



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

- I. Call to Order, Reading of Statement, Roll Call and Announcement of Procedures for Making Public Comment - Chair Cram
- II. Pledge of Allegiance - Chair Cram
- III. Moment of Silence - Dr. Stout
- IV. Adoption of Agenda - Chair Cram
- V. Signing of Kean University Joint Admissions Agreement
 - A. Approval of Joint Admissions Agreement with Kean University - Chair Cram
 - B. Signing of Agreement - Dr. Stout
- VI. President's Report - Dr. Stout
- VII. Reports from the Board Committees and Liaisons - Chair Cram
 - A. Executive Committee - February 9, 2021 - Chair Cram
 - B. Finance & Facilities Committee - February 16, 2021 - Trustee Abby-White
 1. Monthly Financial Reporting
 2. Capital Project Update - Mr. Ray Savacool, T & M Associates
 - C. Student Success & Educational Excellence Committee - February 17, 2021 - Vice-Chair Kaufmann
 - D. NJCCC Update/ACCT Legislative Summit - Trustee Horl
 - E. Student's Perspective - Trustee Walker
 - F. Foundation Update - Trustee Abby-White
- VIII. Public Comment on Agenda Items - Chair Cram
- IX. Review of Consent Agenda - Chair Cram

**Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*

 - A. Acceptance of Consent Agenda - Chair Cram
- X. Approval of Public Business Meeting Minutes - January 26, 2021 - Chair Cram
- XI. Approval of Consent Agenda - Chair Cram - 5 minutes
 - A. Approval of Human Resources
 - B. Acceptance of Grants
 - C. Acceptance of Gifts

- D. Approval of Budget Modifications - Perkins
- E. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
- F. Ratification of February 9, 2021 Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
- G. Resolution Authorizing Rejection of bids for services in connection with the naming rights program of Brookdale Community College
- H. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- I. Monthly Financial Reports
- J. Capital Project Update
- XII. Ratification of Revised Approval of FY22 Chapter 12 Projects - Chair Cram
- XIII. Ratification of Revised Approval of FY22 Operating & Capital Budgets - Chair Cram
- XIV. Approval to Accept Additional Higher Education Emergency Relief Funds (HEERFII) as authorized by the Coronavirus Response and Relief Appropriations Act, 2021 (CRRSAA) - Chair Cram
- XV. Approval to Participate in the County College Career & Technical Education Program Expansion Securing Our Children's Future Bond Act - Chair Cram
- XVI. Approval of Automotive Technician Academic Credit Certificate of Achievement - Chair Cram
- XVII. Lodging of 2.9003 Social Media Policy - Chair Cram
- XVIII. Approval of Policy Revisions - Chair Cram
 - A. Approval of Revised Policy 1.3035 Presidential Screening Process
- XIX. Approval of Revised Academic Calendars - Chair Cram
- XX. Public Comment - Chair Cram
- XXI. Old/New Business - Chair Cram
- XXII. Resolution to Hold a Closed Meeting - Chair Cram
- XXIII. Motion to Re-Open the Meeting to the Public - Chair Cram
- XXIV. Adjournment - Chair Cram
- XXV. Appendix - Board Materials



5.1 Curriculum

Brookdale Community College is entering into a Joint Admissions Agreement with Kean University. This agreement will provide an opportunity for students to seamlessly transfer to Kean University after obtaining their Associate Degree from Brookdale Community College. The Joint Admissions transfer agreement provides program to program direct transfer for 13 Associate of Arts, Associate of Science, and Associate of Applied Science degrees. Intentions are to develop additional program to program transfer agreements in the future. The degree programs include:

- AS Biology to BA Biology
- AS Business Administration to BS Accounting
- AS Business Administration to BS Management-General Business
- AS Business Administration to BS Marketing
- AS Computer Science to BS Computer Science
- AS Criminal Justice to BA Criminal Justice
- AA Humanities-Journalism to BA Communications Journalism
- AS Human Services Pre-Social Work to BA Psychology
- AAS Interior Design to BFA Interior Design
- AA Social Science-Criminal Justice to BA Criminal Justice
- AA Social Science-Psychology to BA Psychology
- AA Social Science-Psychology to BA Psychology-Forensic Psychology
- AA Social Science-Sociology to BA Sociology

Additionally, this transfer agreement also serves as a Transfer Pathways agreement, which provides an opportunity for all freshman applicants who apply to Kean University, but are denied direct admission and reside in the County of Monmouth, to receive notification of conditional dual admission to Kean University in partnership with Brookdale Community College through this Agreement. Upon completion of the Associate Degree, students will be guaranteed admission to Kean University. Application fees will be waived for all Brookdale Community College students who apply.

RECOMMENDATIONS

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

February 23, 2021: Executive Director, Career & Transfer Pathways, Dr. Sarah J. McElroy

RESOLUTION

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

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

WHEREAS, it is the goal of Brookdale Community College and Kean University to collaborate on a Pathway to Kean Program, which shall provide a seamless transition for Brookdale students, who successfully complete an associate degree at Brookdale, to an approved academic program at Kean University, offered either at Brookdale, at Kean's Union campus, Kean Ocean, through Kean Online, or at Kean Skylands, the additional instructional location in Jefferson Township, NJ; and

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

WHEREAS, through the Brookdale Community College – Kean University Joint Admissions Agreement all freshman applicants who apply to Kean University, but are denied direct admission and reside in the County of Monmouth, shall receive notification of conditional dual admission to Kean University in partnership with Brookdale Community College through this Agreement; and

WHEREAS, Brookdale Community College graduates will be granted guaranteed admission and application fee waivers to Kean University; and

WHEREAS, Brookdale Community College and Kean University will provide a full complement of academic and student support services and have shared responsibility for the marketing and promotion of the Joint Admissions transfer agreement; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Brookdale Community College and Kean University will enter into this Joint Admissions Agreement at the time of this signing for a five year period of time with the option to update and revise the agreement and curriculum program maps on an annual basis.

February 23, 2021



Joint Admissions Agreement

Between

Kean University and Brookdale Community College

The Joint Admission Agreement (“Agreement”) is entered into as of ____ day of _____, 2020 (“Effective Date”) by and between Kean University, 1000 Morris Avenue, Union, New Jersey 07083 (“Kean University”), and Brookdale Community College, 765 Newman Springs Road, Lincroft, NJ 07738 (“Brookdale”). Brookdale and Kean University are each referred to herein as “Party” individually and “Parties” collectively.

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

WHEREAS, it is the goal of Kean University and Brookdale to collaborate on a Pathway to Kean Program, which shall provide a seamless transition for Brookdale students, who successfully complete an associate degree at Brookdale, to an approved academic program at Kean University, offered either at Brookdale, at Kean’s Union campus, Kean Ocean, through Kean Online, or at Kean Skylands, the additional instructional location in Jefferson Township, NJ.

NOW THEREFORE, Kean University and College mutually agree as follows:

1. OPERATING PROCEDURES FOR ENROLLMENT IN THE JOINT ADMISSIONS PROGRAM

The Pathway to Kean Program will allow conditional dual admission to Kean University through one of the two pathways outlined below:

1.1 Admission via Kean University:

1. All freshman applicants who apply to Kean University, but are denied direct admission and reside in the County of Monmouth, shall receive notification of conditional dual admission to Kean University in partnership with Brookdale through this Agreement.
 - a. At the time of enrollment, at Brookdale, students must sign the Release Form, attached in Exhibit A herein, allowing Kean University and Brookdale to share the student’s information, and matriculate into Brookdale.
 - b. Matriculation will be tracked by both institutions: 1) Kean University will provide application materials after prospective students complete Release Form; 2) Brookdale will track students matriculating to their campus, and

provide Kean University with an electronic copy of each student's transcript, free of charge, so that Kean University may monitor student start dates, selection, grade point average, credits completed, and active or inactive status; and, 3) following a participating student's matriculation to Kean University, the University will provide Brookdale with the following information annually: (i) whether the student is still attending Kean University; (ii) whether and when the student has completed 64 credits, thereby making the student available for Reverse Transfer; (iii) whether the student is maintaining a 2.0 GPA (or higher as required by some Kean programs and provided in the articulated guide sheets); and (iv) whether the student has graduated.

1.2 Admission via College:

1. Students who do not enroll in conditional dual admission via their application to Kean University can still do so upon their acceptance to Brookdale, or at any time during their enrollment at Brookdale. To enroll, they must sign the Release Form allowing Kean University and Brookdale to share the student's information.
2. The same stipulations for tracking and advising shall apply to these students as to the students who are conditionally admitted to Kean University through a direct application.
3. Students who successfully complete their associate degree (A.A. or A.S.) at Brookdale and fulfill the admission requirements of the designated academic program at Kean University, will enter Kean University as fully matriculated students with junior standing. Students completing an A.A.S. degree will be evaluated on a course by course basis, unless the A.A.S. program is covered by a specific program to program articulation approved by Brookdale and Kean University.

1.3 The following terms shall apply to all students transferring to Kean University under this Agreement:

1. Kean University will accept jointly admitted students who directly transfer to Kean University upon successfully completing the corresponding associate degree program (A.A, A.S. or articulated A.A.S.) at Brookdale without further admission review, provided students have met the minimum grade point average (GPA) of 2.0 or above required by Kean University.
2. All application fees to Kean University will be waived for students whose admission is covered under this Agreement.
3. Kean University will accept transfer credits earned by Brookdale students as specified in the mutually agreed upon articulation agreements or equivalencies for specific Kean University programs and as subject to the requirements of the Kean University catalog, including the minimum grade requirement for all transfer courses. Kean University will honor the same equivalency for courses taken at another institution and applied to the associate degree requirements.

All other courses taken at an institution other than Brookdale will be evaluated on a course-by-course basis.

4. Students nearing completion of the associate degree may receive permission to enroll concurrently at Brookdale and Kean University and be eligible for reverse transfer to complete outstanding associate degree requirements.
5. Tuition and fees for Kean University courses shall be established and collected by Kean University.

2. COMMUNICATION

2.1 Kean University and Brookdale shall have joint responsibility for identifying and communicating to each other changes in the policies or requirements of their respective institutions that affect this Agreement. The Parties shall provide written notice to each other of any curricular changes that impact the articulated programs as soon as the changes are approved institutionally.

2.2 The Parties agree to review the Agreement at a minimum of once every three (3) years, more frequent if new programs are added to the Agreement, to update course offerings articulations and adjust the terms of the Agreement as needed.

2.3 Both Parties will designate individuals to serve as liaisons for the administration of this Agreement. Kean University will establish an operational procedure for conducting ongoing communication strategies with Brookdale and its students.

3. ADVISING AND COMMUNICATING WITH STUDENTS

3.1 Program advising materials listing courses to be completed at Brookdale and subsequently at Kean University will be available and will be distributed appropriately to designated advisors. The program articulation agreements between the two institutions will provide course and major requirements used as the basis for student advising prior to and after admission to Kean University.

3.2 Each campus will identify the individuals responsible for administration and program advising.

3.3 Kean University will provide advising/registration/enrollment information sessions for Brookdale students to ensure that Kean placements match student credentials.

4. PUBLICITY

Both Parties will coordinate with their relevant departments to conduct publicity of the joint admission collaboration.

5. TERM

5.1 This Agreement shall commence on the Effective Date mentioned above. Either party has the right to terminate this Agreement on thirty (30) days prior written notice to

the other party. In the event of a breach of any provision of this Agreement by one party, the other party shall have the right and option to give the breaching party written notice. In the event that the breaching party fails to remedy the breach within thirty (30) days of the receipt of such written notice, the other party may, at its sole option, terminate this Agreement. In the event of termination of this Agreement, students already enrolled in a Pathway to Kean Program will be afforded the opportunity to complete the coursework for their degree as a Kean University student upon successful completion of the corresponding associate degree program.

5.2 Kean University reserves the right to discontinue admission to academic programs if enrollment at Kean University is insufficient to justify continuation of the academic program. Students in those programs will be afforded a timeline to complete the degree requirements.

