



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

Dec 14, 2021 5:30 PM - Dec 14, 2021 8:30 PM EST

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BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

November 16, 2021

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

And Zoom Webinar

Vice-Chair Kaufmann called the meeting to order at 5:30 P.M. and roll call was taken. Vice-Chair Kaufmann chaired the meeting.

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee	Dr. William Burns
	Ms. Suzanne Brennan, Trustee	Dr. Nancy Kegelman
	Dr. Hank Cram, Chair	Dr. Yesenia Madas
	Ms. Barbara Horl, Trustee	Mr. Edward Johnson
	Mr. Bret Kaufmann, Vice Chair	Ms. Patricia Sensi
	Ms. Marta Rambaud, Trustee	Ms. Teresa Manfreda
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Mr. Austin Smith, Trustee	Dr. Anita Voogt
	Ms. Natalie Watson, Trustee	Ms. Bonnie Passarella
Absent	Mr. Paul Crupi, Trustee	Dr. Joan Scocco
	Ms. Dyese Davis, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Les Richens, Trustee	
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 November 11, 2021 at 8:30 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Vice-Chair Kaufmann 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.

Vice-Chair Kaufmann 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.

Dr. Stout lead a moment of silence to honor the memory of Lisa Virga who was an Adjunct Instructor in the Psychology & Human Services Department and a skilled mental health counselor in our local community. On behalf of the entire College, Dr. Stout offered condolences to her son, partner, family, colleagues, and friends.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Trustee Horl and seconded by Trustee Abby-White. Motion passed.	
Board of Trustees Reorganization A. Election of Officers of the Board of Trustees Trustee Suzanne Brennan nominated Trustee Cram for Chair.	Mr. Mitch Jacobs, Esq. called for a roll call vote on the nomination of Trustee Cram as Board Chair for 2021-2022. YES: Trustees Abby-White, L. Brennan, S. Brennan, Horl, Kaufmann, Rambaud, Smith and Cram NO: None ABSTENTIONS: None Trustee Cram elected as Chair.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Trustee Suzanne Brennan nominated Trustee Kaufmann as Vice-Chair.</p> <p>B. Establishment of a Regular Meeting Schedule of the Board of Trustees & Designation of Public Notice Requirements</p> <p>1. Discussion of Board Schedule</p> <p>2. Adoption of 2022 Board of Trustees Annual Calendar</p> <p>C. Appointment of Standing Committees – Chair Cram announced that all committee assignment will be carried over through this December. He will reach out to the Board to determine their interest in serving on the various committees and make the committee appointments at the December meeting.</p>	<p>Mr. Mitch Jacobs, Esq. called for a roll call vote for the nomination of Trustee Kaufmann as Vice-Chair for 2021-2022.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Horl, Kaufmann, Rambaud, Smith and Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> <p>Trustee Kaufmann elected as Vice-Chair.</p> <p>A motion was made to adopt the presented calendar for 2022 & designation of public notice requirements by Trustee S. Brennan and seconded by Trustee Smith.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>D. Annual Signing of Code of Ethics of Brookdale Community College Ethics – Board of Trustees Members were requested to review the Code of Ethics and sign the acknowledgment form.</p> <p>E. Annual Report of the College – Ms. Laura Oncea, Director of Communications presented the format of our annual report which reflects on the Evergreen Strategic Goals and the success of our students. Our annual report will highlight new programming, new partnerships, our distinguished graduates and students, improved communication efforts to our students and community, the generosity of our community to support our students, and the outstanding rankings the College received this year. Brookdale is ranked in the top 3% of Community Colleges in the United States for 2021, ranked #9 of the top 25 colleges offering the best culinary arts programs in 2020, and for the second year in a row awarded the best associate of arts in psychology degree program</p>		
<p>President’s Report –</p> <p>PTK Honors in Action Project –</p> <p>Angela Saragusa, Advisor, Phi Theta Kappa Honor Society presented on the following PTK students who have been recognized for their outstanding achievements:</p> <p>Cathleen Kane and Dani Mannarino will represent Brookdale as our two All USA Academic Team nominees. Cathleen was recognized last year as PTK Leader of Promise and this year as a 4 Star Chapter Member. Dani is also a 4 Star Chapter Member and an HFTP scholar, which recognizes high achieving hospitality students.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Belinda Asamoah is not only a Wilbur Ray Scholar but she was also invited to be the Student Representative on the search committee for the Director of the Wellness Center. This year a new chapter officer position was introduced and Belinda is the Vice President of Wellness and she is focusing on providing resources and information for wellness and self care.</p> <p>STARS student Aubree Prendergast is newly accepted into Rider University and is their President's Leadership Award Scholarship recipient.</p> <p>Taiphane Orange is also a Wilbur Ray Scholar and a Global Citizenship Award winner. Tai also won the Middle States Scholar Award for completing the MSR Officer Training Program.</p> <p>Linda Truong, is a Global Citizenship Award winner and just won the Bankier Library Research award. Linda is the Vice-President of Scholarship and is using her talents this year to share scholarship opportunities with our students.</p> <p>Julio Santiago is a NASA Fellow, a 5 Star Chapter Member and last year's Distinguished Member.</p> <p>Pathway to Success Honorees have taken the first steps in enhancing their experience with PTK. They are involved in our meetings and events, give their time in service and are demonstrating their leadership potential. We are excited to see them grow with PTK. This semester's recipients are Liam Daly, Leah Josephowitz, and Sophia Dargis.</p> <p>Member of the Semester Brendan Cusak is recognized for his commitment to chapter events, including volunteering at The People's Pantry, a twice monthly pop-up Food Pantry in Asbury Park. Oasis TLC, (Therapeutic Life Center in Middletown), a non-profit organization that promotes inclusion and acceptance of autistic individuals by creating farm centers that provide community interaction, work opportunities, and healthy residences. He has also been a Mentor for our Student2Student Mentoring Program AND he was a Global Citizenship Award winner.</p> <p>Representatives of PTK, Cathleen Kane, Dani Mannarino, Aubree Prendergast, and Linda Truong presented on their PTK Honors in Action project of the year which will focus on how do our inherited practices impact our fashion consumption and how do we empower future generations to close the loop of the buy use throwaway mentality of the fashion industry and instead promote sustainability and our consumption. They shared the goals of their project and planned events and projects, which include a panel discussion on December 7, a children's quilting project to educate future generations of the benefits of fashion recycling and upcycling, a thrift store event, and a donation program to recycle textiles.</p> <p>For the second year in a row, PTK was awarded a Phi Theta Kappa Honors in Action Grant. The purpose of the grant program is to support student engagement and the funds will be utilized to provide an honorarium for the collaborators for their project.</p> <p>Dr. Stout recognized the significant achievements of our students and staff:</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> • Nil Onder was recognized as the Garden State Athletic Conference Coach of the Year Award. • Theodore Purdon placed 7th overall in the Division III Cross Country National Championship and earned All-American status. The Cross Country Team finished in the top ten in the nation. • Brookdale Head Men's Basketball Coach, Paul Cisek was inducted into the Upstate New York Basketball Hall of Fame. • The International Center was recognized as one of the top 20 producers of Gilman Scholars in the nation. 		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – November 9, 2021 - Trustee Abby-White reported on the Finance & Facilities Committee held on November 9, and she highlighted the following:</p> <ol style="list-style-type: none"> 1. Destination Brookdale – The Marketing Plan for Destination Brookdale was presented. 2. Facilities Update - The Athletic field project is complete. Progress is being made on the lighting and the MAN rear vestibule projects. 3. Financial Reporting - VP Manfreda reported that total operating revenue for the month of September was 3.5% lower than the same time last year. However, auxiliary revenue is up compared to the same time last year. Total operating expenditures were very close to last year, and our auxiliary expenditures are higher than last year, which is expected, due to an increase in activities over last year. The increase in activities also explains the increase in auxiliary revenue compared to last year. Our cash balance remains consistently higher than the same time last year. 4. FY21 Audit - The Finance Division is waiting for fixed asset additions and disposals and the release of the pension bill in order to complete the FY21 Audit. 5. Investments - Executive Director, Matt Siuzdak provided an update on his investment analysis and his research on bank interest rates. He reported that our current bank has a very good rate and he would like to include a third bank in order to diversify our investments. 6. FY23 Budget - VP Manfreda reported the FY23 budget planning has begun. Departmental budgets are under review. The Finance Department is developing 3 to 5 budget models with different tuition and fee scenarios for FY23 which will be presented at the December F&F meeting. 7. Emergency Purchase - VP Manfreda reviewed the request for the ratification of the emergency purchase for the remediation services for storm/water damage at multiple buildings on the Lincroft Campus to not exceed \$40,000. 8. Purchases - VP Manfreda reviewed the 13 recommendations for Purchases which included purchases for Chapter 12 projects, replacement Merv 13 air filters and software funded by CARES funding, drafting tables funded by the Perkins grant and operating purchases to fund landscaping, real estate brokerage services, an RFQ to qualify solar development vendors, and Real Estate Brokerage Services. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>9. HR Actions - Associate VP Sensi presented a proposal for 10 replacement positions one new position. All the proposed Faculty positions are pending the FY23 budget. Additionally, Associate VP Sensi informed the committee there are 11 recommended items this month, which include hires, change of status and separations. Ms. Sensi reported that our number of full-time employees has decreased to mirror the downward trend in enrollment. The College goes through multiple steps to analyze every vacancy prior to deciding to replace the position.</p> <p>10. Grants - VP Kaari reviewed the recommendation to accept 1 grant, the Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation Program – with an award of \$190,000. Dr. Scocco commented that this program generated \$500,000 in revenue last year. VP Kaari reported that \$3 million of grants have been awarded in FY22 with another \$2.9 million pending.</p> <p>11. Foundation - VP Kaari reviewed the September 30 Foundation Financial report. Net assets are down in comparison to last year due to investment income declining as a result of market changes since last year. They are watching the Scholarship Fund investments closely; in case they need to make a change in their investments. Expenses are higher than last year due to Salesforce implementation. She also announced the Foundation will receive a \$220,000 endowment.</p> <p>B. Student Success & Educational Excellence Committee – November 8, 2021 – Trustee Cram reported on behalf of Vice-Chair Kaufmann on the meeting held on November 8, and highlighted the following:</p> <ul style="list-style-type: none"> a. Radiologic Technology Program Accreditation - Dr. Edman Institute Dean for Health Science provided a status report on the programmatic accreditation of the Radiologic Technology Program conducted in October by JRCERT a special purpose accreditor. The two-person visiting team made multiple recommendations that the college is in the process of responding to. Seventeen recommendations were made on 5 of the 6 program standards. Both Dr. Edman and Dr. Reed expressed confidence that the college's response would result in the full accreditation of the program. b. Achievement Gaps - Dr. Reed presented highlights from a report prepared by Dr. Longo on course success rates during the spring 21 semester. The report examined success rates by gender/race and instructional methodology (in-person, online and hybrid) used during the pandemic. The report found an under performance of male students as compared with female students which will receive further examination. It also found success rates as measured by course completion at a record high across all instructional methodologies. The achievement gap between existing demographic groups remained unchanged. A survey will be conducted regarding instructional supports and methodologies in use. c. New Curriculum Development Proposal for Business (OER) - Dr. Reed reported that a new curriculum development proposal has resulted in the use of OER materials in additional courses increasing modestly the overall percentage of courses utilizing open education resources. It has also extended the use of OER materials for dual enrollment courses. d. New Certificate of Legal & Social Justice Academic Certificate of Achievement - Dr. Reed proposed a new certificate in Legal Studies linking together existing courses focusing on legal and social justice. The certificate would be of benefit to students studying human 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>resources and related degrees by documenting an endorsement in the areas of diversity, equity and inclusion.