



## **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

Sep 28, 2021 5:30 PM - 7:30 PM EDT

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## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

August 24, 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	Dr. Nancy Kegelman
	Dr. Hank Cram, Chair	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Ms. Bonnie Passarella
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Barbara Horl, Trustee	Mr. Edward Johnson
	Mr. Bret Kaufmann, Vice-Chair	Ms. Teresa Manfreda
	Dr. Les Richens, Trustee	Ms. Patricia Sensi
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Mr. Austin Smith, Trustee	Dr. Anita Voogt
Absent	Ms. Marta Rambaud, 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 August 18, 2021 at 12 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Cram led the Pledge of Allegiance.

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

Chair Cram read our mission statement:

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

Dr. Stout lead a moment of silence to honor the memory of Dennis Elgrim and Virginia “Ginny” Kerr.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b> Trustee Ferraro resigned from the Board of Trustees. She will be recognized at the next Board of Trustee meeting. Executive Session was removed from the Agenda.	A motion to adopt the agenda was made by Vice-Chair Kaufmann and seconded by Trustee Crupi.  Motion passed.	
<b>Swearing in of Trustee Austin Smith</b> Mr. Jacobs performed a swearing in ceremony for Trustee Smith.		
<b>Approval to Enter into a Joint Admission and Traditional Transfer Agreement with William Paterson University</b>  Dr. Stout welcomed our guests from William Paterson University  Dr. Stout stated that Brookdale is very proud to enter into this robust transfer agreement with William Paterson University which is much like Brookdale in our collective commitment to providing quality, assessable, affordable, higher education to our communities. The Pioneer Pathways Joint Admission Agreement will provide seamless Associates to Bachelors degree pathways for our students, who achieved the requirements stated in this transfer	A motion to approve by resolution to enter into a joint admission transfer agreement with William Paterson University, was made by Trustee Richens and seconded by Trustee Abby-White.  Motion passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>agreement. Upon successful completion of the associates degree. Brookdale students will be guaranteed admission into 1 of 25 approved academic programs at William Paterson University.</p> <p>Dr. Stout introduced Dr. Helldobler, President of William Paterson University and he joined the President for the signing ceremony.</p> <p>Dr. Helldobler thanked the Brookdale and William Paterson's teams for putting together these agreements. He stated that he was excited today to be signing this comprehensive transfer agreement between two of New Jersey's great public institutions of higher education. Dr. Helldobler pointed out that like Brookdale, William Paterson shares the values of educational excellence, economic empowerment, institutional integrity and diversity. These shared values have made for a strong relationship that will provide a solid foundation for this new partnership going forward.</p> <p>Dr. Reed, VP Academic Affairs introduced Dr. Burns, AVP Educational Access and Innovation. Dr. Burns thanked Executive Director of Career &amp; Transfer Pathways, Dr. Sarah McElroy. Dr. McElroy thanked the Institute Deans and Faculty members at Brookdale as well as Dr. Noonan, Director of Transfer Programs and Special Sessions, William Paterson University and his assistant, Cindy McCann.</p> <p>Dr. Burns provided more details about this agreement, which will allow our Brookdale students to take there first 2 years at Brookdale and finish the last 2 years at William Paterson University. There will be a seamless transfer pathway with guaranteed junior status for Brookdale students who meet the pre-requisites.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>President's Report –</b>  Dr. Stout acknowledged that we have two new Deans at the meeting. He introduced Dr. Christine Webster-Hansen, Dean of Humanities and Dr. Jim Crowder, who has served as a faculty member and is now serving as the Dean of STEM.</p> <p><b>Board Retreat –</b> Dr. Stout provided the following information on the Board Retreat held on July 30 &amp; July 31<sup>st</sup>:</p> <ul style="list-style-type: none"> <li>Ashlynn Shanahan, Monmouth County Division of Planning, presented on student vulnerability throughout Monmouth County, which highlighted students that have social, economic and direct barriers to accessing higher education. He thanked the Monmouth County Division of Planning for their continued work with the College and providing dynamic maps which are being utilized to identify areas where we need to concentrate our energy.</li> <li>Enrollment Data was reviewed and the Board brainstormed different ideas for the development of Strategic Plan 2025. These ideas fell into several categories, including strategic location planning, location-based programming, initiatives for potential investment, diversity, equity and inclusion, student recruitment, addressing student needs, and encouraging a culture of engagement, empowerment and accountability.</li> </ul> <p><b>Mask Mandate –</b> Dr. Stout announced that the college has instituted a mask mandate and the announcement was made on August 18 to our students. Scripts are being developed to assist employees with dealing with noncompliance situations or in cases where students or employees may have forgotten to wear their masks. Dr. Stout thanked Anne Marie Sparaco and the Contingency Planning Committee for working hard to make sure that we are prepared for the semester opening in a couple of weeks.</p> <p><b>Vaccine Mandate –</b> Dr. Stout provided additional information about the Governor's Vaccine Mandate announced on August 23 for all state employees and employees of state colleges. The Office of the Secretary of Higher Education has confirmed through the NJCCC that community college employees are not include in the Vaccine Mandate. However, the College is encouraging all employees and students to get vaccinated. Dr. Stout reported on a survey he sent out of all employees, and he reported that 513 employees had responded and so far, 96% of our employees are fully vaccinated, and an additional 1.2% intends to be vaccinated before the semester begins. A similar student survey was conducted, and we have received 1121 responses from our students as of this morning. 