6. INDEPENDENT CONTRACTOR

Both Kean University and Brookdale are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby expressly or by implication between Kean University and Brookdale. Rather, in discharging all duties and obligations hereunder, Kean University shall at all times be in and remain in an independent contractor relationship with Brookdale. In discharging all duties and obligations hereunder, Brookdale shall at all times be and remain an independent contractor under this Agreement.

7. REGULATORY COMPLIANCE

Kean University and Brookdale agree that each shall comply with all applicable requirements of municipal, county, state, and federal authorities, statutes and regulations now or hereafter in force and effect to the extent that they directly or indirectly bear upon the subject matter of this Agreement.

Brookdale and Kean University agree to exchange data and documents that will contribute to the maintenance and improvement of these transfer arrangements, and promote effective cooperation between the two institutions. Any exchange by the parties of student record information protected by the Family Education Rights and Privacy Act (20 USC § 1232g) and implementing regulations (34 CFR Part 99) ("FERPA") shall commit the receiving party to limit the use of such information to the purposes for which the disclosure was made, and to impose such limits on any re-disclosure, and the parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation 34 CFR 99.31 - 99.35, et. seq.

In addition to the requirements set forth in FERPA, both institutions shall at all times comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time-to-time, including, but not limited to, the Gramm-Leach-Bliley Act, HIPAA, the Fair Credit Reporting Act, the Electronic Communications Privacy Act, and the Computer Fraud and Abuse Act.

8. ASSIGNMENT

Neither party may assign or delegate this Agreement or any interest herein or responsibility hereunder without the prior written consent of the other party.

9. SEVERABILITY

If any provision of this Agreement is, as a matter of law, unenforceable, then such provision shall be deemed to be deleted and this Agreement shall otherwise remain in full force and effect.

10. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, including without limitation, the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq.

11. NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be delivered in person, through email, or deposited in the United States mail, postage prepaid, addressed as follows:

To Kean University:

Stephen A. Kubow, Ph.D.
Kean University
1000 Morris Avenue
Union, New Jersey 07083

With a copy to

John VanBrunt
Kean University
1000 Morris Avenue
Union, New Jersey 07083

To College:

Matthew Reed, Ph.D.
Vice President of Academic Affairs
Brookdale Community College
765 Newman Springs Road
Lincroft, NJ 07738

With a copy to:

Sarah McElroy, Ed.D
Executive Director, Career & Transfer Pathways
Brookdale Community College
765 Newman Springs Road
Lincroft, NJ 07738

12. PDF SIGNATURES

Signatures to this Agreement transmitted by facsimile, or electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document will have the same effect as physical delivery of the paper document bearing the original signature.

Signature page to follow

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized officers.

BROOKDALE COMMUNITY COLLEGE

Dr. David M. Stout
President

Date

KEAN UNIVERSITY

Dr. Lamont Repollet
President

Date

Exhibit A

Release Form

I hereby authorize Brookdale Community College and Kean University to release and/or share with each other any information requested by either party concerning my academic records including current grades and transcripts relative to the Pathway to Kean program:

Name

Street Address

Social Security Number

City, State, Zip code

Are you currently enrolled at _____? Yes ☐ No ☐

When was your last semester at _____?

Signature

Date

EXHIBIT B
Major Course Equivalency- Program Articulation Curriculum Guide Sheet
Kean University/Brookdale Community College

List of Programs to be articulated

- **A.A. Humanities-Journalism Option to B.A. Communications-Journalism Option**
- **A.A. Social Science Criminal Justice Option to B.A. Criminal Justice**
- **A.A. Social Science-Psychology Option to B.A. Psychology**
- **A.A. Social Science-Psychology Option to B.A. Psychology-Forensic Psychology**
- **A.A. Social Science-Sociology Option to B.A. Sociology**
- **A.A.S. Interior Design to B.F.A. Interior Design**
- **A.S. Biology to B.A. Biology-General Option**
- **A.S. Business Administration to B.S. Accounting**
- **A.S. Business Administration to B.S. Management-General Business Option**
- **A.S. Business Administration to B.S. Marketing**
- **A.S. Computer Science to B.S. Computer Science**
- **A.S. Criminal Justice to B.A. Criminal Justice**
- **A.S. Human Services-Pre-Social Work Option to B.A. Psychology**

NOTE: For all courses without a specified grade requirement a grade of 2.0 or better will transfer.

****Additional and Major Required Courses to be completed at Kean University**

Equivalencies to follow in the following pages

Virtual Community College Legislative Summit Summary

The first all-virtual Community College National Legislative Summit was held on February 8-10 with approximately 800 college leaders from around the country. Several members of the staff and members of the Board of Trustees attended the conference which both celebrated passage of the two coronavirus relief packages in 2020 (\$10 billion) and provided support for the expected next round of funding relief proposed by the Biden administration (\$40 billion).

Among the top priorities discussed was the role of community colleges in the economic recovery by providing the necessary postsecondary education.

Key note speaker Amy Walter, editor of the Cook Political Report, focused her remarks on the role of college leaders in overcoming the polarized political climate.

Other featured speakers included Dr. Jill Biden and Speaker Nancy Pelosi. Biden called community colleges "America's best kept secret" while Pelosi referred to the community colleges as "engines of opportunity".

Collectively the speakers called for universal access and funding to increase completion rates, workforce partnerships, technology and facilities improvements as well as expanded Pell Grants and protections for students from predatory institutions.

Support for community colleges was provided by both Democrat and Republican leadership in the House and Senate as a number of speakers promoted legislative priorities that included the reauthorization of the Higher Education Act with emphasis on making sure that people of all backgrounds have access to quality affordable post-secondary education.

Individual sessions were held with the NJ congressional representatives including Congresswoman Mikie Sherrill, Senators Menendez and Booker and local Congressmen Frank Pallone's and Chris Smith's staff.

Overall, the summit and the congressional meetings emphasized the importance of the community college's continued diligence and engagement in advocating for county, state and federal financial support.

2021 NLS Day One: Resilience and the Road Ahead

The first all-virtual Community College National Legislative Summit celebrated the sector's collective impact in the face of unprecedented challenges.

*Plus: First Lady Dr. Jill Biden,
Speaker of the House of Representatives Nancy Pelosi
& Others to Speak Today
by Mark Toner*

Community college trustees, presidents, and advocates kicked off the [2021 Community College National Legislative Summit](#) (NLS) Monday with calls for continued advocacy from near and far.

"Even though we're not physically present in Washington, D.C., this year, our voices still make a tremendous difference," ACCT Chair **David Mathis**, a trustee at Mohawk Valley Community College in New York, told attendees.

The first-ever virtual NLS brought together more than 800 community college leaders and advocates, a number comparable to last year's in-person event despite the considerable challenges the sector has faced during the pandemic.

ACCT President & CEO **J. Noah Brown** credited ongoing advocacy efforts over the past year for "legislative victories on behalf of students and communities that prior to the pandemic have not been seen since the GI Bill, the response to Sputnik, and the founding of the Great Society that led to the creation of our \$120 billion national student aid system."

Together, the two coronavirus relief packages approved by Congress in 2020 - the CARES Act in March and CRRSSA in December - include more than \$10.2 billion to support community colleges and their students. An [estimated \\$40 billion in additional higher ed funding](#) is included in the next round of coronavirus relief proposed by the Biden Administration that is currently being deliberated by Congress.

"Our advocacy has been heard," ACCT Senior Vice President **Jee Hang Lee** said during a briefing on legislative priorities. The unprecedented support of community colleges to date, he added, "is testament to all your advocacy this year, last year, and in years past."

Looking ahead, Congress and the administration are beginning to look at the budget for FY22. The administration's upcoming budget proposal will provide "the first clear indication of higher ed priorities," *Washington Post* Education Finance Reporter **Danielle Douglas-Gabriel** told attendees.

"It's so important that we're all here to help advocate on behalf of community colleges while Congress is looking at the funding numbers," said **Katie Brown**, ACCT director of government relations.

At the top of [community college legislative priorities](#) discussed Monday is an additional \$97.3 billion in funding to meet the \$120 billion ACCT, the American Association of Community Colleges (AACC), and other higher education leaders requested in the fall to address the challenges faced by the sector and the students it serves. It will be crucial that lawmakers ensure that additional higher ed funding follows the same revised formula as the second relief package passed in December to recognize the community college student population. Funding also must be supported by maintenance of effort provisions to prevent it from being offset by cuts from state budgets, said ACCT and AACC government relations staff.

NLS speakers addressed a wide range of issues Monday, including college promise programs and the role of the sector in the nation's economic recovery. "Almost all of the jobs created in the last recession required some kind of postsecondary education," said **Katie Spiker**, director of government affairs for the National Skills Coalition. "Our response to the current crisis has to create opportunities for workers to get that education."

In describing an increasingly polarized political climate that has become "poisonous," keynote speaker **Amy Walter** focused on the broader decline in public trust for institutions of all kinds - and urged community college leaders to be a part of the solution.

"You have put the greater good of any institution ahead of your own interests," said Walter, national editor of *Cook Political Report*. "At this tipping point we're sitting in, we have a chance to be a part of that solution, regardless of where you sit or who you are."

ACCT's Brown stressed the role community college leaders will play in addressing these challenges. "With your commitment and collective voices, combined with the administration's support for community colleges - led by First Lady **Dr. Jill Biden** - we now have the prospect of moving community colleges to the forefront of restoring our economy and addressing equity and opportunity that have been lost to the pandemic," Brown said. "So let us build upon what we have started, and focus our sights on the restorative power of our colleges and the collective impact of our voices. Together we will get through this crisis and come out stronger."

"Our collective resilience has never been so tested, the status quo has never been so interrupted, and the possibilities for meaningful systemic change have never been so within our reach," added American Association of Community Colleges (AACC) President & CEO **Dr. Walter Bumphus**. "We don't know yet what your new normal will be. I have no doubt we will meet those challenges because our community colleges have never been more resilient."

On Monday evening, the [Northern Virginia Community College Fab Lab](#) hosted a collaborative, interactive virtual fabrication seminar through which community college trustees, CEOs, students and other National Legislative Summit participants worked together to learn how laser etching, 3-D printing and other fabrication techniques are taught.

2021 NLS Day Two: Federal Leaders Speak Out in Support of Community Colleges

First Lady Dr. Jill Biden, House Speaker Nancy Pelosi and Lawmakers Outline Administration, Congressional Higher Education and Pandemic-Response Agendas.

by Mark Toner

First Lady **Dr. Jill Biden** returned to the Community College National Legislative Summit Tuesday, almost a dozen years to the day after her first appearance following the inauguration of then-Vice President Joe Biden. "It was one of my first events as Second Lady...I'm so happy to begin another administration with you," said Biden, who continues to teach classes at Northern Virginia Community College from the White House as she assumes her new role.

Despite the unprecedented national crises faced by lawmakers and college leaders during the Great Recession and today, Biden told NLS attendees that one important thing has changed. During the Obama-Biden Administration, she often called community colleges "America's best kept secret."

"The secret's out now," Biden said. "It's time to pick up the bullhorn and take the lead.... As we rebuild our economy, we need community colleges more than ever. This is personal to the president and me. We understand the power of your schools. We know supporting your students and your institutions is urgent."

The [Associated Press covered Dr. Biden's remarks](#), emphasizing her call for "free access to community college, training."

ACCT President and CEO **J. Noah Brown** has served on the national College Promise Advisory Board since the initiative's inception. College Promise was launched by President **Barack Obama** in 2015, and is led by **Dr. Martha Kanter**, former Undersecretary of Education. Dr. Biden served as honorary chair until 2019.

One of the commitments articulated in ACCT's 2020 Strategic Vision was to advocate for universal access to community college as the 21st-century evolutionary equivalent to the universal public kindergarten-through-high-school movement a century ago.

Speaking later in the day, **House Speaker Nancy Pelosi (D-Calif.)** called community colleges "engines of opportunity," stressing the need for ongoing support to support institutions and their students. "You are invaluable partners in this vital mission," she told NLS attendees.

Carmel Martin, deputy director of the Domestic Policy Council for Economic Mobility, outlined the administration's goals for education, beginning with the proposed American Rescue Plan emergency legislative package that includes more than \$165 billion in aid for K-12 and higher ed. "This is a moment of profound crisis for our

nation," she said. "Our response to the nation's economic health and challenges requires immediate action."

