the community's students live in
 - d. Support for participation in a Volunteer Service program, helping Brookdale engage in the surrounding community beyond our campuses
 - e. Support the Helping Hands initiative, fighting food insecurity across campus to take care of our own

4. Provide financial support in three Student Success areas:
 - a. Orientations
 - i. Develop a comprehensive agenda and assessment of New Student Orientation
 - b. First Year Experience/2YE
 - i. Support developmental courses and HUDV for outside the classroom events in support of learned curriculum
 - ii. Fund activities supporting retention initiatives
 - c. Graduation
 - i. Develop an outline and to-do list for graduation ensuring each graduation is perfect and uniform
 - ii. Support of activities for graduating students
5. Continue to support the expansion of social programs which foster positive student engagement opportunities
 - a. Provide funding for new speakers to aid in meeting educational goals as part of ongoing lecture series
 - b. Continue to support student run social programs reflecting a sense of community, networking, friendship, and connections with the College
 - c. Continue to book talent for successful *Laugh at Lunch* program to build community and an opportunity for social engagement at a commuter campus
 - d. Continue to book talent for the *Live at Lunch* series to promote diversity awareness through exploration of other cultures
 - e. Continue to provide virtual programming to support our virtual students, including clubs and organizations

The following FY22 Operating and Capital Statement is for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

Brookdale Community College
Associated Students of Brookdale Community College
FY22 Budget

	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget
Revenue:				
Student Activities Fee	\$ 424,591	\$ 416,636	\$ 444,300	\$ 385,992
Other Revenue	84,355	50,000	7,046	-
Total Revenue	<u>508,946</u>	<u>466,636</u>	<u>451,346</u>	<u>385,992</u>
Expenditures:				
ASBCC Administration	130,601	99,500	8,500	18,856
ASBCC Communications	4,757	10,000	6,000	10,000
Capital Improvements	41,145	19,886	79,844	19,886
College Wide Activities	222,911	225,000	105,000	225,000
Division Activities	6,605	10,000	6,200	10,000
Clubs and Organizations	53,656	80,000	15,500	80,000
Athletics/Intramurals	32,555	20,000	7,210	20,000
Graduation Expense	217	1,500	2,000	1,500
Student Engagement Programs	760	750	-	750
Total Expenditures	<u>493,207</u>	<u>466,636</u>	<u>230,254</u>	<u>385,992</u>
Excess Revenue/Expense	<u>15,739</u>	<u>-</u>	<u>221,092</u>	<u>-</u>
Beginning Fund Balance	1,141,291	1,157,030	1,157,030	1,378,122
Excess	15,739	-	221,092	-
Ending Fund Balance	<u>\$1,157,030</u>	<u>\$1,157,030</u>	<u>\$1,378,122</u>	<u>\$1,378,122</u>

4.4 *Auxiliary Services FY22 Operating Statements*

The College manages several operations which fall under the general heading of Auxiliary Services. The operations include, but are not limited to, Brookdale Radio, Brookdale TV, Dining Services, the Bookstore, the Student Life Center, the Performing Arts Center (PAC), the Arena, and the introduction of Esports.

The College has developed the following FY22 Operating Statement for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 15, 2021.