</p> <ul style="list-style-type: none"> e. MOA St. John Vianney High School Early College Academy - Dr. Burns presented the revised MOA for the renewal of the agreement between St. John Vianney and BCC governing the operation of the Early Collage Academy. Dr. Burns summarized the changes in the MOA that reflect the College's and the school's attempt to improve the agreement. They included a year-to-year term, addition of a AS in computer science and a policy on continuation and exit. It is hoped that the revised agreement will serve as a model for initial and renewal MOAs with other partners f. Dr. Reed provided updates on the General Education Model and any future impact on Brookdale programs of the reduced number of required courses. He also reported that improvements in technology have created constituencies for all three educational modalities. He made specific mention of light boards that the college is currently using g. MDRC's Inaugural Tool's For Postsecondary Schools – Dr. Madas announced that the College was selected to participate in this new program which will provide a learning community cohort centered on putting evidence to work for student supports. h. Dr. Stout announced that BCC has been selected to lead the Data Science center for Workforce Innovation and serve as a partner in the Health Technology Center for Workforce Innovation. There is \$400,000 in funding attached to the selection for curriculum development and to serve as a resource for other community colleges. i. Dr. Stout announced that BCC is exploring participation in Achieving the Dream, a consulting service to assist the college in addressing achievement gaps. <p>C. Governance Committee – November 10, 2021 – Trustee Suzanne Brennan and she highlighted:</p> <ul style="list-style-type: none"> a. The new COVID-19 Vaccination or Weekly Testing Requirement Policy was discussed and recommended for lodging this evening. b. Revised Policies 5.0002 – were discussed and recommended for lodging. c. The Board Self-Evaluation will take place in January. d. Board Retreats – The committee made the recommendation to hold a Board Retreat in years where there are leadership changes. This year a Board Retreat will not be held as Chair Cram and Vice-Chair Kaufmann will continue serving in their positions. e. Professional Board Development – will continue this year through a series of podcasts and articles that Dr. Stout and others will recommend for review and discussion. f. President's Evaluation Timeline – was discussed and they are hoping to conclude his evaluation by December 14. g. President's Advisory Committee – Mr. Johnson will provide a quarterly report on the President's Advisory Committee at the Governance Committee meetings to allow the Board to have another avenue to hear feedback from our community. <p>D. Student's Perspective – Trustee Smith congratulated PTK on all of their successes. He reported that he attended the Student Life Board's Speak Out and reported on concerns voiced by our</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>students which included if there would be a continued mask mandate in the spring semester and that some Professors do not hold office hours or respond to emails or messages on Canvas. Trustee Smith brought attention that part-time employees are not contracted to hold office hours of which more than half of our Professors are part-time, which has resulted in our students being frustrated that they can't reach out to their Professors. He also brought up another concern that students voiced about registering early and the professors are listed as to be determined. Students also reported having a tough time socializing outside the classroom and Trustee Smith made suggestions on socializing opportunities to the students. Trustee Smith commented that Dominic Sama did a fantastic job moderating the Speak Out. He provided an update on the E-sports program which has been stagnant due to working through some discrepancies with the contract for the lighting, and the hiring process for the Director is moving along.</p> <p>E. NJCCC Update – Trustee Horl provided her update and highlighted the following:</p> <ul style="list-style-type: none"> a. She reported that the legislature returned yesterday and there will be 5 voting sessions in the legislature before the reorganization. The legislature will determine which bills that have had partial activity over the last 2 years, will move forward. b. On January 11, 2022, the Governor and members of the legislature will be sworn in again. c. NJCCC will present Senator Sweeney a special award, as he has been a champion for community colleges over his 20 years of service in the legislature. d. Mary Zimmerman was elected as the Chair of the NJCCC at the Council's reorganization meeting. e. Trustee Horl reported on the Council's State Budget request for FY 23 will include an increase of \$10 million in operating aid, \$5 million more in CCOG student success funds, and additional \$3 million increase for College Readiness Now, an increase of \$5 million for a new student success initiative which will support retention and completion with a focus on students from underrepresented groups. f. S793 – expands the definition of basic skills and provides a permanent funding floor which will be permanent. <p>F. Foundation Update – Trustee Abby-White reported that the next Foundation meeting is on Thursday.</p>		
<p>Public Comment on Agenda Items -</p> <p>Jonathan Moschberger, Faculty – thanked the Boad for adding a COVID vaccination or testing requirement for the spring semester. He congratulated our PTK scholars, many of whom are students in our Honors Program, and are superstars, the best and the brightest. He congratulated Chair Cram and Vice-Chair Kaufmann on their well-deserved re-election. He commended the Board for their responsiveness and thanked them for their service.</p> <p>Ms. Gruskos confirmed no written comments were submitted.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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>	<p>A motion to adopt the consent agenda was made by Trustee S. Brennan and seconded by Trustee Watson.</p> <p>Motion passed.</p>	
Approval of Public Business Meeting Minutes <p>A. Approval of Public Business Meeting Minutes – October 26, 2021</p> <p>B. Approval of Executive Session Meeting Minutes – October 26, 2021</p>	<p>A motion to approve the minutes from the public business meeting held on October 26, 2021 was made by Trustee S. Brennan and seconded by Trustee Watson.</p> <p>Motion passed.</p> <p>A motion to approve the Executive Session Minutes for the meeting held on October 26, 2021 was made by Trustee S. Brennan and seconded by Trustee Rambuad.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Abby-White</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Consent Agenda A. Approval of Human Resources B. Acceptance of Grants C. Emergency Purchase 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 Purchase(s) D. 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 E. Open Invoice Payment Requests for Vendor, Student and Employee Payments F. Monthly Financial Reports G. Capital Project Update	<p>A motion to approve the consent agenda was made by Trustee S. Brennan and seconded by Trustee Watson.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Horl, Kaufmann, Rambaud, Smith, Watson and Chair Cram.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Lodging of New Policy – 2.1003 COVID-19 Vaccination or Weekly Testing Requirement Policy	<p>A motion to lodge new policy - 2.1003 COVID-19 Vaccination or Weekly Testing Requirement Policy was made by Trustee Horl and seconded by Trustee Chair Cram.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Horl, Kaufmann, Rambaud, Smith, Watson and Chair Cram.</p> <p>NO: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	ABSTENTIONS: None	
Lodging of Policies A. Lodging of Revised Policy 5.0002 Educational Programs B. Lodging of Revised Policy 5.0004 General Education Policy C. Lodging of Revised Policy 5.0006 Effectiveness of Educational Programs, previously named Policy 5.0006 Accountability for the Effectiveness of Educational Programs	<p>A motion to lodge Policy 5.0002 Educational Programs, Policy 5.0004 General Education Policy and 5.0006 Effectiveness of Educational Programs, previously named 5.0006 Accountability for the Effectiveness of Educational Programs was made by Trustee S. Brennan and seconded by Trustee Smith.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Horl, Kaufmann, Rambaud, Smith, Watson and Chair Cram.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Legal and Social Justice Academic Credit Certificate of Achievement	<p>A motion to approve by resolution the Legal and Social Justice Academic Credit Certificate was made by S. Brennan and seconded by Chair Cram.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Horl, Kaufmann, Rambaud, Smith, Watson and Chair Cram.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of MOA between St. John Vianney High School – Early College Academy & the College	<p>A motion to approve by resolution a Memorandum of Agreement between St. John Vianney High School – Early College Academy and the Brookdale Community College was made by Chair Cram and seconded by Trustee Rambaud.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Horl, Kaufmann, Rambaud, Smith, Watson and Chair Cram.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Public Comment		
<p>Mr. Jacobs read the public comment statement and directions for making public comment in person and via Zoom.</p>		
<p>Joan Carroll, Acting Chair of Brookdale Adjunct Faculty Union – commented that in 2016 the Adjuncts did not receive the raise they traditionally were given every year and realized they couldn't do anything about it and they decided to create a Union. The mission of the Union is to provide a voice for the Adjuncts and to give respect to the Adjuncts for their contributions to the College. They were recognized in February 2018. and they presented their first contract proposal in September 2018 and had their first negotiation with the College beginning in January 2018. November 2019, they declared jointly an impasse and applied to the Public Employees Relations Commission to provide a mediator. The first mediation session was March 2020 and because of the pandemic they were unable to continue with in-person mediation. She brought up issues they have raised which included not being able to negotiate their wages, as the Board approved Policy 3.1001 in October 2017, which tied their Adjunct salary to the Full-time Faculty overload rate, which is not an equitable situation for the Adjuncts. They also brought up concerns that they are not receiving a pension, medical benefits, and paid time off. She also brought up another concern that they are not paid in a timely fashion. The Adjuncts do not get paid until the middle of October, and all other employees get paid by-weekly. She stated that their goal is not to negotiate with the Board of Trustees but to inform them of how their contract negotiations are going.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Gerald Friedman, Adjunct Professor commented on his long history of serving as an Adjunct Faculty for over 30 years, and his positive experience of working with our students and at the College. He questioned if the College values him and every other Adjunct, and suggested the way to confirm this is to negotiate in good faith, and give valid reasons why their salary can't be negotiated. He also thought it was unacceptable to not be paid until mid-October.</p> <p>Ms. Gruskos confirmed that no written comments were submitted.</p> <p>Old/New Business -</p> <p>No old or new business was discussed.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to hold a closed meeting (<i>Attachment A</i>)</p>	<p>A motion was made to approve by resolution to hold a closed session by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion to re-open the meeting to the public was made by Vice-Chair Kaufmann and seconded by Trustee S. Brennan.</p> <p>Motion passed.</p>	
<p>Adjournment</p> <p>Meeting adjourned at 7:45 PM.</p>	<p>A motion to adjourn the meeting was made by Trustee Watson and seconded by Trustee Smith.</p> <p>Motion passed.</p>	