Beyond immediate relief, the administration plans to propose a wide range of initiatives, including supporting free tuition for community colleges, providing grants to institutions to help completion efforts, investments in workforce partnership grants based on the Obama-era Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program, the expansion of the Pell Grant program, funding to improve technology and improve facilities, changes to federal student loan program, and renewed efforts to protect students from predatory institutions.

Dr. Michelle Asha Cooper, deputy assistant secretary for the U.S. Department of Education's Office of Postsecondary Education, told attendees that the details of these proposals would emerge in the coming months. "This is a moment that requires we make meaningful and lasting change and a lasting difference for millions of today's students and for future generations," she said. "The pandemic has not undermined this reality. It has clarified it."

Also Tuesday, a bipartisan group of lawmakers reiterated their support for the sector. "It is more important than ever before that we support community college students and make sure you can weather this pandemic," said **Sen. Patty Murray (D-Wash.)**.

Lawmakers also urged NLS attendees to continue advocacy efforts. "Whether you're joining us on Zoom or dialing in by phone, you are certainly at the table," said **Rep. Glenn "GT" Thompson (R-Pa.)**. "We need to have you at the table as we go forward and address the issues facing the nation."

House Majority Whip James Clyburn (D-S.C.) called community colleges "equalizers," particularly in rural and low-income communities. "The work you do at the community college level is very important not just to those students... but to the communities from which they come and many will go back to," he said.

Calling NLS attendees "my community college experts," **Sen. Tim Scott (R-S.C.)** stressed the importance of workforce development programs that meet employer needs and legislative priorities "that will make us far better as a country and keep more of our students maximizing their potential."

"As we begin to recover and look to strengthening and rebuilding our workforce, community colleges will play a critical role in training the next generation of workers," said **Sen. Maggie Hassan (D-N.H.)**. She credited community college leaders for "giving us an understanding of what so many of your students and their families are going through and how hard you are working to make sure they can continue their progress forward."

Rep. Bobby Scott (D-Va.), chair of the House Education and Labor Committee, pointed to ongoing Congressional efforts to address "unsustainable out-of-pocket costs for students and workers" exacerbated by state disinvestment in higher education. "It's absolutely important to look at ways we can continue to ensure that

your programs remain affordable and accessible," added **Rep. Lloyd Smucker (R-Pa.)**.

Rep. Tom Cole (R-Okla.) called preserving and enhancing the Pell Grant program "one of my top goals for many years." Pointing to bipartisan support for COVID relief legislation to date, he added, "hopefully we can find a way to work together and get a strong bipartisan package out the door."

Rep. Alma Adams (D-N.C.) urged community college leaders to focus on equity as the nation moves beyond the pandemic. "COVID-19 has only made these disparities starker, and the need to address them more urgent," she said. "Each of you has a role to play in rectifying this disparity and ensuring that students receive the justice they deserve."

"The pandemic opened up a door. It showed us disparity," said **Rep. Raul Grijalva (D-Ariz.)**, adding that community colleges "became central to the response."

"To the economic recovery and the human recovery, community colleges will continue to play that role," Grijalva said.

Also on Tuesday, presenters discussed a new initiative launched in September 2020 to build capacity for community colleges to offer **Supplemental Nutritional Assistance Program (commonly known as SNAP) Employment and Training (E&T)** programs. The SNAP E&T program helps SNAP participants gain education and training that will lead towards employment and improve their economic wellbeing. The new initiative is funded by a grant from the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS), awarded to ACCT in partnership with the American Public Human Services Association (APHSA) and the National Community Action Partnership (NCAP). Over three years, ACCT will engage a selected cohort of states to participate in peer learning and technical assistance that will build their capacities to implement SNAP E&T programs at their community colleges. The association also will develop a series of educational events and resources to inform the broader ACCT membership.

To end the day, Maryland's Montgomery College hosted a virtual reception in which program leaders demonstrated the college's **Bio-Trac biotechnology training partnership**, through which professional scientists-most of whom hold Ph.D.s and master's degrees-learn how to use technologies such as CRISPR gene editing. Workshops are taught by scientists from the National Institutes of Health, Johns Hopkins University and other leading research organizations. The program has proved to be a significant asset to the Washington, D.C. metropolitan region, particularly through its work over the past year with vaccine research and development.

2021 National Legislative Summit Day 3 Recap

*Lawmakers Outline Priorities, Rural College Leaders Discuss Strategies,
And National Education Service Awards Presented to Sen. Lamar
Alexander (R-Tenn.) and Rep. Nita Lowey (D-N.Y.)*
by Mark Toner

During the final day of the 2021 Community College National Legislative Summit Wednesday, a bipartisan group of lawmakers - some of whom had just completed an overnight markup session of the Biden Administration's \$1.9 trillion pandemic relief package - shared their priorities with NLS attendees.

"The past few days have been filled with valuable discussions and insights from policy experts and political insiders and esteemed guests from Capitol Hill and the administration," said **ACCT Chair David Mathis**, trustee of Mohawk Valley Community College in New York.

Rep. Anthony Gonzalez (R-Ohio) pointed to the pandemic's long-lasting impact in stressing the importance of providing additional federal support for retraining displaced workers. The Pell Grant program, he said, "worked for me and worked for many members of my family, but it's not for everybody and we know that."

"There's nothing more helpful than tangible skills you can apply into a growing economy," Gonzalez added.

Rep. Andy Levin (D-Mich.) pledged to reintroduce two key pieces of legislation in Congress this year - the America's College Promise Act, which would create a federal-state partnership to provide tuition-free community college, along with support for minority-serving institutions, as well as the JOBS Act, which would expand Pell Grant eligibility for short-term training programs.

These and other initiatives proposed by the Biden Administration could increase community college enrollment by 1.25 million and provide an additional \$61 billion in disposable income for their students and families, according to Levin. The new administration "makes me hopeful we'll get a lot done in this Congress," he said.

Rep. Bryan Steil (R-Wis.) discussed proposed legislation to promote competency-based education. "It's a critical component to allowing individuals to get through the education system to earn that higher wage, that next job," he said. "We can accelerate them through the system."

Steil also stressed the importance of examining accreditation to allow for more dualcredit programs between high schools and technical colleges. Streamlining the process "saves [students] time and money, but also gets them into the workforce faster," Steil said.

Calling reauthorization of the Higher Education Act "long overdue," **Rep. Suzanne Bonamici (D-Ore.)** outlined a wide range of largely bipartisan proposals which were included in last year's House version of HEA reauthorization, including financial counseling for student borrowers, modernizing the federal work-study program, loan debt repayment and forgiveness programs, streamlining support for students with disabilities, supporting school-based childcare centers, addressing persistent issues with food insecurity, providing an emergency grant program and expanding Pell Grant to include access to short-term training programs.

"If we are serious about making sure that people of all backgrounds have quality affordable education, we have to be equally serious about making sure that higher ed institutions serving underrepresented populations have the resources they need to continue to grow and support their students," Bonamici said.

Also Wednesday, the leaders of three rural community colleges discussed strategies to strengthen rural and tribal community colleges, part of an 18-month ACCT initiative to identify needs and create avenues for institutions to share best practices.

Speakers said that the pandemic exacerbated ongoing challenges for their institutions, including limited broadband access, growing nonacademic needs for students and families, and shifting mindsets about postsecondary education.

Dr. Jennifer Lindon, president of Hazard Community College in Kentucky, discussed efforts to keep students engaged during the pandemic. Like other institutions, tribal colleges have largely shifted online; however, many tribal colleges faced unique challenges doing so, said **Dr. Twyla Baker**, president of Nueta Hidatsa Sahnish College in North Dakota.

"If [federal relief] dollars got my mainstream colleagues to the 50-yard line, they got tribal colleges to the starting line," Baker said.

"Our need for a middle- and high-skill workforce is growing, and we have a lot of folks who are not going to college," said **Dr. Matt Thompson**, president of Indian Hills Community College in Iowa.

The NLS concluded with the presentation of the National Education Service Awards to **Sen. Lamar Alexander (R-Tenn.)**, former chair of the Senate Health, Employment, Labor & Pensions (HELP) Committee, and **Rep. Nita Lowey (D-N.Y.-17)**, former House Appropriations Committee chair.

Dr. Karen Bowyer, president of Dyersburg State Community College, credited Alexander's long list of education accomplishments, including efforts in the December coronavirus aid package that will simplify the FASFA and expand Pell Grant eligibility to an additional 500,000 students each year and ensure that an additional 1.7 million students qualify for the maximum award under the program, as well as reinstating access to incarcerated individuals for the first time since 1994.

In accepting the award, Alexander pointed to the political divisiveness of recent months. "On the other side, there are people like Chairman Lowey and many senators who are working together to do things like make it easier for 20 million families to go to college," he said. "Thanks to all of you for what you've done and continue to do to make it easier for Americans to get into the workforce and have a better life."

Westchester Community College President **Dr. Belinda Miles** pointed to Lowey's historic tenure as the first woman to chair the House Appropriations Committee and her efforts to include more than \$36 billion in emergency funding for higher education in last year's coronavirus aid legislation, including a change to the funding formula that better recognized community colleges' student populations.

Lowey stressed the importance of additional aid for institutions and their students as part of the Biden Administration's proposed relief package. "You know better than anyone else that this relief is not enough to stave off a fiscal crisis in community colleges. President Biden knows that too," she said. "Let us hope these proposed provisions survive in the final stimulus bill that will soon be passed by Congress."

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

January 26, 2021

Brookdale Community College Zoom Webinar

- A. Chair Cram called the meeting to order at 5:30 P.M.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:

On January 21, 2021 at 10:00 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee (Sworn in this meeting)	Ms. Patricia Sensi
	Ms. Suzanne Brennan, Trustee	Dr. Nancy Kegelman
	Dr. Hank Cram, Chair	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Ms. Bonne Passarella
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Madeline Ferraro, Trustee	Ms. Kathy Kamatani
	Ms. Barbara Horl, Trustee (5:40 PM)	Dr. Anita Voogt
	Mr. Bret Kaufmann, Vice-Chair	Ms. Teresa Manfreda
	Ms. Hanna Walker, Trustee	Mr. Edward Johnson
	Dr. David Stout, Secretary	Dr. William Burns
Absent	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	

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

Chair Cram led the Pledge of Allegiance.

- Dr. Stout led a moment of silence for 2 Brookdalians: Roger Lyman passed away on Monday, December 28, 2020 at his home in Florida. Roger was hired as a Learning Assistant in the Art Department in 1979 and later served as an Assistant Director in Student Life & Activities until the time of his retirement in 2000. A private service was held on January 19 and a gathering in his honor is anticipated later this year.

Rachel Stulberger, former student who was active in SLA and Theater

- Chair Cram announced that tonight the Board will reaffirm our mission, vision and values. He began the process by reading the mission statement: Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effect educational and lifelong learning options with clear paths to personal, educational and economic success.