June 22, 2021: Vice President Finance & Operations, Teresa Manfreda

Brookdale Community College
Auxiliary Services FY22 Budget

	FY19	FY20	FY21	FY22
	Actual	Actual	Projected	Budget
Revenue				
Brookdale Radio	\$ 204,343	\$ 146,547	\$ 183,517	\$ 194,126
Brookdale TV	33,916	46,713	37,760	35,000
Dining Services	259,806	195,342	92,396	127,000
Bookstore	778,911	439,906	240,924	325,000
Student Life Center	172,993	101,374	3,094	148,000
Performing Arts Center	112,206	79,017	11,495	95,612
Arena	276,775	210,685	177,955	243,730
Esports**	-	-	-	50,000
Total Revenue	1,838,950	1,219,584	747,141	1,218,467
Operating Expenses				
Brookdale Radio	544,472	547,590	544,087	570,085
Brookdale TV	140,913	145,194	183,498	195,010
Dining Services	118,028	79,271	64,233	86,136
Bookstore	66,152	59,100	33,053	39,931
Student Life Center	245,564	239,527	69,463	266,232
Performing Arts Center	273,910	254,525	105,068	326,854
Arena	324,729	295,417	210,768	337,733
Esports**	-	-	10,000	879,360
Total Operating Expenses	1,713,768	1,620,624	1,220,168	2,701,341
Profit/(Loss) before Fee Waivers				
Brookdale Radio	(340,129)	(401,043)	(360,570)	(375,959)
Brookdale TV	(106,997)	(98,481)	(145,738)	(160,010)
Dining Services	141,778	116,071	28,163	40,864
Bookstore	712,759	380,806	207,871	285,069
Student Life Center	(72,571)	(138,153)	(66,369)	(118,232)
Performing Arts Center	(161,704)	(175,508)	(93,573)	(231,243)
Arena	(47,954)	(84,732)	(32,813)	(94,003)
Esports**	-	-	(10,000)	(829,360)
Total Profit/(Loss) before Fee Waivers	125,182	(401,040)	(473,027)	(1,482,874)
Other Revenue: Fee Waivers *				
Brookdale Radio	160,230	139,020	100,000	150,000
Brookdale TV	518,928	267,625	392,824	425,000
Dining Services	-	-	-	-
Bookstore	-	-	-	-
Student Life Center	154,115	50,565	36,170	160,000
Performing Arts Center	143,389	98,053	7,460	143,389
Arena	252,170	42,740	95,000	198,500
Esports**	-	-	-	-
Total Fee Waivers	1,228,832	598,003	631,454	1,076,889
Net Profit/(Loss)				
Brookdale Radio	(179,899)	(262,023)	(260,570)	(225,959)
Brookdale TV	411,931	169,144	247,086	264,990
Dining Services	141,778	116,071	28,163	40,864
Bookstore	712,759	380,806	207,871	285,069
Student Life Center	81,544	(87,588)	(30,199)	41,768
Performing Arts Center	(18,315)	(77,455)	(86,113)	(87,854)
Arena	204,216	(41,992)	62,187	104,497
Esports**	-	-	(10,000)	(829,360)
Net Profit/(Loss)	\$ 1,354,014	\$ 196,963	\$ 158,427	\$ (405,985)

* See Individual budget sheets for details on waivers.

** Esports startup in FY22

Brookdale Community College
Radio FY22 Budget
12901-7050000

	FY19 Actual	FY20 Actual	FY21 Projected	FY22 Budget
Revenue	\$ 204,343	\$ 146,547	\$ 183,517	\$ 194,126
Operating Expenses				
FT/PT Salaries	320,722	295,246	302,736	328,440
Student Help	7,440	28,171	23,865	23,865
Benefits (auxiliary)*	167,503	178,582	168,000	169,680
Advertising	358	-	631	650
Bank Charges	8,368	4,922	4,931	5,000
Promotions/Sponsorships	6,127	9,436	12,041	10,000
Office Supplies	565	1,047	955	500
Contracted Services	28,842	27,958	28,509	30,000
Copy Machine Usage	168	152	45	50
Furniture & Equipment Repair	1,898	-	-	-
Print Shop	283	117	63	100
Program Rental	1,749	790	1,014	1,500
Equipment Rental	-	-	-	-
Publications	149	149	-	-
Telephone	300	300	300	300
Software	-	335	-	-
Equipment	-	385	997	-
Total Operating Expenses	544,472	547,590	544,087	570,085
Profit/(Loss) before Fee Waivers	(340,129)	(401,043)	(360,570)	(375,959)
Other Revenue				
Fee Waivers	160,230	139,020	100,000	150,000
Net Profit/(Loss)	\$ (179,899)	\$ (262,023)	\$ (260,570)	\$ (225,959)

Fee Waivers:

Fee waivers include marketing for College Relations/Recruitment and CPS courses.

*Operating benefits per yearend audited financial statements.

Brookdale Community College
Brookdale TV FY22 Budget
12901-7070000

	FY19 Actual	FY20 Actual	FY21 Projected	FY22 Budget
Revenue	\$ 33,916	\$ 46,713	\$ 37,760	\$ 35,000
Operating Expenses				
Full-time Salaries	130,587	134,823	138,940	141,719
Part-time Salaries	7,269	4,760	1,705	8,010
Benefits	-	-	34,735	35,430
Bank Service Charges	16	-	-	-
Memberships	859	333	259	901
Media Supplies	539	760	601	750
Office Supplies	28	-	51	100
Contracted Services	-	2,166	5,859	5,500
Copy Machine Usage	223	76	-	200
Printing	43	27	-	150
Program Software Rental	1,349	2,249	1,347	2,250
Total Operating Expenses	140,913	145,194	183,498	195,010
Profit/(Loss) before Fee Waivers	(106,997)	(98,481)	(145,738)	(160,010)
Other Revenue				
Fee Waivers	518,928	267,625	392,824	425,000
Net Profit/(Loss)	\$ 411,931	\$ 169,144	\$ 247,086	\$ 264,990

Fee Waivers:

Fee waivers include Brookdale internal events, Athletics, Brookdale Foundation, and County advertising.

Brookdale Community College
Dining Services FY22 Budget
12901-7100500

	FY19 Actual	FY20 Actual	FY21 Projected	FY22 Budget
Revenue				
Commission Revenue	\$ 177,136	\$ 128,959	\$ 92,396	\$ 92,000
External Catering	18,845	50,308	-	25,000
Miscellaneous Revenue	63,825	16,075	-	10,000
Total Revenue	<u>259,806</u>	<u>195,342</u>	<u>92,396</u>	<u>127,000</u>
Operating Expenses				
Salaries	24,437	24,885	39,255	25,875
Benefits	-	5,740	9,814	6,469
Compliance/License Fees	411	-	-	-
Travel & Training	565	274	-	750
Contracted Svcs/Uniforms	92,398	47,987	15,160	26,142
Copy Machine Usage	156	214	3	150
Supplies & Printing	55	171	-	250
Dues & Memberships	-	-	-	1,000
External Catering	-	-	-	25,000
Miscellaneous	6	-	-	500
Total Operating Expenses	<u>118,028</u>	<u>79,271</u>	<u>64,233</u>	<u>86,136</u>
Net Profit/(Loss)	<u>\$ 141,778</u>	<u>\$ 116,071</u>	<u>\$ 28,163</u>	<u>\$ 40,864</u>

Brookdale Community College
Bookstore FY22 Budget
12901-7150000

	FY19 Actual	FY20 Actual	FY21 Projected	FY22 Budget
Revenue	<u>\$ 778,911</u>	<u>\$ 439,906</u>	<u>\$ 240,924</u>	<u>\$ 325,000</u>
Operating Expenses				
FT/PT Salaries	24,844	32,801	20,780	25,875
Benefits	33,313	26,299	7,273	9,056
Bank Service Charges	30	-	-	-
New Book Returns & Allowance	(3,436)	-	-	-
Contracted Svcs/ Uniforms	10,609	-	5,000	5,000
Copy Machine Usage	792	-	-	-
Total Operating Expenses	<u>66,152</u>	<u>59,100</u>	<u>33,053</u>	<u>39,931</u>
Net Profit/(Loss)	<u>\$ 712,759</u>	<u>\$ 380,806</u>	<u>\$ 207,871</u>	<u>\$ 285,069</u>

**Brookdale Community College
Student Life Center FY22 Budget
12901-7200000**

	FY19 Actual	FY20 Actual	FY21 Projected	FY22 Budget
Revenue	<u>\$ 172,993</u>	<u>\$ 101,374</u>	<u>\$ 3,094</u>	<u>\$ 148,000</u>
Operating Expenses				
FT/PT Salaries	143,643	154,315	32,323	155,501
Benefits	58,776	46,992	12,929	62,200
Dues & Memberships	638	354	71	669
Overhead	28,000	28,000	24,000	28,000
Supplies	1,964	1,319	69	2,062
Travel, Training & OT meals	746	254	-	1,500
Advertising	-	-	-	250
Contracted Services	10,414	7,574	-	15,000
Miscellaneous	-	-	-	-
Copy Machine Usage	684	389	35	500
Print Shop	558	330	36	300
Uniforms	141	-	-	250
Total Operating Expenses	<u>245,564</u>	<u>239,527</u>	<u>69,463</u>	<u>266,232</u>
Profit/(Loss) before Fee Waivers	<u>(72,571)</u>	<u>(138,153)</u>	<u>(66,369)</u>	<u>(118,232)</u>
Other Revenue				
Fee Waivers	<u>154,115</u>	<u>50,565</u>	<u>36,170</u>	<u>160,000</u>
Net Profit/(Loss)	<u>\$ 81,544</u>	<u>\$ (87,588)</u>	<u>\$ (30,199)</u>	<u>\$ 41,768</u>

Fee Waivers:

Fee waivers include State and County Agency functions and events and facility service costs only for Brookdale functions.

**Brookdale Community College
Performing Arts Center FY22 Budget
12901-7230000**

	FY19 Actual	FY20 Actual	FY21 Projected	FY22 Budget
Revenue	<u>\$ 112,206</u>	<u>\$ 79,017</u>	<u>\$ 11,495</u>	<u>\$ 95,612</u>
Operating Expenses				
Full-time Salaries	151,251	154,810	77,436	150,000
Part-time Salaries	57,066	40,016	-	59,919
Student Help	7,893	17,176	-	8,682
Benefits	-	-	23,231	45,000
Bank Service Charges	-	83	-	100
Instructional Supplies	10,496	11,817	101	11,000
Office Supplies	198	929	-	1,000
Overnight Travel	4,281	5,472	-	5,745
Contracted Services	42,103	23,949	4,290	44,208
Copy Machine Usage	164	132	10	200
Advertising	-	-	-	500
Printing	458	141	-	500
Total Operating Expenses	<u>273,910</u>	<u>254,525</u>	<u>105,068</u>	<u>326,854</u>
Profit/(Loss) before Fee Waivers	<u>(161,704)</u>	<u>(175,508)</u>	<u>(93,573)</u>	<u>(231,243)</u>
Other Revenue				
Fee Waivers	<u>143,389</u>	<u>98,053</u>	<u>7,460</u>	<u>143,389</u>
Net Profit/(Loss)	<u>\$ (18,315)</u>	<u>\$ (77,455)</u>	<u>\$ (86,113)</u>	<u>\$ (87,854)</u>

Fee Waivers:

Fee Waivers include internal events facilitated by students and those which support programming.

Brookdale Community College
Arena Events FY22 Budget
12901-7270000

	FY19 Actual	FY20 Actual	FY21 Projected	FY22 Budget
Revenue	\$ 276,775	\$ 210,685	\$ 177,955	\$ 243,730
Operating Expenses				
FT/PT Salaries	162,809	150,630	103,885	162,058
Benefits	49,305	40,358	31,166	48,617
Memberships	213	354	71	350
Overhead	66,500	67,000	33,000	69,825
Supplies	1,511	1,328	6,650	7,500
Contracted Services	41,841	33,593	3,187	43,933
Printing	-	-	30,839	100
Copy Machine Usage	54	-	-	150
Furniture & Equipment Repair	1,165	-	-	1,500
Overtime Meals	20	-	-	-
Miscellaneous	-	-	-	-
Telephone	850	1,200	1,200	1,200
Uniforms-New	461	336	770	1,000
Equipment Non-inventory	-	618	-	1,500
Total Operating Expenses	324,729	295,417	210,768	337,733
Profit before Fee Waivers	(47,954)	(84,732)	(32,813)	(94,003)
Other Revenue/(Expenses)				
Fee Waivers	252,170	42,740	95,000	198,500
Net Profit/(Loss)	204,216	\$ (41,992)	\$ 62,187	\$ 104,497

Fee Waivers:

Fee waivers include College functions, HTHS, and other Local, and State events. This also includes HTHS Physical Education classes.

**Brookdale Community College
Esports FY22 Budget
12901-7101000**

	FY21 Projected	FY22 Budget
Revenue	\$ -	\$ 50,000
Operating Expenses		
Salaries	10,000	78,000
Student Workers	-	10,000
Benefits	-	28,860
Office Supplies	-	2,500
Contracted Services	-	10,000
Startup costs*	-	750,000
Total Operating Expenses	<u>10,000</u>	<u>879,360</u>
Profit/(Loss) before Discounts	<u>(10,000)</u>	<u>(829,360)</u>
Other Revenue		
Discounts	<u>-</u>	<u>-</u>
Net Profit/(Loss)	<u>\$ (10,000)</u>	<u>\$ (829,360)</u>

Discounts:

Staff and student discounts

*Capital startup costs

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2021 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

Committees meeting monthly	<u>Executive Committee (5)</u> Dr. Hank Cram – Chair Mr. Bret Kaufmann, Vice-Chair Ms. Tracey Abby-White Ms. Suzanne Brennan Mr. Paul Crupi		<u>Finance and Facilities (5)</u> Ms. Tracey-Abby-White, Chair Mr. Bret Kaufmann Ms. Madeline Ferraro Ms. Suzanne Brennan Ms. Barbara Horl
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Mr. Bret Kaufmann, Chair Ms. Hanna Walker Dr. Les Richens Ms. Dyese Davis Ms. Marta Rambaud	<u>Governance (4)</u> Ms. Suzanne Brennan, Chair Ms. Hanna Walker Ms. Dyese Davis Ms. Latonya Brennan	<u>Audit Committee (4)</u> Mr. Paul Crupi Chair Ms. Marta Rambaud Dr. Les Richens Ms. Latonya Brennan
Liaisons	<u>Liaisons</u> <u>Liaison to New Jersey Council of County Colleges (NJCCC)</u> Ms. Barbara Horl <u>NJCCC Trustees Ambassador</u> Ms. Barbara Horl		<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE
2021 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
June 15	Executive Committee Meeting	5:15PM	Zoom
June 15	Finance & Facilities Committee Meeting	5:30PM	Zoom
June 17	Foundation Board Meeting	4:00PM	Zoom
June 21	NJCCC Council Meeting	5:00PM	Zoom
June 22	BOT Public Business Meeting	5:30PM	SLC, Navesink Rooms & Zoom
July 19	Scholarship Summer Bash	5:30 PM	Lincroft Campus
July 20	Executive Committee Meeting	Follows F & F	Zoom
July 20	Finance & Facilities Committee Meeting	5:30PM	Zoom
July 30	Retreat	5:30 PM	SLC/Zoom
July 31	Retreat	8:30 AM	SLC/Zoom
August 17	Executive Committee Meeting	5:15PM	Zoom
August 17	Finance & Facilities Committee Meeting	5:30PM	Zoom
August 24	BOT Public Business Meeting	5:30 PM	SLC, Navesink Rooms & Zoom
September 1	Convocation	9:00AM	Zoom
September 20	NJCCC Council Meeting	5:00PM	TBD
September 20	Governance Committee Meeting	5:30PM	Zoom
September 21	Executive Committee Meeting	5:15PM	Zoom
September 21	Finance & Facilities Committee Meeting	5:30PM	Zoom
September 22	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
September 24	Education Golf Outing	All Day	Eagle Oaks Country Club
September 28	BOT Public Business Meeting	5:30PM	SLC, Navesink Rooms & Zoom
October 13-16	ACCT Leadership Congress		Manchester Grand Hyatt, San Diego
October 17	Fall Open House	12PM-3:00PM	TBD
October 18	Audit Committee Meeting	6:00PM	Zoom
October 19	Executive Committee Meeting	5:15PM	Zoom
October 19	Finance & Facilities Committee Meeting	5:30PM	Zoom
October 26	BOT Public Business Meeting	5:30PM	SLC, Navesink Rooms & Zoom
November 8	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
November 9	Executive Committee Meeting	5:15PM	Zoom
November 9	Finance & Facilities Committee Meeting	5:30PM	Zoom
November 10	Governance Committee Meeting	6:00PM	Zoom
November 15	NJCCC Council Meeting	5:00PM	TBD
November 16	BOT Public Business Meeting	5:30PM	SLC, Navesink Rooms & Zoom

DATE	EVENT	TIME	LOCATION
December 6	Audit Committee Meeting	6:00PM	Zoom
December 7	Executive Committee Meeting	5:15PM	Zoom
December 7	Finance & Facilities Committee Meeting	5:30PM	Zoom
December 8-10	MSCHE Annual Conference		Philadelphia, PA
December 14	BOT Public Business Meeting	5:30PM	SLC, Navesink Rooms & Zoom

Brookdale Community College 2021 Upcoming Events

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2021 05/06/21

2021 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held via Zoom as well	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.	
Tuesday, January 26, 2021	January 19 5:15 PM	January 19 5:30 PM	January 20 5:30 PM			
Tuesday, February 23, 2021	February 16 5:15 PM	Feb. 16 5:30 PM		Feb. 17 5:30 PM	February 9 6 PM	
Tuesday, March 23, 2021	March 16 5:15 PM	March 16 5:30 PM	March 17 5:30 PM		March 8 5:30 PM	
Tuesday, April 27, 2021	April 20 5:15 PM	April 20 5:30 PM		April 19 5:30 PM		
Tuesday, May 25, 2021	May 18 5:15 PM	May 18 5:30 PM			May 17 6 PM	
Tuesday, June 22, 2021, SLC	June 15	June 15				
Tuesday, July 27, 2021- Cancelled	July 20 Follows F & F	July 20 5:30 PM				
Friday, July 30, 2021 (5:30 PM), SLC Sat., , July 31, 2021 (8:30 AM), SLC						
Tuesday, August 24, 2021 SLC, Navesink Rooms	August 17 5:15 PM	August 17 5:30 PM				
Tuesday, September 28, 2021 SLC, Navesink Rooms	September 21 5:15 PM	Sept.21 5:30 PM	Sept. 20 5:30 PM	Sept 22 5:30 PM		
Tuesday, October 26, 2021 SLC, Navesink Rooms	October 19 5:15 PM	October 19 5:30 PM			Oct. 18 6 PM	
Tuesday, November 16, 2021 SLC, Navesink Rooms	November 9 5:15 PM	Nov. 9 5:30 PM	Nov. 10 5:30 PM	Nov. 8 5:30 PM		
Tuesday, December 14, 2021 SLC, Navesink Rooms	December 7 5:15 PM	Dec. 7 5:30 PM			December 6 6 PM	

Human Resources is a Committee of the whole

V2 – Feb. Audit mtg. rescheduled for March 8; v3 – typo in calendar fixed; v4 – cancelled July 27 meeting & added August 24 meeting