



Brookdale Community College  
Board of Trustees Retreat  
Friday, July 30, 2021 5:30 PM (EDT)  
765 Newman Springs Rd. Lincroft New Jersey 07739  
Student Life Center, Lincroft Campus

- I. Call to Order, Reading of Statement, Roll Call and Announcement of Procedures for Making Public Comment - Chair Cram
- II. Pledge of Allegiance - Chair Cram
- III. Adoption of Agenda - Chair Cram
- IV. Public Comment on Agenda Items - Chair Cram
- V. Review of Consent Agenda - Chair Cram  
*\*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
  - A. Acceptance of Consent Agenda - Chair Cram
- VI. Approval of Consent Agenda - Chair Cram - 5 minutes
  - A. Approval of Human Resources
  - B. Ratification of Emergency Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
  - C. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
- VII. Board Development Workshop
- VIII. Public Comment - Chair Cram
- IX. Old/New Business - Chair Cram
- X. Resolution to Hold a Closed Meeting - Chair Cram
- XI. Motion to Re-Open the Meeting to the Public - Chair Cram
- XII. Adjournment - Chair Cram
- XIII. Appendix - Board Materials

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 27 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

	<b>Recommendations</b>
Faculty	2
Support Staff	2
Police	1
Adjuncts	6
Coaches	1

**B. Change of Status**

	<b>Recommendations</b>
Executive	1
Faculty	1
Supervisor – Direct Student Contact	2
Non-Supervisor – Administrative Operations	2
Support Staff	2
Coaches	1

**C. Separations**

	<b>Recommendations</b>
Faculty	1
Supervisor – Direct Student Contact	1
Non-Supervisor – Administrative Operations	1
Support Staff	3

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

1. Name: Danielle Basmagy  
Department: English  
Position: Instructor, temporary fall semester, pending successful completion of all final contingencies  
Salary: \$30,857, prorated from an annual base of \$63,717  
Effective: 9/1/21 – 12/23/21
2. Name: Kevin Squires  
Department: Computer Science  
Position: Instructor, temporary one-year position  
Salary: \$63,717  
Effective: 9/1/21 – 6/30/22

**FACULTY DEGREE SUMMARY**

Masters

2

**SUPPORT STAFF**

1. Name: Emily Potts  
Department: Continuing & Professional Studies  
Position: Associate  
Salary: \$43,655  
Effective: 8/2/21
2. Name: Lauren Quint  
Department: Foundation & Alumni Affairs  
Position: Associate  
Salary: \$43,655  
Effective: 8/2/21

**POLICE**

1. Name: Nicolette Caprio  
Department: Police  
Position: Probationary Police Officer,  
Salary: \$42,000, subject to current contract negotiations  
Effective: 8/16/21, pending successful completion of all final contingencies

**ADJUNCTS**

1. Name: Harold J. Nolan  
Department: Hospitality
2. Name: Yvonne Ovalle  
Department: Culinary
3. Name: James Sherman  
Department: Art
4. Name: Frank Slater  
Department: Music
5. Name: Jeanette Taono  
Department: Languages/ESL
6. Name: LaToya Thomas  
Department: Nursing  
Center

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters
1	5

**COACHES**

1. Name: William Fraley  
Department: Athletics  
Position: Head Coach, Men's Soccer  
Compensation: \$5,750  
Dates: 7/28/21

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

1. Name: Christine Webster-Hansen  
Department: Humanities  
Position: Institute Dean  
Action: Correction from one-year temporary to regular hire  
New Salary: No change  
Effective: 8/4/21

**FACULTY**

1. Name: Erich Lindauer  
Department: Automotive Technology  
Position: Instructor, temporary spring semester  
Action: Change in status from N5 to temporary faculty assignment  
New Salary: \$32,860 prorated from an annual base of \$63,717  
Effective: 1/18/22 – 6/30/22

**SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Patricia D’Aloia Gandolfo  
Department: Nursing  
Position: Director, Nursing  
Action: Change in status from the faculty to an A5 administrative position, through bona fide search  
New Salary: \$91,266  
Effective: 8/2/21
2. Name: Kristin Worthley  
Department: Admissions  
Position: Director, Admissions  
Action: Change in status from A4 to A5 position through bona fide search  
New Salary: 79,362  
Effective: 8/1/21

**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Rita Lo  
Department: Library  
Position: Interim Director, Library  
Action: Change in status from A4 to Interim A5 assignment  
New Salary: \$79,362, to be prorated accordingly  
Effective: 7/1/21, until further notice, but not later than 12/31/21
  
3. Name: Jonathan Shaloum  
Department: Teaching & Learning Center  
Position: Director, Teaching & Learning Center, interim assignment  
Action: Change in assignment from acting to interim  
New Salary: No change  
Effective: 7/1/21 until further notice, but not later than 12/31/21

**SUPPORT STAFF**

1. Name: Joseph Fournier  
Department: Performing Arts Center  
Position: Stage Technician  
Action: Return to regular position, from temporary COVID assignment  
New Salary: No change  
Effective: 7/1/21
  
2. Name: Matthew Walker  
Department: Performing Arts Center  
Position: Stage Technician  
Action: Return to regular position, from temporary COVID assignment  
New Salary: No change  
Effective: 7/1/21

**COACHES**

1. Name: Nilufer Onder  
Department: Athletics  
Position: Head Coach, Women's Soccer  
Action: Interim to regular coaching position  
Compensation: \$5,750  
Dates: 7/28/21

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

1. Name: John Mensing  
Department: Computer Science  
Position: Professor  
Action: Retirement  
Effective: 8/31/21, with retirement on 9/1/21

**SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Anita Molski  
Department: STEM Office  
Position: Institute Administrator  
Action: Retirement  
Effective: 10/31/21, with retirement on 11/1/21

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Laura Cheremisinoff  
Department: Registration & Records  
Position: Administrator, Scheduling & Operations  
Action: Retirement  
Effective: 10/31/21, with retirement on 11/1/21

**SUPPORT STAFF**

1. Name: Kristin Bacany  
Department: Registration & Records  
Position: Associate, Student Services  
Action: Resignation  
Effective: 8/13/21
2. Name: Thomas Bruno  
Department: Grounds  
Position: Maintenance Staff  
Action: Retirement  
Effective: 12/31/21, with retirement on 1/1/22
3. Name: Sharon Stouter  
Department: Health Science Office  
Position: Associate, Health Sciences  
Action: Retirement  
Effective: 8/31/21, with retirement on 9/1/21

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

Enclosed is a resolution with an attached item detailing a previously authorized Public Contract for Brookdale Community College in excess of \$37,500. This contract is in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract, or are legal exceptions to the Public Contracts Law.

**This request was reviewed and authorized by the President and the Board of Trustees on July 8, 2021.**

**July 30, 2021: Vice President Finance & Operations, Teresa Manfreda**



## **RESOLUTION**

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

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

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

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

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

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

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

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

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the Emergency Purchase as indicated on the attached list has been reviewed and the same are hereby ratified.

**Agenda for Emergency Purchase in Excess of \$37,500  
July 8, 2021**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
<b>Operating</b>				
1	Insurance Restoration Specialists, Inc.	<b>Emergency Remediation and Reconstruction Services</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for remediation and reconstruction services at multiple buildings on the Lincroft Campus due to storm/water damage on June 6. This contract is funded by Risk Management.	Exempt	\$ 1,000,000.00 *

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

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

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

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

**This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held July 20, 2021.**

**July 30, 2021: Vice President Finance & Operations, Teresa Manfreda**

## **RESOLUTION**

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$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**

**July 30, 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>Cares/CRRSAA</b>				
1	Gourmet Dining LLC Compass Group USA	<b>Management and Operation of Dining and Catering Services</b> / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a 3 year contract with an option for a 4th and 5th year renewal for the management and operation of dining and catering services. The first contract period is funded by the Dining Services Budget and Cares Act/CRRSAA. The College is projecting revenue for the 2nd and 3rd year of the 3 year contract.	Exempt	\$ 160,000.00 *
<b>Chapter 12</b>				
2	TEC Elevator Inc.	<b>Elevator Maintenance Services, Bid No. 20-33</b> / This contract is for the elevator door operator replacement in Larrison Hall and is funded by Chapter 12.	Bid	\$ 34,583.00
<b>Operating</b>				
3	Cengage Learning, Inc. Gale Products	<b>Subscription Services</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This is a 3 year subscription contract for various Gale online databases. This contract is funded by the Library Budget.	Exempt	\$ 26,070.72
4	Friedman Associates Advertising	<b>Recruitment and Advertising Services</b> / Exempt 18A:64A-25.5.a.(20) (Personnel recruitment and advertising). This is a one year contract for search and recruitment advertising services for executive level positions, as well as for faculty and management positions. This contract is funded by various departmental budgets.	Exempt	\$ 34,000.00 *
5	JCP&L; Direct Energy; Constellation/New Energy	<b>Electric Service</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a 2 year NJCCC Consortium contract for the supply and delivery of electricity. This contract is funded by the Utility Operating Budget. FY22 rates are \$0.0759 (Primary) and \$0.0703 (Secondary). This reflects a 7.4% increase from FY21.	Exempt	\$ 2,845,920.00 *
6	National Ultrasound Inc.	<b>Lease of (2) Ultrasound System Equipment, Bid No. 22-01</b> / Notice was sent to 4 vendors, received 2 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for the lease of (2) Ultrasound System Equipment. This contract is funded by CPS' Revenue Generating Programs.	Bid	\$ 54,000.00

\* Estimated expense based on historical data

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