



Board of Trustees Public Business Meeting

Brookdale Community College

Warner Student Life Center, Navesink Rooms, 765 Newman Springs, Rd.,
Lincroft, NJ 07738 or Zoom Webinar

Aug 24, 2021 5:30 PM - Aug 24, 2021 9:00 PM EDT

Table of Contents

I. Call to Order, Reading of Statement, Roll Call and Announcement of Procedures for Making Public Comment

II. Pledge of Allegiance

III. Moment of Silence

IV. Adoption of Agenda

V. Swearing in of Trustee Austin Smith

VI. Recognition of Trustee Madeline Ferraro

VII. Approval to Enter into a Joint Admission and Traditional Transfer agreements with William Paterson University.....4

William Paterson University BOT Resolution - August 2021 (8-14-21).docx.....4

A. Signing of Agreements

VIII. President's Report

IX. Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee - August 17, 2021

1. Capital Project Update

2. Monthly Financial Reporting

B. Student's Perspective

C. NJCCC Update

D. Foundation Update

X. Public Comment on Agenda Items

XI. Review of Consent Agenda

*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

XII. Approval of Public Business Meeting Minutes - June 22, 2021.....7

BOT PBM Minutes June 22 2021 DRAFT v3.docx.....7

Attachment A - Min BOT PBM June 22 2021.docx.....16

Attachment B - Min BOT PBM June 22 2021.docx.pdf.....17

| | |
|---|-----------|
| XIII. Approval of Executive Session Meeting Minutes - June 22, 2021..... | 20 |
| | |
| XIV. Approval of Public Business Meeting Minutes - July 30, 2021..... | 28 |
| BOT Retreat Minutes FRIDAY July 30 2021 - DRAFT v4.docx..... | 28 |
| | |
| XV. Approval of Public Business Meeting Minutes - July 31, 201..... | 31 |
| BOT Retreat Minutes SATURDAY July 31 2021 - DRAFT.docx..... | 31 |
| | |
| XVI. Approval of Consent Agenda | |
| A. Approval of Human Resources..... | 34 |
| BOT HR Aug 2021 (2).docx..... | 34 |
| | |
| B. Approval of Amendment to the Brookdale Community College Flexible Benefits Plan..... | 47 |
| FSA Extension 3.2 Aug 2021 (1).docx..... | 47 |
| Amendment to FSA 3.2 Aug 2021 (2).docx..... | 48 |
| | |
| C. Acceptance of Gifts..... | 49 |
| 1.51-Acceptance of Gifts-Fabric and Dresses.docx..... | 49 |
| | |
| D. Acceptance of Grants..... | 50 |
| 082421-2.1 Acceptance of Grants-OMIC-Bond Act-CCOG.docx..... | 50 |
| | |
| E. Approval of Application for Grants..... | 54 |
| 082421-2.2-Application for Grants-CTE-DH-NJCH.docx..... | 54 |
| | |
| F. Purchases in Excess of \$37,500 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500..... | 57 |
| 8-24-21 4 2 Purchases.doc..... | 57 |
| | |
| G. Open Invoice Payment Requests for Vendor, Student and Employee..... | 61 |
| 8-24-21 4 2b AP Check Register Summary.doc..... | 61 |
| | |
| H. Monthly Financial Reports..... | 62 |
| 8-24-21 4 1 Financial Reporting P.doc..... | 62 |
| | |
| I. Capital Project Update..... | 66 |
| 8-24-21 Chapter 12 Project Status Report.pdf..... | 66 |
| 8-17-21 Brief Facilities Projects.docx..... | 72 |
| | |
| XVII. Approval to apply to the NJ Board of Public Utilities for Economic Incentive Programs for Solar Electric Energy Generation Projects..... | 73 |
| 8-24-21 Board Brief Intersect Energy LLC.docx..... | 73 |
| 8-24-21 4 3 NJ Board of Public Utilities Incentive Programs.doc..... | 74 |

XVIII. Public Comment

XIX. Old/New Business

XX. Resolution to Hold a Closed Meeting

XXI. Motion to Re-Open the Meeting to the Public

XXII. Adjournment

XXIII. Appendix76

Board Schedule, Board Committees

BOT 2021 All meetings schedule v4 062221.docx.....76

COMMITTEE ASSIGNMENTS 2021 v4 080921.docx.....77

5.1 Curriculum

Brookdale Community College is entering into a robust transfer agreement that includes both Joint Admission and Traditional Transfer Agreements with William Paterson University. This agreement will provide an opportunity for students to seamlessly transfer to William Paterson University after obtaining their Associate Degree from Brookdale Community College. The Transfer Agreement provides program to program direct transfer for 25 Associate of Art and Associate of Science degrees. Additional program to program transfer curriculum mapping may be developed in the future. In this Transfer Agreement, mapped degree programs include:

| Brookdale Community College | William Paterson University Equivalent |
|---|---|
| AS Business Administration | BS Marketing* BS Management* BS Finance BS Accounting |
| AS Math/Science - Biology Option | BS Biology, General |
| AS Math/Science - Chemistry Option | BS Chemistry |
| AS Computer Science | BS Computer Science BS Computer Info Tech. |
| AS Criminal Justice | BA Criminology & Criminal Justice* |
| AS Environmental Science | BS Environmental Science |
| AS Math/Science - Mathematics Option | BS Mathematics |
| AA Humanities - Media Studies Option | BA Communications, Media Studies BA Communications, Communication Studies* |
| AA Humanities - Music Option | BA Music Studies |
| AS Math/Science - Physics Option | BS Mathematics |
| AA Social Sciences - Political Science Option | BA Political Science |
| AS Human Services - Pre-Social Work Option | BA Sociology, General BA Psychology* |
| AA Social Sciences - Psychology Option | BA Psychology* |
| AS Public Health | BS Public Health BS Health Studies* |
| AS Math/Science - Science Option | BS Biology BS Chemistry BS Mathematics |
| AA Social Sciences | BA Liberal Studies* |
| AA Humanities - Theater Option | BA Communication, Theater and Comedy |
| AA Humanities - Liberal Arts Option | BA Leadership and Professional Studies** |

*Program is offered both online and in-person

**Program is offered ONLY online



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

POLICY & EDUCATION

Upon completion of the Associate Degree, students will be guaranteed admission to William Paterson University as long as they meet the minimum requirements as stated in the transfer agreement language. Application fees will be waived for Brookdale Community College students who apply through the Joint Admission agreement.

RECOMMENDATIONS

The President recommends that the Board of Trustees adopt a resolution approving the College enter into this transfer agreement with William Paterson University.

RESOLUTION

WHEREAS, Brookdale Community College and William Paterson University are guided by similar visions, missions and values and the commitment to provide quality, accessible, affordable higher education to area residents; and

WHEREAS, Brookdale Community College and William Paterson University seek to develop collaborative endeavors built on the strengths and capacities of both institutions for the education of their students; and

WHEREAS, it is the goal of Brookdale Community College and William Paterson University to collaborate on a Pioneer Pathways Joint Admission Agreement, which shall provide a seamless transition for Brookdale students, who successfully complete an associate degree at Brookdale, to an approved academic program at William Paterson University, offered either at Brookdale, at William Paterson's campus, or via William Paterson's Online; and

WHEREAS, the Brookdale Community College – William Paterson University Pioneer Pathways Joint Admission transfer agreement is structured for Brookdale Community College to provide all the 100- and 200-level required and elective courses and William Paterson University to provide all the junior- and senior-level required courses to ensure a seamless transfer and completion of the baccalaureate in a timely manner; and

WHEREAS, Brookdale Community College students who choose Pioneer Pathways Joint Admission will be granted guaranteed admission and application fee waivers to William Paterson University; and

WHEREAS, Brookdale Community College students who earn an associate degree at Brookdale Community College are guaranteed junior status admission to William Paterson University conditional upon meeting the prerequisites of the minimum requirements for admission to a particular major curriculum or area of study; and

WHEREAS, Brookdale Community College and William Paterson University will provide a full complement of academic and student support services and have shared responsibility for the marketing and promotion of the Joint Admissions transfer agreement; 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 William Paterson University will enter into this Joint Admissions Agreement at the time of this signing for a five year period of time with the option to update and revise the agreement and curriculum program maps on an annual basis.

August 24, 2021

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

June 22, 2021

**Brookdale Community College
Student Life Center, Navesink Rooms
765 Newman Springs Rd.
Lincroft, NJ 07738**

And Zoom Webinar

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

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

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

On June 16, 2021 at 12 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Cram led the Pledge of Allegiance.