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 3 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **November 16 2021 at approximately 7 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION

Approved: November 16, 2021

☒ "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body : **negotiations with the Superior Officers Association and AFT**

☐ "(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: **matters falling within the attorney client privilege regarding issues with COVID Vaccine/Testing Mandate, and anticipated litigation with a contractor.**

☐ "(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 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.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 56 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Faculty	4
Supervisor – Direct Student Contact	1
Non-Supervisor – Direct Student Contact	1
Support Staff	2
Adjuncts	11

B. Change of Status**Recommendations**

Faculty	1
Supervisor – Direct Student Contact	5
Supervisor – Administrative Operations	6
Non-Supervisor – Direct Student Contact	3
Non-Supervisor – Administrative Operations	6
Support Staff	11

C. Separations**Recommendations**

Faculty	4
Support Staff	1

A. HIRES**FACULTY**

1. Name: Susan Bielicki
Department: Accounting
Position: Instructor, temporary spring semester
Salary: \$32,860, prorated from an annual base of \$63,717
Effective: 1/18/22, pending completion of all final contingencies
2. Name: Thomas Ciancea
Department: Nursing
Position: Instructor, temporary spring semester
Salary: \$32,860, prorated from an annual base of \$63,717
Effective: 1/18/22, pending completion of all final contingencies
3. Name: Christy DeVito
Department: Education
Position: Instructor, temporary spring semester
Salary: \$32,860, prorated from an annual base of \$63,717
Effective: 1/18/22, pending completion of all final contingencies
4. Name: William Ryan
Department: Languages/ESL
Position: Instructor
Salary: \$32,860, prorated from an annual base of \$63,717
Effective: 1/18/22, pending completion of all final contingencies

FACULTY DEGREE SUMMARY

Doctoral	Masters
1	3

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Jisenia Torres
Department: Admissions
Position: Associate Director
Salary: \$68,255, to be prorated accordingly
Effective: 1/10/22, pending completion of all final contingencies

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Christopher Boehmer
Department: Operations
Position: Director, Esports
Salary: \$79,362 to be prorated accordingly
Effective: 1/3/22, pending completion of all final contingencies

SUPPORT STAFF

1. Name: Kristina Diaz
Department: Admissions
Position: Associate, Student Services
Salary: \$43,655
Effective: 1/3/22, pending completion of all final contingencies
2. Name: Laura Tuzzolino
Department: Continuing & Professional Studies
Position: Account Associate
Salary: \$43,655
Effective: 1/3/22, pending completion of all final contingencies

ADJUNCTS

1. Name: Andrea Bailey
Department: Nursing
2. Name: Debra Canale
Department: Nursing
3. Name: Augusto Cespedes, Jr.
Department: Nursing
4. Name: Lauren Fahy
Department: Nursing
5. Name: Marissa Fernandez
Department: Nursing
6. Name: Peter Kelly
Department: Economics

7. Name: Peter M. Koenig
Department: Criminal Justice
8. Name: Caroline Leibowitz
Department: Nursing
9. Name: Michael F. Mahoney
Department: Accounting
10. Name: Lisa Parker-Williams
Department: Nursing
11. Name: Dorante Richards
Department: Nursing

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
3	8

B. CHANGE OF STATUS**FACULTY**

1. Name: Erich Lindauer
Department: Automotive Technology
Position: Instructor, temporary Fall 22 semester
Action: Change in temporary faculty assignment from Spring 22 to Fall 22
New Salary: To be determined
Effective: 9/1/22 – 12/23/22

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Jenna Moltisanti
Department: Student Affairs
Position: Interim Director, Regional Locations
Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
New Salary: No change
Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22

2. Name: Lynne Shaffery
 Department: Student Affairs
 Position: Associate Director, Regional Location
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID
 Response Team
 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22

3. Name: Paulette Simpson
 Department: Student Affairs
 Position: Associate Director, Regional Location
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID
 Response Team
 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22

4. Name: Jorge Terreros
 Department: Student Affairs
 Position: Associate Director, Regional Location
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID
 Response Team
 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22

5. Name: Candice Watts
 Department: Student Affairs
 Position: Associate Director, Regional Location
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID
 Response Team
 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: James McCarthy
 Department: Pandemic Response Task Force
 Position: Project Manager, Pandemic response Task Force
 Action: Extension of temporary transfer to the Pandemic Response Task Force
 New Salary: No change
 Effective: 1/1/22 until further notice, but not later than 6/30/22

2. Name: Jackeline Mejias-Fuertes
 Department: Small Business Development Center
 Position: Director
 Action: Extension of grant-funded position
 New Salary: No change
 Effective: 1/1/22 – 6/30/22 or expiration of grant, whichever is earlier

3. Name: Dawn Murray
 Department: Common Services
 Position: Interim Supervisor, Common Services
 Action: Extension of interim A3 position
 New Salary: No change
 Effective: 1/1/22 until further notice, but not later than 6/30/22

4. Name: Laura Oncea
 Department: College Relations
 Position: Interim Director, Communications
 Action: Extension of temporary position
 New Salary: No change
 Effective: 12/24/21 until further notice, but not later than 6/30/22

5. Name: Laura Qaissaunee
 Department: Grants Development
 Position: Director, Grants & Institutional Development
 Action: Extension of monthly stipend
 Effective: 1/1/22 until further notice, but not later than 6/30/22

6. Name: Kelli Sanders
 Department: Pandemic Response Task Force
 Position: Administrator, Pandemic Response Task Force
 Action: Extension of temporary transfer to the Pandemic Response Task Force
 New Salary: No change
 Effective: 1/1/22 until further notice, but not later than 6/30/22

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Jennifer Jordan
 Department: Financial Aid
 Position: Associate Director, Financial Aid Technology
 Action: Change in title and band, from A3 to A4
 New Salary: No change
 Effective: 8/23/21

2. Name: Louis Marius
 Department: Advising
 Position: Student Success Coach/Advisor
 Action: End of interim A5 assignment; return to A3 position
 New Salary: \$60,470, to be prorated accordingly
 Effective: 11/30/21

3. Name: Carolyn Matassa
 Department: Academic Advising
 Position: Student Success Coach/Advisor
 Action: Extension of temporary assignment
 New Salary: No change
 Effective: 12/24/21 until further notice, but not later than 6/30/22