Trustee Walker read the vision statement: *Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society. Brookdale plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire all community members to fulfill their aspirations to the best of their ability*

- Mr. Jacobs performed a swearing in ceremony for Trustee Latonya Brennan (Oath of Office – **Attachment A**). Chair Cram welcomed Trustee Brennan back as a Board of Trustee Member.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda Chair Cram announced that the Agenda has been revised to remove the Executive Session at the end of the meeting.	A motion to adopt the revised meeting agenda was made by Vice-Chair Kaufmann and seconded by Trustee Tracey Abby-White. Motion passed.	
President's Report –		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>President Stout welcomed Trustee Brennan back to the Board, and extended congratulations from Commissioner Lillian Burry.</p> <p>In light of the Board's consideration for the reaffirmation of our mission, vision and values. Dr. Stout read our Brookdale Values. He stated that each of these values is of equal weight and importance:</p> <ol style="list-style-type: none"> 1. Educational excellence through engagement, assessment and innovation 2. Economic empowerment through access, opportunity, and entrepreneurial partnerships 3. Institutional integrity through academic freedom, stewardship and accountability 4. Diversity through inclusivity, human equity and individual perspective <p>President Stout announced that at Convocation he had the opportunity to induct the Emeritus class of 2020. The emeritus status is the highest form of appreciation that we can give to a former employee, and he shared the names of those employees who were given this honor. He promised them in the future when we are able to be together, that the Board of Trustees will honor them as well.</p> <ul style="list-style-type: none"> • Professors Jane Banks, Newana Barnes, Tony Blaser, Michael Fowler, Carl Francese, Fred Fratterigo, Sy Siegler, Sylvia Smith, Tony Snyder, Barbara Tozzi, Linda Wang. • Administrators Lee Blaustein, Kim Heuser, Norma Klein, Carol McCartin, Kay Merrit, Ann Tickner-Jankowski • Staff Tom Hughes <p>President Stout brought attention that are Agenda includes a resolution affirming our College as a stigma free environment, as part of the Monmouth County Stigma Free Initiative. He felt it was important to read the resolution into the minutes, so that all students feel completely supported and know that they can come and talk with us if they're experiencing any substance abuse or mental health crisis. (Attachment B)</p> <p>In addition, Dr. Stout brought attention to the partnership with the Guild, which is a tuition assistance program for working adults. This partnership is directly aligned with our strategic goals to increase enrollment and address community needs.</p> <p>Dr. Stout welcomed our new Vice President of Advancement, Nancy Kaari. He introduced her as a proud community college graduate and that she has most recently served with the American Red Cross as the Executive Director. She thanked the Board of Trustees and President Stout for this amazing opportunity, and is looking forward to working with each and every one of them and the entire Brookdale team as we work together to make Brookdale Community College the college of choice.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Reports from the Board Committees and Liaisons		
<p>A. Finance & Facilities Committee – January 19, 2021 – As the new Chair of Finance & Facilities Committee, Trustee Abby-White set the tone to the meeting, by asking everyone to look forward, and focus on being innovative and bringing new revenue streams to the college.</p> <ol style="list-style-type: none"> 1. Capital Project Highlights – Mr. Savacool highlighted the following: <ol style="list-style-type: none"> a. Design plans are underway on several projects, including the Lincroft retaining wall, the roof repair phase 3 and the lightening protection project. b. The Sound panel installation in Wall is completed and a consultant performed a noise study, which demonstrated the noise has been reduced significantly with the air handlers. Sound levels are below what is mandated by law, and no complaints have been received since the sound panel has been installed. This matter is deemed complete. c. Security Camera Project is underway on the Lincroft campus and camera installation is beginning. d. Boilers at Wall – Boilers are functioning very well, and the valuing work has been completed. 2. Monthly Financial Reporting – Trustee Abby-White highlighted the following: <ol style="list-style-type: none"> a. As of November 30, 2020, operating revenue was 14.3% lower than last year. This is primarily is due to the cut in state aid, the impact of decreased enrollment on tuition and fees both credit and non-credit courses, and the loss of out of county revenue as a result of not charging out of county rates for online courses. Our operating expenditures ae 7.1% lower than last year and the most significant savings are seen in academic affairs and CPS. Cash balances as of November 30, 2020 were at \$6.6 million more than the same time period last year. Projections remain the same. On the 10th day of the 15 weeks spring Semester an update to the forecast will be developed. Finance does not foresee any extraordinary changes to the projections. b. The committee reviewed several rfp and bids that will begin in February, and will be approved at the May Board meeting. They are detailed in the packet. 3. FY22 Budget and Tuition and Fee Schedule – <ol style="list-style-type: none"> a. The budget parameters were discussed: <ol style="list-style-type: none"> i. State and County aid will remain stable ii. A 5.1% decrease in enrollment is expected iii. Zero percent tuition increase iv. Greater allocation of in-County vs. out of County revenue b. Operating Revenue - In support of the FY22 Operations Budget, Brookdale revenue costs consists of the following. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Tuition: \$33,822,318 equaling 42% of operating budget The current in-County tuition charged by the College is \$148.00 per Student Credit Hour (SCH) to a maximum of \$2,220.00 per term. The tuition revenue estimated for FY22 is based on the College keeping tuition flat.</p> <p>County: \$20,027,019 equaling 25% The request for FY22 is \$20,027,019, which represents no change from the FY21 budget due to the continued economic constraints faced at the County level. It should be noted that the County's contribution to the overall operating budget is a critical funding source for the College and continues to be significantly higher than the State's contribution.</p> <p>State Support: \$10,285,798 equaling 12.8% The College is anticipating that State Aid will remain flat in FY22. The actual allocation of aid is determined after all of the audited enrollments of the NJ community colleges are received by the Office of Management and Budget.</p> <p>Fees: \$11,018,807 equaling 13.8% The budget for FY22 is based on student fees remaining flat at 27% of tuition. Each term every student shall be required to pay fees of \$39.96 per credit hour, not to exceed \$599.40.</p> <p>During the public meeting we will approve the budget in the amount of \$80,079,958. The Board of Trustees is extremely cognizant of the challenges to our students and are purposing to move \$1,715,000 from our reserve account to balance the budget and offer a zero percent increase in tuition. The Finance & Facilities Committee is recommending to approve this budget, to offset any tuition increase to our students.</p> <ol style="list-style-type: none"> 4. HR - We have several hires, change of status and separations. We are delighted that we Nancy Kaari will be the new VP of Advancement. 5. The details for the current and future grant captures along with the financial position of the Foundation can be found in Boardmax <p>B. Audit Committee – January 25, 2021 – Trustee Crupi reported on the following items:</p> <ol style="list-style-type: none"> 1. FY20 Financial Audit – Representatives from O'Connor and Drew reported that the audit of the FY20 Financial Statements is complete, with the exception of the Single Audit of our financial aid programs. This is tied to the Federal Cares Act and our Auditors only received guidance from the Federal Government on how to properly test this portion of the audit. As a result, testing will not be completed until mid to late February. The Audit Committee will meet again in March to accept this audit when completed and will move the FY20 Financial Audit to the full Board for approval at our March meeting 2. FY20 WJB Radio Audit – The Audit of the Radio Station is complete and O'Connor & Drew, issued an unmodified opinion with no findings. With that being said, the Radio Station has experienced significant losses during the past year. Losses are attributable to the pandemic and should not be 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>seen as any other indicator of the overall health of the radio station. The Audit Committee recommends acceptance of the Radio Audit.</p> <p>3. Acceptance of Internal Controls & Standard Operating Procedures Manual –The changes to the Manual were reviewed with the committee. The changes were a result of implementations of Internal Audit recommendations or updated procedures. The Audit Committee recommends to accept the changes to the Internal Controls & Standard Operating Manual.</p> <p>4. Next Audit Meeting – The Feb. 9 meeting will be rescheduled to March 8.</p> <p>C. Governance Committee – January 20, 2021 – Trustee Suzanne Brennan highlighted the following:</p> <ul style="list-style-type: none"> a. Presidential Screening Process Policy – The Committee discussed the policy revisions and recommends for lodging tonight. b. The Social Media Policy – Next steps for the development of the Social Media Policy was discussed and an appointed subcommittee will be meeting after the meeting tonight to further develop this policy. c. Board Self-Evaluation – The Board self-evaluation survey results were briefly reviewed, and were shared with the entire Board. Trustee Brennan was encouraged by the full Board participation in the survey. She was impressed by the level of trust that has been developed over the last couple of years and there has been many areas of significant growth. The survey highlighted that there is room for growth, especially in the area of long-range strategic planning. d. Board Professional Development – The Committee discussed the planning for the March Workshop which will be focused on the Voluntary Framework of Accountability and Dr. Laura Longo will be presenting. A number of the Trustees will be attending the ACCT Legislative Summit in February via a virtual conference. e. The process and timing of the negotiation of Dr. Stout’s contract was also discussed. f. Improving the employee evaluation process was discussed, with a goal of improving the timing of the renewals with the evaluation process. <p>D. Foundation Update – Trustee Abby-White reported on the quarterly Foundation meeting held on January 21. She thanked Donna Flynn and the Search Committee for VP Advancement position, which led to tonight’s approval of Nancy Kaari. She announced the date of the Scholarship Ball to be on June 4.</p> <p>E. Student’s Perspective – Trustee Walker reported that the students are excited for the start of the semester and to attend all of the events that Student Life has planned so far. She personally emailed every Brookdale Club to introduce herself and to create more outreach for the Brookdale Trustee Advisory Committee.</p> <p>F. NJCCC Update – Trustee Horl reported on the two meetings that she attended for the NJCCC State and Federal Policy Committee. They reviewed the main talking points they have created for the advocacy plan for the upcoming state budget. In preparation for budget advocacy for community colleges, NJCCC has met with the Governor’s office. Budget advocacy efforts will be timed around the Governor’s budget address. She reported that the CCOG legislation is waiting for Governor Murphy’s signature. She shared good news on the recently passed COVID relief legislation will provide 1.3 times</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>more funding for colleges than under the CARES Act and that the legislation will provide more flexibility in the use of the funds. Trustee Horl reported on the work of the NJCCC to prepare for the ACCT Legislative Summit in February. They have been creating talking points and materials for the legislative visits which will take place around the conference. She further discussed a movement in the Biden-Harris administration for free Community College, which would include federal and state funding.</p>		
<p>Public Hearing on Tuition and Fees – Chair Cram opened the meeting to public comment on tuition and fees for the academic year 2021-2022. He reiterated that the proposal is to freeze both tuition and fees. He supported this decision as it aligns with our mission to provide cost effective education. The College has not always been in the position to freeze tuition, but due to the excellent financial fiscal stewardship of the administration over the past several years, the college has reserves which can be used to contribute to as much as \$1.7 million if necessary to balance the budget and keep the tuition flat for the upcoming year, as we are under extraordinary circumstances.</p> <p>No public comment was made on Tuition and Fees.</p>		
<p>Public Comment on Agenda Items – Jack Ryan, Associate Professor - English – In relation to the College’s financial position, he brought up concerns he has heard from his colleagues, that students are finding it challenging to pay for their tuition via our website. He suggested we investigate ways to improve the process, so that students can be easily enrolled. He also brought up a concern for students who are being dropped for non-payment, and suggested that this process be improved to avoid any accidental issues. He objected to the website colors chosen, as they don’t represent the Jersey Blues’ colors of blue and red.</p> <p>Ms. Gruskos confirmed no written comments were submitted.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Kaufmann and seconded by Trustee L. Brennan.</p> <p>Motion passed.</p>	
Approval of Public Business Meeting		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Minutes A. Approval of Public Business Meeting Minutes – December 15, 2020 Approval of Executive Session Minutes – December 15, 2020	<p>A motion to approve the minutes from the public business meeting held on December 15, 2020 was made by Trustee Walker and seconded by Trustee Davis.</p> <p>Motion passed. Abstentions: Trustee L. Brennan</p> <p>A motion to approve the minutes from the executive session held on December 15, 2020 was made by Trustee Horl and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>Abstentions: Trustee L. Brennan</p>	
Consent Agenda A. Approval of Human Resources B. Acceptance of Grants C. Acceptance of Gifts D. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 E. Open Invoice Payment Requests for Vendor, Student and Employee Payments	<p>A motion to approve the consent agenda was made by Trustee S. Brennan and seconded by Trustee Ferraro.</p> <p>YES: Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee L. Brennan</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
F. Monthly Financial Dashboards	Motion passed.	
Approval of FY22 Schedule of Tuition and Fees	<p>A motion to adopt by resolution the FY22 Schedule of Tuition and Fees was made by Trustee Ferraro and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee L. Brennan</p> <p>Motion passed.</p>	
Approval of FY22 Chapter 12 Projects	<p>A motion to approve by resolution the FY22 Chapter 12 Projects was made by Trustee Kaufmann and seconded by Trustee Horl.</p> <p>YES: Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee L. Brennan</p> <p>Motion passed.</p>	
Approval of FY22 Operating & Capital Budgets	<p>A motion to adopt by resolution the FY22 Operating & Capital Budget was made by Trustee Abby-White and seconded by Trustee Walker.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee L. Brennan</p> <p>Motion passed.</p>	
Acceptance of FY20 WBJB Radio Audit	<p>A motion to accept the FY20 WBJB Radio Audit was made by Trustee Crupi and seconded by Trustee Walker.</p> <p>YES: Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee L. Brennan</p> <p>Motion passed.</p>	
Approval of Cooperative Pricing Agreement with E I Cooperative Services	<p>A motion to approve by resolution the Cooperative Pricing Agreement with E I Cooperative Services was made by Trustee Abby-White and seconded by Trustee S. Brennan .</p> <p>YES: Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p>NO: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>ABSTENTIONS: Trustee L. Brennan</p> <p>Motion passed.</p>	
Acceptance of Internal Controls & Standard Operating Procedures Manual	<p>A motion to accept the Internal Controls & Standard Operating Procedures Manual was made by Trustee Crupi and seconded by Trustee Walker.</p> <p>Motion passed.</p>	
Approval of Resolution Designating Brookdale Community College as a Stigma-Free Resolution	<p>A motion to approve by resolution designating Brookdale Community College as a Stigma Free Community was made by Trustee Kaufmann and seconded by Trustee Horl.</p> <p>Motion passed.</p>	
Ratification of Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College	<p>A motion to ratify Policy 1.8000 Adoption, Review and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College was made by Trustee S. Brennan and seconded by Trustee Kaufmann.</p> <p>Motion passed.</p>	
Approval of Agreement with Guild Education	<p>A motion to approve by resolution to enter into a partnership with Guild Education was made by Trustee Ferraro and seconded by Trustee Walker.</p> <p>YES: Trustees Abby-White, S. Brennan, Crupi, Davis,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee L. Brennan</p> <p>Motion passed.</p>	
<p>Lodging of Policy Revisions</p> <p>A. Policy 1.3035 Presidential Screening Process</p>	<p>A motion to lodge revisions to Policy 1.3035 Presidential Screening Process was made by Trustee S. Brennan and seconded by Trustee Horl.</p> <p>YES: Trustees Abby-White, S. Brennan, Crupi, Davis, Ferraro, Horl, Kaufmann, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee L. Brennan</p> <p>Motion passed.</p>	
<p>Public Comment – Mr. Jacobs read the statement on public comment and directions on giving public comment in a virtual meeting.</p> <p>James Schmitt, Adjunct – Math – Dr. Schmitt commended the Board of Trustees for the work they are doing. He stated that he is the Chairman of the Adjunct Negotiating Committee and they have been trying to negotiate an independent, fair, and equitable first contract since January 2019. He emphasized that they need a contract that meets the unique needs of the Adjunct Faculty at Brookdale Community College. They look forward to concluding the negotiations once in person negotiations are possible, with the help of the New Jersey public Employment Relations Committee.</p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p>		
Old/New Business -		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Dr. Stout expressed his appreciation for all those involved in building a budget that resulted in not raising tuition and fees. He also thanked the Search Committee for the Vice President of Advancement that helped to move forward, our Vice President selection.</p> <p>Chair Cram personally welcomed our New Vice President Kaari and our returning Trustee Latonya Brennan. He also expressed his appreciation that the Board was able hold tuition and fees flat, because of the extraordinary circumstances and as a result of some very hard work over the past couple years, which left the College in the financial position if necessary, to make the emergency allocation of funds to balance the budget and still provide a cost-effective education for our students.</p> <p>Trustees Suzanne Brennan and Ferraro provided a warm welcome to Trustee Latonya Brennan.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>Removed from the Agenda.</p>		
<p>Adjournment</p> <p>Meeting adjourned at 6:55 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Crupi and seconded by Trustee Ferraro.</p> <p>Motion passed.</p>	

