



Board of Trustees Public Business Meeting

Brookdale Community College

Freehold Higher Education Center, 3680 US Highway 9 South, Freehold, NJ
or Zoom Webinar

Aug 23, 2022 5:30 PM - Aug 23, 2022 8:30 PM EDT

Table of Contents

I. Call to Order, Reading of Statement, Roll Call and Announcement of Procedures for Making Public Comment

II. Pledge of Allegiance

III. Moment of Silence

IV. Adoption of Agenda

V. Swearing in of Trustee Taiphane Orange

VI. President's Report

VII. Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee

1. Capital Project Update

2. Monthly Financial Reporting

B. Governance Committee - Board Retreat

C. Student's Perspective

D. Student Success & Educational Excellence Committee

E. Foundation Update

F. NJCCC Update

VIII. Public Comment on Agenda Items

IX. Review of Consent Agenda

*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

X. Approval of Public Business Meeting Minutes - June 28, 2022.....4

BOT PBM Minutes June 28 2022 DRAFT .docx.....4

Attachment A - BOT PBM Minutes June 28 2022..docx.....13

Attachment B - BOT PBM Minutes June 28 2022..pdf.....15

XI. Approval of Board Retreat Minutes - July 16, 2022.....16

BOT Retreat Minutes- - 7-16-2022 - DRAFT .docx.....16

XII. Approval of Special Public Business Meeting Minutes - July 25, 2022.....	19
BOT Special PBM Minutes 7-25-2022 DRAFT.docx.....	19
Attachment A - Min BOT SPBM 07-25-22.doc.....	22
XIII. Approval of Consent Agenda	
A. Approval of Human Resources.....	25
BOT HR Aug 2022 (2).docx.....	25
B. Ratification of Human Resources - July 19, 2022.....	34
BOT HR July 2022 (1).docx.....	34
C. Application for Grants.....	40
08-23-2.2-Application for Grants-Displaced Homemakers.docx.....	40
D. Ratification of Acceptance of Grants - July 19, 2022.....	41
rev-071922-2.1 Acceptance of Grants-ABE supplement.docx.....	41
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 - July 19, 2022.....	44
8-23 -22 4 2.doc.....	44
F. Ratification of 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 Purchase(s) - July 19, 2022.....	49
7-19 -22 4 2 .doc.....	49
G. Open Invoice Payment Requests for Vendor, Student and Employee.....	53
8-23-22 4 2c AP Check Register Summary.doc.....	53
H. Ratification of Open Invoice Payment Requests for Vendor, Student and Employee Payments -July 19, 2022.....	54
7-19-22 4 2c AP Check Register Summary (1).doc.....	54
I. Monthly Financial Reports.....	55
8-23-22 Brief Financial Narrative June.docx.....	55
J. Capital Project Update.....	56
8-16-22 Facilities Brief M Naparlo.docx.....	56
XIV. Approval of Addendum to Facilities Master Plan	
XV. Authorization to participate in the Summer 2022 Cycle Higher Education Grant Application for Funds for the Construction & Establishment of the Culinary & Hospitality Center on the Lincroft Campus	

XVI. Approval of Memorandum of Agreement with the Brookdale Community College Chapter of the United Adjunct Faculty Association.....	58
3.2 Adjunct Contract Settlement FY20-25 w Resolution.docx.....	58
Adjunct MOA .docx.....	60
XVII. Public Comment	
XVIII. Old/New Business	
XIX. Resolution to Hold a Closed Meeting	
XX. Motion to Re-Open the Meeting to the Public	
XXI. Adjournment	
XXII. Appendix	68
Board Schedule, Board Committees	
BOT 2022 All meetings schedule v 6 draft.docx.....	68
Committees 2022 08-23-22.docx.....	69

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

June 28, 2022

Brookdale Community College
Hazlet HEC
1 Crown Plaza
Hazlet, NJ 07730

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
	Dr. Hank Cram, Chair	Dr. Nancy Kegelman
	Mr. Paul Crupi, Trustee	Dr. Joan Scocco
	Ms. Dyese Davis, Trustee	Mr. Edward Johnson
	Ms. Barbara Horl, Trustee	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Vice Chair	Ms. Teresa Manfreda
	Ms. Marta Rambaud, Trustee (5:38 PM)	Ms. Kathy Kamatani
	Dr. David Stout, Secretary	Ms. Bonnie Passarella
	Mr. Austin Smith, Trustee (5:33 PM)	Dr. William Burns
	Ms. Natalie Watson, Trustee	Ms. Bonnie Passarella
		Dr. Yesenia Madas
		Dr. Anita Voogt
Absent:	Ms. Latonya Brennan, Trustee	
	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 June 22, 2022 at 11 am advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

