



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, January 26, 2021 5:30 PM (EST)  
Zoom meeting

- I. Call to Order, Reading of Statement, Roll Call and Public Comment Statement - Chair Cram
- II. Pledge of Allegiance - Chair Cram
- III. Adoption of Agenda - Chair Cram
- IV. President's Report - Dr. Stout
- V. Reports from the Board Committees and Liaisons - Chair Cram
  - A. Finance & Facilities Committee - January 19, 2021 - Trustee Abby-White
    - 1. Capital Project Update
    - 2. Monthly Financial Reporting
    - 3. FY22 Budget and Tuition and Fee Schedule
  - B. Audit Committee - January 25, 2021 - Trustee Crupi
  - C. Governance Committee - January 20, 2021 - Trustee Suzanne Brennan
  - D. Foundation Update - Trustee Abby-White
  - E. Student's Perspective - Trustee Walker
  - F. NJCCC Update - Trustee Horl
- VI. Public Hearing on Tuition and Fees - Chair Cram
- 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 - December 15, 2020 - Chair Cram
- X. Approval of Executive Session Minutes - December 15, 2020 - Chair Cram
- XI. Approval of Consent Agenda - Chair Cram - 5 minutes
  - A. Approval of Human Resources
  - B. Acceptance of Grants
  - C. Acceptance of Gifts
  - D. 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

E. Open Invoice Payment Requests for Vendor, Student and Employee Payments

F. Monthly Financial Reports

- XII. Approval of FY22 Schedule of Tuition and Fees - Chair Cram
- XIII. Approval of FY22 Chapter 12 Projects - Chair Cram
- XIV. Approval of FY22 Operating & Capital Budgets - Chair Cram
- XV. Acceptance of FY20 WBJB Radio Audit - Chair Cram
- XVI. Approval of Cooperative Pricing Agreement with E & I Cooperative Services - Chair Cram
- XVII. Acceptance of Internal Controls & Standard Operating Procedures Manual - Chair Cram
- XVIII. Approval of Resolution Designating Brookdale Community College as a Stigma-Free Resolution - Chair Cram
- XIX. Ratification of Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College - Chair Cram
- XX. Approval of Agreement with Guild Education - Chair Cram
- XXI. Lodging of Policy Revisions - Chair Cram
  - A. Policy 1.3035 Presidential Screening Process
- XXII. Public Comment - Chair Cram
- XXIII. Old/New Business - Chair Cram
- XXIV. Resolution to Hold a Closed Meeting - Chair Cram
- XXV. Motion to Re-Open the Meeting to the Public - Chair Cram
- XXVI. Adjournment - Chair Cram
- XXVII. Appendix - Board Materials

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

December 15, 2020

#### Brookdale Community College Zoom Webinar

- A. Chair Abby-White called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance and led a moment of silence in the memory of Dr. Peter Burnham, Major Alf Berg and David Murray.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:

On December 10, 2020 at 10:30 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.

#### Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Matthew Reed
	Mr. Dan Becht, Trustee	Ms. Patricia Sensi
	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. Barbara Horl, Trustee	Dr. Anita Voogt
	Mr. Bret Kaufmann, Vice-Chair	Ms. Teresa Manfreda
	Ms. Marta Rambaud, Trustee	Ms. Kathy Kamatani
	Dr. Les Richens, Trustee	Dr. William Burns
	Ms. Hanna Walker, Trustee	Mr. Edward Johnson
	Dr. David Stout, Secretary	Ms. Cynthia Gruskos, Recorder
Absent	Ms. Madeline Ferraro, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	

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

Chair Cram led the Pledge of Allegiance.

Chair Cram read the mission statement: Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effect educational and lifelong learning options with clear paths to personal, educational and economic success.

Dr. Stout led a moment of silence for 3 Brookdalians: Student, Gabe Montalto, former supervisor of our Audio and Visual Department, Ambers Terry Walker, Jr., and hourly employee at our Hazlet and Freehold Higher Education Centers, Susan Burley.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>  Chair Cram announced that the agenda has been revised to remove the approval of the FY20 Financial Audit. The State hasn't released information that is required to complete the annual financial audit. Once the College has received the information, then the Audit can be completed and approved. The College has filed a request for an extension with the Secretary of Higher Education.	A motion to adopt the revised meeting agenda was made by Trustee Kaufmann and seconded by Trustee Abby-White.  Motion passed.	
<b>Resolution in honor of Trustee Becht</b>  Chair Cram announced that tonight we would unfortunately be saying goodbye to Trustee Becht as he has won a seat on the Wall Township Council.  Trustee Becht was honored with a reading of a resolution. (Attachment A)		
<b>Review of Consent Agenda</b>  <ul style="list-style-type: none"><li>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</li></ul> <b>1. Adoption of Consent Agenda</b>	A motion to adopt the consent agenda was made by Trustee Horl and seconded by Trustee Becht.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> <li>• <b>Workshop on Enrollment</b></li> </ul> <p><b>Enrollment Projection Process</b> – Dr. Laura Longo, Director, Institutional Research &amp; Evaluation presented on the enrollment projection process utilized to determine projected enrollment in FY22. Her presentation included analysis of the parameters used, as well as the impact of the pandemic. She utilized two models and explained the assumptions, exceptions and data used.</p> <ul style="list-style-type: none"> <li>• <b>Traditional Model 1</b> - Reflects a Decline of -5.1% (221,067.6) Compared to Projected FY21 Student Credit Hours of 232,867.4 (Model Uses Projected FY21 Student Credit Hours (232,867.4) plus Four Years of Actual Prior Data)</li> <li>• <b>COVID Model 2</b> – Reflects a Decline of -1.9% Compared (220,832.2) to “COVID” Estimate of FY21 SCHs of 225,185.8 (Model Uses “Covid” Estimate of FY21 Student Credit Hours (225,185.9) plus Nine Years of Actual Prior Data. Estimate is 9% less than actual FY20 Student Credit Hours.)</li> </ul> <p>Dr. Longo explained that the two models differ by only 244.4 SCHs or 8.1 FTEs (221,067.6 vs 220,823.2). She recommended utilizing Model 1 to be used in our budget planning process.</p> <p>Trustee Kaufmann requested that based on continued declining enrollment that the College have a business model that reflects our declining enrollment. He suggested that information be provided on our employees, including comparisons of Full Time Faculty to Adjuncts, Faculty to student ratios, and data on our Administrators and Full time Staff.</p> <p>Dr. Stout discussed new partnerships intended to bring students to the College from outside our traditional student populations.</p>		
<p><b>President’s Report</b> – Dr. Stout recognized all employees who have retired since July 1, 2020, and concluded with the recognition of departing Trustee Becht.</p>		
<p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Executive Committee Meeting</b> –Chair Cram reported on the Executive Committee which met on December 9. In addition to reviewing tonight's agenda and some of the resolutions that the other committees considered and put forth, the committee approved the acceptance of the Coronavirus Funds as well as the use of those funds to make specific purchases. The reason that the Executive Committee felt that it was necessary, was that there is a very tight timeframe on the spending of this money. We only recently were made aware of the availability of the funds. We have to not only spend that money but receive the items that we're spending it on by the end of December. So, to expedite that process in tonight's resolution, you will see that we are also authorizing the administration to spend that money in accordance with the prescriptions of the grants.</p> <p><b>B. Finance &amp; Facilities Committee</b> – December 9, 2020 – Chair Cram</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>1. Update on Capital Projects – Chair Cram provided an update on these projects:</p> <ul style="list-style-type: none"> <li>a. Reconstruction of Salt Storage Building is complete pending the repair/replacement of the roll up door.</li> <li>b. The Sound Panels at Wall have been installed and we have confidence we will be in compliance with local sound ordinances.</li> <li>c. Boiler issues at Wall - Issues with the boilers seem to have been resolved by Fulton, the manufacturer and it's maintenance contractor and we need to determine who is going to assume the financial responsibility for the cost of the modifications that had to be made and the ongoing maintenance that we had to deal with over the past several months.</li> <li>d. Paving of Lot 5 – The Committee reviewed the request for a change order to pay for additional asphalt which was not in the original bill and recommends the approval of the change order request.</li> </ul> <p>2. Monthly Financial Reports – Chair Cram provided the following highlights:</p> <ul style="list-style-type: none"> <li>a. The budget projections continue to reflect a decline in both revenue and expenditures primarily due to the impact of the pandemic on the operations of the College. Our cash balance is up. There is an anticipated deficit for FY21 of \$371,000, although efforts to reduce expenses and increase revenue will continue and we're hopeful that by the end of the year the deficit will be smaller.</li> <li>b. Fall Semester Forecast – was reviewed and reinforces the financial reporting that the Board has been looking at over the past several months.</li> </ul> <p><b>C. Audit Committee</b> – December 14, 2020 – Trustee Rambaud provided the following highlights on the Audit Committee:</p> <ul style="list-style-type: none"> <li>a. Although the FY20 Financial Audit is not complete, our external auditors, O'Connor and Drew, were able to review the draft Financial Audit with the Committee. The College has filed for an extension and anticipates moving the acceptance of the financial audit and Radio Audit in January 2021.</li> <li>b. Internal Auditors, PKF Connor Davies presented their findings of the Payroll Audit. 13 findings were described, as well as the recommendations and action plans to resolve these issues.</li> <li>c. The State of NJ Comptroller Audit Update – Vice President Manfreda provided information on the preliminary exit meeting held on October 29, 2020. After the 10/29 meeting, VP Manfreda requested detailed information on these findings and The College has been responding with follow-ups to clarify any issues that were open or unclear. The State has since had several additional requests for information. The audit should be concluded by the end of the calendar year and the College is anticipating a written report at that time. The College will have the opportunity to respond to the written report before the audit is concluded.</li> <li>d. Foundation FY20 Audit - The Foundation Audit was a clean audit and accepted by the Foundation Board.</li> <li>e. Trustee Rambaud announced that Trustee Crupi will be the Chair of the Audit Committee.</li> </ul>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>She said that it has been a pleasure for her to serve as Chair for the last few years, and she looks forward to supporting the committee as a Trustee committee member. Chair Cram thanked her for her service as the Committee Chair.</p> <p><b>D. Student's Perspective</b> – Trustee Walker reported that our students continue to be worried about the rising Covid-19 cases, but believe the College has great safety procedures. They are also very thankful for all of the online support that was offered this semester and appreciate all of the hard work and dedication from faculty and staff. She brought up student's continued concern about the use of Proctorio, an online proctoring service used when students are taking exams</p> <p><b>E. BCC Foundation</b> - Trustee Abby-White and Dr. Stout provided the following highlights on the Foundation:</p> <ul style="list-style-type: none"> <li>a. The search process for the VP Advancement is ongoing and Dr. Stout expects to announce a recommendation in January.</li> <li>b. The Foundation Finance Committee met with Investment Managers who reported a 7% growth in investments during calendar year 2020.</li> <li>c. The funds donated for the Annual Appeal were softer than in Fall 2019, which may be as a result that the employees are included every other year, and there were not included in the 2020 Campaign.</li> <li>d. The Foundation Ball is being planned and they expect to honor heroes who helped in the pandemic.</li> <li>e. The Golf Outing yielded more profit than the year before due to reduced expenses.</li> </ul> <p><b>F. NJCC</b> – Trustee Horl reported on the following:</p> <ul style="list-style-type: none"> <li>a. The State and Federal Policy Committee met via zoom on Friday, December 11, 2020. Our agenda included review of the previous month's meeting, State Budget Updates, Community College Opportunity Grant legislation, Senate Budget Committee information, Legislative Updates for other Priority Bills and Actions, and the ACCT - NLS Conference</li> <li>b. A letter to the State Treasurer was sent from the Council requesting Budget Recommendations for the 18 community colleges, with a detailed background information as to why the increase in funding requested is of great importance. The request for FY '22 includes an increase in the Community College Opportunity Grant Program to \$125,000 Adjusted Gross Income, as recommended by both the Presidents and Executive Committees. This reflects alignment with President-Elect Joe Biden's American Promise program. New York State has already put this amount in its budget request. A briefing sheet on the increase is being prepared by the Council for members for use in their advocacy for the budget, so that legislators have a greater understanding of grant programs and how the CCOG is critical to expanding access and assistance for students' success.</li> <li>c. The Committee laid out a detailed Advocacy Strategy which replicates the successful program used for last year's budget and which included a significant e-mail campaign through the NJCCC web-site. She encouraged all to visit the NJCCC Action Center to express their support. This campaign will be directed at the Governor, beginning this week, and the legislators in mid-January.</li> <li>d. CCOG legislation was heard today in the Senate Budget and Appropriations Committee and she reported that it was released by the Committee for a second reading.</li> <li>e. Trustee Horl encouraged the other Trustees to consider attending the ACCT Legislative Summit which will take place virtually this year, February 8-10, 2021. NJCCC is organizing</li> </ul>		





Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>B. Acceptance of Grants</b></p> <p><b>C. Application for Grants</b></p> <p><b>D. 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</b></p> <p><b>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p> <p><b>F. Monthly Financial Dashboards</b></p> <p><b>G. FY21 Fall Semester Financial Forecast</b></p>	<p>Trustee Richens and seconded by Trustee Rambaud.</p> <p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Change Order Request</b>	<p>A motion to approve by resolution the change order request was made by Trustee Richens and seconded by Trustee Becht.</p> <p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval of Cooperative Pricing Agreement with the National Association of State Procurement Officials (NASPO)</b>	<p>A motion to approve by resolution to enter into a Cooperative Pricing Agreement with the National</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Association of State Procurement Officials (NASPO) was made by Trustee Abby-White and seconded by Trustee Becht.</p> <p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Ratification to Accept Coronavirus Relief Funding from the State of New Jersey</b>	<p>A motion to approve by resolution the acceptance of the Coronavirus Relief Funds I and II from the state of New Jersey was made by Trustee Davis and seconded by Trustee Walker.</p> <p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Accept the Higher Education Emergency Relief Fund – Strengthening Institutions Program Funding</b>	<p>A motion to approve by resolution the acceptance of the Higher Education</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Emergency Relief Fund – Strengthening Institutions Program Funds was made by Trustee Rambaud and seconded by Trustee Crupi.</p> <p><b>Motion passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Public Comment –</b> Mr. Jacobs read the public comment statement and gave directions on how to make public comment in a virtual meeting.</p> <p><b>Joan Carroll</b>, Acting Chair of BCC Adjunct Faculty Union (BACF) – She reminded the Board of Trustees of how hard the Adjuncts are working to meet the challenges of online teaching, both in the spring and fall semesters. She said that on behalf of the BACF they are looking forward to continuing the negotiations for their first contract.</p> <p>Ms. Gruskos confirmed there were no written public comments submitted.</p>		
<p><b>Old/New Business -</b></p> <p>Trustee Crupi apologized for joining the meeting late, and wished Trustee Becht well in his new role on the Wall Township Council. He said it was an honor to serve alongside him and he always appreciated his knowledge and expertise that he brought to the Board.</p> <p>Chair Cram announced the new committee assignments which are listed in the Board packet. He said he tried to take into consideration, everyone's requests for either a change in committee or a request for an opportunity to take a leadership position. He announced that Trustee Abby-White has been appointed as the Committee Chair of the Finance and Facilities committee. Vice Chair Kaufmann is going to stay as the Committee Chair of Student Success and Educational Excellence. Trustee Brennan will remain as the Committee Chair of the Governance Committee and Trustee Crupi will assume the Committee Chair of the Audit Committee. The committee assignments will go into effect starting tomorrow. He thanked Trustee</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Rambaud again for her service as the Committee Chair of the Audit Committee</p> <p>Chair Cram thanked Trustee Becht again for his service to the Board and congratulated him on winning a position on the Wall Township Council.</p>		
<p><b>Resolution to Hold a Closed Meeting</b></p> <p>College Counsel read the Resolution to Hold a closed meeting (<i>Attachment B</i>)</p>	<p>A motion to approve by resolution to hold an executive session was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed.</p>	
<p><b>Motion to Re-Open the meeting to the public</b></p>	<p>A motion to reopen the meeting to the public was made by Trustee Abby-White and seconded by Trustee Rambaud.</p> <p>Motion passed.</p>	
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 8:38 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Walker.</p>	

## RESOLUTION

**WHEREAS**, Daniel Becht has served with distinction on the Board of Trustees of Brookdale Community College since December 2017; and

**WHEREAS**, Trustee Becht was appointed by the Monmouth County Freeholders, and served with honor as a respected attorney, civic leader, and loyal ambassador of Brookdale Community College; and

**WHEREAS**, he advanced the work of the Finance and Facilities, Audit, By-Laws and Governance Committees; and

**WHEREAS**, he will be remembered by his astute observations, and recommendations and that he always put the welfare of Brookdale students at the forefront of any debate or discussion; and

**WHEREAS**, he not only believed in the educational quality and value of a Brookdale Community College degree, but experienced it first hand, as his 3 children attended Brookdale;

**WHEREAS**, Mr. Becht exhibited deep respect and appreciation for his fellow Trustees, the President, the Administration, Faculty, and Staff; and

**WHEREAS**, Trustee Becht served during the period of a presidential search, which resulted in the appointment of Dr. David M. Stout as the 7<sup>th</sup> president of Brookdale Community College; and

**WHEREAS**, it will be noted that he distinguished himself by demonstrating a clear understanding of his role as Trustee by supporting the president's administrative decisions; and

**WHEREAS**, Trustee Becht served during the pandemic crisis, and will be remembered as providing a steady hand and a compassionate heart to the college community; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees, the President, and the entire College community extends their appreciation to Daniel Becht. for his dedication, diligence and unwavering commitment to Brookdale Community College; and

**BE IT FURTHER RESOLVED** that this resolution be spread upon the minutes of this meeting and a true copy presented to Mr. Becht so that he has a permanent reminder of the high esteem he has earned among his colleagues; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to our Board of Chosen Freeholders.

**Dr. David M. Stout**  
President  
Brookdale Community College

**Dr. Henry Cram**  
Chair  
Brookdale Community College

December 15, 2020

## 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 4 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 **December 15, 2020 at approximately 7:45 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: December 15, 2020**

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☒ "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body – **update on labor negotiations**

☐ "(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 with Follett, and attorney client privilege on an issue with the boilers at Wall**

☒ "(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. **Evaluation of president**

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

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**RESOLUTION**  
**Approved: December 15, 2020**

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

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

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

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

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

**RESOLUTION**  
**Approved: December 15, 2020**



### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 19 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Executive

Faculty

Support Staff

Adjuncts

**Recommendations**

1

1

2

8

**B. Change of Status**

Executive

Faculty

Support Staff

Police

**Recommendations**

1

2

2

1

**C. Separations**

Operations Support Administrators

**Recommendations**

1

**A. HIRES****EXECUTIVE**

1. Name: Nancy Kaari  
Department: Advancement  
Position: Vice President of Advancement  
Salary: \$146,000 to be prorated accordingly  
Effective: 2/16/21

**FACULTY**

1. Name: Christopher York  
Department: Criminal Justice  
Position: Instructor  
Salary: \$68,018  
Effective: 9/1/21, pending completion of all final contingencies

**FACULTY DEGREE SUMMARY**

Masters

1

**SUPPORT STAFF**

1. Name: Anne Wandycz  
Department: Respiratory Therapy  
Position: Laboratory/Studio Assistant, full-time 10-month, September - June position  
Salary: \$45,873, to be prorated to 10 months and partial year accordingly  
Effective: 2/1/21
2. Name: Adam Winkler  
Department: Mathematics  
Position: Academic Tutor, full-time 10-month, September - June position  
Salary: \$45,873, to be prorated to 10 months and partial year accordingly  
Effective: 2/1/21, pending completion of background check

**ADJUNCTS**

1. Name: Stephanie Battistoni  
Department: Fine Art
2. Name: Thomas Ciania  
Department: Nursing
3. Name: Megan Kellert  
Department: Fine Art
4. Name: Lindsay Malchick  
Department: Respiratory
5. Name: Daniella Marrone  
Department: Nursing
6. Name: Debra Ann Salerno  
Department: Anthropology
7. Name: Kathleen Shannon  
Department: Fine Art
8. Name: Scott Tongue  
Department: Fine Art

**ADJUNCT DEGREE SUMMARY**

Masters	Bachelors
7	1

**B. CHANGE OF STATUS****EXECUTIVE**

1. Name: Teresa Manfreda  
Department: Finance & Operations  
Position: Vice President, Finance & Operations/Chief Financial Officer  
Action: Adjustment  
New Salary: \$146,000, to be prorated accordingly  
Effective: 2/16/21

**FACULTY**

1. Name: Thomas Berke  
Department: Chemistry  
Position: Professor  
Action: Transitional sabbatical, Spring 2021  
New Salary: No change  
Effective: 1/19/21 – 6/30/21, with retirement on 7/1/21
2. Name: Alexandra Tegethoff  
Department: Nursing  
Position: Instructor  
Action: Special purpose leave, unpaid  
Effective: 1/19/21 – 6/30/21

**SUPPORT STAFF**

1. Name: Gina Giannattasio  
Department: Pandemic Response Task Force  
Position: Screening Center Staff, COVID Response Team  
Action: Payroll Associate position eliminated, temporary transfer to Pandemic Response Task Force  
New Salary: No change  
Effective: 12/15/20 – until further notice, but not later than 6/30/21
2. Name: Helen Anne Johnson  
Department: Educational Partnerships & Strategic Partnerships  
Position: Associate, High Schools and Strategic Partnerships  
Action: Change in Contractual Bumping Placement  
New Salary: No change  
Effective: 1/14/21

**POLICE**

1. Name: John Scarinzi  
Department: Police  
Position: Security Guard, part-time, 10-month  
Action: Medical Leave without pay  
Effective: 4/16/20 – 4/15/21

**C. SEPARATIONS****OPERATIONS SUPPORT ADMINISTRATORS**

1.      Name:                      Catherine King  
         Department:          Accounts Payable  
         Position:                Administrator, Accounts Payable  
         Action:                  Non-renewal of contract due to position elimination  
         Effective:                6/30/21

## **2.1 Acceptance of Grants**

### **Executive Summary**

#### **A. Office of the Secretary of Higher Education**

**Program Title:** Educational Opportunity Fund

**Short Title:** EOF

**Goal/Purpose:** EOF funding assists low-income New Jersey residents access higher education by offering supplemental financial aid and a wide array of campus-based outreach and support services for program students.

**Program Administrator:** Richard Morales-Wright, Director, EOF

**Total \$ Awarded:** \$773,216.73\* – with a \$228,722 match from the college

\*Includes student financial aid and program support

**Date Awarded:** November 23, 2020

#### **B. New Jersey Department of Education – Office of Career Readiness**

**Program Title:** Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation Program

**Short Title:** CTE-CEEP (Year 4 of 5)

**Goal/Purpose:** The purpose of the program is to train Career and Technical Education teachers entering the field of education from industry through a two-year, 400-hour alternate route teacher certification preparation program. The CTE-CEEP program is specifically designed to prepare candidates for secondary and exploratory CTE programs. Successful completion of the CTE-CEEP program is a major component of the NJDOE requirements for permanent teacher certification of the CTE content area and Brookdale CC is the sole provider of this program for the State of New Jersey.

**Program Administrator:** Jennifer Calvelli, Continuing and Professional Studies

**Total \$ Awarded:** \$190,000 – with a \$55,620\* contribution from the college

\*Note this grant generates income that offsets the college match/contribution.

**Date Awarded:** January 12, 2021

January 26, 2021: Director of Grants and Institutional Development, Laura Qaissaunee

**C. New Jersey Office of the Secretary of Higher Education (OSHE)****Program Title:** College Readiness Now VII**Short Title:** CRN VII

**Goal/Purpose:** The College Readiness Now VII program calls for partnerships with high schools to increase the number of college-ready students and transition them to Brookdale.

This year's program will increase the number of partner schools two to five and expand the services to include robust Spring semester programming, four two-week Summer Boot Camps for high school students throughout the County, and a four-week summer program designed in collaboration with Matawan High School.

The Spring Semester programs will serve nearly 60 students from Asbury Park, Long Branch, Raritan, and Neptune High Schools and feature Math and English courses as well as a 1-credit student success course. The Summer Boot Camps will serve 70 students. Some of the camps will be held on the Lincroft campus if possible and others will be offered remotely.

**Program Administrator:** Sheri Stanford, Program Administrator College Readiness

**Total \$Awarded:** \$68,719 and does not require a match from the college.

**Date Awarded:** January 13, 2021

**D. New Jersey Council for the Humanities (NJCH)****Program Title:** Women's Suffrage & Beyond Program Award**Short Title:** Women's Suffrage

**Goal/Purpose:** The wall installation of the Brian Hanlon "Women's Suffrage" Sculpture in MAS (Main Academic South Building): "The Intersections of the 19th Amendment". The installation will be situated behind the "Women's Suffrage" sculpture recently donated by the artist Brian Hanlon to Brookdale Community College. Hanlon's donated sculpture is meant to celebrate the 100th Anniversary of the 19th Amendment and the unsung activists who contributed to this effort. The sculpture is of an "anonymous" suffragette. The WILL: Women in Learning and Leadership Academic Program will collaborate with the artist on the installation and will provide an informational wall/timeline that highlights historically marginalized

January 26, 2021: Director of Grants and Institutional Development, Laura Qaissaunee

women whose activism either contributed to or was a legacy of the 19th Amendment.

**Program Administrator:** Anne Marie Sparaco, Director of Special Projects in collaboration with Prof Roseanne Alvarez, English and Assistant Professor Judi Unger, Library

**Total \$ Awarded:** \$500. Does not require a match from the College

**Date Awarded:** January 7, 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.

January 26, 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:

	<b><u>Amount</u></b>
Educational Opportunity Fund (EOF)	\$773,216.73
CTE-CEEP (Year 4 of 5)	\$190,000
College Readiness Now VII (CRN VII)	\$68,719
NJCH Women's Suffrage & Beyond Program Award	\$500

**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.

January 26, 2021: Director of Grants and Institutional Development, Laura Qaissaunee

**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
November 5, 2020	General Motors Corporation	Donation of 2019 Cadillac XT5

*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 January 19, 2021.