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

Chair Cram read our mission statement:

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

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|---|------------------------------|
| Adoption of Agenda | A motion to adopt the meeting agenda was made by Trustee Davis and seconded by Trustee Walker. Motion passed. | |
| Approval to Enter into an Updated Agreement with Monmouth County Vocational School District at the Culinary Education Center of Monmouth Chair Cram welcomed Dr. Ford, Superintendent of the Monmouth County Vocational District to the meeting. Dr. Stout thanked Dr. Ford for the opportunity to continue the long relationship with the Monmouth County Vocational District in the Culinary Education Center in Asbury Park, and thanked all those involved in the negotiation of this new agreement. Dr. Ford thanked Dr. Stout and the Board of Trustees for the opportunity to enter into this new agreement which allows a clear pathway for high school students to move right into a college setting and continue their education. | A motion was made to approve entering into an updated agreement with Monmouth County Vocational School District at the Culinary Education Center of Monmouth was made by Vice-Chair Kaufmann and seconded by Trustee Crupi. Motion passed. Abstentions: Trustees Richens and L. Brennan | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|-------------|------------------------------|
| Dr. Stout and Dr. Ford jointly signed the agreement. | | |
| <p>Recognition of Trustee Hanna Walker – Trustee Cram read a resolution in honor of Trustee Hanna Walker (Attachment A) and presented her with a gift. Trustee Walker responded that she was very grateful to have her last meeting in person, and she is looking forward to the future.</p> | | |
| <p>Proclamation – Emeritus Employees – Dr. Stout read a proclamation honoring the following Emeritus Employees:</p> <p>Professor, Emeritus - 2020 - Jane Banks, Newana Barnes, Antonio Blaser, Michael Fowler, Carl Francese, Fred Fraterigo, Seymour Seigler, Sylvia Smith, Anthony Snyder, Barbara Tozzi and Linda Wang. Administrator, Emeritus – 2020 – Lee Blaustein, Kimberly Heuser, Norma Klein, Carol McCartin, Kay Merritt, Ann Tickner-Jankowski Staff, Emeritus – 2020 – Thomas Hughes</p> | | |
| <p>President’s Report – Dr. Stout acknowledged that this is our first public Board meeting since February 2020, and thanked the IT Department, Auxiliary Services and Event Management personnel who assisted in setting up this in person meeting. He also acknowledged all those who have continued to work in person on campus since the pandemic began last March to allow our College to continue its operations.</p> <p>Dr. Stout recognized the employees who retired during this past academic year, which included more than 30 individuals, some of whom had dedicated their entire professional careers to working at Brookdale. He thanked them for their hard work and making Brookdale a great institution. He also acknowledged individuals who will be retiring in the very near future. Those retiring this year are Geana Merola, Joe Accurso, Oly Malpica-Proctor, Pat Gallo, Tim Burke, Mike Toomey, Joan Santa Croce, Debbie Meyer, Marian Smith, Ellen Leung, Hilda Dudick, Kris Daly, Mary Ehret, Maria Fernandez, Geralyn Saada, Herb Cohen, Mary Lambert, Jeana Malmros, Eric Malmros, Ruth Wallman, Guy Pellicane, John Scarinzi, Steven Dunn, Tani Ortore, Gerry Monroy, Bruce Marich, Maria Judice, Tom Berke, and Ed Stein. Those retiring in the near future are Ruben Guerra, Jackie Kugit, Linda Martin, Anita Molski, Laura Cheremisinoff and Denise DeMichael.</p> <p>Dr. Stout read a proclamation honoring Cynthia Gruskos, Senior Assistant to the President and the Board of Trustees, proclaiming her as Brookdale Outstanding Professional Board Staff Member and she will be nominated for the Association of Community College Trustees (ACCT) Regional Award for Professional Board Staff. Ms. Gruskos thanked Dr. Stout and the Board for acknowledging her with this award and the nomination to ACCT.</p> | | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|-------------|------------------------------|
| <p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – June 15, 2021 – Vice-Chair Kaufmann reported on behalf of Trustee Abby-White. He reported the following:</p> <p>The Finance & Facilities Committee met on Tuesday, June 15 via Zoom under the leadership of Committee Chair Tracey Abby-White.</p> <p>Engineer of Record Ray Savacool of T&M reviewed his June 7 report. There was discussion regarding replacement of a concrete slab at the softball field and completion of the soccer field bleachers, life safety lighting, CVA Roofing, and MAN building rear concrete slab projects. Additionally, the committee discussed development of the next Facilities Master Plan and decided that Mike Naparolo will report on projects being managed by the College going forward.</p> <p>Vice President Manfreda reviewed her financial report for the period ending April 30. Total revenues are 9% lower than the same time last year due to a \$3.9 million decrease in tuition and fees, a 1.9% reduction in state appropriations, and \$1 million loss in CPS revenue, all directly attributed to COVID. Expenses are down 7.7% compared last year. The monthly cash balance continues to substantially exceed last year, and the College’s surplus will surpass the Board’s \$1 million goal despite the COVID-related financial challenges.</p> <p>VP Manfreda reviewed the 39 recommended purchases in tonight’s Board packet, which include annual renewals, federal stimulus purchases, Chapter 12 projects, the award of Property & Liability Insurance, and the award of the Fire project. The committee recommended supporting these purchases and recommended moving the ASBCC Budget forward for approval. The ASBCC Budget is funded by student fees.</p> <p>In reviewing the Auxiliary Budget, there was significant discussion about the Radio Station as a result of its projected loss in FY22. Dr. Reed explained plans to move the Radio Station and the Communication Media program under Dr. Burns to form a new Media Studies academic program which will utilize the Radio Station as a learning laboratory. VP Manfreda noted that the Radio Station will receive CARES funding next year which will reduce the projected losses and Dr. Stout noted that he is in discussions with the Commissioners about additional opportunities. There was also a discussion about the new Esports program which is housed under the Auxiliary Budget to allow for revenue generating opportunities. Projected Esports expenses are related to one-time capital costs and the budget was developed for a worst-case scenario. The Committee recommends voting on the Auxiliary Services FY22 Budget.</p> <p>Dr. Stout recommended approval to Enter into an Updated Agreement with Monmouth County Vocational School District at the Culinary Education Center of Monmouth County. He described the benefits this updated agreement will bring to the College and our students. A ceremonial signing is planned for our meeting tonight.</p> <p>The committee reviewed and supported a request to fill 13 positions with a net-zero gain, as well as 34 recommended HR actions to be approved by the Board tonight, including hires, changes of status, and separations.</p> | | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|-------------|------------------------------|
| <p>Finally, Vice President Kaari recommended the approval of the funds for the Body Worn Camera Grant and acceptance of gift of fabrics and sewing items. She noted that grants revenue awarded to date is \$4,139,701 and pending grants in the amount of \$6,254,775. Finally, Vice President Kaari reported on the Foundation's positive financial position with a significant increase in net assets due to the Foundation's investments and a \$350,000 gift from the Women's Exchange.</p> <p>B. NJCCC Update - Trustee Horl reported on two meetings she attended during the month of June, the State and Federal Policy Committee and the Full Council meeting on June 11. She highlighted the following:</p> <ol style="list-style-type: none"> 1. Marketing Campaign update - was provided between the Council, OSHA and the Student Aid Administration which has two goals which are to increase enrollment of students under the Community College Opportunity Grant and to encourage all applicants to complete the FASFA forms. 2. State Budget - Trustee Horl brought attention to the real news of the day which is the State budget bill was released by the legislature today, which includes a \$10 million increase in operating aid for county colleges. She highlighted that this is the first increase of operating aid in 13 years. This budget also includes full funding for CCOG, \$5 million for Student Success Grants, full funding for Chapter 12 and the new Garden State Guarantee Program, which was amended to fund only the third and fourth year of a student's college education at a four-year institution. She thanked Dr. Stout Mr. Ed Johnson, and Chair Cram for their collaborative work in advocating to almost the full Monmouth County delegation for this budget which supports our students and keeps Brookdale strong. She further reported that the budget needs to be acted upon by the end of June. <p>C. Graduate Trustee Report – Trustee Walker provided her last report. She reported that students are focusing on their summer courses and other students are excited for the fall semester. She noted that students are very eager to see the graduation video once it is posted. She attended the first NJCCC Student and Alumni Committee, whose purpose is for students and alumni to give their input about college initiatives. The committee members brought up concerns about increasing American sign language courses, the need for mental health resources, helping non-traditional students and international students acclimate to the College, decreasing textbook costs and providing food and basic products to students who need them. She will continue to keep in contact with our students and Trustee-elect Austin Smith to learn about the needs of Brookdale as she continues to serve on this new NJCCC Committee. She thanked everyone for a great past year and wished everyone much success.</p> <p>D. Foundation report – Dr. Stout reported on behalf of Trustee Abby-White. He reported that as of the April financials, total revenue is up \$1.7 million versus \$139,000 last year. This is driven by another large donation of \$350,000 and investment income continuing to perform well. The Summer Bash is three and half weeks away and the Foundation is \$42,000 away from their fundraising goal. They are still looking for sponsorship, attendees, and journal ads. The Education Open Committee held its first meeting last week, to plan the golf outing which will take place on September 23 at Eagle Oaks Country Club. They have selected to honor Lou Scaduto Jr., President</p> | | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|---|------------------------------|
| and CEO of Food Circus Supermarkets, who has been a longtime supporter and served as a Foundation Trustee. Margaret Agha joined the Advancement Department on June 1 as the Confidential Assistant to the VP of Advancement. The Foundation office officially relocated last week to a more prominent space in the BAC building. | | |
| Public Comment on Agenda Items No public comment was made, and Ms. Gruskos confirmed no written comments were submitted. | | |
| Review of Consent Agenda <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. <p>A. Acceptance of Consent Agenda</p> | A motion to adopt the consent agenda was made by Trustee Horl and seconded by Trustee Richens. Motion passed. | |
| Approval of Public Business Meeting Minutes <p>A. Approval of Public Business Meeting Minutes – May 25, 2021</p> | A motion to approve the minutes from the public business meeting held on May 25, 2021 was made by Trustee Davis and seconded by Trustee L. Brennan. Motion passed. ABSTENTIONS: Trustees Ferraro and Rambaud | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|--|------------------------------|
| B. Approval of Executive Session Meeting Minutes – May 25, 2021 | <p>A motion to approve the Executive Session Minutes for the meeting held on May 25, 2021 was made by Vice-Chair Kaufmann and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Ferraro and Rambaud</p> | |
| Consent Agenda <ul style="list-style-type: none"> A. Approval of Human Resources B. Approval of FY22 Confidential Non-Represented Employees and Executive Compensation C. Acceptance of Gifts D. Acceptance of Grants E. Ratification of Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 F. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 G. Open Invoice Payment Requests for Vendor, Student and Employee Payments H. Monthly Financial Reports I. Capital Project Update | <p>A motion to approve the consent agenda was made by Vice-Chair Kaufmann and seconded by Trustee Suzanne Brennan.</p> <p>YES: Trustees L. Brennan, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|--|------------------------------|
| Approval of the Associated Students of Brookdale Community College (ASBCC) FY22 Budget (4.3) – Chair Cram | <p>A motion to approve the Associated Students of Brookdale Community College (ASBCC) was made by Trustee Crupi and seconded by Trustee Richens.</p> <p>YES: Trustees L. Brennan, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> | |
| Approval of the Auxiliary Services of FY22 Budget (4.4) – | <p>A motion to approve the Auxiliary Services of FY22 Budget (4.4) was made by Vice-Chair Kaufmann and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>YES: Trustees L. Brennan, S. Brennan, Crupi, Davis, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: Trustees, Ferraro, Horl, And Vice-Chair Kaufmann</p> <p>ABSTENTIONS: None</p> | |
| Public Comment Mr. Jacobs read the public comment statement and the directions on making public comment. | | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|--|------------------------------|
| No public comment was made, and Ms. Gruskos confirmed that there were no written comments submitted. | | |
| Old/New Business - Chair Cram announced that there is a change to the Board Calendar. The July 27 th meeting has been cancelled and rescheduled for August 24, 2021. A Board retreat will take place on Friday, July 30 at 5:30 PM and continue Saturday, July 31 at 8:30 AM. | | |
| Resolution to Hold a Closed Meeting Mr. Jacobs read the resolution (<i>Attachment B</i>) to hold a closed executive session. | A motion to approve by resolution to hold an executive session was made by Trustee Horl and seconded by Vice-Chair Kaufmann. Motion passed. | |
| Motion to Re-Open the Meeting to the Public | A motion to re-open the meeting to the public was made by Vice-Chair Kaufmann and seconded by Trustee Crupi. Motion passed. | |
| Adjournment Meeting adjourned at 7:28 PM | A motion to adjourn the meeting was made by Chair Cram and seconded by Vice-Chair Kaufmann. Motion passed. | |