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 the 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 Webster Tramell. He offered condolences to his family, friends and colleagues.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the revised agenda was made by Trustee Horl and seconded by Trustee Abby-White. The motion was passed unanimously.	
Recognition of Trustee Austin Smith Dr. Stout read a resolution honoring the service of Trustee Smith to Brookdale Community College (Attachment A).		
President's Report – A. Honoring of Ethel Brandon – Dr. Stout read a resolution in recognition of Ethel Brandon's 44 years of service to the College (Attachment B). B. Presentation – Diversity, Equity and Inclusion – Presenter: Angela Kariotis, Director of Diversity & Inclusion/CCOG presented on programming this past year that created opportunities of growth, conversation and collaboration in building toward restoration together. She extended her expertise to the Community, as a way to build community engagement and further and deepen our relationships with social organizations. Community groups that she extended outreach included High School guidance counselors, DACA High School students, and Brookdale Dreamer Students. She demonstrated how we can leverage partnerships to create experiences that bind and bound us with each other. She reviewed programming that she led or collaborated with other leaders on campus to further interdisciplinary relationships to further our work. She is currently working with Student Services to create small shifts in our processes which can make tremendous impact on the success of our students. She further elaborated on her goals for this upcoming year.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>C. Achieving the Dream (ATD) – Dr. Stout reported on the small team that attended the ATD Kickoff Conference in Charlotte, North Carolina. He thanked the Board for their willingness to invest in this initiative. He further explained that ATD is equity work and we will be looking for inequities that hide in our policies and practices. We will begin our work at the Board Retreat.</p> <p>D. Dr. Stout acknowledged Dr. Susan Pagano on her attainment of her Ed.D.</p> <p>E. Dr. Stout acknowledged and thanked Senator Gopal for endorsing a line item in the budget and if approved will provide for an additional \$550,000 in funding for the Wellness Center.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – Trustee Crupi reported on the Finance & Facilities meeting held on June 21, 2022. He highlighted the following:</p> <ol style="list-style-type: none"> 1. Facilities Update – Ian Michel, Intersect Energy, our consultant on our Solar project attended the meeting and answered questions on the Remote Net Metering agreement, which is part of the Solar Phase II project. He explained that in NJ, there are 4 major types of solar projects. We have already agreed to a Power Purchase agreement or referred to as Behind the Meter, in which the power generated by the solar canopy system in Lincroft is then used directly at Lincroft. Phase II includes Remote Net Metering, whereby excess power generated by the solar canopy system in Wall, goes into the utility grid and then utility credits will be generated to offset power consumption and other variable charges in Lincroft. These credits can be used within 12 months and assigned up to 10 accounts. For this reason, there are two phases to the project with multiple agreements. Furthermore, Mr. Michel, explained that based on power line infrastructure, our consumption needs, and space for the solar canopies, this design of the solar project would provide the most financial benefits to the College. Mr. Naparolo provided an update on the ongoing construction projects. 2. Monthly Financial Reporting - VP Manfreda reviewed the Analysis and Forecast of the Operating, Auxiliary & Capital Funds as of April 30, 2022, and the forecasted projection at year end. They are anticipating utilizing a little over one million in HEERF funds to cover loss revenue and tuition. Revenue at year end is projected to be \$76M. Expenditures are anticipated to be \$71M, which includes up to \$3M in year end adjustments. Debt and interest expenses are \$3.9M. They are anticipating an Operating Fund surplus of \$1.5M. The Auxiliary Budget was budgeted with a loss of \$1.4M, but they are anticipating a year end loss of \$706,668. \$250K in CARES funding will be used to cover losses in the Book Store, Dining, and the Arena due to the pandemic. The Capital fund has a projected deficit of \$152,220 which is attributable to risk management and the Cyber Security Grant match. A total surplus of \$651,275 is anticipated. 3. Purchases in Excess of \$37,500 – VP Manfreda reviewed the 36 recommendations which are included in the Packet. 4. Change Order Request – Roof Related Projects – The Change order is recommended to be approved to address issues with insulation being pulled off with the old metal panels over Man 103 and Man 105. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>5. HR – Ms. Sensi informed the committee there are 60 recommended items, which include hires, change of status, separations, and reappointments of Executive Administration. Change of status this month include personnel who have extensions for splitting their time between the COVID response team and their regular assignments, a reorganization in Student Affairs, and Dr. Reed will be on sabbatical next year and be working with the New Jersey Council of County Colleges.</p> <p>6. Grants/Foundation – Ms. Kaari reviewed the recommended Acceptance of Grants, Application of Grants and reviewed the financial of the Foundation.</p> <p>B. Student Success & Educational Excellence Committee – Trustee Abby-White reported on the meeting held on June 22. At the meeting an update was provided on Achieving the Dream (ATD) Conference which Dr. Stout attended. Dr. Stout on behalf of Trustee Abby-White, further elaborated on the conference. The College has been assigned two ATD Coaches who will present at our Convocation and visit in late September to meet with our employees. An ATD Steering committee and task forces will be created to allow our employees to have opportunities to engage in this three-year process. The goal of our work with ATD will be to increase equitable outcomes for our students.</p> <p>C. Student's Perspective – Trustee Smith thanked the Board for this invaluable experience to serve Brookdale students and the community. He thanked his peers for trusting and electing him to this position. He is thankful he was able to participate in Board Committee meetings which have set the focus of the College for years to come.</p> <p>D. NJCCC Update - Trustee Horl provided the following report:</p> <p>I attended the monthly meeting of both NJCCC Legislative and Public Policy Committee and the ACCT Public Policy Committee. There was a full NJCCC Council meeting last week, which I missed, but President Stout attended. Tonight I am limiting my report to the State Budget. Late last night, the state legislature made public the proposed state budget for FY2023. It is expected that this budget will be approved by the Senate and the Assembly and signed by Governor Murphy before the end of the month. Of particular interest to the community college sector, the proposed budget includes the following:</p> <ul style="list-style-type: none"> a. INCREASE OF \$5 MILLION IN OPERATING AID TO COMMUNITY COLLEGES – As I have reported, the Governor's proposed budget had community college operating aid level at \$144 million. The legislature has increased this amount to \$149 million in their proposed budget. This is the second year in a row that the budget includes an increase in operating aid, after 13 years of level funding. The \$15 million increase in the last two budgets is an 11% increase in state operating aid. b. EXPANSION OF THE COMMUNITY COLLEGE OPPORTUNITY GRANT (CCOG) PROGRAM –, there is an additional \$8 million in funding for CCOG which would allow individuals in households between \$65,001 and \$80,000 to receive financial aid support equal to half the cost of tuition. c. FUNDING FOR THE WORKFORCE CONSORTIUM – \$9 million for the Workforce Consortium, as proposed by the Governor. This includes \$3 million for the Workforce Literacy Program (a 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>partnership with NJBIA) and \$6 million to support the NJ Pathways to Career Opportunities Initiative.</p> <p>d. The budget also includes \$4 million for a NEW CCOG PROGRAM FOR ADULTS AT VOCATIONAL-TECHNICAL HIGH SCHOOLS provided that these programs are connected to programs at community colleges and \$3 million for a NEW RETURNING ADULT INITIATIVE to support efforts of colleges and universities to engage the 1 million New Jersey adults who have earned some college credits but have not earned a college degree.</p> <p>e. The budget in total is \$50.6 billion in state funds, \$3 billion in COVID funding and \$24 billion in federal funds. What is different this year is that there is a considerable surplus of approximately \$11 billion dollars, as estimated by the state Treasurer, and perhaps an even larger surplus for next year. As currently proposed, the budget will include property tax relief in various amounts for home owners and renters, a \$7 billion payment to the public worker pension fund, a temporary 10 day sales tax holiday for certain school items, and a state level child care credit worth as much as \$500. There are many additional Christmas tree items, appropriations requested by legislators for their home districts. To meet the constitutional requirement, the budget must be passed by midnight June 30th.</p> <p>E. Foundation Update – Trustee Abby-White encouraged participation in the Educational Open Golf Outing on September 22.</p>		
<p>Public Comment on Agenda Items –</p> <p>Vicent LePore, Long Branch resident – Mr. requested that there should be time restrictions on presentations, and it wasn't fair that the public is restricted to 5 minutes and we had presentations that exceeded 20 minutes.</p> <p>Ms. Gruskos confirmed no written comments were submitted.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Acceptance of Consent Agenda</p> <p>Tonight an addendum to the HR recommendations is being added to the Consent Agenda to include the change of Status of Dr. Joan Scooco from Dean of Continuing & Professional Studies to Acting Vice President of Academic Affairs.</p>	<p>A motion to adopt the revised consent agenda to include the addendum to HR was made by Trustee Abby-White and seconded by Trustee Smith.</p> <p>Motion passed unanimously.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – May 31, 2022</p> <p>B. Approval of Executive Session Meeting Minutes – May 31, 2022</p>	<p>A motion to approve the minutes from the public business meeting held on May 31, 2022 was made by Trustee Horl and seconded by Trustee Watson.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Watson and Cram</p> <p>A motion to approve the Executive Session Minutes for the meeting held on May 31, 2022 was made by Trustee Crupi and seconded by Trustee Davis.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Abby-White, Rambaud, and Cram</p>	
<p>Approval of Consent Agenda</p> <p>A. Approval of Human Resources HR Addendum</p> <p>B. Application for Grants</p> <p>C. Acceptance of Grants</p> <p>D. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p>	<p>A motion to approve the consent agenda was made by Trustee Abby-White and seconded by Trustee Watson.</p> <p>YES: Trustees Abby-White, Crupi, Davis, Horl, Rambaud, Smith, Watson and Chair Cram</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>F. Monthly Financial Reports</p> <p>G. Capital Project Update</p>	<p>NO: None</p> <p>ABSTENTIONS: None</p>	
Change Order Request	<p>A motion to approve by resolution the Change Order Request was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Crupi, Davis, Horl, Rambaud, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Memorandum of Understanding with the Brookdale Community Superior Officer's Association	<p>A motion to approve by resolution the Memorandum of Understanding with the Brookdale Community Superior Officer's Association was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Crupi, Davis, Horl, Rambaud, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Solar Project Phase II	<p>A motion to approve by resolution the Solar Project Phase II contracts was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Crupi, Davis, Horl, Rambaud, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Dr. Stout's Travel Expenses	<p>A motion to approve Dr. Stout's reimbursable travel expenses for the time period of March 14, 2021 through June 17, 2022 was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Crupi, Davis, Horl, Rambaud, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Vincent LePore, Long Branch resident – Mr. Lepore read a letter dated May 27, 2022, he received from Dr. Stout regarding his complaint about Dr. Anita Voogt. He read a response he received from the NJ State Comptroller's Office. He asked what action has been taken about his concerns about Dr. Voogt.</p> <p>Mr. Jacobs advised Mr. Lepore that is the policy of the Board that there is no cross dialogue during public comment and he would not receive a response to his questions.</p> <p>In his opinion, he stated that no action taken against Dr. Voogt is a reflection of the Board of Trustees that violations of the Code of Ethics are acceptable.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Ms. Gruskos confirmed no written comments were submitted.		
Old/New Business Trustee Davis reported on the upcoming Board Retreat on July 15 and July 16 which will have a DEI focus. The goal of the Retreat will be to create a DEI vision for the College which will help guide our operations, policies, procedures, practices, and protocols.		
Adjournment Meeting adjourned at 6:50 PM	A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Abby-White. Motion passed.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