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Michael Amodio
 Department: Facilities Administration
 Position: Interim Supervisor, Maintenance
 Action: Extension of temporary position
 New Salary: No change
 Effective: 12/24/21 until further notice, but not later than 6/30/22

2. Name: Peggy Austin
 Department: Student Affairs
 Position: Department Administrator, SD&EA
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID
 Response Team
 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22

3. Name: Catherine King
 Department: COVID Response Team/Financial Aid
 Position: COVID Task Force Coordinator, Financial Aid
 Action: Extension of temporary position
 New Salary: No change
 Effective: 12/24/21 until further notice, but not later than 6/30/22

4. Name: BJ Kosulavage
 Department: Registration & Records
 Position: Administrator, Scheduling & Operations
 Action: Change in status from N4 to A3 position through bona fide search
 New Salary: \$59,690, to be prorated accordingly
 Effective: 1/1/22, pending completion of all final contingencies

5. Name: Maggie Osmulski
 Department: Small Business Development Center
 Position: Assistant Director
 Action: Extension of grant-funded position
 New Salary: No change
 Effective: 1/1/22 – 6/30/22 or expiration of grant, whichever is earlier

6. Name: Bonnie Passarella
 Department: President's Office
 Position: Legal Affairs Officer
 Action: Title change only
 New Salary: No change
 Effective: 12/15/21

SUPPORT STAFF

1. Name: Deborah Brown
 Department: Student Affairs
 Position: One-Stop Specialist
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22

2. Name: Mary Ann Gurrera
 Department: Student Affairs
 Position: One-Stop Specialist
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team

 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22

3. Name: Maria Maccanico
 Department: Student Affairs
 Position: One-Stop Specialist
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team

 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22

4. Name: Frank McGaughran
 Department: Teaching & Learning Center
 Position: TLC Specialist, COVID Response Team
 Action: Split in assignment, 60% COVID Response Team, 40% Events Management
 New Salary: No change
 Effective: 1/1/22 until further notice, but not later than 6/30/22

5. Name: Jennifer Mehm
 Department: Humanities Institute
 Position: Senior Office Assistant
 Action: Change in status from Health Science to Humanities Institute through bona fide search

 New Salary: No change
 Effective: 1/1/22

6. Name: James Purcaro
 Department: Police
 Position: Security Guard
 Action: Extension of temporary position
 New Salary: No change
 Effective: 12/24/21 until further notice, but not later than 6/30/22

7. Name: Maria Cecilia Rodriguez
 Department: Student Affairs
 Position: One-Stop Specialist
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID
 Response Team
 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22
8. Name: Bruce Thompson
 Department: Student Affairs
 Position: One-Stop Specialist
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID
 Response Team
 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22
9. Name: Denise Vigil
 Department: Student Affairs
 Position: One-Stop Specialist
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID
 Response Team
 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22
10. Name: Donna Williams
 Department: Student Affairs
 Position: One-Stop Specialist
 Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID
 Response Team
 New Salary: No change
 Effective: Split assignment 1/1/22 until further notice but not later than 6/30/22
11. Name: Nathan Zerbe
 Department: Facilities
 Position: Senior Specialist, Facilities, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 1/1/22 until further notice, but not later than 6/30/21

C. SEPARATIONS**FACULTY**

1. Name: Jennifer Albers
Department: Reading
Position: Instructor
Action: End of temporary position
Effective: 12/23/21
2. Name: Danielle Basmagy
Department: English
Position: Instructor
Action: End of temporary position
Effective: 12/23/21
3. Name: Barry Glickman
Department: Speech
Position: Instructor
Action: End of temporary position
Effective: 12/23/21
4. Name: Judith Ungar
Department: Library
Position: Assistant Professor
Action: Retirement
Effective: 5/31/22, with retirement on 6/1/22

SUPPORT STAFF

1. Name: Krystal Cruz
Department: Physics
Position: Instructional Assistant
Action: End of temporary position
Effective: 12/23/21

**1.51 Acceptance of Gifts
Background**

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

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

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

DATE	DONOR	ITEM
November 8, 2021	Norman Lavine 7 Johnson Court Cresskill, NJ 07626	Vintage Fashion Magazines, c. late 1800 - early 1900s

2.1 Acceptance of Grants

Executive Summary

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

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

Short Title: Perkins

Goal/Purpose: Funding for FY'22 will enable the College to implement the priority strategies identified in the Perkins V Comprehensive Local Needs Assessment (CLNA). These strategies are developed to align with key program elements including meeting labor market needs, ensuring the quality of CTE programs, increasing student performance, and ensuring access and equity of staff.

Program Administrator: Elizabeth Kruijssen, Director of Curriculum

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

Date Awarded: November 5, 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 \$Awarded: \$150,000 with an in-kind match of \$26,315*

*Fringe for two full-time staff

Date Awarded: November 7, 2021

Recommendation:

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

RESOLUTION

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

	<u>Amount</u>
Strengthening Career and Technical Education for the 21 st Century Act (Perkins V)	\$610,354
Displaced Homemakers Program	\$150,000

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.

*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 December 7, 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
December 14, 2021

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing and Repairs, Bid No. 21-18 / This contract is for the replacement of thermal heat detector devices at the PAC Building and the installation of (10) new door holders (fire magnets) at the Arena. This contract is funded by Chapter 12.	Bid	\$ 13,750.00
2	Automated Building Controls, Inc.	Building Automation and Control System Service, Maintenance and T&M, Bid No. 20-37 / This contract is for the replacement of a condenser coil for chiller circuit A at the Freehold Regional Location and is funded by Chapter 12.	Bid	\$ 15,703.00
3	Sal Electric Co., Inc.	Electrical Services T&M, Bid No. 20-28 / This contract is for the installation of a new power line for the emergency phone at the Tachman Building and is funded by Chapter 12.	Bid	\$ 7,619.50
4	Sal Electric Co., Inc.	Electrical Services T&M, Bid No. 20-28 / This contract is for the replacement of Variable Frequency Drives (VFD) at the Central Utility Plant and Larison Hall. This contract is funded by Chapter 12.	Bid	\$ 14,450.23
5	Rich Tree Service Inc.	Tree Removal Services / Exempt 18A:64A.25.9 (NJ State Contract). This State Contract is for the removal and stump grinding of over (50) trees on the Lincroft Campus. This contract is funded by Chapter 12.	Exempt	\$ 57,893.28 *
6	TEC Elevator Company	Elevator Maintenance Services and Repairs, Bid No. 20-33 / This contract is for the replacement of a door operator processor board at the Collins Arena (Elevator 2) and is funded by Chapter 12.	Bid	\$ 10,385.00

7	GPC, Inc.	Replacement of MAN Building Vestibule Concrete Slab, Bid No. 22-06 / Notice was sent to 13 vendors, received 3 replies. This contract is for the replacement of the vestibule concrete slab at the MAN Building and is funded by Chapter 12. Low bid is being rejected due to submission of the incorrect Bid Form. Note: there is a potential deduct of \$5,000 on the awarded amount.	Bid	\$	130,000.00	*
8	GPC, Inc.	ADA Door Upgrades / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for ADA door upgrades at the Long Branch Regional Location and is funded by Chapter 12.	Exempt	\$	42,600.00	
9	GPC, Inc.	Installation of Trench Drain / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the installation of a trench drain near the Library Entrance A2 and is funded by Chapter 12.	Exempt	\$	29,800.00	
10	Colliers Engineering & Design	Professional Engineering Services, RFQ No. 03-2021 / This contract is for professional engineering services for flood investigations and remediation recommendations. This contract is funded by Chapter 12.	RFQ	\$	34,750.00	
Grants						
11	Thinkingstorm Online Tutoring	Online Tutoring Services / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This is a one year contract for online tutoring services and is funded by HEERF.	Exempt	\$	25,000.00	*
12	Hyland Software, Inc.	Perceptive Content/JADU Forms / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This 3 year contract is part of Brookdale's Digital Transformation Initiative and includes licensing, implementation services, and training. This project enhances the College's current Enterprise Continent Management (ECM) solution by introducing dynamic eForms, content portal, and approval workflows. The solution will also provide eAuthorization (digital signatures) capabilities and integrate with Colleague ERP. The cost of Year 1 (\$92,760) is funded by HEERF. Years 2 and 3 (\$32,130/year) will be funded by the IT Budget.	Exempt	\$	157,020.00	
Operating						
13	Promineo Education LLC	Online Certificate Program for Coding and Data Engineering (Spring Term), RFP No. 08-21 / This contract is for an online certificate program for coding and data engineering during the Spring Term. This contract is funded by CPS' Revenue Generating Programs.	RFP	\$	30,000.00	*

14	Black Rocket Productions, L.L.C.	Summer Camp Management Services, RFP No. 06-21 / This is the 2nd year of a 2 year contract for summer camp management services and is funded by CPS' Revenue Generating Programs.	RFP	Revenue \$75/Full Day Camp Fee \$43/Half Day Camp Fee	
15	Asbury Park Police Department	Security Services / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for security services at the Culinary Center in Asbury Park and is funded by the Culinary Budget.	Exempt	\$ 20,000.00	*
16	Monmouth County Vocational School District	Custodial Services / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for custodial services at the Culinary Center in Asbury Park and is funded by the Culinary Budget.	Exempt	\$ 17,500.00	*
17	Veritiv Operating Company	Copy Paper, Miscellaneous Paper & Envelopes, Bid No. 22-07 / Notice was sent to 12 vendors, received 1 reply. This 6-month contract is for the supply and delivery of copy paper, miscellaneous paper, and envelopes. This contract is funded by the Printing Services Department.	Bid	\$ 45,000.00	*
18	R. Helfrich & Son Corp. Villani Bus Company Suburban Transit Inc. (Coach USA)	Charter Bus Services for Athletics (Winter/Spring), Bid No. 22-08 / Notice was sent to 9 vendors, received 6 replies. These contracts are for charter bus services for 35 intercollegiate athletic events during the Winter/Spring and are funded by the Athletic Budget.	Bid	\$ 33,915.00	
19	SSP Architectural Group, Inc.	Facilities Master Plan Consultant Services, RFP No. 03-22 / Notice was sent to 43 firms, received 7 replies. This contract is for facilities master plan consultant services and is funded by the Facilities Budget.	RFP	\$ 278,400.00	

* Estimated expense based on historical data
Unless otherwise exempt, bids were publicly advertised according to law.

