



## **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

Oct 26, 2021 5:30 PM - Oct 26, 2021 8:30 PM EDT

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**A.**

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

September 28, 2021

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

#### And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee	Dr. William Burns
	Ms. Suzanne Brennan, Trustee (6 PM)	Dr. Nancy Kegelman
	Dr. Hank Cram, Chair	Dr. Yesenia Madas
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Barbara Horl, Trustee	Mr. Edward Johnson
	Ms. Marta Rambaud, Trustee	Ms. Teresa Manfreda
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Mr. Austin Smith, Trustee	Dr. Anita Voogt
Absent	Mr. Paul Crupi, Trustee	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Vice-Chair	Ms. Bonnie Passarella
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	

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

On September 22, 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 Shijil Philip, IT Technical Support Specialist in the Office of Information Technology. On behalf of the entire College, Dr. Stout offered condolences to Shijil's family and his OIT colleagues.

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 Davis and seconded by Trustee Abby-White.  Motion passed.	
<b>Recognition of Trustee Madeline Ferraro</b> – Dr. Stout read a resolution in honor and recognition of Trustee Madeline Ferraro’s service to the Board of Trustees ( <b>Attachment A</b> ). Dr. Cram presented her with a gift on behalf of the College.		
<b>Reports from the Board Committees and Liaisons</b>		
<b>Finance &amp; Facilities Committee – Trustee Abby-White reported on the meeting held on September 21, 2021</b>		
Engineer of Record Ray Savacool reported that all work is now complete on the Lincroft Campus Athletic Fields. Work continues to complete the life safety/additional lighting project.		
Mr. Naparolo reviewed his Facilities Overview report which included the following items:		
<ul style="list-style-type: none"><li>• Materials have been delivered and work has begun on the Retaining Wall project.</li><li>• Development of the Facilities Master Plan RFP is ongoing and it will be ready to put out to bid in the near future.</li></ul>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> <li>• The houses on Newman Springs Road will be demolished once the permit is completed and the County has time to schedule the demolition which is expected to take place in October.</li> <li>• Wellness Center plans will be reviewed with the donor on September 27.</li> </ul> <p>Vice President Manfreda reviewed the financial reporting as of July 31, 2021 compared to FY22 budget. Her highlights included:</p> <ul style="list-style-type: none"> <li>• Tuition revenue is down \$1.2 M. Last year we utilized federal COVID funds to offset revenue losses. Federal COVID funds are also available this year, but VP Manfreda is waiting to determine when it would be the most appropriate time to utilize those funds.</li> <li>• Operating Expenditures are 14.7% higher than last year as expected due to the fact that we are more physically open than last year.</li> <li>• Our cash balance is \$4M higher than the same time last year.</li> <li>• Consideration is being made to transfer some funds to the interest-bearing account in September. \$4.3M is currently earning interest.</li> </ul> <p>VP Manfreda reviewed the 9 recommendations for Purchases which included purchases for Chapter 12 projects, software and hardware equipment funded by grants and operating purchases to support Athletics, transcript processing services, and short-term Faculty Led travel programs.</p> <p>Associate Vice President Pat Sensi reviewed three (3) future positions to be filled and the 50 action items being approved tonight, which include hires, change of status and separations. The majority of the hires are the hiring of Adjuncts and Change of Status to allow selected employees to split their time between their regular duties and the COVID Response Team.</p> <p>Vice President Nancy Kaari reviewed the acceptance of 3 grants as well as the application of 3 new grants.</p> <p>VP Kaari reported that \$2.9M of grants have been awarded in FY22 with another \$2.8M pending. She noted that the total unaudited grants awards for FY21 were \$4.8 million and an additional \$4.6 million will be received in FY22.</p> <p>Regarding the Foundation, VP Kaari highlighted that net assets are down in comparison to last year due to a decrease in investment income and timing differences with expenses. She reported that an Advancement Strategic Plan tied to the goals of the Evergreen Plan is being developed and will be shared with the Board.</p> <p>Finally, Dr. Stout updated the committee on real estate issues, progress on Destination Brookdale, investments tied to Strategic Plan 2025, Radio Station Financials, the cost of Student Life Administration, and progress on E-Sports.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>The Board will have the opportunity to tour the space dedicated for an E-Sports Arena and view renderings of the plans, prior to the October Board meeting.</p> <p><b>A. Governance Committee</b> – September 20, 2021 – Chair Cram reported on behalf of Trustee Suzanne Brennan. The Governance Committee reviewed a survey for a project on Trustee orientation for the NJCCC, discussed ongoing professional development for the Board and the roles of the Board members in future retreats for the purpose of advancing the College’s strategic plan. The next steps in the electoral process for the selection of the leadership positions for 2022 were outlined and members of the Board who are interested in serving as Chair or Vice Chair should notify the Governance Committee of their interest and prepare a statement in support of their candidacy. The Committee also did some preliminary work to set the schedule for the implementation of the president’s evaluation. The Committee reviewed the new policy on service animals which is on tonight’s agenda for lodging.</p> <p><b>B. Student Success &amp; Educational Excellence Committee</b> – Dr. Stout reported on the meeting held on September 22. Professor Chad Anderson presented the 5 year program review for the Associate in Arts in Media Studies and Public Relations and the Associates in Applied Sciences in Audio and Video Production. AVP Bill Burns updated the Committee on the progress with the development of the new multimedia courses for the Media Studies Program and the involvement of Communications Media students in the Radio Station and Brookdale TV. VP Reed and AVP Madas briefed the Committee on the notification process for students who test positive for COVID-19 and those students who are close contacts of students who test positive. Dr. Madas mentioned that her department hired two contact tracers to assist with the efforts and Christopher Jeune was holding a Webinar for all employees that same evening. Dr. Reed noted that the success rates of remote live classes were proving to be equivalent to the onsite course success rates, which is impressive, considering the new modality for our instructors and students. VP Reed discussed the NJCCC Pathways and Skills Collaboratives and noted that Brookdale is in the process of applying to the Council to lead two Centers of Excellence, one for Health Technology Administration and the other in Data Science. Dr. Reed also briefed the Committee on the agreement with the Faculty Association to have the Department Chairs supervise N5 staff. Suggested revisions to the Academic Integrity and Grade Appeal processes will be reviewed by Collegial Governance this year. VP Reed updated the Committee that 30% of our courses are utilizing open educational resources (OER).</p> <p><b>C. Student’s Perspective</b> – Trustee Smith reported he is seeking out students to join the Student Advisory Committee.</p> <p><b>D. NJCCC Update</b> – Trustee Horl reported on the following NJCCC meetings she has participated in:</p> <p>a. August 31 – The Council formally voted on the approval of the new funding formula.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>b. September 10 – The Federal Policy Committee met to strategize on the Council’s legislative goals.</p> <p>c. September 20 – A full Council meeting was held and all standing committees provided reports. At the Council meeting, Trustee Horl learned that the International Union of Operating Engineers has been given authority by OSHE that they can now offer an AAS degree in Construction Management, which was concerning to the Council members.</p> <p><b>E. Foundation Update</b> – Trustee Abby-White reported the Foundation Board is meeting tomorrow. Dr. Stout reported that the Golf outing was a success and raised just under \$60,000. He also reported that honoree Lou Scaduto raised an additional \$11,000.</p>		
<p><b>Public Comment on Agenda Items</b></p> <p>Jack Ryan – Associate Professor, English - He requested that the recordings of the meetings be available on the website.</p> <p>Deborah Mura, Professor – Communications Media – She requested that the Board require Brookdale students to be vaccinated for COVID-19. She brought attention that the Board is considering voting on spending \$500,000 on testing for COVID-19 and she suggested some of that money should be used to tell our students’ that vaccines are required for in person learning and helping them to get inoculated.</p>		
<p><b>Review of Consent Agenda</b></p> <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 Smith and seconded by Trustee Horl.</p> <p>Motion Passed.</p>	
<p><b>Approval of Public Business Meeting Minutes</b></p> <p><b>A. Approval of Public Business Meeting Minutes – August 24, 2021</b></p>	<p>A motion to approve the minutes from the public business meeting held on August 24, 2021 was made by Trustee Rambaud and seconded by Trustee Davis.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Consent Agenda</b>  <b>A. Approval of Human Resources</b> <b>B. Acceptance of Gifts</b> <b>C. Acceptance of Grants</b> <b>D. Approval of Application for Grants</b> <b>E. 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>F. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b> <b>G. Approval of Settlement Agreement</b> <b>H. Monthly Financial Reports</b> <b>I. Capital Project Update</b>	<p>A motion to approve the consent agenda was made by Trustee Abby-White and seconded by Trustee L. Brennan</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Davis, Horl, Rambaud, Smith and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Lodging of New Policy – 6.1006 Service Animals and the ADA Policy</b>	A motion to lodge new policy 6.1006 Service Animals and the ADA Policy was made by Trustee S. Brennan and seconded by Trustee Rambaud.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p><b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Davis, Horl, Rambaud, Smith and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Public Comment</b></p> <p>Jack Ryan –Associate Professor, English - supported Deborah Mura’s request that the College institute a vaccine mandate. He also requested there be an assessment of the 7 week semester project. In addition, he requested the recordings of the meetings be accessible via the website without requesting an OPRA request.</p> <p>Written Comments were read. (Attachment B)</p>		
<p><b>Old/New Business –</b></p> <p>Trustee Brennan requested that if anyone had interest in serving as Chair or Vice-Chair that they should communicate their interest to her.</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 Smith and seconded by Trustee Davis.</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 Abby-White and seconded by Trustee Horl.</p> <p>Motion passed.</p>	
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 8:13 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee Abby-White and seconded by Trustee Horl.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed.	

