



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, March 23, 2021 5:30 PM (EDT)  
Zoom meeting

- I. Call to Order, Reading of Statement, Roll Call and Announcement of Procedures for Making Public Comment - Chair Cram
- II. Pledge of Allegiance - Chair Cram
- III. Moment of Silence - Dr. Stout
- IV. Adoption of Agenda - Chair Cram
- V. Voluntary Framework of Accountability Presentation - Dr. Laura Longo, Director of Institutional Research & Evaluation
- VI. President's Report - Dr. Stout
- VII. Reports from the Board Committees and Liaisons - Chair Cram
  - A. Executive Committee - March 16, 2021 - Chair Cram
  - B. Finance & Facilities Committee - March 16, 2021 - Trustee Abby-White
    - 1. Monthly Financial Reporting
    - 2. Capital Project Update - Mr. Ray Savacool, T & M Associates
  - C. Governance Committee - March 17, 2021 - Trustee Suzanne Brennan
  - D. Audit Committee - March 8, 2021 - Trustee Crupi
  - E. NJCCC Update/ACCT Legislative Summit - Trustee Horl
  - F. Student's Perspective - Trustee Walker
  - G. Foundation Update - Trustee Abby-White
    - 1. Honorary Degree Nominations at Commencement 2021
    - 2. Distinguished Alumni Awards at Commencement 2021
- VIII. Public Comment on Agenda Items - Chair Cram
- IX. 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
- X. Approval of Public Business Meeting Minutes - February 23, 2021 - Chair Cram
- XI. Approval of Executive Session Meeting Minutes - February 23, 2021 - Chair Cram
- XII. Approval of Consent Agenda - Chair Cram - 5 minutes
  - A. Approval of Human Resources

- B. Application of Grants
  - C. Emergency Purchase 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 Purchase(s)
  - 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
  - G. Capital Project Update
- XIII. Acceptance of FY20 Financial Audit - Chair Cram
  - XIV. Authorization to present to Chaz Bono an Honorary Associate Degree at Commencement 2021 - Chair Cram
  - XV. Approval of Automotive Technician Academic Credit Certificate of Achievement - Chair Cram
  - XVI. Lodging of 2.2000 Stormwater Management Policy
  - XVII. Approval of 2.9003 Social Media Policy - Chair Cram
  - XVIII. Approval of Dr. Stout's employment contract - Chair Cram
    - A. Reading of Resolution
  - XIX. Monmouth County Workforce Development Incumbent Worker MOU - Chair Cram
 

*Guests: Lawrence Sternbach, Executive Director and Yolanda Taylor, Deputy Director, Monmouth County Workforce Development, Commissioner Director Thomas Arnone, and Commissioner Sue Kiley*

    - A. Approval of Monmouth County Workforce Development Incumbent Worker MOU - Chair Cram
    - B. Signing of MOU - Dr. Stout and Commissioner Director Thomas A. Arnone
  - XX. Public Comment - Chair Cram
  - XXI. Old/New Business - Chair Cram
  - XXII. Resolution to Hold a Closed Meeting - Chair Cram
  - XXIII. Motion to Re-Open the Meeting to the Public - Chair Cram
  - XXIV. Adjournment - Chair Cram
  - XXV. Appendix - Board Materials



## Board of Trustees Brief

### Honorary Degree 2021

#### Topic: Honorary Degree

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

The public and the college community (employees, students, Trustees, and alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was January 31, 2020.

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

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

Brookdale students

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

Honorary Degree Committee Members are Co-Chairs Nancy Karri, VP of Advancement/Foundation; Eric Goll, Faculty; Dinneen Jackson, Administration; and, Lauren Concar Sheehy, Alumna.

**Recommendation:** The President recommends to the Board of Trustees that he be authorized to present to candidate Chaz Bono an honorary associate degree at Commencement 2021.

**Chaz Bono | Actor, producer, activist, and author.**

<http://www.chazbono.org/> [https://www.imdb.com/name/nm0095106/?ref\\_=fn\\_al\\_nm\\_1](https://www.imdb.com/name/nm0095106/?ref_=fn_al_nm_1)

Chaz Salvatore Bono is an American writer, musician and actor. His parents are entertainers Sonny Bono and Cher, and he became widely known in appearances as a child on their television show, The Sonny & Cher Comedy Hour. Bono is a trans man.

Chaz Salvatore Bono was born Chastity Sun Bono on March 4, 1969 in Los Angeles, California. **He is an American character actor and activist, and the only child of famed entertainers Sonny and Cher.** He is best known for his work on American Horror Story and Curb Your Enthusiasm.

**An acclaimed author,** Bono has written three books, including NY Times Best Sellers, *Family Outing* 1998, and *Transition* published by Dutton in 2011, a candid account of a forty-year struggle to match his gender identity.

Adding to his multiple hyphenated talents, he has shared his life and experiences in, and produced the three-time Emmy nominated documentary, "Becoming Chaz."

Bono has a rich history of advocating for LGBTQ rights, having worked for two national LGBTQ organizations, and as public speaker on college campuses and at events around the world. He continues to be a strong voice for the LGBTQ community, and is a passionate champion of equality for all Americans, especially those discriminated against and targeted because of race, religion, sex, age, ethnicity, sexual orientation, or gender identity.

In 2012 Bono decided to pursue his lifelong dream of a career as a working actor. He's guest starred in the films *Dirty*, *Reborn*, *Three From Hell*, and *Reboot Camp*. Bono has also guest starred on multiple episodes of *The Bold and the Beautiful*, *Where the Bears Are*, *American Horror Story Roanoke*, *American Horror Story Cult*, and *Curb Your Enthusiasm*.

Bono was born in Los Angeles, California, the only child of [Cher](#) and [Sonny Bono](#) of the pop duo [Sonny & Cher](#), stars of a TV variety show on which the young child often appeared. Bono was named after the film [Chastity](#), which was produced by Sonny and in which Cher (in her first solo role in a feature film) played a [bisexual](#) woman.<sup>[9]</sup>

Bono was enrolled at the [Fiorello H. LaGuardia High School of Music & Art and Performing Arts](#) in New York City.<sup>[10]</sup> Bono came out to both parents as a lesbian at age 18. In *Family Outing*, Bono wrote that, "as a child, I always felt there was something different about me. I'd look at other girls my age and feel perplexed by their obvious interest in the latest fashion, which boy in class was the cutest, and who looked the most like cover girl [Christie Brinkley](#). When I was 13, I finally found a name for exactly how I was different. I realized I was gay."

## LGBT activism



Bono at the 2012 GLAAD Awards

In April 1995, Bono came out as a [lesbian](#) in an interview with *The Advocate*, a national gay and lesbian magazine.<sup>[14]</sup> The 1998 book *Family Outing* detailed how Bono's coming out "catapulted me into a political role that has transformed my life, providing me with affirmation as a lesbian, as a woman, and as an individual."<sup>[15]</sup> In the same book, Bono reported that Cher, who was both a gay icon and an ally of [LGBT](#) communities, was quite uncomfortable with the news at first and "went ballistic"<sup>[16]</sup> before coming to terms with it: "By August 1996, one year after I came out publicly, my mother had progressed so far that she agreed to 'come out' herself on the cover of *The Advocate* as the proud mother of a lesbian daughter."<sup>[15]</sup> Cher has since become an outspoken [LGBT rights](#) activist.

Bono worked as a writer at large for *The Advocate*.<sup>[4]</sup> As a social activist, Bono became a spokesperson for the [Human Rights Campaign](#), promoted [National Coming Out Day](#), campaigned for the reelection of [Bill Clinton](#) for US President, campaigned against the [Defense of Marriage Act](#), and served as Entertainment Media Director for the [Gay and Lesbian Alliance Against Defamation](#) (GLAAD).<sup>[4]</sup> Bono was a team captain for [Celebrity Fit Club 3](#) (2006) and was supported by girlfriend Jennifer Elia, who orchestrated exercise and training sessions.<sup>[5]</sup>

In June 2016, the [Human Rights Campaign](#) released a video in tribute to the victims of the [Orlando nightclub shooting](#); in the video, Bono and others told the stories of the people killed there.<sup>[17][18]</sup>

***Recommendation for consideration submitted by: Lauren Concar Sheehy, President Brookdale Alumni Association, Nancy Kaari, Vice President Advancement***

# **Board of Trustees Brief**

## **Distinguished Alumni Degree 2021**

### **Topic: Distinguished Alumni Degree**

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

This prestigious award is presented to selected alumni (graduates/attendees) whose professional, personal and/or civic accomplishments and service to the community have earned them unquestionable recognition. The award is presented at the College Commencement ceremonies on May 13/14, 2021.

A “Call for Nominations” was distributed by the Brookdale Community College Alumni Association to the college community and the community at large with a nomination deadline of January 31, 2021. The award recognizes alumni for:

- Professional achievements --demonstrated accomplishment(s) in any field of professional endeavor
- Personal achievements -- demonstrated accomplishment in any field of community service or any area where active participation demonstrates that the nominee is a shining example for others

Two alumnae have been selected for 2021.

#### **Kristina and Bart Henderson**

##### **Kristina | Brookdale 2014**

**Kristina Henderson, CEO**

**Henderson Promos, LLC**

**Office: 732.945.9917**

**130 Maple Ave Suite 3C-B, Red Bank, NJ, 07701**

**Certified Women’s Business Enterprise**

2020 Mrs. New Jersey American & Owner of Henderson Promos, LLC

<https://www.linkedin.com/in/krisrugnetta/>

Brookdale graduate, Kristina Henderson, crowned 2020 Mrs. New Jersey American. Will compete in National Pageant Next.

<https://www.tapinto.net/towns/middletown/sections/education/articles/brookdale-graduate-kristina-henderson-crowned-2020-mrs-new-jersey-american-will-compete-in-national-pageant-next>

After graduating Colts Neck High School, Henderson wasn’t ready for a four-year college; she wanted to see the world. She became a flight attendant but also wanted to continue her education. “Brookdale offered top-notch professors, had a plethora of course offerings, and

gave me the flexibility to work which was the school-work balance I craved,” Henderson said. “Plus, Brookdale’s financial advantage was a no brainer, allowing me to get my Associate’s Degree without taking out any loans,” she added.

A journalism major, Henderson excelled at Brookdale and received the Brookdale Distinguished Scholar Award. However, she did have some difficulties in her math classes. “Mathematics is a subject I’ve struggled with throughout my academic career,” she explained. “Professor Daniel Lopez took the time to help me understand the material even though I was working remotely and it was challenging not being able to assist me in person and explain the material.”

Today, with most of Brookdale classes being taught remotely, many current students can relate to Henderson’s struggles. “Professor Lopez did many online tutorials to help me understand the material step by step,” she said.

“Kristina always reviewed course materials on her own but also utilized the online office hours and review sessions to reinforce concepts that she struggled with,” Lopez said. “Kristina’s example of what it means to be a successful online student resulted in her being a part of a student panel at a Math Department Professional Development Day – where she was the best-dressed attendee, by the way. After Kristina’s impressive performance there, it’s no surprise that she was named Mrs. New Jersey,” he continued.

“With Professor Lopez’s help in mathematics, I was able to maintain my high GPA that was needed to transfer to Boston University,” said Henderson. She graduated with her associate degree in journalism from Brookdale in 2014.

**Bart-** <https://www.linkedin.com/in/barton-henderson-esq-48895576/>

Barton Henderson, Esq.

Co-Founder & CBDO

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[HendersonPromos.com](https://www.hendersonpromos.com) | [Facebook](#) | [Instagram](#)

**BART | Brookdale 2010**

<https://www.linkedin.com/in/barton-henderson-esq-48895576/>

**CBA Graduate 2008**

**CBA Alumni** The 2020-21 Officers: **Treasurer:** Bart Henderson '08



**NJ Couple Donates More Than 100,000 Masks to Frontline Workers and Families in Need Through Collaboration with Feeding America in "Masking Up from Coast to Coast" Campaign**  
<https://www.goodmorningamerica.com/living/video/couple-donated-100000-masks-families-country-76191704>

**Barton and Kristina Henderson** Give Masks to Food Banks and Nonprofits in Five States to Help Keep Employees, Volunteers, and the Community COVID Safe

<https://www.prnewswire.com/news-releases/nj-couple-donates-more-than-100-000-masks-to-frontline-workers-and-families-in-need-through-collaboration-with-feeding-america-in-masking-up-from-coast-to-coast-campaign-301212907.html>

<https://www.roi-nj.com/2020/12/08/lifestyle/kristina-henderson-runs-multimillion-dollar-business-and-is-leader-in-giving-back-shes-also-reigning-mrs-new-jersey/>

Then there is this: Henderson, 29, is the reigning Mrs. New Jersey American. She was crowned in August and has pledged to spend the upcoming year showing women-owned businesses how they can be success stories, too — all while serving as an example of what a modern-era pageant winner can represent.

“Being Mrs. New Jersey allows me to be a voice for all of these organizations,” she said. “I can raise awareness for charities and help women in business. Most of all, I get to meet the other titleholders. These are women out in the community making a difference. They’re not strutting on a stage. These women have substance.

“Being the 2020 Mrs. New Jersey is about being out there in the community, being independent, being confident — and helping others gain that confidence. It’s all about helping others.”

***Recommendation for consideration submitted by: Lauren Concar Sheehy, President Brookdale Alumni Association, Nancy Kaari, Vice President, Advancement***

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

**February 23, 2021**

#### Brookdale Community College Zoom Webinar

- A. Chair Cram 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
- 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 February 17, 2021 at 2:30 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

#### Roll Call:

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

Dr. Stout led a moment of silence for 3 Brookdalians who passed away this month, Professor Alice Dressner- Ehrlich, Kevin Kelly, and Erik Johanson. He shared their accomplishments, heartfelt memories, and extended our sincere thoughts and prayers to their families, friends, and colleagues.

Chair Cram read our mission statement:

Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>	A motion to adopt the meeting agenda was made by Vice-Chair Kaufmann and seconded by Trustee Horl.	
<p><b>Approval of Joint Admissions Agreement with Kean University</b></p> <p>Chair Cram welcomed our guests from Kean University, Dr. Lamont Repollet, President, Dr. Suzanne Bousquet, VP Academic Affairs, Ms. Marsha McCarthy, VP Enrollment Services, Kean University Relations Team, Mr. Fahad Mughal, Mr. Cameron Bowman, and Mr. Ian Alfano.</p> <p>Dr. Reed introduced Dr. McElroy who reviewed the Joint Admissions Agreement with Kean University which will provide clear and seamless pathways for our students to transfer to Kean University after obtaining their Associate Degree from Brookdale. Dr. McElroy highlighted that freshman applicants that apply to Kean University but are denied direct admission and reside in Monmouth County, will receive notification of conditional dual admission to Kean University in partnership with Brookdale through this agreement. The 13 programs that have direct program to program transfer maps were reviewed.</p>	<p>A motion to approve by resolution the Joint Admissions Agreement with Kean University was made by Trustee Richens and seconded by Trustee Walker.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	Dr. Stout and Dr. Repollet executed the agreements.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Dr. Reed acknowledged colleagues at Brookdale who contributed to the development of this agreement.</p> <p>Dr. Susan Bosquet, VP Academic Affair, Kean University highlighted that the agreement will ease the transfer admissions process for Brookdale students and offer them support at Brookdale with conditional acceptance. Dr. Bosquet acknowledged those at Kean University that made this agreement possible.</p> <p>Dr. Stout thanked everyone at Kean University for their commitment to make this agreement happen. He thanked the Brookdale Community College and Kean University Board of Trustees for supporting our missions, and allowing our students to have the best opportunities to be able to succeed and achieve their goals.</p> <p>Dr. Lamont Repollet, President of Kean University described the new Pathway to Kean program. He said the program provides a clear and affordable pathway for students across Monmouth County to receive their four-year degree. Students who do not meet Kean University admission criteria will no longer get a rejection letter from the University, rather than saying no, we will say not yet.</p>		
<p><b>President's Report</b> – Dr. Stout acknowledged those from the Brookdale family who are retiring, Maria Judice and Rebecca Donovan, and thanked them for their service to the College.</p> <p>He thanked all the Board members who attended the National Legislative Summit. Although Trustee Horl will give more details on the Summit, he conveyed that the College was the lead for a meeting with Congressman Smith and a successful meeting was conducted. He also mentioned that he and VP Kaari had the opportunity to meet with a number of scholarship recipients who received the Frank Wyman Scholarship. Dr. Stout made the announcement that the College received a significant donation which will be utilized to establish a Wellness Center at the College. He walked around with the donor today, to identify where the new Wellness Center could be housed.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Reports from the Board Committees and Liaisons</b>		
<p><b>A. Executive Committee</b> – February 9, 2021 – Chair Cram announced that a special Executive Committee was held on February 9 to approve some time sensitive actions which will be ratified by the full Board this evening. They include the revisions to the FY22 Operating and Capital budgets and the Chapter 12 projects as well as two purchases. Subsequent to the approval of our budgets and Chapter 12 projects on January 26, we received an increased allocation of Chapter 12 funding. We received an additional \$1.9 million dollars, with the support of the County and the State, with the Board’s approval, the funding will be committed to infrastructure improvements. The time sensitive purchases were for roof replacement at Gorman Hall and funding for professional engineering services for Gorman Hall South, which will allow us to participate in the County College Career and Technical Education Program Expansion Securing Our Children’s Future Bond Act which is on the agenda tonight for approval.</p> <p><b>B. Finance &amp; Facilities Committee</b> – February 9, 2021 – Vice-Chair Kaufmann provided the Finance &amp; Facilities Committee report on behalf of Trustee Abby-White. He reported that the Chapter 12 progress documents have been provided via BoardMax. One Chapter 12 project was brought to the Committee’s attention. An issue was discovered during a walkthrough of the Life Safety and Additional Lighting project, and it may preclude the contractor from further work. Vice President Manfreda reviewed the financial overview from December 31, 2020. The revised FY22 operating and capital budget and revised FY22 Chapter 12 projects which reflects the increased allocation of Chapter 12 funds were reviewed. The Committee recommends the participation in the County College Career and Technical Education Program Expansion Securing Our Children’s Future Bond Act. We also revisited the need for employee HR software to track employee goals job descriptions and evaluations.</p> <p><b>C. Student Success &amp; Educational Excellence Committee</b> – February 17, 2021 – Vice Chair Kaufmann reported on the Student Success &amp; Educational Excellence Committee held on February 17. He provided information on the process of 5-year academic program review and was impressed by the presentation provided by Professor Carol Schedel on the 5-year Program Review for Respiratory Care. The committee recommended the approval of the Auto Technology Certificate which will allow students to earn a certificate by taking essentially technical courses, without the general education requirements. The Kean Partnership and opportunities for our students were discussed. He reported that Dr Bill Burns reported on the transition of the Brookdale radio station 90.5 The Night from its public status to an academic component of Brookdale. The administration is taking steps to create an academic curriculum that our students can benefit from at 90.5, The Night. This will include internships and courses on management and operations of commercial radio and include some “air time” for students in this area of study.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>D. NJCCC Update/ACCT Legislative Summit</b> – Trustee Horl provided her report on the ACCT Legislative Summit and the NJCCC. (<b>Attachment A</b>).</p> <p><b>E. Student’s Perspective</b> – Trustee Walker provided her Graduate Trustee report (<b>Attachment B</b>).</p> <p><b>F. Foundation Update</b> – Dr. Stout on behalf of Trustee Abby-White welcomed Vice President Kaari on her first day at Brookdale. He announced that the Foundation is planning the Scholarship Ball for June 4 at Eagles Oak Country Club with safety measures in place. There will also be a Kickoff Scholarship Ball Reception on April 19. The Scholarship Reception has been cancelled this year, as it is too large of an event to hold this year. However, Dr. Stout is working with VP Kaari to create some smaller opportunities for donors to meet the scholarship recipients via Zoom. He announced that we have officially given out the last scholarship from the Student Emergency Fund which raised \$225,000 last year. Due to the generosity of all the contributors 200 students were provided funding this Spring Semester.</p>		
<p><b>Public Comment on Agenda Items –</b></p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p> <p>No public comment on agenda items.</p>		
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li><i>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</i></li> </ul> <p><b>A. Acceptance of Revised Consent Agenda</b></p> <p>Chair Cram announced that the consent agenda was revised after the meeting was noticed, to include a rejection of a bids for services in connection with the naming rights program to Brookdale Community College. The College has determined that it is in its best interest to reject the bid received because the College desires to substantially revise the specifications for the goods or services described in the RFP.</p>	<p>A motion to adopt the revised consent agenda was made by Trustee Crupi and seconded by Trustee Rambaud.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Public Business Meeting Minutes</b>  <b>A. Approval of Public Business Meeting Minutes – January 26,2021</b>	<p>A motion to approve the minutes from the public business meeting held on January 26,2021 was made by Trustee Ferraro and seconded by Trustee S. Brennan.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustees Rambaud and Richens</p>	
<b>Consent Agenda</b>  <b>A. Approval of Human Resources</b> <b>B. Acceptance of Grants</b> <b>C. Acceptance of Gifts</b> <b>D. Approval of Budget Modifications</b> <b>E. 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> <b>F. Ratification of February 9, 2021 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>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Davis.</p> <p><b>Motion passed</b></p> <p><b>YES:</b> Trustees S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee Rambaud</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>G. Resolution Authorizing Rejection of bids for services in connection with the naming rights program of Brookdale Community College</b></p> <p><b>H. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p> <p><b>I. Monthly Financial Reports</b></p> <p><b>J. Capital Project Update</b></p>		
<p><b>Ratification of Revised Approval of FY22 Chapter 12 Projects</b></p>	<p>A motion to approve by resolution the revised use of Chapter 12 Funds for Fiscal Year 2022 for the identified list of projects was made by Trustee Horl and seconded by Trustee Walker.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Ratification of Revised Approval of FY22 Operating &amp; Capital Budgets</b>	<p>A motion to adopt by resolution the revised FY22 Operating &amp; Capital Budget was made by Trustee Ferraro and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval to Accept Additional Higher Education Emergency Relief Funds (HEERFII) as authorized by the Coronavirus Response and Relief Appropriations Act, 2021 (CRRSAA)</b>	<p>A motion to accept by resolution the Additional Higher Education Emergency Relief Funds as authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021, under the CARES Act was made by Vice-Chair Kaufmann, and seconded by Trustee Rambaud.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval to Participate in the County</b>	<b>YES:</b> Trustees S. Brennan,	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>College Career &amp; Technical Education Program Expansion Securing Our Children's Future Bond Act</b>	<p>Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval of Automotive Technician Academic Credit Certificate of Achievement</b>	<p>A motion to approve the Automotive Technician Academic Credit Certificate of Achievement was made by Trustee Richens and seconded by Trustee Davis.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Lodging of 2.9003 Social Media Policy</b>	<p>A motion to lodge new policy 2.9003 Social Media Policy was made by Trustee S. Brennan and seconded by Trustee Richens.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Revised Policy 1.3035 Presidential Screening Process</b>	<p>A motion to approve revised policy 1.3035 Presidential Screening Process was made by Trustee Rambaud and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval of Revised Academic Calendars</b>	<p>A motion to approve the revised Academic Calendars was made by Vice-Chair Kaufmann and seconded by Trustee S. Brennan.</p> <p>Motion passed.</p>	
<p><b>Public Comment –</b></p> <p>Mr. Jacobs read the public comment statement and the directions for making public comment.</p> <p><b>Mr. Jack Ryan, Associate Professor, English –</b> Mr. Ryan revisited past events surrounding Past Board Member Joe DiBella, and raised concerns that he was appointed by the County Commissioners to the Parks and Recreation Commission. He encouraged the Board of Trustees to take some action and to say to the County Commissioners that this cronyism that this kind of activity from a man who has lied twice while serving in public service in the past, should not be tolerated.</p>		
<p><b>Old/New Business -</b></p> <p>Chair Cram announced that the Board of School Estimate date has been rescheduled and we are waiting confirmation from the County.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Vice-Chair Kaufmann – added to his committee report, and thanked Dr. Reed for encouraging the adoption of OER in the classroom. Dr. Reed reported that OER adoption is at 30% vs the previous reported 14%.		
<b>Resolution to Hold a Closed Meeting</b>	A motion to approve by resolution to hold an executive session was made by Trustee S. Brennan and seconded by Trustee Crupi.  Motion passed.	
<b>Motion to Re-Open Meeting to the Public</b>	A motion to re-open the meeting to the public was made by Trustee Richens and seconded by Trustee Horl.  Motion Passed.	
<b>Adjournment</b>  <b>Meeting adjourned at 8:15 PM</b>	A motion to adjourn the meeting was made by Vice-Chair Kaufmann and seconded by Trustee Horl. Motion passed.	