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending October 31, 2021, which totaled \$1,728,504.02. 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 December 7, 2021.

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting December 7, 2021.

Financial Overview at October 31, 2021

The following financial summary provides an overview of year-to-date financial performance at October 2021 compared to FY22 budget, and to the same period last year.

Revenue:

Compared to Budget

Total operating revenue for the month of October 2021 was \$32.1M and represents 40.1% of the FY22 budget of \$80M.

Compared to Prior Year

Operating revenue at October 31, 2021, was 3.6% lower than the same time last year. This is mainly attributed to the decrease in tuition and fees revenue.

Expenditures:

Compared to Budget

Total operating expenditures through October 2021 were \$20.4M or 26.4% of the \$77M FY22 budget. As a point of reference, October is the fourth month of the current fiscal year and represents 33.3% of the annual budget.

Compared to Prior Year

Total operating expenses for the same period last year were \$20.2M compared to \$20.4M this year indicating an increase of operating costs of 1.1%.

Cash Balance:

At October 31, 2021, the College's total cash balance in the bank was \$29.7M, which represents a \$3.2M increase over the same time last year.

Brookdale Community College
Operating Revenue Report
For the month ending October 31, 2021

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 3,342,791	\$ 10,285,798	\$ (6,943,007)	32.5%
County of Monmouth	6,675,673	20,027,019	(13,351,346)	33.3%
	10,018,464	30,312,817	(20,294,353)	33.1%
Student Tuition:				
Summer III	777,163	1,168,792	(391,629)	66.5%
Fall 15	14,065,695	14,587,236	(521,541)	96.4%
Fall 11	881,590	753,928	127,662	116.9%
Fall 7A & 7B	84,548	34,500	50,048	245.1%
Winterim	-	280,685	(280,685)	0.0%
Spring 15	-	12,999,568	(12,999,568)	0.0%
Spring 11	-	785,504	(785,504)	0.0%
Spring 7A & 7B	-	27,500	(27,500)	0.0%
Summer I		1,542,617	(1,542,617)	0.0%
Summer II		1,641,988	(1,641,988)	0.0%
	15,808,996	33,822,318	(18,013,322)	46.7%
Fees:				
Fees (Technology, Capital, Facilities)	3,744,682	8,251,378	(4,506,696)	45.4%
Application Fee	50,300	165,000	(114,700)	30.5%
Installment Plan Fee	60,060	145,000	(84,940)	41.4%
Lab Fees	1,157,365	2,374,929	(1,217,564)	48.7%
Late Fees	10,200	21,500	(11,300)	47.4%
Transcript Fee	18,068	60,000	(41,932)	30.1%
Bad Check Fee	305	1,000	(695)	30.5%
	5,040,980	11,018,807	(5,977,827)	45.7%
Continuing & Professional Studies:				
Contract Training Direct Pay	73,280	226,342	(153,062)	32.4%
Alternate Route	67,980	85,180	(17,200)	79.8%
Healthcare Services	497,992	840,504	(342,512)	59.2%
Business & Career Training	119,054	263,325	(144,271)	45.2%
Computer Training	69,615	135,460	(65,845)	51.4%
CTE Grant	136,868	488,766	(351,898)	28.0%
Sandy Hook	-	-	-	0.0%
Trips / Excursions	-	140,599	(140,599)	0.0%
Misc. Open Enrollment Programs	82,952	300,735	(217,783)	27.6%
Summer Adventure Camps	38,839	75,000	(36,161)	51.8%
Accelerated Career & Technology	5,372	26,605	(21,233)	20.2%
	1,091,952	2,582,516	(1,490,564)	42.3%
Miscellaneous:				
Indirect Cost Recovery	132,782	250,000	(117,218)	53.1%
Other Departmental Revenue	873	3,500	(2,627)	24.9%
Miscellaneous	934	10,000	(9,066)	9.3%
International Center	18,225	350,000	(331,775)	5.2%
Reserves	-	1,715,000	(1,715,000)	0.0%
Interest Income	5,998	15,000	(9,002)	40.0%
	158,812	2,343,500	(2,184,688)	6.8%
Total	\$ 32,119,204	\$ 80,079,958	\$ (47,960,754)	40.1%

Brookdale Community College
Operating Expenditure Report
For the month ending October 31, 2021

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 6,509,194	\$ 30,131,983	\$ 23,622,789	21.6%
Benefits	3,949,986	15,642,856	11,692,870	25.3%
Finance & Operations	3,763,028	11,476,799	7,713,771	32.8%
Student Affairs	1,694,182	6,919,632	5,225,450	24.5%
General Expenses	1,544,635	3,516,587	1,971,952	43.9%
Continuing & Professional Studies	635,530	2,557,218	1,921,688	24.9%
Utilities	761,802	2,287,836	1,526,034	33.3%
Human Resources & Organizational Safety	671,994	2,406,521	1,734,527	27.9%
Planning & Institutional Effectiveness	141,955	382,145	240,190	37.1%
President & Board of Trustees	200,069	508,839	308,770	39.3%
Advancement Division	510,283	1,270,104	759,821	40.2%
	<u>\$ 20,382,658</u>	<u>\$ 77,100,520</u>	<u>\$ 56,717,863</u>	<u>26.4%</u>
Salaries & Wages	\$ 10,496,669	\$ 46,038,321	\$ 35,781,289	22.8%
Other Expenses	9,885,989	31,062,199	20,936,574	31.8%
	<u>\$ 20,382,658</u>	<u>\$ 77,100,520</u>	<u>\$ 56,717,863</u>	<u>26.4%</u>

**FY22 Fall Semester Financial Forecast
Finance & Facilities Committee
December 7, 2021**

The FY22 Fall Semester Financial Forecast contains an analysis of enrollment, revenue, and expense projections for the operating fund. The analysis includes actual data through October 31, 2021, and forecasted data through June 30, 2022.

The College is projecting an enrollment of 6,808 credit FTEs compared to a budget of 7,148 credit FTEs. This projection represents a 4.5% decrease from the actual FY21 credit enrollment of 7,125 FTEs. The College will utilize HEERF funds to cover most revenue losses. Due to savings in budgeted expenses the College may eliminate the reliance on reserves in the budgeted amount of \$1,715,000 and net a surplus of over \$100,000.

Brookdale Community College
Analysis and Forecast of Operating Funds
Positions at October 31, 2021

	FY22 Budget	10/31/2021	Favorable/ (Unfavorable)	FY22 Projected
Operating				
Revenues:				
Tuition	\$ 33,822,318	15,808,996	-	\$ 33,822,318
State	10,285,798	3,342,791	(56,860)	10,228,938
County	20,027,019	6,675,673	-	20,027,019
Fees	11,018,807	5,040,980	(237,768)	10,781,039
Continuing & Professional Studies	2,582,516	1,091,952	-	2,582,516
Reserves	1,715,000	-	-	-
Other Income	628,500	158,812	-	628,500
Total Revenue	\$ 80,079,958	32,119,204	(294,628)	\$ 78,070,330
Expenditures:				
Academic Affairs	30,131,983	6,509,194	102,565	30,029,418
Benefits	15,642,856	3,949,986	2,225,357	13,417,499
Finance & Operations	11,476,799	3,763,028	(27,492)	11,504,291
Student Affairs	6,919,632	1,694,182	122,765	6,796,867
General Expenses	3,516,587	1,544,635	(897,172)	4,413,759
Continuing & Professional Studies	2,557,218	635,530	49,283	2,507,935
Utilities	2,287,836	761,802	327,836	1,960,000
Human Resources & Organizational Safety	2,406,521	671,994	146,586	2,259,935
Advancement	1,270,104	510,283	36,210	1,233,894
Planning & Institutional Effectiveness	382,145	141,955	3,440	378,705
President & Board of Trustees	508,839	200,069	56,851	451,988
Total Expenditures	\$ 77,100,520	20,382,658	2,146,229	\$ 74,954,291
Other Cash Requirements				
Debt Principal	1,715,000	1,715,000	-	1,715,000
Interest Expense	1,264,438	117,798	-	1,264,438
	\$ 2,979,438	1,832,798	-	\$ 2,979,438
Surplus/(deficit) projected- Operating fund				\$ 136,601

Topic:

The College has developed a strategy for investing College funds for maximum gain according to policy.