OATH OF OFFICE

**Member of the Board of Trustees
of
Brookdale Community College**

"I, Latonya Brennan solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability."



Latonya Brennan

Sworn and subscribed to:

Before me this 26 day :
of January, 2021



Mitchell B. Jacobs.
Attorney at Law of New Jersey

RESOLUTION DECLARING BROOKDALE COMMUNITY COLLEGE A STIGMA FREE COMMUNITY

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

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

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

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

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

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

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

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

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

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

Approved: January 26, 2021

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 34 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Support Staff

Adjuncts

Recommendations

1

1

B. Change of Status

Faculty

Administrators

Supervisor – Direct Student Contact

Supervisor – Administrative Operations

Non-Supervisor – Direct Student Contact

Non-Supervisor – Administrative Operations

Support Staff

Police

Recommendations

2

5

1

1

3

16

1

C. Separations

Faculty

Support Staff

Police

Recommendations

1

1

1

A. HIRES**SUPPORT STAFF**

1. Name: Daniel Strobel
Department: Facilities
Position: Senior Specialist, Facilities, subject to all final approvals and contingencies
Salary: \$42,495
Effective: 3/1/21

ADJUNCTS

1. Name: Donnah Araga
Department: Nursing

ADJUNCT DEGREE SUMMARY

Masters

1

B. CHANGE OF STATUS**FACULTY**

1. Name: Alexandra Tegethoff
Department: Nursing
Position: Instructor
Action: Correction in type of leave, Childrearing leave, unpaid
Effective: 1/19/21 – 6/30/21
2. Name: Teresa Healy
Department: Mathematics
Position: Professor
Action: 20% reduced load for 20% reduced pay
New Salary: \$90,947
Effective: 9/1/21 – 6/30/22

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Jenna Moltisanti
Department: Student Affairs
Position: Director, COVID Response Team
Action: Temporary transfer to the COVID Response Team
New Salary: No change
Effective: 4/1/21 until further notice but not later than 6/30/21

2. Name: Lynne Shaffery
 Department: Student Affairs
 Position: Associate Director, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21

3. Name: Paulette Simpson
 Department: Student Affairs
 Position: Associate Director, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21

4. Name: Jorge Terreros
 Department: Student Affairs
 Position: Associate Director, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21

5. Name: Candice Watts
 Department: Student Affairs
 Position: Associate Director, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: James McCarthy
 Department: Pandemic Response Task Force
 Position: Project Manager, Pandemic Response Task Force
 Action: Increase from 80% to 100% assignment & extension of temporary transfer to the
 Pandemic Response Task Force
 New Salary: No change
 Effective: 3/1/21 until further notice but not later than 6/30/21

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Bruce Marich
Department: Student Affairs
Position: Associate Director, COVID Response Team, full-time temporary position
Action: Extension of temporary transfer to the COVID Response Team
New Salary: No change
Effective: 4/1/21 until further notice but not later than 6/30/21, with retirement on 7/1/21

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Peggy Austin
Department: Student Affairs
Position: Administrator, COVID Response Team
Action: Extension of temporary transfer to the COVID Response Team
New Salary: No change
Effective: 4/1/21 until further notice but not later than 6/30/21
2. Name: Nicholas Rudinski
Department: Continuing & Professional Studies
Position: Coordinator, Workforce Development
Action: Reclassification from an N4 position to an A2
New Salary: \$54,434, to be prorated accordingly
Effective: 9/1/20
3. 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: 4/1/21 until further notice but not later than 6/30/21

SUPPORT STAFF

1. Name: Deborah Brown
Department: Student Affairs
Position: One-Stop Specialist, COVID Response Team
Action: Extension of temporary transfer to the COVID Response Team
New Salary: No change
Effective: 4/1/21 until further notice but not later than 6/30/21

2. Name: Morris Collier
 Department: Pandemic Response Task Force
 Position: Screening Center Staff, Pandemic Response Task Force, part-time position
 Action: Extension of temporary transfer to the Pandemic Response Task Force
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21

3. Name: Scott Dyson
 Department: Pandemic Response Task Force
 Position: Screening Center Staff, Pandemic Response Task Force
 Action: Extension of temporary transfer to the Pandemic Response Task Force
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21

4. Name: Stephen Finnegan
 Department: Pandemic Response Task Force
 Position: Screening Center Staff, Pandemic Response Task Force
 Action: Extension of temporary transfer to the Pandemic Response Task Force Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21

5. Name: Joseph Fournier
 Department: Teaching & Learning Center
 Position: TLC Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21

6. Name: Mary Ann Gurrera
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21

7. Name: Timothy Kohan
 Department: Pandemic Response Task Force
 Position: Screening Center Staff, Pandemic Response Task Force, part-time, 10-month position
 Action: Extension of temporary transfer to the Pandemic Response Task Force
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21
8. Name: Maria Maccanico
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21
9. Name: Frank McGaughran
 Department: Teaching & Learning Center
 Position: TLC Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21
10. Name: Maria Cecilia Rodriguez
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21
11. Name: Nathaniel Stokes
 Department: Pandemic Response Task Force
 Position: Screening Center Staff, Pandemic Response Task Force
 Action: Extension of temporary transfer to the Pandemic Response Task Force
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21

12. Name: Bruce Thompson
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21
13. Name: Denise Vigil
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21
14. Name: Matthew Walker
 Department: Facilities
 Position: Senior Specialist, Facilities, - COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21
15. Name: Donna Williams
 Department: Student Affairs
 Position: One-Stop Specialist, COVID Response Team
 Action: Extension of temporary transfer to the COVID Response Team
 New Salary: No change
 Effective: 4/1/21 until further notice but not later than 6/30/21
16. 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: 4/1/21 until further notice but not later than 6/30/21

POLICE

1. Name: Rebecca Donovan
Department: Police
Position: Police Officer VI
Action: Leave without pay
Effective: 2/3/21 – 2/15/21

C. SEPARATIONS**FACULTY**

1. Name: Alice Dressner-Ehrlich
Department: Student Affairs
Position: Student Success Coach, Title III Grant
Action: Deceased, 2/7/21

SUPPORT STAFF

1. Name: Maria Judice
Department: Biology
Position: Instructional Assistant, Closed Lab
Action: Retirement
Effective: 6/30/21, with retirement on 7/1/21

POLICE

1. Name: Rebecca Donovan
Department: Police
Position: Police Officer VI
Action: Resignation
Effective: 2/15/21

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 V

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

Program Administrator: Elizabeth Kruijssen, Director of Curriculum

Total \$ Awarded: \$583,164 and does not require a match from the college

Date Awarded: January 20, 2021

B. New Jersey Council for the Humanities (NJCH)

Program Title: Initiative on American Democracy and Civic Engagement

Short Title: NJCH Democracy

Goal/Purpose: Funding will enable the College to participate in the Democracy Conversations Project (DCP). Brookdale, along with other community colleges throughout the state, has been invited to participate in the NJCH's initiative on American Democracy and Civic Engagement. Under the direction of Professor Jonathan Moschberger, students from his American National Government honors course will make a presentation on the topic of 'Quiet Civic Engagement' for the Democracy Conversations Project.

Program Administrator: Nausheen Husain, Political Science Adjunct Faculty

Total \$ Awarded: \$4,000. Does not require a match from the College

Date Awarded: January 29, 2021

February 23, 2021: Director of Grants and Institutional Development, Laura Qaissaunee

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>
Perkins V	\$583,164
NJCH-Democracy	\$4,000

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.

February 23, 2021: Director of Grants and Institutional Development, Laura Qaissaunee

**1.51 Acceptance of Gifts
Background**

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

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

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

DATE	DONOR	ITEM
January 21, 2021	Mr. Edwin Coombs Senior Director of Marketing Portfolio Solutions, Training, Clinical Affairs & Intensive Care North America Draeger, Inc. 3135 Quarry Road Telford, PA 18969	Donation of Babylog VN500 Ventilator to be utilized by Respiratory Care students.
February 5, 2021	Mr. Alex Disbrow 601 Pelham Parkway North Apt 611 Bronx, NY 10467	Donation of extension library of fashion magazines to be utilized by Fashion Merchandising students.

February 23, 2021: Laura Qaissaunee, Director of Grants & Institutional Development

**2.2 Approval of Budget Modification to the New Jersey Department of Education (NJDOE),
Office of Career Readiness****Perkins Career and Technical Education**

Brookdale will submit a budget modification to the New Jersey State Department of Education (NJDOE), Office of Career Readiness on or before February 28, 2021, for funding under its Strengthening Career and Technical Education for the 21st Century Act (Perkins V). The modification will enable the college to purchase additional supplies and equipment for Perkins Career and Technical Education approved programs through cost savings realized to date.

The New Jersey Department of Education requires a signed board resolution which authorizes acceptance of the changes. A copy of the resolution is attached.