RESOLUTION

WHEREAS, Ms. Hanna Walker served with distinction as Graduate Trustee on the Brookdale Community College Board of Trustees from July 1, 2020 to June 30, 2021; and

WHEREAS, she also served as a valued, well-informed member of the Student Success & Educational Excellence Committee, Audit Committee, Governance Committee and Social Media Policy Sub-Committee; and

WHEREAS, Trustee Walker distinguished herself by her active participation in Board discussions; and her valued suggestions, and comments were gratefully received by the Board; and

WHEREAS, she recognized the value of board engagement and professional development, and attended the virtual ACCT Leadership Conference, the virtual ACCT Legislative Summit and the annual Board Retreat; and

WHEREAS, Hanna served as a spokesperson for the college at our Spring Open House and her speech encouraged students seeking an affordable quality education to consider Brookdale Community College as their number one choice; and

WHEREAS, Trustee Walker regularly sought out opportunities to continue to engage with our current student body and encouraged membership of the Brookdale Trustee Advisory Committee; and

WHEREAS, she brought to the Board her first-hand knowledge and experience she gained during her tenure as a Brookdale Student and regularly provided a report on the student’s perspective; and

WHEREAS, it should be noted that Trustee Walker served during extraordinary circumstances, and will be remembered for her care and concern for our students during the pandemic and her vibrant hand painted room which brightened up her Zoom background; and

WHEREAS, our students were honored by her presence and participation in our very unique and personal drive-up Commencement 2021 and;

WHEREAS, Trustee Walker was an active and dedicated member of the Brookdale Community College Board of Trustees, and upheld the highest standards of personal and professional integrity as a board member; and

WHEREAS, Hanna recognizes the value in representing the voices of our students, and will continue to represent Brookdale Community College as she serves on the New Jersey Council of County Colleges Student and Alumni Committee; and

WHEREAS, Ms. Walker has earned the respect and admiration of the college community and the members of the Brookdale Community College Board of Trustees; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, the President, and the entire College community extends their appreciation to Hanna Walker for her dedication, diligence and unwavering commitment to Brookdale Community College; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Walker so that she can have a permanent reminder of the high esteem she has earned among her colleagues.

Dr. David M. Stout
President
Brookdale Community College

Dr. Henry Cram
Chair
Brookdale Community College

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 **June 22, 2021 at approximately 6:25 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

☒ "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body : **an 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: **contract negotiation with Follett, attorney client privilege on an issue with VA Electrical, contract negotiation in relation to a matter concerning real estate; and attorney client privilege on holding a remote public meeting in conjunction with an in-person meeting**

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

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

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

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

July 30, 2021

**Brookdale Community College
Student Life Center, Navesink Rooms
765 Newman Springs Rd.
Lincroft, NJ 07738**

And Zoom Webinar

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

| Present | Trustees | Administration: |
|----------------|--|---|
| | Ms. Tracey Abby-White, Trustee | Ms. Cynthia Gruskos, Recorder |
| | Ms. Latonya Brennan, Trustee | |
| | Ms. Suzanne Brennan, Trustee | |
| | Dr. Hank Cram, Chair | |
| | Mr. Paul Crupi, Trustee | |
| | Ms. Dyese Davis, Trustee | |
| | Ms. Madeline Ferraro, Trustee (5:45 PM), technical issues prevented her from joining at the start of the meeting. | |
| | Ms. Barbara Horl, Trustee | |
| | Mr. Bret Kaufmann, Vice-Chair | |
| | Dr. Les Richens, Trustee | |
| | Ms. Marta Rambaud, Trustee | |
| | Dr. David Stout, Secretary | |
| | Ms. Austin Smith, Trustee | |
| Absent | Dr. Les Richens Trustee | |
| | | Ms. Ashlynn Shanahan, Monmouth County Division of Planning |
| | | Mr. David Schmetterer, Monmouth County Division of Planning |

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 July 27, 2021 at 12 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Cram led the Pledge of Allegiance.

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|---|------------------------------|
| Adoption of Agenda | A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee S. Brennan. Motion passed. | |
| Public Comment on Agenda Items There was no public comment made and Ms. Gruskos confirmed that there were no written comments submitted. | | |
| Review of Consent Agenda <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> A. Acceptance of Consent Agenda | A motion to adopt the consent agenda was made by Trustee Crupi and seconded by Trustee Abby-White. Motion passed. | |
| Consent Agenda <ul style="list-style-type: none"> A. Approval of Human Resources B. Ratification of Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 | A motion to approve the consent agenda was made by Trustee Horl and seconded by Trustee Abby-White. Motion passed. | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|--|------------------------------|
| C. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 | YES: Trustees Abby-White, L. Brennan, S. Brennan, Crupi, David, Horl, Kaufmann, Rambaud, Smith and Chair Cram. NO: None ABSTENTIONS: None | |
| Board Development Workshop The Board of Trustees Retreat focused on the key question, is the current physical infrastructure and educational offerings and services of the College meeting the current and future needs of our community. The Monmouth County Division of Planning presented demographic information to highlight areas in the County that are experiencing social and economic barriers to education. The County demographic data indicated that our Higher Education Centers are located in the proximity of these identified areas. Although, the data revealed that we could be located closer to the students in the Freehold Borough, Red Bank and Bayshore areas. Dr. Stout presented enrollment, demographic, and financial data of our Higher Education Centers to further assist in the assessment of the needs of the community. The Board brainstormed ideas on how the College could address student barriers to education and provide affordable and accessible educational opportunities for our students. The Board will reconvene in the morning to further plan for the future of the College. | | |
| Public Comment There was no public comment and Ms. Gruskos confirmed that there were no public comments submitted in writing. | | |
| Old/New Business There was no old or new business discussed. | | |
| Adjournment Meeting adjourned at 8:30 PM | A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee S. Brennan. Motion passed. | |