January 26, 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 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  
January 26, 2021**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>CARES/CRF II</b>				
1	Grainger Inc.	<b>PPE Merchandise</b> / Exempt 18A:64A-25.9 (State Contract). This contract is for the ongoing purchase of PPE merchandise College-wide and is funded by the CARES Act and/or CRF II Grant.	Exempt	\$ 100,000.00 *
2	W.B. Mason Co., Inc.	<b>PPE Merchandise</b> / Exempt 18A:64A-25.9 (State Contract). This contract is for the ongoing purchase of PPE merchandise College-wide and is funded by the CARES Act and/or CRFII Grant.	Exempt	\$ 80,000.00 *
3	Amazon Business	<b>PPE Merchandise, Equipment and Peripherals for Social Distancing</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the ongoing purchase of PPE merchandise and equipment and peripherals for social distancing College-wide. This contract is funded by the CARES Act and/or CRF II Grant.	Exempt	\$ 80,000.00 *
4	Alpha I Inc., dba Office Village Supply	<b>PPE Merchandise</b> / Exempt 18A:64A-25.5.a.(24) (Items available from vendors at costs below State Contract pricing). This contract is for the ongoing purchase of PPE merchandise College-wide and is funded by the CARES Act and/or CRF II Grant.	Exempt	\$ 36,000.00 *
5	Zoom Video Communications, Inc.	<b>Licenses</b> / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply of Zoom licenses to provide cloud recording/storage services and is funded by the CARES Act and/or CRF II Grant.	Exempt	\$ 3,336.99
<b>Chapter 12</b>				
6	All State Office Interiors, Inc.	<b>Flooring Replacement</b> / Exempt 18A:64A.25.9 (NJ State Contract). This contract is for flooring replacement in MAS 100 and is funded by Chapter 12.	Exempt	\$ 24,309.56
<b>Operating</b>				
7	Insurance Buyer's Council, Inc.	<b>Consulting Services</b> / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract is for consulting and evaluation services of property and casualty insurance proposals for FY22. This contract is funded by the Operating Budget.	Exempt	\$ 27,500.00 *

\* Estimated expense based on historical data

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

#### 4.2b *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending December 31, 2020, which totaled \$2,218,742.15. 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 January 19, 2021

January 26, 2021: Vice President Finance & Operations, Teresa Manfreda

#### 4.1 *Financial Report*

The following is the Financial Report for the month ending November 30, 2020.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting January 19, 2021.

January 26, 2021: Vice President Finance & Operations, Teresa Manfreda

## **Financial Overview at November 30, 2020**

### **Revenue:**

Operating revenue as of November 30, 2020, was 14.3% lower than last year. This is primarily due to the cut in State aid, the impact of decreased enrollment on tuition and fees for both credit and non-credit courses, and the loss of Out-of-County/Out-of-State revenue not charged for online courses.

### **Expenditures:**

Operating expenditures are \$1.9 million or 7.1% lower than last year. The most significant savings are seen in Academic Affairs and CPS.

### **Cash:**

Cash balances as of November 30, 2020, were \$6.6 million more than same time period last year.

### **Projection:**

The forecast provided in the last Board packet remains static. Trends continue as expected. After the 10<sup>th</sup> day of the 15-week Spring Semester, an updated forecast will be developed. Finance does not foresee any extraordinary changes to the projections.



**Brookdale Community College**  
**Current Year vs Prior Year**  
**For the month ending November 30, 2020**

	11/30/20	11/30/19	Change	% Change
<b>Operating Revenue</b>				
State of New Jersey	\$ 2,882,446	\$ 4,315,760	\$ (1,433,314)	-33.2%
County of Monmouth	8,344,591	8,344,591	-	0.0%
Student Tuition	23,998,324	27,641,457	(3,643,133)	-13.2%
Fees	7,981,402	9,136,947	(1,155,545)	-12.6%
Continuing & Professional Studies	709,855	1,749,106	(1,039,251)	-59.4%
Miscellaneous	177,686	263,579	(85,893)	-32.6%
	<b>\$ 44,094,304</b>	<b>\$ 51,451,440</b>	<b>\$ (7,357,136)</b>	<b>-14.3%</b>
<b>Operating Expenditures</b>				
Academic Affairs	\$ 9,457,026	\$ 10,386,964	\$ 929,938	9.0%
Benefits	5,144,264	5,607,385	463,121	8.3%
Finance & Operations	3,239,916	3,299,569	59,653	1.8%
Student Success Div	2,084,762	2,063,478	(21,284)	-1.0%
General Expenses	1,657,304	1,602,828	(54,476)	-3.4%
Continuing & Professional Studies	779,153	1,384,871	605,718	43.7%
Utilities	913,518	735,200	(178,318)	-24.3%
Human Resources & Safety	747,770	856,654	108,884	12.7%
Planning & Inst. Effectiveness	175,305	163,978	(11,327)	-6.9%
President & BOT	199,757	258,682	58,925	22.8%
Advancement Div	536,740	492,108	(44,632)	-9.1%
	<b>\$ 24,935,514</b>	<b>\$ 26,851,717</b>	<b>\$ 1,916,202</b>	<b>7.1%</b>
Net Income - Operating only	<b>\$ 19,158,790</b>	<b>\$ 24,599,723</b>	<b>\$ (5,440,933)</b>	
<b>Auxiliary</b>				
Receipts	\$ 165,178	\$ 718,488	\$ (553,310)	-77.0%
Disbursements	385,440	619,569	234,129	37.8%
<b>Profit/ (Loss) - Auxiliary</b>	<b>\$ (220,262)</b>	<b>\$ 98,919</b>	<b>\$ (319,181)</b>	<b>-322.7%</b>

**Brookdale Community College**  
**Analysis and Forecast of the Operating, Auxiliary, & Capital Funds**  
**Positions at November 30, 2020**

	<b>FY21 Budget</b>	<b>11/30/2020</b>	<b>Increase/ (Decrease)</b>	<b>FY21 Projected</b>
<b>Operating</b>				
<b>Revenues:</b>				
Tuition	\$ 36,074,791	23,998,324	(920,000)	\$ 35,154,791
State	10,285,798	2,882,446	(1,484,802)	8,800,996
County	20,027,019	8,344,591	-	20,027,019
Fees	11,290,301	7,981,402	(151,612)	11,138,689
Continuing & Professional Studies	3,450,000	709,855	(1,774,050)	1,675,950
Other Income	689,500	177,686	(339,500)	350,000
<b>Total Revenue</b>	<b>\$ 81,817,409</b>	<b>44,094,304</b>	<b>(4,669,964)</b>	<b>\$ 77,147,445</b>
<b>Expenditures:</b>				
Academic Affairs	31,240,572	9,457,026	(1,143,617)	30,096,955
Benefits	15,704,750	5,144,264	(728,000)	14,976,750
Finance & Operations	9,038,371	3,239,916	(66,907)	8,971,464
Student Success Division	6,613,367	2,084,762	(684,234)	5,929,133
General Expenses	4,170,249	1,657,304	(339,147)	3,831,102
Continuing & Professional Studies	2,993,066	779,153	(1,164,811)	1,828,255
Utilities	2,208,377	913,518	(300,000)	1,908,377
Human Resources & Safety	2,381,854	747,770	(478,406)	1,903,448
Advancement Division	1,338,369	536,740	53,133	1,391,502
Planning & Inst. Effectiveness	383,135	175,305	(1,500)	381,635
President & BOT	466,924	199,757	(1,600)	465,324
<b>Total Expenditures</b>	<b>\$ 76,539,034</b>	<b>24,935,514</b>	<b>(4,855,089)</b>	<b>\$ 71,683,945</b>
<b>Other Cash Requirements</b>				
Debt Principal	1,655,000	1,655,000	-	1,655,000
Interest Expense	1,328,375	122,887	-	1,328,375
TIP/TECH	2,295,000	1,237,082	-	2,295,000
	<b>\$ 5,278,375</b>	<b>3,014,969</b>	<b>-</b>	<b>\$ 5,278,375</b>
<b>Excess Revenue/Expenditures Projected</b>				<b><u>\$ 185,126</u></b>
<b>Auxiliary</b>				
Receipts	1,087,214	165,178	(983,893)	543,607
Disbursements	2,004,374	385,440	(795,112)	1,000,000
<b>Profit/(Loss) Auxiliary</b>	<b>\$ (917,160)</b>	<b>(220,262)</b>	<b>(188,781)</b>	<b>\$ (456,393)</b>
<b>Excess Revenue/Expenditures Projected</b>				<b><u>\$ (456,393)</u></b>
<b>Capital</b>				
<b>Revenues:</b>				
State Chapter 12	2,900,000	571,322	-	2,900,000
County	2,900,000	571,322	-	2,900,000
Risk Management	-	75,026	400,000	400,000
<b>Total Revenue</b>	<b>\$ 5,800,000</b>	<b>1,217,670</b>	<b>400,000</b>	<b>\$ 6,200,000</b>
<b>Expenditures:</b>				
State Chapter 12	\$ 2,900,000	571,322	-	\$ 2,900,000
County Chapter 12	2,900,000	571,322	-	2,900,000
ELF	-	-	-	-
Risk Management	-	402,136	500,000	500,000
<b>Total Expenditures</b>	<b>\$ 5,800,000</b>	<b>1,544,780</b>	<b>500,000</b>	<b>\$ 6,300,000</b>
<b>Excess Revenue/Expenditures Projected</b>				<b><u>\$ (100,000)</u></b>
<b>Total Excess Revenue/Expenditures All Funds Projected</b>				<b><u>\$ (371,267)</u></b>

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.

*Cost for bleacher replacement under state contract has been provided and submitted to insurance carrier for consideration. Punch list items remain. T&M has sent a follow up correspondence to the contractor.*

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.

*A walkthrough was held with the Contractor and Engineer and items were identified to be addressed by the contractor.*

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.

*Install is complete but the contractor has not returned to replace dented slats in the roll up door. Brookdale will not make payment until the damage is repaired. The salt shed is operational.*

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) PARTIAL ROOFING REPLACEMENT AND REPAIR

FVHD prepared plans and specifications for PAC, CAR, CVA and LAH building roof replacement and repair, as well as the mechanical wells located on the roof of the MAC building. Integrity Roofing was awarded the contract at the June 25 BOT meeting in the amount of \$796,340.00.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

*Project is complete.*

2) 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

*Awaiting submission of final plans.*

3) 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.

*FVHD is in design phase. Plans are expected to be completed by end of February.*

4) ADA AND MISCELLANEOUS DOOR REPLACEMENT

The project consists of Phase II of ADA Door replacement and replacement of other exterior doors. The contract was awarded to Automatic Door Systems with a total bid price of \$654,900.00 at the May 27, 2020 BOT meeting. Kick off meeting was held on June 10, 2020.

*Contractor is completing trim and finish work.*

5) SOUND PANEL INSTALLATION -WALL CAMPUS

Spiegle designed a panel system to surround the chiller. The project was bid on October 15 and the apparent low bidder was Shorelands, Inc, was awarded a contract in the amount of \$92,000.00. on October 29, 2019.

*A report on sound level readings was provided on December 10, 2020. The report demonstrates the positive effects the sound wall has had on sound readings adjacent to the Wall Township Campus building and the reading are below applicable Township standards. Consultations with Wall Township officials have shown no recent noise complaints (the structural portion of the wall had been up during the cooling season)*

6) ROOF REPLACEMENT AND REPAIRS FREEHOLD CAMPUS

FVHD designed the roof replacement and repair at the Freehold Campus. The low bidder was GC Dynatech Construction, LLC in the amount of \$365,000.00 and was approved at the BOT meeting on June 23, 2020.

*Contractor has reinstalled lightning protection. FVHD to confirm contract completion.*

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

7) 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.*

*Hazlett and Long Branch wiring has been completed by CTCL and Freehold to be completed by mid-January. Camera install to commence when equipment delivery is complete. Lincroft install to commence January 12, 2021. Camera hardware delivery is almost complete. OIT working with NJ Edge and Altice to switch from Verizon to Altice in February 2021. Install of DMARC's (email security) scheduled to be completed by month's end.*

8) PARKING LOT REPAVING

*Facilities is coordinating with Monmouth County Road Department for drainage work, pavement repair and repaving within Lot 1 and Lot 5.*

*Work is complete.*

9) 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.*

*Brookdale to provide as-built drawings to facilitate design. USA is proceeding with the design*

C. DESIGN/STUDIES/REPORTS

1. NEW ACADEMIC BUILDING-WALL CAMPUS

*The college is compiling information regarding the operation and performance the boilers which have had flame failure on multiple occasions.*

*The boilers have been operating consistently since the site work was completed in October. Additional work on the system valving is pending but has not yet taken place.*

2. 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.*

*Facilities has provided additional plans that may contain information relevant to the stair construction. T&M will schedule a site visit with the college to review the flat file drawings.*

January 7, 2020  
Sheet 4

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

A handwritten signature in blue ink, appearing to read 'R. Savacool', with a stylized flourish at the end.

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

G:\Projects\BRCC\G2101\Calculations & Reports\01-07-21 PROJECT STATUS REPORT .docx

#### 4.3 *Approval of a Schedule of Tuition and Fees for FY22*

##### **BACKGROUND**

State regulations require each County College to annually file a schedule of tuition and fees to be charged during the following academic year. It is also required that the schedule of tuition and fees be reviewed at a public meeting of the Board of Trustees at which time the College Community can be heard.