General Issue Overview:

The College will benefit from diversifying its holdings as follows:

- Transfer \$3M from Bank of America to Kearny Bank in December 2021
- Transfer \$2M from Bank of America into a Manasquan Bank Certificate of Deposit in December 2021

Total interest income for FY22 is projected to be \$35,825. Total interest income for FY21 was \$5,857.

Prior to the Kearny investment in April 2021, interest income with Bank of America would have yielded an estimated \$1,200 for FY22. With the initial Kearny investment and additional transfers, interest income is expected to yield \$35,825 for FY22. This is a projected return increase of \$34,625 for FY22.

Recommendation

The College recommends diversifying its banking strategy.

Brookdale Community College
Investment Analysis
as of November 30, 2021

			Current Investment (Kearny only)		Additional Investments							
			Forecast June 2022 (end FY22)								Forecast June 2022 (end FY22)	
	June 2021 (end FY21)	%		%	End Balance Nov 2021	%	Transfers in Dec 2021	End Balance Dec 2021	%			%
Cash Position												
BoFA	\$ 25,229,904	85%	\$ 28,000,000	85%	\$25,530,836	84%	\$ (5,000,000)	\$20,530,836	68%	\$ 23,311,815	70%	
Kearny	4,340,983	15%	4,864,725	15%	4,850,618	16%	3,000,000	7,850,618	26%	7,872,173	24%	
Manasquan	-	0%	-	0%	-	0%	2,000,000	2,000,000	7%	2,003,474	6%	
	29,570,887		32,864,725		30,381,454		-	30,381,454		33,187,461		
Interest Income												
BoA (.005%)	746		1,200		513					1,161		
Kearny (CK .50%)	5,111		23,742		9,635					31,190		
Manasquan (CD .35%)	-		-		-					3,474		
	5,857		24,942		10,148					35,825		

Interest Breakdown for FY22

Month	BoFA	Kearny	Manasquan	Total
Jul	\$ 101	\$ 1,784	\$ -	\$ 1,885
Aug	94	1,904	-	1,998
Sep	99	1,895	-	1,995
Oct	99	1,926	-	2,025
Nov	99	2,126	-	2,225
Dec	99	2,060	-	2,159 *
Jan	95	3,335	595	4,025 *
Feb	95	3,014	537	3,646 *
Mar	95	3,338	595	4,028 *
Apr	95	3,232	576	3,903 *
May	95	3,341	595	4,031 *
Jun	95	3,234	576	3,906 *
	\$ 1,161	\$ 31,190	\$ 3,474	\$ 35,825

* Projected

December 1, 2021

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) ATHLETIC FIELDS/LINCROFT CAMPUS

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

Awaiting submission of revised closeout documents prior to final payment.

2) LIFE SAFETY AND ADDITIONAL LIGHTING

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

Sal Electric is completing the work under the contract and they are currently awaiting delivery of product to complete the work at CVA. Once the work is complete, the balance of the monies owed VA Electric will be released.

3) MAN REAR VESIBULE SLAB LEAKAGE

T&M investigated the vestibule slab at the top of the exterior stairs at the rear of the MAN building. The slab is poorly pitched and water leakage into the building and vestibule below is an issue. T&M will prepare plans and specifications for bidding to replace the slab, rehabilitate the exterior stairs and repoint adjoining brickwork.

Bid opening was held on November 30, 2021. The lowest responsible bidder was GPC, Inc. in the amount of \$130,000.00. Work will be scheduled for completion in the spring.



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

Brief: Facilities Overview as of December 7, 2021

Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Lightning protection	USA Architects	Sodon Electric	<ul style="list-style-type: none"> Waiting on closeout documents
Roof replacement, Phase III	Fraytak Veisz Hopkins Duthie PC (FVHD)	MTB, LLC	<ul style="list-style-type: none"> Waiting on standing seam metal for MAN building. Working on punch list items and gutters still need to be jetted and snaked.
Retaining wall construction	Suburban Architects	Berto Construction	<ul style="list-style-type: none"> Hydro-seeding and decorative stonework scheduled for spring.
Gorman Hall South renovation	Posen Architects	TBD	<ul style="list-style-type: none"> Construction documents received and under review by the College.
Wellness Center	Posen Architects	TBD	<ul style="list-style-type: none"> Cost estimate received. Moving forward with design.
Facilities Master Plan	TBD	TBD	<ul style="list-style-type: none"> Seven responses received and are under review by the College.
CVA and Maintenance Roof	DRG	TBD	<ul style="list-style-type: none"> PO issued 11/23/21 to begin construction documents.
ATeC & MAS Drainage	Colliers	TBD	<ul style="list-style-type: none"> December BOT approval of Colliers.

Projects in-planning stage:

- Lincroft Elevators

4.2b *Change Order Request*

The Change Order Request Report contains summary information and a resolution for increases to existing Blanket Purchase Orders.

This report is submitted to the Board of Trustees to provide background information to enable the approval of the change requests.

Additional details for these proposed purchases are available in the Purchasing Office for review by the Board of Trustees.

This item was discussed with the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held December 7, 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, College policy requires Board approval for a change in contractual terms to any previously Board approved purchase, and

WHEREAS, the Board of Trustees has reviewed the purchase 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.

Brookdale Community College
Contract Modification
December 14, 2021

Vendor Name	Description	Change Orders		Current		Contract Total	Proposed % Increase
		Contract Award	Approved	Contract Value	Proposed C/Os		
1 T&M Associates	Additional administrative engineering services to close out the Rehabilitation of the Athletic Fields Project. This contract is funded by Chapter 12.	\$ 23,000.00	\$ -	\$ 23,000.00	\$ 4,731.50	\$ 27,731.50	21%
		\$ 23,000.00	\$ -	\$ 23,000.00	\$ 4,731.50	\$ 27,731.50	

4.3 Acceptance of Brookfield Renewable DG US Operations, LLC

Enclosed is a resolution to enter into an agreement with Luminace, a Brookfield Renewable DG US Operations, LLC for solar power generation provider, which encompasses the operation and maintenance of a grid-connected solar power facility to provide and sell Energy Output to the College. This vendor was previously qualified and approved by the Brookdale Community College Board of Trustees at a meeting held November 16, 2021.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 7, 2021.

R E S O L U T I O N

WHEREAS, it is inherent with the College's Philosophy and Mission to provide the Monmouth County Community with optimal, resourceful operations of the College; and

WHEREAS, Brookdale Community College has maintained and operated the Lincroft Campus and Regional locations; and

WHEREAS, the College has determined the benefit to entering into an Agreement for the installation and provision of solar energy; and

WHEREAS, the current location has proven satisfactory in terms of access and general accommodations to house solar panels; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Luminace, a Brookfield Renewable DG US Operations, LLC is accepted as the solar power generation provider to the College; AND

NOW THEREFORE BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College authorize the President to negotiate the development of a lease agreement with Luminace, a Brookfield Renewable DG US Operations, LLC.

Brookdale Community College College Policy

2.1003 COVID-19 VACCINATION OR WEEKLY TESTING REQUIREMENT POLICY

I. Title of Policy

COVID-19 Vaccination or Weekly Testing Requirement Policy

II. Objective of Policy

In order to comply with State and Federal requirements to maintain a learning environment and workplace that is free from recognized hazards that are causing or likely to cause death or serious physical harm to the College community and to best protect College employees and continue to fulfill the College's obligations to its students, it is the College's Policy that, in order to access College buildings, classrooms, offices and indoor areas, College students and employees must be fully vaccinated against COVID-19 and provide documentation to verify proof of vaccination status or test weekly and produce negative results as of the dates prescribed by the President

III. Authority

U.S. Center for Disease Control and Prevention ("CDC Guidelines"); Executive Orders #242 and 243; N.J.S.A. 26:13-14; the Americans with Disabilities Act of 1990 (the "ADA"); the New Jersey Law Against Discrimination ("NJLAD"); Title VII of the Civil Rights Act of 1964 ("Title VII"); 29 C.F.R. 1630.2(r); *Bd. of Educ. of Mountain Lakes v. Maas*, 56 N.J. Super. 245 (App. Div. 1959); and N.J.S.A. 34:15-31.6

IV. Policy Statement

In support of Brookdale Community College's commitment to health and safety for members of its community, students and staff are to be fully COVID-19 vaccinated or opt for weekly testing by the dates prescribed by the President in order to access all indoor areas of the College..

See related Regulation 2.1003R COVID-19 Vaccination and Weekly Testing Requirement for additional information.

The College reserves the right to suspend or amend this Policy as needed in the sole discretion of the College.

V. Responsibility for Implementation

President

Approved:

Related Regulation 2.1003R COVID-19 Vaccination or Weekly Testing Requirement

**Brookdale Community College
College Policy**

2.1003 COVID-19 VACCINATION OR WEEKLY TESTING REQUIREMENT POLICY

I. Title of Policy

COVID-19 Vaccination or Weekly Testing Requirement Policy

II. Objective of Policy

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III. Authority

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IV. Policy Statement

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The College reserves the right to suspend or amend this Policy as needed in the sole discretion of the College.