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

July 31, 2021

**Brookdale Community College
Student Life Center, Navesink Rooms
765 Newman Springs Rd.
Lincroft, NJ 07738**

And Zoom Webinar

Chair Cram called the meeting to order at 8:30 A.M. and roll call was taken.

| Present | Trustees | Administration: |
|------------------------|---------------------------------------|-------------------------------|
| | Ms. Tracey Abby-White, Trustee | |
| | Ms. Latonya Brennan, Trustee | |
| | Ms. Suzanne Brennan, Trustee | |
| | Dr. Hank Cram, Chair | |
| | Mr. Paul Crupi, Trustee | |
| | Ms. Dyese Davis, Trustee | |
| | Ms. Barbara Horl, Trustee | |
| | Mr. Bret Kaufmann, Vice-Chair | |
| | Ms. Marta Rambaud, Trustee | |
| | Dr. David Stout, Secretary | |
| | Mr. Austin Smith, Trustee | |
| Absent | Dr. Les Richens, Trustee | |
| | Ms. Madeline Ferraro, Trustee | Ms. Cynthia Gruskos, Recorder |
| | | |
| College Counsel | | |

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

On July 27, 2021 at 12 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Cram led the Pledge of Allegiance.

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|---|--|------------------------------|
| Adoption of Agenda | A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee Davis. Motion passed. | |
| Public Comment on Agenda Items There was no public comment made and Ms. Gruskos confirmed that no written comments were submitted. | | |
| OnBoard – Board Portal – Ms. Gruskos provided a brief demonstration of the new board portal software and the Trustees confirmed that they were able to login into the new software and set up their passwords. | | |
| Board Development Workshop The Board reconvened after reviewing extensive County demographic data, and enrollment and financial data for our sites which include distance/online students. In a round robin format, the Trustees each shared their top priorities for the College. All the specific priorities discussed aligned with the 4 Evergreen Goals: <ul style="list-style-type: none"> • Promote Community Success • Develop Innovative Educational Pathways • Enhance Student Services • Optimize Operations There was a discussion of utilizing a portion of the accumulated reserves to provide funding for new initiatives. The Board was in consensus of the concept of making strategic investments that would improve student success. Dr. Stout will update the Evergreen Plan to include the priorities discussed. The Evergreen plan will be utilized to create the 2025 Strategic Plan. Dr. Stout will provide an update to the Board in September which will include the updated Evergreen Plan, a suggested timeline with milestones and a proposed budget for each strategic initiative. | | |
| Public Comment There was no public comment made and Ms. Gruskos confirmed that no written comments were submitted. | | |

| Topic and Discussion | Votes Taken | Action and Follow-up Actions |
|--|--|------------------------------|
| | | |
| Old/New Business No old or new business was discussed. | | |
| Adjournment Meeting adjourned at 10:40 AM | A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee L. Brennan. Motion passed. | |

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 46 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

| | |
|---|----|
| Faculty | 4 |
| Non-Supervisor - Direct Student Contact | 1 |
| Support Staff | 6 |
| Adjuncts | 12 |
| Coaches | 3 |

B. Change of Status**Recommendations**

| | |
|--|----|
| Faculty | 1 |
| Supervisor – Direct Student Contact | 1 |
| Non-Supervisor – Administrative Operations | 1 |
| Staff | 14 |

C. Separations**Recommendations**

| | |
|---------|---|
| Faculty | 2 |
| Police | 1 |

A. HIRES**FACULTY**

1. Name: Grace Brunner
Department: Nursing
Position: Assistant Professor
Salary: \$73,541
Effective: 9/1/21, pending completion of all final contingencies
2. Name: Peter Enge
Department: Nursing
Position: Assistant Professor
Salary: \$73,541
Effective: 9/1/21, pending completion of all final contingencies
3. Name: Barry Glickman
Department: Speech
Position: Instructor, temporary, fall semester
Salary: \$30,857 prorated from an annual base of \$63,717
Effective: 9/1/21 – 12/23/21, pending completion of all final contingencies
4. Name: Ceaphas Stubbs
Department: Visual & Performing Arts
Position: Instructor
Salary: \$69,452
Effective: 9/1/21, pending completion of all final contingencies

FACULTY DEGREE SUMMARY

Masters

4

NON-SUPERVISOR - DIRECT STUDENT CONTACT

1. Name: Ian Wolf
Department: Student Services
Position: Director, Student Conduct & Compliance
Salary: \$68,255, to be prorated accordingly
Effective: 10/1/21, pending completion of all final contingencies

SUPPORT STAFF

1. Name: Krystal Cruz
 Department: Physics
 Position: Instructional Assistant, temporary position
 Salary: Salary to be prorated from an annual base of \$47,033
 Effective: 9/1/21 until further notice, but not later than 12/23/21, pending completion of all final contingencies

2. Name: Danielle Jones
 Department: Governmental Affairs & Community Relations
 Position: Confidential Associate
 Salary: \$43,655
 Effective: 9/16/21, pending completion of all final contingencies

3. Name: Edward Kulkusky
 Department: Physical Plant/Utilities
 Position: Senior Specialist, Facilities
 Salary: \$43,655
 Effective: 9/1/21, pending completion of all final contingencies

4. Name: Siobhan Lynch
 Department: Continuing & Professional Studies
 Position: Associate
 Salary: \$43,655
 Effective: 9/1/21
 Education: High School Graduate

5. Name: James Purcaro
 Department: Police
 Position: Security Guard, temporary
 Salary: Salary to be prorated from an annual base of \$43,175
 Effective: 9/1/21, until further notice, but not later than 12/23/21, pending completion of all final contingencies

6. Name: Elizabeth Wong
 Department: Biology
 Position: Instructional Assistant, 10-month ongoing position
 Salary: \$39,194, prorated from an annual base of \$47,033
 Effective: 9/1/21, pending completion of all final contingencies

ADJUNCTS

1. Name: Harry L. Allen
 Department: Environmental Science
2. Name: Ahmet Kukrek
 Department: Chemistry
3. Name: Nina Margerum
 Department: Radiologic Technology *
4. Name: Wendi Nieuwenhuizen
 Department: Radiologic Technology
5. Name: Alexis Peachey
 Department: Political Science
6. Name: Theresa Pearman
 Department: Nursing
7. Name: Christopher Pflaum
 Department: Biology
8. Name: Regina Potter
 Department: Criminal Justice
9. Name: Anthony Rosania
 Department: Biology
10. Name: Richard Secrest
 Department: Automotive
11. Name: Michael L. Smith
 Department: Chemistry
12. Name: Marianne Velez
 Department: Biology

*Pending completion of all final contingencies

ADJUNCT DEGREE SUMMARY

| Doctoral | Masters | Bachelors | Associates |
|----------|---------|-----------|------------|
| 4 | 6 | 1 | 1 |

COACHES

1. Name: Connor Hansen
Department: Athletics
Position: Assistant Coach, Men's Soccer
Compensation: \$3,150
Dates: 9/1/20, pending completion of all final contingencies
2. Name: Jenna Karabin
Department: Athletics
Position: Assistant Coach, Women's Soccer
Compensation: \$3,150
Dates: 9/1/20, pending completion of all final contingencies
3. Name: Julian Moreira
Department: Athletics
Position: Head Coach, Women's Volleyball
Compensation: \$5,570
Dates: 9/1/20, pending completion of all final contingencies

B. CHANGE OF STATUS**FACULTY**

1. Name: Danielle Basmagy
Department: English
Position: Instructor, temporary fall semester
Action: Change in status from new hire to extension of temporary position
New Salary: \$31,079, prorated from an annual base of \$64,177
Effective: 9/1/21 – 12/23/21

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: William Kelly
Department: Career, Leadership & Transfer Pathways
Position: Assistant Director
Action: Change in status from interim A3 to regular A3 through bona fide search
Salary: No change
Effective: 9/1/21

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Sue Desiderato
Department: Grants Development/Human Resources
Position: Associate Project Director, Title III/Interim Employment Manager
Action: Temporary split in assignment, 60% Grants Development, 40% Human Resources Office
New Salary: No change
Effective: 7/20/21 until further notice, but not later than 10/31/21