80% of those students who are registered for classes on campus, 67% of those on campus students report being fully vaccinated, and 66% of students overall, are reporting being vaccinated with an additional 7% of our students reporting they will be vaccinate by the time the semester begins. 77 students were connected with the Vaccination Center on campus.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Finance &amp; Facilities Committee – August 17, 2021 –</b> Trustee Abby-White reported on the following:</p> <p><b>Capital Project Update -</b> Engineer of Record Ray Savacool reported that T&amp;M is working on a cost estimate to do remedial drainage work to limit the amount of surface runoff that impacts the lower levels of the ATeC building.</p> <p>Mr. Naparlo reviewed his Facilities Overview report which included the following items:</p> <ul style="list-style-type: none"> <li>• The Security Camera &amp; Surveillance System project is nearly complete. Video footage will be able to be retrieved up to 6 months.</li> <li>• There is an issue with the procurement of the metal roof that covers MAN 103 and 105, so the roof over that area will be completed after Fall 2021 semester classes are completed.</li> <li>• The ATeC Retaining Wall project is behind schedule due to a delay in receiving materials. The estimated time of completion is the end of September.</li> <li>• Facilities met with the engineer, OIT, and Professor Qaissaunee to review plans for the Gorman Hall South Cybersecurity Center. It is estimated that the project will take a year to complete, and a recommendation will be made at the October Board meeting.</li> <li>• Work is going well on the Stormwater Reconstruction project in the Main Academic South and Student Life Center buildings. The project is almost complete.</li> <li>• The deployment of the Virtual Learning Center project in Gorman Hall North will be brought forward at the September Board meeting.</li> <li>• Engineers have been reconvened and updated quotes requested for the CVA Roof project.</li> <li>• Architectural plans for the Wellness Center will be finalized after receiving input from the President’s Community Advisory Board, an employee advisory board including faculty, and social agencies within the community.</li> <li>• Sal Electric is expected to complete the Emergency Light work within 2 weeks.</li> <li>• Mr. Naparlo will be meeting with engineers to discuss the development of the new Facilities Master Plan which will initially focus on the Lincroft Campus and Wall HEC.</li> <li>• The County will demolish the 3 houses on Newman Springs Road after the utilities are disconnected.</li> </ul> <p><b>Monthly Financial Reporting -</b> Vice President Manfreda reviewed the preliminary unaudited financial overview for June 2021. FY21 revenue was reported to be \$77 million, which is 6.7% lower than last year. Operating expenditures are also under budget and cash balance increased \$6.2 million over the same time last year. Approximately \$3 million in CARES funding was used to cover losses in tuition and Auxiliary revenues.</p> <p><b>Purchases -</b> VP Manfreda reviewed recommendations for Purchases which included:</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> <li>• A comprehensive technology upgrade of Audio/Visual equipment in the Student Life Center which will support student learning in a virtual environment.</li> <li>• Equipment and Installation for Esports Arena which should be completed by the end of the Fall semester.</li> <li>• Remediation and reconstruction of the Lincroft buildings which were damaged due to storm water.</li> </ul> <p>Based on a recommendation from Automated Building Controls, MERV 13 air filters are being installed in the HVAC equipment in all locations.</p> <p><b>HR</b> - Dr. Stout reviewed future positions to be filled and the 24 action items being approved tonight. 50% of the hires are adjunct faculty which is typical for this time of year. Dr. Stout also informed the Committee that, due to ongoing interviews and reference checking, the HR recommendations will be updated prior to the BOT meeting to include four additional positions that are critical to begin on September 1.</p> <p>Dr. Stout explained that the Board is being asked to approve an extended grace period to allow employees who are participating in the Flexible Benefits Plan to use unused benefits or contributions from the 2020 calendar year with a grace period extended until December 31, 2021.</p> <p><b>Foundation and Grants</b> - Vice President Nancy Kaari reviewed the acceptance of 3 grants:</p> <ul style="list-style-type: none"> <li>• Securing Our Children’s Future Bond Act</li> <li>• Opportunity Meets Innovation Challenge Grant</li> <li>• Community College Opportunity Grant Student Incentive Funding</li> </ul> <p>....as well as the application of 3 new grants:</p> <ul style="list-style-type: none"> <li>• Career and Technical Certificate of Eligibility Educator Preparation Program</li> <li>• Displaced Homemakers Program</li> <li>• Smithsonian Institution’s Museum on Main Street Program Traveling Exhibit “Voices and Votes”</li> </ul> <p>VP Kaari 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 year end unaudited financials for the Foundation, the total change in net assets is \$1,689,246 compared to last year of \$293,985, which is a 475% increase. VP Kaari attributed these changes to the Foundation’s investment income and increase in contributions. Contributions were 43% higher this year compared to last year and expenses were slightly lower than last year. The Summer Bash raised \$242,000. Ms. Sparaco and VP Kaari thanked the Board of Trustees for their full participation.</p> <p><b>Solar Incentives</b> - Dr. Stout advised the Board that he is recommending the Board approve a resolution to allow the College to apply for state solar incentive programs.</p>		