RESOLUTION

WHEREAS, Mr. Austin Smith served with distinction as Graduate Trustee on the Brookdale Community College Board of Trustees from July 1, 2021 to June 30, 2022; and

WHEREAS, he also served as a valued, well-informed member of the Student Success & Educational Excellence Committee, Audit Committee, and Governance Committee; and

WHEREAS, Trustee Smith distinguished himself by his active participation in Board discussions; and his valued suggestions, and comments were gratefully received by the Board; and

WHEREAS, he recognized the value of board engagement and professional development, and attended the ACCT Leadership Conference, the ACCT Legislative Summit, the AACC Annual Conference and the annual Board Retreat; and

WHEREAS, Austin served as a spokesperson for the college during our legislative visits during the ACCT Legislative Summit and advocated on behalf of our students and our College, and

WHEREAS, he brought to the Board his first-hand knowledge and experience he gained during his tenure as a Brookdale Student and regularly provided a report on the student's perspective; and

WHEREAS, it should be noted that Trustee Smith served during extraordinary circumstances, and will be remembered for his care and concern for our students, faculty and staff during the pandemic; and

WHEREAS, Trustee Smith was an active and dedicated member of the Brookdale Community College Board of Trustees, and upheld the highest standards of personal and professional integrity as a board member; and

WHEREAS, Mr. Smith has earned the respect and admiration of the college community and the members of the Brookdale Community College Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, the President, and the entire College community extends their appreciation to Austin Smith for his dedication, diligence, and unwavering commitment to Brookdale Community College; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Mr. Smith so that he can have a permanent reminder of the high esteem he has earned among his colleagues.

Dr. David M. Stout
President
Brookdale Community College

Dr. Henry Cram
Chair
Brookdale Community College

RESOLUTION

WHEREAS, after nearly 44 years of exemplary service to Brookdale Community College, Ethel Brandon is embarking on a new stage in her life; and

WHEREAS, Ethel Brandon was hired to serve as a Library Media Specialist in Fall 1978 after graduating from Brookdale Community College in the previous Spring with an Associate of Applied Science degree in Library Science; and

WHEREAS, she served as a full-time Public Service Assistant, Senior Office Assistant, and Library Associate during her 43 year and 10-month career at Brookdale Community College; and

WHEREAS, Ethel completed the Stars, SuperStars, Champions, and Leadership Brookdale professional development programs; and

WHEREAS, she served as mentor to her colleagues in 2005, 2008, 2010, and 2011; and

WHEREAS, Ms. Brandon was honored with Outstanding Staff Awards by her peers during the 2005-06 and 2017-18 Academic Years; and

WHEREAS, the above summary of activities does not adequately express the impact that Ethel Brandon has had on Brookdale Community College, its employees, its students, and its surrounding community, nor does it express how beloved Ethel Brandon is or the degree to which her colleagues will miss her as she enters into retirement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, on behalf of all Brookdale students, alumni, faculty, staff and administrators, wish to recognize Ethel Brandon in honor of her distinguished career; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Ethel Brandon so that she can have a permanent reminder of the high esteem she has earned among her peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

Dr. David M. Stout
President
Brookdale Community College

Dr. Henry Cram
Chair
Brookdale Community College

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Board Retreat Special Meeting Minutes**

July 16, 2022

**Brookdale Community College
BAC, President's Conference Room
765 Newman Springs Rd.
Lincroft, NJ 07733**

Chair Cram called the meeting to order at 9 AM and roll call was taken.

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Dr. Yesenia Madas, VP Student Affairs
	M. Latonya Brennan, Trustee	Dr. Joan Scocco, Acting VP Academic Affairs
	Dr. Hank Cram, Chair	Ms. Teresa Manfreda, VP Finance & Operations
	Ms. Dyese Davis, Trustee	Ms. Nancy Kaari, VP Advancement
	Mr. Bret Kaufmann, Vice Chair	
	Dr. David M. Stout, Secretary	
	Ms. Taiphane Orange, Trustee	
Absent	Mr. Paul Crupi, Trustee	
	Ms. Barbara Horl, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	
	Ms. Natalie Watson, Trustee	Ms. Cynthia Gruskos, Recorder

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 July 11, 2022 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.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Vice-Chair Kaufmann and seconded by Trustee Davis.	
Public Comment on Agenda Items No public comment was made.		
Policy Development through a “Diversity, Equity and Inclusion” Lens On the evening of July 15, 2022, Trustees Davis, Kaufmann, Orange and Chair Cram participated in a Workshop on Diversity, Equity and Inclusion led by Angela Kariotis, Director Diversity & Inclusion/CCOG. The goal of the workshop was intended as a professional development opportunity for the Board, to assist them in developing policies that promote equitable experiences, opportunities, and outcomes for all students. The following goals were developed during the Board Retreat: <ul style="list-style-type: none"> • Review equity and inclusion statements from various organizations and develop draft language for a new Equity & Inclusion Policy. • Draft equity and inclusion language that can be added to existing policies (e.g., Trustee Code of Ethics, Effectiveness of Educational Programs, Staffing & Hiring, Concurrent Enrollment, etc.), regulations, and course syllabi. • Simplify the College’s Vision Statement and ensure equity is represented. • Develop an Administrative Unit Effectiveness Policy as a companion to the Educational Effectiveness Policy. Include draft DEI language. • Incorporate the recommendations of NACUBO into the new Strategic Plan and develop a tool for periodic progress reporting to the Board/Board Committees on each NACUBO recommendation. • Begin reporting of progress on other strategic plan initiatives once they are defined through our work with Achieving the Dream, Facilities Master Plan, and teams that are developing the four master plan components of the strategic plan (Academic Master Plan, Student Success Master Plan, Advancement Master Plan, and Organizational Optimization Master Plan). • Work with HR to reduce the length of performance evaluations to no more than two pages; increase frequency and relevance of performance evaluations. • Work with College Relations to spotlight one trustee per month in the <i>Brookdale Bulletin</i> so readers from various constituencies get to know our trustees and their stories. • Dr. Stout to complete his FY22 year-end report in preparation for his evaluation in early fall. 		

Public Comment No public comment was made.		
Old/New Business No old or new business was discussed.		
Adjournment at 12 pm.	A motion to adjourn the meeting was made by Trustee Trustee Davis and seconded by Vice-Chair Kaufmann.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Special Public Business Meeting Minutes**

July 25, 2022

**Brookdale Community College
BAC, President's Conference Room
765 Newman Springs Rd.
Lincroft, NJ 07733**

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

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Ms. Teresa Manfreda
	M. Latonya Brennan, Trustee	
	Dr. Hank Cram, Chair	Dr. Nancy Kegelman
	Mr. Paul Crupi, Trustee	Dr. Yesenia Madas
	Ms. Dyese Davis, Trustee	Mr. Ed Johnson
	Mr. Bret Kaufmann, Vice Chair	Ms. Patricia Sensi
	Ms. Taiphane Orange, Trustee	
	Dr. David M. Stout, Secretary	Ms. Kathy Kamatani
	Dr. Les Richens, Trustee	Ms. Bonnie Passarella
		Dr. Joan Scocco
Absent	Ms. Barbara Horl, Trustee	Mr. Matt Siuzdak
	Ms. Marta Rambaud, Trustee	
	Ms. Natalie Watson, Trustee	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	Ms. Cynthia Gruskos, Recorder