SUPPORT STAFF

1. Name: Deborah Brown
Department: Student Affairs
Position: One-Stop Specialist, COVID Response Team
Action: Extension of temporary transfer to the COVID Response Team
New Salary: \$46,909
Effective: 7/1/21 until further notice, but not later than 12/31/21
2. Name: Morris Collier
Department: Pandemic Response Task Force/Police Department
Position: Screening Center Staff, Pandemic Response Task Force, part-time position
Action: Extension of temporary transfer to the Pandemic Response Task Force;
Return to Security Guard position, 8/16/21
New Salary: \$31,827
Effective: 7/1/21 – 8/15/21
3. Name: Scott Dyson
Department: Pandemic Response Task Force/Police Department
Position: Screening Center Staff, Pandemic Response Task Force
Action: Extension of temporary transfer to the Pandemic Response Task Force;
Return to Security Guard position, 8/16/21
New Salary: \$46,250
Effective: 7/1/21 – 8/15/21

4. Name: Stephen Finnegan
 Department: Pandemic Response Task Force/Police Department
 Position: Screening Center Staff, Pandemic Response Task Force
 Action: Extension of temporary transfer to the Pandemic Response Task Force;
 Return to Security Guard position, 8/16/21

 New Salary: \$46,809
 Effective: 7/1/21 – 8/15/21

5. Name: Mary Ann Gurrera
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: \$46,067
 Effective: 7/1/21 until further notice, but not later than 12/31/21

6. Name: Timothy Kohan
 Department: Pandemic Response Task Force/Police Department
 Position: Screening Center Staff, Pandemic Response Task Force, part-time, 10-month position
 Action: Extension of temporary transfer to the Pandemic Response Task Force;
 Return to Security Guard position, 8/16/21

 New Salary: \$26,301
 Effective: 7/1/21 – 8/15/21

7. Name: Maria Maccanico
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: \$46,067
 Effective: 7/1/21 until further notice, but not later than 12/31/21

8. Name: Frank McGaughran
 Department: Teaching & Learning Center
 Position: TLC Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: \$48,309
 Effective: 7/1/21 until further notice, but not later than 12/31/21

9. Name: Maria Cecilia Rodriguez
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: \$60,765
 Effective: 7/1/21 until further notice, but not later than 12/31/21
10. Name: Nathaniel Stokes
 Department: Pandemic Response Task Force/Police Department
 Position: Screening Center Staff, Pandemic Response Task Force
 Action: Extension of temporary transfer to the Pandemic Response Task Force;
 Return to Security Guard position, 8/16/21
 New Salary: \$51,236
 Effective: 7/1/21 – 8/15/21
11. Name: Bruce Thompson
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: \$65,186
 Effective: 7/1/21 until further notice, but not later than 12/31/21
12. Name: Denise Vigil
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: \$57,662
 Effective: 7/1/21 until further notice, but not later than 12/31/21
13. Name: Donna Williams
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: \$48,294
 Effective: 7/1/21 until further notice, but not later than 12/31/21

14. Name: Nathan Zerbe
 Department: Facilities
 Position: Senior Specialist, Facilities, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: \$48,309
 Effective: 7/1/21 until further notice, but not later than 12/31/21

C. SEPARATIONS**FACULTY**

1. Name: Anoop Ahluwalia
 Department: Mathematics
 Position: Assistant Professor
 Action: Resignation
 Effective: 8/31/21
2. Name: Ursula Lasky
 Department: Nursing
 Position: Instructor
 Action: Resignation
 Effective: 8/31/21

POLICE

1. Name: Alexander Perkins
 Department: Police
 Position: Probationary Police Officer
 Action: Resignation
 Effective: 8/1/21



BOARD OF TRUSTEES

General Functions

Administration

HUMAN RESOURCES

Finance & Facilities

Policy & Education

SUBJECT: FSA Extension Explanation

DATE: August 24, 2021

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: Approval

ENCLOSURE(S): Amendment to the Brookdale
Community College Flexible Benefits Plan

3.2 FSA Extension Explanation

This amendment is required by the provider to document an extension approved earlier in the year for employees who have a Flexible Spending Account (FSA) and/or a Dependent Care Flexible Spending Account (DCFSA). The 2020 calendar year plan with a grace period to March 15, 2021 was extended to December 31, 2021 to incur claims against the 2020 plan year balances. This benefit was extended in consideration of employees' limited use of their FSA/DCFSA balances during the pandemic.

AMENDMENT TO THE BROOKDALE COMMUNITY COLLEGE FLEXIBLE BENEFITS PLAN

This Amendment to the Brookdale Community College Flexible Benefits Plan (the "Plan") is adopted by Brookdale Community College (the "Employer"), effective as of the date set forth herein.

WHEREAS the Employer desires to amend the Brookdale Community College Flexible Benefits Plan's information as set forth herein.

NOW, THEREFORE, effective January 1, 2020, Brookdale Community College has amended its Plan to temporarily adopt the changes outlined below.

Extended Grace Period:

Extended Grace Period for twelve (12) months for Health FSAs and DCFSAs - A plan that includes a Health FSA or DCFSA may extend the grace period for a plan year ending in 2020 or 2021 to 12 months after the end of such plan year, with respect to unused benefits or contributions remaining in either arrangement. For example, a 2020 calendar year plan year with a grace period to March 15, 2021 may extend the grace period to December 31, 2021, effectively allowing participants until December 31, 2021 to incur claims against their 2020 plan year balances. Please note that health FSAs may not have both a grace period and a carryover.

Please select the Plan(s) that you would like to apply the extension:

Health FSA ☒ 2020 plan year ☒ 2021 plan year

DCFSA ☒ 2020 plan year ☒ 2021 plan year

Prospective Changes in Elections (Without a Change in Status):

For plan years ending in 2021, a plan that includes a health FSA or DCFSA may allow an employee to make an election to prospectively modify the amount (but not in excess of any applicable dollar limitation) of such employee's contributions to any health FSA or DCFSA (without regard to any change in status).

Health FSA ☒ 2021 plan year

DCFSA ☒ 2021 plan year

Special carry forward rule for dependent care FSA where dependents aged out during the pandemic.

An "eligible employee" may be reimbursed for an eligible dependent who is not yet age 14 (previously age 13) for purposes of determining the dependent care assistance which may be paid or reimbursed with respect to such employee under the dependent care FSA. The term "eligible employee" is defined as any employee who (A) is enrolled in a DCFSAs for the last plan year with respect to which the end of the regular enrollment period for such plan year was on or before January 31, 2020; and (B) has one or more dependents (as defined in Internal Revenue Code § 152(a)(1)) who attain the age of 13— (i) during such plan year, or (ii) in the case of an employee who (after the application of this section) has an unused balance in the employee's account under such arrangement for such plan year (determined as of the close of the last day on which, under the terms of the plan, claims for reimbursement may be made with respect to such plan year), the subsequent plan year.

IN WITNESS WHEREOF, and as evidence of the adoption of the Amendment set forth herein, the undersigned officer of Brookdale Community College has executed this Amendment to the Plan, this 24th day of August, 2021.

Brookdale Community College

By: Dr. David Stout

Title: President

Respectfully submitted by Associate Vice President Patricia L. Sensi

August 24, 2021

**1.51 Acceptance of Gifts
Background**

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

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

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

| DATE | DONOR | ITEM |
|---------------|--|---|
| July 19, 2021 | Mary Pizzurro 54 Oaklawn Road Fair Haven, NJ 07704 | Donation of fabric and dresses to the Fashion program |

2.1 Acceptance of 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 \$ Awarded: \$1,937,711 – with a \$645,903 required match from the college

Date Awarded: July 2, 2021

B. New Jersey Office of the Secretary of Higher Education

Program Title: Governor's Emergency Education Relief Funds II (GEERF II) Grants: Opportunity Meets Innovation Challenge Grant

Short Title: OMIC

Goal/Purpose: Funding will enable the College to offer high school juniors and seniors an expanded on-ramp to college to better address the needs of underserved and minority students.

The College will develop the "Liberal Arts College Pathway" by modifying and enhancing its traditional Dual Enrollment (DE) programs. The College Pathway program will target students and high schools in economically hard-hit areas of Monmouth County. The need for additional services for vulnerable populations has been made more urgent by the economic and cultural impact of COVID-19.

Under this project, the College will develop a cohesive structure for DE students to earn up to 30 college credits and will include supports such as a required college success seminar and career exploration for students to explore career choices. Additional supports, unique to this proposed program, will include intentional advising and student mentoring.

Program Administrator: Dr. Sarah McElroy, Executive Director Career & Transfer Pathways

Total \$ Awarded: \$374,460 and does not require a match from the college

Date Awarded: July 12, 2021

C. New Jersey Office of the Secretary of Higher Education

Program Title: Community College Opportunity Grant Student Incentive Funding

Short Title: CCOG Program funding

Goal/Purpose: The CCOG/Student Success Incentive Funding supports community outreach initiatives and support services to expand opportunities for underserved populations in Monmouth County.

Student Success Navigators take part in community events and planned outreach activities to inform students and community members of the CCOG programs offered at the College and assist them in accessing available supports services.

