



## **Board of Trustees Public Business Meeting**

Brookdale Community College

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

Nov 16, 2021 5:30 PM - Nov 16, 2021 7:30 PM EST

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## RESOLUTION

**NOW THEREFORE BE IT RESOLVED** the Board of Trustees of Brookdale Community College adopts the public meeting calendar for 2022.

<b>BOARD OF TRUSTEES MEETING DATES 2022</b>			
<b>MONTH</b>	<b>Day</b>	<b>DATE</b>	<b>LOCATION – Subject to Change ( Notice will be given if changed)</b>
<b>January</b>	<b>Tuesday</b>	<b>January 25, 2022</b>	<b>Navesink Rooms or Zoom Meeting</b>
<b>February</b>	<b>Tuesday</b>	<b>February 22, 2022</b>	<b>Navesink Rooms or Zoom Meeting</b>
<b>March</b>	<b>Tuesday</b>	<b>March 22, 2022</b>	<b>Navesink Rooms or Zoom Meeting</b>
<b>April</b>	<b>Tuesday</b>	<b>April 26, 2022</b>	<b>Navesink Rooms or Zoom Meeting</b>
<b>May</b>	<b>Tuesday</b>	<b>May 24, 2022</b>	<b>Twin Lights Rooms or Zoom Meeting</b>
<b>June</b>	<b>Tuesday</b>	<b>June 28, 2022</b>	<b>Navesink Rooms or Zoom Meeting</b>
<b>July</b>		<b>No meeting</b>	<b>Navesink Rooms or Zoom Meeting</b>
<b>August</b>	<b>Tuesday</b>	<b>August 23, 2022</b>	<b>Navesink Rooms or Zoom Meeting</b>
<b>September</b>	<b>Wednesday</b>	<b>September 28, 2022</b>	<b>Navesink Rooms or Zoom Meeting</b>
<b>October</b>	<b>Tuesday</b>	<b>October 25, 2022</b>	<b>Navesink Rooms or Zoom Meeting</b>
<b>November</b>	<b>Tuesday</b>	<b>November 15, 2022</b>	<b>Navesink Rooms or Zoom Meeting</b>
<b>December</b>	<b>Tuesday</b>	<b>December 13, 2022</b>	<b>Navesink Rooms or Zoom Meeting</b>

The Public Meeting of the Board will begin at 5:30 PM. (Notice will be given if there is a time change).

**BE IT FURTHER RESOLVED** that the Board of Trustees does hereby designate as official newspapers to receive notices of meetings the following:

*The Asbury Park Press*

*The Star-Ledger*

**BE IT FURTHER RESOLVED** that all required notices of meetings of the Board of Trustees shall be posted on the bulletin board on the first floor of the Brookdale Administrative Center and on the College website.

**BET IT FURTHER RESOLVED** that a copy of all notices of the meeting of the Board of Trustees shall be filed with the Clerk of the County of Monmouth.

November 17, 2022 – Annual 2022 Board of Trustees Public Business Meeting Calendar for consideration by the Board of Trustees

**BE IT FURTHER RESOLVED** that any person may request in writing that the Board of Trustees mail them a copy of the notice of any meeting of the Board of Trustees during the annual year of 2022. All requests made pursuant to this paragraph shall terminate on December 31, 2022.

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**October 26, 2021**

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

**And Zoom Webinar**

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

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Trustee</b>	Dr. Matthew Reed
	<b>Ms. Latonya Brennan, Trustee</b>	Dr. William Burns
	<b>Ms. Suzanne Brennan, Trustee</b>	Dr. Nancy Kegelman
	<b>Dr. Hank Cram, Chair</b>	Dr. Yesenia Madas
	<b>Ms. Dyese Davis, Trustee</b>	Dr. Joan Scocco
	<b>Ms. Barbara Horl, Trustee</b>	Mr. Edward Johnson
	<b>Mr. Bret Kaufmann, Vice Chair</b>	Ms. Patricia Sensi
	<b>Ms. Marta Rambaud, Trustee</b>	Ms. Teresa Manfreda
	<b>Dr. David Stout, Secretary</b>	Ms. Kathy Kamatani
	<b>Mr. Austin Smith, Trustee</b>	Dr. Anita Voogt
	<b>Ms. Natalie Watson, Trustee</b>	Ms. Bonnie Passarella
<b>Absent</b>	<b>Mr. Paul Crupi, Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	Ms. Cynthia Gruskos, Recorder
<b>College Counsel</b>	<b>Mr. Mitch Jacobs, Esq., General and Labor Counsel</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 October 21, 2021 at 2 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Cram led the Pledge of Allegiance.

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

Chair Cram read our mission statement:

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

Dr. Stout lead a moment of silence to honor the memory of our retired colleague, Ann Murphy, who worked in the Bankier Library for more than 25 years as a media specialist. On behalf of the entire College, Dr. Stout offered condolences to her family.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>	A motion to adopt the agenda was made by Trustee Suzanne Brennan and seconded by Trustee Rambaud.  Motion passed.	
<b>Swearing in of Trustee Natalie Watson</b> -Mr. Jacobs performed the swearing in ceremony of Trustee Natalie Watson who was appointed by the Governor and her term of service continues until October 31, 2024. ( <b>Attachment A</b> )		
<b>President's Report –</b> <ul style="list-style-type: none"><li><b>Center for Holocaust, Human Rights &amp; Genocide Education (Chhange)</b> – Dr. Sara Brown, Executive Director of Chhange, which is located on the Lincroft Campus next to the Bankier Library presented on the early history of Chhange which was founded by two Faculty members, Dr. Sy Siegler and Jack Needle with the support of Dean Norma Klein in 1979. Over the last 42 years, Chhange has grown in scope and size. Dr. Brown reviewed their mission statement and work, which is to focus on harnessing innovative education about the Holocaust, genocide and human rights, in order to promote the elimination of all forms of racism, antisemitism and all forms of prejudice. She further explained that Chhange operated under the auspices of the Brookdale Community College Foundation, but in 2013 with the support of the College, Chhange filed for and received 501C3 education nonprofit status. She provided information on the highlights of their service to our community:</li></ul>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> <li>• Chhange hosts annual programs that reach 25,000 students, educators and community members across Monmouth County but also across the state and now beyond with the virtual world.</li> <li>• Chhange exists as an interdisciplinary resource to the College community, serving our students, faculty, staff and the broader community.</li> <li>• Is home to a permanent exhibit that tells the human story of 3 genocides, the Armenian genocide, the Holocaust and the genocide against the Tutsi in Rwanda.</li> <li>• Houses a 6000 volume library that is attached to the Brookdale lending library system.</li> <li>• House the only archives in the state that is dedicated to Holocaust and genocide related topics.</li> </ul> <p>She expressed gratitude to the College for their warm relationship. Dr. Brown highlighted recent programming collaborations with the History Department, the Global Citizenship Project, and as a co-sponsor of Civility Week. Chhange will also host a number of tours of the permanent exhibit for Brookdale students.</p> <p>She highlighted the unexpected silver lining of the pandemic, which offered new opportunities and since April 2020 Chhange has reached 67,000 people across 6 continents.</p> <p>She provided information on the heart of their educational model which is to tell the human story of these moments in history and current events, integrating them into lessons that address, the historical facts, the chronology of events and the lessons we can learn. They share narratives because they are central to the human experience and telling the human story does not replace textbooks but rather it adds to it.</p> <p>Dr. Brown stressed that the need for meaningful and impactful education on these topics is all the more pressing, because today we are witnessing a resurgence in xenophobia, hatred, bigotry including antisemitism.</p> <p>This spring Chhange will hold a student art installation at the Brookdale CVA Gallery and the Colloquium will return on May 11 to an in-person event in the Arena, which regularly brings more than 2000 students and community members to Brookdale each year.</p> <p>She announced that they will be relaunching the Professors Seymour Siegler and Jack Needle Teaching Fellowship, a syllabus development grant opportunity to be offered to Brookdale faculty. She provided information on their fall upcoming programs and invited all to attend.</p> <p>Dr. Stout continued his report and brought attention to two Human Resource recommendations, which included the promotion of Jimmy Episcopia to Associate Vice President for accepting additional responsibilities and also Yesenia Madas to Vice President of Student Affairs for accepting additional responsibilities. He congratulated them on those impending promotions, pending approval later this evening.</p> <p>Dr. Stout highlighted the retirements and achievements of the following, as well as thanking them for their service to Brookdale:</p> <ul style="list-style-type: none"> <li>• Professor Paul Tucker who helped to establish the best automotive program in the State.</li> <li>• Rita Lo, our Interim Director of our Library</li> </ul>		