Recommendation:

The President recommends that the Board of Trustees adopt a resolution accepting the budget modification and authorizing the President to sign the resolution to the New Jersey Department of Education.

February 23, 2021: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

WHEREAS, Brookdale will submit a budget modification to the New Jersey State Department of Education (NJDOE), Office of Career Readiness on or before February 28, 2021, for funding under its Strengthening Career and Technical Education for the 21st Century Act (Perkins V). The modification will enable the college to purchase additional supplies and equipment for Perkins Career and Technical Education approved programs through cost savings realized to date; and

WHEREAS, The New Jersey Department of Education (NJDOE), Office of Career Readiness requires this resolution; and

WHEREAS, the President recommends submission of said budget modification;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College authorizes the submission of this budget modification to the New Jersey Department of Education (NJDOE), Office of Career Readiness.

Date: _____

SIGNED: _____

David M. Stout, Ph.D., President

February 23, 2021: Director of Grants and Institutional Development, Laura Qaissaunee

*4.2 Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and
Pursuant to the New Jersey "Pay to Play" Process in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$36,400. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

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

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

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$36,400, or purchases with a combined total in excess of \$36,400; and

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

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

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

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

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

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

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

**Agenda for Purchases in Excess of \$36,400
February 23, 2021**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
CRF II				
1	Howard Technology Solutions, dba, Howard Computers	Video Conferencing Equipment and Installation / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and installation of video conferencing equipment for the HR Conference Room. This contract is funded by the CRF II Grant.	Exempt	\$ 19,481.00
2	Dell Marketing LP	Virtual Desktop Infrastructure / Exempt 18A:64A-25.9 (State Contract). This State Contract is for the purchase of hardware and 3 years of licensing and maintenance to replace and expand the existing Virtual Desktop Infrastructure (VDI), the platform that provides both remote and onsite access to the virtual desktops and applications utilized by students and faculty. This project will result in an increase of 30% capacity for concurrent users of which 130 “seats” are for high GPU applications (Adobe and other graphic intensive programs). This contract is funded by the CRF II Grant.	Exempt	\$ 305,459.37
Grants				
3	CDW Government LLC	Wacom Tablets / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of 20 Wacom Tablets and is funded by the Perkins Grant.	Exempt	\$ 37,599.00
4	Gentige USA Sales, LLC	Servo (ServoU) Ventilator / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the supply and delivery of a ventilator. This instructional equipment will be used by CTE students to develop skills for patients in critical care. This contract is funded by the Perkins Grant.	Exempt	\$ 31,915.69
5	New Revolution Tools LLC, dba, Revolution Lightboards	Video Camera with Lightboard Control Center, Bid No. 21-04 / Notice was sent to 9 vendors, received 1 reply. This contract is for the supply and delivery of 2 Video Cameras with Lightboard Control Centers and is funded by the Title III Grant.	Bid	\$ 29,403.42

6	ProEd Solutions LLC	Student Financial Aid Verification Services, RFP No. 07-17 / This contract is for student financial aid verification services for the Spring Term and is funded by the CCOG Grant and Financial Aid Budget.	RFP	\$	17,500.00	*
Chapter 12						
7	Securadyne Systems Intermediate LLC, dba Allied Universal Technology Services	Wave Plus Emergency Communication System / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the supply, installation, and programming for a wireless, instant notification emergency communication system located at the Wall Regional Location. This contract is funded by Chapter 12.	Exempt	\$	18,011.00	*
8	TEC Elevator Co.	Elevator Maintenance Services, Bid No. 20-33 / This contract is for the supply and installation of a controller board for the elevator located in the ATeC Building. This contract is funded by Chapter 12.	Bid	\$	14,214.00	
9	Automated Building Controls, Inc.	HVAC Building Automation, Controls, Maintenance and Repairs, Bid No. 20-37 / This contract is for the replacement of a roof top unit compressor at the Freehold Regional Location and the replacement of a fan motor in the MAN Building. This contract is funded by Chapter 12.	Bid	\$	14,601.05	
10	Burlew Mechanical, LLC	Plumbing T&M, Bid No. 19-25 / This contract is for plumbing services on the Lincroft Campus and is funded by Chapter 12.	Bid	\$	44,247.37	
11	Grainger Inc.	First Aid Stations and Fire Blankets / Exempt 18A:64A-25.9 (State Contract). This State Contract is for the supply and delivery of first aid stations and fire blankets. This contract is funded by Chapter 12.	Exempt	\$	6,990.00	
12	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing and Repairs, Bid No. 20-07 / This contract is for the replacement of a fire alarm panel at the Long Branch Regional Location and is funded by Chapter 12.	Bid	\$	5,200.00	
13	Sal Electric Co., Inc.	Electrical Services T&M, Bid No. 20-28 / This contract for the installation of a new power line in the LAH Building and is funded by Chapter 12.	Bid	\$	6,025.97	

Operating

14	Premier Enterprises, LLC	Roofing Repairs and Replacement Services, Bid No. 20-35 / This contract is for the roof repair of the Maintenance/Print Shop Building and is funded by Risk Management.	Bid	\$	16,400.00	
15	Grainger Inc.	Facilities Supplies / Exempt 18A:64A-25.9 (State Contract). This State Contract is for the supply and delivery of miscellaneous facilities supplies and is funded by the Facilities Budget.	Exempt	\$	24,000.00	*
16	Bank of America Kearny Bank	Banking Services, RFP No. 04-21 / Notice was sent to 9 vendors, received 7 replies. These are one year contracts with an option for a 2nd year renewal for Banking Services and is funded by the Operating Budget.	RFP			

* Estimated expense based on historical data

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

*4.2 Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and
Pursuant to the New Jersey "Pay to Play" Process in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$36,400. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Executive Committee of the Board of Trustees at a meeting held February 9, 2021.

February 9, 2021: Vice President Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$36,400, or purchases with a combined total in excess of \$36,400; and

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

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

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

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

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

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

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

**Executive Committee Meeting
Agenda for Purchases in Excess of \$36,400
February 9, 2021**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Posen Architects, LLC	Professional Engineering Services, RFQ No. 03-2021 / This contract is for professional engineering and consulting services for the renovation of Gorman Hall South and is funded by the Capital Budget.	RFQ	\$ 93,500.00
2	Premier Enterprises, LLC	Roofing Repairs and Replacement Services, Bid No. 20-35 / This contract is for the roof replacement at Gorman Hall (OIT side) due to snow damage. This contract is funded by Chapter 12.	Bid	\$ 28,000.00

* Estimated expense based on historical data

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

4.2a *Resolution Authorizing Rejection of Bids for Services in Connection with the Naming Rights Program of Brookdale Community College*

Brookdale Community College (the “College”), pursuant to N.J.S.A. 18A:64A:25-1 et seq., has advertised for a vendor to develop and carry out a program for the sale of naming rights of the College under RFP No. 05-21 and is rejecting the bid.

This report was reviewed by the President and the Board of Trustees at a meeting held February 23, 2021.

**RESOLUTION AUTHORIZING REJECTION OF BIDS FOR SERVICES IN CONNECTION WITH
THE NAMING RIGHTS PROGRAM OF BROOKDALE COMMUNITY COLLEGE**

WHEREAS, Brookdale Community College (the “College”), pursuant to N.J.S.A. 18A:64A:25-1 et seq., has advertised for a vendor to develop and carry out a program for the sale of naming rights of the College under RFP No. 05-21; and

WHEREAS, the College received one (1) bid in response to the advertisement; and

WHEREAS, the sole and low bid in response to the advertisement was from the Superlative Group for the sum of \$50,000 for Phase I and for Phase II, additional hourly rates, commissions and fees; and

WHEREAS, pursuant to N.J.S.A. 18A: 64A—25.18, a County College is permitted to reject all bids; and

WHEREAS, pursuant to the provisions of RFP No. 05-21, the College reserved the right to reject all proposals or to waive any minor irregularities or informalities in any proposal, to the maximum extent allowed by applicable law and as it may deem in its interest; and

WHEREAS, the College has determined that it is in its best interest to reject the bid received because the College desires to substantially revise the specifications for the goods or services described in the RFP.

NOW, THEREFORE, BE IT RESOLVED, that the College adopts the foregoing recitals and hereby rejects the sole bid received; and

BE IT FURTHER RESOLVED, that the potential vendor shall be notified in writing of the rejection of its bid.

February 23, 2021

February 23, 2021

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Operating	Naming Rights, RFP No. 05-21 / Notice was sent to 3 vendors, received 1 reply. This RFP has been rejected due to modifications in the specifications.		

* Estimated expense based on historical data

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

4.2b *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending January 31, 2021, which totaled \$2,423,746.41. 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 February 16, 2021

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

4.1 *Financial Report*

The following is the Financial Report for the month ending December 31, 2020.

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

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

Financial Overview at December 31, 2020

Any reference to budget in the following financial information represents the annual FY21 budget. December 2020 is the sixth month of the current fiscal year. Generally, when comparing year-to-date financial results to budget, December represents 50% of the annual budget. The following financial summary provides an overview of year-to-date December 2020 financial performance compared to FY21 budget, and to the same period last year.

Revenue:

Compared to Budget

Total revenues for the six months through December 2020 were \$51.1M and represents 62.5% of the FY21 budget of \$81.8M.

State and Local appropriations of \$10.3M and \$20.0M respectively, are funded monthly. As of December 2020, State appropriations of \$3.7M and Local appropriations of \$10M represent 36.2% and 50% of the budget respectively.

Continuing and Professional Studies year to date revenue of \$837,885 represents 24.3% of FY21's annual budget of \$3.5M. The College is anticipating a 51.4% reduction in revenue as a direct result of program cancellations due to the pandemic.

Compared to Prior Year

Operating revenue as of December 31, 2020, was 13.5% lower than the same time last year. This is primarily due to the cut in State aid, the impact of decreased enrollment on tuition and fees for both credit and non-credit courses, and the loss of Out-of-County/Out-of-State revenue not charged for online courses.

Expenditures:

Compared to Budget

Total operating expenditures through December 2020 were \$30.8M compared to the FY21 budget of \$76.5M. Year to date December expenses represent 40.2% of the FY21 budget. As previously noted, six months represents 50% of our fiscal year and should serve as a point of reference when comparing actuals to budget.

Compared to Prior Year

Total operating expenses for the same period of time last year were \$33.2M compared to \$30.8M this year indicating a reduction of operating costs of \$2.4M.

Cash Balance:

As of December 31, 2020, the College's balance of cash in the bank was \$27.2M, which represents \$13M increase over last year. For the six months through December, the average monthly balance of cash for FY21 is \$23.5M compared to \$16.4M last year.

Projection:

The Fall-semester forecast was modified slightly to account for CRRSAA funding that was awarded in January. The College will utilize these funds to continue to pay salaries of employees who shifted to the Pandemic Response team. These funds will also be used to offset revenue losses and cover additional expenses resulting from the pandemic. The Spring-semester forecast will be presented in April.