## RESOLUTION

**WHEREAS**, Madeline Ferraro has served with distinction on the Board of Trustees of Brookdale Community College from October 2016 to August 2021; and

**WHEREAS**, it should be noted that she had previously served on the Board of Trustees of Brookdale Community College from February 1996 to November 2004; and

**WHEREAS**, Ms. Ferraro was appointed by the Governor, and served with honor as a respected attorney, civic leader, and loyal ambassador of Brookdale Community College; and

**WHEREAS**, she advanced the work of the Executive, Finance and Facilities, Policy & Education, By-Laws, Nominating and Governance Committees; and

**WHEREAS**, Mr. Ferraro will be remembered by her astute observations and that she always put the welfare of Brookdale students at the forefront of any debate or discussion; and

**WHEREAS**, she served during the period of a presidential search, which resulted in the appointment of Dr. David M. Stout as the 7<sup>th</sup> president of Brookdale Community College; and

**WHEREAS**, Ms. Ferraro served during the pandemic crisis, and will be remembered as providing a steady hand and a compassionate heart to the college community; and

**WHEREAS**, she has always been deeply committed to the betterment and progress of Brookdale Community College and its pursuit of excellence; and

**WHEREAS**, her deep personal commitment to the College, its staff and students will be long remembered; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees, the President, and the entire College community extends their appreciation to Madeline Ferraro for her many years of service to the College; and

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

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Governor.

**Dr. David M. Stout**  
President  
Brookdale Community College

**Dr. Henry Cram**  
Chair  
Brookdale Community College

September 26, 2021

COMMENT FOR BOT MEETING 9/28/21 5:30 PM

Jeanne Vloyanetes  
1210 Comanche Avenue  
Point Pleasant Borough, NJ 08742

Dear Brookdale Community College Board of Trustees,

I joined the Brookdale faculty in 1983, and currently am a member of the history department. In keeping with the College's teaching requirements for the Fall Term, I have two face-to-face classes in Lincroft and three remote-live classes via Zoom. I have been fully vaccinated for protection from the COVID virus since March 2021. I am a primary care provider for my ninety-year-old mother, who is also fully vaccinated, but not in good health.

As I watch the COVID infection rates across Monmouth County, my concerns for everyone's safety remains at a high level. According to the County website, during the past four days of September 20-23, 2021, there were "481 new positive cases of COVID-19 in Monmouth County" and "six new deaths being reported related to COVID-19 in Monmouth County." While on campus, I've observed most students in compliance with the College's mask requirement. But I've also observed some students inside buildings without masks, or improperly wearing masks which don't fully cover the nose and mouth. A few of the students needing to be constantly reminded to properly wear their masks are in my face-to-face classes.

The unprecedented, ongoing threat of the COVID-19 virus prompts me to urge the Board of Trustees to require a COVID vaccination for all Brookdale employees and students. Governor Phil Murphy issued Executive Order No. 253, requiring all preschool to Grade 12 school personnel and all state employees to be fully vaccinated against COVID-19 by October 18, 2021, or be subject to COVID-19 testing at a minimum of one to two times per week. It is time for Brookdale Community College to join in this vaccination requirement. Mask wearing is a helpful virus deterrent, but vaccination is the key to controlling this pandemic.

Since Brookdale already requires that students and employees at the College meet the vaccination or testing requirements for other health threats, why shouldn't COVID-19 be added to this list? As the College clearly states in their COVID-19 policies, "The health, safety, and well-being of our community are of paramount concern and guide all of our decision-making processes. Our decision to return to in-person instruction and services is informed by guidance issued from local, state, and federal public health authorities." The State of New Jersey has made their stance for educational institutions clear. It's time for Brookdale Community College, the County College of Monmouth, to heed this public health guidance.

*Jeanne Vloyanetes, Professor  
History Department*

TO: Board of Trustees  
Brookdale Community College

FROM: Patricia K. Dillon, PhD  
10 Borden Road  
Middletown, NJ 07748  
Professor of Biology, Brookdale Community College

RE: COVID-19  
Written Comments for the September 28, 2021 Board of Trustees Meeting

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Please require all Brookdale students and employees be fully vaccinated against COVID-19. A vaccine mandate will

- Reduce the risk of COVID-19 transmission on campus
- Help ensure that in-person classes can run without disruption due to COVID-19 illness and/or quarantine
- Reduce the chaos and paperwork associated with COVID-19 reporting, contact tracing, and protocol enforcement
- Demonstrate that Brookdale, a top educational institution in Monmouth County, “believes in the science”.