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>B. Student's Perspective</b> – Trustee Smith reported that he will be meeting with the President of the Student Life Board next week.</p> <p><b>C. NJCCC Update</b> - Trustee Horl reported on the following:</p> <p><b>STATE BUDGET</b> – The State budget passed on time with an increase in operation aid for the first time in 13 years and an increase in CCOG.</p> <p><b>Bill S90/8 1385 New Trustee Training Bill</b> – In anticipation of the Governor signing this bill, NJCCC put together a task force to begin a conversation on providing some input to the Office of the Secretary of Higher Education since they will be responsible for writing the regulations. The Governor has not signed the bill, but they are confident of its approval. Trustee Horl is participating on this committee and has shared our board orientation binder with them. Additionally, she is working on a quick survey to provide some feedback on our Brookdale Trustee orientation experience. She wants to be able to share the Board's thoughts with the task force.</p> <p><b>NJCCC Student and Alumni Committee</b> – The first meeting was held in June and all 18 community colleges had representation.</p> <p><b>ACCT Federal Update Meeting</b> – Trustee Horl attended a meeting which focused on pandemic relief, the Biden agenda and the Jobs Act which is calling for short term programs to be stackable and portable, but there is concern that there is no clear definitions of what defines those terms.</p> <p><b>New NJCCC Funding Formula</b> – A meeting will be held on August 31 to approve the new funding formula which will affect all of the community colleges. Dr. Stout further explained that the new funding formula will be adjusted for equity purposes.</p> <p><b>D. Foundation Update</b> – Trustee Abby-White announced that the Education Open will be held on September 23 at Eagle Oaks Country Club and encouraged participation by golfers and non-golfers at the dinner only.</p>		
<p><b>Public Comment on Agenda Items</b>  Chair Cram read the directions on giving public comment.</p> <p>Jack Ryan, Associate Professor, English – urged the College to create a vaccination mandate for faculty, student, and staff.</p> <p>Ms. Gruskos confirmed there were no submitted written comment.</p>		
<b>Review of Consent Agenda</b>		



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Public Business Meeting Minutes</b>  <b>Approval of Public Business Meeting Minutes – July 30, 2021</b>	A motion to approve the minutes from the public business meeting held on July 30, 2021 was made by Trustee Abby-White and seconded by Trustee Crupi.  Motion passed.  ABSTENTIONS: Trustee Richens	
<b>Approval of Public Business Meeting Minutes</b>  <b>Approval of Public Business Meeting Minutes – July 31, 2021</b>	A motion to approve the minutes from the public business meeting held on July 31, 2021 was made by Trustee Horl and seconded by Trustee Abby-White  Motion passed.  ABSTENTIONS: Trustee Richens	
<b>Consent Agenda</b>  <b>A. Approval of Amendment to the Brookdale Community College Flexible Benefits Plan</b>	A motion to approve the consent agenda was made by Trustee Crupi and seconded by Trustee Abby-White.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>B. Acceptance of Gifts</b></p> <p><b>C. Acceptance of Grants</b></p> <p><b>D. Approval of Application for Grants</b></p> <p><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></p> <p><b>F. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p> <p><b>G. Monthly Financial Reports</b></p> <p><b>H. Capital Project Update</b></p>	<p>Motion passed.</p> <p><b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Crupi, Davis, Horl, Kaufmann, Richens, Smith and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval of HR Items</b>	<p>A motion to approve the HR items was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Crupi, Horl, Kaufmann, Richens, Smith and Chair Cram</p> <p><b>NO:</b></p> <p><b>ABSTENTIONS:</b> Trustee Davis</p>	
<b>Approval to apply to the NJ Board of Public Utilities for Economic Incentive Programs for Solar Electric Energy Generation Projects</b>	<p>A motion to approve by resolution to approve the application to the NJ Board of Public Utilities for economic incentive programs for solar electric energy generations projects was made by Trustee Crupi and seconded by Trustee Abby-White.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p><b>YES:</b> Trustees Abby-White, L. Brennan, S. Brennan, Crupi, Davis, Horl, Kaufmann, Richens, Smith and Chair Cram</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Public Comment</b></p> <p>Mr. Jacobs read the public comment statement and directions for making public comment in person and via Zoom.</p> <p>Jack Ryan – Associate Professor, English - suggested that the Search for Classes link should always be at the top of the website. He also recommended that the timing of password updates should not be at the beginning of the semester. He expressed concern over the enforcement of the Mask Mandate was to be solely the responsibility of the faculty. He was specifically concerned that the Police or Student Life Activities could not be called to assist in a situation with a defiant student.</p> <p>Ms. Gruskos confirmed that no written comments submitted.</p>		
<p><b>Old/New Business -</b></p> <p>Chair Cram announced that Trustee Suzanne Brennan has been reappointed to the Board of Trustees for four more years. Trustee Brennan responded that it is her pleasure and honor to serve on the Board of Trustees.</p> <p>Chair Cram appointed Trustee Smith to the Student Success &amp; Educational Excellence and Governance committees, as well as a an alternate for the Finance &amp; Facilities committee.</p> <p>Moving forward our Board of Trustees meetings will be held in person in the Navesink Rooms. Our next meeting will be held on September 28.</p>		
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 6:34 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Davis.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 50 recommended items. A summary of the action items is listed below with supporting documentation attached.

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

Faculty	1
Supervisor – Administrative Operations	1
Non-Supervisor – Administrative Operations	1
Adjuncts	26
Coaches	1

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

Supervisor – Direct Student Contact	6
Supervisor – Administrative Operations	4
Non-Supervisor – Administrative Operations	1
Support Staff	7

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

Faculty	1
Supervisor – Direct Student Contact	1

**A. HIRES****FACULTY**

1. Name: Jennifer Albers  
Department: Reading  
Position: Instructor, temporary fall semester  
Salary: \$30,857, prorated from an annual base of \$63,717  
Effective: 9/1/21

**FACULTY DEGREE SUMMARY**

Masters

1

**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Matthew Siuzdak  
Department: Finance & Operations  
Position: Executive Director, Finance  
Salary: \$102,633, to be prorated accordingly  
Effective: 10/1/21

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Molly Dillon  
Department: Human Resources  
Position: Employment Manager  
Salary: \$68,255 to be prorated accordingly  
Effective: 10/11/21

**ADJUNCTS**

1. Name: Gina Ball  
Department: Languages
2. Name: Brandon Cadalzo  
Department: Respiratory Therapy
3. Name: Roseann Caffaro  
Department: English
4. Name: Tina Cultrara  
Department: Radiologic Technology



5.     Name:                 Robert D’Addario  
       Department:       Computer Science
6.     Name:                 Amy Delpriora  
       Department:       Chemistry
7.     Name:                 Brian Feller  
       Department:       English
8.     Name:                 Darren Fisher  
       Department:       Art
9.     Name:                 John Fisher  
       Department:       Biology
10.    Name:                 Jennifer Healy  
       Department:       Nursing
11.    Name:                 Lisa Iannucci  
       Department:       Library
12.    Name:                 Jason Jaworsky-Traina  
       Department:       Radiologic Technology
13.    Name:                 Synde Kaufman  
       Department:       Languages
14.    Name:                 Evelyn Keehn  
       Department:       Respiratory Therapy
15.    Name:                 Richard Kirk  
       Department:       Education
16.    Name:                 Jeremy Marousis-Bush  
       Department:       English
17.    Name:                 Jack McKiernan  
       Department:       Hospitality/Culinary

18. Name: John Mullooly  
Department: Engineering Technology
19. Name: Kelly Nagle  
Department: Political Science
20. Name: Marc Natanagara  
Department: Education
21. Name: Jack Ouligian  
Department: English
22. Name: Kimberley Reda  
Department: Nursing
23. Name: Brittany Scardigno  
Department: English
24. Name: Kaitlyn Swiger  
Department: Respiratory Therapy
25. Name: Burak Tamac  
Department: Political Science
26. Name: AnnMarie Varriccio  
Department: Radiologic Technology

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters	Bachelors	Associates
2	18	3	3

**COACHES**

1. Name: Luis Alaya Mercado  
Department: Athletics  
Position: Assistant Coach, Women's Volleyball  
Compensation: \$3,150  
Effective: 10/1/21

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

1. Name: Stephanie Farnkopf  
Department: Academic Advising  
Position: Associate Director  
Action: Change in status from A3 to A4 through bona fide search  
New Salary: \$68,255, to be prorated accordingly  
Effective: 10/1/21
2. Name: Jenna Moltisanti  
Department: Student Affairs  
Position: Interim Director, Regional Locations  
Action: Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
New Salary: No change  
Effective: Split assignment 10/1/21 until further notice but not later than 12/31/21
3. Name: Lynne Shaffery  
Department: Student Affairs  
Position: Associate Director, Regional Location  
Action: Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
New Salary: No change  
Effective: Split assignment 10/1/21 until further notice but not later than 12/31/21
4. Name: Paulette Simpson  
Department: Student Affairs  
Position: Associate Director, Regional Location  
Action: Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
New Salary: No change  
Effective: Split assignment 10/1/21 until further notice but not later than 12/31/21
5. Name: Jorge Terreros  
Department: Student Affairs  
Position: Associate Director, Regional Location  
Action: Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
New Salary: No change  
Effective: Split assignment 10/1/21 until further notice but not later than 12/31/21

6.      Name: Candice Watts  
         Department: Student Affairs  
         Position: Associate Director, Regional Location  
         Action: Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
         New Salary: No change  
         Effective: Split assignment 10/1/21 until further notice but not later than 12/31/21

**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1.      Name: Noreen Kane  
         Department: Continuing & Professional Studies  
         Position: Program Manager, Lifelong Learning  
         Action: Change in status from A3 to A4 through bona fide search  
         New Salary: \$68,255, to be prorated accordingly  
         Effective: 10/1/21
2.      Name: Lori Krane  
         Department: Continuing & Professional Studies  
         Position: Program Manager  
         Action: Reclassification through reorganization from A3 to A4 position  
         New Salary: \$68,255 to be prorated accordingly  
         Effective: 10/1/21
3.      Name: Linda Roma  
         Department: Continuing & Professional Studies  
         Position: Director, Workforce Development  
         Action: Reclassification through reorganization from A5 to A6 position  
         New Salary: \$93,303 to be prorated accordingly  
         Effective: 10/1/21
4.      Name: Jonathan Shaloum  
         Department: Teaching & Learning Center  
         Position: Director, Teaching & Learning Center  
         Action: Change in status from acting A5 to regular A5 position through bona fide search  
         New Salary: No change  
         Effective: 9/29/21

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Peggy Austin  
Department: Student Affairs  
Position: Department Administrator, SD&EA  
Action: Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
New Salary: No change  
Effective: Split assignment 10/1/21 until further notice but not later than 12/31/21

**SUPPORT STAFF**

1. Name: Deborah Brown  
Department: Student Affairs  
Position: One-Stop Specialist  
Action: Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
New Salary: No change  
Effective: Split assignment 10/1/21 until further notice, but not later than 12/31/21
2. Name: Mary Ann Gurrera  
Department: Student Affairs  
Position: One-Stop Specialist  
Action: Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
New Salary: No change  
Effective: Split assignment 10/1/21 until further notice, but not later than 12/31/21
3. Name: Maria Maccanico  
Department: Student Affairs  
Position: One-Stop Specialist  
Action: Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
New Salary: No change  
Effective: Split assignment 10/1/21 until further notice, but not later than 12/31/21
4. Name: Maria Cecilia Rodriguez  
Department: Student Affairs  
Position: One-Stop Specialist  
Action: Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
New Salary: No change  
Effective: Split assignment 10/1/21 until further notice, but not later than 12/31/21

5.     Name:                 Bruce Thompson  
       Department:        Student Affairs  
       Position:           One-Stop Specialist  
       Action:             Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
       New Salary:         No change  
       Effective:          Split assignment 10/1/21 until further notice, but not later than 12/31/21
6.     Name:                 Denise Vigil  
       Department:        Student Affairs  
       Position:           One-Stop Specialist  
       Action:             Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
       New Salary:         No change  
       Effective:          Split assignment 10/1/21 until further notice, but not later than 12/31/21
7.     Name:                 Donna Williams  
       Department:        Student Affairs  
       Position:           One-Stop Specialist  
       Action:             Temporary split in assignment, 70% Student Affairs, 30% COVID Response Team  
       New Salary:         No change  
       Effective:          Split assignment 10/1/21 until further notice, but not later than 12/31/21

**C.     SEPARATIONS****FACULTY**

1.     Name:                 Charles Heuser  
       Department:        Accounting  
       Position:           Associate Professor  
       Action:             Retirement  
       Effective:          6/30/21, with retirement on 9/1/21

**SUPERVISOR – DIRECT STUDENT CONTACT**

1.     Name:                 Richard Morales-Wright  
       Department:        EOF Office  
       Position:           Director, EOF  
       Action:             Retirement  
       Effective:          10/31/21, with retirement on 11/1/21

**1.51 Acceptance of Gifts  
Background**

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

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

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

DATE	DONOR	ITEM
August 10, 2021	Tammy Cameron 64 Aldrich Road Howell, NJ 07731	Donation of fabric and sewing items for the Fashion Design and Merchandising Program

**2.1 Acceptance of Grants****Executive Summary****A. Funding Agency:** National Science Foundation**Program Title:** Scholarships in Science, Technology, Engineering, and Mathematics Program**Short Title:** S-STEM

**Goal/Purpose:** This project, *Applying Student Knowledge for Success in Cybersecurity and Data Science*, is designed to increase the success of low-income, academically talented students with demonstrated financial need who are pursuing associate degrees in S-STEM. Brookdale's S-STEM program will recruit students into Cybersecurity and Computer Science, provide mentoring and support to students through degree completion, and facilitate student career placement in the STEM workforce.

**Program Administrator:** Michael Qaissaunee, Chair of Engineering and Technology**Total \$ Award:** \$633,935 and does not require a College match**Date Awarded:** August 24, 2021**B. Funding Agency:** National Security Administration**Program Title:** NCAE-C in Cybersecurity Education Innovation 2021-1 Curriculum to Augment the NCAE K12 RING Project**Short Title:** RING Curriculum Project

**Goal/purpose:** This project aims to develop and disseminate new content to augment an existing project called the RING (Regions Investing in the Next Generation) project. This work will be a one-year grant to develop and disseminate supplemental content to support the NCAE-C K12 RING project. The proposed instructional content will use the existing environment and tools from the NCAE-C K12 RING project. Project deliverables include:

- A cloud based HTML5 RING cybersecurity career orientation 2D virtual experience.
- The fifteen RING cybersecurity labs integrated into the RING 3D/2D virtual environments
- An additional thirty Interactive activities to supplement the current RING curriculum.
- A K12 student interactive cybersecurity capstone exercise and assessment tool.

**Program Administrator:** Michael Qaissaunee, Chair of Engineering and Technology**Total \$ Award:** \$405,386 and does not require a College match**Date Awarded:** August 20, 2021



- C. **Funding Agency:** Bergen Community College with funding from the United States Department of Labor, Education and Training Administration

**Program Title:** Scaling Apprenticeship through Sector Based Strategies

**Short Title:** Healthworks (NJHW)

**Goal/Purpose:** To develop, expand, and scale apprenticeships in health care industry occupations. Brookdale is in year three of the grant, which provides health care training to over 150 students and place several in apprenticeships with area health care providers.

The program partnership includes Bergen Community College (lead agency) along with health care industry employers, a national health care union, a healthcare business association, and the New Jersey Health Professions Consortium, a partnership of 15 New Jersey institutions of higher education (IHE). Additional partners include regional workforce development boards, one stop system providers, local government agencies, and community-based organizations working with IHEs serving respective counties and communities.

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

**Program Award:** \$468,624.00

**Award Date:** August 11, 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>
Scholarships in Science, Technology, Engineering, and Mathematics Program	\$633,935
RING Curriculum Project	\$405,386
Scaling Apprenticeship through Sector Based Strategies	\$468,624

**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.

## 2.2 Application for Grants

### Executive Summary

#### A. 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 \$ Requested:** \$ 69,076 and does not require a College match

**Date Submitted:** August 27, 2021

#### B. Funding Agency: County of Monmouth Workforce Development Board

**Program Title:** Programs Serving Youth

**Short Title:** Out of School Youth Program

**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 \$ Requested:** \$280,000 and does not require a College match

**Date Submitted:** August 30, 2021

September 28, 2021: Director of Grants and Institutional Development, Laura Qaissaunee

- C. Funding Agency:** National Endowment for the Humanities  
**Program Title:** NEH Division of Research, Summer Stipends

**Goal/Purpose:** The NEH aims to stimulate new research and publication in the humanities. This award will enable Jane Scimeca's research and early writing of her book *Mrs. Thompson Saves The Day*. The stipend will enable travel to archives and support two consecutive months of full-time work during Summer 2022. Ms. Scimeca will conduct scholarly research and draft two chapters of her book. One chapter will cover Geraldine Thompson's collaboration with Eleanor Roosevelt and another her career in New Jersey State government.

The NEH's Summer Stipends program funds individual research and may support recipients' compensation, travel, and other costs related to the proposed scholarly research.

**Project Administrator:** Jane Scimeca, Professor of History  
**Amount Requested:** \$6,000 for an Individual Award  
**Date Submitted:** September 9, 2021

**Recommendation:**

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

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held September 21, 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**

**September 28, 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	GPC, Inc.	<b>Installation of Trench Drains</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the installation of trench drains at the Performing Art Center and Collins Arena. This contract is funded by Chapter 12.	Exempt	\$ 31,563.75
2	Fire Security Technologies, Inc.	<b>Fire Alarm Inspection, Testing and Repairs, Bid No. 21-18</b> / This contract is for the upgrade of the fire monitoring systems at the Regional Locations and is funded by Chapter 12.	Bid	\$ 9,500.00
3	Magic Touch Construction Co., Inc.	<b>Masonry T&amp;M Services, Bid No. 21-11</b> / This contract is for the installation of ADA handrails for the ramp behind the BAC Building and concrete work near the landing area of the MAS Building. This contract is funded by	Bid	\$ 45,157.36
<b>Grants</b>				
4	Visiting Nurse Association Health Group	<b>Professional Services</b> / Exempt 18A:64A-25.5.a.(1) (Professional Services). This 9-month contract will provide Covid testing services on the Lincroft Campus for students. This contract is funded by HEERF and/or other emergency relief funds.	Exempt	\$ 500,000.00 *
5	Coursedog, Inc.	<b>Integrated Academic Operations Platform</b> / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This three-year contract is for the implementation and subscription to the cloud based Coursedog platform which provides integrated Curriculum Management, Catalog Management, Academic and Event Scheduling, and Academic Reporting with bi-directional integration with the ERP. The reporting and analytics include course demand projections, primetime hour distribution reports and registration monitoring to identify high-impact section offering adjustments to improve campus financial health and accelerate student success. The first year of the contract is funded by HEERF. Years 2 and 3 will be funded by the IT and Academic Affairs Budgets.	Exempt	\$ 220,025.00

6	CDW Government LLC	<b>Hardware Equipment - Center for Cybersecurity Education (CECE)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of upgraded hardware equipment to enhance the Netlab+ Virtual Lab for students to complete hands-on labs in networking and cybersecurity. This upgrade also allows students to complete labs remotely for the Cisco Certified Network Associate (CCNA) program. This contract is funded by the Securing Our Children's Future Bond Act.	Exempt	\$	125,695.78	
7	ConvergeOne	<b>Software License and On-Site Support Services - Center for Cybersecurity Education (CECE)</b> / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the purchase of NETLAB + VE Licenses and on-site support services for the upgrade of the Netlab+ Virtual Lab and Cisco Certified Network Associate (CCNA) program. This upgrade will allow up to 256 additional concurrent users. This contract is funded by the Securing Our Children's Future Bond Act.	Exempt	\$	189,905.00	
<b>Operating</b>						
8	BSN Sports, Inc. Star Sports	<b>Athletic Uniforms, Sports Apparel and Supplies</b> / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These are one year co-op contracts with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of athletic uniforms, sports apparel and supplies. These contracts are funded by the Athletic Budget. FY21 \$12,868.	Exempt	\$	44,000.00	*
9	Parchment Inc.	<b>eTranscript Services, RFP No. 06-15</b> / This is a one year extension of the contract for transcript ordering and processing services and is funded by Student Fees.	RFP		REVENUE \$2.82/Transcript Request	
10	Study Abroad Association LLC	<b>Travel Services for Short Term Faculty-Led Programs</b> / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for 3 faculty-led short term programs to Italy. These programs are for students in the following degree programs: Hospitality & Culinary; Fashion Merchandising; and Interior Design. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	\$	153,398.00	*

\* Estimated expense based on historical data

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



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

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending July 31, 2021, which totaled \$3,916,187.41. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held September 21, 2021.

## RESOLUTION

**WHEREAS**, a Complaint was filed by former Brookdale Community College (“College”) employee Millicent Rein against the College in the action titled Millicent Rein v. Brookdale Community College *et al.*, Docket No. MON-L-3900-19; and

**WHEREAS**, a Complaint was filed by former College employee Dennis Elgrim against the College in the action titled Dennis Elgrim v. Brookdale Community College *et al.*, Docket No. MON-L-3901-19; and

**WHEREAS**, the Brookdale Community College Board of Trustees authorized the College to participate in settlement negotiations in an attempt to amicably resolve said matters; and

**WHEREAS**, as a result of said negotiations, the claims brought by Dennis Elgrim as referenced above have been dismissed with prejudice; and

**WHEREAS**, as the result of said settlement negotiations a tentative agreement was reached with Millicent Rein; and

**WHEREAS**, the Board considers the proposed settlement to be the most cost effective method of resolving said matter; and

**WHEREAS**, the settlement has been recommended by assigned defense counsel and approved by the College’s insurance carrier; and

**WHEREAS**, the Board has determined that it is in the College’s best interest to settle the above referenced litigation with Millicent Rein on the terms set forth in the General Release executed by Millicent Rein on July 26, 2021.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the terms of the General Release executed by Millicent Rein on July 26, 2021 are hereby approved and the College President is hereby authorized to execute any and all documents required to effectuate the settlement of said matter.

September 28, 2021

#### 4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting September 21, 2021.

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

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

#### **Revenue:**

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

Total operating revenues for the month of July 2021 were \$16.9M and represents 21.1% of the FY22 budget of \$80M.

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

Operating revenue at July 31, 2021, was 4.9% lower than the same time last year. The tuition revenue reported in July 2020 includes HEERF funds applied to revenue losses due to COVID-19.

#### **Expenditures:**

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

Total operating expenditures through July 2021 were \$4.8M of the \$77M FY22 budget. Year-to-date July expenses represent 6.3% of the FY22 budget.

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

Total operating expenses for the same period last year were \$4.2M compared to \$4.8M this year indicating an increase of operating costs of \$620,173 or 14.7%.

#### **Cash Balance:**

At July 31, 2021, the College's balance of cash in the bank was \$23.9M, which represents a \$4M increase over the same time last year.

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

	07/31/21	07/31/20	Change	% Change
<b>Operating Revenue</b>				
State of New Jersey	\$ 835,698	\$ 397,146	\$ 438,552	110.4%
County of Monmouth	1,668,918	1,668,918	-	0.0%
Student Tuition	10,555,157	11,822,865	(1,267,708)	-10.7%
Fees	3,615,839	3,827,203	(211,364)	-5.5%
Continuing & Professional Studies	254,265	57,297	196,968	343.8%
Miscellaneous	6,825	36,436	(29,611)	-81.3%
	<b>\$ 16,936,702</b>	<b>\$ 17,809,865</b>	<b>\$ (873,163)</b>	<b>-4.9%</b>
<b>Operating Expenditures</b>				
Academic Affairs	\$ 661,551	\$ 788,955	\$ (127,404)	-16.1%
Benefits	1,230,108	968,519	261,589	27.0%
Finance & Operations	1,543,485	1,221,562	321,923	26.4%
Student Success Division	387,708	369,904	17,804	4.8%
General Expenses	308,396	147,222	161,174	109.5%
Continuing & Professional Studies	119,238	130,429	(11,191)	-8.6%
Utilities	162,354	180,519	(18,165)	0.0%
Human Resources & Safety	188,801	198,665	(9,864)	-5.0%
Planning & Intuitional Effectiveness	39,275	38,079	1,196	3.1%
President & Board of Trustees	67,004	52,792	14,212	26.9%
Advancement Division	118,647	109,748	8,899	8.1%
	<b>\$ 4,826,567</b>	<b>\$ 4,206,393</b>	<b>\$ 620,173</b>	<b>14.7%</b>
Surplus/(deficit)	<b>\$ 12,110,135</b>	<b>\$ 13,603,472</b>	<b>\$ (1,493,337)</b>	
<b>Auxiliary</b>				
Receipts	\$ 21,207	\$ 17,398	\$ 3,809	21.9%
Disbursements	115,889	93,330	(22,559)	-24.2%
<b>Surplus/ (deficit) - Auxiliary</b>	<b>\$ (94,682)</b>	<b>\$ (75,932)</b>	<b>\$ (18,750)</b>	

September 13, 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.

*Contractor has scheduled punch list work for this week.*

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. 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. Bidding schedule to be established.*



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

## Facilities Overview as of September 21, 2021

### Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Security camera & surveillance system	n/a	SHI International	<ul style="list-style-type: none"> <li>Near completion</li> <li>Addition of 2 cameras to monitor fire doors in the tunnels in-progress</li> </ul>
Lightning protection	USA Architects	Sodon Electric	<ul style="list-style-type: none"> <li>Installation of surge suppression in building electrical rooms</li> </ul>
Roof replacement, Phase III	Fraytak Veisz Hopkins Duthie PC (FVHD)	MTB, LLC	<ul style="list-style-type: none"> <li>Installation of snow guards and gutter replacement in designated areas along with replacement of Library flat roofs</li> </ul>
Retaining wall construction	Suburban Architects	Berto Construction	<ul style="list-style-type: none"> <li>Project on hold due to delivery of material</li> </ul>
Gorman Hall South renovation	Posen Architects	TBD	<ul style="list-style-type: none"> <li>Project in design phase</li> </ul>

### Projects in-planning stage:

- CVA shingle roof
- ATEC/MAS drainage

### Other Facilities updates:

- RFP for FMP - Facilities Master Plan
- Wellness Center

## **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 Vacant 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</u></b> <b><u>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
September 1	Convocation	9:00AM	Zoom
September 20	NJCCC Council Meeting	5:00PM	TBD
September 20	Governance Committee Meeting	5:30PM	Zoom
September 21	Executive Committee Meeting	5:15PM	Zoom
September 21	Finance & Facilities Committee Meeting	5:30PM	Zoom
September 22	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
<b>September 24</b>	<b>Education Golf Outing</b>	<b>All Day</b>	<b>Eagle Oaks Country Club</b>
September 28	BOT Public Business Meeting	5:30PM	Zoom Webinar
<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/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/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
<b>December 8-10</b>	<b>MSCHE Annual Conference</b>		<b>Zoom</b>
December 14	BOT Public Business Meeting	5:30PM	SLC, Navesink Rooms/Zoom Webinar

**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</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</b>	October 19 5:15 PM	October 19 5:30 PM			Oct. 18 6 PM	
Tuesday, November 16, 2021 <b>SLC, Navesink Rooms</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</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