Brookdale Community College
Current Year vs Prior Year
For the month ending December 31, 2020

	12/31/20	12/30/19	Change	% Change
Operating Revenue				
State of New Jersey	\$ 3,727,951	\$ 5,178,332	\$ (1,450,381)	-28.0%
County of Monmouth	10,013,510	10,013,510	-	0.0%
Student tuition	27,372,209	31,325,260	(3,953,051)	-12.6%
Fees	8,923,532	10,280,529	(1,356,997)	-13.2%
Continuing & Professional Studies	837,885	1,887,164	(1,049,279)	-55.6%
Miscellaneous	228,213	383,785	(155,572)	-40.5%
	\$ 51,103,300	\$ 59,068,580	\$ (7,965,280)	-13.5%
Operating Expenditures				
Academic Affairs	\$ 12,366,939	\$ 13,574,205	\$ 1,207,266	8.9%
Benefits	6,153,875	6,731,259	577,384	8.6%
Finance & Operations	3,955,553	3,999,251	43,698	1.1%
Student Success Division	2,491,921	2,482,324	(9,597)	-0.4%
General expenses	2,057,828	1,878,410	(179,418)	-9.6%
Continuing & Professional Studies	955,746	1,593,743	637,997	40.0%
Utilities	840,598	837,032	(3,566)	-0.4%
Human Resources & Safety	877,839	1,014,166	136,327	13.4%
Planning & Inst. Effectiveness	203,795	191,783	(12,012)	-6.3%
President & BOT	236,902	307,815	70,913	23.0%
Advancement Division	622,008	594,262	(27,746)	-4.7%
	\$ 30,763,005	\$ 33,204,250	\$ 2,441,246	7.4%
Net income/(loss) - Operating	\$ 20,340,295	\$ 25,864,330	\$ (5,524,035)	
Auxiliary				
Receipts	\$ 205,346	\$ 758,657	\$ (553,311)	-72.9%
Disbursements	447,269	750,236	302,967	40.4%
Net income/(loss)- Auxiliary	\$ (241,923)	\$ 8,421	\$ (250,344)	-2973%

Brookdale Community College
Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at December 31, 2020

	FY21 Budget	12/31/2020	Increase/ (Decrease)	FY21 Projected
Operating				
Revenues:				
Tuition	\$ 36,074,791	27,372,209	(920,000)	\$ 35,154,791
State	10,285,798	3,727,951	-	10,285,798
County	20,027,019	10,013,510	-	20,027,019
Fees	11,290,301	8,923,532	(564,515)	10,725,786
Continuing & Professional Studies	3,450,000	837,885	(1,774,050)	1,675,950
Other income	689,500	228,213	(339,500)	350,000
Total revenue	\$ 81,817,409	51,103,300	(3,598,065)	\$ 78,219,344
Expenditures:				
Academic Affairs	31,240,572	12,366,939	(1,143,617)	30,096,955
Benefits	15,704,750	6,153,875	(727,000)	14,977,750
Finance & Operations	9,038,371	3,955,553	(66,907)	8,971,464
Student Success Division	6,613,367	2,491,921	(684,234)	5,929,133
General expenses	4,170,249	2,057,828	-	4,170,249
Continuing & Professional Studies	2,993,066	955,746	(1,164,811)	1,828,255
Utilities	2,208,377	840,598	(250,000)	1,958,377
Human Resources & Safety	2,381,854	877,839	(478,406)	1,903,448
Advancement Division	1,338,369	622,008	53,133	1,391,502
Planning & Inst. Effectiveness	383,135	203,795	(1,500)	381,635
President & BOT	466,924	236,902	(1,600)	465,324
Total expenditures	\$ 76,539,034	30,763,005	(4,464,942)	\$ 72,074,092
Other cash requirements:				
Debt principal	1,655,000	1,655,000	-	1,655,000
Interest expense	1,328,375	122,887	-	1,328,375
Technology	2,295,000	1,376,363	-	2,295,000
	\$ 5,278,375	3,154,250	-	\$ 5,278,375
Excess revenue/expenditures projected				\$ 866,878
Auxiliary				
Receipts	1,087,214	205,346	(883,893)	643,607
Disbursements	2,004,374	447,269	(770,112)	1,025,000
Profit/(loss) auxiliary	\$ (917,160)	(241,923)	(113,781)	\$ (381,393)
Excess revenue/expenditures projected				\$ (381,393)
Capital				
Revenues:				
State Chapter 12	2,900,000	1,358,486	-	2,900,000
County	2,900,000	1,358,486	-	2,900,000
Risk Management	-	91,279	400,000	400,000
Total revenue	\$ 5,800,000	2,808,251	400,000	\$ 6,200,000
Expenditures:				
State Chapter 12	\$ 2,900,000	1,358,486	-	\$ 2,900,000
County Chapter 12	2,900,000	1,358,486	-	2,900,000
Risk Management	-	110,883	460,000	460,000
Total expenditures	\$ 5,800,000	2,827,855	460,000	\$ 6,260,000
Excess revenue/expenditures projected				\$ (60,000)
Total excess revenue/expenditures all funds projected				\$ 425,485

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) ATHLETIC FIELDS/LINCROFT CAMPUS

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

Cost for bleacher replacement under state contract has been provided and submitted to insurance carrier for consideration. Punch list items remain. Second walkthrough was performed, and a couple items remain which are dependent on the weather to complete.

2) LIFE SAFETY AND ADDITIONAL LIGHTING

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

A walkthrough was held with the Contractor and Engineer. An issue was discovered during the inspection that may preclude the contractor from further work.

3) SALT STORAGE BUILDING

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

Install is complete but the contractor has not returned to replace dented slats in the roll up door. Precision Door is making arrangements to schedule the repairs.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) ATEC RETAINING WALL

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

Expecting submission of final plans at the end of the February.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

2) ROOF REPAIRS – PHASE 3

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

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

3) ADA AND MISCELLANEOUS DOOR REPLACEMENT

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

Contractor is completing punch list work.

4) ROOF REPLACEMENT AND REPAIRS FREEHOLD CAMPUS

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

Contract is complete.

5) SECURITY CAMERA AND SURVEILLANCE SYSTEM

This work is being coordinated by the IT Department. SHI is the general contractor. Their bid in the amount of \$1,023,470.99 was approved at the BOT on June 23, 2020. Total contract amount including equipment is \$1,334,872.72. Project consists of security camera installation at the Lincroft, Freehold, Hazlett, and Long Branch campuses.

Freehold wiring has been completed by CTCL. Camera install to commence when equipment delivery is complete. Lincroft wiring install is underway.

6) LIGHTNING PROTECTION SYSTEM

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

USA is proceeding with the design. Scheduling a drone inspection of roofs to be retrofitted pending snow melt.

7) Lot 1 Paving

The cost of milling and paving of the entirety of Lot 1 is currently being estimated.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

8) Gorman Hall South Rehabilitation

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

2) DESIGN/STUDIES/REPORTS

1. NEW ACADEMIC BUILDING-WALL CAMPUS

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

The boilers have been operating consistently since the site work was completed in October. Additional work on the system valving has been completed. Boilers have been operating without issue.

2. MAN REAR VESIBULE SLAB LEAKAGE

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

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



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

4.4 *Approval of the FY22 Chapter 12 Revised Projects*

The Board of Trustees approved the FY22 Chapter 12 projects at a meeting held on January 26, 2021. Subsequent to the meeting, additional funding became available to the College. It is estimated that there will be \$93.96 million (State/County combined) of Chapter 12 bonding capacity available in FY22, subject to the approval of the State Treasurer and the State's approved budget. All community colleges were invited to submit a request for Chapter 12 funding. The final amount available for each college was determined after all requests were submitted and included a revised award to the College in an amount not to exceed \$5,831,000.

The College Administration is recommending to the Board of Trustees that the College seek approval for the use of Chapter 12 funds, in the revised amount not to exceed \$5,831,000 for projects, which include site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety projects. The projects have been identified as top priorities in the 2012 Board approved Facilities Master Plan and subsequent updates.

The College will seek approval for the matching funds from the County of Monmouth at the Board of School Estimate meeting to be held February 25, 2021.

This revised report was reviewed and approved by the President and the Executive Committee of the Board of Trustees at a meeting held February 9, 2021.

February 9, 2021: Vice President Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, in the amount not to exceed \$5,831,000 for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan and subsequent updates; and

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

WHEREAS, the College will receive the commitment from the Monmouth County Board of School Estimate to be held February 25, 2021, and a resolution agreeing to match the necessary funds, prior to the deadline; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971, in the revised amount not to exceed \$5,831,000 for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety projects at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan and subsequent updates.

FY22 Chapter 12 Projects

Brookdale Community College locations:

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

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

1. **Infrastructure improvements and renovations:** **\$4,062,364**

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

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

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

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

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

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

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

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

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

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

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

Total **\$5,831,000**

4.3 *Approval of the FY22 Operating & Revised Capital Budget*

The Board of Trustees of Brookdale Community College approved the College's Operating & Capital budget at a meeting held January 26, 2021. Subsequent to the approval, the College was given an increased allocation of Chapter 12 funding. The proposed revised Capital budget reflects the increased Chapter 12 funding in an amount not to exceed \$5,831,000 to support capital projects to maintain the infrastructure of the College.

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

This revised budget was reviewed by the President and the Executive Committee of the Board of Trustees at meetings held February 9, 2021.

RESOLUTION

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

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

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

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

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

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

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

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

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

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

Brookdale Community College
Operating Budget Summary
FY22

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

**Brookdale Community College
FY22 Revised Capital Budget Summary**

	Approved January 2021 Amount	Adjustments	Revised February 2021 Amount
Revenue:			
County Chapter 12	\$ 1,945,500	\$ 970,000	\$ 2,915,500
State Chapter 12	1,945,500	970,000	2,915,500
Total Revenue	<u>3,891,000</u>	<u>1,940,000</u>	<u>5,831,000</u>
Expenditures:			
Chapter 12 Projects	<u>\$ 3,891,000</u>	<u>\$ 1,940,000</u>	<u>\$ 5,831,000</u>

4.5 *Approval to Accept Additional Higher Education Emergency Relief Funds (HEERF II) as authorized by the Coronavirus Response and Relief Appropriations Act, 2021 (CRRSAA)*

Enclosed is a resolution for Brookdale Community College to complete all the necessary steps required to apply for, accept, and receive the approved additional Higher Education Emergency Relief Fund (HEERF II) awarded by the Federal Government. An additional \$21.2 billion is now available to higher education institutions to ensure learning continues during the COVID-19 pandemic under CRRSAA as HEERF II funds.

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

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

RESOLUTION

WHEREAS, the Higher Education Emergency Relief Fund II (HEERF II), is authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) under the CARES Act. The U.S. Department of Education announced an additional \$21.2 billion is now available to higher education institutions to ensure learning continues for students during the COVID-19 pandemic under the CRRSAA as HEERF II; and

WHEREAS, Brookdale Community College has been awarded \$12,582,654 in such total additional aid to be split between direct student assistance in the amount of \$3,167,206 and institutional support in the amount of \$9,415,448, subject to several guidelines for each component; and

WHEREAS, the College will develop criteria for, and the disbursement of such funds; and

WHEREAS, the College will document the applicable expenses of the institution; and

WHEREAS, funding will be subject to periodic reporting to the U.S. Department of Education; and

WHEREAS, the Board of Trustees has reviewed and approved that the College take the necessary steps required to apply for, accept, and receive HEERF II funds; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Brookdale Community College that the HEERF II funding is approved.

4.6 *Approval to Participate in the County College Career & Technical Education Program Expansion Securing Our Children's Future Bond Act*

The New Jersey Office of the Secretary of Higher Education ("OSHE") is issuing a grant program to increase career and technical education ("CTE") program capacity in county colleges as authorized by the Securing Our Children's Future Bond Act, P.L. 2018, c. 119 ("Bond Act").

Brookdale Community College will establish the Center of Excellence for Cybersecurity Education (CECE) to expand Career and Technical Education in the high-growth fields of networking and cybersecurity, increase workforce preparation, and fuel economic growth through partnerships with the corporate, government, and academic communities.

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

This report was reviewed and approved by the President and the Finance Committee of the Board of Trustees at a meeting held February 16, 2021.

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

RESOLUTION

WHEREAS, The New Jersey Office of the Secretary of Higher Education (“OSHE”) is issuing a grant program to increase career and technical education (“CTE”) program capacity in county colleges as authorized by the Securing Our Children’s Future Bond Act, P.L. 2018, c. 119 (“Bond Act”); and

WHEREAS, The Board of Trustees (the Board) of Brookdale Community College (the College) is committed to establishing a designated National Center of Excellence in Cyber Defense Education (CAE); and

WHEREAS, The Board desires to approve the undertaking and implementation of extensive renovations to Gorman Hall South to support the Center of Excellence for Cybersecurity Education (CECE); and

WHEREAS, the project consists of the renovations to include roofing, flooring, walls, sprinkler system, plumbing, piping, gas line, HVAC, bathrooms, gutters, electrical panels and wiring, ADA compliance measures, and emergency lighting; and

WHEREAS, The Board desires to approve the aggregate costs of the Project paid through all sources in an amount not to exceed \$5,333,000; and

WHEREAS, The Board desires to approve the funding of the project consisting of an amount not to exceed \$1,333,000; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Brookdale Community College approves participation in the Project and authorizes a maximum aggregate amount not to exceed \$5,333,000; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Brookdale Community Colleges approves the College commitment of funds in an amount not to exceed \$1,333,000.

5.2 Curriculum

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

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

Completing these 41-credits would give students a Brookdale Certificate of Achievement and it would also give these individuals an opportunity to continue their studies if, and when, they may choose to obtain an AAS degree.

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

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

RESOLUTION

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

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

WHEREAS, completing these 41-credits would give students a Brookdale Certificate of Achievement and it would also give these individuals an opportunity to continue their studies if, and when, they may choose to obtain an AAS degree; and

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

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

February 23, 2021

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.9003 SOCIAL MEDIA POLICY AND GUIDELINES

I. Title of Policy

Social Media Policy and Guidelines

II. Authority

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

III. Policy Statement

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

A. PURPOSE

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

B. SCOPE

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

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

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

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

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

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

C. DEFINITIONS

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

D. RESPONSIBILITY

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

SOCIAL MEDIA PLATFORMS

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

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

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

General Usage Guidelines:

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

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

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

E. Policy Regarding the Official Use of the College's Social Media Sites and Tools.

The College understands that social networking and Internet services have become a common form of communication in the workplace and among stakeholders, citizens and students. Social networks are online communities of people or organizations that share interests or activities and use a wide variety of Internet technology to make the interaction a rich and robust experience. Employees, students and other authorized individuals who are authorized by the College to participate in social networks as a representative of the College shall adhere to the following guidelines when posting in such authorized capacity:

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

- All College social networking activities are subject to State of New Jersey open records laws.

F. Personal Social Media Use

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

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

- All College information that is considered non-public in nature and that is not disclosable under OPRA or the Employer-Employee Relations Act must be protected. Respect and maintain the confidentiality entrusted to you. Do not divulge or discuss proprietary information, personal details about other people or other confidential material.
- When in doubt about any online activity, contact the College Relations Department.
- The foregoing provisions are not intended to interfere with any employee's and student's rights pursuant to the First Amendment of the United States Constitution or Article I Section 6 of New Jersey's Constitution. Likewise, this policy is not intended to restrict the right of any employee to engage in protected concerted activities as defined by the Employer-Employee Relations Act. Any person who believes their right to engage in such activities have been violated by this policy should contact the College Relations Department or Executive Associate, Legal Services.

G. Prohibited Uses of Social Media and Public Comment Policy

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

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

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

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

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

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

Digital and audio recordings of live or on-line classroom instruction, and events held by Student Life & Activities or Registration/Admissions may be published on Social Media by

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

H. Violations

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

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

V. Responsibility

President

Interim Executive Director, College Relations

Related Policies and Regulations:

4.7001 Red Flag Identity Theft (Policy and Regulation)

4.7002 Information Security Program (Policy and Regulation)

4.7003 Data Classification and Permitted Use (Regulation)

4.7004 Graham-Leach-Bliley Act (Regulation)

4.7005 General Data Processing Regulation (Regulation)

Approved: X/X/XXXX

1.3035 Presidential Screening Process

I. Title of Policy

Presidential Screening Process

II. Objective of Policy

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

III. Authority

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

IV. Policy Statement

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V. Responsibility for Implementation

Board of Trustees

Approved: Board of Trustees, 6/29/95

Revision: February 2014

Lodged: February 2014

~~Revised and Lodged: January 2021~~

Approved: Board of Trustees, XX/2021

1.3035 Presidential Screening Process

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- B. The Board shall appoint a search firm to assist the screening committee and the Board.
- C. The Board shall establish a timetable for the screening which will ensure that the Office of President is filled in a timely manner.
- D. In conjunction with a search firm and the College's Human Resources Office, the screening committee shall arrange for and provide appropriate opportunities for the College community to comment upon the needs of the College and the development of criteria for selection of a new president.
- E. The Board may adopt, modify, or reject the screening committee's assessment of the needs of the College and will determine the final criteria for selection of a new president.
- F. After the needs assessment is complete and a profile is finalized, the Board shall charge the screening committee.
- G. Based upon the selection criteria established by the Board, the screening committee shall initiate a national search through a search firm, and arrange for appropriate, professional, public advertisement of the vacant position. The screening committee

shall work with a search firm to review all applications received, and select candidates to be interviewed by the screening committee.

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

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V. Responsibility for Implementation

Board of Trustees

Approved: Board of Trustees, 6/29/95

Revision: February 2014

Lodged: February 2014

Lodged: January 26, 2021

Approved: Board of Trustees, XX/2021

BROOKDALE COMMUNITY COLLEGE
2021-2022
ACADEMIC CALENDAR

SUMMER III 2021

July 6, 2021	Tuesday	First day of instruction
August 16, 2021	Monday	Last day of instruction

FALL 15 2021*

September 1-2, 2021	Wednesday-Thursday	Faculty Days
September 6, 2021	Monday	Labor Day Holiday
September 8, 2021	Wednesday	First day of instruction
November 25-28, 2021	Thursday-Sunday	Thanksgiving Recess
December 22, 2021	Wednesday	Friday Class Schedule
December 23, 2021	Thursday	Last day of instruction
*Saturday classes are held for 14 weeks Sept. 11 to Dec. 18 with extended class time		

FALL 7A 2021

September 8, 2021	Wednesday	First day of instruction
October 26, 2021	Tuesday	Last day of instruction

FALL 11 2021

October 4, 2021	Monday	First day of instruction
December 22, 2021	Wednesday	Friday Class Schedule
December 23, 2021	Thursday	Last day of instruction
*Saturday classes are held for 10 weeks Oct. 9 to Dec. 18 with extended class time		

FALL 7B 2021

October 29, 2021	Friday	First day of instruction
December 23, 2021	Thursday	Last day of instruction

WINTERIM 2022

January 3, 2022	Monday	First day of instruction
January 14, 2022	Friday	Last day of instruction

SPRING 15 2022

January 17, 2022	Monday	Martin Luther King, Jr. Day Holiday
January 18, 2022	Tuesday	Faculty Day
January 19, 2022	Wednesday	First day of instruction
March 13-19, 2022	Sunday-Saturday	Spring Break
May 10, 2022	Tuesday	Last day of instruction
May 12-13, 2022	Thursday-Friday	Faculty Days
May 12, 2022	Thursday	Graduation

SPRING 7A 2022

January 19, 2022	Wednesday	First day of instruction
March 8, 2022	Tuesday	Last day of instruction

SPRING 11 2022

February 16, 2022
May 10, 2022

Wednesday
Tuesday

First Day of instruction
Last day of instruction

SPRING 7B 2022

March 23, 2022
May 10, 2022

Wednesday
Tuesday

First day of instruction
Last day of instruction

SUMMER I 2022

May 16, 2022
May 30, 2022
June 27, 2022

Monday
Monday
Monday

First day of instruction
Memorial Day Holiday
Last day of instruction

SUMMER II 2022

May 30, 2022
June 6, 2022
July 4, 2022
August 15, 2022

Monday
Monday
Monday
Monday

Memorial Day Holiday
First day of instruction
Independence Day Holiday
Last day of instruction

BOT Approved 9/24/19

BROOKDALE COMMUNITY COLLEGE
2022-2023
ACADEMIC CALENDAR

SUMMER III 2022

July 4, 2022	Monday	Independence Day Holiday
July 5, 2022	Tuesday	First day of instruction
August 15, 2022	Monday	Last day of instruction

FALL 15 2022 *

September 5, 2022	Monday	Labor Day Holiday
September 6-7, 2022	Tuesday-Wednesday	Faculty Days
September 8, 2022	Thursday	First day of instruction
November 24-27, 2022	Thursday-Sunday	Thanksgiving Recess
December 23, 2022	Friday	Last day of instruction

*Saturday classes are held for 14 weeks Sept. 10 to Dec. 17 with extended class time

FALL 7A 2022

September 8, 2022	Thursday	First day of instruction
October 26, 2022	Wednesday	Last day of instruction

FALL 11 2022

October 1, 2022	Saturday	First Day of Instruction
December 23, 2022	Friday	Last Day of Instruction

FALL 7B 2022

November 1, 2022	Tuesday	First day of instruction
December 20, 2022	Tuesday	Saturday Class Schedule
December 23, 2022	Friday	Last day of instruction

WINTERIM 2023

January 3, 2023	Tuesday	First day of instruction
January 13, 2023	Friday	Last day of instruction, 9 days

SPRING 15 2023

January 16, 2023	Monday	Martin Luther King, Jr. Day Holiday
January 17, 2023	Tuesday	Faculty Day
January 18, 2023	Wednesday	First day of instruction
March 12-18, 2023	Sunday-Saturday	Spring Break
May 9, 2023	Tuesday	Last day of instruction
May 11-12, 2023	Thursday-Friday	Faculty Days
May 11, 2023	Thursday	Graduation

SPRING 7A 2023

January 18, 2023	Wednesday	First day of instruction
March 7, 2023	Tuesday	Last day of instruction

SPRING 11 2023

February 15, 2023
May 9, 2023

Wednesday
Tuesday

First day of instruction
Last day of instruction

SPRING 7B 2023

March 22, 2023
May 9, 2023

Wednesday
Tuesday

First day of instruction
Last day of instruction

SUMMER I 2023

May 15, 2023
May 29, 2023
June 26, 2023

Monday
Monday
Monday

First day of instruction
Memorial Day Holiday
Last day of instruction

SUMMER II 2023

June 5, 2023
July 4, 2023
August 8, 2023

Monday
Tuesday
Tuesday

First day of instruction
Independence Day Holiday
Last day of instruction

BOT Approved 9/24/19

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2021 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

Committees meeting monthly	<u>Executive Committee (5)</u> Dr. Hank Cram – Chair Mr. Bret Kaufmann, Vice-Chair Ms. Tracey Abby-White Ms. Suzanne Brennan Mr. Paul Crupi		<u>Finance and Facilities (5)</u> Ms. Tracey-Abby-White, Chair Mr. Bret Kaufmann Ms. Madeline Ferraro Ms. Suzanne Brennan Ms. Barbara Horl
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Mr. Bret Kaufmann, Chair Ms. Hanna Walker Dr. Les Richens Ms. Dyese Davis Ms. Marta Rambaud	<u>Governance (4)</u> Ms. Suzanne Brennan, Chair Ms. Hanna Walker Ms. Dyese Davis Ms. Latonya Brennan	<u>Audit Committee (4)</u> Mr. Paul Crupi Chair Ms. Marta Rambaud Dr. Les Richens Ms. Latonya Brennan
Liaisons	<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 SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2021 01/28/21

2021 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held via Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.	
Tuesday, January 26, 2021	January 19 5:15 PM	January 19 5:30 PM	January 20 5:30 PM			
Tuesday, February 23, 2021	February 16 5:15 PM	Feb. 16 5:30 PM		Feb. 17 5:30 PM	February 9 6 PM	
Tuesday, March 23, 2021	March 16 5:15 PM	March 16 5:30 PM	March 17 5:30 PM		March 8 5:30 PM	
Tuesday, April 27, 2021	April 20 5:15 PM	April 20 5:30 PM		April 19 5:30 PM		
Wednesday, May 25, 2021	May 18 5:15 PM	May 18 5:30 PM			May 17 6 PM	
Tuesday, June 22, 2021	June 15 5:15 PM	June 15 5:30 PM				
Tuesday, July 27, 2021	July 20 5:15 PM	July 20 5:30 PM				
No public business meeting	August 17 Follows F & F	August 17 5:30 PM				
Tuesday, September 28, 2021	September 21 5:15 PM	Sept. 21 5:30 PM	Sept. 20 5:30 PM	Sept 22 5:30 PM		
Tuesday, October 26, 2021	October 19 5:15 PM	October 19 5:30 PM			Oct. 18 6 PM	
Tuesday, November 16, 2021	November 9 5:15 PM	Nov. 9 5:30 PM	Nov. 10 5:30 PM	Nov. 8 5:30 PM		
Tuesday, December 14, 2021	December 7 5:15 PM	Dec. 7 5:30 PM			December 6 6 PM	

Human Resources is a Committee of the whole

V2 – Feb. Audit mtg. rescheduled for March 8