An informal poll taken by the college found that 67% of students are fully vaccinated. This means that in a class of 24, 8 students are not vaccinated. With social distancing impossible in fully enrolled classes like mine, students are sitting a little over two feet apart in the same room for three hours. Brookdale claims that the “health, safety, and well-being of our community are of paramount concern”, but this classroom situation is not safe.

## Cynthia Gruskos

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**From:** Gregory Liano  
**Sent:** Monday, September 27, 2021 1:46 PM  
**To:** Cynthia Gruskos  
**Subject:** BOT Comment

Dear BOT,

Please consider requiring all Students, Faculty, and Staff at Brookdale to show proof of vaccination by November 1, as Raritan Valley Community College has done.

I am a Brookdale Faculty member, and I have had students in class test positive for Covid-19, putting other students and their families in danger.

Thank you,

Greg Liano  
130 Medinah Court  
Howell, NJ 07731

## Cynthia Gruskos

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**From:** Nancy Noe  
**Sent:** Monday, September 27, 2021 4:41 PM  
**To:** Cynthia Gruskos  
**Subject:** BOT written comment

Hi,

I'd like the following statement to be included; thanks!

The college website states that "the health, safety, and well-being of our community are of paramount concern." Yet it also states "Covid-19 vaccination is not required. It is recommended that students get vaccinated," and nothing more. This is a missed opportunity to educate readers. It also sends a mixed message, which is compounded by the far too mild instruction, "All individuals are encouraged to immediately inform the College if they have tested positive for COVID-19." Individuals should be **encouraged** to return library books on time. In a pandemic, a stonger sense of urgency is certainly called for. If not now, when?

Like 800-plus other colleges in the United States, many of which are community colleges, Brookdale should require Covid vaccination of students. Brookdale used to be at the forefront of initiatives that put students first. Instead, we are now playing catch-up, relying upon students to test, report, quarantine, and read email regularly, when we might have taken proactive measures beyond masking, such as providing Covid testing, reducing class size for social distancing, and requiring vaccinations. As I was making the first seating chart I've ever needed to make in my thirty years here, I was struck by the dark humor of the phrase "rearranging deck chairs on the Titanic." Those words are starting to feel prophetic.

Nancy Noe, English Department

Sent from [Mail](#) for Windows

## Cynthia Gruskos

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**From:** Terry Konn  
**Sent:** Sunday, September 26, 2021 6:06 PM  
**To:** Cynthia Gruskos  
**Subject:** BOT meeting - comment

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Cynthia

Please share the following comments/ remarks with the Board of Trustees. Thank you.

Terry

Dear Brookdale Board of Trustees Members:

Covid-19 has shaken us all to the core. Our lives changed instantly and has affected us so personally. We have lost loved ones, friends, colleagues, neighbors and community members. It is time we stop this madness and take action in reducing our losses and protect our community; faculty, staff, students and our families and loved ones. We MUST require vaccinations for anyone coming to campus.

For decades, students have had to show proof of vaccinations; measles, mumps, varicella, etc. This is more important and effects more people. Simply add COVID vaccination to the list of vaccinations, students need to have to attend our college in person. Students can take on-line courses. We can create more on-line sections if needed.

If you are afraid of decreasing numbers don't be. If we become the college that doesn't require vaccinations students will go to schools that do require them. Then you should be afraid. Brookdale has always been ahead of the game. Let's catch up!

Create a mandate for faculty and staff to be vaccinated if they intend on working on campus. Those that are immune compromised or cannot have the vaccine for medical reasons or any other legal and allowable reason should stay home. They do not need to be exposed and we do not need to be potentially exposed. We have the technology and capabilities to be productive off campus.

There is no room for debate. Our lives matter. All our lives.

Terry

Terry M. Konn, Ph.D.  
Professor - Radiologic Technology  
Global Citizenship Council - Founding Member

Brookdale Community College  
765 Newman Springs Rd.  
Lincroft, NJ 07738

[www.WHEREhopelies.org](http://www.WHEREhopelies.org)

"The test of our progress is not whether we add to the abundance of those who have much; it is whether we provide for those who have too little". Franklin D. Roosevelt, 1937

Be a global citizen and share your knowledge and wealth with fellow humans.

## Cynthia Gruskos

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**From:** Thomas Cioppa  
**Sent:** Sunday, September 26, 2021 12:24 PM  
**To:** Cynthia Gruskos  
**Subject:** Written comment for BOT meeting on September 28th

Hi Cynthia:

I hope this email finds you and yours well. Please see below a statement I would like to be read/included in the public portion comment of the BOT meeting as I will not be able to be there in person.

Thank you so much,  
Tom Cioppa

Dear BOT:

While Brookdale is requiring masks to be worn indoors it is not requiring students, faculty, and staff to be fully vaccinated. Without this requirement the campus community is continually exposed to potential, and possibly deadly, harm. Brookdale has already seen a number of COVID-positive cases and that number will surely rise as the delta variant continues to spread throughout the country: people travel in and out of New Jersey every day. Raritan Valley Community College (RVCC) is requiring proof of vaccination for all students, faculty, and staff by November 1st. RVCC is putting the health and well-being of its campus community ahead of politics; Brookdale needs to do the same. Thank you.

<https://www.raritanval.edu/reopening#:~:text=Therefore%2C%20all%20RVCC%20students%2C%20faculty,staff%20of%20the%20fall%20semester.>

Tom Cioppa, Ph.D.  
Professor, Political Science  
BCC, 765 Newman Springs Road, Lincroft, NJ 07738

## Cynthia Gruskos

---

**From:** Caroline Calogero  
**Sent:** Sunday, September 26, 2021 8:18 PM  
**To:** Cynthia Gruskos  
**Subject:** My comment for the BOT meeting on Tuesday

To our Brookdale Trustees,

I write in full support of a mandate to be quickly instituted requiring full vaccination for all staff and students. We would not be the first college in New Jersey to require such and we should not be the last.

Caroline Calogero  
*C. Calogero*  
Associate Professor, Sociology

Brookdale Community College  
[ccalogero@brookdalecc.edu](mailto:ccalogero@brookdalecc.edu)  
732.224.2896

# Memo

**To: Board of Trustees, Brookdale Community College**  
**From: Ellie S. Horgan, Department Chair, Counseling, 1518 Bay Plaza, Wall, NJ**  
**Re: Vaccination Requirements at Brookdale**  
**Date: September 27, 2021**  
**CC: Dr David Stout, President, Dr. Yesenia Madas, AVP Student Affairs,**  
**Cynthia Gruskos, Senior Assistant to President and Board of Trustees**

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**Dear Board of Trustee Members:**

Raritan Valley Community College will be requiring proof of vaccination for all students, faculty, and staff on November 1st. This college is one of many institutions in New Jersey, and the country, that has made this important decision to help protect the students and employees of their college or university from the COVID-19 virus and it's often tragic and unpredictable impact. Please consider following the lead set by other New Jersey institutions of higher education and recommend that Brookdale Community College adapt this very policy as soon as possible and lift this cloud hanging over us.