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 July 20, 2022 at 3 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.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda for Public Business Meeting The Executive Session was removed from the Agenda.</p>	<p>A motion to adopt the revised meeting agenda was made by Trustee Abby-White and seconded by Trustee Richens.</p> <p>Motion unanimously passed.</p>	
<p>Public Comment on Agenda Items</p> <p>No public comments were made.</p>		
<p>Approval of 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 (Attachment A)</p> <p>VP Manfreda made a recommendation to the Board to approve the purchase of property insurance which was previously quoted through Philadelphia and now we’re quoted through Chubb for \$750,000. As of today, the purchase quote is \$755,000, however we will be paying for 11 months of coverage for a little over \$692,000. There are some changes to the coverage and the deductible. They are continuing to work with CBIZ Borden Perlman to fill the gaps in coverage and that’s mainly regarding the lack of flood coverage.</p> <p>VP Manfreda explained that our 10-year claim history was a contributing factor in not being renewed by Philadelphia and denials from different markets.</p> <p>Trustee Brennan brought to the attention of the Board that approval of the Property Insurance will be followed by additional insurance coverage recommendations to cover the gaps in coverage. Although our buildings are not located in a flood zone, that does not mean we will not have flood exposure.</p>	<p>A motion to approve the 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 was made and authorizing Dr. Stout and VP Manfreda to bind the college to additional insurance coverage that they see fit pursuant to the recommendations and discussions made at this meeting</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Kaufmann, Richens, Orange and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	<p>Steps need to be made to mitigate our persistent water problems which will also reduce our risk exposure and improve our insurability.</p> <p>Perform an analysis of our claim’s history.</p> <p>As a result of the increased deductibles, Trustee Kaufmann suggested that our financial budget be adjusted to cover possible increased deductibles.</p>

Trustee Brennan stated that this is our best option and there will be additional premiums associated with binding this coverage, and as a result she suggested the Board give Dr. Stout authorization to approve the additional premiums to ensure we are adequately insured in a timely matter.		
Public Comment No Public comment was made.		
Old/New Business Trustee Brennan recommended that our property insurance and our environmental insurance be through the same broker. She asked for a further explanation of why we have two different brokers and an analysis of the impact on risk management with two different brokers regarding any potential mold claims. An update on the Larrison Hall roofing issue to be made to the Board.		
Adjournment <i>The meeting was adjourned at 6 PM.></i>	A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Abby-White. Motion passed.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

*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 25, 2022.

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 25, 2022**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Operating				
1	CBIZ Borden Perlman	Property Insurance, RFP No. 07-21 / This is the 2nd year of the contract with an option for a 3rd year renewal for property insurance. This contract is funded by the Operating Budget.	RFP	\$ 750,000.00
* Estimated expense based on historical data				
** Separate attachment - List of Vendors				
Unless otherwise exempt, bids were publicly advertised according to law.				

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 26 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Faculty

2

Support Staff

2

Adjuncts

16

Coaches

2

B. Change of Status**Recommendations**

Faculty

3

C. Separations**Recommendations**

Support Staff

1

A. HIRES**FACULTY**

1. Name: Bryan Cocchiara
Department: Philosophy
Position: Instructor, full-time one-year temporary position
Salary: \$66,584, subject to current contract negotiations
Effective: 9/1/22, pending completion of all final contingencies
2. Name: Morgan Stierman
Department: English
Position: Instructor, full-time temporary, fall semester
Salary: \$30,857, prorated from an annual base of \$63,717, subject to current contract negotiations
Effective: 9/1/22 – 12/23/22, pending completion of all final contingencies

FACULTY DEGREE SUMMARY

Masters

2

SUPPORT STAFF

1. Name: Debra Homefield
Department: Print Shop
Position: Senior Technician
Salary: \$40,279, subject to current contract negotiations
Effective: 9/1/22, pending completion of all final contingencies
2. Name: Lauren Pacelli
Department: Health Sciences Office
Position: Senior Office Assistant
Salary: \$40,279, subject to current contract negotiations
Effective: 9/1/22, pending completion of all final contingencies

ADJUNCTS

1. Name: Francine Argento
Department: Nursing
2. Name: Amber Astalos
Department: Nursing

- | | | |
|-----|-------------|-------------------|
| 3. | Name: | Melissa Daus |
| | Department: | Education |
| 4. | Name: | Michelle Delaney |
| | Department: | Nursing |
| 5. | Name: | Tracy Hallbauer |
| | Department: | Nursing |
| 6. | Name: | Madison Kenny |
| | Department: | Nursing |
| 7. | Name: | Karen Lowe |
| | Department: | Nursing |
| 8. | Name: | Ivory Luke |
| | Department: | College Success |
| 9. | Name: | Janel Mittelstedt |
| | Department: | Library |
| 10. | Name: | Deborah Pennell |
| | Department: | Education |
| 11. | Name: | Tina Pontebbi |
| | Department: | Nursing |
| 12. | Name: | Erica Quezada |
| | Department: | Nursing |
| 13. | Name: | Jennifer Quirk |
| | Department: | Nursing |
| 14. | Name: | Mark Sedlak |
| | Department: | Nursing |
| 15. | Name: | Jisenia Torres |
| | Department: | College Success |

16. Name: Mandy Virola
Department: Nursing

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
1	15

COACHES

1. Name: Brendon Bailey
Department: Athletics
Position: Assistant Coach, Women's Volleyball
Compensation: \$4,400
Dates: 9/1/22, pending completion of all final contingencies
2. Name: Caroline Duerr
Department: Athletics
Position: Assistant Coach, Women's Soccer
Compensation: \$4,400
Dates: 9/1/22, pending completion of all final contingencies

B. CHANGE OF STATUS**FACULTY**

1. Name: Robert Gant
Department: Biology
Position: Instructor, full-time, one-year temporary position
Action: Temporary change in status from PSA to the faculty
New Salary: \$65,150, subject to current contract negotiations
Effective: 9/1/22, pending completion of all final contingencies
2. Name: Sally Kimble
Department: Biology
Position: Instructor, full-time, one-year temporary position
Action: Temporary change in status from PSA to the faculty
New Salary: \$65,150, subject to current contract negotiations
Effective: 9/1/22, pending completion of all final contingencies

3. Name: George Poosikian
 Department: Automotive Technology
 Position: Instructor, full-time, one-year temporary
 Action: Temporary change in status from PSA to the faculty
 New Salary: \$63,717, subject to current contract negotiations
 Effective: 9/1/22, pending completion of all final contingencies

C. SEPARATIONS**SUPPORT STAFF**

1. Name: Laina Tollefsen
 Department: Biology
 Position: Instructional Assistant, Closed Lab
 Action: Resignation
 Effective: 8/16/22

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 14 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Faculty	1
Non-Supervisor – Direct Student Contact	1
Support Staff	1
Adjuncts	5

B. Change of Status**Recommendations**

Executive	1
Supervisor – Administrative Operations	1
Non-Supervisor – Direct Student Contact	1
Non-Supervisor – Administrative Operations	1

C. Separations**Recommendations**

Non-Supervisor – Administrative Operations	2
--	---

A. HIRES**FACULTY**

1. Name: Chelsea Rizzolo
Department: Library
Position: Instructor, tenure track
Salary: \$63,717, subject to current contract negotiations
Effective: 9/1/22, pending completion of all final contingencies

FACULTY DEGREE SUMMARY

Masters

1

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Ashley Taylor
Department: Advising
Position: Student Success Coach/Advisor
Salary: \$59,690 subject to current contract negotiations
Effective: 8/1/22, pending completion of all final contingencies

SUPPORT STAFF

1. Name: Melissa Ford
Department: Library
Position: Associate, Library
Salary: \$43,655 subject to current contract negotiations
Effective: 8/1/22, pending completion of all final contingencies

ADJUNCTS

1. Name: Morgan Cline
Department: Fashion Merchandising/Marketing
2. Name: Timothy Awojobi
Department: Business
3. Name: Andrew Kolbasovsky
Department: Psychology
4. Name: Alison Le Vine
Department: Psychology