**Report to the Board of Trustees, February 23, 2021**

**Barbara Horl, Brookdale Representative to the NJCCC**

As many of you know, the **ACCT Virtual Community College National Legislative Summit** took place from February 8 through February 10, 2021, with several of our trustees attending: Dr. Cram, Ms. Ferraro, Ms. Brennan, Ms. Walker, Dr. Stout and myself. Its theme was celebrating the collective impact of community colleges in the face of unprecedented challenges.

The NJ delegation had the pleasure of hearing Congresswoman Mikie Sherill and staff members from Senators Booker and Menendez, and other wonderful speakers including Amy Walter, national editor of the Cook Political Report and Dr. Jill Biden our nation's First Lady. Dr. Biden continues to teach classes at Northern Virginia Community College from the White House, and stated that besides being a personal issue for the President and herself, "we need community colleges more than ever." Several other important leaders echoed the sentiment that community colleges need ongoing support for their students, including Speaker Nancy Pelosi, Senators Patty Murray (Washington State) Tim Scott (South Carolina), Maggie Hassan (New Hampshire) and many representatives from the House.

Our Brookdale delegation including Dr. Cram, Dr. Stout, Ms. Brennan, Ed Johnson and two Brookdale students met with Congressman Chris Smith's staff to lay out our needs and challenges, and advocate for resources to fulfill our goals and mission. Feedback from NJCCC is that the members and staff were very receptive to our collective message and appreciated the student stories. They are the most powerful influence during the congressional one on one meetings. So, thank you to everyone who made that happen! Follow up phone calls and or/thank you notes to congressional staff are being sent by NJCC. to various speakers. Brookdale is hopefully doing the same, and I will follow up with Ed Johnson to confirm that letters or e-mails of thanks are being sent to the NJ Congressional delegation.

The federal budget is expected to be good for higher education - \$40 billion up from \$20 billion in the last budget. This will get colleges through fiscal 2022. The feds will require states to continue their level of funding. We will be keeping a close watch on this funding.

On February 19, 2021 I attended **the NJCCC Federal and State Policy Committee** meeting via zoom. We reviewed our strategy for community college support in the next state budget, which was introduced by the Governor today. NJCCC has already met with governor's staff put forth our budget requests, and follow-up conversations have been taking place. As you may know NJCCC distributes the state operating aid allotment to our community colleges through an established formula. That formula is now being "rethought" to put emphasis on the attributes of equity, access, and success. Our advocacy campaign is ready to go and I will advise you when your assistance is again needed in voicing support for the budget.

Dr. Brian Bridges is being confirmed as the new Secretary of the Office of Higher Education. NJCCC has already met with him several times to welcome him to his new post and provide information. As of Friday, he had been approved by Senate committee, but still needed to go before the full Senate for a vote.

Last but not least, good news on the CCOG. Governor Murphy plans to have a public signing at the Hudson County CC this coming Friday, so we are almost there. Thanks to all who made phone calls, or wrote e-mails to bill sponsors or their local representatives to advocate for this important source of

funding ,which provides last-dollar financial aid assistance to students and the Student Success Initiatives to County Colleges.

## February 2021 Perspective Student Report

- ❖ This month, members of the Brookdale CC of Trustee Advisory Committee (BTAC) brought up concerns about the new website format. Students feel that resources that were once easy to access on the old website are now more hidden. Students rely on the “search” feature to find resources instead of using the main tabs on the home screen. For example, one student could not find the link to the Bookstore, and eventually found it under the “Admissions” tab, but was confused by this placement. BTAC recommended that a survey should have been offered to students to weigh in their opinions about the website change because right now they think that it is “too busy and confusing”.
- ❖ Earlier this month, I was helping a student writing an article for The Current about the Resolution to declare Brookdale a stigma-free zone that we passed last month. She asked what mental health resources we currently have for students, and I was personally having trouble finding the mental health resources page. After bringing this up to Sara Burrill and Christopher Jeune, Christopher worked with College Relations to add a “Support At Brookdale” link in the spinning carousel on the home screen. BTAC agrees that while this was a good fix, the new website format should be further evaluated to ensure that important resources and information are easy to find like they once were.
- ❖ I have been working with Eleanor Glazewski, our Registrar, who is helping to send out a message to the Brookdale Student Body on my behalf. I worry that students do not know about my role, and it is important for them to know that they have someone who represents them.

This concludes my student perspective report. If anyone has any questions about this report or a question they would like me to ask students about, please reach out to me and I would be more than pleased to help.

Trustee Walker  
hwalker@brookdalecc.edu

## BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

### RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 5 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **February 23, 2021 at approximately 6:50 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: February 23, 2021**



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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, attorney client privilege on an issue with a contractor and contract negotiations for a commercial real estate broker**

☒ "(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. **Contract renewal for Dr. Stout**

☐ "(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: February 23, 2021**

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: February 23, 2021**

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 11 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Coaches

**Recommendations**

2

**B. Change of Status**

Administrators

Supervisor – Administrative Operations

Non-Supervisor – Administrative Operations

Support Staff

**Recommendations**

1

2

2

**C. Separations**

Executive

Faculty

Administrators

Non-Supervisor – Administrative Operations

Support Staff

**Recommendations**

1

1

1

1

**A. HIRES****COACHES**

1. Name: Meghan Begley  
Department: Athletics  
Position: Interim Assistant Coach, Women's Soccer  
Compensation: \$3,150  
Dates: 2/1/21
2. Name: Nilufer Onder  
Department: Athletics  
Position: Interim Head Coach, Women's Soccer  
Compensation: \$4,250 prorated from full season stipend of \$5,750  
Dates: 2/1/21

**B. CHANGE OF STATUS****SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Richard Brown  
Department: Print Shop  
Position: Manager, Print Shop  
Action: Monthly stipend of \$425 for additional A6 level responsibilities  
Effective: 3/23/21 until incumbent returns, but not later than 6/30/21

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Michelle Branagan  
Department: Facilities Administration  
Position: Coordinator, Facilities  
Action: Change in status from temporary to regular A2 position through reclassification  
New salary: No change  
Effective: 4/1/21
2. Name: Sherri Vanderspiegel  
Department: Performing Arts Center  
Position: Supervisor, PAC  
Action: Monthly stipend of \$425 for additional A6 level responsibilities  
Effective: 3/23/21 until incumbent returns, but not later than 6/30/21

**SUPPORT STAFF**

1. Name: Gina Giannattasio  
Department: Educational & Strategic Partnerships  
Position: Associate, High School & Strategic Partnerships  
Action: Contractual bumping placement  
New Salary: No change  
Effective: 3/8/21
2. Name: Helen Anne Johnson  
Department: Testing Services  
Position: Senior Technician  
Action: Change in contractual bumping placement, from N4 to N3 position  
New Salary: \$68, 000  
Effective: 3/8/21

**C. SEPARATIONS****EXECUTIVE**

1. Name: Margaret Natter  
Department: Humanities  
Position: Institute Dean  
Action: Resignation  
Effective: 6/30/21

**FACULTY**

1. Name: Alexandra Tegethoff  
Department: Nursing  
Position: Instructor  
Action: Resignation  
Effective: 2/22/21

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Janice Ortore  
Department: Foundation/Alumni Affairs  
Position: Coordinator  
Action: Retirement  
Effective: 5/31/21 with retirement on 6/1/21

**SUPPORT STAFF**

1. Name: Shaun-Marie Cooke  
Department: Library  
Position: Associate, Library  
Action: Resignation  
Effective: 6/1/21

## **2.1 Application for Grants**

### **Executive Summary**

#### **A. Office of the Secretary of Higher Education – Securing Our Children’s Future Bond Act**

**Program Title:** County College Career and Technical Education Program Expansion

**Short Title:** Bond Act

**Goal/Purpose:** Funding will enable the College to establish the Center of Excellence for Cybersecurity Education (CECE) to expand Career and Technical Education in the high-growth fields of networking and cybersecurity, add new courses to existing programs, strengthen workforce preparation, and fuel economic growth through partnerships with corporate, government, and academic communities.

This project will bring the existing Gorman Hall South up to code by renovating spaces and upgrading building systems. The renovated facility will be equipped with state-of-the-art technology, including a high-performance security operations center (SOC) and increased virtual lab capacity.

As a designated National Center of Excellence in Cyber Defense Education (CAE), Brookdale is well positioned to establish a Center of Excellence for Cybersecurity Education and grow its cybersecurity and related technical education programs.

**Total Project Cost:** \$2,583,614

**Total \$ Requested:** \$1,937,711 – with a \$645,903 required match from the college

**Date Submitted:** February 26, 2021

#### **Recommendation:**

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

March 23, 2021: Director of Grants and Institutional Development, Laura Quissaunee

*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 Executive Committee of the Board of Trustees March 18, 2021.**

**March 18, 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.

**Emergency Purchase Agenda in Excess of \$36,400  
March 18, 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>Operating</b>				
1	Brightview Holdings, Inc.	<b>Emergency Snow Removal Services, Bid No. 19-28</b> / This emergency contract for snow removal services is requested due to the significant and unexpected snow storms. This contract is funded by the Facilities Budget.	Bid	\$ 695,000.00

\* Estimated expense based on historical data

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

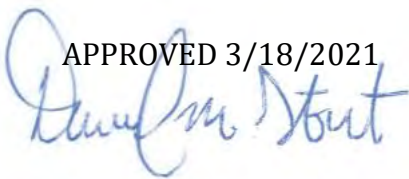
**TO:** Dr. David Stout  
**FROM:** Teresa Manfreda  
**SUBJECT:** Emergency Purchase  
**DATE:** March 18, 2021

In accordance with 18A:64A-25.6 and the College's Board Policy 4.8000 Contracts, I am requesting approval for this emergency purchase for the following issue affecting the health, safety, and welfare of the College due to significant snow fall events this winter.

Due to significant and unexpected storms this winter, the College incurred costs of \$895,000 for snow removal services. The Board previously approved an amount up to \$200,000 for the approved contractor, Brightview. I am requesting the approval of \$695,000 to pay Brightview for outstanding invoices for these services at the College.

The emergency purchase will be on the purchasing agenda for the March 23, 2021, Board of Trustees Public Business Meeting for ratification by the Board of Trustees.

APPROVED 3/18/2021



*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 March 16, 2021.

March 23, 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**  
**March 23, 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>Auxiliary</b>				
1	Follet Higher Education Group	<b>Bookstore Operation &amp; Management Services, RFP No. 05-18</b> / This is the 4th year of the contract with an option for a 5th year renewal for bookstore operation and management services.	RFP	Revenue
<b>Cares/CRRSAA</b>				
2	Envision Innovative Solutions, LLC	<b>Software</b> / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the purchase of software, which renders 3D resolutions via tablets and smartphones for the Respiratory Therapy program to simulate a medical ventilator training environment for students. This contract is funded by the Cares Act/CRRSAA.	Exempt	\$ 17,500.00
3	SHI International	<b>Classroom Technologies Project, A/V Equipment and Installation</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery and installation of 88 Epson projectors, speakers, and document/webcams to complete the state-of-the-art classroom technologies project. This contract is funded by the Cares Act/CRRSAA.	Exempt	\$ 310,400.20
4	CDW Government LLC	<b>Classroom Technologies Project, Computers and Monitors</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of 50 computers and monitors to complete the state-of-the-art classroom technologies project. This contract is funded by the Cares Act/CRRSAA.	Exempt	\$ 68,219.50
5	Network Cabling Inc. dba Net Q Multimedia Company	<b>Classroom Technologies Project, Network Drops</b> / Exempt 18A:64A.25.9 (NJ State Contract). This State Contract is for the supply and installation of new network drops to complete the state-of-the-art classroom technologies project. This contract is funded by the Cares Act/CRRSAA.	Exempt	\$ 11,752.85

6	Sal Electric Co., Inc.	<b>Classroom Technologies Project, Electrical Services T&amp;M, Bid No. 20-28 /</b> This contract is for electrical services for the installation of projectors to complete the state-of-the-art classroom technologies project. This contract is funded by the Cares Act/CRRSAA.	Bid	\$	11,835.00	
<b>Chapter 12</b>						
7	All State Office Interiors, Inc.	<b>Flooring Replacement /</b> Exempt 18A:64A.25.9 (NJ State Contract). This State Contract is for flooring replacement in the BAC Building and is funded by Chapter 12.	Exempt	\$	44,825.68	
<b>Grants</b>						
8	National Public Radio	<b>Programming Services and Membership Fees /</b> Exempt 18A:64A-25.5.a.(16) (Entertainment). This annual contract is for the payment of programming fees, interconnect fees, and membership dues to the National Public Radio. The membership is used exclusively for the acquisition, production, promotion and distribution of national programming of high quality, diversity, creativity, excellence and innovation, with strict adherence to objectivity and balance of programs. This contract is funded by the Community Service Grant. FY21 \$30,329.69.	Exempt	\$	30,000.00	*
9	B&H Photo - Video Corporation	<b>Audio Visual Equipment and Supplies, Bid No. 21-05 /</b> Notice was sent to 24 vendors, received 1 reply. This contract is for the supply and delivery of audio visual equipment and supplies for the Communications Media Department and is funded by the Perkins Grant.	Bid	\$	35,122.20	
10	Higher Ed Insight LLC	<b>Evaluation Services for the Teacher Education Program (FY22), RFP No. 04-18 /</b> This is the 5th year of the contract for consulting and evaluation services for the Teacher Education Program and is funded by the Career and Technical Education, Certificate of Eligibility, Educator Preparation Program (CTE-CE EPP) Grant. FY21 \$28,500.	RFP	\$	29,400.00	
<b>Operating</b>						
11	R. Helfrich & Son Corp.	<b>Bus Services for Intercollegiate Athletics, Bid No. 21-06 /</b> Notice was sent to 7 vendors, received 2 replies. This contract is for bus services for 23 intercollegiate athletic spring events and is funded by the Athletic Budget.	Bid	\$	20,075.00	

12	Promineo Education LLC	<b>Online Certificate Program for Coding and Data Engineering, RFP No. 08-21 /</b> Notice was sent to 5 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for an online certificate program for coding and data engineering. This contract is funded by CPS' Revenue Generating Programs.	RFP	\$30,000.00	*
13	W.B. Mason Co., Inc.	<b>Office Supplies (FY22) /</b> Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply and delivery of office supplies and is funded by various departmental budgets. FY21 YTD \$17,700.	Exempt	\$ 50,000.00	*
14	Konica Minolta Business Solutions USA, Inc.	<b>Maintenance, Supplies, Print Management for Copiers and Printers (FY22) /</b> Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is the 4th year of the contract with an option for a 5th year renewal for the maintenance, supplies and print management services for the copiers and printers. This contract is funded by the Printing Services Budget. FY21 YTD \$32,328.	Exempt	\$ 114,328.80	*
15	Urner Barry	<b>Bulk Mailing Services, Bid No. 20-39 (FY22) /</b> This is the 2nd year of a 2 year contract for bulk mailing services and is funded by the Operating Budget. FY21 YTD \$0.	Bid	\$ 17,500.00	*
16	Ascend Learning Holdings, LLC	<b>Nursing Comprehensive Assessment &amp; Review Program, Student Exams and Other Assessment Exams (FY22) /</b> Exempt 18A:64A-25.5.a.(19)(Software peripherals). This contract is for an on-line comprehensive assessment, tutorial review programs, and EHR Tutor for nursing students. This contract also includes various assessment exams for other areas of the College. This contract is funded by Student Lab Fees, Testing Center's Revenue Generating Programs, and the Testing Center's Operational Budget. FY21 YTD \$188,983.	Exempt	\$ 215,000.00	*
17	NCS Pearson, Inc.	<b>Exam Forms, Testing Material, and Online Testing Software (FY22) /</b> Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This contract is for the supply and delivery of CompTIA exam vouchers, GED testing forms, other test/voucher forms, and software for online testing. This contract is funded by CPS' Revenue Generating Programs; Testing Center's Revenue Generating Programs; Testing Center's Operating Budget; and various grants. FY21 YTD \$10,100.	Exempt	\$ 32,000.00	*



18	** See attached list of pre-approved vendors	<b>Printing Services, RFQ No. 01-2021 (FY22)</b> / This is the 2nd year of a 2 year contract for pre-qualified vendors to provide printing services. These contracts are funded by the Institutional Marketing Budget, CPS Budget, and various departmental budgets. FY21 YTD \$0.	RFQ	\$ 50,000.00 *
19	Nickerson Corporation	<b>Bleacher Systems and Installation</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery and installation of an exterior bleacher system and is funded by Risk Management.	Exempt	\$ 115,385.96
20	Brightview Holdings, Inc.	<b>Snow Removal Services, Bid No. 19-28</b> / This is the 2nd year of the contract with an option for a 3rd year renewal for snow removal services and is funded by the Facilities Budget. BOT approved \$895,000 (\$200,000 on 10/27/20 and \$695,000 on 3/18/21 - Emergency Purchase Memo).	Bid	\$ 605,000.00 *

\* Estimated expense based on historical data

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

**\*\* Pre-approved Printing Vendors**  
**RFQ No. 01-2021 – 2<sup>nd</sup> Year of a 2 Year Contract**

Board Item No. 19

- Evergreen Printing
- Indiana Printing & Publishing Co.
- Concept Print
- Fords Press dba Eastern Impressions
- The Wall Street Group, Inc.
- Urner Barry
- Roelynn Litho
- Jersey Printing Associates, Inc.
- Tretina Printing, Inc.
- Hawk Graphics Inc.
- Mastergraphx

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

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending February 28, 2021, which totaled \$1,579,690.67. 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 March 16, 2021

March 23, 2021: Vice President Finance & Operations, Teresa Manfreda

#### 4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting March 16, 2021.

March 23, 2021: Vice President Finance & Operations, Teresa Manfreda

### **Financial Overview at January 31, 2021**

Any reference to budget in the following financial information represents the annual FY21 budget. January 2021 is the seventh month of the current fiscal year. Generally, when comparing year-to-date financial results to budget, January represents 58% of the annual budget. The following financial summary provides an overview of year-to-date January 2021 financial performance compared to FY21 budget, and to the same period last year.

#### **Revenue:**

##### ***Compared to Budget***

Total revenues for the seven months through January 2021 were \$58.7M and represents 71.7% of the FY21 budget of \$81.8M.

##### ***Compared to Prior Year***

Operating revenue as of January 31, 2021, was 12.3% lower than the same time last year.

#### **Expenditures:**

##### ***Compared to Budget***

Total operating expenditures through January 2021 were \$36.1M of the \$76.5M FY21 budget. Year to date January expenses represent 47.1% of the FY21 budget. As previously noted, seven months represents 58% of our fiscal year and should serve as a point of reference when comparing actuals to budget.

##### ***Compared to Prior Year***

Total operating expenses for the same period of time last year were \$39.1M compared to \$36.1M this year indicating a reduction of operating costs of \$3M.

#### **Cash Balance:**

As of January 31, 2021, the College's balance of cash in the bank was \$29.6M, which represents a \$6.9M increase over last year. For the seven months through January, the average monthly balance of cash for FY21 is \$24.3M compared to \$17.3M last year.

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

	01/31/21	01/31/20	Change	% Change
<b>Operating Revenue</b>				
State of New Jersey	\$ 4,573,455	\$ 6,040,904	\$ (1,467,449)	-24.3%
County of Monmouth	11,682,428	11,682,428	-	0.0%
Student tuition	31,052,133	34,974,036	(3,921,903)	-11.2%
Fees	9,973,154	11,334,968	(1,361,814)	-12.0%
Continuing & Professional Studies	1,152,950	2,373,345	(1,220,395)	-51.4%
Miscellaneous	243,418	485,703	(242,285)	-49.9%
	<b>\$ 58,677,538</b>	<b>\$ 66,891,384</b>	<b>\$ (8,213,846)</b>	<b>-12.3%</b>
<b>Operating Expenditures</b>				
Academic Affairs	\$ 14,549,838	\$ 15,908,407	\$ 1,358,569	8.5%
Benefits	7,063,335	7,727,025	663,690	8.6%
Finance & Operations	4,846,112	4,767,157	(78,955)	-1.7%
Student Success Division	2,925,212	2,997,263	72,051	2.4%
General expenses	2,371,894	2,329,980	(41,914)	-1.8%
Continuing & Professional Studies	1,107,749	1,811,152	703,403	38.8%
Utilities	962,598	1,149,155	186,557	16.2%
Human Resources & Safety	1,014,279	1,190,239	175,960	14.8%
Planning & Inst. Effectiveness	232,585	220,767	(11,818)	-5.4%
President & BOT	272,808	363,832	91,024	25.0%
Advancement Division	721,563	677,373	(44,190)	-6.5%
	<b>\$ 36,067,973</b>	<b>\$ 39,142,350</b>	<b>\$ 3,074,377</b>	<b>7.9%</b>
<b>Net income/(loss) - Operating</b>	<b>\$ 22,609,565</b>	<b>\$ 27,749,034</b>	<b>\$ (5,139,469)</b>	
<b>Auxiliary</b>				
Receipts	\$ 287,575	\$ 1,037,860	\$ (750,285)	-72.3%
Disbursements	511,994	891,038	379,044	42.5%
<b>Net income/(loss)- Auxiliary</b>	<b>\$ (224,419)</b>	<b>\$ 146,822</b>	<b>\$ (371,241)</b>	<b>-252.9%</b>

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

	<b>FY21 Budget</b>	<b>1/31/2021</b>	<b>Increase/ (Decrease)</b>	<b>FY21 Projected</b>
<b>Operating</b>				
<b>Revenues:</b>				
Tuition	\$ 36,074,791	31,052,133	(920,000)	\$ 35,154,791
State	10,285,798	4,573,455	-	10,285,798
County	20,027,019	11,682,428	-	20,027,019
Fees	11,290,301	9,973,154	(564,515)	10,725,786
Continuing & Professional Studies	3,450,000	1,152,950	(1,774,050)	1,675,950
Other income	689,500	243,418	(339,500)	350,000
<b>Total revenue</b>	<b>\$ 81,817,409</b>	<b>58,677,538</b>	<b>(3,598,065)</b>	<b>\$ 78,219,344</b>
<b>Expenditures:</b>				
Academic Affairs	31,240,572	14,549,838	(1,143,617)	30,096,955
Benefits	15,704,750	7,063,335	(727,000)	14,977,750
Finance & Operations	9,040,540	4,846,112	(66,907)	8,973,633
Student Success Division	6,613,367	2,925,212	(684,234)	5,929,133
General expenses	4,168,080	2,371,894	-	4,168,080
Continuing & Professional Studies	2,993,066	1,107,749	(1,164,811)	1,828,255
Utilities	2,208,377	962,598	(250,000)	1,958,377
Human Resources & Safety	2,381,854	1,014,279	(478,406)	1,903,448
Advancement Division	1,338,369	721,563	53,133	1,391,502
Planning & Inst. Effectiveness	383,135	232,585	(1,500)	381,635
President & BOT	466,924	272,808	(1,600)	465,324
<b>Total expenditures</b>	<b>\$ 76,539,034</b>	<b>36,067,973</b>	<b>(4,464,942)</b>	<b>\$ 72,074,092</b>
<b>Other cash requirements:</b>				
Debt principal	1,655,000	1,655,000	-	1,655,000
Interest expense	1,328,375	791,815	-	1,328,375
Technology	2,295,000	1,390,983	-	2,295,000
	<b>\$ 5,278,375</b>	<b>3,837,798</b>	<b>-</b>	<b>\$ 5,278,375</b>
<b>Excess revenue/expenditures projected</b>				<b>\$ 866,878</b>
<b>Auxiliary</b>				
Receipts	1,087,214	287,575	(883,893)	643,607
Disbursements	2,004,374	511,994	(770,112)	1,025,000
<b>Profit/(loss) auxiliary</b>	<b>\$ (917,160)</b>	<b>(224,419)</b>	<b>(113,781)</b>	<b>\$ (381,393)</b>
<b>Excess revenue/expenditures projected</b>				<b>\$ (381,393)</b>
<b>Capital</b>				
<b>Revenues:</b>				
State Chapter 12	2,900,000	1,358,486	-	2,900,000
County	2,900,000	1,358,486	-	2,900,000
Risk Management	-	91,279	400,000	400,000
<b>Total revenue</b>	<b>\$ 5,800,000</b>	<b>2,808,251</b>	<b>400,000</b>	<b>\$ 6,200,000</b>
<b>Expenditures:</b>				
State Chapter 12	\$ 2,900,000	1,358,486	-	\$ 2,900,000
County Chapter 12	2,900,000	1,358,486	-	2,900,000
Risk Management	-	114,892	460,000	460,000
<b>Total expenditures</b>	<b>\$ 5,800,000</b>	<b>2,831,864</b>	<b>460,000</b>	<b>\$ 6,260,000</b>
<b>Excess revenue/expenditures projected</b>				<b>\$ (60,000)</b>
<b>Total excess revenue/expenditures all funds projected</b>				<b>\$ 425,485</b>

March 8, 2021

## BROOKDALE COMMUNITY COLLEGE PROJECTS

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

#### 1) ATHLETIC FIELDS/LINCROFT CAMPUS

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

*A Purchase Order has been issued for replacement of the bleachers. Punch list items remain. Contractor was on site March 6, 2021 to address and a follow up inspection will be scheduled.*

#### 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.

*An issue was discovered during the inspection that may preclude the contractor from further work. Brookdale is reviewing the work completed to date to redevelop a remedial scope.*

#### 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.

*Precision Door was on site to replace the damaged slats but missed one that was damaged. The installer has been notified.*

### B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

#### 1) ATEC RETAINING WALL

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

*Awaiting submission of final plans.*

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

2) ROOF REPAIRS – PHASE 3

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

*FVHD has completed the design. Bid opening date is April 6, 2021 for anticipated award at the April BOT.*

3) 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.

*Work is complete and final payment and closeout are underway*

4) 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.*

*Long Branch and Hazlet camera install to be completed the week of March 8, 2021 and subsequently will be commissioned. Contractor will shift back to Lincroft wiring installation after camera install. Datacenter infrastructure install is underway.*

5) 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.

*USA is completing design. Inspection of roofs complete.*

6) Lot 1 Paving

The project consists of paving Lot 1 in its entirety including the access roads to CVA and the Monmouth Museum.

*A site meeting was held to review the curb, inlet and paving work required. Finalized curb quantity for replacement to be measured in field once snow melt is complete. A Cooperative quote was submitted by Gordian through Education Commission Services of New Jersey in the amount of \$1,016,608.82.*



Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

7) Gorman Hall South Rehabilitation

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

*Architectural plans were submitted with the grant application under the bond act.*

8) CVA ROOFING PROJECT

Project is currently being scoped out by Brookdale Facilities.

2) DESIGN/STUDIES/REPORTS

1. MAN REAR VESIBULE SLAB LEAKAGE

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

*Facilities has provided additional plans that may contain information relevant to the stair construction. T&M has reviewed available drawings and has provided a proposal for the design for consideration.*

2. POWER PLANT GENERATOR UPGRADE

In order to maintain operations within the RAC and SLC during an emergency the power plant emergency generator will need to be upgraded. T&M has reviewed the site with facilities and has submitted a proposal for design services.



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

## Board of Trustees Brief

### Honorary Degree 2021

#### Topic: Honorary Degree

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

The public and the college community (employees, students, Trustees, and alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was January 31, 2020.

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

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

Brookdale students

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

Honorary Degree Committee Members are Co-Chairs Nancy Karri, VP of Advancement/Foundation; Eric Goll, Faculty; Dinneen Jackson, Administration; and, Lauren Concar Sheehy, Alumna.

**Recommendation:** The President recommends to the Board of Trustees that he be authorized to present to candidate Chaz Bono an honorary associate degree at Commencement 2021.

**Chaz Bono | Actor, producer, activist, and author.**

<http://www.chazbono.org/> [https://www.imdb.com/name/nm0095106/?ref\\_=fn\\_al\\_nm\\_1](https://www.imdb.com/name/nm0095106/?ref_=fn_al_nm_1)

Chaz Salvatore Bono is an American writer, musician and actor. His parents are entertainers Sonny Bono and Cher, and he became widely known in appearances as a child on their television show, The Sonny & Cher Comedy Hour. Bono is a trans man.

Chaz Salvatore Bono was born Chastity Sun Bono on March 4, 1969 in Los Angeles, California. **He is an American character actor and activist, and the only child of famed entertainers Sonny and Cher.** He is best known for his work on American Horror Story and Curb Your Enthusiasm.

**An acclaimed author,** Bono has written three books, including NY Times Best Sellers, *Family Outing* 1998, and *Transition* published by Dutton in 2011, a candid account of a forty-year struggle to match his gender identity.

Adding to his multiple hyphenated talents, he has shared his life and experiences in, and produced the three-time Emmy nominated documentary, "Becoming Chaz."

Bono has a rich history of advocating for LGBTQ rights, having worked for two national LGBTQ organizations, and as public speaker on college campuses and at events around the world. He continues to be a strong voice for the LGBTQ community, and is a passionate champion of equality for all Americans, especially those discriminated against and targeted because of race, religion, sex, age, ethnicity, sexual orientation, or gender identity.

In 2012 Bono decided to pursue his lifelong dream of a career as a working actor. He's guest starred in the films *Dirty*, *Reborn*, *Three From Hell*, and *Reboot Camp*. Bono has also guest starred on multiple episodes of *The Bold and the Beautiful*, *Where the Bears Are*, *American Horror Story Roanoke*, *American Horror Story Cult*, and *Curb Your Enthusiasm*.

Bono was born in Los Angeles, California, the only child of [Cher](#) and [Sonny Bono](#) of the pop duo [Sonny & Cher](#), stars of a TV variety show on which the young child often appeared. Bono was named after the film [Chastity](#), which was produced by Sonny and in which Cher (in her first solo role in a feature film) played a [bisexual](#) woman.<sup>[9]</sup>

Bono was enrolled at the [Fiorello H. LaGuardia High School of Music & Art and Performing Arts](#) in New York City.<sup>[10]</sup> Bono came out to both parents as a lesbian at age 18. In *Family Outing*, Bono wrote that, "as a child, I always felt there was something different about me. I'd look at other girls my age and feel perplexed by their obvious interest in the latest fashion, which boy in class was the cutest, and who looked the most like cover girl [Christie Brinkley](#). When I was 13, I finally found a name for exactly how I was different. I realized I was gay."

## LGBT activism



Bono at the 2012 GLAAD Awards

In April 1995, Bono came out as a [lesbian](#) in an interview with *The Advocate*, a national gay and lesbian magazine.<sup>[14]</sup> The 1998 book *Family Outing* detailed how Bono's coming out "catapulted me into a political role that has transformed my life, providing me with affirmation as a lesbian, as a woman, and as an individual."<sup>[15]</sup> In the same book, Bono reported that Cher, who was both a gay icon and an ally of [LGBT](#) communities, was quite uncomfortable with the news at first and "went ballistic"<sup>[16]</sup> before coming to terms with it: "By August 1996, one year after I came out publicly, my mother had progressed so far that she agreed to 'come out' herself on the cover of *The Advocate* as the proud mother of a lesbian daughter."<sup>[15]</sup> Cher has since become an outspoken [LGBT rights](#) activist.

Bono worked as a writer at large for *The Advocate*.<sup>[4]</sup> As a social activist, Bono became a spokesperson for the [Human Rights Campaign](#), promoted [National Coming Out Day](#), campaigned for the reelection of [Bill Clinton](#) for US President, campaigned against the [Defense of Marriage Act](#), and served as Entertainment Media Director for the [Gay and Lesbian Alliance Against Defamation](#) (GLAAD).<sup>[4]</sup> Bono was a team captain for [Celebrity Fit Club 3](#) (2006) and was supported by girlfriend Jennifer Elia, who orchestrated exercise and training sessions.<sup>[5]</sup>

In June 2016, the [Human Rights Campaign](#) released a video in tribute to the victims of the [Orlando nightclub shooting](#); in the video, Bono and others told the stories of the people killed there.<sup>[17][18]</sup>

***Recommendation for consideration submitted by: Lauren Concar Sheehy, President Brookdale Alumni Association, Nancy Kaari, Vice President Advancement***

## **5.2 Curriculum**

The Faculty and Administration have proposed an Automotive Technician Academic Credit Certificate of Achievement.

The College currently offers an Associate in Applied Science in Automotive Technology, which requires the completion of career courses and a minimum of 20 credits in General Education. However, many students take Auto Tech courses, obtain technical skills and find employment without finishing the AAS degree requirements leaving without a recognized credential.

Completing these 43-credits would give students a Brookdale Certificate of Achievement and it would also give these individuals an opportunity to continue their studies if, and when, they may choose to obtain an AAS degree.

The Automotive Technician Academic Credit Certificate of Achievement has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board.

The Automotive Technician Academic Credit Certificate of Achievement was approved by the Board of Trustees on February 23, 2021. However, after the approval, a typographical error was noticed, and the certificate requires 43 credits, and not 41 as previously approved. The resolution for approval has been corrected, and the President recommends approval.

The President recommends that the Board of Trustees adopt a revised resolution approving the Automotive Technician Academic Credit Certificate of Achievement.

**WHEREAS**, the Faculty and Administration have proposed an Automotive Technician Academic Credit Certificate of Achievement; and

**WHEREAS**, the College currently offers an Associate in Applied Science in Automotive Technology, which requires the completion of career courses and a minimum of 20 credits in General Education. However, many students take Auto Tech courses, obtain technical skills and find employment without finishing the AAS degree requirements leaving without a recognized credential; and

**WHEREAS**, completing these 43-credits would give students a Brookdale Certificate of Achievement and it would also give these individuals an opportunity to continue their studies if, and when, they may choose to obtain an AAS degree; and

**WHEREAS**, the Automotive Technician Academic Credit Certificate of Achievement has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the Automotive Technician Academic Credit Certificate of Achievement be and is hereby approved.

March 23, 2021

## Brookdale Community College College Policy

### 2.2000 Stormwater Management Policy

#### I. Title of Policy

Stormwater Management Policy

#### II. Objective of Policy

The purpose is to ensure that stormwater management requirements and controls for all new “major development” (as defined in N.J.A.C. 7:8, as may be amended from time to time), redevelopment, construction, non-construction, ongoing maintenance and post-constructions projects on campus are as defined in this Policy.

This mechanism accomplishes the following:

1. Adapts (and incorporates by reference) for such projects that are applicable by design and for performance standards, including, maintenance requirements, and monthly inspections established under N.J.A.C. 7:8 for major development and redevelopment stormwater construction projects. All storm drains and inlets designed by state standards outlined in Attachment C: “Design Standard – Storm Drain Inlets” as outlined by the NJDEP NJPDES Public Complex Stormwater General Permit (NJG0149764); PI ID No. 222179.
2. Requirements for all such projects, in order to comply, must be designed in accordance with performance standards. All storm drain inlets are by design as per State standards.
3. Requirements for the College’s “Post-Construction Program Design Check list” as pertaining to Individual Projects must be completed before each project is approved.

#### III. Authority

N.J.A.C. 7:8

Water Quality Planning Act, N.J.S.A. 58:11A-1 et. seq.

Water Pollution Control Act, N.J.S.A. 58:10A-1 et. seq.

Flood Hazard Area Control Act, N.J.S.A. 58:16A-50 et. seq.

Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.

Right to Farm Act, N.J.S.A. 4:1C-1 et seq.

New Jersey Department of Environmental Protection implemented Rules.

New Jersey Pollutant Discharge Elimination System Rules, N.J.A.C. 7:14A – 1 et. seq.

#### IV. Policy Statement

A. All new development and redevelopment projects directly affecting stormwater on College property shall be evaluated for their respective applicability to the following:

1. Compliance with the applicable design and performance standards established under N.J.A.C. 7:8 for major stormwater development projects including, but not limited to:

- a. All standards that are applicable by variance or an exemption granted under N.J.A.C. 7:8; or

- b. Alternative standards may be applicable under local and Statewide Water Quality Management Plans adopted in accordance with N.J.A.C. 7:15.

2. When applicable under N.J.A.C. 7:8, an entity shall ensure adequate long-term operation and maintenance of its BMP ("Best Management Practices"). This can include but may not be limited to preparing a project maintenance plan in accordance with N.J.A.C. 7:8-5.8, where applicable.

3. All new stormwater management measures which are created in part or as a result of compliance with N.J.A.C. 7:8 must be managed and maintained in accordance with the College's Public Complex Stormwater General Permit (NJG0149764).

4. Compliance, where applicable, with standards set forth in Attachment C of the College's Public Complex Stormwater General Permit (NJG0149764) to control passage of solid and floatable materials through storm drainage inlets.

5. Projects that do not require any Department permits as outlined in:

[https://www.state.nj.us/dep/dwq/public\\_complex/pdf/Chapter%204.pdf](https://www.state.nj.us/dep/dwq/public_complex/pdf/Chapter%204.pdf)

B. Requirements for N.J.A.C. 7:8 are applicable to individual projects:

1. For all major development projects, the NJDEP "Post Construction Design Checklist for Individual Projects", must be completed prior to each new construction project approval.

2. This checklist has been included as an Appendix to this Policy.

#### Penalties

Any person who erects, constructs, alters, repairs, converts, maintains and or uses any College building, structure or land in violation of this Policy shall, in the College's sole discretion, be subject to a revocation of their construction contract as applicable



dependent upon misconducted circumstances. Unforeseeable circumstances resulting ~~due to~~ from third party ~~interference~~ actions which may include, for example, but is not limited to, unpermitted discharges to the environment are subject to disciplinary action in accordance by local and state authorities.

## **V. Responsibility for Implementation**

President

Appendix to this Policy: NJDEP Post-Construction Program Design Checklist for Individual Projects: [Maintenance Plan](#)

Approved: Board of Trustees 4/12/2007

Revised: XX/XX/~~XXXX~~2021

## **Brookdale Community College College Policy**

### **2.2000 Stormwater Management Policy**

#### **I. Title of Policy**

Stormwater Management Policy

#### **II. Objective of Policy**

The purpose is to ensure that stormwater management requirements and controls for all new “major development” (as defined in N.J.A.C. 7:8, as may be amended from time to time), redevelopment, construction, non-construction, ongoing maintenance and post-constructions projects on campus are as defined in this Policy.

This mechanism accomplishes the following:

1. Adapts (and incorporates by reference) for such projects that are applicable by design and for performance standards, including, maintenance requirements, and monthly inspections established under N.J.A.C. 7:8 for major development and redevelopment stormwater construction projects. All storm drains and inlets designed by state standards outlined in Attachment C: “Design Standard – Storm Drain Inlets” as outlined by the NJDEP NJPDES Public Complex Stormwater General Permit (NJG0149764); PI ID No. 222179.
2. Requirements for all such projects, in order to comply, must be designed in accordance with performance standards. All storm drain inlets are by design as per State standards.
3. Requirements for the College’s “Post-Construction Program Design Check list” as pertaining to Individual Projects must be completed before each project is approved.

#### **III. Authority**

N.J.A.C. 7:8

Water Quality Planning Act, N.J.S.A. 58:11A-1 et. seq.

Water Pollution Control Act, N.J.S.A. 58:10A-1 et. seq.

Flood Hazard Area Control Act, N.J.S.A. 58:16A-50 et. seq.

Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.

Right to Farm Act, N.J.S.A. 4:1C-1 et seq.

New Jersey Department of Environmental Protection implemented Rules.

New Jersey Pollutant Discharge Elimination System Rules, N.J.A.C. 7:14A – 1 et. seq.

#### **IV. Policy Statement**

A. All new development and redevelopment projects directly affecting stormwater on College property shall be evaluated for their respective applicability to the following:

1. Compliance with the applicable design and performance standards established under N.J.A.C. 7:8 for major stormwater development projects including, but not limited to:

a. All standards that are applicable by variance or an exemption granted under N.J.A.C. 7:8; or

b. Alternative standards may be applicable under local and Statewide Water Quality Management Plans adopted in accordance with N.J.A.C. 7:15.

2. When applicable under N.J.A.C. 7:8, an entity shall ensure adequate long-term operation and maintenance of its BMP ("Best Management Practices"). This can include but may not be limited to preparing a project maintenance plan in accordance with N.J.A.C. 7:8-5.8, where applicable.

3. All new stormwater management measures which are created in part or as a result of compliance with N.J.A.C. 7:8 must be managed and maintained in accordance with the College's Public Complex Stormwater General Permit (NJG0149764).

4. Compliance, where applicable, with standards set forth in Attachment C of the College's Public Complex Stormwater General Permit (NJG0149764) to control passage of solid and floatable materials through storm drainage inlets.

5. Projects that do not require any Department permits as outlined in:

[https://www.state.nj.us/dep/dwq/public\\_complex/pdf/Chapter%204.pdf](https://www.state.nj.us/dep/dwq/public_complex/pdf/Chapter%204.pdf)

B. Requirements for N.J.A.C. 7:8 are applicable to individual projects:

1. For all major development projects, the NJDEP "Post Construction Design Checklist for Individual Projects", must be completed prior to each new construction project approval.

2. This checklist has been included as an Appendix to this Policy.

#### **Penalties**

Any person who erects, constructs, alters, repairs, converts, maintains and or uses any College building, structure or land in violation of this Policy shall, in the College's sole discretion, be subject to a revocation of their construction contract as applicable

dependent upon misconducted circumstances. Unforeseeable circumstances resulting from third party actions which may include, for example, but is not limited to, unpermitted discharges to the environment are subject to disciplinary action in accordance by local and state authorities.

## **V. Responsibility for Implementation**

President

Appendix to this Policy: NJDEP Post-Construction Program Design Checklist for Individual Projects: [Maintenance Plan](#)

Approved: Board of Trustees 4/12/2007

Revised: XX/XX/2021

# **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

## **2.9003 SOCIAL MEDIA POLICY AND GUIDELINES**

### **I. Title of Policy**

Social Media Policy and Guidelines

### **II. Objective of Policy**

The purpose of this Policy is to communicate the Brookdale Community College's ("College") policies and guidelines regarding the use of social media sites and establish processes for authorization and use of social media sites by College students, employees, departments and offices and individuals and entities that have pages/groups on Facebook and other social media platforms.