As the Department Chair of Counseling, I have the opportunity to speak with our students first-hand and know that this pandemic has wreaked havoc on their mental health. That is a well-known fact universally and includes many folks who work in multiple positions at Brookdale as well. Though mandated masking is helpful, not all students must follow that rule due to possible medical or religious waivers. That is *not* helpful and is confusing to those who are willing to comply and despite their compliance they see the virus spreads to others anyway. We must have more protection than just masks.

The first few weeks of school were frightening and demonstrated to us that we are not protected as much as we should be. The virus has folks in quarantine and some who have contracted COVID-19, including professors. When they are quarantined, that means at least five or more courses/classrooms of students are affected. The impact on our entire college community has put us all in a precarious and disturbing position. We need help.

Mandating the vaccine may not *fully* protect us, we know. However, it does offer another level of protection, along with wearing masks, and reduces some of the fears and serious concerns that have been growing as we move forward. It does present a fair option to students who are uncomfortable or unable to wear masks. They do have the choice of attending classes remotely, either live or fully online. I don't want to see our freedoms erode any more than next person. However, as my high school American history textbook title reminds us, we have *FREEDOM UNDER LAW*. Our laws must be focused on overall public welfare. We all deserve the freedom to work, learn and grow without worrying about sickness or even death. People die from COVID! Please take the needed measures to resolve these serious issues by requiring all employees and students become vaccinated to be on campus. Thank you for your consideration to this request.

Sincerely,  
Ellie S. Horgan, Department Chair of Counseling, [ehorgan@brookdalecc.edu](mailto:ehorgan@brookdalecc.edu)

## **BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES**

### **RESOLUTION AUTHORIZING EXECUTIVE SESSION**

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 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 **September 28, 2021 at approximately 6:30 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: September 28, 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 :

☐ "(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 Mandate, implementation of mask mandate and COVID related issues, Real Estate Broker and cybersecurity**

☐ "(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 19 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires****Recommendations**

Non-Supervisor – Administrative Operations

1

Support Staff

2

Adjuncts

5

**B. Change of Status****Recommendations**

Executive

2

Supervisor – Direct Student Contact

1

Non-Supervisor – Direct Student Contact

1

Non-Supervisor – Administrative Operations

1

**C. Separations****Recommendations**

Faculty

3

Supervisor – Administrative Operations

1

Non-Supervisor – Administrative Operations

1

Support Staff

1

**A. HIRES****NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Christopher Bauer  
Department: Culinary Arts & Hospitality  
Position: Administrator, Storeroom Operations  
Salary: \$59,690, to be prorated accordingly  
Effective: 12/1/21, pending completion of all final contingencies

**SUPPORT STAFF**

1. Name: Dylan Korloff  
Department: Student Services  
Position: Senior Office Assistant, full-time temporary position  
Salary: \$40,279  
Effective: 11/1/21, until further notice, but not later than 6/30/22, pending completion of all final contingencies
2. Name: Jennifer Scro  
Department: Library  
Position: Associate, Cataloging  
Salary: \$43,655  
Effective: 11/1/21, pending completion of all final contingencies

**ADJUNCTS**

1. Name: Aneliia Chatterjee  
Department: Political Science
2. Name: Richard Kyle Jones  
Department: Engineering Technology - Networking
3. Name: Christopher Loprete  
Department: English
4. Name: Steven Markowitz  
Department: Culinary
5. Name: Eric Renegar  
Department: Engineering Technology - Networking

ADJUNCT DEGREE SUMMARY

Masters	Baccalaureate
4	1

**B. CHANGE OF STATUS****EXECUTIVE**

1. Name: James Episcopia  
Department: Operations  
Position: Associate Vice President  
Action: Change in status from A6 to Executive position  
New Salary: \$125,000, to be prorated accordingly  
Effective: 7/1/20
2. Name: Yesenia Madas  
Department: Student Affairs  
Position: Vice President  
Action: Change in status from Associate Vice President to Vice President  
New Salary: \$146,000  
Effective: 7/1/21

**SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Louis Marius  
Department: EOF Office  
Position: Interim Director, EOF  
Action: Change of status from regular A3 to interim A5 position  
New Salary: \$79,362, to be prorated accordingly  
Effective: 11/1/21 until further notice, but not later than 6/30/22

**NON-SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Birgit Mondesir  
Department: Admissions  
Position: Assistant Director  
Action: Change in status from interim A3 to regular A3 position, through bona fide search  
New Salary: No change  
Effective: 11/1/21, pending completion of all final contingencies

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Karen O'Neill  
Department: ABE.GED  
Position: Program Coordinator  
Action: Extension of grant-funded position  
New Salary: No change  
Effective: 10/1/21 – 6/30/22 or expiration of grant, whichever is earlier

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

1. Name: Grace Brunner  
Department: Nursing  
Position: Assistant Professor  
Action: Resignation  
Effective: 10/12/21
2. Name: Arthur Marshall  
Department: Education  
Position: Professor  
Action: Retirement  
Effective: 12/31/21, with retirement on 1/1/22
3. Name: Paul Tucker  
Department: Automotive Technology  
Position: Professor  
Action: Retirement  
Effective: 12/31/21, with retirement on 1/1/22

**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Rita Lo  
Department: Library  
Position: Interim Director, Library  
Action: Retirement  
Effective: 12/31/21, with retirement on 1/1/22

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Karen O'Neill  
Department: ABE/GED  
Position: Program Coordinator  
Action: Resignation  
Effective: 11/4/21

**SUPPORT STAFF**

1. Name: Siobhan Lynch  
Department: Continuing & Professional Studies  
Position: Associate, CPS  
Action: Separation  
Effective: 9/22/21

SUBJECT: Adoption of Police Officer Association  
Settlement Agreement

DATE: October 26, 2021

CATEGORY: Human Resources

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution Adopting 2020-  
2023 Police Officer  
Association Settlement  
Agreement &  
Memorandum of  
Agreement

**BACKGROUND:**

In accordance with current collective bargaining agreement (CBA) language, the College entered into negotiations with the Police Officer Association (POA) for a successor agreement in Spring, 2019. The current CBA expired on June 30, 2019. After numerous negotiating and mediation sessions, the Police Officer Association and the College management teams came to a tentative agreement on, July 13, 2021, subject to ratification.

The Police Officer Association notified the College on October 8, 2021, that the tentative agreement was ratified by the POA. A summary of the terms of the 2020-23 contract is attached. Board ratification of this Agreement is respectfully recommended.

**RECOMMENDATION:**

The President recommends that the Board of Trustees adopt the resolution approving the provisions of the Agreement between the Police Officer Association and Brookdale Community College, as proposed.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: October 26, 2021

EFFECTIVE DATE: As Indicated

## **RESOLUTION**

WHEREAS, the Brookdale Community College Police Officer Association is the exclusive representative for collective negotiations on behalf of the patrol officers; and

WHEREAS, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Police Officer Association covering terms and conditions of employment expired on June 30, 2019; and

WHEREAS, both the College and the Association identified provisions in the contractual Agreement which required revision; and

WHEREAS, a Memorandum of Agreement has been signed by both parties, subject to ratification by the Association and the Board of Trustees; and

WHEREAS, the Police Officer Association ratified the Agreement on October 8, 2021; and

WHEREAS, Labor Counsel and the President recommend approval of the proposed Agreement, approved by the Brookdale Community College Police Officer Association; and

WHEREAS, the Board of Trustees of Brookdale Community College considers the Agreement reasonable and proper and that the recommendation of Labor Counsel and the President be accepted;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the attached Memorandum of Agreement is hereby approved.

BE IT FURTHER RESOLVED that the proper Officers of the College are authorized to execute this Agreement, signed on October 26, 2021, on behalf of the Board of Trustees of Brookdale Community College.

## 2.1 Acceptance of Grants

### Executive Summary

- A. Funding Agency:** County of Monmouth Workforce Development Board  
**Program Title:** Programs Serving Youth  
**Short Title:** Out of School Youth Program (OSY)

**Goal/Purpose:** To provide services to meet the growing needs of individuals, 16 to 24 years of age, to improve their basic skills to be productive workers, family members and citizens. Since 2013, Brookdale has made Youth GED Program services available throughout Monmouth County, with focused instruction provided in geographic locations where the need is greatest.

The program features open enrollment following One Stop Center certification, small classes with individualized learning plans, access to one-on-one tutoring and instruction, self-paced learning, and a direct pathway to Brookdale workforce training classes and credit classes.

**Program Administrator:** Linda Roma, Director Continuing & Professional Studies

**Total \$ Award:** \$240,000 and does not require a College match

**Date Awarded:** October 1, 2021

- B. Funding Agency:** US Department of Education, Office of Postsecondary Education  
**Program Title:** Strengthening Institutions Program SIP/Title III  
**Short Title:** Title III

**Goal/Purpose:** Brookdale was awarded its Title III Strengthening Institutions Program (SIP) in October, 2017. The project, now in its 5<sup>th</sup> year, enables Brookdale to improve student persistence, retention, and completion rates, especially for high need students including low-income and minority students. Two comprehensive activities have been implemented to meet this goal: (1) enhancing online and hybrid courses through quality standards and interactive content; and (2) enhancing student engagement through technology based targeted interventions and communication using social and mobile technologies enabled by implementation of a Customer Relations Management (CRM) system.

**Program Administrators:** Sue Desiderato, Title III Project Director, Laura Quissaunee, Director of Grants and Institutional Development

**Amount Awarded:** \$247,586

**Award Date:** October 1, 2021

**C. Funding Agency:** Office of the Secretary of Higher Education (OSHE)**Program Title:** College Readiness VIII**Short Title:** CRN VIII

**Goal/Purpose:** To work with six Monmouth County High schools to increase students' readiness to attend college. Programming will include test preparation combining English, reading and math for students whose test scores indicate the need for remediation. Students will have the option to enroll in the one-credit HUDV 107- First Year Seminar to learn skills that foster success in college or in CSSC 105 - College Success Seminar which helps first-year college students hone their academic and career plans. A pilot English ALP course will be introduced in the spring '22 semester.

The program will also offer a summer boot camp for graduating seniors planning to enroll in Brookdale for the fall 2022 semester who have tested into foundational courses. There will be three or four, consecutive, 2-week sessions in English/reading (combined) and math. Students will test at the end of each session to either waive out of foundational courses or move up in the remediation sequence.

**Program Administrator:** Sheri Stanford, Program Administrator College Readiness**Total \$ Award:** \$ 69,076 and does not require a College match**Date Awarded:** October, 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>
Out of School Youth Program	\$240,000
Strengthening Institutions Program (Title III)	\$247,586
College Readiness Now VIII	\$ 69,076

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

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

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

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

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 19, 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  
October 26, 2021**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
<b>Chapter 12</b>				
1	TEC Elevator Company	<b>Elevator Maintenance Services and Repairs, Bid No. 20-33</b> / This contract is for a valve replacement at Larrison Hall (Elevator #2) and is funded by Chapter 12.	Bid	\$ 15,725.00
2	Sal Electric Co., Inc.	<b>Electrical Services T&amp;M, Bid No. 20-28</b> / This contract is for (2) variable frequency drive replacements at the Main Academic North Building and is funded by Chapter 12.	Bid	\$ 12,070.00
<b>Grants</b>				
3	Adorama Inc. B&H Photo, Video, Pro Audio Inc.	<b>Camcorders, Microphones and Battery Chargers, Bid No. 22-05</b> / Notice was sent to 8 vendors, received 3 replies. These contracts are for the supply and delivery of A/V equipment for the Communication Media Department and are funded by the Perkins Grant.	Bid	\$ 21,180.37
4	New Revolution Tools LLC, dba, Revolution Lightboards	<b>Video Camera with Lightboard Control Center, Bid No. 22-03</b> / Notice was sent to 2 vendors, received 1 reply. This contract is for the supply and delivery of (6) Video Cameras with Lightboard Control Centers and is funded by HEERF.	Bid	\$ 88,358.00
5	Medicat	<b>Professional Services and Software License for COVID Vaccine Verification /</b> Exempt 18A:64A-25.5.a.(1) (Professional Services) and Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for an Electronic Health Record (EHR) solution for COVID vaccine verifications and services. This contract is funded by HEERF.	Exempt	Not to Exceed * \$103,600
<b>Operating</b>				
6	Ultrasound Solutions Corporation	<b>Ultrasound System Equipment, Bid No. 22-04</b> / Notice was sent to 5 vendors, received 1 reply. This contract is for the supply and delivery of (2) Ultrasound System Equipment for the Diagnostic Medical Sonography course which is held at the Wall Regional Location. This contract is funded by CPS' Revenue Generating Programs.	Bid	\$ 38,500.00

7	Brightview Holdings, Inc.	<b>Snow Removal Services, Bid No. 19-28</b> / This is the 3rd year of a 3 year contract for snow removal services and is funded by the Facilities Budget. FY21 \$836,902.	Bid	\$1,032/Hour \$295/Hour (Long Branch)
8	Groupe LaCasse	<b>Furniture for the Student Life Center's Club Room and Locker Room /</b> Exempt 18A:64A-25.9 (State Contract). This contract is for the supply, delivery and installation of furniture for the Student Life Center's Club Room and Locker Room. This contract is funded by the ASBCC Budget.	Exempt	\$ 56,381.70

\* 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 August 31, 2021, which totaled \$3,290,180.61. 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 October 19, 2021.

#### 4.3 *Legal Costs, Government Relations, and Public Relations*

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public no later than November 1 each year, “an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations.”

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 19, 2021.

**Brookdale Community College**  
**Report of Legal Fees, Government Relations, and Public Relations**  
**For the Fiscal Years 2021 and 2020**

	<b>FY21</b>	<b>FY20</b>
Legal Fees	\$110,793	\$134,625
Government Relations	36,000	36,000
Public Relations	<u>36,690</u>	<u>34,465</u>
<b>TOTAL</b>	<b><u>\$183,483</u></b>	<b><u>\$205,090</u></b>

#### 4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting October 19, 2021.

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

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

### **Revenue:**

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

Total operating revenues for the month of August 2021 were \$24.4M and represents 30.4% of the FY22 budget of \$80M.