FAFSA Coaches (or financial aid coaches) provide information and assistance students on the eligibility requirements and opportunities for a tuition-free education and other financial aid options.

This year's program will also offer financial literacy workshops or one-on-one assistance. Services will be offered both remotely and face-to-face, depending on appropriateness.

Program Administrator: Angela Kariotis, Director Diversity & Inclusion/CCOG and, Ed Johnson, Executive Director Governmental Affairs and Community Relations

Total \$ Awarded: \$296,246 and does not require a match from the college

Date Awarded: July 2021

Recommendation:

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

RESOLUTION

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

| | <u>Amount</u> |
|--|----------------------|
| County College Career and Technical Education Program Expansion (Bond Act) | \$1,937,711 |
| Opportunity Meets Innovation Challenge Grant (OMIC) | \$374,460 |
| Community College Opportunity Grant Student Incentive Funding (CCOG) | \$296,246 |

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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

August 24, 2021: Director of Grants and Institutional Development, Laura Qaissaunee

2.2 Application for Grants Executive Summary

A. New Jersey Department of Education – Office of Career Readiness

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

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

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

Program Administrator: Jennifer Calvelli, Continuing and Professional Studies

Total \$ Requested: \$190,000 – with a \$57,490* contribution from the college
*Note this grant generates income that offsets the college match/contribution.

Date Submitted June 29, 2021

B. New Jersey Department of Community Affairs, Division on Women**Program Title:** Displaced Homemakers Program**Short Title:** DH Services

Goal/Purpose: To support individuals in achieving financial self-sufficiency due to a loss of their primary source of income due to separation, divorce, widowhood, spousal disability or spousal military deployment.

The program provides employability skills training to approximately 200 displaced homemakers residing in Monmouth County. Program services include intake and assessment, computer training, job readiness, healthy eating, financial literacy workshops and a weekly support group. During COVID-19 services and workshops are being provided remotely via telephone, email and Zoom meetings. Services are provided at no cost to the clients.

The Displaced Homemakers Services has been supported by Brookdale Community College for over thirty years.

Program Administrator: Linda Roma, Continuing and Professional Studies**Total \$Requested:** \$150,000 with a in-kind match of \$26,315*

*Fringe for two full-time staff

Date Submitted: July 8, 2021

C. New Jersey Council for the Humanities (NJCH)

Program Title: Smithsonian Institution's Museum on Main Street Program Traveling Exhibit "Voices and Votes"

Short Title: NJCH MoMS-Voices and Votes

Goal/Purpose: Funding will enable the College to partner with the Monmouth Museum in hosting the Smithsonian Institution's Museum on Main Street Program Traveling Exhibit "Voices and Votes".

The exhibit explores American democracy from the earliest days of the republic to today. It will tour six sites in New Jersey between March 26, 2022 and January 8, 2023.

If awarded, an exhibit planning committee will be formed to include representation from both Brookdale and the Monmouth Museum faculty/staff. The committee will develop strategies to engage both Brookdale, and the greater Monmouth county community, by offering engaging programming and events in relation to the exhibit. The timeframe the exhibit is estimated to be hosted at the Monmouth Museum is October 8, 2022 through November 19, 2022.

Project Director: Erika Schaefer, Executive Director Monmouth Museum

Total \$ Requested: \$2,500 and does not require a match from the college

Date Submitted: July 30, 2021

Recommendation:

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

*4.2 Purchases in Excess of \$37,500 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 \$37,500. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

Also listed are bids and proposals over \$17,500 that met the New Jersey State "Pay-to-Play" Law, N.J.S.A. 19:44a-20.1 et seq., Chapters 51 and 271.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held August 17, 2021.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$37,500, or purchases with a combined total in excess of \$37,500; and

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

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

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

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

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

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

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

Agenda for Purchases in Excess of \$37,500

August 24, 2021

| Board Item No. | Vendor/Contractor | Category / Description | Basis of Award | Amount of Purchase |
|---------------------|--|---|-------------------|-----------------------|
| Auxiliary | | | | |
| 1 | CDW Government LLC Anixter Inc. Network Cabling Inc. | Equipment and Installation for Esports Arena / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the supply and installation of equipment for the Esports Arena. These contracts are funded by the Esports Budget (\$697,000) and Chapter 12 (\$178,000). | Exempt | \$ 875,000.00 * |
| Cares/CRRSAA | | | | |
| 2 | SHI International Corporation | A/V Equipment and Installation / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and installation of upgraded A/V Equipment in the Student Life Center to enhance the teaching environment in classrooms and implement video conferencing capabilities to provide exemplary virtual learning experiences. This contract is funded by the Cares Act/CRRSAA. | Exempt | \$ 1,615,383.31 |
| 3 | Respondus Inc. | Software License Renewal / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for the renewal of LockDown Browser and Respondus 4.0. This contract is funded by the Cares Act/CRRSAA. | Exempt | \$ 25,540.00 |
| 4 | Automated Building Controls, Inc. | Building Automation and Control System Service, Maintenance and T&M, Bid No. 20-37 / This contract is for the installation of MERV 13 air filters in the HVAC equipment on the Lincroft Campus, Hazlet, Freehold, Wall and Long Branch Regional Locations. This contract is funded by the Cares Act/CRRSAA. | Bid | \$ 57,182.58 |
| Chapter 12 | | | | |
| 5 | Sal Electric Co., Inc. | Electrical Services T&M, Bid No. 20-28 / This contract is for electrical services to refeed an existing light pole on the Lincroft Campus. This contract is funded by Chapter 12. | Bid | \$ 6,608.00 |
| 6 | Trane U.S. Inc. | Chiller Adaptive Frequency Drive Renewal / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the renewal of the Adaptive Frequency Drive at the Central Utility Plant and is funded by Chapter 12. | Exempt | \$ 43,522.00 |

| | | | | | |
|------------------|--|--|--------|----|----------------|
| 7 | Automated Building Controls, Inc. | Building Automation and Control System Service, Maintenance and T&M, Bid No. 20-37 / This contract is for the replacement of the condenser coil to the Roof Top Unit at the Freehold Regional Location. This contract is funded by Chapter 12. | Bid | \$ | 16,734.90 |
| Operating | | | | | |
| 8 | Insurance Restoration Specialists, Inc. | Remediation and Reconstruction Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for remediation and reconstruction services at multiple buildings on the Lincroft Campus due to storm/water damage. This contract is funded by Risk Management. | Exempt | \$ | 1,000,000.00 * |
| 9 | GPC, Inc. | Reconstruction Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for reconstruction services at MAS 001 due to water damage and is funded by Risk Management. | Exempt | \$ | 24,500.00 |
| 10 | R. Helfrich & Son Corp. Kingz Transportation LLC | Charter Bus Services for Athletics, Bid No. 22-02 / Notice was sent to 7 vendors, received 4 replies. This contract is for charter bus services for 30 intercollegiate athletic events through the end of December and is funded by the Athletic Budget. | Bid | \$ | 31,575.00 |
| 11 | Turnitin, LLC | Software Service Renewal / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op renewal agreement with New Jersey County College Joint Purchasing Consortium for Turnitin which is a web-based plagiarism detection software. This contract is funded by the Library Budget. FY21 \$25,635.38. | Exempt | \$ | 26,919.20 |
| 12 | T.L. Groseclose Associates Inc. | Insurance / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for Intercollegiate Sports Accident and Catastrophic insurance policies. This contract is funded by the Operating Budget. FY21 \$53,000. | Exempt | \$ | 50,400.00 |
| 13 | American Academy Holdings, LLC | Certified Professional Coder Certification Program / 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 is a one year contract for an online Certified Professional Coder Certification Program and is funded by CPS' Revenue Generating Programs. FY21 \$21,567. | Exempt | \$ | 25,000.00 * |

* Estimated expense based on historical data

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

4.2b *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending June 30, 2021, which totaled \$2,142,928.09. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held August 17, 2021.

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting August 17, 2021.

Financial Overview at June 30, 2021

The following financial summary provides an overview of year-to-date financial performance at June 2021 compared to FY21 budget, and to the same period last year. The FY21 financial data reported below are unadjusted, preliminary, figures through June 30th.

Revenue:

Compared to Budget

Total revenues for the twelve months through June 2021 were \$77.1M and represents 94.3% of the FY21 budget of \$81.8M.

Compared to Prior Year

Operating revenue at June 30, 2021, was 6.7% lower than the same time last year.

Expenditures:

Compared to Budget

Total operating expenditures through June 2021 were \$64.5M of the \$76.5M FY21 budget. These figures are preliminary and unaudited, and do not account for any year end closing entries.

Compared to Prior Year

Total operating expenses for the same period last year were \$71.8M (post-closing) compared to \$64.5M this year indicating a reduction of operating costs of \$7.3M or 10.2%. The College is anticipating that this figure will increase by approximately \$2.9 after the year-end audit is completed.

Cash Balance:

At June 30, 2021, the College's balance of cash in the bank was \$27.1M, which represents a \$6.2M increase over the same time last year. In fiscal year 2021, the average monthly balance of cash was \$26.7M compared to \$19.2M last year.

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

| | 06/30/21 | 06/30/20 | Change | % Change |
|--------------------------------------|----------------------|----------------------|-----------------------|---------------|
| Operating Revenue | | | | |
| State of New Jersey | \$ 8,712,697 | \$ 8,954,612 | \$ (241,915) | -2.7% |
| County of Monmouth | 20,027,019 | 20,027,019 | - | 0.0% |
| Student tuition | 35,450,581 | 38,176,574 | (2,725,993) | -7.1% |
| Fees | 10,817,286 | 12,191,293 | (1,374,007) | -11.3% |
| Continuing & Professional Studies | 1,569,123 | 2,612,557 | (1,043,434) | -39.9% |
| Miscellaneous | 538,643 | 701,016 | (162,373) | -23.2% |
| | \$ 77,115,349 | \$ 82,663,071 | \$ (5,547,722) | -6.7% |
| Operating Expenditures | | | | |
| Academic Affairs | \$ 27,818,752 | \$ 30,881,797 | \$ (3,063,045) | -9.9% |
| Benefits | 11,716,988 | 14,838,320 | (3,121,332) | -21.0% |
| Finance & Operations | 9,081,304 | 8,691,224 | 390,080 | 4.5% |
| Student Success Division | 5,144,528 | 5,180,250 | (35,722) | -0.7% |
| General Expenses | 3,371,268 | 3,576,122 | (204,854) | -5.7% |
| Continuing & Professional Studies | 1,992,435 | 2,687,512 | (695,077) | -25.9% |
| Utilities | 1,574,426 | 1,800,400 | (225,974) | -12.6% |
| Human Resources & Safety | 1,696,054 | 2,020,559 | (324,505) | -16.1% |
| Planning & Inst. Effectiveness | 378,112 | 364,407 | 13,705 | 3.8% |
| President & BOT | 500,565 | 649,718 | (149,153) | -23.0% |
| Advancement Division | 1,189,172 | 1,063,607 | 125,565 | 11.8% |
| | \$ 64,463,604 | \$ 71,753,916 | \$ (7,290,312) | -10.2% |
| Net income/(loss) - Operating | \$ 12,651,745 | \$ 10,909,155 | \$ 1,742,590 | |
| Auxiliary | | | | |
| Receipts | \$ 758,614 | \$ 1,466,611 | \$ (707,997) | -48.3% |
| Disbursements | 1,034,539 | 1,716,848 | (682,309) | -39.7% |
| Net income/(loss)- Auxiliary | \$ (275,925) | \$ (250,237) | \$ (25,688) | |

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

| | FY21 Budget | 6/30/2021 | Increase/ (Decrease) | FY21 Projected |
|--|------------------------|-------------------|---------------------------------|----------------------------|
| Operating | | | | |
| Revenues: | | | | |
| Tuition | \$ 36,074,791 | 35,450,581 | (624,210) | \$ 35,450,581 |
| State | 10,285,798 | 8,712,697 | (1,573,101) | 8,712,697 |
| County | 20,027,019 | 20,027,019 | - | 20,027,019 |
| Fees | 11,290,301 | 10,817,286 | (473,015) | 10,817,286 |
| Continuing & Professional Studies | 3,450,000 | 1,569,123 | (1,880,877) | 1,569,123 |
| Other income | 689,500 | 538,643 | (150,857) | 538,643 |
| Total revenue | \$ 81,817,409 | 77,115,349 | (4,702,060) | \$ 77,115,349 |
| Expenditures: | | | | |
| Academic Affairs | 31,212,851 | 27,818,752 | (3,144,099) | 28,068,752 |
| Benefits | 15,704,750 | 11,716,988 | (1,962,762) | 13,741,988 |
| Finance & Operations | 9,053,658 | 9,081,304 | 27,646 | 9,081,304 |
| Student Success Division | 6,641,088 | 5,144,528 | (1,471,560) | 5,169,528 |
| General expenses | 4,154,962 | 3,371,268 | (144,944) | 4,010,018 |
| Continuing & Professional Studies | 2,993,066 | 1,992,435 | (1,000,631) | 1,992,435 |
| Utilities | 2,208,377 | 1,574,426 | (633,951) | 1,574,426 |
| Human Resources & Safety | 2,381,854 | 1,696,054 | (685,800) | 1,696,054 |
| Advancement Division | 1,338,369 | 1,189,172 | (149,197) | 1,189,172 |
| Planning & Inst. Effectiveness | 383,135 | 378,112 | (5,023) | 378,112 |
| President & BOT | 466,924 | 500,565 | 33,641 | 500,565 |
| Total expenditures | \$ 76,539,034 | 64,463,604 | (9,136,680) | \$ 67,402,354 |
| Other cash requirements: | | | | |
| Debt principal | 1,655,000 | 1,655,000 | - | 1,655,000 |
| Interest expense | 1,328,375 | 1,310,299 | (18,076) | 1,310,299 |
| Technology | 2,295,000 | 1,875,173 | (419,827) | 1,875,173 |
| | \$ 5,278,375 | 4,840,472 | (437,903) | \$ 4,840,472 |
| Excess revenue/expenditures projected | | | | <u>\$ 4,872,523</u> |
| Auxiliary | | | | |
| Receipts | 1,087,214 | 758,614 | (768,886) | 758,614 |
| Disbursements | 2,004,374 | 1,034,539 | (760,573) | 1,034,539 |
| Profit/(loss) auxiliary | \$ (917,160) | (275,925) | (8,313) | \$ (275,925) |
| Excess revenue/expenditures projected | | | | <u>\$ (275,925)</u> |
| Capital | | | | |
| Revenues: | | | | |
| State Chapter 12 | 2,900,000 | 1,893,760 | (1,006,240) | 1,893,760 |
| County Chapter 12 | 2,900,000 | 1,893,760 | (1,006,240) | 1,893,760 |
| Risk Management | - | 244,310 | 244,310 | 244,310 |
| Total revenue | \$ 5,800,000 | 4,031,830 | (1,768,170) | \$ 4,031,830 |
| Expenditures: | | | | |
| State Chapter 12 | \$ 2,900,000 | 1,893,760 | (1,006,240) | \$ 1,893,760 |
| County Chapter 12 | 2,900,000 | 1,893,760 | (1,006,240) | 1,893,760 |
| ELF | - | 15,998 | 15,998 | 15,998 |
| Risk Management | - | 669,127 | 669,127 | 669,127 |
| Total expenditures | \$ 5,800,000 | 4,472,645 | (1,327,355) | \$ 4,472,645 |
| Excess revenue/expenditures projected | | | | <u>\$ (440,815)</u> |
| Total excess revenue/expenditures all funds projected | | | | <u>\$ 4,155,783</u> |

Brookdale Community College
Facilities Summary of Projects
As of August 17, 2021

| Status | Project | Cost (incl A&E & Contractor) | Architect/Engineer | Purchase Order Date | Contractor | Comments | Est Date Complete |
|-------------|--|------------------------------|--------------------|---------------------|----------------------|--|-------------------|
| In-progress | Rehabilitation of Athletics Fields Phase I & II and Press Box Renovation | \$ 2,443,509.75 | T&M Associates | 9/25/19 | Precise Construction | Fields have been completed. The press box is complete; punch list items remain open. Response from T&M on 2/9 indicated that there were a couple of items left on punch list and completion is dependent on weather conditions. <i>Concrete pad cracked so it needs to be replaced. Infield needs to be level with mix by landscaper and bullpen will remain as is as per last F&F meeting. Letter sent to contractor for schedule to complete punch list.</i> | TBD |
| In-progress | Emergency and Backup Lighting Replacement | 384,500.00 | T&M Associates | 11/21/19 | VA Electrical | Walk through on 10/5; punch list was provided to the contractor; items were identified to be addressed by contractor. Issues found with vendor are being addressed with T&M and Facilities. <i>Agreement made with VA Electrical. SAL Electric to perform remaining work needed to complete project.</i> | April 2021 |

| Status | Project | Cost (incl A&E & Contractor) | Architect/ Engineer | Purchase Order Date | Contractor | Comments | Est Date Complete |
|-------------|---|------------------------------|---------------------|---------------------|-------------------|---|-------------------|
| In-progress | Security Camera and Surveillance System | 1,333,916.72 | n/a | 10/16/20 | SHI International | POs issued for equipment and orders are arriving ongoing. Contract signed and Purchase order sent to SHI on 10/16/20. Project is in progress with wiring done at Hazlet and Long Branch. Freehold to be completed mid-January. Lincroft install to start on 1/12/21. Completion in June/July, 64% of wiring complete and 17% of cameras installed. Project delays due to configuration issues related to HPE hardware installed in Gorman Hall data center. Completion timeline shifted to late July/early August. Cameras being installed at Lincroft Campus and should be completed by 7/16/21. Security Camera access provisioning and training on the system scheduled for 7/21 along with Police having access and full use of system. <i>91% of cameras provisioned. Enhanced Genetec Video Management System Training scheduled for 8/17/21.</i> | August 2021 |