### **III. Authority**

U.S. Const. amend I; Article I Section 6 New Jersey Constitution 1947; Board of Trustees Bylaw 1.2050.

### **IV. Policy Statement**

Social networking sites such as Facebook and Twitter, as well as blogs, have become an integral part of everyday life for hundreds of millions of people around the world. As a result, social media has become an increasingly important aspect of the College's interaction and the College's transparency with the public, its students, employees and College community. This Policy is meant to provide clear and concise guidelines for the use of social media by the College's employees, students, and other authorized individuals.

#### **A. SCOPE**

The policies and procedures outlined herein apply to all College students, employees, and the College community. These policies and procedures also apply to all other persons, including third party service providers, contractor personnel and tenants, who are granted the use of the College's internet/intranet infrastructure, regardless of where these persons are located. These guidelines are applicable to any College employee, student or other authorized individual who creates or contributes to blogs, micro blogs, wikis, social networks, virtual worlds, websites, notification services (e.g., Nixle, Rave, Alertus), or any other kind of social media inside or outside of the College's domain. These policies and procedures shall also govern the drafting, distribution, and circulation of the College's press releases.

The College Relations Department shall identify employees and students who are authorized to engage in social media activities on the behalf of the College for the limited purpose of discussing College programs, activities and services.

Any posts made referencing Brookdale's name are subject to this Policy and Student and Employee Codes of Conduct.

Student clubs and organizations at the College are registered with the Student Life and Activities Department. Should a student club, recognized organization or individual associated with the College ("Official Groups") wish to publish a blog, social media page or initiate an account associated with Brookdale, they should contact College Relations and Student Life & Activities, with the proposed account name, platform, purpose of the account, and the names of the anticipated account holders, for approval. The Official Groups must comply with approved College branding standards. Contact College Relations for assistance.

Anyone who participates in social media on behalf of the College, whether on or off duty, is expected to understand and follow this Policy and the guidelines outlined herein.

This Policy and the guidelines and procedures set forth herein are subject to change as new technologies and social networking tools emerge.

## **B. DEFINITIONS**

Social Media is defined as the various activities and websites (both internal and external to the College) that integrate technology, social interaction, and content creation. Social Media uses many technologies and forms, including, but not limited to, web feeds, wikis, blogs, photo and video-sharing, and podcasts.

## **C. RESPONSIBILITY**

- The establishment of social media pages and sites must be based on a clear business or educational need that is not served by the College's existing social media platforms.
- The Department of College Relations will provide guidance on the engagement of College personnel in social media marketing to ensure the portrayal of a consistent and accurate message and branding of the College via online media outlets.
- The Department of College Relations will oversee the coordination of social media activity for the College and its departments. The Department of College Relations shall be notified of any new social media created to promote the College.
- The College Relations Department reserves the right to utilize or discontinue the use of social media platforms in its sole discretion. These social media activities are defined below.

## **SOCIAL MEDIA PLATFORMS**

Social media, as used in this Policy, refers to all forms of on-line tools or services through which virtual communication is created allowing users to publish commentary and share information, ideas, personal messages and other content, including but not limited to, blogs, wikis, and social networking sites such as Facebook, Youtube, LinkedIn, Snapchat, Pinterest, Tumblr, Instagram, TikTok, Twitter and other similar services.

The College's Social Media Platforms, include, but are not limited to, the following:

TWITTER @brookdaleccnews  
FACEBOOK @BrookdaleCCnews  
INSTAGRAM @brookdalecc  
YOUTUBE @brookdaleccnews

### **General Usage Guidelines:**

The College encourages all students, staff and community members, and expects administrators of officially affiliated webpages to be aware of copyright law as it applies to intellectual property on-line and all to abide by these laws. See resources on the United States Copyright Office's website ([www.copyright.gov](http://www.copyright.gov)) FAQs and the College's website: [www.brookdalecc.edu](http://www.brookdalecc.edu): Copyright Information and Guidelines.

All Official College Media Sites must adhere to state and federal laws and regulations and College Policies. Only public information may be posted on Official College Media Sites. Official College Media Sites must not contain sensitive personal information nor other confidential information as defined by the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and relevant College Policies and Regulations.

Webpages and social media identified with the College must be consistent with the College's branding guidelines, and Employee and Student Codes of Conduct, and shall be used only to support an authorized College or student function, group, or event.

### **D. Policy Regarding the Official Use of the College's Social Media Sites and Tools.**

The College understands that social networking and Internet services have become a common form of communication in the workplace and among stakeholders, citizens and students. Social networks are online communities of people or organizations that share interests or activities and use a wide variety of Internet technology to make the interaction a rich and robust experience. Employees, students and other authorized individuals who are authorized

by the College to participate in social networks as a representative of the College shall adhere to the following guidelines when posting in such authorized capacity:

- All of the College's policies, rules, regulations, and code of conduct and ethics including, but not limited to, its equal employment opportunity, anti-harassment policy, Information Systems Policies and Guidelines Policies on the Use of College Information Systems and disciplinary policy, apply to employees, students and other authorized individuals who engage in social networking activities while conducting College business. Use of your College e-mail address and communicating in your official capacity will constitute conducting College business.
- Protect your privacy, the privacy of citizens, and the College's confidential information when engaging in social media activities. Follow all privacy protection laws, i.e., HIPPA, and protect sensitive and confidential College information. For purposes of this policy, "confidential information" refers to any information that is not publicly known, that is not otherwise available through New Jersey's Open Public Records Act, N.J.S.A. 47:1A-1, ("OPRA") or that is considered private information pursuant to federal, state or local law. It does not include any information that is subject to disclosure by the OPRA or is otherwise disclosable pursuant to the Employer-Employee Relations Act.
- Follow all copyright laws, open records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply when engaging in social media activities.
- Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval.
- Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the College's workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
- Frame any comments or responses in a respectful and positive manner. Do not argue with commenters. Be clear, but not defensive.
- Add value to the College through your interaction. Provide worthwhile information and perspective.
- All College information that is considered non-public and that is not disclosable under OPRA or the Employer-Employee Relations Act must be protected. Respect and maintain the confidentiality entrusted to you. Do not divulge or discuss proprietary information, personal details about other people or other confidential material.
- Stick to your area of expertise and provide unique, individual perspectives.



- Work and productivity matter. For your social media endeavors to be successful, you need to find the right balance between social media and other work.
- All College social networking activities are subject to State of New Jersey open records laws.

## **E. Personal Social Media Use**

The College recognizes that employees and students have the right to use and maintain personal Web sites or to engage in social networking. However, the line between public and private activity has been blurred by these social networking tools, which is the primary reason these guidelines were developed. Information from your personal Facebook page, blog entries and tweets – even if they are intended as personal messages between family and friends – can easily reach beyond your intended audience and represent you and the College to the outside world. For that reason, the College’s policies, rules, regulations, and code of conduct and ethics including, but not limited to, its equal employment opportunity, anti-harassment policy and disciplinary policy, and other sections of this Social Media Policy should be your guides when you use these tools. Here are some additional guidelines for employees’ and students’ personal social networking sites:

- Recognize that everything you post or receive on a social media site is public. Anyone with access to the web can get access to your activity on social media sites. You are responsible for the content you post. If it gives you pause, pause before you publish.
- Remember that your personal and professional lives overlap in your online activity and that as a public employee you can be disciplined for your off-duty conduct.
- Before posting, consider how your comment or behavior would be received if it appeared in the mass media. In other words, behave as if you are in any other public setting.
- Use privacy settings to keep items you share with friends and family separate from what you share with your work-related “friends.”
- Make it clear that you are speaking for yourself and not on behalf of the College. If you publish content on any Web site outside of the College and it has something to do with the work you do or subjects associated with the College, use a disclaimer such as this: “The postings on this site are my own and don’t necessarily represent Brookdale Community College’s positions or opinions.”
- Remember that personal attacks and criticisms can cause a negative reaction.

- Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the College's workplace and that would violate the College's policies, rules, regulations, and code of conduct and ethics including, but not limited to, its equal employment opportunity, anti-harassment, Title IX and disciplinary policies.
- All College information that is considered non-public in nature and that is not disclosable under OPRA or the Employer-Employee Relations Act must be protected. Respect and maintain the confidentiality entrusted to you. Do not divulge or discuss proprietary information, personal details about other people or other confidential material.
- When in doubt about any online activity, contact the College Relations Department.
- The foregoing provisions are not intended to interfere with any employee's and student's rights pursuant to the First Amendment of the United States Constitution or Article I Section 6 of New Jersey's Constitution. Likewise, this policy is not intended to restrict the right of any employee to engage in protected concerted activities as defined by the Employer-Employee Relations Act. Any person who believes their right to engage in such activities have been violated by this policy should contact the College Relations Department or Executive Associate, Legal Services.

## **F. Prohibited Uses of Social Media and Public Comment Policy**

Expressions of speech that constitute libel are prohibited. Libel means speech that intentionally or negligently makes false statements about an individual, group or entity that causes injury to a person or entity's reputation; and speech that maliciously makes false statements, connotations or inferences that causing injury to their reputation.

Expressions of speech that are obscene and not protected by the First Amendment are prohibited. Obscenity means a depiction or description, in a patently offensive way, of sexual conduct or excretory functions that, when taken as a whole, lacks serious literary, artistic, political or scientific value or that the average person, applying contemporary local standards, would find, when taken as a whole, appeals to prurient interests.

Expressions of speech that constitute harassment or discrimination under College Policies and/or State of New Jersey or Federal law are prohibited.

Expressions of speech that are directed to inciting or producing imminent violence or other breach of the peace and are likely to incite or produce such action are prohibited.

Expressions of speech that reveal information protected from disclosure by College policy, State of New Jersey or Federal law, including confidential student information, protected health information, confidential personal information, personal financial information, or confidential research data are prohibited.

The use of film, photographs, logos, or other material that violates the copyright, trademark or intellectual property rights of the College or others is prohibited.

Digital and audio recordings of live or on-line classroom instruction, and events held by Student Life & Activities or Registration/Admissions may be published on Social Media by College employees in the course of their official duties, consistent with College Policies and applicable laws. Digital and audio recordings of live or on-line classroom instruction may not be published by the College's students on Social Media without the prior written consent of the faculty member(s) and the AVP, Student Affairs or VP, Academic Affairs.

## **G. Violations**

Employees who violate this Policy may be subject to disciplinary measures, consistent with any applicable collective bargaining agreement, up to and including suspension, dismissal, and termination.

Students who violate this Policy may be subject to discipline in accordance with the College's Student Code of Conduct.

## **V. Responsibility for Implementation**

President

Interim Executive Director, College Relations

**Approved: X/X/XXXX**

Related Policies and Regulations:

4.7001 Red Flag Identity Theft (Policy and Regulation)

4.7002 Information Security Program (Policy and Regulation)

4.7003 Data Classification and Permitted Use (Regulation)

4.7004 Graham-Leach-Bliley Act (Regulation)

4.7005 General Data Processing Regulation (Regulation)

Submitted for Approval: March 23, 2021

Page 7 of 7

**RESOLUTION OF THE BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES RENEWING THE  
SERVICES AND RATIFYING EMPLOYMENT AGREEMENT FOR DR. DAVID STOUT**

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-12(e), the board of trustees of a county college is empowered to appoint and fix compensation and term of office of a president of a college, who shall be the chief executive officer of the college and an ex officio member of the board of trustees; and

**WHEREAS**, as a result of the search process conducted in 2018, the Board of Trustees ("Board") determined that Dr. David M. Stout ("Dr. Stout"), possessed the necessary skills and qualifications to serve as President of Brookdale Community College ("College") and to lead the College into the future; and

**WHEREAS**, Dr. Stout was appointed to the office of President of Brookdale Community College for a three (3) year term on May 15, 2018; and

**WHEREAS**, as a result of and in recognition of Dr. Stout's exemplified leadership, vision, extraordinary work ethic and positive performance reviews, the Board has determined that Dr. Stout, possesses the necessary skills and qualifications to continue to serve as President of the College and to lead the College into the future; and

**WHEREAS**, the Board of Trustees of Brookdale Community College ("Brookdale") has determined that it is in the best interests of the College, its students, the college community and the residents of Monmouth County to retain Dr. Stout to continue to serve as President of Brookdale; and

**WHEREAS**, The Board and Dr. Stout have negotiated an Employment Agreement for the extension of the President's employment for an additional three (3) year term commencing July 1, 2021;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College as follows:

1. The Board of Trustees hereby agrees to extend the employment of Dr. David M. Stout as President of Brookdale Community College for a three (3) year term commencing on July 1, 2021 and ending on June 30, 2024.
2. The Board of Trustees hereby approves and ratifies the Employment Agreement negotiated between the parties upon the terms set forth therein.
3. The Chairman of the Board is hereby authorized and directed to execute and deliver said Employment Agreement on behalf of the Board.

**BROOKDALE COMMUNITY COLLEGE**

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Date adopted: March 23, 2021

Brookdale Community College is entering into a Joint Agreement with the Monmouth County Division of Workforce Development whereby Brookdale Community College will serve as the Subcontractor for Incumbent Worker Training Services.

This agreement will provide both workers and employers with the opportunity to build and maintain a quality workforce and increase both participants' and companies' competitiveness. Incumbent Worker Training (IWT) is responsive to the special requirements of an employer or a group of employers in partnership to deliver training to: increase both participants' and companies' competitiveness, help avert potential layoffs of employees, or increase employees' skill levels so they can be promoted within the company and create backfill opportunities for the employers.

Brookdale Community College must anticipate fulfilling the responsibilities defined in the Scope of Work, including but not necessarily limited to:

1. Provide Incumbent Worker Training services.
2. Outreach to Business to bring about training opportunities.
3. Maintain records as necessary for the coordinated, efficient, and effective delivery of services.
4. Seek Workforce Development Board approval prior to delivery of training or services.
5. Provide training or a trainer for the program.
6. Maintain all records related to the training and/or trainer of services.
7. Develop and maintain Standard Operating Procedures (SOP).
8. Convene regularly, but not less than monthly, for program review meeting.
9. Submit billing documents on a quarterly basis.
10. Develop a customer service satisfaction survey for businesses served.
11. Follow-up with Business for minimum one (1) year.
12. Provide Level of Service reporting on a monthly basis.
13. Follow Monmouth County Workforce Development Board sector strategy, which prioritizes Healthcare, Technology, Retail, Hospitality, and Tourism as a primary focus. Expand to other sector business as opportunities arise.

The Workforce Development Board will

1. Approve IWT programs presented from Brookdale Community College.
2. Provide program oversight.
3. Provide program monitoring at least once through program length.
4. Ensure compliance with WIOA procedures and guidelines.
5. Enter customers into appropriate databases.
6. Provide all reporting to the New Jersey Department of Labor.
7. Assist with outreach to businesses.



## **BOARD OF TRUSTEES**

General Functions

Administration

Human Resources

Finance & Facilities

**POLICY & EDUCATION**

Brookdale Community College has been awarded One Hundred Fifty Thousand (\$150,000.00) Dollars to provide Incumbent Worker Training. This is a reimbursement-based contract for 750 hours over the life of the contract.

### RECOMMENDATIONS

The President recommends that the Board of Trustees adopt a resolution approving the College enter into this agreement with Monmouth County Division of Workforce Development.

## **RESOLUTION**

**WHEREAS**, Brookdale Community College and Monmouth County Division of Workforce Development are guided by similar visions, missions, values, and commitment to promote economic development in Monmouth County; and

**WHEREAS**, Brookdale Community College and Monmouth County Division of Workforce Development seek to develop collaborative endeavors built on the strengths and capacities of both institutions to provide both workers and employers with the opportunity to build and maintain a quality workforce and increase both participants' and companies' competitiveness; and

**WHEREAS**, it is the goal of Brookdale Community College and Monmouth County Division of Workforce Development to collaborate to provide work-based training and upskilling designed to provide both workers and employers with the opportunity to build and maintain a quality workforce and ensure that employees of a company can acquire the skills necessary to retain employment and advance within the company, or to acquire the skills necessary to avert a layoff; and

**WHEREAS** Brookdale Community College has been awarded One Hundred Fifty Thousand (\$150,000.00) Dollars to provide Incumbent Worker Training in collaboration with the Workforce Development Board. This is a reimbursement-based contract for 750 hours over the life of the contract, and

**WHEREAS** the Board of Trustees of Brookdale Community College has reviewed and approved the Memorandum of Agreement; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that Brookdale Community College and Monmouth County Division of Workforce Development will enter into this Joint Agreement at the time of this signing for a period of one (1) year with two (2) one (1) year renewal options contingent upon the successful delivery of services and funding availability. The options for renewal will be mutually agreed upon by both parties.

March 23, 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>	<u><b>Executive Committee (5)</b></u> <b>Dr. Hank Cram – Chair</b> <b>Mr. Bret Kaufmann, Vice-Chair</b> Ms. Tracey Abby-White Ms. Suzanne Brennan Mr. Paul Crupi		<u><b>Finance and Facilities (5)</b></u> <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>	<u><b>Student Success &amp; Educational Excellence (4)</b></u> <b>Mr. Bret Kaufmann, Chair</b> Ms. Hanna Walker Dr. Les Richens Ms. Dyese Davis Ms. Marta Rambaud	<u><b>Governance (4)</b></u> <b>Ms. Suzanne Brennan, Chair</b> Ms. Hanna Walker Ms. Dyese Davis Ms. Latonya Brennan	<u><b>Audit Committee (4)</b></u> <b>Mr. Paul Crupi Chair</b> Ms. Marta Rambaud Dr. Les Richens Ms. Latonya Brennan
<b>Liaisons</b>	<b>Liaisons</b> <u><b>Liaison to New Jersey Council of County Colleges (NJCCC)</b></u> Ms. Barbara Horl <u><b>NJCCC Trustees Ambassador</b></u> Ms. Barbara Horl		<u><b>Liaison to Brookdale Community College Foundation</b></u> Ms. Tracey Abby-White

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



**BROOKDALE COMMUNITY COLLEGE**  
**2021 UPCOMING EVENTS**

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
March 16	Executive Committee Meeting	5:15PM	Zoom
March 16	Finance & Facilities Meeting	5:30PM	Zoom
March 17	Governance Committee Meeting	5:30PM	Zoom
March 22	NJCCC Council Meeting	5:00PM	Zoom
March 23	BOT Public Business Meeting	5:30PM	Zoom Webinar
March 25	Foundation Board Meeting	4:00pm	Zoom
April 18	Open House		Robert J. Collins Arena
April 19	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
April 20	Executive Committee Meeting	5:15PM	Zoom
April 20	Finance & Facilities Committee Meeting	5:30PM	Zoom
April 27	BOT Public Business Meeting	5:30PM	Zoom Webinar
May 11	EOF Graduation Dinner	6:30PM	Zoom
May 12	Culinary Graduation	4:00PM	Robert J. Collins Arena
May 13 & 14	Commencement	9:00AM-5:00PM	Outside Arena
May 17	Audit Committee Meeting	6:00PM	Zoom
May 17	Nursing Pinning	6:00PM	Robert J. Collins Arena
May 18	Allied Health Pinning	4:00PM	Robert J. Collins Arena
May 18	Executive Committee Meeting	5:15PM	Zoom
May 18	Finance & Facilities Committee Meeting	5:30PM	Zoom
May 20	Foundation Board Meeting	4:00PM	Zoom
May 25	BOT Public Business Meeting	5:30PM	Zoom Webinar
<b>June 4</b>	<b>Scholarship Ball</b>	<b>6:30 PM-11:30 PM</b>	<b>Eagle Oaks Country Club</b>
June 15	Executive Committee Meeting	5:15PM	Zoom
June 15	Finance & Facilities Committee Meeting	5:30PM	Zoom
June 17	Foundation Board Meeting	4:00PM	Zoom
June 21	NJCCC Council Meeting	5:00PM	Zoom
June 22	BOT Public Business Meeting	5:30PM	Zoom Webinar
July 20	Executive Committee Meeting	5:15PM	Zoom
July 20	Finance & Facilities Committee Meeting	5:30PM	Zoom
July 27	BOT Public Business Meeting	5:30PM	Zoom Webinar
August 17	Executive Committee Meeting	5:15PM	Zoom
August 17	Finance & Facilities Committee Meeting	5:30PM	Zoom
September 1	Convocation	9:00AM	Zoom
September 20	Governance Committee Meeting	5:30PM	Zoom
September 21	Executive Committee Meeting	5:15PM	Zoom
September 21	Finance & Facilities Committee Meeting	5:30PM	Zoom

DATE	EVENT	TIME	LOCATION
September 22	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
<b>September 24</b>	<b>Education Golf Outing</b>	<b>All Day</b>	<b>Eagle Oaks Country Club</b>
September 28	BOT Public Business Meeting	5:30PM	Zoom Webinar
<b>October 13-16</b>	<b>ACCT Leadership Congress</b>		<b>Manchester Grand Hyatt, San Diego</b>
October 17	Fall Open House	12PM-3:00PM	TBD
October 18	Audit Committee Meeting	6:00PM	Zoom
October 19	Executive Committee Meeting	5:15PM	Zoom
October 19	Finance & Facilities Committee Meeting	5:30PM	Zoom
October 26	BOT Public Business Meeting	5:30PM	Zoom Webinar
November 8	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
November 9	Executive Committee Meeting	5:15PM	Zoom
November 9	Finance & Facilities Committee Meeting	5:30PM	Zoom
November 10	Governance Committee Meeting	6:00PM	Zoom
November 16	BOT Public Business Meeting	5:30PM	Zoom Webinar
December 6	Audit Committee Meeting	6:00PM	Zoom
December 7	Executive Committee Meeting	5:15PM	Zoom
December 7	Finance & Facilities Committee Meeting	5:30PM	Zoom
<b>December 8-10</b>	<b>MSCHE Annual Conference</b>		<b>Philadelphia, PA</b>
December 14	BOT Public Business Meeting	5:30PM	Zoom Webinar

### Brookdale Community College 2021 Upcoming Events

**BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2021 01/28/21**

<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	<del>February 9 6 PM</del>	
Tuesday, March 23, 2021	March 16 5:15 PM	March 16 5:30 PM	March 17 5:30 PM		<b>March 8 5:30 PM</b>	
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

V2 – Feb. Audit mtg. rescheduled for March 8