V. Responsibility for Implementation

President

Approved:

Submitted for Approval: December 14, 2021

Page 1 of

Related Regulation 2.1003R COVID-19 Vaccination or Weekly Testing Requirement

Brookdale Community College College Policy

5.0002 Educational Programs

I. Title of Policy

Educational Programs

II. Objective of Policy

To ~~emphasize~~ articulate the College's commitment to learning options through the offer of credit and non-credit educational programs to benefit students, employers and its community.

III. Authority

N.J.S.A. 18A:~~62 – 1 et seq.~~ & ~~and N.J.S.A 9A~~ N.J.A.C. 9A:1.1 et seq.

IV. Policy Statement

Recognizing its ~~role~~ mission as a comprehensive community college, Brookdale offers access to high quality and cost-effective educational opportunities with well-defined degree, transfer, and career pathways ~~a variety of educational programs~~ to meet the ~~diverse~~ needs of its diverse community. These include but are not limited to:

- Transfer programs which lead to the associate degree and provide the credits for the first half of a baccalaureate degree. Transfer programs are offered in the Arts (AA) and Sciences (AS), as well as in a variety of specific career disciplines;
- Career oriented education programs of at least 60 credits (AAS);
- Short Term Certificate programs, both credit and non-credit, to prepare the student for employment educational goals. Whenever possible, these programs will qualify the student for an external credential or licensure, continuing education units, certifications, or other evidence of completion/mastery, to meet personal and/or professional requirements.

These certificates and programs will be:

- An appropriate length to achieve the objectives of the degree or other credential and designed to foster a coherent student learning experiences and promote synthesis of learning.
- Clearly and accurately described in official publications in a way that students are able to understand and follow degree and program requirements and expected time to completion.
- Periodically assessed.

- The retention of third party service providers by Continuing and Professional Studies for the establishment of career programs (for example, Coding Boot Camp, Driver Training Program for Commercial Driver License, private label credentials and training via Cengage).

All educational programs will be developed with sufficient learning opportunities and resources to support student learning by faculty or other appropriate professionals on the basis of community demand, industry need, resource availability, and suitability for college level instruction.

V. Responsibility for Implementation

President

Approved: September 1980

Revised: February 2002

Lodged: April 2016

Approved: June 2016

Updated: XXXX 2021

Brookdale Community College College Policy

5.0002 Educational Programs

I. Title of Policy

Educational Programs

II. Objective of Policy

To articulate the College's commitment to learning options through the offer of credit and non-credit educational programs to benefit students, employers and its community.

III. Authority

N.J.S.A. 18A:62 – 1 et seq. and N.J.A.C. 9A:1.1 et seq.

IV. Policy Statement

Recognizing its mission as a comprehensive community college, Brookdale offer access to high quality and cost-effective educational opportunities with well-defined degree, transfer, and career pathways to meet the needs of its diverse community. These include but are not limited to:

- Transfer programs which lead to the associate degree and provide the credits for the first half of a baccalaureate degree. Transfer programs are offered in the Arts (AA) and Sciences (AS), as well as in a variety of specific career disciplines;
- Career oriented education programs of at least 60 credits (AAS);
- Certificate programs, both credit and non-credit, to prepare the student for educational goals. Whenever possible, these programs will qualify the student for an external credential or licensure, continuing education units, certifications, or other evidence of completion/mastery, to meet personal and/or professional requirements.

These certificates and programs will be:

- An appropriate length to achieve the objectives of the degree or other credential and designed to foster a coherent student learning experiences and promote synthesis of learning.
- Clearly and accurately described in official publications in a way that students are able to understand and follow degree and program requirements and expected time to completion.
- Periodically assessed.
- The retention of third party service providers by Continuing and Professional Studies for the establishment of career programs (for example, Coding Boot

Camp, Driver Training Program for Commercial Driver License, private label credentials and training via Cengage).

All educational programs will be developed with sufficient learning opportunities and resources to support student learning by faculty or other appropriate professionals on the basis of community demand, industry need, resource availability, and suitability for college level instruction.

V. Responsibility for Implementation

President

Approved: September 1980

Revised: February 2002

Lodged: April 2016

Approved: June 2016

Updated: XXXX 2021

Brookdale Community College College Policy

5.0004 GENERAL EDUCATION POLICY

I. Title of Policy

General Education

II. Objective of Policy

The goal of general education at Brookdale Community College is to draw students to new areas of intellectual experience, expanding their cultural and global awareness and cultural sensitivity, and preparing them to make well-reasoned judgements outside as well as within their academic field. ~~assist ensure that students to acquire knowledge and skills that are useful and important for all educated persons, regardless of their jobs or professions. College Regulation 5.0030R General Education explicates specific General Education requirements.~~

III. Authority

New Jersey Administrative Code Title 9A: 1-1.2 and ,9A:1-2.3 (—Associate degree programs) and Chapter 62 of Title 18A of the New Jersey Statutes.

IV. Policy Statement

As defined by the New Jersey Administrative Code, general education is “instruction that presents forms of expression, fields of knowledge, and methods of inquiry fundamental to intellectual growth and to a mature understanding of the world and the human condition.” ~~as distinguished from ‘specialized education,’ which prepares individuals for particular occupations or specific professional responsibilities” (N.J.A.C. 9A:1-1.2).~~ General Education instruction helps students grow as individuals and participate more actively in society.

~~General Education consists of courses beyond the area of specialization which help students grow as individuals and participate more actively in society. The general education courses are broad-based and general rather than narrowly focused. It is that part of students’ programs which does not involve separate and distinct from the major concentration and/or career studies.~~

All programs leading to an associate degree at Brookdale shall include general education education outcomes also known as “institutional learning outcomes”. Institutional learning outcomes are the skills and abilities all degree-seeking students are expected to acquire upon degree completion. They are consistent with the general education model as articulated by the Middle States Commission on Higher Education (MSCHE) and the New Jersey State Community College (NJCCC) General Education requirements.

Students acquire general education knowledge, skills and abilities through general education designated courses and the integration of general education knowledge, skills and abilities through other courses in the curriculum. The depth and scope of each general education area of study will vary and be appropriate to the degree.

In keeping with Brookdale's ~~our~~ educational philosophy and mission, the goal of general education at Brookdale Community College shall be to have students develop into inquisitive and informed individuals by preparing them for lifelong learning and facilitating their development to be responsible members of society. ~~helping them to develop the ability to function successfully in our ever-changing society.~~

To this end and in compliance ~~keeping~~ with the regulations of the State of New Jersey and the ~~State Wide~~ NJ Statewide Transfer Agreement commonly known as the Lampitt Law, the President shall promulgate, as appropriate, College regulations to ensure that graduating students have ample opportunity to ~~successfully complete their~~ acquire general ~~education~~ education skills, knowledge and attributes ~~core~~, as determined by their program of study.

V. Responsibility for Implementation

President

Approved: August 1984

Revised: May 2000

Revised: Feb 2016

Lodged: Feb 2016

Approved: March 2016

Updated: XXXX 2021

Brookdale Community College College Policy

5.0004 GENERAL EDUCATION POLICY

I. Title of Policy

General Education

II. Objective of Policy

The goal of general education at Brookdale Community College is to draw students to new areas of intellectual experience, expanding their cultural and global awareness and cultural sensitivity, and preparing them to make well-reasoned judgements outside as well as within their academic field.

III. Authority

New Jersey Administrative Code Title 9A: 1-1.2 and 1-2.3 (Associate degree programs) and Chapter 62 of Title 18A of the New Jersey Statutes.

IV. Policy Statement

As defined by the New Jersey Administrative Code, general education is “instruction that presents forms of expression, fields of knowledge, and methods of inquiry fundamental to intellectual growth and to a mature understanding of the world and the human condition. (N.J.A.C. 9A:1-1.2). General Education instruction helps students grow as individuals and participate more actively in society.

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All programs leading to an associate degree at Brookdale shall include general education outcomes also known as “institutional learning outcomes”. Institutional learning outcomes are the skills and abilities all degree-seeking students are expected to acquire upon degree completion. They are consistent with the general education model as articulated by the Middle States Commission on Higher Education (MSCHE) and the New Jersey State Community College (NJCCC) General Education requirements.

Students acquire general education knowledge, skills and abilities through general education designated courses and the integration of general education knowledge, skills and abilities through other courses in the curriculum. The depth and scope of each general education area of study will vary and be appropriate to the degree.

In keeping with Brookdale’s educational philosophy and mission, the goal of general education at Brookdale Community College shall be to have students develop into inquisitive and informed individuals by preparing them for lifelong learning and facilitating their development to be responsible members of society. .

To this end and in compliance with the regulations of the State of New Jersey and the NJ Statewide Transfer Agreement commonly known as the Lampitt Law, the President shall promulgate, as appropriate, College regulations to ensure that graduating students have ample opportunity to acquire general education skills, knowledge and attributes , as determined by their program of study.

V. Responsibility for Implementation

President

Approved: August 1984

Revised: May 2000

Revised: Feb 2016

Lodged: Feb 2016

Approved: March 2016

Updated: XXXX 2021

Brookdale Community College College Policy

5.0006 ~~Accountability for~~ Effectiveness of Educational Programs

I. Title of Policy

~~Accountability for the~~ Effectiveness of Educational Programs

II. Objective of Policy

Consistent with its ~~philosophy~~ Mission, Brookdale Community College will provide educational opportunities to empower a diverse community by providing open access to high-quality and cost effective educational and lifelong learning opportunities leading to personal, educational and economic success. ~~meet diverse interests and needs ranging from short-term course work for upgrading or acquiring new skills to full degree programs in and career certificates and transfer programs.~~ Brookdale Community College will systematically assess that students have achieved the knowledge, skills, and abilities consistent with their program of study and institutional learning objectives. Institutional learning objectives are consistent with general education knowledge, skills and abilities learning outcomes. ~~subscribes to the concept that it is accountable for the defined learning outcomes of and the educational experiences it offers.~~

III. Authority

Brookdale's Mission and Philosophy Title IV Higher Education Opportunity Act 2008; 20 USC Chapter 28, Subchapter IV: Student Assistance; NJS 9A; NJS 18A; Middle States Commission on Higher Education, NJ Administrative Code, Title 9A, Chapter 1 (9A:1-1.3 Licensure)

IV. Policy Statement

The President shall implement periodic evaluation of the effectiveness and efficiency of educational offerings via analysis of ~~educational goals and student achievement of program and institutional goals/objectives~~ the instructional programs, and shall report the findings to the Board of Trustees on an annual basis along with areas of focus for continuous improvement. ~~Said annual~~ This report is to report on ~~include student learning outcomes and measures of student success in compliance with performance based criteria, consistent with program and institutional goals such as student performance and student learning, including as well as the acquisition of general education knowledge and skills, and skills, and consistent with workforce preparation, transfer readiness, and student satisfaction.~~ The goal of all evaluations is to increase

Submitted for Approval: December 14, 2021

Page 1 of 2

~~recognition of the accomplishments of the college to ensure the College is meeting fulfilling its Mission via its educational offerings and is in compliance complies with the standards set by the United States Department of Education and its regional accrediting body, Middle States Commission of Higher Education while providing specific areas of focus for improvement.~~

V. Responsibility for Implementation

President

Approved: Sept 1970

Revised: July 2001

Revised: Feb 2016

Lodged: Feb 2016

Approved: March 2016

Updated: XXXX 2021

Brookdale Community College College Policy

5.0006 Effectiveness of Educational Programs

I. Title of Policy

Effectiveness of Educational Programs

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III. Authority

Brookdale's Mission, Title IV Higher Education Opportunity Act 2008; 20 USC Chapter 28, Subchapter IV: Student Assistance; NJS 9A; NJS 18A; Middle States Commission on Higher Education, NJ Administrative Code, Title 9A, Chapter 1 (9A:1-1.3 Licensure)

IV. Policy Statement

The President shall implement periodic evaluation of the effectiveness and efficiency of educational offerings via analysis of student achievement of program and institutional objectives, and shall report the findings to the Board of Trustees on an annual basis along with areas of focus for continuous improvement. The goal of all evaluations is to ensure the College is fulfilling its Mission via its educational offerings and complies with the standards set by the United States Department of Education and its regional accrediting body, Middle States Commission of Higher Education.

V. Responsibility for Implementation

President

Approved: Sept 1970

Revised: July 2001

Revised: Feb 2016

Lodged: Feb 2016

Approved: March 2016

Approved: XX/XX/XXXX

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

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE
2021-2022 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
December 7	Executive Committee Meeting	5:15PM	Zoom
December 7	Finance & Facilities Committee Meeting	5:30PM	Zoom
December 8-10	MSCHE Annual Conference		Philadelphia, PA
December 13	Audit Committee Meeting	6:00PM	Zoom
December 14	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
January 3	Nursing Pinning	6:00PM	Robert J. Collins Arena
January 18	Convocation	9:00AM	Robert J. Collins Arena and Zoom Webinar
January 18	Executive Committee Meeting	5:15PM	Zoom
January 18	Finance & Facilities Committee Meeting	5:30PM	Zoom
January 19	Governance Committee Meeting	6:00PM	Zoom
January 20	Foundation Board Meeting		
January 25	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
February 6-9	ACCT National Legislative Summit		Washington DC
February 15	Executive Committee Meeting	5:15PM	Zoom
February 15	Finance & Facilities Committee Meeting	5:30PM	Zoom
February 16	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
February 17	Audit Committee	6:00PM	Zoom
February 22	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
March 15	Executive Committee Meeting	5:15PM	Zoom
March 15	Finance & Facilities Meeting	5:30PM	Zoom
March 16	Governance Committee Meeting	5:30PM	Zoom
March 17	Audit Committee	6:00PM	Zoom
March 17	Foundation Board Meeting		
March 21	NJCCC Council Meeting	5:00PM	Zoom
March 22	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
April 3	Open House	1:00-4:00PM	Robert J. Collins Arena
April 8	Wilbur Ray Scholarship Dinner	6:00PM	Jacques Reception Center
April 19	Executive Committee Meeting	5:15PM	Zoom
April 19	Finance & Facilities Committee Meeting	5:30PM	Zoom
April 20	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
April 26	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
May 10	EOF Graduation Dinner	6:30PM	TBD
May 11	Culinary Graduation	4:00PM	TBD
May 11	Allied Health Pinning	4:00PM	Robert J. Collins Arena
May 12	Commencement	9:00AM-3:00PM	TBD
May 16	Audit Committee Meeting	6:00PM	Zoom
May 16	Nursing Pinning	6:00PM	Robert J. Collins Arena
May 17	Executive Committee Meeting	5:15PM	Zoom

DATE	EVENT	TIME	LOCATION
May 17	Finance & Facilities Committee Meeting	5:30PM	Zoom
May 19	Foundation Board Meeting	4:00PM	Zoom
May 24	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
June 20	NJCCC Council Meeting	5:00PM	Middlesex College
June 21	Executive Committee Meeting	5:15PM	Zoom
June 21	Finance & Facilities Committee Meeting	5:30PM	Zoom
June 28	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
July 19	Executive Committee Meeting	Following F&F	Zoom
July 19	Finance & Facilities Committee Meeting	5:30PM	Zoom
August 16	Executive Committee Meeting	5:15PM	Zoom
August 16	Finance & Facilities Committee Meeting	5:30PM	Zoom
August 23	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
September 6	Convocation	9:00AM	Robert J. Collins Arena and Zoom Webinar
September 19	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
September 19	NJCCC Council Meeting	5:00PM	Middlesex College
September 20	Executive Committee Meeting	5:15PM	Zoom
September 20	Finance & Facilities Committee Meeting	5:30PM	Zoom
September 21	Governance Committee Meeting	5:30PM	Zoom
September 22	Education Golf Outing	All Day	Eagle Oaks Country Club
September 28	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
October 16	Fall Open House	1:00-4:00PM	Robert J. Collins Arena
October 17	Audit Committee Meeting	6:00PM	Zoom
October 18	Executive Committee Meeting	5:15PM	Zoom
October 18	Finance & Facilities Committee Meeting	5:30PM	Zoom
October 25	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
October 26-29	ACCT Leadership Congress		Marriott Marquis, New York, NY
November 7	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
November 8	Executive Committee Meeting	5:15PM	Zoom
November 8	Finance & Facilities Committee Meeting	5:30PM	Zoom
November 9	Governance Committee Meeting	5:30PM	Zoom
November 15	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
December 5	NJCCC Council Meeting	5:00PM	Middlesex College
December 5	Audit Committee Meeting	6:00PM	Zoom
December 6	Executive Committee Meeting	5:15PM	Zoom
December 6	Finance & Facilities Committee Meeting	5:30PM	Zoom
December 7-9	MSCHE Annual Conference		TBD
December 13	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2022

2022 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 in SLC/Navesink Rooms and Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.	
Tuesday, January 25, 2022	January 18 5:15 PM	January 18 5:30 PM	January 19 5:30 PM		Feb. 17 6 PM	January 20 4 PM
Tuesday, February 22, 2022	February 15 5:15 PM	Feb. 15 5:30 PM		Feb. 16 5:30 PM		
Tuesday, March 22, 2022	March 15 5:15 PM	March 15 5:30 PM	March 16 5:30 PM		March 17 6 PM	March 17 4 PM
Tuesday, April 26, 2022	April 19 5:15 PM	April 19 5:30 PM		April 20 5:30 PM		
Tuesday, May 24, 2022 Twin Lights Rooms	May 17 5:15 PM	May 17 5:30 PM			May 16 6 PM	May 19 4 PM
Tuesday, June 28, 2022	June 21	June 21				
No July meeting	July 19 Follows F & F	July 19 5:30 PM				
Tuesday, August 23, 2022	August 16 5:15 PM	August 16 5:30 PM				
Wednesday, September 28, 2022	September 20 5:15 PM	Sept. 20 5:30 PM	Sept. 21 5:30 PM	Sept 19 5:30 PM		
Tuesday, October 25, 2022	October 18 5:15 PM	October 18 5:30 PM			Oct. 17 6 PM	
Tuesday, November 15, 2022	November 8 5:15 PM	November 8 5:30 PM	Nov. 9 5:30 PM	Nov. 7 5:30 PM		
Tuesday, December 13, 2022,	December 6 5:15 PM	December 6 5:30 PM			December 5 6 PM	

Human Resources is a Committee of the whole