This recommendation has been reviewed by the President and the Finance & Facilities Committee of the Board of Trustees and at a meeting held on January 19, 2021.

**BROOKDALE COMMUNITY COLLEGE  
SCHEDULE OF TUITION AND FEES EFFECTIVE JULY 1, 2021**

**I. Tuition**

Residents of Monmouth County *	\$148.00 per credit hour not to exceed \$2,220.00 per term.
Residents of Other New Jersey Counties	\$253.50 per credit hour not to exceed \$3,802.50 per term **
Out-of-State Students	\$278.50 per credit hour not to exceed \$4,177.50 per term.

\* Online courses are charged the Monmouth County tuition rate.

\*\* If not covered by Chargeback Legislation (Public Law 18A:64A-2.3)

**II. Fees**

- A. Application Fee – New students shall be required to pay a \$25 application fee.
- B. Fees – Each term every student shall be required to pay a fee of \$39.96 per credit hour, not to exceed \$599.40.
- C. Change of Program Fee – a fee of \$10 will be charged when students change their major.
- D. Course material and course fees may be assessed for certain courses to defray the high cost of consumable supplies, breakage, rental of facilities, and repair or replacement of equipment. The President shall be authorized to determine these courses and assess fees accordingly.
- E. Transcript Fee – A fee of \$6 dollars shall be paid for each request of an official transcript.
- F. Educational Records Reproduction Fee – Each student requiring reproduction of educational records other than transcripts shall pay \$.25 per page reproduced with a minimum fee of \$1.00.
- G. Credit-by-Examination – The regular tuition schedule applies to credits earned by examination. When credit is not granted, an examination fee of \$30.00 is paid.
- H. Returned Check Fee – A charge of \$25.00 shall be assessed for all checks issued to the College and not paid upon presentation to the bank.
- I. Late Registration Fee – A fee of \$30.00 shall be assessed to continuing students failing to register prior to the first day of classes.
- J. Installment Payment Plan – A non-refundable fee of \$60.00 shall be charged to students who wish to use the installment payment plan. The plan is available to all students in good financial standing with the College.



**III. Study Abroad Fees – Brookdale Community College is a member of the College Consortium for International Studies (CCIS), and manages programs in Scotland, France, Spain and Canada.**

- A. Administration Fee for CCIS programs sponsored by Brookdale \$550
- B. Administration Fee for all other CCIS programs \$400
- C. Administration Fee for short term, J-Term and virtual experiences not to exceed \$250

**IV. International Student (F-1 Visa) Fee – processing international student admission applications and immigration compliance**

- A. I-20 (Certificate of Eligibility for Nonimmigrant Student Status) Processing Fee - \$50.00

**V. Tuition for Senior Citizens of Monmouth County**

- A. For purposes of this policy, senior citizens are defined as residents of Monmouth County who have attained the age of 65 or over. To be eligible for the waiver, senior citizens must register on a specific day, after the first day of the term in question.
- B. Tuition shall be waived for senior citizens who enroll in courses after priority registration. Enrollment shall be on a space-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate.
- C. Senior citizens who enroll in courses during priority registration shall pay the prevailing tuition and required fees.

**VI. Tuition for Eligible National Guard Members and their dependents**

- A. New Jersey state law mandates that every member of the New Jersey National Guard is authorized to attend any state college or university tuition free for undergraduate and graduate studies. Tuition shall be waived to a maximum of 15 credits per semester for National Guard members and their eligible dependents. All fees shall be charged at the prevailing rate. Class space is available as of the first day of open registration for each semester.
- B. To be eligible for this program, National Guard members must apply for all available financial aid.

**VII. Tuition for Eligible Persons on Unemployment**

- A. Pursuant to N.J.S.A 18A:64A-23.1, persons receiving unemployment benefits in New Jersey, as determined by the Division of Employment Services, shall have tuition waived. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate. To be eligible for the waiver, a student must register the first day (or after) of the term in question.

**VIII. Tuition for Eligible Volunteer Fire Fighters, First Aid or Rescue Squad Members**

- A. Pursuant to N.J.S.A 18A:71-78.1, tuition up to a maximum of \$600.00 per year, not to exceed a maximum of \$2,400.00 total, for the member and member's family over a four-year period, shall be waived for active members in good standing of a volunteer fire company, or volunteer first aid or rescue squad and/or their spouse and dependent children. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a

course. All fees shall be charged at the prevailing rates. To be eligible for the waiver, a student must register the first day (or after) of the term in question.

**VII. Tuition and Fees for Eligible Children and Spouses of New Jersey residents who were victims of the terrorist attack on the United States on September 11, 2001.**

- A. Pursuant to amendments to State of New Jersey 209<sup>th</sup> Legislature, N.J.A-1517, the Senate and General Assembly have enacted that the students will be excused from payment of tuition subject to the payment of tuition by the State pursuant to N.J.S.A. 18A:71B-23. This includes students that are dependents and surviving spouses of police, fire, and rescue personnel, volunteer emergency responders, Port Authority of New York and New Jersey police officers, state workers and privately-employed New Jersey residents who died in the September 11 attacks on the World Trade Center, the Pentagon, and near Shanksville in rural Pennsylvania.
- B. Class space is available as of the first day of open registration for each semester.
- C. The waiver is obtained from the Financial Aid Office. All tuition and fees are waived. These benefits are available for eight years from the dependent's high school graduation.

## RESOLUTION

WHEREAS, State regulations require each County College to file annually a schedule of tuition and fees to be charged during the following academic year; and

WHEREAS, the schedule of tuition and fees must be reviewed at a public meeting of the Board of Trustees at which time the Community can be heard; and

WHEREAS, the Administration has developed a Revised Schedule of Tuition and Fees for the academic year 2021/2022 as an appendage to the Board Policy on Tuition and Fees (4.1000) and is made a part hereof and attached hereto:

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Schedule of Tuition and Fees for the academic year 2021/2022 attached hereto be and the same is hereby adopted.

January 26, 2021

#### 4.5 *Approval of the FY22 Chapter 12 Projects*

It is estimated there will be Chapter 12 bonding capacity available in FY22, subject to the approval of the State Treasurer and the State's approved budget. All community colleges were invited to submit a request for Chapter 12 funding in an amount that is estimated to be between \$50 and \$60 million. The final amount available for each college will be determined after all requests are submitted.

The College Administration is recommending to the Board of Trustees that the College seek approval for the use of Chapter 12 funds in an amount of \$3,891,000 for projects which include site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety projects. The projects have been identified as top priorities in the 2012 Board approved Facilities Master Plan and subsequent updates.

The College will seek approval for the matching funds from the County of Monmouth at the Board of School Estimate meeting to be held February 11, 2021.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 19, 2021.

January 26, 2021: Vice President Finance & Operations, Teresa Manfreda

## RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan and subsequent updates; and

WHEREAS, the New Jersey Council of County Colleges will establish a deadline for the submittal of a Board of Trustee Resolution which identifies the approved projects for Chapter 12 funding; and

WHEREAS, the College will receive the commitment from the Monmouth County Board of School Estimate to be held February 11, 2021, and a resolution agreeing to match the necessary funds, prior to the deadline; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971 for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety projects at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan and subsequent updates.

## FY22 Chapter 12 Projects

### Brookdale Community College locations:

- Lincroft
- Freehold
- Wall
- Hazlet
- Neptune
- Long Branch

The College's Facilities Master Plan identified the following projects as a top priority for the locations noted above:

**1. Infrastructure improvements and renovations: \$2,122,364**

To include, but not be limited to general infrastructure, utility improvements, bathroom upgrades, facade & roofing upgrades, upgrades to drainage systems, flooring replacement, demolition and rehabilitation of unoccupied spaces.

**2. Electrical Upgrades: \$ 672,082**

To include, but not be limited to transformer and switch gear upgrades, and electrical panel upgrades.

**3. HVAC/Plumbing: \$ 389,100**

To include, but not be limited to, energy efficiency projects, rooftop and air handler upgrades, and upgrades and replacements of plumbing equipment and piping.

**4. Life Safety: \$ 282,982**

To include, but not be limited to storm water and run-off requirement, upgrade compliance requirements, ADA accessible doors and fire sprinkler upgrades/replacements.

**5. Site Improvements: \$ 282,982**

To include, but not be limited to landscape upgrades, curb replacements and sidewalks.

**6. Classroom Renovations: \$ 141,490**

To include, but not be limited to, classroom flooring, wall finishes, whiteboards and furniture.

**Total \$3,891,000**

#### 4.5 *Approval of Operating & Capital Budget FY22*

Following discussions and parameters defined by the Board of Trustees at the Finance & Facilities Committee, and subsequent approval of the FY22 Tuition and Fee Schedule at the January 26, 2021 Board meeting, the College prepared the Operating and Capital Budget for FY22. The proposed budget fosters student success and allows the College to maintain an open-door policy, supports credit and non-credit enrollment and existing programs while working to maintain the infrastructure of the College.

The FY22 budget is presented to the Board of Trustees at this time for approval. Following this approval, the budget will be forwarded to the Monmouth County Board of Chosen Commissioners' Board of School Estimate at a public hearing for certification of the County's share of the College's FY22 Operating and Capital Fund Budget.

**This revised budget was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at meetings held January 19, 2021.**

## **RESOLUTION**

WHEREAS, under the provisions of N.J.S. 18A:64A-17, the Board of Trustees of Brookdale Community College is required to prepare an annual budget itemizing the amount of money estimated to be necessary for Operating and Capital expenses for the ensuing year; and

WHEREAS, the Board of Trustees has caused to be duly prepared, such annual budget for the fiscal year 2022; and

WHEREAS, the Board of Trustees has reviewed the goals and objectives of Brookdale Community College and deems that said budget will provide the resources to meet these goals and objectives; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the annual Operating and Capital Budget for FY22, which includes the Chapter 12 allocation attached hereto and made a part hereof, be and the same is hereby adopted.

BE IT FURTHER RESOLVED that a copy of said budget shall be delivered to each member of the Board of School Estimate forthwith.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College will present this budget to the Board of Chosen Commissioners for the holding of a public hearing by the Board of School Estimate with respect to said budget.

BE IT FURTHER RESOLVED that notice of said public hearing and said budget shall be published in accordance with the provision of the State.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College does hereby call upon the Governor and the Legislature of the State of New Jersey to take due consideration of the policy and statutory commitment to higher education in the State of New Jersey and to provide and allocate the necessary funds to meet that commitment in the support of County Colleges.



**Brookdale Community College  
FTE Enrollment Projection  
for FY22 Operating Budget**

<b>FTE by term</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Budget</b>	<b>FY21 Projected</b>	<b>FY22 Preliminary</b>
Projected FTE Change						-5.1%
<b>Summer III Term</b>						
Total Summer III terms	232	219	222	209	250	247
<b>Fall Terms:</b>						
Fall -11	155	189	170	154	168	159
Fall - 15	4,042	3,751	3,566	3,397	3,256	3,090
Total Fall terms	4,197	3,940	3,736	3,551	3,424	3,249
<b>Winterim &amp; Spring Terms:</b>						
Winterim	53	48	54	44	63	59
Spring -11	161	117	124	174	176	166
Spring - 15	3,535	3,345	3,194	2,978	2,906	2,753
Total Winterim & Spring terms	3,749	3,510	3,372	3,196	3,145	2,978
<b>Summer Terms:</b>						
Summer I	371	343	328	312	345	326
Summer II	380	351	346	321	368	347
Total Summer I & II terms	751	694	674	633	713	674
<b>Total Credit FTE</b>	8,929	8,363	8,004	7,589	7,532	7,148
<b>% Change</b>	-3.33%	-6.34%	-4.29%	-5.19%	-5.90%	-5.10%
<b>Non-Fundable FTE</b>	488	484	480	437	432	426
<b>% Change</b>	-13.01%	-0.82%	-0.83%	-8.96%	-10.00%	-1.39%
<b>TOTAL FTE</b>	9,417	8,847	8,484	8,026	7,964	7,574

**Brookdale Community College**  
**Operating Budget Summary**  
**FY22**

	<b>FY20 Actual</b>	<b>FY21 Budget</b>	<b>FY22 Budget</b>
<b>Revenues</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Tuition	\$ 38,176,503	\$ 36,074,791	\$ 33,822,318
Monmouth County	20,027,019	20,027,019	20,027,019
State Aid	8,954,612	10,285,798	10,285,798
Fees (Technology, Capital, Student Life)	9,085,832	8,460,192	8,251,378
Course fees and other misc. fees	3,128,115	2,830,109	2,767,429
Continuing & Prof. Studies	2,589,975	3,450,000	2,582,516
Other Income	701,016	689,500	628,500
Reserves	-	-	1,715,000
<b>Total Revenue</b>	<b>\$ 82,663,072</b>	<b>\$ 81,817,409</b>	<b>\$ 80,079,958</b>
<b>Expenditures</b>			
Learning Division	30,881,797	\$ 30,039,912	\$ 30,129,457
Continuing & Prof. Studies	2,687,512	3,011,351	2,557,935
Student Success Division	5,180,250	7,842,230	7,018,390
President's Division	649,718	466,924	469,204
Finance & Operations	10,799,432	11,333,371	11,379,291
Human Resources & Safety	2,020,559	2,381,854	2,374,475
Advancement Division	1,063,607	1,291,881	1,196,454
Planning & Inst. Effectiveness	364,407	383,135	378,705
Utilities	1,800,400	2,208,377	2,161,250
Benefits	14,838,319	15,704,750	15,641,794
General Expenses	3,576,122	4,170,249	3,793,565
<b>Total Expenditures</b>	<b>\$ 73,862,123</b>	<b>\$ 78,834,034</b>	<b>\$ 77,100,520</b>
<b>Other Cash Requirements</b>			
Debt Principal	(1,381,816)	(1,655,000)	(1,715,000)
Interest Expense	(1,349,334)	(1,328,375)	(1,264,438)
<b>Change in Net Assets</b>	<b>\$ 6,069,799</b>	<b>\$ -</b>	<b>\$ -</b>

**Brookdale Community College  
FY22 Capital Budget Summary**

**Revenue:**

County Chapter 12	\$ 1,945,500
State Chapter 12	\$ 1,945,500
<b>Total Revenue</b>	<u><u>\$ 3,891,000</u></u>

**Expenditures:**

Chapter 12 Projects	<u><u>\$ 3,891,000</u></u>
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#### 4.6 *Acceptance of Brookdale Community College's FY20 Radio Station (WBJB-FM) Audit*

Pursuant to the requirements of the grantor, Corporation for Public Broadcasting (CPB), an audit was performed on the financial accounts of the College's Radio Station, WBJB-FM, for fiscal year ending June 30, 2020. The Board of Trustees authorized O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2020, at the May 27, 2020 meeting.

An audit of the College's radio station for the year ended June 30, 2020, is herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and members of the Audit Committee of the Board of Trustees.

January 26, 2021: Vice President Finance & Operations, Teresa Manfreda

**WBJB-FM RADIO**  
**(a Public Radio Station Operated by**  
**Brookdale Community College)**

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**FINANCIAL STATEMENTS AND**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**JUNE 30, 2019**

**WBJB-FM RADIO**  
**(a Public Radio Station Operated by Brookdale Community College)**

**Financial Statements and Management's  
Discussion and Analysis**

**June 30, 2019 and 2018**

**C O N T E N T S**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of  
Brookdale Community College  
Lincroft, New Jersey

### Report on Financial Statements

We have audited the accompanying financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) ("the Station"), which comprise the statements of net position as of June 30, 2019 and 2018, the related statements of revenues, expenses and changes in net position and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Station as of June 30, 2019 and 2018, and the respective changes in net position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of a Matter**

As more fully discussed in Note 1, the financial statements of the Station are intended to present the net position, revenues, expenses and changes in net position and cash flows that are attributable to the transactions of one department of Brookdale Community College. They do not purport to, and do not, present fairly the financial position of Brookdale Community College as of June 30, 2019 and 2018, and the changes in its financial position and its cash flows for each of the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

## **Other Matters**

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated **DATE**, on our consideration of the Station's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Station's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Brookdale Community College's internal control over financial reporting and compliance.

**Certified Public Accountants  
Braintree, Massachusetts**

**DATE**



**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**  
Management's Discussion and Analysis (Unaudited)  
For the Years Ended June 30, 2019, 2018, and 2017

## Introduction and Reporting Entity

The following Management's Discussion and Analysis is an overview of the financial condition and operations of WBJB-FM Radio (the "Station") for the years ended June 30, 2019, 2018, and 2017. This discussion is supplemental to, and should be read with, the financial statements and related footnotes that follow this section.

WBJB-FM Radio is a public radio station operated by Brookdale Community College ("College"). The Station first broadcasted on January 13, 1975. The Station currently reaches approximately 20,000 listeners on a weekly basis, featuring informational top of the hour National Public Radio ("NPR") newscasts and local features which include traffic, news, weather, community bulletin boards, public service announcements, and pertinent College information – all of which is integrated into the Adult, Album Alternative musical format, publicly providing informative, educational and artistic programming. As of March 2010, the Station broadcasts three multicast HD channels: 90.5 The NIGHT, FM Flashback, and student-run Brookdale Student Radio, along with an online-only stream, Altrok Radio.

## General Financial Information

The Station's basic financial statements include the statements of net assets, statements of revenues, expenses and changes in net assets, and statements of cash flows. The financial statements are prepared in accordance with the accounting principles established by the Governmental Accounting Standards Board ("GASB").

## Summary of Assets and Liabilities

Assets and liabilities for the years ended June 30, were as follows:

	2019	2018	2017	Change 2018-2019
Assets				
Current Assets	\$ 155,428	\$ 195,690	\$ 209,601	\$ (40,262)
Net Capital Assets	2,005	4,010	7,764	(2,005)
Total Assets	<u>\$ 157,433</u>	<u>\$ 199,700</u>	<u>\$ 217,365</u>	<u>\$ (42,267)</u>
Current Liabilities	<u>\$ -</u>	<u>\$ 38,516</u>	<u>\$ 46,083</u>	<u>\$ (38,516)</u>

The decrease in current liabilities of \$38,516 was due to a decrease in unearned revenue, which was because the Community Service Grant award was received subsequent to year-end. In the prior years, the funding from the grant was received prior to year-end. The decrease in current assets of \$40,242 was due to the following:

- A decrease of \$105,554 in the due from the Brookdale Community College account.
- An increase of \$49,996 in the due from CPB Grant.
- An increase of \$12,715 in accounts receivable.
- An increase of \$2,581 in various prepaid expenses.

Net capital assets decreased by \$2,005, due to depreciation of \$2,005.

**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**  
Management's Discussion and Analysis (Unaudited) - Continued  
For the years ended June 30, 2019, 2018, and 2017

**Summary of Revenues, Expenses, and Changes in Net Position**

The Station receives its revenue from three major sources: College Support and Appropriation, Service Revenue (membership and underwriting), and Corporation for Public Broadcasting Grants.

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>Change</u> <u>2019-2018</u>
<b>Operating Revenues:</b>				
CPB Grant	\$ 88,514	\$ 96,134	\$ 87,141	\$ (7,620)
Underwriting Revenue	71,104	53,409	62,412	17,695
Contributions	133,239	100,603	96,432	32,636
Contribution In-Kind	66,822	68,826	66,822	(2,004)
Institutional & Administrative College Support	18,895	41,149	40,758	(22,254)
Total Operating Revenues	<u>378,574</u>	<u>360,121</u>	<u>353,565</u>	<u>18,453</u>
<b>Operating expenses:</b>				
Programming and Production	398,930	399,478	381,426	(548)
Broadcasting	199,672	184,128	186,995	15,544
Program Information	8,273	9,549	2,729	(1,276)
Management and General	110,740	116,620	120,958	(5,880)
Fundraising & Membership Development	12,230	31,020	34,828	(18,790)
Depreciation	2,005	3,754	3,754	(1,749)
Total Operating Expenses	<u>731,850</u>	<u>744,549</u>	<u>730,690</u>	<u>(12,699)</u>
Operating Loss	(353,276)	(384,428)	(377,125)	31,152
<b>Nonoperating Revenues:</b>				
General College Appropriation	<u>349,525</u>	<u>374,330</u>	<u>389,352</u>	<u>(24,805)</u>
Change in Net Position	(3,751)	(10,098)	12,227	6,347
<b>Net Position:</b>				
Net Position as of Beginning of Year	<u>161,184</u>	<u>171,282</u>	<u>159,055</u>	<u>(10,098)</u>
Net Position as of End of Year	\$ <u>157,433</u>	\$ <u>161,184</u>	\$ <u>171,282</u>	\$ <u>(3,751)</u>

**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**  
Management's Discussion and Analysis (Unaudited) - Continued  
For the years ended June 30, 2019, 2018, and 2017

**Results of Operations**

In fiscal year 2019, total operating revenues increased by \$18,453 or 5.12% over fiscal year 2018 total operating revenues. CPB grant revenue decreased by \$7,620 or 7.93%. Other service revenue increase by \$26,073 or 9.33%.

Operating expenses decreased by \$12,699 or 1.70%. The operating loss increased by \$31,152 or 8.10%.

As a public radio station and NPR member station, 90.5 the Night's mission is to broadcast local news, music and information in the interest of its community of local listeners. Similar to many public radio stations around the country, 90.5 the Night holds two on-air membership campaigns per year for the purpose of generating member donations to help support programming and operations.

90.5 the Night's member dollars and a community service grant, awarded by CPB, affords the station the opportunity to continue to bring a unique mix of music and local news to the Jersey Shore area.

DRAFT

**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**

Statements of Net Position  
As of June 30,

	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
Current assets:		
Due from Brookdale Community College	\$ 86,748	192,302
Due from CPB grant	49,996	—
Accounts receivable	12,715	—
Prepaid expenses	<u>5,969</u>	<u>3,388</u>
Total current assets	<u>155,428</u>	<u>195,690</u>
Noncurrent asset:		
Capital assets, net	<u>2,005</u>	<u>4,010</u>
<b>Total Assets</b>	<u>157,433</u>	<u>199,700</u>
<b>LIABILITY</b>		
Current liability:		
Unearned revenue	<u>—</u>	<u>38,516</u>
<b>NET POSITION</b>		
Net investment in capital assets (note 2)	2,005	4,010
Unrestricted	<u>155,428</u>	<u>157,174</u>
Total net assets	<u>157,433</u>	<u>161,184</u>
<b>Total Liabilities and Net Position</b>	<u>\$ 157,433</u>	<u>199,700</u>

*See accompanying notes to the financial statements.*

**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**  
Statements of Revenues, Expenses, and Changes in Net Position  
For the Years Ended June 30,

	<u>2019</u>	<u>2018</u>
<b>Operating revenues:</b>		
CPB Grant	\$ 88,514	96,134
Underwriting	71,104	53,409
Contributions	133,239	100,603
Contributions in-kind	66,822	68,826
Institutional and administrative College support	<u>18,895</u>	<u>41,149</u>
Total operating revenues	<u>378,574</u>	<u>360,121</u>
<b>Operating expenses:</b>		
Programming and production	398,930	399,478
Broadcasting	199,672	184,128
Program information	8,273	9,549
Management and general	110,740	116,620
Membership development	12,230	31,020
Depreciation	<u>2,005</u>	<u>3,754</u>
Total operating expenses	<u>731,850</u>	<u>744,549</u>
Operating loss	(353,276)	(384,428)
<b>Nonoperating revenues:</b>		
General College appropriation	<u>349,525</u>	<u>374,330</u>
Change in net position	(3,751)	(10,098)
<b>Net position:</b>		
Net position as of beginning of year	<u>161,184</u>	<u>171,282</u>
Net position as of end of year	<u>\$ 157,433</u>	<u>161,184</u>

See accompanying notes to the financial statements. 7

**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**

Statements of Cash Flows  
For the Years Ended June 30,

	<u>2019</u>	<u>2018</u>
<b>Cash flows from operating activities:</b>		
Payments to suppliers	\$ (170,958)	(175,796)
Payments for employee salaries and benefits	(558,887)	(527,716)
Underwriting	71,104	53,409
Contributions	200,061	99,973
Institutional and administrative College support	20,641	41,149
CPB Grant	<u>88,514</u>	<u>134,651</u>
Net cash used in operating activities	<u>(349,525)</u>	<u>(374,330)</u>
<b>Cash flows from noncapital financing activities:</b>		
General College appropriation	<u>349,525</u>	<u>374,330</u>
Net change in cash and equivalents	<u>—</u>	<u>—</u>
Cash and equivalents as of beginning of year	<u>—</u>	<u>—</u>
Cash and equivalents as of end of year	<u><u>\$ —</u></u>	<u><u>—</u></u>
<b>Reconciliation of operating loss to net cash used in operating activities:</b>		
Operating loss	\$ (353,276)	(384,428)
Adjustment to reconcile operating loss to net cash used in operating activities:		
Depreciation	2,005	3,754
Change in assets and liabilities:		
Prepaid expenses	(2,581)	3,431
Accounts receivable	(12,715)	630
Unearned revenue	(38,516)	(7,567)
Due from CPB Grant	(49,996)	—
Due from Brookdale Community College	<u>105,554</u>	<u>9,850</u>
Net cash used in operating activities	<u><u>\$ (349,525)</u></u>	<u><u>(374,330)</u></u>
Supplemental Information:		
Contributions in-kind	<u><u>\$ 66,822</u></u>	<u><u>68,826</u></u>

*See accompanying notes to the financial statements.*

**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**

Notes to the Financial Statements  
For the Years Ended June 30, 2019 and 2018

**(1) Organization and Summary of Significant Accounting Policies**

***Organization***

WBJB-FM Radio (the “Station”) is a department of Brookdale Community College (the “College”). The College does not routinely produce separate financial statements for its departments; however, for purposes of complying with the Corporation for Public Broadcasting’s financial reporting guidelines, the accompanying financial information is presented as if the Station is a separate entity. In order to obtain the accounting information necessary to produce the accompanying financial statements, common expense items of the College were allocated to the Station.

***Summary of Significant Accounting Policies***

***Basis of Presentation***

The accounting policies of the Station conform to accounting principles generally accepted in the United States of America as applicable to colleges and universities, along with all applicable Governmental Accounting Standards Board (“GASB”) pronouncements.

***Net Position***

The College classifies its resources into three net position categories:

- ***Net Investment in Capital Assets*** – Capital assets, net of accumulated depreciation.
- ***Unrestricted*** – All other categories of net position. Unrestricted net position may be designated by actions of the Station’s Board of Trustees.
- ***Restricted:***

*Nonexpendable*- Net position subject to externally-imposed stipulations that must be maintained permanently by the Station.

*Expendable*- Net position whose use by the Station is subject to externally-imposed stipulations that can be fulfilled by actions of the Station pursuant to the stipulations or that expire by the passage of time.

The Station did not have any restricted net position as of June 30, 2019 or 2018.

***Equipment***

Equipment is recorded at cost or, in the case of donated equipment, at estimated fair value at date of receipt. Depreciation is recorded on a straight-line basis over the estimated useful lives of the respective assets, which range from 5 to 10 years.

**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**  
Notes to the Financial Statements - Continued  
For the Years Ended June 30, 2019 and 2018

**(1) Organization and Summary of Significant Accounting Policies (continued)**

***Summary of Significant Accounting Policies (continued)***

***Cash and Equivalents***

Cash and equivalents include all highly liquid investments with maturities of three months or less.

***Accounts Receivable***

The adequacy of the allowance for doubtful accounts is reviewed on an ongoing basis by the Station's management and adjusted as required. The policy for determining past due or delinquency status of accounts receivable is based upon how recently payments have been received. Management believes all amounts are collectable and, as a result, has not reflected an allowance for doubtful accounts for the years ended 2019 and 2018.

***Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of support and revenue and expenses during the reporting period. Actual results could differ from these estimates.

***Financial Dependency***

The Station receives appropriations and support from the College, and is economically dependent on these amounts to carry on its operations.

***Unearned Revenue***

Amounts received from grants which have not yet been earned under the terms of the agreements are recorded as unearned grant revenue in the accompanying statements of net position. Unearned revenue will be recorded as revenue as the services are provided.

***Service Revenue***

Service revenue is recognized once the services have been provided.

***Classification of Revenues***

The Station has classified its revenues as either operating or nonoperating revenues in accordance with the guidelines established by GASB Statement No. 34.

***Income Taxes***

The College is exempt from income taxes under Section 115 of the Internal Revenue Code, as amended. As a department of the College, the Station is also exempt from income taxes.



**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**  
Notes to the Financial Statements - Continued  
For the Years Ended June 30, 2019 and 2018

**(2) Capital Assets**

Capital asset activity for the years ended June 30, 2019 and 2018 was as follows:

	<b>Balance June 30, 2018</b>	<b>Additions</b>	<b>Balance June 30, 2019</b>
Depreciable Assets:			
Equipment	\$ 689,749	\$ -	\$ 689,749
Less accumulated depreciation:			
Equipment	(685,739)	(2,005)	(687,744)
	<u>\$ 4,010</u>	<u>\$ (2,005)</u>	<u>\$ 2,005</u>

**(3) Fringe Benefits**

Fringe benefits for the Station employees are included in the College appropriation for the years ended June 30, 2019 and 2018.

**(4) Contributions**

Contributions represent the valuation of the rental costs associated with the commercial FM radio facilities similar to those operated by WBJB-FM and installed on the Crown Castle Transmission Facility located on Brookdale Community College's Lincroft campus. Contributions were \$66,822 and \$68,826 for the years ended June 30, 2019 and 2018, respectively.

**(5) Operating Expenses**

The Station's operating expenses, on a natural classification basis, are composed of the following for the years ended June 30,:

	<b>2019</b>	<b>2018</b>
Compensation and benefits	\$ 558,887	\$ 527,716
Supplies and services	170,958	213,079
Depreciation	<u>2,005</u>	<u>3,754</u>
	<u>\$ 731,850</u>	<u>\$ 744,549</u>

**(6) Contingencies**

All funds expended by the Station in connection with government grants are subject to review or audit by governmental agencies. In the opinion of management, any liability resulting from a review or audit would not have a significant impact on the financial statements of the Station.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING AND  
COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS***

# **Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards***

To the Board of Trustees of  
WBJB-FM Radio  
A Public Radio Station Operated by Brookdale Community College  
Lincroft, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) (the "Station"), which comprise the statement of net position as of June 30, 2019, and the related statements of revenue, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements and have issued our report thereon dated **DATE**.

## **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Station's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Station's internal control. Accordingly, we do not express an opinion on the effectiveness of the Station's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audits we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Station's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Station's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**Certified Public Accountants**  
**Braintree, Massachusetts**

**DATE**

DRAFT

#### 4.2a *Utilization of Cooperative Purchasing Initiative*

The College participates in the New Jersey County College Joint Purchasing Consortium, Monmouth County Shared Services, the Middlesex Regional Educational Services Commission, the County of Somerset Cooperative, the National Intergovernmental Purchasing Alliance Company (National IPA)/ The Cooperative Purchasing Network (TCPN), U.S. Communities Government Purchasing Alliance (OMNIA Partners), Hunterdon County Educational Services Commission, and The Interlocal Purchasing System (TIPS). Participation promotes the reduction in cost of goods or services by bidding or quoting in conjunction with other county colleges, the County of Monmouth, and other governmental agencies.

The College has investigated the feasibility and fit with E&I Cooperative Services and determined that this would be of great benefit to the College. The resolution that follows will serve as the Board's approval to engage the contract for participation.

This report was reviewed by the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held January 19, 2021.

## **RESOLUTION**

**WHEREAS**, Brookdale Community College is entering into a Cooperative Pricing Agreement with E&I Cooperative Services; and

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

**WHEREAS**, E&I Cooperative Services, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

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

**NOW, THEREFORE BE IT RESOLVED** that E&I Cooperative Services and Brookdale Community College enter into the following cooperative pricing agreement.

RESOLUTION FOR MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM

A RESOLUTION AUTHORIZING THE Brookdale Community College  
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

RESOLUTION DATED January 26, 2021

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

WHEREAS E&I Cooperative Services, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on January 26, 2021, the governing body of Brookdale Community College, County of Monmouth, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

**Brookdale Community College**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of Brookdale Community College.

**AUTHORITY**

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the President or Vice President, Finance & Operations is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

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

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

**CERTIFICATION**

BY:

\_\_\_\_\_  
Dr. David Stout, President, Brookdale Community College

ATTEST BY:

\_\_\_\_\_  
Teresa Manfreda, Vice President, Finance & Operations

4.7 *Acceptance of the Revisions to the Internal Control and Standard Operating Procedures Manual*

On February 19, 2020, the College submitted the Internal Control and Standard Operating Procedures Manual for Acceptance as a document with moving parts to be updated annually.

The Audit Committee met on January 25, 2021 to review the summary of changes to the manual, which reflect the changes or updates to the College's internal control processes and procedures over the past year. The summary of these changes follows.

This report was reviewed by the President and Audit Committee of the Board of Trustees at a meeting held January 25, 2021, and recommends that the Board accept the manual.



## **Accounts Payable**

### Processing Disbursements

1. Purchase order, receiving report, and invoice are matched and cancelled prior to payment.
  - a. The Notification of Material Received and Delivered is prepared in the receiving department, and emailed to the requisitioner and the Accounts Payable Department. The Notification and/or an email authorizing payment if non-deliverable goods (software) is included in the system with the invoice record.

**Previous procedure removed; #1 added page 25 Editor: Manager Accounts Payable**

### Recording Purchase Orders

1. **Purchase order, receiving report, and invoice are matched and cancelled prior to payment.**  
The Notification of Material Received and Delivered is prepared in the receiving department, and emailed to the requisitioner and the Accounts Payable Department. The Notification and/or an email authorizing payment if non-deliverable goods (software) is included in the system with the invoice record

**Previous procedure removed; #1 added page 29 Editor: Manager Accounts Payable**

### Processing Accounts Payable and Accruals

1. **Purchase order, receiving report, and invoice are matched and cancelled prior to payment.**
  - a. Prior to payment, a purchase order must be in the system and the invoice sent by the vendor matched the Purchase Order Number and a Notification of Material Received and Delivered prepared by the receiving department and an email authorizing payment by the ordering department.
2. **P-Cards/Travel Cards.**
  - a. The President or Vice President Finance & Operations approve the issuance of the card.
  - b. Cards are issued in the individuals name.
  - c. P-Cards are to be used for purchasing only.
  - d. Monthly statements are downloaded from the bank and sent to the individual responsible for the card. The card holder attaches the back-up documentation and forwards to the immediate supervisor for approval. Statement, back-up documents with all the appropriate signatures is forwarded to AP for processing.
  - e. AP verifies everything before processing payment.

**P-Card/Travel procedures added/Recommendations from P-Card internal audit page 30**

3. **Accruals for goods/services received but not invoiced are reviewed.**
  - a. The Purchasing Manager will review the status of purchase orders monthly to see if any orders with **Notification of Material Received and Delivered can be paid.**

**Edited for clarification.**

## **Payroll**

1. **Someone other than the department heads track sick and vacation time.**
  - a. Sick and vacation balances are tracked electronically by Human Resources department.  
Sick and vacation are hours accrued the 15<sup>th</sup> of each month.

**Edited for clarification. Page 33. Editor, Payroll/Risk Manager.**

## 1. Time Entry for Hourly Employees

Employees must complete and sign paper timesheets and remit to department heads for review. Department heads review and sign employee timesheets denoting approval and forward approved timesheets to Payroll Department for entry into Colleague. The Payroll Specialist will enter timesheets into colleague in batches in the Time Card Entry (TCDE). The Payroll Specialist enters the following information into TDCE: Work Date, Work Day, Earning Type, Work Hours.). For timesheets, the G/L account number and rate of pay is already in system when HR is setting up an employee's position in Colleague. Next, a Pay Period Generation (PPGN) is run to generate and pull in all non-manual and manually entered time to create a Pay Control record. Once a PPGN is run, a Pay Period File is also created, which is a work file of records for the current payroll. A payroll calculation register (CALC) is then run. All Payroll staff review CALC report (Payroll detail report) against source document (i.e. time sheets, additional compensation requests, etc.). Payroll Manager signs off on every final CALC report to verify entries.

**Edited for clarification. Page 82 Editor: Payroll/Risk Management Manager**

## Purchasing

### AREAS OF RESPONSIBILITY

#### Requesting Employees:

Enters requisitions through WebAdvisor (WA) electronically (eReq) or prepares **E-Form Requisition (for credit card and General Institution Account purchases)**. Employee emails back-up documents related to the eReq ([requisition@brookdalecc.edu](mailto:requisition@brookdalecc.edu) – Subject is the eReq #). **E-Form Requisitions with all required electronic signatures for approval along with its back-up documents are also emailed to this address (Subject is \_E-Form Requisition).** (Back-up documents may include Vendor W-9 (if new vendor); quote(s) or estimate(s); registration form; membership renewal form; etc.

#### Requesting Approvers:

Review and approve requisitions entered through WA **or electronically sign E-Form Requisitions..** Approver(s) should review the account number for appropriateness and accuracy, i.e., cost center and object code to ensure it correlates with the item(s) requested. Approver(s) should also review the “appropriateness” of the goods and services requested for procurement and ensure that the eReq or **E-Form is** not associated with a “confirming” order.

**Any request accompanied with an invoice for goods and services already rendered is considered a confirming order. This violates College and Purchasing Policies. Employees may be responsible for payment to the Vendor.**

#### Sr. Assistant – Purchasing:

Prints the Outstanding Requisition Report.

Prints attachments (back-up documents) for eReqs and places them in a folder in numeric order. **Prints E-Form Requisitions and back-up** documents and enters them in the Requisition Log (Excel report).

Reviews assigned requisition to ensure that it is approved appropriately and checks back up documents as they relate to the requisition.

Confirms W-9 and NJBRC.

Converts eReq or E-Form Requisition to a Purchase Order or Blanket PO or Purchasing Manager processes order via Purchasing Credit Card  
Prints PO or BPO and attaches all related documents.  
Submits to Manager for signature.

#### Purchasing Specialist:

Prints the Outstanding Requisition Report.  
Prints attachments (back-up documents) for eReqs and places them in a folder in numeric order.

Prints E-Form Requisitions and back-up documents; enters them in the Requisition Log (Excel report).

Converts eReq or E-Form Requisition to a Purchase Order or Blanket PO or Purchasing Manager processes order via Purchasing Credit Card.

#### Purchasing Manager:

Purchasing Manager with QPA Certification signs POs/BPOs up to \$17,499.  
Requests over \$17,500 require a formal process, appropriate approval by VP/ELC level personnel, Vice President of Finance & Operations and/or Executive Director of Finance, and Board of Trustees. Once approved, a Purchase Order is processed and signed by the Purchasing Manager with QPA Certification (VP of Finance & Operations and/or Executive Director of Finance will sign POs/BPOs during absence of the Purchasing Manager).  
Emails PO/BPO to the Vendor and copies the Requisitioner.  
Purchasing staff updates log and scans/links PO/BPOs and all related documents to ImageNow.

#### eReqs and E-Form Requisitions over \$17,500:

Requisitions over \$17,500 are reviewed by the Purchasing Manager and confirmed for approval by VP/ELC level personnel and the Vice President of Finance & Operations and/or Executive Director of Finance; these requisitions undergo a formal process and require BOT approval.

Departments are contacted by the Manager to discuss course of action and formal process (and timelines) for requisitions over \$17,500.

After formal process is completed for purchases over \$17,500, items are added to the monthly BOT Agenda for final approval by the Board of Trustees at the next meeting prior to processing the request.

After approved by the Board, the Manager or Staff process eReq/E-Form Requisition and issue a PO/BPO with reference to BOT approval date.

### PROCEDURE DETAILS

#### **1. Creating a Requisition**

All purchase requests, regardless of the funding source, must be processed through the Purchasing Department. The procurement process begins with the submission of an online requisition (eReq) through WebAdvisor (WA) or E-Form Requisition. For eReqs, it is the responsibility of each department's requisitioner to verify that funds are available and,

appropriate approvers are entered in the system for authorized cost centers. Approvers are responsible for ensuring the appropriate account information has been used, request is appropriate, and not a confirming order. The following must also be included:

- Date of submission
- Department and Requisitioner's name
- Vendor name, contact name, address, phone number, fax number, and e-mail address
- If there is a new Vendor, a W-9 Form must be emailed to [requisition@brookdalecc.edu](mailto:requisition@brookdalecc.edu) for Purchasing to enter into Colleague.
- Detailed quotations received (see section on soliciting quotations)
- Account Number
- Description of good/service, quantity, price per unit

On E-Form Requisitions, requisitioners are responsible for completing the form with all details of the request, obtaining the appropriate approval signatures of person's responsible for the cost center, up to and including the respective VP/ELC Member (requests over \$10,000) and Budget from the Finance Department. Requisitioners should secure a copy for their records. Once the E-Form is completed and appropriate approvals/signatures are in place, the E-Form with back-up documents may be emailed to Purchasing ([requisition@brookdalecc.edu](mailto:requisition@brookdalecc.edu)) for verification and order placement.

Requisition Threshold	Dept. Head/Dean and/or Institute Administrator	VP and/or ELC Member	VP Finance & Operations and/or Executive Director Finance	Board of Trustees
Less than \$10,000	X			
\$10,000 - \$17,499	X	X	X	
\$17,500 and greater	X	X	X	X

**Additions and edits. Purchasing section beginning page 58 Editor: Purchasing Manager**

Upon receipt of the approved eReq or E-Form Requisition, the Purchasing Department will:

The Purchasing Manager is directed to take all appropriate action to process a Purchase Order, and collaborate action/information with the Assistant to the Vice President of Finance & Operations and the Board Secretary in preparation of a Resolution acknowledging said procurement for Board of Trustees action. The Resolution ratifying the President's action authorizing the emergency procurement shall be placed on the next Board of Trustees agenda for formal action.

### **Grants**

**Updated reference to the Uniform Administrative Requirement, Cost Principles and Audit Requirements for Federal Awards as the appropriate grant regulations to ensure compliance:**

Cost transfer requests must be processed within the month the expenditure has occurred.

**Added a Procedure for roles and responsibilities related to budget revisions request and processing in the system:**

All grant budget revisions must go through the Grants accounting office.

1. On a monthly basis, the Manager of Finance and Grants will monitor budget to actual expenditure activity.
2. If a budget revision is needed, the Manager of Finance and Grants will prepare and process in the accounting system for the Executive Director Finance electronic approval and retain the backup documentation in the grant file.

**Provided the procedures for ACM\$ drawdowns (federal awards):**

#### **Drawdown Procedures for Federal Grants**

1. At the end of each month or quarter, a budget report by cost center is ran from Colleague.
2. An in-depth review of report is performed.
3. Journal entries such as fringe are recorded into the system if needed.
4. If journal entries are recorded, a revised report should be generated.
5. Generally, the amount drawn is the difference between revenues received and actual expenditures. The revenues should be checked to ensure that all prior drawdowns have been taken in to account when determining the drawdown amount. This will ensure that funds will not be drawn in advance of actual expenditures.
6. Forms for drawdowns are completed and forwarded to the Executive Director of Finance for approval.
7. Drawdown is completed. Report and forms are kept as back-up.
8. Copy of the drawdown is sent to Accounts Receivable.
9. Each cost center's fiscal activity (drawdowns and payments) is monitored on a continuous basis to ensure reports are accurate and all drawdowns are received.

**Additions and edits. Pages 99-102 Editor: Manager Finance & Grants**

## Accounts Payable

### Processing Disbursements

1. Purchase order, receiving report, and invoice are matched and cancelled prior to payment.
  - a. The Notification of Material Received and Delivered is prepared in the receiving department, and emailed to the requisitioner and the Accounts Payable Department. The Notification and/or an email authorizing payment if non-deliverable goods (software) is included in the system with the invoice record.

**Previous procedure removed; #1 added page 25 Editor: Manager Accounts Payable**

### Recording Purchase Orders

- 1. Purchase order, receiving report, and invoice are matched and cancelled prior to payment.**

The Notification of Material Received and Delivered is prepared in the receiving department, and emailed to the requisitioner and the Accounts Payable Department. The Notification and/or an email authorizing payment if non-deliverable goods (software) is included in the system with the invoice record

**Previous procedure removed; #1 added page 29 Editor: Manager Accounts Payable**

### Processing Accounts Payable and Accruals

- 1. Purchase order, receiving report, and invoice are matched and cancelled prior to payment.**
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  - b. Cards are issued in the individuals name.
  - c. P-Cards are to be used for purchasing only.
  - d. Monthly statements are downloaded from the bank and sent to the individual responsible for the card. The card holder attaches the back-up documentation and forwards to the immediate supervisor for approval. Statement, back-up documents with all the appropriate signatures is forwarded to AP for processing.
  - e. AP verifies everything before processing payment.

**P-Card/Travel procedures added/Recommendations from P-Card internal audit page 30**

- 3. Accruals for goods/services received but not invoiced are reviewed.**
  - a. The Purchasing Manager will review the status of purchase orders monthly to see if any orders with **Notification of Material Received and Delivered can be paid.**

**Edited for clarification.**

## Payroll

- 1. Someone other than the department heads track sick and vacation time.**
  - a. Sick and vacation balances are tracked electronically by Human Resources department. Sick and vacation are hours accrued the 15<sup>th</sup> of each month.

**Edited for clarification. Page 33. Editor, Payroll/Risk Manager.**

## 1. Time Entry for Hourly Employees

Employees must complete and sign paper timesheets and remit to department heads for review. Department heads review and sign employee timesheets denoting approval and forward approved timesheets to Payroll Department for entry into Colleague. The Payroll Specialist will enter timesheets into colleague in batches in the Time Card Entry (TCDE). The Payroll Specialist enters the following information into TDCE: Work Date, Work Day, Earning Type, Work Hours.). For timesheets, the G/L account number and rate of pay is already in system when HR is setting up an employee's position in Colleague. Next, a Pay Period Generation (PPGN) is run to generate and pull in all non-manual and manually entered time to create a Pay Control record. Once a PPGN is run, a Pay Period File is also created, which is a work file of records for the current payroll. A payroll calculation register (CALC) is then run. All Payroll staff review CALC report (Payroll detail report) against source document (i.e. time sheets, additional compensation requests, etc.). Payroll Manager signs off on every final CALC report to verify entries.

**Edited for clarification. Page 82 Editor: Payroll/Risk Management Manager**

## Purchasing

### AREAS OF RESPONSIBILITY

#### Requesting Employees:

Enters requisitions through WebAdvisor (WA) electronically (eReq) or prepares E-Form Requisition (for credit card and General Institution Account purchases). Employee emails back-up documents related to the eReq ([requisition@brookdalecc.edu](mailto:requisition@brookdalecc.edu) – Subject is the eReq #). E-Form Requisitions with all required electronic signatures for approval along with its back-up documents are also emailed to this address (Subject is \_E-Form Requisition). (Back-up documents may include Vendor W-9 (if new vendor); quote(s) or estimate(s); registration form; membership renewal form; etc.

#### Requesting Approvers:

Review and approve requisitions entered through WA or electronically sign E-Form Requisitions.. Approver(s) should review the account number for appropriateness and accuracy, i.e., cost center and object code to ensure it correlates with the item(s) requested. Approver(s) should also review the “appropriateness” of the goods and services requested for procurement and ensure that the eReq or E-Form is not associated with a “confirming” order.

Any request accompanied with an invoice for goods and services already rendered is considered a confirming order. This violates College and Purchasing Policies. Employees may be responsible for payment to the Vendor.

#### Sr. Assistant – Purchasing:

Prints the Outstanding Requisition Report.

Prints attachments (back-up documents) for eReqs and places them in a folder in numeric order. Prints E-Form Requisitions and back-up documents and enters them in the Requisition Log (Excel report).

Reviews assigned requisition to ensure that it is approved appropriately and checks back up documents as they relate to the requisition.

Confirms W-9 and NJBRC.

Converts eReq or E-Form Requisition to a Purchase Order or Blanket PO or Purchasing Manager processes order via Purchasing Credit Card

Prints PO or BPO and attaches all related documents.

Submits to Manager for signature.

#### Purchasing Specialist:

Prints the Outstanding Requisition Report.

Prints attachments (back-up documents) for eReqs and places them in a folder in numeric order.

Prints E-Form Requisitions and back-up documents; enters them in the Requisition Log (Excel report).

Converts eReq or E-Form Requisition to a Purchase Order or Blanket PO or Purchasing Manager processes order via Purchasing Credit Card.

#### Purchasing Manager:

Purchasing Manager with QPA Certification signs POs/BPOs up to \$17,499.

Requests over \$17,500 require a formal process, appropriate approval by VP/ELC level personnel, Vice President of Finance & Operations and/or Executive Director of Finance, and Board of Trustees. Once approved, a Purchase Order is processed and signed by the Purchasing Manager with QPA Certification (VP of Finance & Operations and/or Executive Director of Finance will sign POs/BPOs during absence of the Purchasing Manager).

Emails PO/BPO to the Vendor and copies the Requisitioner.

Purchasing staff updates log and scans/links PO/BPOs and all related documents to ImageNow.

#### eReqs and E-Form Requisitions over \$17,500:

Requisitions over \$17,500 are reviewed by the Purchasing Manager and confirmed for approval by VP/ELC level personnel and the Vice President of Finance & Operations and/or Executive Director of Finance; these requisitions undergo a formal process and require BOT approval.



Departments are contacted by the Manager to discuss course of action and formal process (and timelines) for requisitions over \$17,500.

After formal process is completed for purchases over \$17,500, items are added to the monthly BOT Agenda for final approval by the Board of Trustees at the next meeting prior to processing the request.

After approved by the Board, the Manager or Staff process eReq/E-Form Requisition and issue a PO/BPO with reference to BOT approval date.

## PROCEDURE DETAILS

### 1. Creating a Requisition

All purchase requests, regardless of the funding source, must be processed through the Purchasing Department. The procurement process begins with the submission of an online requisition (eReq) through WebAdvisor (WA) or E-Form Requisition. For eReqs, it is the responsibility of each department's requisitioner to verify that funds are available and, appropriate approvers are entered in the system for authorized cost centers. Approvers are responsible for ensuring the appropriate account information has been used, request is appropriate, and not a confirming order. The following must also be included:

- Date of submission
- Department and Requisitioner's name
- Vendor name, contact name, address, phone number, fax number, and e-mail address
- If there is a new Vendor, a W-9 Form must be emailed to [requisition@brookdalecc.edu](mailto:requisition@brookdalecc.edu) for Purchasing to enter into Colleague.
- Detailed quotations received (see section on soliciting quotations)
- Account Number
- Description of good/service, quantity, price per unit

On E-Form Requisitions, requisitioners are responsible for completing the form with all details of the request, obtaining the appropriate approval signatures of person's responsible for the cost center, up to and including the respective VP/ELC Member (requests over \$10,000) and Budget from the Finance Department. Requisitioners should secure a copy for their records. Once the E-Form is completed and appropriate approvals/signatures are in place, the E-Form with back-up documents may be emailed to Purchasing ([requisition@brookdalecc.edu](mailto:requisition@brookdalecc.edu)) for verification and order placement.

Requisition Threshold	Dept. Head/Dean and/or Institute Administrator	VP and/or ELC Member	VP Finance & Operations and/or Executive Director Finance	Board of Trustees
Less than \$10,000	X			
\$10,000 - \$17,499	X	X	X	
\$17,500 and greater	X	X	X	X



Upon receipt of the approved eReq or E-Form Requisition, the Purchasing Department will:

The Purchasing Manager is directed to take all appropriate action to process a Purchase Order, and collaborate action/information with the Assistant to the Vice President of Finance & Operations and the Board Secretary in preparation of a Resolution acknowledging said procurement for Board of Trustees action. The Resolution ratifying the President's action authorizing the emergency procurement shall be placed on the next Board of Trustees agenda for formal action.

### **Grants**

**Updated reference to the Uniform Administrative Requirement, Cost Principles and Audit Requirements for Federal Awards as the appropriate grant regulations to ensure compliance:**

**Cost transfer requests must be processed within the month the expenditure has occurred.**

**Added a Procedure for roles and responsibilities related to budget revisions request and processing in the system:**

**All grant budget revisions must go through the Grants accounting office.**

- 1. On a monthly basis, the Manager of Finance and Grants will monitor budget to actual expenditure activity.**
- 2. If a budget revision is needed, the Manager of Finance and Grants will prepare and process in the accounting system for the Executive Director Finance electronic approval and retain the backup documentation in the grant file.**

**Provided the procedures for ACM\$ drawdowns (federal awards):**

### **Drawdown Procedures for Federal Grants**

- 1. At the end of each month or quarter, a budget report by cost center is ran from Colleague.**
- 2. An in-depth review of report is performed.**
- 3. Journal entries such as fringe are recorded into the system if needed.**
- 4. If journal entries are recorded, a revised report should be generated.**
- 5. Generally, the amount drawn is the difference between revenues received and actual expenditures. The revenues should be checked to ensure that all prior drawdowns have been taken in to account when determining the drawdown amount. This will ensure that funds will not be drawn in advance of actual expenditures.**
- 6. Forms for drawdowns are completed and forwarded to the Executive Director of Finance for approval.**
- 7. Drawdown is completed. Report and forms are kept as back-up.**
- 8. Copy of the drawdown is sent to Accounts Receivable.**

9. Each cost center's fiscal activity (drawdowns and payments) is monitored on a continuous basis to ensure reports are accurate and all drawdowns are received.

**Additions and edits. Pages 99-102 Editor: Manager Finance & Grants**

## **RESOLUTION DECLARING BROOKDALE COMMUNITY COLLEGE A STIGMA FREE COMMUNITY**

**WHEREAS**, Brookdale Community College joins with the Monmouth County Board of Commissioners and the Monmouth County Department of Human Services in recognizing that one in four Americans has experienced mental illness, including substance use, in a given year according to the National Institute of Mental Health; and

**WHEREAS**, mental health problems are more common than cancer and heart disease combined, affecting children and adults, including more than half of our Iraq and Afghanistan Veterans treated at Veteran's Administration hospitals; and

**WHEREAS**, given the serious nature of this public health problem, we must continue to reach the millions who need help; and

**WHEREAS**, the stigma associated with mental health and substance use disorders is identified as the primary reason individuals fail to seek the help they need to recover from these disorders; and

**WHEREAS**, Stigma—Free Communities aim to inspire public interest and open dialogue about stigma, raise awareness of mental health and substance use disorders, and creates a culture wherein residents with mental health and substance use disorders feel supported by their community and neighbors, free to seek treatment without fear of stigma; and

**WHEREAS**, promoting awareness that there can be no "health" without mental health will break down barriers and encourage members of the Brookdale community to be mindful of their mental health and ask for help when needed; and

**WHEREAS**, local resources are available to treat mental health and substance use disorders so no one needs to suffer alone or feel hopeless; and

**WHEREAS**, designating Brookdale Community College as a Stigma—Free Community will raise awareness of resources and encourage our community to engage in care as soon as the need is identified so recovery can begin, hope is inspired and tragedies are avoided.

**NOW, THEREFORE, BE IT RESOLVED** that the Brookdale Community College Board of Trustees hereby declares Brookdale Community College as a Stigma Free Community; and

**BE IT FURTHER RESOLVED** that a true copy of this resolution be spread upon the minutes as a lasting reminder of our resolve that Brookdale Community College will be a Stigma Free Community.

January 26, 2021

## BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

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

#### I. Title of Policy

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

#### II. Objective of Policy

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

#### III. Authority

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

#### IV. Policy Statement

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

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

need to revise or amend the Mission, Vision, and/or Values statements, the President shall be directed to conduct a College-wide review and present recommended changes to the Board.

**B. Strategic Priorities**

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

**V. Responsibility for Implementation**

Board of Trustees.

Approved: Board of Trustees, 03/26/2019

Ratified: Board of Trustees, 01/28//2020

**Brookdale Community College - Guild Education Partnership**

Brookdale Community College is entering into an agreement with Guild Education, to be known as the Brookdale Community College – Guild Education Partnership that will potentially increase Brookdale's enrollment of the working adult student. This Partnership will define the terms through which Brookdale Community College and Guild Education will provide educational programs and services to working Americans who need upskilling or reskilling to compete in the future of work. The Partnership will begin at the time of the signing and shall continue until either Party provides the other Party written notice of termination.

Recommendations

The President recommends that the Board of Trustees adopt a resolution approving the College enter into this agreement with Guild Education to be called the Brookdale Community College – Guild Education Partnership.



## **Resolution**

**WHEREAS**, Brookdale Community College has as its mission to empower 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, and

**WHEREAS**, Guild Education has as its mission to unlock opportunities for America's workforce through education and upskilling, with a double-bottom line business model that does well by doing good; and

**WHEREAS**, Brookdale Community College and Guild Education are committed to expanding access to higher education and developing a skilled workforce to foster the growth of our economy; and

**WHEREAS**, Guild Education partners with forward-thinking Fortune 1000 companies that offer robust employee tuition assistance programs as a company benefit to their frontline workers; and

**WHEREAS**, this Partnership will allow employees at these companies to enroll in Brookdale classes without having to pay the tuition upfront which is often a deterrent to enrollment while also guaranteeing payment to Brookdale within 60 days of the term's add/drop date;

**WHEREAS**, working through Academic Affairs, Student Affairs, Finance and Operations, and the Office of Strategic Partnerships, Brookdale Community College and Guild Education will implement procedures to ensure the smooth operation of the Partnership and potentially increase Brookdale's enrollment of working adult students; and

**BE IT FURTHER RESOLVED** that the Guild Affiliate Agreement between Brookdale Community College and Guild Education be placed on file in the Finance and Operations Office with this resolution; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that Brookdale Community College and Guild Education will enter into this Partnership that shall continue until either Party provides the other Party written notice of termination.

January 26, 2021

# 1.3035 Presidential Screening Process

## I. Title of Policy

Presidential Screening Process

## II. Objective of Policy

To establish a screening and hiring process when a vacancy in the Office of the College President occurs.

## III. Authority

N.J.S.A. 18A:64A-12, General ~~Powers~~powers of ~~B~~boards and Board Bylaw 1.2050 Duties and Responsibilities

## IV. Policy Statement

A. When a vacancy in the Office of the College President occurs or is anticipated, the Board of Trustees (the "Board") shall appoint a presidential screening committee not to exceed 15 members. The committee shall, broadly representative of the College community, and shall include 3-5 Board members.

B. The Board shall appoint a search firm to assist the screening committee and the Board.

~~BC.~~ The Board shall establish a timetable for the screening which will ensure that the Office of President is filled in a timely manner.

~~BCD.~~ In conjunction with a search firm, if one is appointed, and the College's Human Resources Office, The Board shall charge the screening committee after an assessment of the needs of the College. The screening committee shall arrange for and provide appropriate opportunities for the College community to comment upon the needs of the College and the development of criteria for selection of a new ~~President~~president.

~~CDE.~~ The Board may adopt, modify, or reject the screening committee's assessment of the needs of the College and will determine the final criteria for selection of a new President.

~~EF.~~ After the needs assessment is complete and a profile is finalized, the Board shall charge the screening committee.

~~CE.~~ The Board shall establish a timetable for the screening which will ensure that the Office of President is filled in a timely manner.

~~D.~~ The Board may adopt, modify, or reject the screening committee's assessment of the needs of the College and will determine the final criteria for selection of a new President.

Submitted for Lodging - January 26, 2021

EG. Based upon the selection criteria established by the Board, the screening committee shall initiate a national search, preferably through a search firm, and arrange for appropriate, professional, public advertisement of the vacant position. ~~—The screening committee shall work with a search firm, if one is appointed, to~~ shall review all applications received, and select candidates to be interviewed by the screening committee.

H. The search firm will conduct preliminary media and reference checking on candidates selected for interview prior to the interview invitation.

I. The screening committee will arrange College Forums to have the eCollege constituents meet finalists and to provide input to the screening committee.

J. In depth background checks will be conducted on 1-3 finalist(s) before a recommendation is made to the full Board.

FK. The screening committee shall recommend to the Board in unranked order the candidates deemed most qualified for appointment. Only applicants interviewed by the screening committee shall be recommended and considered by the Board.

L. The Board shall interview candidates recommended by the screening committee and shall make such further inquiries as the Board deems appropriate. If the Board determines not to appoint any of the candidates recommended by the screening committee it shall direct the screening committee to continue the search process and to recommend additional appointment candidates.

H.M. Interviews of applicants by the screening committee and interviews of recommended candidates by the Board shall be conducted in private. The screening committee and Board evaluations of applicants and deliberations thereon shall be kept confidential and shall be conducted in private.

FN. The Board shall provide appropriate resources to enable the screening committee to discharge its responsibilities effectively.

O. In accordance with N.J.S.A. 18A:64A-12, the Board of Trustees has the final authority to select a president.

JP. The Board shall comply with all appropriate laws and policies regarding Equal Employment and Educational Opportunity to conform to the non-discriminatory position of the College.

Q. If there is insufficient time to complete a national search, or for any other reason the board Board deems desirable or necessary, the Board of Trustees may name an Interim President who will possess the requirements for the position of president.

R. This policy is intended to address a vacancy in the position of President. It is not intended to apply to the temporary replacement of a president during a leave of absence, when the Board may elect to appoint an Acting President.

S. While interim appointments are not intended to exist for more than a year, in the event circumstances dictate that an interim appointment will exceed a one-year period, a Board evaluation of performance will be conducted.

## **V. Responsibility for Implementation**

Board of Trustees

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Approved: Board of Trustees, 6/29/95

Revision: February 2014

Lodged: February 2014

~~Revised and Lodged: January 2021~~

Approved: Board of Trustees, XX/2021

# 1.3035 Presidential Screening Process

## I. Title of Policy

Presidential Screening Process

## II. Objective of Policy

To establish a screening and hiring process when a vacancy in the Office of the College President occurs.

## III. Authority

N.J.S.A. 18A:64A-12, General powers of board and Board Bylaw 1.2050 Duties and Responsibilities

## IV. Policy Statement

- A. When a vacancy in the Office of the College President occurs or is anticipated, the Board of Trustees (the “Board”) shall appoint a presidential screening committee not to exceed 15 members. The committee shall broadly represent the College community and shall include 3-5 Board members.
- B. The Board shall appoint a search firm to assist the screening committee and the Board.
- C. The Board shall establish a timetable for the screening which will ensure that the Office of President is filled in a timely manner.
- D. In conjunction with a search firm and the College’s Human Resources Office, the screening committee shall arrange for and provide appropriate opportunities for the College community to comment upon the needs of the College and the development of criteria for selection of a new president.
- E. The Board may adopt, modify, or reject the screening committee’s assessment of the needs of the College and will determine the final criteria for selection of a new president.
- F. After the needs assessment is complete and a profile is finalized, the Board shall charge the screening committee.
- G. Based upon the selection criteria established by the Board, the screening committee shall initiate a national search through a search firm, and arrange for appropriate, professional, public advertisement of the vacant position. The screening committee shall work with a search firm to review all applications received, and select candidates to be interviewed by the screening committee.

- H. The search firm will conduct preliminary media and reference checking on candidates selected for interview prior to the interview invitation.
- I. The screening committee will arrange College Forums to have the College constituents meet finalists and to provide input to the screening committee.
- J. In depth background checks will be conducted on finalist(s) before a recommendation is made to the full Board.
- K. The screening committee shall recommend to the Board in unranked order the candidates deemed most qualified for appointment. Only applicants interviewed by the screening committee shall be recommended and considered by the Board.
- L. The Board shall interview candidates recommended by the screening committee and shall make such further inquiries as the Board deems appropriate. If the Board determines not to appoint any of the candidates recommended by the screening committee it shall direct the screening committee to continue the search process and to recommend additional candidates.
- M. Interviews of applicants by the screening committee and interviews of recommended candidates by the Board shall be conducted in private. The screening committee and Board evaluations of applicants and deliberations thereon shall be kept confidential and shall be conducted in private.
- N. The Board shall provide appropriate resources to enable the screening committee to discharge its responsibilities effectively.
- O. In accordance with N.J.S.A. 18A:64A-12, the Board of Trustees has the final authority to select a president.
- P. The Board shall comply with all appropriate laws and policies regarding Equal Employment and Educational Opportunity to conform to the non-discriminatory position of the College.
- Q. If there is insufficient time to complete a national search, or for any other reason the Board deems desirable or necessary, the Board of Trustees may name an Interim President who will possess the requirements for the position of president.
- R. This policy is intended to address a vacancy in the position of President. It is not intended to apply to the temporary replacement of a president during a leave of absence, when the Board may elect to appoint an Acting President.
- S. While interim appointments are not intended to exist for more than a year, in the event circumstances dictate that an interim appointment will exceed a one-year period, a Board evaluation of performance will be conducted.

## **V. Responsibility for Implementation**

## Board of Trustees

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Approved: Board of Trustees, 6/29/95

Revision: February 2014

Lodged: February 2014

Lodged: XX/2021

Approved: Board of Trustees, XX/2021

**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.

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

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



**BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2021 11/17/20**

<b>2021 Public Business Meetings (PBM)</b>	<b>Executive</b>	<b>Finance &amp; Facilities</b>	<b>Governance</b>	<b>Student Success &amp; Educational Excellence</b>	<b>Audit</b>	<b>Foundation</b>
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			
Tuesday, April 27, 2021	April 20 5:15 PM	April 20 5:30 PM		April 19 5:30 PM		
Wednesday, 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