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

Operating revenue at August 31, 2021, was 7.6% lower than the same time last year. The tuition revenue reported in August 2020 includes HEERF funds applied to revenue losses due to COVID-19.

### **Expenditures:**

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

Total operating expenditures through August 2021 were \$8.9M of the \$77M FY22 budget. Year-to-date August expenses represent 11.5% of the FY22 budget. As a point of reference, August is the second month of the current fiscal year and represents 16.7% of the annual budget.

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

Total operating expenses for the same period last year were \$8.5M compared to \$8.9M this year indicating an increase of operating costs of \$295,419 or 3.4%.

### **Cash Balance:**

At August 31, 2021, the College's balance of cash in the bank was \$26.4M, which represents a \$1.9M increase over the same time last year.

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

	08/31/21	08/31/20	Change	% Change
<b>Operating Revenue</b>				
State of New Jersey	\$ 1,671,396	\$ 794,292	\$ 877,104	110.4%
County of Monmouth	3,337,836	3,337,836	-	0.0%
Student Tuition	14,144,351	16,672,458	(2,528,107)	-15.2%
Fees	4,538,032	5,112,342	(574,310)	-11.2%
Continuing & Professional Studies	645,363	384,333	261,030	67.9%
Miscellaneous	15,513	46,943	(31,430)	-67.0%
	<b>\$ 24,352,491</b>	<b>\$ 26,348,204</b>	<b>\$ (1,995,713)</b>	<b>-7.6%</b>
<b>Operating Expenditures</b>				
Academic Affairs	\$ 1,318,220	\$ 1,388,935	\$ (70,715)	-5.1%
Benefits	2,080,553	2,190,976	(110,423)	-5.0%
Finance & Operations	2,309,938	2,069,613	240,325	11.6%
Student Success Division	756,718	824,218	(67,500)	-8.2%
General Expenses	985,317	806,352	178,965	22.2%
Continuing & Professional Studies	257,768	289,635	(31,867)	-11.0%
Utilities	351,705	262,053	89,652	0.0%
Human Resources & Organizational Safety	376,147	354,651	21,496	6.1%
Planning & Institutional Effectiveness	68,764	81,661	(12,897)	-15.8%
President & Board of Trustees	121,120	88,822	32,298	36.4%
Advancement Division	243,086	217,001	26,085	12.0%
	<b>\$ 8,869,336</b>	<b>\$ 8,573,916</b>	<b>\$ 295,419</b>	<b>3.4%</b>
Surplus/(deficit)	<b>\$ 15,483,155</b>	<b>\$ 17,774,288</b>	<b>\$ (2,291,133)</b>	
<b>Auxiliary</b>				
Receipts	\$ 39,218	\$ 20,169	\$ 19,049	94.4%
Disbursements	196,008	176,872	(19,136)	-10.8%
<b>Surplus/ (deficit) - Auxiliary</b>	<b>\$ (156,790)</b>	<b>\$ (156,703)</b>	<b>\$ (87)</b>	

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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 1,671,396	\$ 10,285,798	\$ (8,614,402)	16.2%
County of Monmouth	3,337,836	20,027,019	(16,689,183)	16.7%
	<b>5,009,232</b>	<b>30,312,817</b>	<b>(25,303,585)</b>	<b>16.5%</b>
Student Tuition:				
Summer III	777,163	1,168,792	(391,629)	66.5%
Fall 15	13,036,512	14,587,236	(1,550,724)	89.4%
Fall 11	286,622	753,928	(467,306)	38.0%
Fall 7A & 7B	44,054	34,500	9,554	127.7%
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>14,144,351</b>	<b>33,822,318</b>	<b>(19,677,967)</b>	<b>41.8%</b>
Fees:				
Fees (Technology, Capital, Facilities)	3,319,971	8,251,378	(4,931,407)	40.2%
Application Fee	30,900	165,000	(134,100)	18.7%
Installment Plan Fee	40,285	145,000	(104,715)	27.8%
Lab Fees	1,136,080	2,374,929	(1,238,849)	47.8%
Late Fees	1,680	21,500	(19,820)	7.8%
Transcript Fee	8,971	60,000	(51,029)	15.0%
Bad Check Fee	145	1,000	(855)	14.5%
	<b>4,538,032</b>	<b>11,018,807</b>	<b>(6,480,775)</b>	<b>41.2%</b>
Continuing & Professional Studies:				
Contract Training Direct Pay	31,880	226,342	(194,462)	14.1%
Alternate Route	36,075	85,180	(49,105)	42.4%
Healthcare Services	390,644	840,504	(449,860)	46.5%
Business & Career Training	70,690	263,325	(192,635)	26.8%
Computer Training	13,961	135,460	(121,499)	10.3%
CTE Grant	35,593	488,766	(453,173)	7.3%
Sandy Hook	-	-	-	0.0%
Trips / Excursions	-	140,599	(140,599)	0.0%
Misc. Open Enrollment Programs	40,861	300,735	(259,874)	13.6%
Summer Adventure Camps	24,766	75,000	(50,234)	33.0%
Accelerated Career & Technology	893	26,605	(25,712)	3.4%
	<b>645,363</b>	<b>2,582,516</b>	<b>(1,937,153)</b>	<b>25.0%</b>
Miscellaneous:				
Indirect Cost Recovery	10,125	250,000	(239,875)	4.1%
Other Departmental Revenue	873	3,500	(2,627)	24.9%
Miscellaneous	532	10,000	(9,468)	5.3%
International Center	100	350,000	(349,900)	0.0%
Reserves	-	1,715,000	(1,715,000)	0.0%
Interest Income	3,883	15,000	(11,117)	0.0%
	<b>15,513</b>	<b>2,343,500</b>	<b>(2,327,987)</b>	<b>0.7%</b>
Total	<b>\$ 24,352,491</b>	<b>\$ 80,079,958</b>	<b>\$ (55,727,467)</b>	<b>30.4%</b>

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 1,318,220	\$ 29,870,658	\$ 28,552,438	4.4%
Benefits	2,080,553	15,642,856	13,562,303	13.3%
Finance & Operations	2,309,938	11,476,799	9,166,861	20.1%
Student Success Division	756,718	7,180,957	6,424,239	10.5%
General Expenses	985,317	3,517,338	2,532,021	28.0%
Continuing & Professional Studies	257,768	2,557,218	2,299,450	10.1%
Utilities	351,705	2,287,836	1,936,131	15.4%
Human Resources & Organizational Safety	376,147	2,406,521	2,030,374	15.6%
Planning & Institutional Effectiveness	68,764	382,145	313,381	18.0%
President & Board of Trustees	121,120	508,088	386,968	23.8%
Advancement Division	243,086	1,270,104	1,027,018	19.1%
	<u>\$ 8,869,336</u>	<u>\$ 77,100,520</u>	<u>\$ 68,231,185</u>	<u>11.5%</u>
Salaries & Wages	\$ 3,120,555	\$ 46,038,321	\$ 43,157,403	6.8%
Other Expenses	5,748,781	31,062,199	25,073,782	18.5%
	<u>\$ 8,869,336</u>	<u>\$ 77,100,520</u>	<u>\$ 68,231,185</u>	<u>11.5%</u>

October 12, 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.

*Punch list work is complete and close out is underway.*

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 is currently evaluating compatibility issues with the light ballasts. Once that is complete, the balance of the monies owed VA Electric will be released.*

3) MAN REAR VESIBULE SLAB LEAKAGE

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

*T&M completed the design of the project and sent to Facilities for comments. The plans have been approved and our office will finalize a bidding schedule with the Purchasing Department.*



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

### Facilities Overview as of October 19, 2021

#### Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Lightning protection	USA Architects	Sodon Electric	<ul style="list-style-type: none"> <li>Walk thru completed. Work on punch list completed.</li> </ul>
Roof replacement, Phase III	Fraytak Veisz Hopkins Duthie PC (FVHD)	MTB, LLC	<ul style="list-style-type: none"> <li>Installation of snowguards at SLC; roof repairs discovered during gutter installation throughout campus.</li> </ul>
Retaining wall construction	Suburban Architects	Berto Construction	<ul style="list-style-type: none"> <li>Installation of retaining wall block and demolition of sidewalk in progress.</li> </ul>
Gorman Hall South renovation	Posen Architects	TBD	<ul style="list-style-type: none"> <li>Designs have been reviewed. Purchase Orders issued for 9/28 Board approved equipment.</li> </ul>
Wellness Center	Posen Architects	TBD	<ul style="list-style-type: none"> <li>Revised design reviewed at 10/7 meeting. Waiting for cost estimate of project based on current scope of work.</li> </ul>

#### Projects in-planning stage:

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

#### Other Facilities updates:

- RFP for FMP - Facilities Master Plan

#### 4.4 *Acceptance of Brookdale Community College's FY21 Enrollment Audit*

Pursuant to the requirements set forth in the Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasurer, the Board of Trustees authorized O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2021, at the May 25, 2021 meeting.

An audit of the College's schedule of total unweighted credit-hours for the year ended June 30, 2021, are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee Committee of the Board of Trustees at a meeting held October 18, 2021.

# **BROOKDALE COMMUNITY COLLEGE**

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## **AGREED-UPON PROCEDURES REPORT ON SCHEDULE OF TOTAL CREDIT HOUR ENROLLMENTS**

**JUNE 30, 2021**

# **BROOKDALE COMMUNITY COLLEGE**

## **Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments**

**June 30, 2021**

### **C O N T E N T S**

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<b>Independent Accountants' Report on Applying Agreed-Upon Procedures</b>	<b>1 - 3</b>
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**Schedules:**

Sampling Methodology and Results for Confirmation for Student Enrollment (Schedule A)	4
Total Credit Hour Enrollments (Schedule B)	5
Base Chargeback Rate Per In-County Hour (Schedule C)	6

## **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

Brookdale Community College  
765 Newman Springs Road  
Lincroft, New Jersey 07738-1543

We have performed the procedures enumerated below, which were agreed to by Brookdale Community College (the "College"), the New Jersey Department of the Treasury, Office of Management and Budget and the New Jersey Council of County Colleges ("NJCCC") solely to assist you in connection with your reporting requirements, as set forth in the 2021 Statement of Auditing and Accounting Standards for County Colleges ("Standards") recommended by the New Jersey Council of County Colleges for use by the New Jersey Department of the Treasury, for the year ended June 30, 2021.

The College's management is responsible for meeting those requirements and maintaining records in accordance with these Standards. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We applied and observed the following during our agreed-upon procedures performed for the year ended June 30, 2021:

1. From the College's master list of fundable credit courses offered during the year ended June 30, 2021, we selected a sample of 40 courses and chose one student from each course during fiscal year ended June 30, 2021 and performed the following procedures:
  - a. Sent positive confirmation letters to all students included in the sample. The letters specifically attempted to confirm the student's enrollment in the particular course sampled, the amount billed for the semester, the amount paid for the semester, and the remaining balance due. Information concerning the methodology and results of this procedure is included in Schedule A of this report.

*No exceptions were noted as a result of this procedure.*

- b. Traced the courses sampled to the NJCCC's list of approved credit courses and determined that: (1) the courses were approved for funding in the year ended June 30, 2021; and (2) the number of credit hours claimed by the College agreed to the number of credit/contract hours approved by NJCCC.

*No exceptions were noted as a result of this procedure.*

- c. Examined source documentation for each course/student in the sample (e.g. registration records, grade assignments, payment records, class rosters, attendance records, etc.) to: (1) verify the validity of the quantitative representations made on the management-prepared schedules; (2) make sure that adequate descriptions and course outlines were available for each course, in accordance with state funding requirements; and (3) determine the audit trail is valid and adequate for certification of the schedule of credit hour enrollments and Base Chargeback Rate per In-County Credit Hour.

*No exceptions were noted as a result of this procedure.*

2. Reviewed compliance with the 2021 Statement of Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasury.

*No exceptions were noted as a result of this procedure.*

3. Multiplied reported credit hours by appropriate standard tuition charges per credit hour and compared the result to tuition income per the relevant general ledger tuition income accounts.

*No exceptions were noted as a result of this procedure.*

4. Reviewed that the eligible portion of grant funded courses was calculated and reported accurately.

*The College did not conduct any eligible grant funded courses during the year ended June 30, 2021.*

5. Reviewed all contracts for the delivery of community college courses that were claimed for state aid to determine that the College demonstrated direct costs and control of the courses.

*No exceptions were noted as a result of this procedure.*

6. Obtained the accompanying Schedule B - Total Credit Hour Enrollments for the year ended June 30, 2021, prepared by management of the College. We reviewed the documentation underlying the calculation of credit hour enrollments, and recalculated all columns and rows to verify mathematical accuracy.

*No exceptions were noted as a result of this procedure.*

7. Obtained the accompanying Schedule C - Base Chargeback Rate Per In-County Credit Hour, for the year ended June 30, 2021, prepared by management of the College. Verified, from the sample of 40 students selected in Procedure 1, those that were resident, in-county students (39 of 40), and determined that they were properly classified with in-county enrollments by verifying they resided in the county. We also recalculated the Base Chargeback Rate Per In-County Credit Hour, as shown on Schedule C.

*No exceptions were noted as a result of this procedure.*

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct, an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the items referred to above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Brookdale Community College, the New Jersey Department of the Treasury, Office of Management and Budget, and the New Jersey Council of County Colleges and is not intended to be, and should not be, used by anyone other than the specified parties.

**Certified Public Accountants**  
**Braintree, Massachusetts**

**DATE**

DRAFT

# **BROOKDALE COMMUNITY COLLEGE**

## **Sampling Methodology and Results for Confirmation for Student Enrollment**

### **Schedule A**

**For the Year Ended June 30, 2021**

#### **Credit Student Enrollment**

Methodology:

A sample of 40 students was arrived at using the following parameters:

Confidence level	<b>90%</b>
Expected rate of occurrence	<b>0.0%</b>
Maximum tolerable error rate	<b>5.0%</b>

Results:

Mailed	<b>40</b>
Returned	<b>20</b>
Returned correct	<b>18</b>
Returned with exceptions	<b>None</b>
Returned undelivered	<b>2</b>

Alternate procedures were applied to the confirmations that had no responses to determine course enrollments.

# BROOKDALE COMMUNITY COLLEGE

## Total Credit Hour Enrollments

### Schedule B

For the Year Ended June 30, 2021

	Summer III 2020 <u>Term</u>	Fall 2020 <u>Term</u>	Winter and Spring 2021 <u>Term</u>	Summer I & II 2021 <u>Term</u>	Total Fiscal <u>Year</u>
Credit Hours	<u>7,491</u>	<u>101,908</u>	<u>86,070</u>	<u>18,292</u>	<u>213,761</u>
			In-County Credit Hours		<u>181,317</u>
			Out of County Credit Hours		<u>32,444</u>
					<u>213,761</u>

# **BROOKDALE COMMUNITY COLLEGE**

## **Base Chargeback Rate Per In-County Credit Hour**

### **Schedule C**

**For the Year Ended June 30, 2021**

Total In-County Resident Enrollment Credit Hours	<b>181,317</b>
Divided by 30 Credit Hours	<u><b>30</b></u>
Resident FTE	<u><u><b>6,044</b></u></u>
Total County Aid	<b>\$ 20,027,019</b>
Divided by Resident FTE	<u><b>6,044</b></u>
Base Chargeback Rate per In-County FTE	<b>3,314</b>
Divided by 30	<u><b>30</b></u>
Base Chargeback Rate per In-County Credit Hour	<b>\$ 110.45</b>

SUBJECT: Adoption of Police Officer Association  
Settlement Agreement

DATE: October 26, 2021

CATEGORY: Human Resources

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution Adopting 2020-  
2023 Police Officer  
Association Settlement  
Agreement &  
Memorandum of  
Agreement

**BACKGROUND:**

In accordance with current collective bargaining agreement (CBA) language, the College entered into negotiations with the Police Officer Association (POA) for a successor agreement in Spring, 2019. The current CBA expired on June 30, 2019. After numerous negotiating and mediation sessions, the Police Officer Association and the College management teams came to a tentative agreement on, July 13, 2021, subject to ratification.

The Police Officer Association notified the College on October 8, 2021, that the tentative agreement was ratified by the POA. A summary of the terms of the 2020-23 contract is attached. Board ratification of this Agreement is respectfully recommended.

**RECOMMENDATION:**

The President recommends that the Board of Trustees adopt the resolution approving the provisions of the Agreement between the Police Officer Association and Brookdale Community College, as proposed.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: October 26, 2021

EFFECTIVE DATE: As Indicated

## RESOLUTION

WHEREAS, the Brookdale Community College Police Officer Association is the exclusive representative for collective negotiations on behalf of the patrol officers; and

WHEREAS, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Police Officer Association covering terms and conditions of employment expired on June 30, 2019; and

WHEREAS, both the College and the Association identified provisions in the contractual Agreement which required revision; and

WHEREAS, a Memorandum of Agreement has been signed by both parties, subject to ratification by the Association and the Board of Trustees; and

WHEREAS, the Police Officer Association ratified the Agreement on October 8, 2021; and

WHEREAS, Labor Counsel and the President recommend approval of the proposed Agreement, approved by the Brookdale Community College Police Officer Association; and

WHEREAS, the Board of Trustees of Brookdale Community College considers the Agreement reasonable and proper and that the recommendation of Labor Counsel and the President be accepted;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the attached Memorandum of Agreement is hereby approved.

BE IT FURTHER RESOLVED that the proper Officers of the College are authorized to execute this Agreement, signed on October 26, 2021, on behalf of the Board of Trustees of Brookdale Community College.

## **Brookdale Community College College Policy**

### **6.1006 SERVICE ANIMALS AND THE AMERICANS WITH DISABILITIES ACT POLICY**

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

Service Animals and the Americans with Disabilities Act Policy

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

This Policy and related Regulation 6.1006R ensure access for individuals who demonstrate a need for a service animal on campus and are in compliance with the American with Disabilities Act.

#### **III. Authority**

Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. 12101 et. seq., Section 504 of the Rehabilitation Act of 1973; ADA 2010 Revised Requirements, US Department of Justice, Civil Rights Division.

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

Brookdale Community College recognizes the importance of service animals to individuals with disabilities. A service animal is defined as “an animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items” (ADA as amended). If an animal meets the definition of a service animal, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program. Service animals are generally dogs. Individuals with disabilities may bring their service animals to areas of the College where the public is normally permitted.

Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under ADA. Therefore, emotional support animals and non-service dogs/animals (collectively, a “family pet”) are not allowed on campus subject to limited exceptions such as dog therapy sessions coordinated by Student Life & Activities during student anti-stress week, animals used in educational training/learning programs, a special event approved by the College President (e.g., family pets allowed at outdoor Graduation ceremony), and individuals visiting, walking, jogging, attending outdoor sporting events or otherwise accessing the campus property, not buildings, with their well-behaved, non-vicious leashed family pet. Such individuals shall comply with all College Policies and Regulations, including Regulation 6.1006 and 7.1000 Community Use of College Facilities Policy.

A person who has an animal on campus agrees to indemnify, defend and hold harmless the College against any and all liabilities, judgments, costs and reasonable attorney fees for anything done or omitted by the person and his/her animal while on campus. The individual with an animal on campus is also financially responsible for property damage caused by his or her animal including but not limited to cost of repairs, replacement or cleaning of facilities, fields or furnishings, and any injury caused to other persons by the animal.

## **V. Responsibility for Implementation**

President

Approved:

**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

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

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
<b>October 13-16</b>	<b>ACCT Leadership Congress</b>		<b>Manchester Grand Hyatt, San Diego</b>
October 17	Fall Open House	12PM-3:00PM	TBD
October 18	Audit Committee Meeting	6:00PM	Zoom
October 19	Executive Committee Meeting	5:15PM	Zoom
October 19	Finance & Facilities Committee Meeting	5:30PM	Zoom
October 26	BOT Public Business Meeting	5:30PM	SLC, Navesink Rooms or Zoom Webinar
November 8	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
November 9	Executive Committee Meeting	5:15PM	Zoom
November 9	Finance & Facilities Committee Meeting	5:30PM	Zoom
November 10	Governance Committee Meeting	6:00PM	Zoom
November 15	NJCCC Council Meeting	5:00PM	TBD
November 16	BOT Public Business Meeting	5:30PM	SLC, Navesink Rooms or Zoom Webinar
December 6	Audit Committee Meeting	6:00PM	Zoom
December 7	Executive Committee Meeting	5:15PM	Zoom
December 7	Finance & Facilities Committee Meeting	5:30PM	Zoom
December 14-15	MSCHE Annual Conference		Zoom
December 14	BOT Public Business Meeting	5:30PM	SLC, Navesink Rooms or Zoom Webinar

Brookdale Community College 2021 Upcoming Events

**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