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> <li>Professor Art Marshall, who was an original faculty member since October 1969 and has had a positive impact on thousands of students during his 52 year history at Brookdale. Dr. Stout also noted that Professor Marshall hired him and had a personal impact on his life.</li> </ul> <p>Dr. Stout welcomed our three newest members of the Brookdale family, Trustee Natalie Watson and her family, and the newest grandchildren of Trustee Abby-White and Chair Cram.</p>		
<p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Finance &amp; Facilities Committee – October 19, 2021</b> - Dr. Stout reported on the Finance &amp; Facilities meeting chaired by Trustee Horl. He provided the following highlights from the meeting:</p> <ol style="list-style-type: none"> <li><b>Capital Project Update</b> - - Engineer of Record, Mr. Savacool, reported that all work is complete on the Lincroft athletic fields and the lightening project is ongoing. Mr. Naparolo provided updates on the installation of the retaining wall and the work to demolish the houses on Newman Spring's Rd. is proceeding as planned. The design plans for the Wellness Center have been revised and a cost estimate is currently being negotiated. It was suggested that the 6 older elevators, including the one that is no longer functional be modernized with a cost estimate of approximately \$300,000 a piece.</li> <li><b>Financial Reporting</b> - VP Manfreda reviewed the financial reporting as of August 31, 2021, compared to FY 22 budget, at the same time last year. She highlighted the following:             <ol style="list-style-type: none"> <li>Total operating revenue for the month was 7.6% lower than the same time last year. Tuition revenue reported as of August 2020 included federal stimulus funds to cover revenue losses.</li> <li>Total operating expenditures were \$8.9 M of the \$77 million FY22 budget and we are well within our budget at this time.</li> <li>Our cash balance increased by \$1.9 million over the same time last year.</li> </ol> </li> <li><b>Purchases</b> – VP Manfreda reviewed the 8 recommendations for purchases, which include the purchases for Chapter 12 projects, software and hardware equipment funded by grants, and operating purchases to support the diagnostic medical scientific course, snow removal and new furniture for the Student Life Center's club room and locker rooms</li> <li><b>Enrollment Audit</b> - The Enrollment Audit was reviewed by the Audit Committee on October 18 and the Audit Committee recommends the acceptance of the Audit.</li> <li><b>HR</b> - AVP sensi reviewed six positions requested to be filled, which include two new positions one position will be for the Wellness Center which will be funded entirely by donation to the Foundation and the second position will be part of reorganization of the accounts receivable department, the committee supported these requests. AVP. Sensi brought attention to the retirement of Art Marshall who was one of the 7 Founding Faculty and has worked at the College for over 52 years.</li> <li><b>Grants</b> – VP Kaari reviewed the acceptance of 3 grants which are recommended for approval on tonight's agenda.</li> <li><b>Grant Revenue Report</b> – VP Kaari reported that \$3.5 million of grants have been awarded in FY22 with another \$2.2 million pending.</li> <li><b>Foundation</b> - – VP Kaari reviewed the Statement of Activities and Changes in Net Assets for the month ending August 31. She highlighted that net assets are down in comparison</li> </ol>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>to last year, and is attributable to investment income declining due to changes in the Market since last summer. She highlighted that Miscellaneous expenses are substantially higher than last year which is attributable to the implementation costs of the new CRM, Salesforce</p> <p>i. Investments – Our new Executive Director of Finance, Matt Siuzdak presented a preliminary analysis on investment plans to allow us to earn additional interest and to diversity our investments. His initial analysis projected investing additional funds which will yield approximately \$35,000 upon year end.</p> <p><b>B. Audit Committee – October 18, 2021</b> – Dr. Stout reported on behalf of Trustee Crupi and provided the following highlights from the meeting:</p> <p>a. VP Manfreda reviewed the sample size and procedures utilized by our External Auditors to perform the Enrollment Audit. She reported that no exceptions were noted. Upon the Board’s acceptance of the Audit, it will be filed by the deadline of November 1 with all the State Agencies who have requested the Enrollment Audit.</p> <p>b. The Audit Committee recommends the acceptance of the FY21 Enrollment Audit at tonight’s meeting.</p> <p>c. <b>Ethics Hotline</b> - One anonymous ethics complaint was filed recently against a College department, alleging that the Director was spending money recklessly. AVP Sensi is performing an investigation and will report back to Dr. Stout and to the Audit Committee</p> <p>d. <b>Internal Audit.</b> VP Manfreda will be meeting with the Internal Auditors to determine an audit schedule.</p> <p>e. <b>Office of the State Comptroller – Audit Update</b> - VP Manfreda reported that she and Dr. Stout will participate in a preliminary final meeting on Thursday. The Auditors have continued to test areas, and request more information on the bookstore contract and renovations. It is the Auditors goal to wrap up the Audit by early November</p> <p><b>C. Student’s Perspective</b> – Trustee Smith reported he attended a meeting with the Student Life Board President and Dr. Stout. The students raised a concern that temperature taking is not effective in detecting people who have COVID-19 but are asymptomatic. They wanted to know if more effective medical testing could be offered.</p> <p><b>D. ACCT National Leadership Congress</b> - Trustee Smith and Trustee Horl each provided a report on their experience at the conference.</p> <p>a. Trustee Smith attended a Student Trustee Advisory Committee meeting where they discussed issues that other Student Trustees face and issues that their Boards are concentrating on such as mental health well being, financial aid , potential free tuition, environmental stability, basic needs and enrollment and retention issues. He also attended an Effective Board Governance Meeting where he learned more about diversity, equity and inclusion, increasing overall education of the population’s skill development and how to potentially increase enrollment.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>b. Trustee Horl reported that we received information on how to approach our work through the lens of DEI. DEI policies underscore that all are welcome at our college, they foster a diverse environment throughout the entire organizational culture and communicate a message of inclusion to students, staff, visitors, and the community at large. She particularly enjoyed the Advocacy and Public Policy Clinic she attended. They reviewed advocacy techniques and strategies, as well as received information on the Biden agenda and issues facing all community colleges. Trustee Horl provided an update on President Biden's economic plan. She said the best part of the conference was the opportunity to be present when Cynthia Gruskos was presented with the Northeast Regional Professional Staff Member award.</p> <p><b>E. NJCCC Update</b> –Trustee Horl reported that NJCCC had a State and Federal Policy Committee Meeting and since the legislature remains on break, there was not much to report. Shortly after the meeting, the Governor signed the Trustee Training legislature into law on October 18. This legislation was one of the Council's legislative priorities and the Council has been closely working with the Governor's Office on this bill. This legislation requires that new Trustees of public institutions of higher education complete training no later than one year after the person is appointed as a member. It requires NJCCC to provide the training. This requirement goes into effect 180 days after the signing of the bill and would apply to any Trustees appointed after mid April 2022, and does not require trustees appointed before then to complete training. In anticipation of this bill the Council convened a Trustee Training Task Force a few months ago to guide the development of their training program. Trustee Horl sent a copy of our orientation handbook as an example of the training provided at Brookdale. The Task Force will reconvene to further discuss the steps for developing and implementing this training. Trustee Horl requested if any member of the Board of Trustees has a suggestion of what should be included in the training, to communicate their suggestion to Cynthia or herself.</p> <p>Trustee Horl expressed her interest to serve as an Associate Committee member of NJCCC and requested the support of the Board and a letter of nomination.</p> <p>A motion was made to nominate and support Trustee Horl as an Associate Committee member of NJCCC. Motion passed.</p> <p><b>F. Foundation Update</b> – Trustee Abby-White announced the Golf Outing raised over \$56,000 for scholarships. She also reported that Chef David Burke is providing 20 \$500 scholarships for the fall for the culinary and hospitality students, which includes internships at his restaurants. She asked everyone to save the date of September 22, 2022 for the next Golf Outing.</p>		
<p><b>Public Comment on Agenda Items</b></p> <p>Jack Ryan, Associate Professor, English –congratulated Cynthia Gruskos on her ACCT award and he expressed appreciation for her work and her representation of Brookdale Community College.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Review of Consent Agenda</b> <ul style="list-style-type: none"> <li>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</li> </ul> <p><b>A. Acceptance of Consent Agenda</b></p>	<p>A motion to adopt the consent agenda was made by Trustee Abby-White and seconded by Trustee Horl.</p> <p>Motion Passed.</p>	
<b>Approval of Public Business Meeting Minutes</b> <p><b>A. Approval of Public Business Meeting Minutes – September 28, 2021</b></p> <p><b>B. Approval of Executive Session Meeting Minutes – September 28, 2021</b></p>	<p>A motion to approve the minutes from the public business meeting held on September 28, 2021 was made by Trustee Abby-White and seconded by Trustee Smith.</p> <p>Motion passed.</p> <p>Abstentions: Trustees Kaufmann and Watson</p> <p>A motion to approve the Executive Session Minutes for the meeting held on September 28, 2021 was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Abstentions: Trustees Kaufmann and Watson	
<b>Consent Agenda</b>  <b>A. Approval of Human Resources</b> <b>B. Acceptance of Grants</b> <b>C. Approval of Application for Grants</b> <b>D. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</b> <b>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b> <b>F. Legal Costs, Government Relations &amp; Public Relations</b> <b>G. Monthly Financial Reports</b> <b>H. Capital Project Update</b>	A motion to approve the consent agenda was made by Trustee Rambaud and seconded by Trustee Watson.  Motion passed.  <b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Davis, Horl, Kaufmann, Rambaud, Smith, Watson and Chair Cram  <b>NO:</b> None  <b>ABSTENTIONS:</b> None	
<b>Acceptance of Brookdale Community College’s FY21 Enrollment Audit</b>	A motion was made to accept the FY21 enrollment audit by Trustee Suzanne Brennan and seconded by Trustee Smith.  <b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Davis, Horl, Kaufmann, Rambaud, Smith, Watson and Chair Cram	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<b>NO:</b> None  <b>ABSTENTIONS:</b> None	
<b>Approval of Memorandum of Understanding with the Brookdale Community College Police Officer Association</b>	<p>A motion to approve by resolution the agreement between the Police Officer Association and the College was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Davis, Horl, Kaufmann, Rambaud, Smith, Watson and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval of New Policy – 6.1006 Service Animals and the ADA Policy</b>	<p>A motion to approve new policy 6.1006 Service Animals and the ADA Policy was made by Trustee Suzanne Brennan and seconded by Trustee Davis.</p> <p><b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Davis, Horl, Kaufmann, Rambaud, Smith, Watson and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Public Comment</b> Jack Ryan – Associate Professor, English - requested that the recordings of the Public Business Meeting be available on the website. He strongly urged the College to require mandatory Covid-19 vaccination. He		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>appreciates that our current Board of Trustees embraces diversity and a willingness to accept people who are different from each other.</p> <p>Written Comments from Tom Riley, Michele Halat, and Amy Clark on behalf of members of the Faculty were read into the minutes (<b>Attachment B</b>)</p>		
<p><b>Old/New Business -</b></p> <p>Trustee Suzanne Brennan had requested all Trustees to consider if they would want to serve as Chair and Vice-Chair in the coming year. She announced that Chair Cram and Vice-Chair Kaufmann would like to continue to serve in their current positions in the upcoming year. The Election will take place next month.</p>		
<p><b>Resolution to Hold a Closed Meeting</b></p> <p>College Counsel read the Resolution to hold a closed meeting (<b>Attachment C</b>)</p>	<p>A motion was made to approve by resolution to hold a closed session by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion Passed</p>	
<p><b>Motion to Re-Open the Meeting to the Public</b></p>	<p>A motion to re-open the meeting to the public was made by Trustee Horl and seconded by Trustee Rambaud.</p> <p>Motion passed.</p>	
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 8:23 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Watson.</p> <p>Motion passed.</p>	

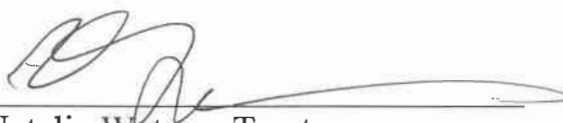
# **O A T H   O F   O F F I C E**

**Member of the Board of Trustees**

**Of**

**Brookdale Community College**

“I, Natalie Watson, 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, impartially and justly perform and discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability.”

  
Natalie Watson, Trustee

**County of Monmouth:**

**State of New Jersey:**

Sworn and subscribed to before me this 26th day of October, 2021



Mitchell B. Jacobs, An Attorney at  
Law of the State of New Jersey



## Cynthia Gruskos

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**From:** Michele Halat  
**Sent:** Monday, October 25, 2021 3:35 PM  
**To:** Cynthia Gruskos  
**Cc:** Amy Clark  
**Subject:** Comments for the Board of Trustees Meeting

Dear Cynthia,

Your e mail was given to me as the person to write if I wanted to send comments for the Board of Trustees meeting Tuesday evening.

Thank you for helping in this matter.

Michele

Dear Dr. Stout and the Board of Trustees of Brookdale Community College,

I appreciate having the opportunity to have my voice heard even though I can not be present at this meeting. I am in my ninth year here at Brookdale Community College and I am currently an Assistant Professor of Nursing with 35 years of experience as a registered nurse in Monmouth and Ocean County. I am writing to request your support in mandating full vaccination for our student population for the upcoming semesters here at Brookdale. The Delta variant, currently the dominant strain continues to be a major threat to all of us whether we are vaccinated or not. However, it is much more deadly to those who are not vaccinated.

- **“Unvaccinated people remain the greatest concern:** The greatest risk of transmission is among unvaccinated people who are much more likely to get infected, and therefore transmit the virus. Fully vaccinated people get COVID-19 (known as breakthrough infections) less often than unvaccinated people. People infected with the Delta variant, including fully vaccinated people with symptomatic breakthrough infections, can transmit the virus to others. CDC is continuing to assess data on whether fully vaccinated people with asymptomatic breakthrough infections can transmit the virus.” (CDC.gov)

As a mother, wife, teacher, nurse and citizen I implore you to recognize the pandemic is not over, COVID-19 is a public health threat and policies need to reflect this. Variants will continue to emerge unless we have an increase in the numbers of those fully vaccinated.

Many crowded social events in the tri state area mandate proof of full vaccination. It doesn't make sense that for our young adult, adult population of students we wouldn't require the same. Especially for those attending face to face classes. I don't understand the apathy that has developed among those not promoting full vaccination. Lives are at stake including students, faculty and staff members here at Brookdale. I have lost people I care about to this disease. I don't want to lose any more and I don't want my family to have to worry about me being exposed on a regular basis to unvaccinated people because I come to work here.

Please, please, please consider implementing a vaccine mandate as soon as possible. We are almost two years in to this pandemic.

As of yesterday, in New Jersey, there were 787 new cases, positivity rate is at 15.6%.

Nationally there have been **45,470,130** positive covid 19 cases, and 736,305 deaths. Almost a million people have died in less than two years. (coronavirus.jhu.edu) People whose deaths could have been prevented had they been vaccinated.

New Jersey has had 1,867,569 cases, 27,848 deaths including 23 on the most recent date recorded (coronavirus.jhu.edu). I have already lost a child in this lifetime, I don't even want to think about losing another to a disease I can't cure. But, I and the rest of the residents of this country can flatten the curve of infection and deaths by being vaccinated. It is a no brainer to me. I don't understand why it is even an option to not be vaccinated. Why do more people need to die?

Thank you for allowing my voice to be heard.

Michele

Michele Halat, MSN, RN, CNE  
Assistant Professor of Nursing  
Certified Nurse Educator

Brookdale Community College  
765 Newman Springs Road  
Lincroft, NJ 07732

732 224 2617 (Office)  
732 224 2998 (Fax)

## Cynthia Gruskos

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**From:** Amy Clark  
**Sent:** Monday, October 25, 2021 4:59 PM  
**To:** Cynthia Gruskos  
**Subject:** RE: Comment for the 10/26 BOT meeting

Dear Cynthia,

Please add: Maryann Smith, Associate Professor, Biology

Thank you!

Amy

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**From:** Amy Clark  
**Sent:** Monday, October 25, 2021 4:57 PM  
**To:** Cynthia Gruskos <cgruskos@brookdalecc.edu>  
**Cc:** Valerie Bonilla <vbonilla@brookdalecc.edu>  
**Subject:** Comment for the 10/26 BOT meeting

Good afternoon, Cynthia.

I will not be able to attend tomorrow evening's meeting, but I'm submitting the following letter for the public comments. If you would please read the letter on my behalf, I would be most grateful.

Many thanks,  
Amy

For Public Comment:

Dear President Stout, Chairman Cram, and Members of the Board,

We, the undersigned members of the Brookdale Community College Faculty Association, on behalf of our membership at large, write in support of a COVID-19 vaccination requirement for employees, students, and members of our CPS community, to be announced as soon as possible and to be in place no later than the start of the Spring 2022 semester.

Like you, each of us has a vested interest in the safety and well-being of our community. We have watched as many of our 4-year partners and local community college counterparts have announced requirements for testing and/or vaccination and wondered "why not Brookdale?"

As we all like to say, "community" is our middle name, and like you, we take great pride in the way we care for our students, community members, and each other. To ensure that we are able to *safely* carry out our mission and support our community – our Brookdale family – we urge you to act on this request as expeditiously as possible.

Sincerely,

Amy Clark, Professor-Librarian, and BCCFA President

M. Beth Boylan, Professor, Psychology

Gabriela Sprague, Associate Professor, Mathematics

Sarah Leahy, Professor, Economics

Bernice Eng, Professor, Computer Science

Ashley Tasy, Associate Professor, Mathematics

Lori Uffer, Professor, Art

Valerie Bonilla, Associate Professor, Librarian

Jane Scimeca, Professor, History

Phyllis T Shafer, Professor, Business

Jess Le Vine, Professor, History

Nancy Noé, Professor, Mathematics

Michael Broek, Associate Professor, English

Patricia K. Dillon, Professor, Biology

Carey Fox, Professor, Biology

Robert A. Martens, Associate Professor, Biology

Suzanne Parker, Professor, English

Lawrence Hartzell, Professor, History

Laura McCullough, Professor, English

Judith A. Ungar, Assistant Professor, Librarian

Arianne Ross, Assistant Professor, Mathematics

Brian Oland, Professor, Psychology

James Poinsett, Assistant Professor, Mathematics

Bob McGovern, Assistant Professor, English

Donna Pope, Associate Professor, English

Jennifer Salvo, Assistant Professor, Reading

Cathleen Goode, Professor, Counseling

Debbie Mura, Professor, Communications

Michele Locandro, Assistant Professor, English

Dara Evans, Professor, English

Diana Glynn, Professor, Psychology

These comments are being submitted as public comment to the BoT.

As the department chair of chemistry, I have the duty to hire hourly instructional assistants (nee learning assistants) and adjuncts.

I was hired in 2008 as a full-time learning assistant. At that time, the chemistry department hired hourly learning assistants to teach labs that were unable to be taught by full time learning assistants.

In 2008 we offered \$19.18/hr. NJ minimum wage was \$7.15/hr. Working for us was attractive.

Brookdale was flush with cash and full time staffing at that time met almost all our needs. If we hired an hourly, they taught 2-3 labs, each lab paid for 4 hours of work.

When the economy crashed, enrollment swelled. We offered even more sections which required more hourlies. They were relatively easy to find as many students were graduating without employment.

Since then, county and state governments implemented and continue harsh austerity policies on community colleges. The college has had to make hard choices about staffing. During the RIF of 2014, we lost 2 LAs in chem. The college has made it clear, since that time, hiring instructional assistants is a low priority. We have had to rely on the same level of hourly staffing that we required when the economy crashed 12 years ago. This isn't factoring in health issues of our staff.

This is a very difficult county to find qualified candidates in the sciences. Most with required degrees live in and around the NJ Turnpike. The problem is compounded by the minimum wage growing significantly over the last 5 years. It is now \$12/hr, slated for \$15 by 2024. While I can offer \$19.18/hr, I might be only able to offer 8-12 hours. Why come to Brookdale when Starbucks will give you 30 hours per week or Amazon where one can make \$22/hr.

Not to mention the pandemic has made finding people even worse.

Using the Federal Reserve's calculator, \$19.18 adjusted for inflation since 2008 is \$24.52. The N5 band, which science hourlies are hired, is STILL \$19.18/hr.

I received the schedule of increases of all hourlies in the N and A bands. The N5 band is increasing to \$19.30/hr. That's not even 0.5%. The hourly rates for all other N bands and lower A bands are increasing by at LEAST 2%.

At least cracking \$20/hr might, psychologically, look attractive to those with STEM degrees. This increase wouldn't even represent a rounding error on the college's balance sheet.

Please look into this.

Regards,  
Tom Riley  
Assistant Professor and Department Chair – Chemistry

## BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

### RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 4 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **October 26, 2021 at approximately 6:55 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

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**RESOLUTION**  
**Approved: October 26, 2021**

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

☐ "(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality –

☐ "(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:           

☒ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **matters falling within the attorney client privilege regarding issues with COVID Vaccine/Testing Mandate, cybersecurity and anticipated litigation with a contractor.**

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

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

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

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

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

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

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



### 3.1 Human Resources Recommendations

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

**A. Hires**

Support Staff

Adjuncts

**Recommendations**

2

2

**B. Change of Status**

Supervisor – Direct Student Contact

Non-Supervisor – Administrative Operations

**Recommendations**

2

1

**C. Separations**

Faculty

Non-Supervisor – Direct Student Contact

Support Staff

Police

**Recommendations**

1

1

1

1

**A. HIRES****SUPPORT STAFF**

1. Name: Tamara Bado  
Department: Health Science Office  
Position: Specialist, Health Sciences  
Salary: \$43,655  
Effective: 12/1/21, pending completion of all final contingencies
2. Name: Robert Kolb  
Department: Physical Plant/Utilities  
Position: Senior Specialist, Facilities  
Salary: \$43,655  
Effective: 12/1/21, pending completion of all final contingencies

**ADJUNCTS**

1. Name: Richard Oppenheim  
Department: Physics
2. Name: Ria Sarkar  
Department: Environmental Science

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters
1	1

**B. CHANGE OF STATUS****SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Mary Rose Boutote  
Department: STEM  
Position: Institute Administrator  
Action: Change in status from N3 to A3 position through bona fide search  
New Salary: \$59,690, to be prorated accordingly  
Effective: 11/17/21, pending completion of all final contingencies

2. Name: Carla Vanzant  
Department: EOF Office  
Position: Director, EOF  
Action: Change in status from A3 to A5 position through bona fide search  
New Salary: \$79,362, to be prorated accordingly  
Effective: 12/1/21, pending completion of all final contingencies

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Sheri Stanford  
Department: Educational Partnerships  
Position: Assistant Director, College Readiness  
Action: Change in title only  
New Salary: No change  
Effective: 12/1/21

**C. SEPARATIONS****FACULTY**

1. Name: Ken Duffie  
Department: Accounting  
Position: Professor  
Action: Retirement  
Effective: Effective 12/31/21, with retirement on 1/1/22

**NON-SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Stephanie Farnkopf  
Department: Advising  
Position: Associate Director, Academic Advising  
Action: Resignation  
Effective: 12/3/21

**SUPPORT STAFF**

1. Name: Connie Lin  
Department: Common Services  
Position: Common Services Assistant  
Action: Retirement  
Effective: Effective 10/27/21, with retirement on 11/1/21

**POLICE**

1. Name: Alexandra Clayton  
Department: Police  
Position: Police Officer I  
Action: Resignation  
Effective: 11/20/21

## **2.1 Acceptance of Grants**

### **Executive Summary**

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

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

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

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

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

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

**Date Awarded:** October 12, 2021

#### **Recommendation:**

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

**RESOLUTION**

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

	<u><b>Amount</b></u>
Career and Technical Education (CTE) Certificate of Eligibility Educator Preparation Program	\$190,000

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

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

**WHEREAS**, the President recommends acceptance of said grant funds;

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

*4.2 Ratification of Emergency Purchases in Excess of \$37,500 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process in Excess of \$17,500*

Enclosed is a resolution with an attached item detailing a previously authorized Public Contract for Brookdale Community College in excess of \$37,500. This contract is 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.

This request was reviewed and authorized by the President and the Board of Trustees  
October 26, 2021.

## **RESOLUTION**

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

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

**WHEREAS**, the Vice President, Finance & Operations has validated the need and nature of the emergency purchase; and

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

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

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

**WHEREAS**, the Board of Trustees has reviewed the purchase 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 the Emergency Purchase as indicated on the attached list has been reviewed and the same are hereby ratified.



**Emergency Purchase Agenda in Excess of \$37,500  
October 26, 2021**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Operating</b>				
1	Insurance Restoration Specialists, Inc.	<b>Emergency Remediation Services</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for remediation services at multiple buildings on the Lincroft Campus due to storm/water damage. This contract is funded by Risk Management.	Exempt	NTE \$ 40,000.00
* Estimated expense based on historical data				
Unless otherwise exempt, bids were publicly advertised according to law.				

*4.2 Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and  
Pursuant to the New Jersey “Pay to Play” Process in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$37,500. These proposed contracts have been bid in accordance with “County College Contracts Law,” N.J.S. Chapter 64A-Title 18A, and Board of Trustees’ Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held November 9, 2021.

## **RESOLUTION**

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

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

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

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

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

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

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

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

**Agenda for Purchases in Excess of \$37,500  
November 16, 2021**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Chapter 12</b>				
1	Fire Security Technologies, Inc.	<b>Fire Alarm Inspection, Testing and Repairs, Bid No. 21-18</b> / This contract is for the replacement and upgrade of the fire monitoring systems and devices at the Wall Regional Location (East Building). This contract is funded by Chapter 12.	Bid	\$ 39,000.00
2	All State Office Interiors, Inc.	<b>Flooring Replacement</b> / Exempt 18A:64A.25.9 (NJ State Contract). This State Contract is for flooring replacement at the Student Life Center (Student Activity Room), Office of Advancement, and its adjacent hallway. This contract is funded by Chapter 12.	Exempt	\$ 41,673.65
3	Ascend Construction Management, Inc.	<b>Carpentry Services T&amp;M, Bid No. 20-29</b> / This contract is for carpentry services in MAC 109 and is funded by Chapter 12.	Bid	\$ 16,359.00
4	Burlew Mechanical, LLC	<b>Plumbing Services T&amp;M, Bid No. 21-17</b> / This contract is for the replacement of a drainage pipe at the Bankier Library and is funded by Chapter 12.	Bid	\$ 13,650.00
5	Sal Electric Co., Inc.	<b>Electrical Services T&amp;M, Bid No. 20-28</b> / This contract is for the installation of new lamps, ballasts and emergency ballasts in the existing (40) emergency fixtures in the bathrooms and corridors of the CVA Building. This contract is funded by Chapter 12.	Bid	\$ 10,200.00
6	Design Resources Group Architects, AIA, Inc.	<b>Professional Engineering Services, RFQ No. 03-2021</b> / This contract is for professional engineering services for the CVA and Maintenance Buildings Roof Replacement Project on the Lincroft Campus and is funded by Chapter 12.	RFQ	\$ 37,790.00

## Grants

7	Automated Building Controls, Inc.	<b>Building Automation and Control System Service, Maintenance and T&amp;M, Bid No. 20-37</b> / This contract is for the quarterly replacement of MERV 13 air filters in the HVAC equipment on the Lincroft Campus, Hazlet, Freehold, Wall and Long Branch Regional Locations. This contract is funded by HEERF.	Bid	\$	55,211.73
8	OCELOT Inc.	<b>Software License</b> / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is the 2nd year of a 3-year contract for Ocelot's artificially intelligent Chatbot powered by IBM's Watson. This contract includes the AI Chatbot for 5 Enrollment Management Departments (Financial Aid, Admissions, Registrar, Advising, and Accounts Receivable). In addition to the AI Chatbot, the contract includes 25 licenses for live agent handoffs, multilingual capabilities, and 100,000 text messages for outgoing targeted campaigns. Ocelot includes the full Financial Aid TV (FATV) Suite that contains over 2,000 videos to assist applicants and students navigate the financial aid process, as well as the New Jersey specific processes. This contract is funded by HEERF.	Exempt	\$	49,000.00
9	N.J. Institute of Technology/ NJEDge.Net	<b>Blackboard Ally Software</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract renewal for the licensing of Blackboard Ally software solution which directly integrates with the College's Learning Management System, Canvas, and provides alternative accessible formats, feedback and guidance, and Institutional Reporting to reviewing content's accessibility and universal design. Ally will automatically increase awareness, provide detailed insight and guidance to instructors on how to improve the accessibility of their content. This contract is funded by HEERF.	Exempt	\$	41,480.00
10	Safco Products Co.	<b>Drafting Tables</b> / Exempt 18A:64A.25.9 (NJ State Contract). This State Contract is for the supply, delivery, and installation of (51) drafting tables for the Architecture and Interior Design Departments. This contract is funded by the Perkins Grant.	Exempt	\$	83,476.80

## Operating

11	Brightview Landscape, LLC	<b>General and Athletic Fields Landscaping Services, Bid No. 20-15</b> / This is the 3rd year of a 3-year contract for general and athletic fields landscaping services. CY21 YTD \$197,762.	Bid	\$ 251,839.00 *
12	CBRE, Inc.	<b>Real Estate Brokerage Services, RFP No. 02-22</b> / Notice was sent to 27 firms, received 2 replies. This is a one-year contract with an option for a 2nd year renewal for real estate brokerage services. This contract is funded by the Operating Budget.	RFP	Commission Rate 5%
13	Wampole- Miller, Inc. dba Miller Bros.; Luminace by Brookfield Renewable DG US Operations LLC; Sunpower Corporation Systems; EZENERGY NJ LLC	<b>Solar Development Project, RFQ No. 03-2022</b> / Notice was sent to 25 vendors, received 5 replies. This contract is for the pre-qualification of vendors to design, build, finance, operate and maintain Solar Development Projects at the Lincroft Campus and Wall Regional Location.	RFQ	

\* Estimated expense based on historical data

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

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

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending September 30, 2021, which totaled \$2,843,083.47. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held November 9, 2021.

#### 4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting November 9, 2021.



## **Financial Overview at September 30, 2021**

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

### **Revenue:**

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

Total operating revenues for the month of September 2021 were \$29.5M and represents 36.8% of the FY22 budget of \$80M.

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

Operating revenue at September 30, 2021, was 3.5% lower than the same time last year. This is mainly attributed to the decrease in tuition and fees revenue.

### **Expenditures:**

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

Total operating expenditures through September 2021 were \$14.3M of the \$77M FY22 budget. Year-to-date September expenses represent 18.6% of the FY22 budget. As a point of reference, September is the third month of the current fiscal year and represents a quarter of the annual budget.

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

Total operating expenses for the same period last year were \$14.26M compared to \$14.34M this year indicating an increase of operating costs of \$89,399 or 0.6%.

### **Cash Balance:**

At September 30, 2021, the College's balance of cash in the bank was \$32.1M, which represents a \$12.8M increase over the same time last year. This variance is higher than normal due to the timing of financial aid drawdowns and the receipt of the following month's County Appropriation.

**Brookdale Community College**  
**Current Year vs Prior Year**  
**For the month ending September 30, 2021**

	09/30/21	09/30/20	Change	% Change
<b>Operating Revenue</b>				
State of New Jersey	\$ 2,507,093	\$ 1,191,438	\$ 1,315,655	110.4%
County of Monmouth	5,006,755	5,006,755	-	0.0%
Student Tuition	15,766,038	18,075,553	(2,309,515)	-12.8%
Fees	5,018,179	5,575,817	(557,638)	-10.0%
Continuing & Professional Studies	1,056,725	595,743	460,982	77.4%
Miscellaneous	138,685	104,382	34,303	32.9%
	<b>\$ 29,493,475</b>	<b>\$ 30,549,688</b>	<b>\$ (1,056,213)</b>	<b>-3.5%</b>
<b>Operating Expenditures</b>				
Academic Affairs	\$ 3,499,045	\$ 3,509,841	\$ (10,796)	-0.3%
Benefits	3,014,851	3,173,189	(158,338)	-5.0%
Finance & Operations	3,017,274	3,007,346	9,928	0.3%
Student Success Division	1,182,108	1,233,488	(51,380)	-4.2%
General Expenses	1,431,117	1,196,649	234,468	19.6%
Continuing & Professional Studies	425,948	454,597	(28,649)	-6.3%
Utilities	615,682	638,539	(22,857)	0.0%
Human Resources & Organizational Safety	526,228	476,998	49,230	10.3%
Planning & Institutional Effectiveness	112,724	110,321	2,403	2.2%
President & Board of Trustees	161,118	107,135	53,983	50.4%
Advancement Division	358,585	347,178	11,407	3.3%
	<b>\$ 14,344,680</b>	<b>\$ 14,255,280</b>	<b>\$ 89,399</b>	<b>0.6%</b>
Surplus/(deficit)	<b>\$ 15,148,795</b>	<b>\$ 16,294,408</b>	<b>\$ (1,145,613)</b>	
<b>Auxiliary</b>				
Receipts	\$ 71,975	\$ 20,169	\$ 51,806	256.9%
Disbursements	284,745	241,132	(43,613)	-18.1%
<b>Surplus/ (deficit) - Auxiliary</b>	<b>\$ (212,770)</b>	<b>\$ (220,963)</b>	<b>\$ 8,193</b>	

**Brookdale Community College**  
**Operating Revenue Report**  
**For the month ending September 30, 2021**

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 2,507,093	\$ 10,285,798	\$ (7,778,705)	24.4%
County of Monmouth	5,006,755	20,027,019	(15,020,264)	25.0%
	<b>7,513,848</b>	<b>30,312,817</b>	<b>(22,798,969)</b>	<b>24.8%</b>
Student Tuition:				
Summer III	777,163	1,168,792	(391,629)	66.5%
Fall 15	14,065,695	14,587,236	(521,541)	96.4%
Fall 11	857,471	753,928	103,543	113.7%
Fall 7A & 7B	65,709	34,500	31,209	190.5%
Winterim	-	280,685	(280,685)	0.0%
Spring 15		12,999,568	(12,999,568)	0.0%
Spring 11	-	785,504	(785,504)	0.0%
Spring 7A & 7B	-	27,500	(27,500)	0.0%
Summer I		1,542,617	(1,542,617)	0.0%
Summer II		1,641,988	(1,641,988)	0.0%
	<b>15,766,038</b>	<b>33,822,318</b>	<b>(18,056,280)</b>	<b>46.6%</b>
Fees:				
Fees (Technology, Capital, Facilities)	3,730,425	8,251,378	(4,520,953)	45.2%
Application Fee	41,200	165,000	(123,800)	25.0%
Installment Plan Fee	58,450	145,000	(86,550)	40.3%
Lab Fees	1,166,620	2,374,929	(1,208,309)	49.1%
Late Fees	8,100	21,500	(13,400)	37.7%
Transcript Fee	13,159	60,000	(46,841)	21.9%
Bad Check Fee	225	1,000	(775)	22.5%
	<b>5,018,179</b>	<b>11,018,807</b>	<b>(6,000,628)</b>	<b>45.5%</b>
Continuing & Professional Studies:				
Contract Training Direct Pay	73,280	226,342	(153,062)	32.4%
Alternate Route	69,180	85,180	(16,000)	81.2%
Healthcare Services	503,748	840,504	(336,756)	59.9%
Business & Career Training	108,074	263,325	(155,251)	41.0%
Computer Training	60,784	135,460	(74,676)	44.9%
CTE Grant	131,227	488,766	(357,539)	26.8%
Sandy Hook	-	-	-	0.0%
Trips / Excursions	-	140,599	(140,599)	0.0%
Misc. Open Enrollment Programs	66,222	300,735	(234,513)	22.0%
Summer Adventure Camps	38,838	75,000	(36,162)	51.8%
Accelerated Career & Technology	5,372	26,605	(21,233)	20.2%
	<b>1,056,725</b>	<b>2,582,516</b>	<b>(1,525,791)</b>	<b>40.9%</b>
Miscellaneous:				
Indirect Cost Recovery	127,779	250,000	(122,221)	51.1%
Other Departmental Revenue	873	3,500	(2,627)	24.9%
Miscellaneous	930	10,000	(9,070)	9.3%
International Center	3,225	350,000	(346,775)	0.9%
Reserves	-	1,715,000	(1,715,000)	0.0%
Interest Income	5,878	15,000	(9,122)	0.0%
	<b>138,685</b>	<b>2,343,500</b>	<b>(2,204,815)</b>	<b>5.9%</b>
Total	<b>\$ 29,493,475</b>	<b>\$ 80,079,958</b>	<b>\$ (50,586,483)</b>	<b>36.8%</b>

**Brookdale Community College**  
**Operating Expenditure Report**  
**For the month ending September 30, 2021**

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 3,499,045	\$ 29,870,658	\$ 26,371,613	11.7%
Benefits	3,014,851	15,642,856	12,628,005	19.3%
Finance & Operations	3,017,274	11,476,799	8,459,525	26.3%
Student Success Division	1,182,108	7,180,957	5,998,849	16.5%
General Expenses	1,431,117	3,517,338	2,086,221	40.7%
Continuing & Professional Studies	425,948	2,557,218	2,131,270	16.7%
Utilities	615,682	2,287,836	1,672,154	26.9%
Human Resources & Organizational Safety	526,228	2,406,521	1,880,293	21.9%
Planning & Institutional Effectiveness	112,724	382,145	269,421	29.5%
President & Board of Trustees	161,118	508,088	346,970	31.7%
Advancement Division	358,585	1,270,104	911,519	28.2%
	<u>\$ 14,344,680</u>	<u>\$ 77,100,520</u>	<u>\$ 62,755,841</u>	<u>18.6%</u>
Salaries & Wages	\$ 6,315,904	\$ 46,038,321	\$ 39,962,054	13.7%
Other Expenses	8,028,776	31,062,199	22,793,787	25.8%
	<u>\$ 14,344,680</u>	<u>\$ 77,100,520</u>	<u>\$ 62,755,841</u>	<u>18.6%</u>

November 3, 2021

BROOKDALE COMMUNITY COLLEGE PROJECTS

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

1) ATHLETIC FIELDS/LINCROFT CAMPUS

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

*Awaiting submission of closeout documents prior to final payment.*

2) LIFE SAFETY AND ADDITIONAL LIGHTING

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

*Sal Electric is completing the work under the contract and has evaluated compatibility issues with the light ballasts and provided costs for same. Once the work is complete, the balance of the monies owed VA Electric will be released.*

3) MAN REAR VESTIBULE SLAB LEAKAGE

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

*T&M completed the design of the project and the bid date has been tentatively set for November 30, 2021.*



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

### Facilities Overview as of November 9, 2021

#### Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Lightning protection	USA Architects	Sodon Electric	<ul style="list-style-type: none"> <li>Waiting on closeout documents</li> </ul>
Roof replacement, Phase III	Fraytak Veisz Hopkins Duthie PC (FVHD)	MTB, LLC	<ul style="list-style-type: none"> <li>Waiting on standing seam metal for MAN building. Working on punch list items and gutters still need to be jetted and snaked.</li> </ul>
Retaining wall construction	Suburban Architects	Berto Construction	<ul style="list-style-type: none"> <li>Sidewalk and asphalt being installed. Turf arriving 11/4 for installation.</li> </ul>
Gorman Hall South renovation	Posen Architects	TBD	<ul style="list-style-type: none"> <li>Waiting on construction documents.</li> </ul>
Wellness Center	Posen Architects	TBD	<ul style="list-style-type: none"> <li>Cost estimate received, moving forward with design.</li> </ul>
Facilities Master Plan	TBD	TBD	<ul style="list-style-type: none"> <li>RFP issued, responses due back November 19.</li> </ul>

#### Projects in-planning stage:

- CVA shingle roof
- ATeC/MAS drainage
- Maintenance Roof

**Brookdale Community College  
College Policy**

**2.1003 COVID-19 VACCINATION OR WEEKLY TESTING REQUIREMENT POLICY**

**I. Title of Policy**

COVID-19 Vaccination or Weekly Testing Requirement Policy

**II. Objective of Policy**

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

**III. Authority**

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

**IV. Policy Statement**

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

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

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

**V. Responsibility for Implementation**

President

Approved:

Submitted for Lodging: November 16, 2021

Page 1 of 2

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



# Brookdale Community College College Policy

## 5.0002 Educational Programs

### I. Title of Policy

Educational Programs

### II. Objective of Policy

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

### III. Authority

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

### IV. Policy Statement

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

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

These certificates and programs will be:

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

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

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

## **V. Responsibility for Implementation**

President

Approved: September 1980

Revised: February 2002

Lodged: April 2016

Approved: June 2016

Updated: XXXX 2021

# **Brookdale Community College College Policy**

## **5.0002 Educational Programs**

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

Educational Programs

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

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

### **III. Authority**

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

### **IV. Policy Statement**

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

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

These certificates and programs will be:

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

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

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

## **V. Responsibility for Implementation**

President

Approved: September 1980

Revised: February 2002

Lodged: April 2016

Approved: June 2016

Updated: XXXX 2021

# Brookdale Community College College Policy

## 5.0004 GENERAL EDUCATION POLICY

### I. Title of Policy

General Education

### II. Objective of Policy

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

### III. Authority

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

### IV. Policy Statement

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

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

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

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

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

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

## **V. Responsibility for Implementation**

President

Approved: August 1984

Revised: May 2000

Revised: Feb 2016

Lodged: Feb 2016

Approved: March 2016

Updated: XXXX 2021

## **Brookdale Community College College Policy**

### **5.0004 GENERAL EDUCATION POLICY**

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

General Education

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

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

#### **III. Authority**

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

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

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

.

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

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

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

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

## **V. Responsibility for Implementation**

President

Approved: August 1984

Revised: May 2000

Revised: Feb 2016

Lodged: Feb 2016

Approved: March 2016

Updated: XXXX 2021



## Brookdale Community College College Policy

### 5.0006 ~~Accountability for~~ Effectiveness of Educational Programs

#### I. Title of Policy

~~Accountability for the~~ Effectiveness of Educational Programs

#### II. Objective of Policy

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

#### III. Authority

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

#### IV. Policy Statement

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

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

## **V. Responsibility for Implementation**

President

Approved: Sept 1970  
Revised: July 2001  
Revised: Feb 2016  
Lodged: Feb 2016  
Approved: March 2016

Updated: XXXX 2021

## **Brookdale Community College College Policy**

### **5.0006 Effectiveness of Educational Programs**

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

Effectiveness of Educational Programs

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

Consistent with its Mission, Brookdale Community College will provide educational opportunities to empower a diverse community by providing open access to high-quality and cost effective educational and lifelong learning opportunities leading to personal, educational and economic success. Brookdale Community College will systematically assess that students have achieved the knowledge, skills, and abilities consistent with their program of study and institutional learning objectives. Institutional learning objectives are consistent with general education knowledge, skills and abilities learning outcomes.

#### **III. Authority**

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

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

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

#### **V. Responsibility for Implementation**

President

Approved: Sept 1970  
Revised: July 2001  
Revised: Feb 2016  
Lodged: Feb 2016  
Approved: March 2016

Approved: XX/XX/XXXX

## 5.2 Curriculum

The Faculty and Administration have proposed a Legal and Social Justice Academic Credit Certificate of Achievement.

This 21-credit interdisciplinary Academic Credit Certificate of Achievement aims to introduce students to the foundational theories by examining how conceptions of justice have developed to influence society, politics, the law and the criminal justice system.

This Certificate of Achievement lays the groundwork for students to understand the philosophical foundations and real-world applications of justice systems allowing for an exploration of interest toward career goals.

The Legal and Social Justice 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 Legal and Social Justice Academic Credit Certificate of Achievement.

## **RESOLUTION**

**WHEREAS**, the Faculty and Administration have proposed a Legal and Social Justice Academic Credit Certificate of Achievement; and

**WHEREAS**, this 21-credit interdisciplinary Academic Credit Certificate of Achievement aims to introduce students to the foundational theories by examining how conceptions of justice have developed to influence society, politics, the law and the criminal justice system; and

**WHEREAS**, this Certificate of Achievement lays the groundwork for students to understand the philosophical foundations and real-world applications of justice systems allowing for an exploration of interest toward career goals; and

**WHEREAS**, the Legal and Social Justice 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; and

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

November 16, 2021

### **5.1 Curriculum** *Memorandum of Agreement by and between Brookdale Community College and Saint John Vianney High School*

Brookdale Community College and Saint John Vianney High School are guided by similar visions, missions and values and the commitment to educational access and attainment for all permeates both institutional cultures. In that regard, both institutions wish to develop, operate and implement an Early College Academy (ECA) memorialized via a Memorandum of Agreement (MOA). The organizing principle of the Early College Academy is the collaboration of people and resources to create new higher education opportunities for Saint John Vianney High School students. The Saint John Vianney Early College Academy is intended to provide entry into higher education for academically prepared high school students beginning in the 9th grade, affording them the opportunity to concurrently earn an Associate of Arts degree while also achieving their high school diploma.

A cohort of 15-25 academically qualified freshmen attending St. John Vianney (SVJ) High School would be eligible for the ECA Program. Throughout their four years in high school, students will take Brookdale Community College courses that concurrently satisfy the requirements for their high school diploma and the College's Associate of Arts, Social Sciences degree and the College's Associate of Science, Computer Science degree. Full-time and adjunct College faculty, including SVJ faculty who apply and are approved as qualified College adjuncts by the College, will deliver the approved College curriculum at SVJ High School for the freshmen through junior years of the Program. Senior ECA students will take their senior year College courses at any available Brookdale location. SVJ will arrange for transportation. An array of academic and student support services will be provided by Brookdale and SVJ throughout the duration of the Program. The rigor of the College courses will be comparable to those at any Brookdale location or through any mode of delivery.

The MOA provides for an ECA Council to be established as a joint advisory body to each institution's administration on matters relating to the operation of the ECA Program. The Council consists of three members from each institution representing academic, student and administrative affairs who will represent the views of their respective institutions on ECA matters. Brookdale will convene and facilitate the Council that will meet at least quarterly to provide periodic updates and a written end-of-the semester status report to the administration of each institution.

While the MOA recites an effective date of July 1, 2021, the ECA Program would commence in the Fall 2021. Brookdale and SVJ agree to an initial one (1) year commitment, subject to program termination by either party providing six (6) months written notice or upon thirty (30) days' notice for breach of the MOA. The institutions also agree that the one (1) year commitment may be extended by a joint written agreement signed by both parties. In addition to execution of the MOA, each respective governing board is required to adopt a resolution authorizing them to participate in the ECA Program pursuant to the MOA.

**RECOMMENDATION**

The President recommends that the Board of Trustees adopt a Resolution approving the College to enter into the Memorandum of Agreement with Saint John Vianney High School for an Early College Academy Program.

November 16, 2021: Executive Associate, Legal Services, Bonnie Passarella, J.D.



## **RESOLUTION**

**WHEREAS**, Brookdale Community College and Saint John Vianney High School are guided by similar visions, missions and values and the commitment to provide quality, accessible, affordable education to area students; and

**WHEREAS**, Brookdale Community College and Saint John Vianney High School have enjoyed a collaborative partnership which promotes educational programs while building on the strengths and capacities of both institutions for the education of their students; and

**WHEREAS**, both institutions agreed to develop a Memorandum of Agreement with the purpose to outline the academic program, student support services, enrollment, recruitment and marketing efforts for the Early College Academy program offered through the partnership; and

**WHEREAS**, the terms and conditions of the Memorandum of Agreement have been reviewed by the Student Success and Educational Excellence Committee of the Board of Trustees of Brookdale Community College; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the Memorandum of Agreement with Saint John Vianney High School has been reviewed and approved for signature for an initial one (1) year period of time with the ability to extend the term of the Memorandum of Agreement as deemed in the best interests of both institutions.

November 16, 2021

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

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

Human Resources is a Committee of the whole

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

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**2021 Committee Appointments**

**Board Bylaw 1.4010, appointments to Standing Committee**

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

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

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