5. Name: Leo Gibney
Department: Psychology

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
3	2

B. CHANGE OF STATUS**EXECUTIVE**

1. Name: Linda Roma
Department: Continuing & Professional Studies
Position: Acting Dean
Action: Temporary change in status from an A6 to Executive level position
New Salary: \$113,000, prorated accordingly, pending FY23 Executive Compensation adjustment
Effective: 8/1/22, until further notice, but not later than 6/30/23, pending completion of all final contingencies

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Susan Pagano
Department: Continuing & Professional Studies
Position: Acting Director, Workforce Training
Action: Temporary change in status from an A4 to an A6 position
New Salary: \$93,303, prorated accordingly, subject to current contract negotiations
Effective: 8/1/22, until further notice, but not later than 6/30/23, pending completion of all final contingencies

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Christopher Carroll
Department: Continuing & Professional Studies
Position: Program Administrator, Business & Career Training
Action: Monthly stipend of \$285 for additional A4 responsibilities, pending possible adjustment for FY23
Effective: 8/1/22, until further notice, but not later than 6/30/23

2. Name: Sue Desiderato
 Department: Academic Affairs
 Position: Associate Director
 Action: Change in title and department
 New Salary: No change
 Effective: 7/1/22, pending completion of all final contingencies

C. SEPARATIONS**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Sara Brown
 Department: Chhange
 Position: Director
 Action: Resignation
 Effective: 8/31/22
2. Name: Lori Krane
 Department: ABE/GED
 Position: Program Manager, ABE/Alternate Route
 Action: Resignation
 Effective: 9/9/22

2.2 Application for Grants

Executive Summary

A. Funding Agency:

Program Title: Displaced Homemakers

Short Title:

B. New Jersey Department of Community Affairs, Division on Women

Program Title: Displaced Homemakers Program

Short Title: DH Services

Goal/Purpose: To support individuals in achieving financial self-sufficiency due to a loss of their primary source of income due to separation, divorce, widowhood, spousal disability or spousal military deployment.

The program provides employability skills training to approximately 200 displaced homemakers residing in Monmouth County. Program services include intake and assessment, computer training, job readiness, healthy eating, financial literacy workshops and a weekly support group. Services are provided at no cost to the clients.

The Displaced Homemakers Services has been supported by Brookdale Community College for over thirty years.

Program Administrator: Linda Roma, Acting Dean, Continuing and Professional Studies

Total \$Requested: \$150,000 with a match of \$27,231

Date Submitted: July 20, 2021

Recommendation:

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

2.2 Acceptance of Grants

Executive Summary

- A. Funding Agency:** New Jersey Department of Labor and Workforce Development
Program Title: Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program
Short Title: ABE/GED Supplement – Online Teaching and Learning Initiative

Goal/Purpose: The College has been awarded supplemental State funding for its current FY22 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program. Funds for this initiative must be fully expended by September 30, 2022. The funds will support an On-line Teaching and Learning Initiative to augment the ABS/IELCE programs.

Program Administrator: Linda Roma, Director Continuing & Professional Studies
Total Award: \$187,746
Date Awarded: June 30, 2022

B. New Jersey Community College Consortium for Workforce and Economic Development

Program Title: New Jersey Pathways to Career Opportunities
Short Title: Pathways Initiative in Healthcare Technology and Administration and Data Science

Goal/Purpose: The New Jersey Pathways to Career Opportunities initiative, brings together employers, industry associations, labor unions, education institutions, and workforce development partners to provide students, adult learners, and workers with the education and career pathways they need to find new careers to earn competitive wages, and to ensure that employers have access to a highly skilled innovative workforce to meet critical labor market needs. Brookdale's funding supports two Centers for Workforce Innovation, Healthcare Technology/Administration and Data Science.

July 19, 2022: Director of Grants and Institutional Development, Laura Quassaunee

This statewide collaborative approach to education and workforce training innovation is inclusive, timely, and sustainable, and is supported by a \$8.5 million investment from Governor Murphy and the Legislature

The programs will be administered by their respective Institutes as well as CPS.

Total Award: \$305,000 (\$203,500 for Healthcare Technology and \$101,500 for Data Science)

Date of Award: July 19, 2022

Recommendation:

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

RESOLUTION

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

	<u>Amount</u>
NJ Department of Labor and Workforce Development <i>Online Teaching and Learning Initiative</i>	\$187,746
New Jersey Community College Consortium for Workforce and Economic Development <i>New Jersey Pathways to Career Opportunities</i>	\$305,000

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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

July 19, 2022: Director of Grants and Institutional Development, Laura Qaissaunee

*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 August 16, 2022.

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
August 23, 2022**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	Oak Security Group	Push Button Locks / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of (100) push button locks and is funded by Chapter 12 (Life Safety).	Exempt	\$ 27,075.00
2	Shore Top Construction Corp.	Drainage Improvements, Bid No. 23-02 / Notice was sent to 22 vendors, received 13 replies. This contract is for drainage improvements on the Lincroft Campus and is funded by Chapter 12.	Bid	\$ 187,914.00
Grants				
3	Burlington English	Software Subscription / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for an online digital solution for the Adult Language Learner. This unique English software offers a blended learning solution which combines in-person teacher led instruction and online lessons a student can participate at any time and place. This contract will provide (277) licenses for students attending ESL classes and is funded by the Adult Basic Skills Grant.	Exempt	\$ 26,592.00
4	Stryder Corp. dba Handshake	Software Subscription / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a 3 year contract for a career services platform to connect students with potential employers. This contract is funded by the NJ Accelerator Internship Grant.	Exempt	\$ 20,475.00
5	Broadcaster's General Store	Radio Station Equipment / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This contract is for the supply and delivery of equipment to modernize the Radio Stations' facilities. The equipment will enable the Radio Station to work more closely with students and outfit a new podcasting studio. This contract is funded by the American Rescue Plan Act of 2021 (Grant).	Exempt	\$ 35,352.50

Operating

6	Monmouth County Vocational School District	Lease Agreement for Culinary Education Center / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for the lease payment of the Culinary Education Center located in Asbury Park. This contract is funded by the Operating Budget. FY22 \$0.	Exempt	\$	60,000.00	
7	**See attached List of Firms.	Special and Conflict Legal Counsel, RFQ 01-2023 / Notice was sent to 9 firms, received 5 replies. This is a 10-month contract with an option for a 2nd year renewal for pre-qualified firms to provide special and conflict legal counsel services. These contracts will be funded by the Operating Budget. FY22 \$0.	RFQ			
8	T.L. Groseclose Associates Inc.	Insurance / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for Intercollegiate Sports Accident and Catastrophic insurance policies. This contract is funded by the Operating Budget. FY22 \$49,500.	Exempt		\$46,526.00	
9	Turnitin, LLC	Software Service Renewal / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op renewal agreement with New Jersey County College Joint Purchasing Consortium for Turnitin which is a web-based plagiarism detection software. This contract is funded by the Library Budget. FY22 \$26,919.20.	Exempt	\$	29,678.42	
10	American Academy Holdings, LLC (AAPC)	Online Certified Professional Coder and Certified Professional Biller Certification Programs / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This is a one year contract for online Certified Professional Coder and Certified Professional Biller Certification Programs and is funded by CPS' Revenue Generating Programs. FY22 \$15,383.	Exempt	\$	25,000.00	*
11	Study Abroad Association LLC	Travel Services for a Faculty-Led Short Term Program / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to London. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	\$	54,260.00	*

12	Parchment Inc.	Electronic Transcript (E-Transcript) Services, RFP No. 01-23 / Notice was sent to 12 vendors, received 1 reply. This a 3 year contract with an option for a 4th and 5th year renewal for transcript ordering and processing services. This contract is funded by Student Fees.	RFP	REVENUE \$2.45/Transcript Request
13	R. Helfrich & Son Bus Company	Charter Bus Services for Athletics, Bid No. 23-03 / Notice was sent to 8 vendors, received 1 reply. This contract is for charter bus services for 17 intercollegiate athletic events during the Fall and is funded by the Athletic Budget. * Estimated expense based on historical data ** Separate attachment - List of Vendors Unless otherwise exempt, bids were publicly advertised according to law.	Bid	\$ 16,550.00

Item No. 7

RFQ 01-2023, Special and Conflict Legal Counsel

- Weiner Law Group, LLP
- Malamut & Associates LLC
- King Moench & Collins, LLP
- Adams, Gutierrez & Lattiboudere, LLC
- Rainone Coughlin Minchello

*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 19, 2022.