| Status | Project | Cost (incl A&E & Contractor) | Architect/Engineer | Purchase Order Date | Contractor | Comments | Est Date Complete |
|-------------|---|------------------------------|--------------------|---------------------|------------|--|-------------------|
| In-progress | Roof Replacement - Lincroft - Phase III | 73,500.00 | FVHD | 9/24/20 | MTB | Facilities reviewed preliminary proposal and had some modifications. Waiting for revised proposal from FVHD for roof repair/replacements. Proposal pending approval at September 22nd Board meeting. FVHD working on design, plans expected in February. Award at March Board for April start. Reviewed drawings with architect on 3/4, minor changes needed. <i>Design complete and Bid opening date is 4/6/21 for anticipated award at April BOT.</i> Awaiting signed documents before issue of Purchase order. Pre-construction meeting to be held with Facilities on Friday, 5/14. <i>PO issued 5/21. Staging plan for work approved 6/3. Project began 7/6/21. Snow guards and gutter replacement have begun in certain areas of the Campus. Work on Library flat roof started.</i> | September 2021 |

| Status | Project | Cost (incl A&E & Contractor) | Architect/Engineer | Purchase Order Date | Contractor | Comments | Est Date Complete |
|-------------|----------------------------------|------------------------------|--------------------|---------------------|----------------|--|-------------------|
| In-progress | Lightning Protection at Lincroft | 68,440.00 | USA Architects | 10/29/20 | Sodon Electric | As-built drawings provided. Waiting on drone for site review pending weather. Drone determined not needed, information was obtained through on-site visit. Bid specifications and drawings are being finalized by USA and should be presented to the College the week of 4/4/21 for review then advertisement. Architect's recommendation to award Sodon Electric project for \$401,200 going to May Board for approval. Letter of award and post award contract letter issued to Contractor on June 1, 2021. Work began 6/21 at the following buildings; Arena, Rec Center. Maintenance, SLC and Police buildings will be worked on week of 7/12. Tentative completion date of August 27, 2021. <i>CVA ATeC and Auto Technology buildings remain for completion by end of August.</i> | September 2021 |

| Status | Project | Cost (incl A&E & Contractor) | Architect/ Engineer | Purchase Order Date | Contractor | Comments | Est Date Complete |
|-------------|-------------------------------------|------------------------------|---------------------|---------------------|--------------------|---|-------------------|
| In-progress | ATeC Retaining Wall | 631,000.00 | Suburban | 7/31/20 | Berto Construction | Project awarded at July 2020 Board meeting. Kick off meeting was held on Tuesday, 8/19/20. Suburban working on design for bid specification. Bid documents expected by end of February. Facilities reached out to engineer regarding bid documents. Engineer is still waiting for documentation from their vendors regarding mark-up of map and final design information from manufacturer. Bid documents reviewed by Facilities on 3/31, minor changes being made. Engineering firm's recommendation to award Berto Construction project for 587,300 going to May Board for approval. Letter of award and post award contract letter issued to Contractor on June 1, 2021. Shop drawings were submitted for review and a preconstruction meeting is being scheduled. <i>Demolition of railroad tie wall and survey of layout for storm drainage has begun.</i> | August 2021 |
| In-progress | MAN Vestibule Stairs Rehabilitation | 33,800.00 | T&M Associates | | | T&M Associate's proposal going to June BOT for approval. T&M has initiated design of the project. <i>T&M is in the process of completing the design. Bidding schedule to be established.</i> | TBD |
| In-progress | Gorman Hall South Renovation | 93,500.00 | Posen Architects | 2/11/21 | | <i>Kickoff meeting held on 8/9/21 regarding design of space. Purchase review meeting to be held on 8/12/21.</i> | TBD |
| In-progress | Wellness Center (Old Bookstore) | 90,000.00 | Posen Architects | 5/10/21 | | <i>Project still in design phase.</i> | TBD |

| Status | Project | Cost (incl A&E & Contractor) | Architect/ Engineer | Purchase Order Date | Contractor | Comments | Est Date Complete |
|-------------------|------------------------------------|------------------------------|---------------------|---------------------|----------------------|--|-------------------|
| In-planning stage | Library and CVA shingle roof | | TBD | | | Waiting to hear back from 4 approved Architects on their proposals. Deadline for submission of proposal is February 22, 2021. Scope of work revised, new due date of 3/22 for revised proposals from architects. Proposals received and will be reviewed by Facilities and go to May Board for approval. Project put on hold. <i>Previous submissions from Architects will be revisited.</i> | TBD |
| Completed | Self-contained breathing apparatus | 14,126.06 | n/a | 4/29/21 | Grainger | Items received | May 2021 |
| Completed | Lot 1 Paving | 1,016,608.82 | TBD | 5/11/21 | Garden State Sealing | Completed | July 2021 |

Facilities Overview as of August 17, 2021

Major projects in-progress:

| Project | Architect/Engineer | Contractor | Comments |
|---------------------------------------|---|--------------------|--|
| Security camera & surveillance system | n/a | SHI International | <ul style="list-style-type: none"> Near completion 91% of cameras provisioned. Enhanced Genetec Video Management System Training scheduled 8/17/21 |
| Lightning protection | USA Architects | Sodon Electric | <ul style="list-style-type: none"> CVA, ATC and Auto Tech are the remainder of the buildings to be completed by end of August 2021 |
| Roof replacement, Phase III | Fraytak Veisz Hopkins Duthie PC (FVHD) | MTB, LLC | <ul style="list-style-type: none"> Installation of snow guards and gutter replacement in designated areas. Library flat roof has started |
| Retaining wall construction | Suburban Architects | Berto Construction | <ul style="list-style-type: none"> Demolition of railroad tie wall has begun |
| Gorman Hall South renovation | Posen Architects | TBD | <ul style="list-style-type: none"> Kickoff meeting on held on 8/9 regarding layout of space |

Projects in-planning stage:

- Library and CVA shingle roof

Other Facilities updates:

- Storm reconstruction, Lincroft campus
- Wellness Center

Topic:

The College is seeking approval to enter into a Memorandum of Understanding and Agency Agreement with Intersect Energy, LLC (Intersect), for assistance with applying to the New Jersey Board of Public Utilities for Economic Incentive Programs for Solar Electric Energy Generation Projects.

General Issue Overview:

The College is interested in entering into an agreement with Intersect Energy, LLC, a Pennsylvania limited liability company to assist the College with the maximization of utility savings associated with Economic Incentive Programs for Solar Electric Energy Generation Projects. Intersect helps to navigate the government agencies and programs available in order to obtain the highest level of incentives legally available.

Recommendation:

The College recommends that Intersect be appointed as our Agent for the purpose of making applications to the New Jersey Board of Public Utilities for certification of the proposed facility as the Transition Incentive (“TI”) and Successor Solar Incentive (“SuSI”) Programs administered by the NJBPU in accordance with the Solar Act of 2021, N.J.S.A. 48:3-87, et. seq. (the “Solar Act”) (collectively, the “NJBPU Applications”).

The College desires to appoint Intersect as our Agent and act as our representative for the purpose of the selection of a pre-qualified Vendor from NJ Department of the Treasury, Division of Purchase and Property (“DPP”) Bid Solicitation #18DPP00260, for T3104 – Solar Power Purchase Agreements (PPA), who will be tasked with the design, installation, maintenance and ultimate removal of Vendor owned Solar Photovoltaic (PV) Systems with the only payment to the Vendor the monthly bill for electrical energy.

4.3 Approval to apply to the NJ Board of Public Utilities for Economic Incentive Programs for Solar Electric Energy Generation Projects

Enclosed is a resolution for approval to enter into a Memorandum of Understanding and Agency Agreement with Intersect Energy, LLC, for assistance with applying to the New Jersey Board of Public Utilities for Economic Incentive Programs for Solar Electric Energy Generation Projects.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held August 17, 2021, 2021.

RESOLUTION

WHEREAS, The College is seeking approval to enter into a Memorandum of Understanding and Agency Agreement with Intersect Energy, LLC, for assistance with applying to the New Jersey Board of Public Utilities for Economic Incentive Programs for Solar Electric Energy Generation Projects; and

WHEREAS, Brookdale Community College has prepared an MOU between the College and Intersect Energy, LLC; and

WHEREAS, the College will prepare an application; and

WHEREAS, the College will document the applicable expense to the institution; and

WHEREAS, the Board of Trustees has reviewed and approved that the College take the necessary steps required to apply for incentives with the New Jersey Board of Public Utilities; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Brookdale Community College approves entering into a MOU and Agency Agreement with Intersect Energy, LLC.

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

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

Human Resources is a Committee of the whole

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

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2021 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole