



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, May 25, 2021 5:30 PM (EDT)
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. President's Report - Dr. Stout
- VI. Reports from the Board Committees and Liaisons - Chair Cram
 - A. Finance & Facilities Committee - May 18, 2021 - Trustee Abby-White
 - 1. Monthly Financial Reporting
 - 2. Capital Project Update
 - B. Audit Committee - May 17, 2021 - Trustee Crupi
 - C. NJCCC Update - Trustee Horl
 - D. Student's Perspective - Trustee Walker
 - E. Foundation Update - Trustee Abby-White
- VII. Public Comment on Agenda Items - Chair Cram
- VIII. 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
- IX. Approval of Public Business Meeting Minutes - April 27, 2021 - Chair Cram
- X. Approval of Executive Session Meeting Minutes - April 27, 2021 - Chair Cram
- XI. Approval of Consent Agenda - Chair Cram - 5 minutes
 - A. Approval of Human Resources
 - B. Application for Grants
 - 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
 - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - E. Monthly Financial Reports
 - F. Capital Project Update

- XII. Approval of Memorandum of Understanding (MOU) Brookdale-Rutgers Partnership - Chair Cram
- XIII. Public Comment - Chair Cram
- XIV. Old/New Business - Chair Cram
- XV. Resolution to Hold a Closed Meeting - Chair Cram
- XVI. Motion to Re-Open the Meeting to the Public - Chair Cram
- XVII. Adjournment - Chair Cram
- XVIII. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 3 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **April 27, 2021 at approximately 7:05 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION
Approved: April 27, 2021

☐ "(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: **potential litigation and contract negotiation with Follett, attorney client privilege on an issue with a contractor, contract negotiation in relation to a matter concerning real estate**

☐ "(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

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WHEREAS, the length of the Executive Session is estimated to be 30 minutes after which the public (select one) ☒ meeting of the Brookdale Community College Board of Trustees shall reconvene and immediately adjourn or ☐ reconvene and proceed with business where formal action may be taken.

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

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

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

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

RESOLUTION
Approved: April 27, 2021

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

April 27, 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. Suzanne Brennan, Trustee	Dr. Nancy Kegelman
	Dr. Hank Cram, Chair	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee (5:40 PM)	Ms. Bonne Passarella
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Madeline Ferraro, Trustee	Ms. Kathy Kamatani
	Ms. Barbara Horl, Trustee (5:40 PM)	Mr. Edward Johnson
	Mr. Bret Kaufmann, Vice-Chair	Ms. Teresa Manfreda
	Ms. Marta Rambaud, Trustee	Dr. Anita Voogt
	Dr. Les Richens, Trustee	Ms. Patricia Sensi
	Dr. David Stout, Secretary	Dr. William Burns
Absent	Ms. Latonya Brennan, Trustee	
	Ms. Hanna Walker, 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 April 21, 2021 at 1:30 PM 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 Frank Lineberry who passed away this month. He shared his

accomplishments, heartfelt memories, and extended our sincere thoughts and prayers to his family

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.	
Approval of Human Resources	A motion to approve the Human Resources recommendations was made by Trustee S. Brennan and seconded by Trustee Crupi. Motion passed. YES: Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambdaud, Richens and Chair Cram NO: None ABSTENTIONS: None	

Topic and Discussion	Votes Taken	Action and Follow-up Actions

Recognition of 2021 New Century Workforce Pathway Scholar – Elisa Masiero

Dr. Stout honored student Elisa Masiero, who has been named as a 2021 New Century Workforce Scholar. This scholarship is the first of its kind to support students at associate degree institutions on a national scale as they plan to enter the workforce upon the completion of a degree or certificate. This program is sponsored by the Coco-Cola Foundation and Phi Theta Kappa Honor Society. New Century Workforce Scholars are selected based on their academic accomplishments, leadership activities and how they extend their intellectual talents beyond the classroom. Over 2000, students are nominated from more than 1,200 college campuses across the country. Only one New Century Workforce Scholar was selected from each state. Elisa will receive a \$1250 scholarship from the Coca-Cola Foundation, a medallion and certificate.

Elisa expressed her gratitude to the Coco-Cola Foundation, Dr. Stout for nominating her, and Professor Angela Saragusa, the PTK Chapter Advisor for her support through the process. She shared her future plans upon graduation are to pursue a Masters in Data Science at Stevens Institute.

Faculty Tenure & Promotion Recognition –

A. Tenure Recognition – Dr. Reed explained the peer driven promotion process, and outlined the steps taken to evaluate each candidate.

B. Promotion Recognition – Professor Tom Cioppa, Chair of Collegewide Promotion Committee – Professor Cioppa began his remarks by explaining that the process for promotion needed to pivot from the normal paper-based process to a fully online process. He thanked Jonathan Shaloum, Interim Director of the Teaching and Learning Center and Anne Marie Alfieri, Director of Academic Affairs Operations in facilitating this new online process. Professor Cioppa also thanked the Faculty for their due diligence in serving on the Promotion Wide Committee, Professor Eric Goll for serving as the BCCFA representative, Dr. Reed, Dr. Stout and the Board of Trustees for their support. He thanked Trustee Abby-White for reinvigorating the relationship between the Faculty and the Board of Trustees, while serving as Chair, and Chair Cram for continuing to support this relationship. He noted that 2/3rds of the Promotion Candidates received promotion in 2021. Professor Cioppa read the names of each of the 10 Faculty members who received promotion and highlighted selected achievements for each of them. Faculty who were promoted were: Chad Anderson, Professor – Communications Media, David Bassano, Associate Professor – History, Sara Burrill, Associate Professor – Psychology, Brent Costleigh, Professor – Psychology, Dara Evans, Professor – English, Helen Heinmets, Professor – Nursing, Kelsey Maki, Associate Professor – English, Charles Mencil, Associate Professor – English, Ana Teodorescu, Associate Professor – Mathematics, Nambrath Rajkumari Wesley, Professor – Psychology.

Dr. Stout thanked Professor Cioppa for his leadership of the Collegewide Promotion Committee. He noted that the process to be Full Professor takes 13 years if every time a Faculty member is promoted upon applying for promotion. He brought to the attention of the Board that the

Topic and Discussion	Votes Taken	Action and Follow-up Actions
		<p>College was ranked in the top 3% of all community colleges nationwide, and the influence of our Faculty helped to put us in this position.</p> <p>C. Dr. Reed thanked Professor Cioppa and Anne Marie Alfieri for their respectful roles in the promotion process. He shared the criteria that the faculty members are evaluated on prior to be granted tenure. Dr. Reed recognized the 6 Faculty members who are going from non-tenured status to tenured status and promoted to rank of Assistant Professor and the 3 Faculty members who were granted tenure and would remain Assistant Professors. He welcomed the following as permanent members of the Brookdale family:</p> <ol style="list-style-type: none"> 1. Samantha Doluweera, Mathematics, Assistant Professor 2. Michel Nolan, Mathematics, Assistant Professor 3. Kristen Petersen, Biology, Assistant Professor 4. Arianne Ross, Mathematics, Assistant Professor 5. Lauren Tatulli, Economics, Assistant Professor 6. Thomas Vorbach, Business, Assistant Professor 7. Kevin Holl, Computer Science, Assistant Professor 8. Jacquelynn Seely, Criminal Justice, Assistant Professor 9. Judith Ungar, Library, Assistant Professor <p>CI. Dr. Stout congratulated each of the Faculty who were promoted this evening.</p>
		<p>Professional Staff Association Performance Recognition –</p> <p>A. Performance Recognition Committee – Ms. Sensi explained the peer driven process which consists of a Committee comprised of peer employees who review the candidate’s applications and make the final recommendation. She thanked the Performance Recognition Committee, Jennifer Barker, the Chair of the Committee and Kathleen Stamboni for their contributions to the process. She announced the selection of the following for Performance Recognition and highlighted selected exemplary achievements of each employee:</p> <ol style="list-style-type: none"> 1. Margaret Agha, Continuing & Professional Studies 2. Ernestine Keith, Small Business Development Center 3. Timothy Macaluso, Environmental Science <p>Dr. Stout congratulated everyone who was recognized tonight and the support of the Board of Trustees for their commitment to recognizing our employees.</p> <p>Chair Cram congratulated all those recognized tonight.</p>
		<p>Reports from the Board Committees and Liaisons</p> <p>A. Executive Committee – April 20, 2021 – Chair Cram reported on the actions taken at the Executive Committee to develop the agenda for tonight’s meeting.</p>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>B. Finance & Facilities Committee – April 20, 2021 – Trustee Abby-White provided the following report.</p> <p>The April 20, 2021 Finance & Facilities meeting was chaired by Trustee Barbara Horl. Our Engineer of Record reviewed his facility project progress with particular discussion focused on athletic fields, life safety projects, additional lighting, paving of Lot 1, and rehabilitation of the MAN Building’s rear entrance. The College’s financial overview as of the end of February indicated that operating revenues are down by 9.8% and operating expenditures are also down by 8.5% compared to the same time last year. Vice President Manfreda also reviewed her Spring Semester Forecast and explained how federal stimulus funding is being used to offset the lost revenue from COVID-related declining enrollment in credit and Career & Professional Studies courses.</p> <p>Also reviewed and supported by the committee were:</p> <ul style="list-style-type: none"> • one change order for athletic field maintenance; • 205 recommended Human Resource actions including Faculty Promotions, Tenure Recommendations, Faculty contract renewals, and Professional Staff Association Performance Recognition Recommendations. • A request to fill six positions with a net zero increase in employee headcount. <p>Director of Grants, Laura Qaissaunee reported on grant applications through April, which amount to \$1.8 million, and she reported on a Community Project Fund request to help fund our Center of Excellence in Cybersecurity Education. She requested that Ms. Qaissaunee provide a snapshot of grants for 2019 and 2020 for comparison at the next meeting.</p> <p>Finally, Vice President Kaari reviewed the Foundation’s activity. She noted that investment income continues to be higher than last year and contributions are up, largely due to a donation of \$500,000, \$350,000 of which will be used to establish a Wellness Center and \$150,00 of which will be used to fund scholarships.</p> <p>She thanked Trustee Horl for stepping in to chair this committee meeting.</p> <p>C. Student Success & Educational Excellence Committee – April 19, 2021 – Vice-Chair Kaufman reported on the committee meeting held on April 19. He highlighted the following in his report.</p> <p>The committee received a presentation by Dr. Stout on student recruitment software to identify and target prospective students who are interested in pursuing higher education. The Committee reviewed proposed employee recognition, Faculty promotion and promotion of tenure candidates presented by Dr. Reed. The Committee congratulates all those promoted and recognized. Policy 2.4000 authorizes the President to enter into contracts with hospitals, laboratories and other facilities for the use of their clinical facilities to enhance the educational process for students enrolled in credit and non-credit medical programs. The list of over 36 clinical facilities was reviewed by the Committee. The Committee is recommending that Board Policy 2.4000 be revised to allow for greater flexibility for the president to engage in this type of contracts. Dr. Yesenia Madas and Miss Mary Beth Reilly presented an enrollment services update and there was strong evidence that the College is aggressively pursuing potential students. The committee thanked them for their report. Dr .Bill Burns reported on the progress of the transition of the Radio Station from auxiliary services to an</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>academic arena as part of a communications curriculum with confidence that the program will be ready in July.</p> <p>D. NJCCC Update – Trustee Horl reported on the advocacy work of the NJCCC State and Federal Policy Committee. The Committee has been focused on the proposed Governor’s budget and how to lobby for it. She noted that the Governor’s budget includes an additional five million dollars in operating aid for community colleges, and that is significant because there has not been any increase in aid over many years. It also includes a 7 million dollar increase for CCOG, 5 million dollars for CCOG student success, \$1 million for college readiness and full funding for Chapter 12. The Council has been lobbying for full funding for CCOG and to increase eligibility to AGI of \$125,000, which is a significant increase. She reported on the legislative virtual meetings that she has attended with Chair Cram, Dr. Stout, Mr. Kai Davies and Mr. Ed Johnson. When they have met with the Legislators they have also been discussing the Garden State Guarantee Program, which is proposed to provide 2 years of free tuition at 4-year state colleges, and it is the position of community colleges that it be the last 2 years of college and the first 2 years could be funded with CCOG for students attending community colleges. They have been also lobbying for CCOG funding to be expanded to cover courses taken in the summer, funding for fees for specialized programs and funding to be applied to non-credit programs.</p> <p>E. Student’s Perspective – Trustee Walker was unable to attend the meeting and provided her report to the Trustees with the Board packet.</p> <p>F. Foundation Update – Trustee Abby-White reported on the Summer Scholarship Kickoff Event held on April 19. The Scholarship Summer Bash will be held on July 19 on the 54th Anniversary of the College on the Lincroft Campus. She announced that the Foundation is a proud recipient of a \$350,000 gift from the Woman’s Exchange of Monmouth County. These funds will be distributed as scholarships over 10 years to women who are ages 25 and older enrolling in continuing education courses.</p>		
<p>Public Comment on Agenda Items</p> <p>Ms. Gruskos confirmed there were no written comments received.</p> <p>Sara Burrill – Associate Professor, Psychology – commented on her excitement for the development of the Wellness Center which will support our student’s social and emotional development. She felt strongly based on her research that there is a strong correlation between a student’s social and emotional development and their academic achievement. She urged the Board and Administration to invest in the development of these programs, and felt strongly that the benefits to our students would be evidenced by increased retention, graduation rates, matriculation and success in the workforce.</p> <p>Jonathan Moschberger - Professor, Political Science – enthusiastically thanked the Board of Trustees for the work they are doing, and their support and recognition of our Faculty. He thanked his colleagues on the College-Wide Promotion Committee for their thoughtful deliberations, and thanked the Chair of the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>College-Wide Promotion Committee, Professor Tom Cioppa for his leadership of the Committee. He extended congratulations to all the candidates who earned promotion. Lastly, he thanked the Board for extending President Stout's contract last month, and enjoyed hearing all of the praise bestowed upon him by the Board and Commissioners last month.</p> <p>Kelsey Maki – Associate Professor, English - She thanked our leadership, our Board of Trustees and the Promotion-Wide Committee. She urged the Board to retain the initial vision of the wellness center which was to make in a tangible holistic space, where wellness is conceived at the micro level, as well as the macro level. She explained that macro issues of racism and environmental degradation affect our health as well. She provided the steps taken by the committee she served on, to create the vision and believes that it will position Brookdale to be unique in meeting the needs of our students</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee S. Brennan and seconded by Trustee Rambaud.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – March 23, 2021</p>	<p>A motion to approve the minutes from the public business meeting held on March 23, 2021 was made by Trustee Ferraro and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p>Abstentions: Trustees Horl, Crupi</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
B. Approval of Executive Session Meeting Minutes – March 23, 2021	<p>A motion to approve the Executive Session Minutes for the meeting held on March 23, 2021 was made by Trustee S. Brennan and seconded by Trustee Davis.</p> <p>Motion passed.</p> <p>Abstentions: Trustees Horl, Crupi and Rambaud.</p>	
Consent Agenda		
A. Application of Grants	<p>A motion to approve the consent agenda was made by Vice-Chair Kaufmann and seconded by Trustee Richens.</p>	
B. Gift Acceptances		
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>YES: Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Cram.</p>	
D. Open Invoice Payment Requests for Vendor, Student and Employee Payments	<p>NO: None</p> <p>ABSTENTIONS: None</p>	
E. Monthly Financial Reports		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
F. Spring Semester Financial Forecast G. Capital Project Update H. Clinical Contracts, MOUs for Credit & Professional Studies, Clinicals & Internships		
Change Order Request	<p>A motion to approve a change order request was made by Trustee Richens and seconded by Trustee Horl.</p> <p>YES: Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Cram.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Revisions to 2.2000 Stormwater Management Policy	<p>A motion to approve the revisions to 2.2000 Stormwater Management Policy was made by Trustee Ferraro and seconded by Trustee Davis.</p> <p>YES: Trustees Abby-White, S. Brennan,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens and Chair Cram. NO: None ABSTENTIONS: None	
Public Comment – Mr. Jacobs provided the directions for making public comment. Ms. Gruskos confirmed that no written comments were received. No public comment was made.		
Old/New Business - Dr. Stout announced that as of today, due to the partnership with Monmouth County and RWJBarnabas Health, vaccines are available to our 1200 students taking classes on campus and more opportunities to vaccinate students will be made available at the vaccination site on campus.		
Resolution to Hold a Closed Meeting Mr. Jacobs read the resolution (Attachment A) to hold a closed executive session.	A motion to approve by resolution to hold an executive session was made by Trustee Crupi and seconded by Vice-Chair Kaufmann. Motion passed.	
Motion to Re-Open the Meeting to the Public	A motion to re-open the meeting to the public was made by Trustee Abby-White and seconded by Vice-Chair Kaufmann. Motion passed.	
Adjournment Meeting adjourned at 7:35 PM.	A motion to adjourn the meeting was made by Trustee Crupi and seconded by Trustee S. Brennan.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed.	

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 165 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Faculty	3
Supervisor – Administrative Operations	1
B. Reappointment of Executive Administration	11
C. Reappointment of Administrators	134
D. Change of Status	Recommendations
Faculty	2
Supervisor – Direct Student Contact	1
Supervisor – Administrative Operations	2
Non-Supervisor – Administrative Operations	1
Support Staff	1
E. Separations	Recommendations
Faculty	1
Supervisor – Administrative Operations	1
Non-Supervisor – Direct Student Contact	1
Non-Supervisor – Administrative Operations	2
Support Staff	4

A. HIRES**FACULTY**

1. Name: Maria Bouchard
Department: Culinary
Position: Instructor, contingent on a background check
Salary: \$63,717
Effective: 9/1/21
2. Name: Ryan Kearns
Department: Economics
Position: Instructor
Salary: \$65,151
Effective: 9/1/21
3. Name: William Roll
Department: Culinary
Position: Assistant Professor, contingent on a background check
Salary: \$73,541
Effective: 9/1/21

FACULTY DEGREE SUMMARY

Doctoral	Baccalaureate	Associates
1	1	1

SUPERVISOR - ADMINISTRATIVE OPERATIONS

1. Name: Angela Kariotis
Department: Governmental & Community Relations
Position: Director, Diversity & Inclusion/CCOG, contingent on a background check
Salary: Salary to be prorated from an annual base of \$77,762
FY22 salary will be \$79,762
Effective: 6/1/21

B. REAPPOINTMENT OF EXECUTIVE ADMINISTRATION – JULY 1, 2021 – June 30, 2022

Anoop Ahluwalia	Institute Dean	STEM
Williams Burns	Associate Vice President	Educational Access & Innovation
Jayne Edman	Institute Dean	Health Sciences
Nancy Kaari	Vice President	Advancement
Nancy Kegelman	Associate Vice President	Planning & Institutional Effectiveness
Yesenia Madas	Associate Vice President	Student Affairs
Teresa Manfreda	Vice President	Finance & Operations
Matthew Reed	Vice President	Academic Affairs
Patricia Sensi	Associate Vice President	Human Resources & Organizational Safety
Joan Scocco	Dean	Continuing & Professional Studies
Anita Voogt	Associate Vice President	Strategic Partnerships

C. REAPPOINTMENT OF ADMINISTRATORS - This year, annual contracts are to be issued to 134 administrators.

Grant-Funded Administrators

Grant-funded through 9/30/21

O'Neill, Karen	Program Coordinator	ABE/GED
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Grant-funded through 12/31/21

Mejias-Fuertes, Jackeline	Director-Small Business Development	Small Business Development Center
Osmulski, Maggie	Assistant Director, Small Business Development	Small Business Development Center

Reappointment is contingent upon pending grant-funding through 6/30/22

Cox, Euniqha	Program Administrator, Displaced Homemakers Services	Displaced Homemakers Services
Desiderato, Sue	Associate Project Director, Title III Grant	Grants Development
Devine, Barbara	Program Administrator, Teacher Training	Career Pathways
Fowler, Stephen	Instructional Designer, Title III Grant	Grants Development
Krane, Lori	Program Administrator	ABE/GED
Menza, Gregory	Job Developer HealthWorks	CPS HealthWorks
Nolan, Kevin	Student Success Coach, EOF	EOF Office
Vanzant, Carla	Assistant Director, EOF	EOF Office
Wright, Myrna	Program Administrator, Displaced Homemakers Services	Displaced Homemakers Services

Non-Grant-Funded Administrators

Agha, Margaret	Confidential Assistant to the Vice President	Advancement
Alfieri, Ann Marie	Director, Academic Affairs Operations	Academic Affairs
Almeida, Deborah	Manager, Accounts Payable & Special Projects	Accounts Payable
Amundson, Katelyn	Director, Athletics & Recreation	Athletics
Armstrong, Torina	Student Success Coach/Advisor	Advising
Arnold, Karyn	Associate Director, Financial Aid	Financial Aid
Austin, Peggy *	Department Administrator, SD&EA	Strategic Dev. & Edu. Access
Begley, Meghan	Confidential Assistant to the AVP	Student Affairs
Branagan, Michelle	Coordinator, Facilities	Facilities Administration
Brennan, Thomas	Manager, Radio Station	Radio Station
Brown, Richard	Manager, Print Shop	Print Shop
Brown, Sara	Director, Chhange	Holocaust, Human Rights & Gen
Brutsman, Lauren	Director, Student Life & Activities	Student Life & Activities
Burkhard, Mary Jo	Administrative Assistant, Student Life	Student Life & Activities
Carlock, Shelley	Manager, Finance & Grants	Finance & Operations
Caruso, Joseph	Student Success Coach/Advisor	Advising
Cattelona, Barbara	Coordinator, Auto Lab	Automotive
Cheremisnoff, Laura	Administrator, Scheduling & Operations	Registration & Records
Cosentino, Joyce	Program Administrator, Healthcare Training	CPS Healthcare Training
Cosme, Kevin	Graphic Artist/Design Coordinator	Marketing & Creative Service
Cuddy, Donna	Associate Director, Dual Enrollment	Educational Partnerships
DeButts, Linda	Program Manager, Professional Development	Human Resources
DeLosSantos, Vivian	Administrative Assistant, Facilities	Facilities Administration
DeMichael, Denise	Manager, Educational Services Systems	Registration & Records
Deptula, Shannen	Assistant Director, Admissions	Admissions
DeStefano, Michael	Manager, Accounts Receivable	Accounts Receivable
DeVoe, William	Manager, Testing Services	Testing Services
DiBuccio, Carol	Institute Administrator	Humanities Office
Donovan, Jill *	Assistant Director	Career, Leadership & Transfer Pathway
	Director, Educational Services Outcome	
Edward, Katherine	Assessment	Educational Access/Innovation
Episcopia, James	Executive Director, Operations	Auxiliary Services
Farnkopf, Stephanie	Student Success Coach/Advisor	Advising
Fitzsimmons, Stephanie	Director, Financial Aid	Financial Aid
Flood, Anna	Administrative Assistant, International Center	International Education Center
Florio, Kristin	Manager, Sales & Development	College Relations

Furlong, Kathryn	Coordinator, Financial Aid	Financial Aid
Gingold, Amy	Student Success Coach/Advisor	Advising
Glazewski, Eleanor	Registrar	Registration & Records
Goscinski, Ryan	Administrator, Teaching and Learning Center	Teaching & Learning Center
Gruskos, Cynthia	Senior Assistant to the President & BOT	President's Office
Halpin, Michael	Police Lieutenant	Police
Henn, Patricia	Confidential Assistant to the VP	Academic Affairs
Jackson, Dinneen	Coordinator, Grants	Grants Development
Jeune, Christopher	Executive Director, Student Services	Student Affairs
Johnson, AnnMarie	Coordinator, Research	Planning & Inst Effectiveness
	Executive Director, Governmental &	
Johnson, Edward	Community Relations	Govnt & Comm. Relations
Jones, Marie	Student Success Coach/Advisor	Advising
Jordan, Jennifer	Assistant Director, Financial Aid	Financial Aid
Kane, Noreen	Program Administrator, Community Outreach	Community Outreach
Kanthajan, Kornpipob	Manager, HR Services	Human Resources
Kariotis, Angela	Director, Diversity & Inclusion/CCOG	Govnt & Comm. Relations
Kaufman, Synde	ESL Administrator	Languages/ESL
Kerr-McCurry, Norah *	Director, LMS & Innovation Center	Innovation Center
Kimler, Robert	Chief of Police	Police
Kirkwood, Laura	Administrator, Academic Access Program	Academic Access Program
Kneute, Michelle	Benefits Administrator	Human Resources
Kruijssen, Elizabeth	Director, Curriculum	Academic Affairs
Kugit, Jacqueline	Employment Manager	Human Resources
LaGaipa, Anthony	Graphic Artist/Design Coordinator	Marketing & Creative Service
	Asst. Dir., Career, Leadership & Transfer	
LaPorta, Anne	Pathways	Career, Leadership & Transfer
	Manager, Information Commons & Library	
Lo, Rita	Systems	Library
Longo, Laura	Director, Institutional Research & Evaluation	Planning & Inst Effectiveness
Loori, Helen	Assistant to the Vice President	Finance & Operations
Mangold, Jessica	Student Success Coach/Advisor	Advising
Mannino, Susan	Coordinator, Financial Aid	Financial Aid
Marius, Louis	Student Success Coach/Advisor	Advising
Martin, Linda	Director, Community Outreach	Community Outreach
Massa, Victoria	Staff Accountant	Finance & Operations
Mattsson, Erin	Operations Manager	Continuing & Professional Studies
McCarthy, James *	Manager, Business Training	Continuing & Professional Studies

McCoy, Kara	Institute Administrator	Business & Soc Sci Office
McElroy, Sarah	Executive Director, Career & Transfer Pathway	Career & Transfer Pathway
Messina, Joan	Payroll Manager	Payroll
Molski, Anita	Institute Administrator	STEM Office
Moltisanti, Jenna *	Associate Director, Regional Location Wall	Brookdale at Wall
Morales-Wright, Richard	Director, EOF	EOF Office
Naparolo, Michael	Manager, Facilities & Construction	Facilities
Novak, Cara	Assoc. Dir., ECHS & Edu Partnerships	Educational Partnerships
	Manager-Fire, Safety & Environmental	
Otis, Christopher	Compliance	Facilities Administration
Oversen, Ernest	Director, Disability Services	Disability Services
	Program Manager, Business Career, and	
Pagano, Susan	Technology Training	Continuing & Professional Studies
Passarella, Bonnie	Executive Associate, Legal Services	President's Office
Patterson, Julie	Coordinator, Testing Services	Testing Services
	Administrator, Office of Innovation & Learning	
Popovich, John	Resources	Innovation & Learn Office
Qaissaunee, Laura	Director, Grants & Institutional Development	Grants Development
Rauso, Suzanne	Director, Academic Advising	Enrollment Services
Reilly, Mary Beth	Executive Director, Enrollment Services	Student Affairs
Robinson, Richard	Programming Coordinator	Radio Station
Roma, Linda	Director, Continuing & Professional Studies	Continuing & Professional Studies
Rudinski, Joan	Associate Registrar	Registration & Records
Rudinski, Nicholas	Coordinator, Workforce Development	Continuing & Professional Studies
Sanders, Kelli *	Manager, Events Management	Events Management
Scarangella, Susan	Institute Administrator	Health Sciences Office
Shaffery, Lynne *	Associate Director, Regional Location Hazlet	Brookdale at Hazlet
Shaloum, Jonathan *	Instructional Designer	Innovation Center
Shanes, Scott	Manager, Healthcare Training	CPS Healthcare Training
Shea, Kathleen	Assistant Director, Admissions	Admissions
Silletti, Teresa	Confidential Administrative Assistant II	Continuing & Professional Studies
Simpson, Paulette *	Associate Director, Regional Location Neptune	Brookdale at Neptune
Smith, Charanne	Director, Student Basic Needs	Student Basic Needs
Sparaco, Anne Marie	Director, Special Projects	President's Office
Stamboni, Kathleen	Confidential Administrative Assistant	Human Resources
Stanford, Sheri	Program Administrator, College Readiness	Educational Partnerships
	Confidential Administrator, Office of	
Stathum, Michelle	Advancement	Govnt & Comm. Relations

Stockton, Lee	Enrollment Management Administrator	Enrollment Management
Sullivan, Emily	Payroll Administrator	Payroll
Taylor, Tricia	Assistant Director, Athletics & Recreation	Athletics
Terreros, Jorge *	Associate Director, Regional Location Freehold	Brookdale at Freehold
Thomas, Janice	Director, International Education Center	International Education Center
Thulen, Kelly	Supervisor, Library	Library
Tierney, ErinMarie	Assistant Director, Student Life & Activities	Student Life & Activities
Tierney, Patricia	Coordinator, ABE/GED	ABE/GED
Tomkins, David	Coordinator, Athletics & Recreation	Athletics
Van Lew, Kim	Manager, Purchasing	Purchasing
Vanderspiegel, Sherri	Supervisor, Performing Arts Center	Performing Arts Center
Wadych-Ketley, Lucyna	Assistant Director	International Education Center
Watts, Candice *	Associate Director, Regional Location Freehold	Brookdale at Freehold
Williams, Shanna	College Relations Coordinator	College Relations
Wilson, Fidel	Director, One Stop	Enrollment Services
Woroch, Lubomyr	Executive Director, Finance	Finance & Operations
Worthley, Kristin	Associate Director, Admissions	Admissions
Zambrano, Linda	Coordinator, Accounts Receivable	Accounts Receivable

*Extended in temporary/interim/acting assignments until further notice but not later than 12/31/21.

D. CHANGE OF STATUS

FACULTY

1. Name: Mary Grilli
Department: English
Position: Instructor
Action: Change in status from temporary to tenure track position
New Salary: \$64,177
Effective: 9/1/21
2. Name: Linda Servidio
Department: Nursing
Position: Professor
Action: Rescinding reduced load for reduced pay schedule, working full load for FY22
New Salary: \$116,337.67
Effective: 9/1/21

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Mary Beth Reilly
Department: Student Affairs
Position: Executive Director, Enrollment Services, contingent on a background check
Action: Change in status from interim to regular A6 position through bona fide search
New Salary: No change
Effective: 5/26/21

SUPERVISOR - ADMINISTRATIVE OPERATIONS

1. Name: Dawn Murray
Department: Common Services
Position: Interim Supervisor, Common Services
Action: Change in status from N4 to an interim A3 position
New Salary: Salary to be prorated from an annual base of \$59,690
Effective: 7/1/21 until further notice, but not later than 12/31/21
2. Name: Michael Naparło
Department: Facilities
Position: Manager, Facilities & Construction, pending completion of Black Seal License within 12 months of appointment
Action: Change in status from interim to regular A5 position through bona fide search
New Salary: Salary to be prorated from an annual base of \$77,762
Effective: 6/1/21

NON-SUPERVISOR - ADMINISTRATIVE OPERATIONS

1. Name: Margaret Agha
Department: Advancement
Position: Confidential Assistant to the Vice President, contingent on a background check
Action: Change in status from an N4 to a Confidential A3 position through a bona fide search
New Salary: Salary to be prorated from an annual base of \$58,090
Effective: 6/1/21

SUPPORT STAFF

1. Name: Daniel Hoosein
Department: Pandemic Task Force & STEM
Position: Screening Center Staff, COVID Response Team & Lab Specialist, Sciences
Action: 50% split between Pandemic Task force and STEM effective 5/16/21;
100% return to primary position in STEM 6/14/21
New Salary: No change
Effective: 5/16/21

E. SEPARATIONS**FACULTY**

1. Name: Edward Stein
Department: Fine Arts
Position: Professor
Action: Retirement
Effective: 6/30/21, with retirement on 7/1/21

SUPERVISOR - ADMINISTRATIVE OPERATIONS

1. Name: Linda Martin
Department: Community Outreach
Position: Director, Community Outreach
Action: Retirement
Effective: 9/30/21, with retirement on 10/1/21

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Gloria Dyson
Department: Learning Disabilities
Position: Administrator
Action: Retirement
Effective: 12/11/2020

NON-SUPERVISOR - ADMINISTRATIVE OPERATIONS

1. Name: Jacqueline Kugit
Department: Human Resources
Position: Employment Manager
Action: Retirement
Effective: 7/31/21, with retirement on 8/1/21
2. Name: Charles Volpi
Department: Grants Development
Position: Customer Relations Management Administrator
Action: Resignation
Effective: 6/2/21

SUPPORT STAFF

1. Name: Kevin Burkitt
 Department: Teaching & Learning Center
 Position: Learning Space Specialist
 Action: Resignation
 Effective: 5/14/21

3. Name: James Purcaro
 Department: Police Department/Pandemic Response Task Force
 Position: Security Guard temporarily assigned as Screening Center Staff, COVID Response Team, full-time temporary, 40 hrs/wk
 Action: End of temporary assignment
 Effective: 5/15/21

3. Name: Amanda Richardson
 Department: English
 Position: Academic Tutor, Writing
 Action: Resignation
 Effective: 5/14/21

4. Name: John Scarinzi
 Department: Pandemic Response Task Force
 Position: Screening Center Staff, Pandemic Response Task Force, part-time, 10-month
 Action: Resignation
 Effective: 4/16/21

2.1 Application for Grants

Executive Summary

A. New Jersey Department of Labor and Workforce Development

Program Title: Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program

Short Title: ABE

Goal/Purpose: Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to over 540 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy New Jersey, (2) Community Affairs and Resource Center, (3) Monmouth County Vocational School District, and (4) LADACIN Network, Inc. In addition to serving as lead agency, the College will provide direct services to over 400 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED).

Program Administrator: Linda Roma, Director Continuing & Professional Studies

Total \$ Requested: **\$562,000** The college provides an in-kind match of **\$143,650** for a total of **\$705,650**

Date Submitted: April 22, 2021

B. New Jersey State Department of Education (NJDOE) Office of Career Readiness

Program Title: Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Short Title: Perkins

Goal/Purpose: Funding for FY'21 will enable the College to implement the priority strategies identified in the Perkins V Comprehensive Local Needs Assessment (CLNA). These strategies are developed to align with key program elements including meeting labor market needs, ensuring the quality of CTE programs, increasing student performance, and ensuring access and equity of staff.

Program Administrator: Elizabeth Kruijssen, Director of Curriculum

Total \$ Requested: **\$610,354** and does not require a match from the college

Date Submitted: On or before May 25, 2021

C. 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, ancillary accessories and storage.

Program Administrator: Robert Kilmer, Chief of Police, Brookdale Community College

Total \$ Requested: **\$TBD** (amount to be determined based on the price of 13 cameras requested, plus ancillary accessories and storage)

Date Submitted: April 22, 2021

Recommendation:

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

*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 May 18, 2021.

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

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

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

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

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

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

Agenda for Purchases in Excess of \$36,400

May 25, 2021

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Middletown, Colts Neck and Holmdel Township Police Departments	Security Services (FY22) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). These contracts are for security services for events sponsored by external vendors at the Collins Arena and Warner Student Life Center. These contracts are funded by Events Management's Revenue Generating Programs. FY21 YTD \$680.	Exempt	\$ 25,000.00 *
Cares/CRRSAA				
2	Howard Industries, Inc., dba, Howard Technology Solutions	Video Conferencing Equipment and Installation / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and installation of video conferencing equipment for the President and Finance Conference Rooms. This contract is funded by the Cares Act/CRRSAA.	Exempt	\$ 62,787.40
3	Modern Campus	System Solution for Course/Section Set-up, Student Registration & Payment, RFP No. 13-21 (FY22) / Notice was sent to 10 vendors, received 2 replies. This is a one year contract with an option for a 2nd and 3rd renewal for a system solution (software) for course/section set up, registration and payment for CPS courses and programs. This cost is based upon volume up to \$2.5M. This contract is funded by the Cares Act/CRRSAA.	RFP	\$ 106,392.00
4	Automated Building Controls, Inc.	Building Automation and Control System Service, Maintenance and T&M, Bid No. 20-37 / This contract is for the replacement of air filters in the HVAC equipment on the Lincroft Campus, Hazlet, Freehold, Wall and Long Branch Regional Locations. This contract is funded by the Cares Act/CRRSAA.	Bid	\$ 47,291.74
5	W.B. Mason Co., Inc.	Acrylic Panel Barriers / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery and installation of acrylic panel barriers for various offices on the Lincroft Campus and Regional Locations. This contract is funded by the Cares Act/CRRSAA.	Exempt	\$ 35,000.00 *

Chapter 12

6	Sodon's Electric Inc.	Lightning Protection Systems on Various Buildings on the Lincroft Campus, Bid No. 21-15 / Notice was sent to 13 vendors, received 2 replies. This contract is for the installation of lightning protection systems on various buildings on the Lincroft Campus and is funded by Chapter 12.	Bid	\$ 401,200.00
7	Berto Construction, Inc.	ATEC Retaining Wall Replacement, Bid No. 21-16 / Notice was sent to 20 vendors, received 4 replies. This contract is for the ATEC retaining wall replacement and is funded by Chapter 12.	Bid	\$ 587,370.00
8	Automated Building Controls, Inc.	Building Automation and Control System Service, Maintenance and T&M, Bid No. 20-37 / This contract is for the replacement of a control and space sensor at the Police Station and is funded by Chapter 12.	Bid	\$ 3,318.00

Grants

9	Ladacin Network; Monmouth County Vocational School; Community Affairs and Resource Center; Literacy Volunteer of New Jersey	Adult Basic Education Skills/Literacy Program (FY22) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the reimbursement to the individual entities, which form the Monmouth County Adult Basic Skills Consortium. The Consortium was established to provide and support the adult basic education program. As the lead agency, the College reports to the New Jersey Department of Labor and is directed by the "Workforce Innovation and Opportunity Act"/Title II Program. These contracts are funded by the ABE/Literacy Grant. FY21 YTD \$127,065.	Exempt	\$ 186,000.00 *
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Operating

10	Paper Mart, Inc. W.B. Mason, Co., Inc. Paterson Card & Paper	Copy Paper, Miscellaneous Paper & Envelopes, Bid No. 22-17 (FY22) / Notice was sent to 6 vendors, received 4 replies. This 6-month contract is for the supply and delivery of copy paper, miscellaneous paper, and envelopes. These contracts are funded by the Printing Services Department. FY21 YTD (6-month period) \$15,311.	Bid	\$ 32,000.00 *
11	Allied Account Services, Inc.; HS Financial Group, LLC	Student Account Collection Services, RFP No. 10-20 (FY22) / This is the 2nd year of a 2 year contract for collection services of student accounts placed into collection for non-payment of tuition and fees. These contracts are funded by the Operating Budget. FY21 \$100,000.	RFP	\$ 100,000.00 *

12	Nelnet Business Solutions, Inc.	Student Payment Gateway Services, RFP No. 14-21 (FY22) / Notice was sent to 12 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for student payment gateway services to include electronic payment processing, on-line student payments, electronic statements and payment plan management. This contract is funded by Student Fees.	RFP	Revenue	*
				\$90,000.00	
13	O'Connor & Drew, PC	Independent Audit Services, RFP No. 09-21 (FY22) / Notice was sent to 7 firms, received 3 replies. This is a one year contract with an option for a 2nd year renewal for independent audit services and is funded by the Operating Budget. FY21 \$85,000.	RFP	\$ 84,000.00	
14	PKF O'Connor Davies, LLP	Internal Audit Services, RFP No. 10-21 (FY22) / Notice was sent to 11 firms, received 4 replies. This is a one year contract with an option for a 2nd year renewal for internal auditing services and is funded by the Operating Budget. FY21 YTD \$13,037.50.	RFP	\$ 75,000.00	*
15	Enterprise Fleet Management (FM) Trust	Fleet Services Lease and Maintenance (FY22) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is the 3rd year of the contract with an option for a 4th and 5th year renewal for the lease, maintenance and management of vehicles to replace College vehicles as they exceed their useful service life. Transitioning to a lease option will result in more flexibility in selecting the types of vehicles used, reduce maintenance costs, improve dependability and most importantly provide a safer and more functional fleet of vehicles. This contract is funded by various Operating Budgets. FY21 YTD \$40,500.	Exempt	\$ 55,750.00	*
16	Ellucian Inc.	IT Managed Services, RFP No. 11-21 (FY22) / Notice was sent to 47 vendors, received 3 replies. This is the 1st year of a 5 year contract for IT Managed Services and is funded by the IT Budget. FY21 \$2,584,872.	RFP	\$ 2,753,796.00	
17	SHI International	Next Generation Firewall Security Subscription Services and Hardware Support Renewal (FY22) / Exempt 18A:64A.25.9 (State Contract). This State Contract is for a 3-year subscription service and extended service agreement for Palo Alto Network Security Appliances. The Next Generation Firewalls were deployed in 2018 and consolidated the firewall, intrusion protection system, and packet shaping device into a single solution that provides enhanced network security. This contract is funded by the IT Budget. FY18 -FY21 \$144,278.	Exempt	\$ 121,953.00	

18	N.J. Institute of Technology/ NJEDge.Net	Internet Service Provider, VMWare Renewal and Membership Dues (FY22) / Exempt 18A:64A-25.10 (Joint purchase by county colleges, municipalities or counties; authority). This is the 2nd year of a 3 year contract for internet services. NJ Institute of Technology/NJEDge.Net is a non-profit corporation of the New Jersey's Colleges and Universities President's Council and provides New Jersey's Statewide high-speed Internet network for colleges and universities. This 3-year contract provides an overall ISP bandwidth increase of 150%, a 900% bandwidth increase from each Regional Location to Lincroft, and an annual price increase of 7.2%. It also includes annual renewals of VMWare (virtual desktop), membership dues for NJEDge.Net co-op pricing and other services. This contract is funded by the IT Budget. FY21 \$259,227.	Exempt	\$	278,673.75
19	Cisco Systems Capital Corporation	Cisco Smartnet Maintenance (FY22) / Exempt 18A:64A.25.9 (State Contract). This is the 5th year of a 5 year State Contract for Cisco equipment maintenance. This includes the maintenance of the phone system, wireless network system and the unified communication equipment. This contract is funded by the IT Budget. Quarterly payments. FY21 \$247,270.32.	Exempt	\$	247,270.32
20	Hyland LLC	Image Now Software, Services and Maintenance (FY22) / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This is a one year contract for the software and technical services for ImageNow, CaptureNow and Adrenaline users in Admissions & Records, Recruitment, Counseling, Human Resources, and Finance & Operations. This contract is funded by the IT Budget. FY21 \$22,760.06.	Exempt	\$	21,725.51
21	CollegeNet	Annual Maintenance Renewal (FY22) / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This is a one year contract for the software maintenance of Series25, 25Live, Schedule 25 and Schedule25 Optimizer which are web-based scheduling and calendaring solutions. This contract is funded by the IT Budget. FY21 \$19,972.	Exempt	\$	20,244.24

22	Transact Campus Inc. (formerly Blackboard)	Maintenance Renewal, RFP No. 04-12 (FY22) / This is the 2nd year of a 3 year maintenance contract with an option to renew up to 2 additional years for hardware, software, supplies, new Point of Sale (POS), cloud POS migration and related services for the One Card System. This contract is funded by the IT, Student Life & Activities Budgets, and Auxiliary Services. FY21 \$123,827.35.	RFP	\$	160,000.00	*
23	Business Automation Technologies, dba Data Network Solutions	Local and Long Distance Telephone Services, Bid No. 19-17 (FY22) / This is the 3rd year of a 3 year contract for local and long distance telephone services and is funded by various departmental budgets. FY21 YTD \$44,330.	Bid	\$	65,000.00	*
24	PARS Environmental, Montrose Environmental Group Company	Health, Safety, and Environmental Regulatory Compliance Services, RFP No. 12-21 (FY22) / Notice was sent to 15 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for health, safety, and environmental regulatory compliance services and is funded by the Facilities Budget. FY21 YTD \$7,768.	RFP	\$	50,000.00	*
25	ACB Services Inc	Custodial Services, Bid No. 21-08 (FY22) / Notice was sent to 35 vendors, received 10 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for custodial services. This contract is funded by the Facilities Budget. *\$75,000 is included in cost for Special Events. FY21 YTD \$1,398,404.	Bid	\$	1,823,410.00	*
26	Automated Building Controls, Inc.	HVAC Building Automation, Controls, Maintenance and Repairs, Bid No. 20-37 (FY22) / This is the 2nd year of a 2 year contract for HVAC building automation, controls, maintenance, and repairs and is funded by the Facilities Budget. FY21 YTD \$164,437.	Bid	\$	215,150.00	*
27	GPC, Inc.	Painting Services T&M, Bid No. 20-30 (FY22) / This is the 2nd year of a 2 year contract for painting services and is funded by the Facilities Budget. FY21 YTD \$29,260.	Bid	\$	100,000.00	*
28	Allied Fire & Safety Equipment Co., Inc.	Fire Extinguisher Services, Bid No. 20-38 (FY22) / This is the 2nd year of a 2 year contract for fire extinguisher services and is funded by the Facilities Budget. FY21 YTD \$4,992.	Bid	\$	17,500.00	*

29	Mazza Recycling Services, Ltd.	Trash Removal and Recycling Services, Bid No. 20-31 (FY22) / This is the 2nd year of the contract with an option for a 3rd year renewal for trash removal and recycling services. This contract is funded by the Facilities Budget. FY21 YTD \$23,166.	Bid	\$	90,000.00	*
30	Sal Electric Co., Inc.	Electrical Services T&M, Bid No. 20-28 (FY22) / This is the 2nd year of a 2 year contract for electrical services and is funded by the Facilities Budget. FY21 YTD \$59,739.	Bid	\$	100,000.00	*
31	TEC Elevator Inc.	Elevator Maintenance Services, Bid No. 20-33 (FY22) / This is the 2nd year of a 2 year contract for elevator maintenance services and repairs. This contract is funded by the Facilities Budget. FY21 YTD \$19,760.	Bid	\$	47,000.00	*
32	Trane Building Services	Chiller Maintenance Services (FY22) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for chiller maintenance services and is funded by the Facilities Budget. FY21 \$29,950.	Exempt	\$	29,950.00	
33	**See attached list of vendors for student recruitment advertising services.	Student Recruitment Advertising (FY22) / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). These are one year contracts for print, internet, outdoor and television recruitment advertising. These contracts are funded by the Institutional Marketing Budget. FY21 YTD \$211,372.	Exempt	\$	450,000.00	*
34	**See attached list of pre-approved vendors	Graphic Design Services, RFQ No. 01-2022 (FY22) / Notice was sent to 26 vendors, received 8 replies. This is a one year contract with an option for a 2nd year renewal for pre-qualified vendors to provide graphic design services. These contracts are funded by the Institutional Marketing Budget. FY21 YTD \$8,035.	RFQ	\$	25,000.00	*
35	NJCCC Consortium Consolidus NJCCPROMOS.com	Promotional/Recruitment Giveaways (FY22) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op agreement with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of promotional/recruitment giveaways. This contract is funded by various grants, College Relations, Institutional Marketing and various departmental budgets. FY21 YTD \$63,237.	Exempt	\$	85,000.00	*

36	ProEducation Solutions LLC	Student Financial Aid Verification, RFP 15-21 (FY22) / Notice was sent to 7 vendors, received 2 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for student financial aid verification. FY21 YTD \$32,035.	RFP	\$	39,500.00	*
37	SD Gameday LLC	Athletic Training, Sports Medicine, and Team Physician Services, RFP No. 18-21 (FY22) / Notice was sent to 2 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for athletic training, sports medicine, and team physician services. This contract is funded by the Athletic Budget. FY21 YTD \$65,700.	RFP	\$	76,000.00	
38	**See attached list of pre-approved vendors	Sign Language Interpreters, RFQ No. 02-2021 (FY22) / This is the 2nd year of a 2 year contract for pre-qualified professionals to provide sign language interpretation services for students who have requested this service through the Office of Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Disability Services Budget. FY21 YTD \$0.	RFQ	\$	125,000.00	*
39	Natural Languages LLC; Quick Caption; Alternative Communication Services, LLC	Communication Access Realtime Translation (CART) Services, RFQ No. 02-2022 (FY22) / Notice was sent to 10 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for pre-qualified vendors to provide translation services for students who have requested this service through the Office of Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Disability Services Budget. FY21 YTD \$5,599.	RFQ	\$	50,000.00	*
40	Cengage Learning, Inc. (ed2go)	Continuing Education Online Training, RFP No. 17-21 (FY22) / Notice was sent to 18 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for continuing education online training services and is funded by CPS' Revenue Generating Programs. FY21 YTD \$16,665.	RFP	\$	33,000.00	*

41	American Cyber Careers LLC	Online Certificate and Certification Programs, RFP No. 02-21 (FY22) / This is the 2nd year of a 2 year contract for online certificate and certification programs and is funded by CPS' Revenue Generating Programs. FY21 YTD \$1,200.	RFP	\$	17,500.00 *
42	Follett	Textbooks (FY22) / Exempt 18:64A-25.5.a.(6) (Textbooks). This is a one year contract for the supply and delivery of textbooks and is funded by CPS' Revenue Generating Programs, grants and various departmental budgets. FY21 YTD \$10,551.	Exempt	\$	20,000.00 *
43	County of Monmouth	911 Shared Services Program / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the payment of the 911 shared services program with the County and is funded by the Police Budget. CY20 \$52,091.	Exempt	\$	52,872.00
44	PowerSchool Group LLC	Software License for Applicant Tracking and Performance Management (FY22) / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract is for the annual renewal of the software license used by Human Resources to track job applicants' information. It also includes a new license subscription for PeopleAdmin Performance Management. This contract is funded by the Human Resources Budget. FY21 \$29,623.86.	Exempt		Not to Exceed \$60,000.00

* Estimated expense based on historical data

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

**May 2021 BOT Agenda
Vendor Lists**

****Student Recruitment Advertising
EXEMPT**

Item No. 33

- | | |
|-----------------------------------|-----------------------------------|
| • Intersection | • Ally Marketing |
| • Clarus | • M. Studio |
| • Comcast/Spotlight, dba EffectTV | • Beasley Media Group |
| • NFL Network | • Industry Magazine |
| • Splendor | • Press Communications |
| • Meltwater | • Orange 142 |
| • Altice Media | • Gannett/LocaliQ |
| • Positive Expectations | • Newport Media Holdings |
| • Tenet Partners | • Capstar Radio Operating Company |
| • iHeart Media | • Ad Corp Media Group |
| • Core Studios | • NexStar/WPIX |
| • Iris Communications | • Eatontown Monmouth Mall |
| • Townsquare Media | |

****Pre-qualified Graphic Design Services
RFQ No. 01-2022
1st year of a 2 year**

Item No. 34

- | | |
|----------------------------|------------------------------|
| • SGW Integrated Marketing | • Park Circle Technologies |
| • Tweak Design | • Red Cactus Marketing |
| • Brand Enchanting Media | • Jersey Printing Associates |
| • Leslie Van Pelt | • Magnum |

****Pre-qualified Sign Language Interpreters
RFQ No. 02-2021
2nd year of a 2 year**

Item No. 38

- | | |
|------------------------------|------------------------------------|
| • Natural Languages, LLC | • Sign 4U Interpreting Service LLC |
| • Cheryl A. Huber | • Sign Language Aide LLC |
| • Christine Snyder Martin | • Sign Language Resources, Inc. |
| • Indus Translation Services | • King Interpreting |

4.2b *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending April 30, 2021, which totaled \$2,046,148.85. 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 May 18, 2021

May 25, 2021: Vice President Finance & Operations, Teresa Manfreda

4.1 *Financial Report*

The following is the Financial Report for the month ending March 31, 2021.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting May 18, 2021.

May 25, 2021: Vice President Finance & Operations, Teresa Manfreda

Financial Overview at March 31, 2021

Any reference to budget in the following financial information represents the annual FY21 budget. March 2021 is the ninth month of the current fiscal year. Generally, when comparing year-to-date financial results to budget, March represents 75% of the annual budget. The following financial summary provides an overview of year-to-date March 2021 financial performance compared to FY21 budget, and to the same period last year.

Revenue:

Compared to Budget

Total revenues for the nine months through March 2021 were \$67.7M and represents 82.7% of the FY21 budget of \$81.8M.

Compared to Prior Year

Operating revenue as of March 31, 2021, was 9.7% lower than the same time last year.

Expenditures:

Compared to Budget

Total operating expenditures through March 2021 were \$47.2M of the \$76.5M FY21 budget. Year-to-date March expenses represent 61.7% of the FY21 budget. As previously noted, nine months represents 75% 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 \$47.8M compared to \$47.2M this year indicating a reduction of operating costs of \$536K.

Cash Balance:

As of March 31, 2021, the College's balance of cash in the bank was \$34M, which represents a \$9.1M increase over last year. For the nine months through March, the average monthly balance of cash was \$26.3M compared to \$19.0M last year.

Brookdale Community College
Current Year vs Prior Year
For the month ending March 31, 2021

	03/31/21	03/31/20	Change	% Change
Operating Revenue				
State of New Jersey	\$ 6,264,464	\$ 8,592,452	\$ (2,327,988)	-27.1%
County of Monmouth	15,020,264	15,020,264	-	0.0%
Student tuition	34,207,171	36,428,625	(2,221,454)	-6.1%
Fees	10,442,111	11,749,721	(1,307,610)	-11.1%
Continuing & Professional Studies	1,406,727	2,578,735	(1,172,008)	-45.4%
Miscellaneous	354,654	579,210	(224,556)	-38.8%
	\$ 67,695,391	\$ 74,949,007	\$ (7,253,616)	-9.7%
Operating Expenditures				
Academic Affairs	\$ 19,550,213	\$ 18,320,786	\$ (1,229,427)	-6.7%
Benefits	8,922,408	9,767,995	845,587	8.7%
Finance & Operations	6,559,586	6,212,894	(346,692)	-5.6%
Student Success Division	3,769,063	3,909,816	140,753	3.6%
General Expenses	3,036,028	2,724,423	(311,605)	-11.4%
Continuing & Professional Studies	1,455,739	2,212,002	756,263	34.2%
Utilities	1,094,580	1,523,009	428,429	28.1%
Human Resources & Safety	1,272,648	1,545,060	272,412	17.6%
Planning & Inst. Effectiveness	292,065	280,224	(11,841)	-4.2%
President & BOT	349,162	482,739	133,577	27.7%
Advancement Division	939,952	798,631	(141,321)	-17.7%
	\$ 47,241,444	\$ 47,777,579	\$ 536,135	1.1%
Net income/(loss) - Operating	\$ 20,453,947	\$ 27,171,428	\$ (6,717,481)	
Auxiliary				
Receipts	\$ 387,419	\$ 1,270,096	\$ (882,677)	-69.5%
Disbursements	687,785	1,186,323	498,538	42.0%
Net income/(loss)- Auxiliary	\$ (300,366)	\$ 83,773	\$ (384,139)	-458.5%

Brookdale Community College
Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at March 31, 2021

	FY21 Budget	3/31/2021	Increase/ (Decrease)	FY21 Projected
Operating				
Revenues:				
Tuition	\$ 36,074,791	34,207,171	221,202	\$ 36,295,993
State	10,285,798	6,264,464	(1,573,101)	8,712,697
County	20,027,019	15,020,264	-	20,027,019
Fees	11,290,301	10,442,111	(522,606)	10,767,695
Continuing & Professional Studies	3,450,000	1,406,727	(1,640,161)	1,809,839
Other income	689,500	354,654	(304,500)	385,000
Total revenue	\$ 81,817,409	67,695,391	(3,819,166)	\$ 77,998,243
Expenditures:				
Academic Affairs	31,212,851	19,550,213	(1,680,493)	29,532,358
Benefits	15,704,750	8,922,408	(2,041,084)	13,663,666
Finance & Operations	9,053,658	6,559,586	373,293	9,426,951
Student Success Division	6,641,088	3,769,063	(897,296)	5,743,792
General expenses	4,154,962	3,036,028	65,356	4,220,318
Continuing & Professional Studies	2,993,066	1,455,739	(1,183,096)	1,809,970
Utilities	2,208,377	1,094,580	(100,000)	2,108,377
Human Resources & Safety	2,381,854	1,272,648	(553,442)	1,828,412
Advancement Division	1,338,369	939,952	11,251	1,349,620
Planning & Inst. Effectiveness	383,135	292,065	(2,000)	381,135
President & BOT	466,924	349,162	(3,200)	463,724
Total expenditures	\$ 76,539,034	47,241,444	(6,010,711)	\$ 70,528,323
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	1,601,888	-	2,295,000
	\$ 5,278,375	4,048,703	-	\$ 5,278,375
Excess revenue/expenditures projected				\$ 2,191,545
Auxiliary				
Receipts	1,087,214	387,419	(980,107)	547,393
Disbursements	2,004,374	687,785	(1,010,112)	785,000
Profit/(loss) auxiliary	\$ (917,160)	(300,366)	30,005	\$ (237,607)
Excess revenue/expenditures projected				\$ (237,607)
Capital				
Revenues:				
State Chapter 12	2,900,000	1,523,632	-	2,900,000
County Chapter 12	2,900,000	1,523,632	-	2,900,000
Risk Management	-	244,310	400,000	400,000
Total revenue	\$ 5,800,000	3,291,573	400,000	\$ 6,200,000
Expenditures:				
State Chapter 12	\$ 2,900,000	1,523,632	-	\$ 2,900,000
County Chapter 12	2,900,000	1,523,632	-	2,900,000
Risk Management	-	406,024	460,000	460,000
Total expenditures	\$ 5,800,000	3,453,287	460,000	\$ 6,260,000
Excess revenue/expenditures projected				\$ (60,000)
Total excess revenue/expenditures all funds projected				\$ 1,893,938

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 is reviewing the work completed to date to develop a remedial scope and either seek its own contractor or have the bonding company do the work.

3) SALT STORAGE BUILDING

The college is required to provide a permanent salt storage facility in order to comply with NJDEP regulations and the BOT approved procuring the fabric structure through Sourcewell Cooperative at a cost of \$144,015.85 from Clear Span for a 35 by 30 fully enclosed salt storage building. The concrete pad for the structure was publicly bid and subsequently awarded to United Terrain Group at a cost of \$75,070.00.

The damaged slat has been replaced and the project is complete.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) ATEC RETAINING WALL

Suburban Consulting Engineers (SCE) was awarded the design work for the retaining wall and additional drainage. Work at the BOT on July 28, 2020 in the amount of \$43,700.00

Bids were received on May 5, 2021. The apparent low bidder was A-Tech Concrete. There was a bid irregularity and bids are being reviewed by College Council.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

2) ROOF REPAIRS – PHASE 3

FVHD was awarded a contract in the amount of \$74,500.00 to design Phase 3 of the roof replacement and repair project at the BOT meeting of September 22, 2020.

The project was awarded to the apparent low bidder MTB in the amount of \$1,344,400.00 . A preconstruction conference is being scheduled.

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 wiring is approximately 80% complete. Approximately 17% of camera install is complete including all of Long Branch and Hazlet. Datacenter infrastructure install is underway. Working through configuration issue at Gorman Hall Data Center.

4) LIGHTNING PROTECTION SYSTEM

At the BOT meeting of October 27, 2020, USA Architects was awarded a contract for the design of lightning protection system on the Lincroft Campus in the amount of \$68,440.00.

Bids were received on May 5, 2021. The apparent low bidder was Sodon's Electric in the amount of \$401,200.00.

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.

Project schedule to be finalized after issuance of PO.

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.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

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.

2) DESIGN/STUDIES/REPORTS

1. MAN REAR VESTIBULE 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.

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. As this is a project to spearheaded by Monmouth County, the County is currently considering options for generator upgrade.



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

May 10, 2021
Sheet 4

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

G:\Projects\BRCC\G2101\Calculations & Reports\05-10-21 PROJECT STATUS REPORT .docx

5.1 Curriculum *Memorandum of Understanding (MOU) Brookdale Community College and The State University of New Jersey, Rutgers*

Brookdale Community College (College) and Rutgers, The State University of New Jersey (Rutgers) are guided by similar visions, missions and values and the commitment to educational access and attainment for all. For over twenty (20) years, the College and Rutgers have enjoyed a long relationship providing students and community members with academic, career and lifelong learning opportunities. In the spirit of the ongoing collaboration by and between the institutions, and following the execution of a Lease Agreement in September, 2019 authorizing Rutgers' presence and occupancy of certain space within Larrison Hall at the College's Lincroft campus and Freehold Regional site, the institutions wish to affirm their academic partnership via a Memorandum of Understanding (MOU) which is structured to deliver articulated associate-baccalaureate-completion, post-baccalaureate, and master's degree programs based on documented community and labor market needs and in which said programs are approved by the New Jersey Commission on Higher Education.

The College and Rutgers jointly have developed articulation agreements for the associate-to-baccalaureate-completion programs offered through the Partnership. The articulation agreements identify College courses Rutgers will accept as equivalent to lower-level required and elective courses for the specific baccalaureate degree, provide admission requirements to the baccalaureate program and is the basis for the development of the degree plans. Each institution is responsible for the admission process, the degree plans, the conferring of its degrees, the maintenance of its official records, and the provision of all essential academic services for its courses, including library access. A Brookdale-Rutgers Partnership Council, which has been established as a joint advisory body, meets at least twice a year to discuss matters relating to the day-to-day operation of the Partnership, enrollment and recruitment, and marketing the programs.

The MOU is a five (5) year commitment, with an effective date of September 1, 2019 (to be consistent with the September 1, 2019 Lease Agreement) and the annual Partnership fee paid by Rutgers to the College is \$50,000. At the end of the term, the MOU will automatically renew for three (3) separate three (3) year terms (Option Terms) unless either institution elects not to renew any such Option Term by providing six (6) months' notice (on or before March 1st) prior to the end of the initial term or any renewal terms being exercised, as the case may be. In addition, either institution can terminate the MOU by providing nine (9) months' notice with an accompanying written plan to ensure that students enrolled in its program will be given the opportunity to complete the program at the College's Lincroft campus, on-line or as otherwise appropriate.

RECOMMENDATION

The President recommends that the Board of Trustees adopt a Resolution approving the College to enter into this Memorandum of Understanding with Rutgers.

May 25, 2021: Executive Associate, Legal Services, Bonnie Passarella, J.D.

RESOLUTION

WHEREAS, Brookdale Community College and Rutgers, The State University of New Jersey (Rutgers University) are guided by similar visions, missions and values and the commitment to provide quality, accessible, affordable education to area residents; and

WHEREAS, Brookdale Community College and Rutgers University have enjoyed a twenty (20) plus year collaborative partnership which promotes educational programs while building on the strengths and capacities of both institutions for the education of their students; and

WHEREAS, while Brookdale Community College and Rutgers University entered into a Lease Agreement on September 1, 2019 authorizing occupancy by Rutgers University at Brookdale's Lincroft campus in Larrison Hall and its Freehold regional location, both institutions agreed to develop a Memorandum of Understanding to run concurrently with the Lease Agreement and with the purpose to outline the academic programs, student support services, enrollment, recruitment and marketing efforts for the respective programs offered through the partnership; and

WHEREAS, the terms and conditions of the Memorandum of Understanding have been reviewed by the Finance and Facilities Committee of the Board of Trustees of Brookdale Community College; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Memorandum of Understanding with Rutgers University as indicated has been reviewed and approved for signature for a five (5) year period of time with options to extend the term of the Memorandum of Understanding as deemed in the best interests of both institutions.

May 25, 2021

BROOKDALE COMMUNITY COLLEGE
2021 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
May 11	EOF Graduation Dinner	6:30PM	Zoom
May 12	Culinary Graduation	4:00PM	Robert J. Collins Arena
May 13 & 14	Commencement	9:00AM-5:00PM	Outside Arena
May 17	Audit Committee Meeting	6:00PM	Zoom
May 17	Nursing Pinning	6:00PM	Robert J. Collins Arena
May 18	Allied Health Pinning	4:00PM	Robert J. Collins Arena
May 18	Executive Committee Meeting	5:15PM	Zoom
May 18	Finance & Facilities Committee Meeting	5:30PM	Zoom
May 20	Foundation Board Meeting	4:00PM	Zoom
May 25	BOT Public Business Meeting	5:30PM	Zoom Webinar
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	Zoom Webinar
July 19	Scholarship Summer Bash	5:30 PM	Lincroft Campus/Arena
July 20	Executive Committee Meeting	5:15PM	Zoom
July 20	Finance & Facilities Committee Meeting	5:30PM	Zoom
July 27	BOT Public Business Meeting	5:30PM	Zoom Webinar
August 17	Executive Committee Meeting	5:15PM	Zoom
August 17	Finance & Facilities Committee Meeting	5:30PM	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	Zoom Webinar
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	Zoom Webinar
November 8	Student Success & Educational Excellence	5:30PM	Zoom

DATE	EVENT	TIME	LOCATION
	Committee Meeting		
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	Zoom Webinar
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	Zoom Webinar

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	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	June 15 5:15 PM	June 15 5:30 PM				
Tuesday, July 27, 2021	July 20 5:15 PM	July 20 5:30 PM				
No public business meeting	August 17 Follows F & F	August 17 5:30 PM				
Tuesday, September 28, 2021	September 21 5:15 PM	Sept. 21 5:30 PM	Sept. 20 5:30 PM	Sept 22 5:30 PM		
Tuesday, October 26, 2021	October 19 5:15 PM	October 19 5:30 PM			Oct. 18 6 PM	
Tuesday, November 16, 2021	November 9 5:15 PM	Nov. 9 5:30 PM	Nov. 10 5:30 PM	Nov. 8 5:30 PM		
Tuesday, December 14, 2021	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

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	Liaisons <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