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 19, 2022

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	EACM, Corporation	HVAC and Electrical Upgrades for the Student Life Center's Esports Room, Bid No. 23-01 / Notice was sent to 16 vendors, received 3 replies. This contract is for HVAC and electrical upgrades in the Esports room and is	Bid	\$ 282,000.00
Operating				
2	SSP Architectural Group, Inc.	Professional Architectural and Engineering Services, RFQ No. 05-2022 / This contract is for professional architectural and engineering services for the design of the Culinary Education Center. This contract is funded by the Operating Budget pending approval of the Higher Education Facilities Trust Fund.	RFQ	\$ 25,800.00
3	Brightly Software, Inc. (formerly Dude Solutions, Inc.)	Facilities Maintenance Software Renewal / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is the 1st year of a 3 year contract for Facilities' work order and equipment inventory software. This contract is funded by the Facilities Budget. FY22 \$17,358.58	Exempt	\$ 18,400.10
4	Neptune Township School District	Lease and Utilities for Neptune Regional Location / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for the payment of the lease and utilities for the Neptune Regional Location and is funded by the Operating Budget. FY22 \$171,679.	Exempt	\$ 175,745.00
5	ACCSES New Jersey, Inc.	Promotional/Recruitment Giveaways / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of promotional/recruitment giveaways. This contract is funded by various grants, College Relations, Institutional Marketing and various departmental budgets.	Exempt	\$ 40,000.00 *

6	GPC, Inc.	Carpentry/Construction Services / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for carpentry and construction services at the Freehold Regional Location where Seton Hall University will lease this space for their accelerated nursing program. This contract is funded by the Operating Budget which will be reimbursed by Seton Hall University.	Exempt	\$	200,000.00 *
7	N.J. Council of County Colleges (NJCCC)	Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional Consulting Services). This 11-month contract will provide consulting services on strategic planning and Achieving the Dream initiatives. This contract is funded by the Operating Budget.	Exempt	\$	61,990.50
8	CBIZ Borden Perlman	Property Insurance, RFP No. 07-21 / This is the 2nd year of the contract with an option for a 3rd year renewal for property insurance. This contract is funded by the Operating Budget.	RFP		To Be Determined

* Estimated expense based on historical data

** Separate attachment - List of Vendors

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 June 30, 2022, which totaled \$2,866,561.21. 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 August 16, 2022.

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending May 31, 2022, which totaled \$2,640,810.65. 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 July 19, 2022.

Financial Overview at June 30, 2022

The following financial summary provides an overview of year-to-date preliminary financial performance at June 2022 compared to the FY22 budget. The Finance office is currently working with the auditors to finalize the FY22 financial statements.

Revenue:

Compared to Budget

Total operating revenue through the month of June 2022 was \$76.3M and represents 95% of the FY22 budget of \$80M.

Expenditures:

Compared to Budget

Total operating expenditures through June 2022 were \$69.0M or 90% of the \$77M FY22 budget. This amount does not include year-end adjustments which are projected to be \$2.1M.

Cash Balance:

At June 30, 2022, the College's total cash position was \$29.5M, which represents a \$808K increase over the same time last year. The average balance for FY21 was \$27.1M compared to \$30.7M this year indicating an average balance increase of 13.2%. The College's total interest earned for FY22 was \$38,884.

Brief: Facilities Overview as of August 16, 2022

Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Gorman Hall South renovation	Posen Architects	Shoreland Construction Inc.	<ul style="list-style-type: none"> Demolition work is 90% complete. Roof installation nearing completion. Installation of sheet rock prepping for floor installation and electrical and plumbing continues.
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> Demolition is complete. Carpenter has started framing and electrical continues to be roughed in.
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> Bi-monthly committee meetings still in progress. We are in the final stages of preparing documents needed to complete the FMP.
CVA and Maintenance Roof	DRG	Northeast Roof	<ul style="list-style-type: none"> Demolition of CVA roof has begun and sections have a new roof. Anticipate Maintenance roof to start week of August 15.
ATeC & MAS Drainage	Colliers	TBD	<ul style="list-style-type: none"> Bid document was advertised and contract expected to be awarded at August board meeting.

Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> • Lincroft - About 70% of the North section in Lot 5 has been completed and opened. Parking Lot 6 and 6A will be closed until September 15. Wall –Foundations have been poured and installation of conduit continues. Steel in process of being erected.
Modernization of Lincroft Elevators	USA Architects		<ul style="list-style-type: none"> • Drawings submitted to College, reviewed, and sent to Purchasing August 10 to be advertised.
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> • Award letter and post award agreement finalized. Pre-construction meeting to be scheduled.

Projects in-planning stage:

- Relocation of Culinary to Lincroft

SUBJECT: Adoption of the Brookdale Community College
Chapter of the United Adjunct Faculty, Local 2222
Settlement Agreement

DATE: August 23, 2022

CATEGORY: Human Resources

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: **APPROVAL**

ENCLOSURE(S): Resolution Adopting 2020-
2025 Adjunct Faculty
Settlement Agreement &
Memorandum of
Agreement

BACKGROUND:

The College entered into negotiations with the adjunct faculty in the Spring 2019. Impasse was declared in early 2020 and Mediation was suspended by the AFT during the pandemic. After numerous mediation and fact finding sessions, the BCC Chapter of the United Adjunct Faculty and the College Management teams came to a tentative agreement on June 3, 2022, subject to ratification.

The Chapter notified the College on August 18, 2022, that the tentative agreement was ratified by the adjuncts. A summary of the terms of the 2020-25 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 Chapter of the United Adjunct Faculty, Local 2222 and Brookdale Community College, as proposed.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: August 10, 2022

EFFECTIVE DATE: July 1, 2019

RESOLUTION

WHEREAS, the Brookdale Community College Chapter of the United Adjunct Faculty is the exclusive representative for collective negotiations on behalf of credit adjuncts; and

WHEREAS, this is the first negotiated contract between the College and Adjuncts; and

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

WHEREAS, the United Adjunct Faculty ratified the Agreement on August 18, 2022; and

WHEREAS, Labor Counsel and the President recommend approval of the proposed Agreement, approved by the Brookdale Community College United Adjunct Faculty; 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 August 4, 2022, on behalf of the Board of Trustees of Brookdale Community College.

**MEMORANDUM OF AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF
BROOKDALE COMMUNITY COLLEGE AND THE BROOKDALE COMMUNITY
COLLEGE CHAPTER OF THE UNITED ADJUNCT FACULTY, LOCAL 2222,
AMERICAN FEDERATION OF TEACHERS, AFL-CIO**

The Negotiations Teams recommend the following terms to their respective membership, subject to ratification:

PREAMBLE:

This Agreement effective the 1st day of July 1, **2019** is made by and between the Board of Trustees of Brookdale Community College, Lincroft, New Jersey, hereinafter referred to as the "College" and the Brookdale Community College Chapter of the United Adjunct Faculty of New Jersey, Local 2222, American Federation of Teachers, AFL-CIO, hereinafter called the "the Union."

Article1 – Recognition

A. Included in the bargaining unit are all adjunct faculty members who have accepted teaching assignments for credit courses at Brookdale Community College.

B. Excluded from the bargaining unit are all managerial executives, confidential employees and supervisors within the meaning of the New Jersey Public Employment Relations Act ("the Act"), all non-exempt full time and/or part-time employees, police employees, casual employees, all adjunct faculty who are employed in another capacity by the College, employees represented in other negotiations unit(s), full-time faculty, instructional assistants, non-credit instructors, all administrative personnel, hourly adjunct faculty, and all other full and/or part-time employees of Brookdale Community College.

Article 2 – Dues Deduction

- A. The College shall deduct dues from the salary of each full member of the Chapter who has voluntarily authorized the College to deduct. Authorization shall be written and shall continue in force in accordance with the law. The Chapter will provide the initial membership/dues deduction authorization form(s) and deliver the signed forms to the Payroll Manager. The Chapter will provide any notice of withdrawal to the Payroll Manager.
- B. The Chapter shall provide the Payroll Manager with the rate of membership dues. If during the life of this Agreement, there is a change in the rate of membership dues, the Chapter shall furnish written notice to the College sixty (60) days prior to the effective date of the change.
- C. The dues monies, together with the list of all adjunct faculty from whose salary dues monies have been deducted, shall be transmitted to the Chapter Treasurer with ten (10) days of the last payday of the month in which adjunct faculty are paid.

Article 3 – Definitions

- A. “College” as used in this Agreement shall refer to Brookdale Community College.
- B. “Board” as used in this Agreement shall refer to the Board of Trustees of Brookdale Community College.
- C. “Chapter” as used in this Agreement shall refer to the Brookdale Community College Chapter of the United Adjunct Faculty of New Jersey, Local 2222, American Federation of Teachers (AFT), AFT-NJ, AFL-CIO.
- D. “Bargaining Unit” as used in this Agreement shall refer to all adjunct teaching faculty employees represented by the Chapter as defined in Article 1, Recognition.
- E. “Bargaining Unit Members” as used in this Agreement shall refer to each adjunct faculty employee who is eligible for membership in this Bargaining Unit as defined in Article 1, Recognition.
- F. “Semester as used in this Agreement shall refer to the fifteen week Fall and Spring semesters of the academic year.
- G. “Term” as used in this Agreement shall refer to a time period of less than fifteen weeks.

Article 4 – Classroom Observation and Evaluations

- A. Notice of intent to observe a class shall be given to adjunct faculty members at least seven calendar days in advance. The College retains the right to conduct observations without notice when it has reasonable cause to do so. The Notice will include the criteria for the observation.
- B. A written report (evaluation) will be prepared based on the observation. Adjunct faculty members shall have the opportunity to discuss the evaluation with the evaluator and sign the report within ten (10) calendar days. Signing the report indicates that the adjunct faculty member has read it but not that he or she agrees with the contents. If the adjunct member refuses to sign the report, it will be placed in the file with a note regarding refusal to sign.
- C. Adjunct faculty members may append comments to the written report and said comments shall be attached to the report and copied to the Department Chair and the Dean.

Article 5 – Information Exchange

- A. The Chapter agrees to furnish to a designee named by the College a complete list of officers of the Chapter including titles and contact information and to keep such list current.

B. The College agrees to furnish to the Chapter a register of bargaining unit members who are teaching in any given semester by the end of the sixth (6th) week of the semester, if requested. The register shall be provided in electronic form in an Excel file and shall include the following fields:

1. Name
2. Home address
3. Email address
4. Telephone number
5. Number of scheduled credits teaching in current semester
6. Work department, institute and campus
7. Full member status or non-member status for dues purposes

C. The College shall respond to inquiries from the Chapter officers regarding deductions and status of bargaining unit member(s) within ten (10) working days of said request.

Article 6 – Bargaining Unit Member Rights

A. Pursuant to Chapter 303, Public Laws 1968, amended by Chapter 123, Public Laws 1974, the College hereby agrees that bargaining unit members shall have the right to freely organize, join and support the Chapter and its negotiations and other legal concerted activities. The College undertakes and agrees that it shall not discourage, deprive or coerce negotiations unit members in the enjoyment of any rights conferred by the New Jersey Public Employer-Employee Relations Act, that it shall not discriminate against any members with respect to wage, hours, or any term or condition of employment by reason of the employee's membership in the Chapter and its affiliates, collective negotiations with the College or any grievance, complaints or proceedings under this Agreement with respect to any terms and condition of employment.

B. Bargaining unit members shall not be prevented from wearing pins as identification of membership in the Chapter or affiliates.

C. The College shall comply with the New Jersey Law Against Discrimination ("NJLAD").

D. Bargaining unit members shall not be disciplined or terminated during their term of assignment without just cause. Discipline shall be applied in a non-discriminatory fashion and shall be determined on a case-by-case basis. Unit members subject to disciplinary action retain the right to utilize the grievance procedure contained in this Agreement.

E. Employment of adjunct faculty is on a semester- by-semester basis. There is no guarantee of re-employment for any subsequent semester.

F. Nothing contained herein shall be construed to deny or restrict any unit member such rights that he or she may have under the New Jersey school laws or other applicable laws or regulations.

H. The College shall provide each bargaining unit member with an email account and a designated area for receipt of mail. Said email account shall be the authorized method by which the Chapter may communicate with each bargaining unit member.

Article 7 – Chapter Rights

A. The Chapter and its representatives shall have the right to reasonable access to the College premises to conduct official Chapter business including but not limited to membership meetings provided it does not interfere with the educational process or operations of the College.

B. Non-employee adjunct faculty Chapter representatives shall have reasonable access to the College premises to conduct official Chapter business.

C. The College shall provide reasonable bulletin board space for the posting of Chapter related materials on each Campus.

D. The Chapter may use the College internet system and internal mail system for communicating with its unit members.

E. Upon request, the College agrees to furnish to the Chapter the approved minutes of the public Brookdale Community College Board of Trustees meetings.

Article 8 – Board Rights

A. The Board hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and the United States.

B. The exercise of the foregoing powers, rights, authorities, duties or responsibilities of the Board, the adoption of policies, rules, regulations and practices in the furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited by the terms of this Agreement, and then only to the extent such terms are in conformance with the Constitution and the laws of New Jersey and the United States.

C. Nothing contained in this Agreement shall be construed to limit the freedom of the Board or its agents to deal with governmental agencies and professional organizations, provided however, that this dealing shall not repeal, rescind or be otherwise inconsistent with the terms and conditions of this Agreement.

Article 9 – Wages

A. The College will pay all bargaining unit members employed in any semester/term covered by this Agreement the following:

<u>ACADEMIC YEAR</u>	<u>WAGE PER CREDIT HOUR*</u>
2019-2020	\$850.00
2020-2021	\$875.00
2021-2022	\$900.00
2022-2023	\$930.00
2023-2024	\$955.00
2024-2025	\$985.00

Pay for the Fall and Spring semesters will start on October 15th for the Fall semester and February 28th for the Spring semester.

*Payment is generally by credit hour with exceptions in some disciplines where payment may reflect laboratory hours covered by staff separately from lecture hours.

B. Retroactive payments

After the contract is fully ratified, adjuncts who are teaching in the Fall 2022 will receive retroactive pay for the semesters taught from Fall 2019. Even if the adjunct is not assigned to teach in the Fall 2022, retroactive adjustments in pay will be made for the Fall, 2021 and/or the Spring, 2022, for adjuncts who worked in those semesters.

C. **Office hours** – Beginning in the Fall 2022 semester, the College and the Chapter agree that all bargaining unit members appointed to teach in any semester, must have one (1) virtual office hour per week regardless of the number of classes assigned.

Office hours will be paid according to the following hourly rate schedule:

2022 - 2023	46.50
2023 - 2024	47.75
2024 - 2025	49.25

Article 10 – Grievance Procedure

A grievance is a claim by an adjunct faculty member or the Union regarding any violation of the Board of Trustees approved terms and conditions specifically referred to in this Agreement.

Failure to comply within the time limits as specified below will, if failure on the part of the grievant, disallow the grievance, or if failure on the part of the administrators, allow the grievance to proceed to the next step. Notification will be given to the grievant.

1. Informal - Step One

A bargaining unit member with a grievance shall first discuss it with his/her Institute Dean, Director and/or other appropriate supervisor within thirty (30) calendar days from the time the employee knew or should have known of its occurrence with the

objective of resolving the matter informally. The Chapter may be involved at the informal level but must be involved in all formal steps.

2. Formal - Step Two – Vice President's Level

If the aggrieved person is not satisfied with the disposition of the grievance at Step One (the informal stage), he/she may file the grievance in writing within ten (10) working days. The written grievance shall be presented to the Vice President*. The Vice President may set a hearing date within ten (10) working days of receipt of the written grievance. A written response to the grievance will be provided to the grievant within ten (10) working days of the grievance hearing, if one is conducted, or within ten (10) working days of receipt of the grievance in the absence of a hearing.

*Hereinafter, reference to the "Vice President" shall mean the supervising Vice President unless specifically indicated as Vice President, Academic Affairs or Vice President, Student Affairs, or Associate Vice President, Educational Access and Innovation.

3. Formal - Step Three - President's Level

If the aggrieved person is not satisfied with the disposition of the grievance at Step Two (Vice President's level), or if no decision has been rendered within ten (10) working days after the grievance was delivered or the hearing was conducted, he/she may, within ten (10) working days request in writing that the grievance be advanced to Step Three, the President's level. The hearing date may be set within ten (10) working days of receipt of the grievance and, if scheduled, will be heard by the President or his/her designee (not the Step 2 hearing officer). Disposition of the grievance shall be made in writing within ten (10) working days of the hearing, if one is conducted, or within ten (10) working days of receipt of the grievance in the absence of a hearing.

4. - Arbitration

A. If the aggrieved person is not satisfied with the disposition of his/her grievance by the President and the grievance is based upon a violation of the contract between the Board of Trustees and the Union, he/she may request in writing within 10 working days of the Step 3 disposition that the Union submit its grievance to arbitration. If the Union determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) working days after receipt of a request by the aggrieved person.

B. The Union shall request a list of arbitrators from the Public Employment Relations Commission (P.E.R.C.). The parties shall then be bound by the rules and procedures of P.E.R.C.

C. The arbitrator so selected shall confer with the representatives of the Board and the Union and hold hearings promptly and shall issue a decision not later than twenty (20) days from the date of the close of the hearing, or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to the arbitrator. The arbitrator's decision shall be in writing and shall set forth findings of fact, reasoning and conclusions on the issue submitted. The arbitrator shall be without power or authority to alter, modify, add to or subtract from the provisions of this Agreement nor to make any decision,

which requires the commission of an act prohibited by law or violates the terms of this Agreement. The decision of the arbitrator shall be submitted to the President and the Chapter and shall be advisory upon the parties.

D. The decision to re-employ an adjunct beyond the term of an assignment is not subject to grievance or arbitration.

E. The only issues involving discipline which may be submitted to arbitration are those in which a member has been suspended or terminated during a semester in which the bargaining unit member has been actively employed. In any grievance arbitration proceeding regarding termination or suspension, the arbitrator shall be limited to an award of the salary the bargaining unit member would have received in the semester but for the termination or suspension. The arbitrator shall have not authority to award reinstatement or any other relief.

F. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the costs of the hearing room shall be borne equally between the Board and the Union. Any other expenses incurred shall be paid by the party incurring the same.

5. Any aggrieved adjunct faculty member may represent him or herself or be represented by the Union's appointed representative, up to the point of arbitration. However, only the Union may move the grievance to arbitration and only the Union shall provide representation at any such arbitration hearing.

6. All meetings or hearings under this procedure shall not be held in public and shall include only such parties in interest and their designated representatives.

Article 11 - Teaching Loads

- A. Bargaining unit members shall be eligible to accept a workload of no more than nine (9) credit hours per fall semester and nine (9) credit hours per spring semester.
- B. Work assignments shall be subject to approval by the Institute Dean and subject to established maximums. The calculation of hours worked will be as determined by the College.
- C. Bargaining unit members shall not apply for or accept any other non-teaching assignment or college employment without the written pre-approval of the Vice President, Academic Affairs and the Associate Vice President, Human Resources & Organizational Safety.
- D. Certification, as defined by the College, is required to teach online. Online teaching assignments are subject to availability and qualifications.

Article 12 - Teaching Materials and Training

- A. Adjunct faculty members may propose textbooks, teaching materials, or educational software systems (i.e., third party educational software support systems) for consideration for classroom use, consistent with established practices and departmental procedures. In all cases, the Department Chair and Dean must approve the textbooks, teaching materials, or educational software systems.
- B. Approved textbooks, teaching materials, or educational software systems will be provided by the Department. The Department will notify adjunct faculty members of changes to textbooks, teaching materials, educational software systems, or syllabi at least one month prior to the commencement of a course, whenever possible. The Department will provide the aforesaid textbooks, teaching materials, and access to educational software systems in a timely fashion to allow the adjunct faculty member adequate time to prepare for teaching the course. The Department will also provide, in a timely fashion, training in the use of new required educational software systems.
- C. As a condition of employment, all adjunct faculty members must complete required training, including training to use the learning management system (LMS), which is required for posting syllabi and course activity grades.
- D. Adjuncts are required to post final grades on Web Advisor within five (5) calendar days following the last day of the term.

Article 13 – Severability and Savings

In the event any provision of this Agreement shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the provisions of this Agreement shall not be affected thereby but shall continue in full force and effect.

Article 14 – Fully Bargained Agreement

This Agreement constitutes the fully bargained provisions of all subjects negotiated or that could have been negotiated between the parties. The Employer and Union for the term of this Agreement voluntarily and unqualifiedly waive the right to negotiate collectively, and each agrees that the other shall not be obligated to negotiate collectively with respect to any subject or matter not specifically referred to or covered by this Agreement.

For the College

For the Association

Date: _____

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2022

2022 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held in SLC/Navesink Rooms and Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.	
Tuesday, January 25, 2022	January 18 5:15 PM	January 18 5:30 PM	January 19 5:30 PM	January 11 5:30 PM		January 20 4 PM
Tuesday, February 22, 2022	February 15 5:15 PM	Feb. 15 5:30 PM		Feb. 16 5:30 PM	Feb. 17 5:30 PM	
Tuesday, March 22, 2022	March 15 5:15 PM	March 15 5:30 PM	March 16 5:30 PM		March 17 5:30 PM	March 17 4 PM
Tuesday, April 26, 2022	April 19 5:15 PM	April 19 5:30 PM		April 20 5:30 PM	April 25 5:30 PM	
Tuesday, May 31 2022 Arena	May 24 5:15 PM	May 24 5:30 PM			May 23 5:30 PM	May 19 4 PM
Tuesday, June 28, 2022 Hazlet HEC	June 21 5:15 PM	June 21 5:30 PM		June 22 5:30 PM		
Friday, July 15 & Saturday, July 16 Board Retreat – Location: TBD	July 19 Follows F & F	July 19 5:30 PM				
Tuesday, August 23, 2022 Freehold HEC	August 16 5:15 PM	August 16 5:30 PM		August 17 5:30 PM		
Wednesday, September 28, 2022	September 20 5:15 PM	Sept.20 5:30 PM	Sept. 21 5:30 PM	Sept 19 5:30 PM		
Tuesday, October 25, 2022	October 18 5:15 PM	October 18 5:30 PM			Oct. 17 5:30 PM	
Tuesday, November 15, 2022	November 8 5:15 PM	November 8 5:30 PM	Nov. 9 5:30 PM	Nov. 7 5:30 PM		
Tuesday, December 13, 2022,	December 6 5:15 PM	December 6 5:30 PM			December 5 5:30 PM	

Human Resources is a Committee of the whole

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2022 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole