



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

Brookdale Community College

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

Dec 13, 2022 5:30 PM - Dec 13, 2022 8:30 PM EST

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## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

November 15, 2022

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

#### And Zoom Webinar

Trustee Abby-White called the meeting to order at 5:30 P.M. and roll call was taken. Trustee Abby-White chaired the meeting.

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Joan Scocco
	Ms. Mary Pat Angelini, Trustee	Ms. Patricia Sensi
	Ms. Latonya Brennan, Trustee	Ms. Teresa Manfreda
	Ms. Barbara Horl, Trustee	Dr. Anita Voogt
	Ms. Taïphane Orange, Trustee	Ms. Bonnie Passarella
	Ms. Marta Rambaud, Trustee	Dr. William Burns
	Dr. Les Richens, Trustee	Ms. Nancy Kaari
	Ms. Natalie Watson, Trustee (5:45 PM)	Dr. Yesenia Madas
	Dr. David Stout, Secretary	Dr. Nancy Kegelman
Absent	Mr. Bret Kaufmann, Vice-Chair	Mr. Edward Johnson
	Mr. Paul Crupi, Chair	Ms. Kathy Kamatani
	Ms. Dyese Davis, 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 November 9 at noon 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. The change of location was noticed on November 11 at 10:30 am in the same matter.

Trustee Abby-White 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.

Trustee Abby-White 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.*

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>	A motion to adopt the agenda was made by Trustee Richens and seconded by Trustee Horl.  <b>Motion passed.</b>	
<b>Board of Trustees Reorganization</b>  <b>A. Election of Officers of the Board of Trustees</b>	Mr. Jacobs opened the floor for nominations of Chair.  Trustee Abby-White nominated Trustee Crupi for the position of Chair.  Upon no further nominations, Mr. Jacobs closed the nominations for Chair...  A roll call vote was taken, and Trustee Crupi was elected Chair with a unanimous vote of confidence.  Mr. Jacobs opened the floor for nominations for Vice-Chair.  Trustee Abby-White nominated Trustee Kaufmann for the position of Vice-Chair.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>B. Establishment of a Regular Meeting Schedule of the Board of Trustees &amp; Designation of Public Notice Requirements</b></p> <p><b>1. Discussion of Board Schedule</b></p> <p><b>2. Adoption of 2023 Board of Trustees Annual Calendar</b></p> <p><b>C. Discussion of Appointment of Standing Committees</b></p> <p>Trustee Abby-White announced that all committee assignments will be carried over through this December. Chair Crupi has requested that you communicate your interest in serving on the various committees and he will make committee assignments at the December 13 meeting.</p> <p><b>D. Annual Signing of Code of Ethics of Brookdale Community College Ethics</b></p>	<p>Upon no further nominations, the nominations for Vice-Chair were closed.</p> <p>A roll call vote was taken, and Trustee Kaufmann was elected Vice-Chair with a unanimous vote of confidence.</p> <p>A motion was made to adopt the presented calendar for 2023 &amp; designation of public notice requirements by Trustee Angelini and seconded by Trustee Horl.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Trustee Abby-White announced that it is the Board's practice to review the Code of Ethics of the Board of Trustees annually. Please review and sign the Code of Ethics.</p>		<p>Trustees signed the Code of Ethics and Ms. Gruskos will follow up with the Trustees who were not at the meeting.</p>
<p><b>E. Annual Report of the College</b> - Ms. Oncea, presented our Annual Report and highlighted the resilience of our students and employees as the College navigated through the limitations placed upon us by the pandemic. In September 2021, students returned to the classrooms and the Annual Report highlights the achievement of our students, faculty, and sports teams. Always striving for and achieving Academic Excellence, Brookdale was named Best Local College in Monmouth County by an Asbury Park Press Poll, ranked #1 in New Jersey with a five-star rating for teaching by Best Community Colleges.com, and recognized by Intelligent.com for four top programs. Best Social Science Program, Best for Transfer, Best Student-Teacher Ratio, and Best English Program</p>		
<p><b>President's Report –</b></p> <p>Dr. Stout extended congratulations to Chair Crupi and Vice-Chair Kaufmann.</p> <p>Dr. Stout highlighted the following significant accomplishments that occurred this fall: –</p> <ul style="list-style-type: none"> <li>• Haunted Theater Experience – best haunted theater experience in the State.</li> <li>• 51<sup>st</sup> edition of Collage –Gold Crown recognition by the Columbia University Scholastic Press Association</li> <li>• Cross Country Team – Finished 11<sup>th</sup> in the nation. Teddy Purdon has been recognized for the second year in a row as the NJCAA Division 3 Men's Athlete of the Year. Teddy Purdon and Casey Brown were selected to the Men's Cross County 1st Team All American. Mike Tursi, Men's' Cross Country Coach was honored as NJCAA Region XIX Coach of the Year.</li> <li>• Katie Amundson received the NJCAA Region XIX 2022 Ron Case Athletic Director of the Year award.</li> <li>• Dr. Madas was presented with a recognition from the Latino American Association of Monmouth County.</li> </ul>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Reports from the Board Committees and Liaisons</b>		
<p><b>A. Finance &amp; Facilities Committee – November 8, 2022</b> - Trustee Horl reported on the following highlights:</p> <ol style="list-style-type: none"> <li><b>1. Facilities Master Plan</b> – Our Consultant from SSP Architects provided an update on the development of the 10-year Facilities Master Plan. He shared their progress on the planning of the five major initiatives which include improving way finding and stormwater management, prioritization of capital projects and developing a consistent campus brand image. He reviewed the 5 initiatives which include: <ol style="list-style-type: none"> <li>a. Establish a Front Door of the Campus by moving the One-Stop Center to Larrison Hall.</li> <li>b. Constructing a new building to house the Culinary Arts building on the Lincroft Campus.</li> <li>c. Relocating health care programs to the Wall Higher Education Center.</li> <li>d. Consolidating the Business Department and business service/programs to the CAR building.</li> <li>e. Establish/expand Business Training Venue in the Main Academic Building.</li> </ol> </li> <li><b>2. Capital Project Update</b> - Engineer of Record – Bill White, Project Manager, Colliers Engineering &amp; Design reported that construction on the drainage improvements in the area adjacent to the ATEC and MAC buildings will begin in 2 weeks upon receipt of the construction materials. Mr. White is continuing to assess our ADA compliance needs across the Lincroft campus, as well as assessing the capital improvement needs at the Children’s Learning Center. He is recommending packaging together all of the ADA compliance upgrades into one bid package and timing of this project needs to be determined. Mr. White and Mr. Naparolo are investigating the water seepage issues in the Freehold basement and parking lot drainage issues.</li> <li><b>3. Facilities Update</b> -Mr. Naparolo reviewed his report and provided an update on projects in progress, including solar panels and charging stations, elevator modernization, the library water infiltration issue and winterization and snow removal.</li> <li><b>4. Financial Reporting</b> - VP Manfreda reported on the financial performance for September 2022 compared to FY23 budget. Total operating revenue was \$31M which was 3.6% higher than the same time last year, which is attributed to a tuition revenue. Total operating expenditures were \$15M, which is 4.4% higher than last year, which is attributed to an increase in salary and benefits. Total interest earned on our investments was \$39,773.</li> <li><b>5. Purchases</b> – VP Manfreda reported there are eight recommended purchases. The most significant purchase is for the upgrading of our technology to a cloud managed networking solution which is funded by HEERF funding.</li> <li><b>6. HR</b> – AVP Sensi discussed 2 soon to be vacant positions and the committee approved the request to move forward with the searches. The HR recommendations include 5 separations.</li> <li><b>7. Grants</b> - VP Kaari recommended to accept the CCOG grant and an application for the Higher Educational Capital Facilities Program Grant which would fund the new Culinary &amp; Hospitality Center on the Lincroft Campus.</li> </ol> <p><b>B. Student Success &amp; Educational Excellence Committee – November 7, 2022</b> – Trustee Abby-White reported on the meeting held on November 7, 2022. The committee had a preview of the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Academic Master Plan (AMP), which is being developed by 22 faculty and 16 staff and administrators. The goals of the AMP are:</p> <ul style="list-style-type: none"> <li>a. Increase resources for student academic support services.</li> <li>b. Intentionally shift efforts from educational equity awareness to educational equity in practice.</li> <li>c. Ensure educational offerings that are relevant, innovative, and in demand.</li> <li>d. Enhance teaching and learning practices to be more innovative, culturally relevant, and address barriers to learning.</li> <li>e. Cultivate a culture of belonging with the goal of acceptance and persistence for all students.</li> <li>f. Maintain appropriate measures and assessment that create a culture of continuous improvement</li> </ul> <p>The timeline was reviewed, and it is expected that the rough draft AMP will be available for review by the College community between November 30 – December 12. It will be published on January 17, 2023.</p> <p>The Academic Calendars were reviewed and recommended for adoption.</p> <p><b>C. Foundation Update</b> – Trustee Abby-White reported on the meeting held last week. Dr. Stout attended the meeting and shared information on the capital improvement projects and new college initiatives. Financial data was reviewed, including information on donors and contributions. Trustee Abby-White encouraged 100% participation by the Board in the Annual Year Giving Campaign. The next scholarship Ball will be held on April 28, 2023.</p> <p><b>D. Governance Committee – November 9, 2022</b> – Trustee Abby-White reported on behalf of Trustee Davis. The committee discussed holding a Board retreat in the beginning of January, and the committee requests that the Trustees respond to the survey which will be sent out to identify the best weekend in January to hold the Board Retreat.</p> <p><b>E. Student’s Perspective</b> – Trustee Orange provided the following report:</p> <p>On October 27<sup>th</sup>, I attended the ACCT Leadership conference and learned new ways to represent the students’ voices. At the conference, other student trustees, including myself, are working on a potential bill we want to lobby legislators in February to make student life more manageable.</p> <p>From my conversation with students, they have requested that Brookdale make space available for students to attend Zoom meetings. While the library is an option, they only allow groups of 3 to reserve a room. The students also propose testing the new location with smaller groups.</p> <p>On November 2<sup>nd</sup>, I met with Joan Scocco to talk further about the master plan.</p> <p>On November 8<sup>th</sup>, I attended the Honor Election night viewing party coordinated by Professor Moschberger. Students gathered to watch the election return live and celebrate democracy. During the event, they played Jeopardy. Sara Hosbach, a liberal art major, an honor student, and a member of WILL (Women In Learning and Leadership), gave a presentation about Energizing Young Voters, a nonpartisan educational platform that turns students into citizens, empower young voters, and defend democracy. Sarah also expressed her contentment with the CURRENT Brookdale Newspaper as she learned about internship opportunities through them.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>On November 11<sup>th</sup>, I had a call with a non-traditional senior student. In general, senior students' expectations of the school are satisfied. Still, she communicated to me that it is difficult for seniors to register for classes; most senior students to this day are going through the registration process on paper which would take an entire day to complete. They would like a designated person to help with this process or perhaps help them register through a phone call for the following semester. Senior students would also encourage Brookdale to review the rule for seniors seeking a degree. While they are content with the current regulations to register for classes, they must pay the total cost for all four classes if they would like to be scheduled for more than three classes. They feel those rules to be unfair and requested a revision.</p> <p>W.I.L.L Women in Learning and Leadership members expressed contentment over menstrual products be relocated to a common area.</p> <p><b>F. ACCT National Leadership Congress</b> – Trustee Horl, Trustee Abby-White, Trustee Orange, Dr. Stout and Ms. Gruskos attended the Leadership Congress. Trustee Horl reported that 2000 Trustees from all over the country gathered in New York City. The representatives of the College split up to try to attend as many sessions as possible and then share key takeaways after the sessions. On the first day, they attended an all-day session on increasing enrollment, retention and success of men of color in community colleges. Trustee Horl was a panelist in a session and represented the college on the ACCT Public Policy and Advocacy Committee which met at the meeting. Ms. Gruskos was elected to serve as Vice-President of the ACCT Professional Board Staff Network. Trustee Abby-White reported on sessions she attended on focused on enrolling and retaining Hispanic students by providing the marketing materials in Spanish, entrepreneurial programming embedded in the curriculum, and a journalism program that encourages students to publish and be paid for their first publication.</p> <p><b>G. NJCCC Update – Trustee Horl provided the following report:</b></p> <p>A-1136-Suicide Prevention Act - this establishes a grant program to public higher education institutions to support access to mental health services. Although passed unanimously in the Assembly in June, it remains stuck in the Senate. Both our Assembly members Eulner and Piperno are co-sponsors. Let's hope it gets unstuck.</p> <p>S-659-Manufacturing in Higher Education Act - this requires various State entities to promote manufacturing career pathways and provide assistance to manufacturing industries. Again, its progress remains unchanged, awaiting action in the Assembly Commerce and Economic Dev. Committee. Both our senators, Gopal and O'Scanlon are co- sponsors of this bill.</p> <p>A-1198 Withholding of Transcripts - prohibits this action for students who owe small amounts of unpaid fees. This bill has been amended for the better from its original form, but still awaits passage.</p> <p>There is a bill being encouraged by hospitals for Community Colleges Baccalaureate Degree Nursing Programs to address the great need for nurses. A-231 is sponsored by Assemblywoman Nancy Munoz, who herself is a nurse, and whose deceased husband Eric was a doctor. This bill establishes a process for county colleges to offer such programs, starting with a needs assessment, accreditation plans, enrollment projections and many other items to be submitted to the Presidents' Council of NJCCC for consideration. From their approval, if granted, would then go to The Office of the Secretary of Higher</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Ed, and if approved, to the NJ Board of Nursing for accreditation. So, this bill is a long way from the finish line and is not expected to move this session. But we will keep it on our radar and update you from time to time. NJ is faced with a great shortage of nurses and teachers. Hopefully, community colleges will be able to help fill these shortages.</p> <p>Yesterday I attended a meeting of the NJCCC Nominating Committee to select candidates for leadership in the council for next year. Additionally, I meet with the Federal and State Policy and Legislative Committee this coming Friday where we will have a formal re-adoption of our legislative priorities</p> <p>ACCT - I attended many sessions during the conference we heard updates on federal issues affecting community colleges and discussed the legislative agenda for the upcoming year. The federal government is still operating by a Continuing Resolution for this budget year which keeps all federal funding at the 2022 levels. Congress has until December 16 to pass the FY 23 budget.</p> <p>As a committee, we adopted Proposed Strategies for the year ahead which will continue to educate, promote, and improve diversity, equity and inclusion in our institutions. We will accomplish this by including requests in legislative priorities that support equity-focused goals for student success, identify populations or themes that need special attention and create ad-hoc programs and services to address these needs, spotlight DEI achievements at member colleges on a continuing basis and research DEI needs, challenges and opportunities at institutions.</p>		
<p><b>Public Comment on Agenda Items -</b></p> <p>No public comment was made.</p> <p>Ms. Gruskos confirmed that no public comments were submitted in writing.</p>		
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li><i>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</i></li> </ul> <p><b>A. Acceptance of Consent Agenda</b></p> <p><b>Trustee Brennan requested the Application of Grants be removed for a separate vote.</b></p>	<p>A motion to adopt the revised consent agenda was made by Trustee Richens and seconded by Trustee Orange.</p> <p><b>Motion passed.</b></p>	
<b>Approval of Public Business Meeting Minutes</b>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>A. Approval of Public Business Meeting Minutes – October 25, 2022</b>	<p>A motion to approve the minutes from the public business meeting held on October 25, 2022 was made by Trustee Horl and seconded by Trustee Angelini.</p> <p>Motion passed.</p> <p><b>ABSTAIN: Trustee Abby-White</b></p>	
<b>Consent Agenda</b>  <b>A. Approval of Human Resources</b> <b>B. Acceptance of Grants</b> <b>C. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</b> <b>D. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b> <b>E. Monthly Financial Reports</b> <b>F. Capital Project Update</b>	<p>A motion to approve the revised consent agenda with the Application for Grants removed was made by Trustee Richens and seconded by Trustee Watson.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Horl, Orange, Rambaud, Richens and Watson.</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<b>Approval of Grants Applications</b>	<p>A motion to approve the submission of the application for the New Jersey Office of the Secretary of Higher Education Program, Higher Education Capital Facilities Program to fund the construction of a Culinary &amp; Hospitality Center was made</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>by Trustee Angelini and seconded by Trustee Watson.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Horl, Orange, Rambaud, Richens, and Watson.</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> Trustee Brennan</p>	
<b>Approval of Academic Calendars</b>	<p>A motion to approve the academic revised calendar for academic years 2022-2023 and the approval of academic calendar for 2023-2024, 2024-2025, and 2025-2206 was made by Trustee Watson and seconded by Trustee Richens.</p> <p>Motion passed.</p>	
<p><b>Public Comment</b></p> <p>Mr. Jacobs read the public comment statement and the directions for making public comment in person and via Zoom.</p> <p>No public comment was made.</p> <p>Ms. Gruskos confirmed that no written comments were submitted.</p>		
<p><b>Old/New Business -</b></p> <p>The location of the December 13 Board of Trustees meeting has changed to the Student Life Center, Navesink Rooms.</p>		
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 6:37 PM.</b></p>	<p>A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Angelini</p> <p>Motion passed.</p>	

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 18 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Supervisor – Administrative Operations

Support Staff

Adjunct Faculty

**Recommendations**

1

1

1

**B. Change of Status**

Supervisor – Administrative Operations

Non-Supervisor – Administrative Operations

**Recommendations**

6

2

**C. Separations**

Executive

Faculty

Non-Supervisor – Direct Student Contact

Non-Supervisor – Administrative Operations

Support Staff

**Recommendations**

1

2

1

1

2

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

1. Name: Alyssa Quirk  
Department: Student Affairs  
Position: Administrator, Enrollment & Student Services  
Salary: \$61,123  
Effective: 1/3/23, pending completion of all final contingencies

**SUPPORT STAFF**

1. Name: Joanne Romanik  
Department: Reading  
Position: Instructional Assistant, 10-month ongoing position  
Salary: \$39,194 prorated from annual base of \$47,033 and subject to current contract negotiations  
Effective: 1/3/23, pending completion of all final contingencies

**ADJUNCT FACULTY**

1. Name: Gerard O'Reilly  
Department: Mathematics

**ADJUNCT DEGREE SUMMARY**

Doctoral

1

**B. CHANGE OF STATUS****SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Jackeline Mejias-Fuertes  
Department: Small Business Development Center  
Position: Director  
Action: Extension of grant-funded position  
New Salary: No change  
Effective: 1/1/23 – 6/30/23 or expiration of grant, whichever is earlier

2.     Name:                     Dawn Murray  
       Department:         Common Services  
       Position:             Interim Supervisor, Common Services  
       Action:               Extension of interim A3 position  
       New Salary:          No change  
       Effective:            1/1/23 – 6/30/23
  
3.     Name:                     Nilufer Onder  
       Department:         Event Management  
       Position:             Supervisor, Event Management  
       Action:               Change in position from N4 to A3 through reclassification/reorganization  
       New Salary:          \$61,123 to be prorated accordingly  
       Effective:            1/1/23
  
4.     Name:                     Kelli Sanders  
       Department:         Conference Services  
       Position:             Supervisor, Conferences Services  
       Action:               Title change only  
       New Salary:          No change  
       Effective:            1/1/23
  
5.     Name:                     Teresa Silletti  
       Department:         Continuing & Professional Studies  
       Position:             Confidential Administrator, CPS  
       Action:               Reclassification from A2 to A3 position  
       New Salary:          \$61,127, to be prorated accordingly  
       Effective:            1/1/23
  
6.     Name:                     Nathan Zerbe  
       Department:         Event Production Services  
       Position:             Supervisor, BCCTV & Event Production Services  
       Action:               Change in position from N4 to A3 through reclassification/reorganization  
       New Salary:          \$61,123, to be prorated accordingly  
       Effective:            1/1/23

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Jennifer Barker  
Department: Accounts Payable  
Position: Coordinator  
Action: Reclassification from N4 to A2 position  
New Salary: \$57,379, pending current PSA contract negotiations, to be prorated accordingly  
Effective: 1/1/23
2. Name: Maggie Osmulski  
Department: Small Business Development Center  
Position: Assistant Director  
Action: Extension of grant-funded position  
New Salary: No change  
Effective: 1/1/23 – 6/30/23, or expiration of grant, whichever is earlier

**C. SEPARATIONS****EXECUTIVE**

1. Name: Matthew Reed  
Department: Academic Affairs  
Position: Vice President  
Action: Resignation  
Effective: 6/30/23

**FACULTY**

1. Name: Stacie Carter  
Department: Reading & Academic Access  
Position: Instructor  
Action: End of temporary position  
Effective: 12/23/22
2. Name: Morgan Stierman  
Department: English  
Position: Instructor  
Action: End of temporary position  
Effective: 12/23/22

**NON-SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Carolyn Matassa  
Department: Academic Advising  
Position: Student Success Coach/Advisor  
Action: Resignation  
Effective: 12/2/22

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Cassidy Brzozowski  
Department: Athletics  
Position: Administrative Assistant  
Action: Resignation  
Effective: 1/13/23

**SUPPORT STAFF**

1. Name: Danielle Jones  
Department: Governmental Affairs & Community Relations  
Position: Confidential Associate  
Action: Resignation  
Effective: 1/6/23
2. Name: Margaret Zeik  
Department: Architecture  
Position: Laboratory/Studio Assistant  
Action: Resignation  
Effective: 5/9/23

## **2.2 Acceptance of Grants**

### **Executive Summary**

#### **A. New Jersey State Department of Education (NJDOE) Office of Career Readiness**

**Program Title:** Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V)

**Short Title:** Perkins

**Goal/Purpose:** Funding for FY'23 will enable the College to implement the priority strategies identified in the Perkins V Comprehensive Local Needs Assessment (CLNA). These strategies were developed to align with key program elements including meeting labor market needs, ensuring the quality of CTE programs, increasing student performance, and ensuring access and equity of staff.

**Program Administrator:** Elizabeth Kruijssen, Director of Curriculum

**Total \$ Awarded:** \$639,917 and does not require a match from the college

**Date awarded:** September 23, 2022\*

\* Grants Office was notified of the award on December 1, 2022

#### **B. Swipe Out Hunger**

**Program Title:** Swipe Out Hunger Grant

**Short Title:** Swipe Out

**Goal/Purpose:** Funding is for the Helping Hands Food Pantry to use based on its current needs. Examples of past uses by other institutions include: student employee stipends, purchase of cold storage, and procurement of pantry technology.

**Program Administrator:** Dr. Charanne Smith, Director of Basic Needs

**Total \$ Awarded:** \$1,000

**Date awarded:** November 3, 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.

December 13, 2022: Director of Grants and Institutional Development, Laura Qaissaunee

**RESOLUTION**

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

	<b><u>Amount</u></b>
New Jersey State Department of Education (NJDOE) Office of Career Readiness	\$639,917
Swipe Out Hunger	\$1,000

**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.

December 13, 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 December 6, 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  
December 13, 2022**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Chapter 12</b>				
1	GPC, Inc.	<b>General Construction &amp; Carpentry Services</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for general construction and repair of the outdoor columns at the Freehold Regional Location. This contract is funded by Chapter 12.	Exempt	\$ 19,165.25
2	Allstate Office Interiors	<b>Flooring Replacement</b> / Exempt 18A:64A.25.9 (State Contract). This State Contract is for flooring replacement in MAC 101 and 106. This contract is funded by Chapter 12.	Exempt	\$ 45,930.84
<b>Grants</b>				
3	Gaumard Scientific Company	<b>Prehospital and Nursing Care Patient Simulator</b> / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the supply and delivery of a prehospital and nursing care patient simulator (instructional equipment) for the Nursing Department. This contract is funded by the Perkins Grant.	Exempt	\$ 20,606.00
4	Adorama Inc.	<b>A/V Equipment, Bid No. 23-07</b> / Notice was sent to 15 vendors, received 5 replies. This contract is for the supply and delivery of A/V Equipment for the Communications Media/Video Production Department. This contract is funded by the Perkins Grant.	Bid	\$ 25,392.45
5	CareerAmerica, LLC dba OCELOT Inc.	<b>Software License</b> / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is the 3rd year of a 3-year contract for Ocelot's artificially intelligent Chatbot powered by IBM's Watson. This contract includes the AI Chatbot for 5 Enrollment Management Departments (Financial Aid, Admissions, Registrar, Advising, and Accounts Receivable). In addition to the AI Chatbot, the contract includes 25 licenses for live agent handoffs, multilingual capabilities, and 100,000 text messages for outgoing targeted campaigns. Ocelot includes the full Financial Aid TV (FATV) Suite that contains over 2,000 videos to assist applicants and students navigate the financial aid process, as well as the New Jersey specific processes. This contract is funded by HEERF.	Exempt	\$ 49,000.00

6	N.J. Institute of Technology/ NJEDGE.Net	<b>Blackboard Ally Software</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract renewal for the licensing of Blackboard Ally software solution which directly integrates with the College's Learning Management System, Canvas, and provides alternative accessible formats, feedback and guidance, and Institutional Reporting to reviewing content's accessibility and universal design. Ally will automatically increase awareness, provide detailed insight and guidance to instructors on how to improve the accessibility of their content. This contract is funded by HEERF.	Exempt	\$ 41,480.00
7	Arc of Monmouth Voyager's Community School	<b>Consulting Services and Program Development</b> / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract will provide consulting services and program development for students (up to the age of 24) who have developmental disabilities. Through a partnership with Arc of Monmouth and the Voyager's Community School, this program will provide support and resources necessary for these students to experience more successful transitions from secondary school to postsecondary education and adult employment. This contract is funded by the Adult Transitions Grant.	Exempt	\$ 160,200.00
<b>Operating</b>				
8	W.B. Mason Co., Inc. Veritiv Operating Co.	<b>Copy Paper and Miscellaneous Paper &amp; Envelopes, Bid No. 23-08</b> / Notice was sent to 8 vendors, received 2 replies. This 6-month contract is for the supply and delivery of copy paper, miscellaneous paper, and envelopes. This contract is funded by the Printing Services Budget.	Bid	\$ 45,000.00 *
9	Castle Branch	<b>Documentation Tracking/Healthcare, and Criminal Record Research Services, RFP No. 04-22</b> / This is the 2nd year of a 2 year contract for documentation tracking/healthcare, and criminal record research services. This service is paid directly to the vendor by nursing and certificate healthcare program students.	RFP	\$ 100,000.00 *

10	C-3 Technologies, LLC	<b>Maintenance and Repair Services</b> / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the maintenance and repair services of the existing OWS Highland Tank. This contract is funded by the Facilities Budget.	Exempt	\$ 36,330.39
11	Black Rocket Productions, LLC	<b>Summer Camp Management Services, RFP No. 02-23</b> / Notice was sent to 5 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for summer camp management services. This contract is funded by CPS' Revenue Generating Programs.	RFP	Revenue \$86/Full Day Camp Fee \$43/Half Day Camp Fee \$75/25-hr Camp Fee

\* 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 October 31, 2022, which totaled \$2,305,996.07. 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 December 6, 2022.

#### 4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending October 31, 2022.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting December 6, 2022.

## **Financial Overview at October 31, 2022**

The following financial summary provides an overview of year-to-date financial performance at October 2022 compared to FY23 budget, and to the same period last year.

### **Revenue:**

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

Total operating revenue through the month of October 2022 was \$33.3M and represents 41.1% of the FY23 budget of \$81M.

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

Operating revenue through October 2022 was 3.5% higher than the same time last year. This is mainly attributed to a \$1M increase in tuition revenue.

### **Expenditures:**

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

Total operating expenditures through October 2022 were \$21.4M or 27.5% of the \$78M FY23 budget.

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

Total operating expenses for the same period last year were \$20.4M compared to \$21.4M this year indicating an increase of operating costs of 5.0% or \$1M. This is mainly attributed to an increase in salary and benefits of \$599,676.

### **Cash Balance:**

At October 31, 2022, the College's total cash position was \$30.4, which represents a \$4M decrease over the same time last year. The College's total interest earned as of the end of October was \$60,554.

**Brookdale Community College**  
**Operating Revenue Report**  
**For the month ending October 31, 2022**

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 3,426,697	\$ 10,228,938	\$ (6,802,242)	33.5%
County of Monmouth	6,675,670	20,277,019	(13,601,349)	32.9%
	<b>10,102,367</b>	<b>30,505,957</b>	<b>(20,403,591)</b>	<b>33.1%</b>
Student Tuition:				
Summer III	817,099	849,505	(32,406)	96.2%
Fall 15	14,814,783	14,439,422	375,361	102.6%
Fall 11	948,326	954,666	(6,340)	99.3%
Fall 7A & 7B	145,805	79,110	66,695	184.3%
Winterim	-	284,273	(284,273)	0.0%
Spring 15	-	12,730,986	(12,730,986)	0.0%
Spring 11	-	712,623	(712,623)	0.0%
Spring 7A & 7B	-	73,556	(73,556)	0.0%
Summer I	-	1,605,186	(1,605,186)	0.0%
Summer II	-	1,704,550	(1,704,550)	0.0%
	<b>16,726,013</b>	<b>33,433,877</b>	<b>(16,707,864)</b>	<b>50.0%</b>
Fees:				
Fees (Technology, Capital, Facilities)	3,792,579	7,760,764	(3,968,185)	48.9%
Application Fee	12,225	175,000	(162,775)	7.0%
Installment Plan Fee	63,700	140,000	(76,300)	45.5%
Lab Fees	1,189,101	2,319,529	(1,130,428)	51.3%
Late Fees	8,970	22,000	(13,030)	40.8%
Transcript Fee	17,352	50,000	(32,648)	34.7%
Bad Check Fee	525	750	(225)	70.0%
	<b>5,084,452</b>	<b>10,468,043</b>	<b>(5,383,591)</b>	<b>48.6%</b>
Continuing & Professional Studies:				
Contract Training Direct Pay	10,600	210,000	(199,400)	5.0%
Alternate Route	108,792	150,533	(41,741)	72.3%
Healthcare Services	462,347	1,249,005	(786,659)	37.0%
Business & Career Training	114,176	265,000	(150,824)	43.1%
Computer Training	42,680	144,500	(101,820)	29.5%
CTE Grant	140,403	381,004	(240,601)	36.9%
Trips / Excursions	26,960	75,000	(48,040)	35.9%
Misc. Open Enrollment Programs	101,227	205,375	(104,149)	49.3%
Summer Adventure Camps	48,729	55,083	(6,354)	88.5%
Accelerated Career & Technology	15,291	41,000	(25,710)	37.3%
	<b>1,073,677</b>	<b>2,776,500</b>	<b>(1,702,823)</b>	<b>38.7%</b>
Miscellaneous:				
Partnerships/Rent	147,147	-	147,147	0.0%
Indirect Cost Recovery	47,621	335,000	(287,379)	14.2%
Other Departmental Revenue		5,000	(5,000)	0.0%
Miscellaneous	3,984	5,000	(1,016)	79.7%
International Center	33,048	300,000	(266,952)	11.0%
Reserves	-	3,000,000	(3,000,000)	0.0%
Interest Income	60,554	85,000	(24,446)	71.2%
	<b>292,355</b>	<b>3,730,000</b>	<b>(3,437,645)</b>	<b>7.8%</b>
Total	<b>\$ 33,278,863</b>	<b>\$ 80,914,376</b>	<b>\$ (47,635,513)</b>	<b>41.1%</b>

**Brookdale Community College**  
**Operating Expenditure Report**  
**For the month ending October 31, 2022**

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 6,735,831	\$ 29,559,864	\$ 22,824,033	22.8%
Benefits	4,053,199	14,688,726	10,635,527	27.6%
Finance & Operations	4,202,212	11,802,994	7,600,782	35.6%
Student Affairs	1,867,107	6,345,210	4,478,103	29.4%
General Expenses	1,518,897	6,216,429	4,697,532	24.4%
Continuing & Professional Studies	719,215	2,443,417	1,724,202	29.4%
Utilities	658,014	2,224,608	1,566,595	29.6%
Human Resources & Organizational Safety	881,568	2,455,513	1,573,945	35.9%
Planning & Institutional Effectiveness	150,341	416,051	265,710	36.1%
President & Board of Trustees	183,799	512,486	328,687	35.9%
Advancement Division	456,862	1,268,728	811,866	36.0%
	<b>21,427,045</b>	<b>77,934,026</b>	<b>56,506,981</b>	<b>27.5%</b>
Salaries & Wages	10,993,132	44,424,473	33,431,341	24.7%
Other Expenses	10,433,913	33,509,553	23,075,640	31.1%
	<b>\$ 21,427,045</b>	<b>\$ 77,934,026</b>	<b>\$ 56,506,981</b>	<b>27.5%</b>

**Brookdale Community College**  
**Current Year vs Prior Year**  
**For the month ending October 31, 2022**

	10/31/22	10/31/21	Change	% Change
<b>Operating Revenue</b>				
State of New Jersey	\$ 3,426,697	\$ 3,342,791	\$ 83,906	2.5%
County of Monmouth	6,675,670	6,675,670	-	0.0%
Student Tuition	16,726,013	15,808,996	917,017	5.8%
Fees	5,084,452	5,040,979	43,473	0.9%
Continuing & Professional Studies	1,073,677	1,091,928	(18,251)	-1.7%
Miscellaneous	292,355	185,840	106,515	57.3%
	<b>33,278,863</b>	<b>32,146,203</b>	<b>1,132,660</b>	<b>3.5%</b>
<b>Operating Expenditures</b>				
Academic Affairs	6,735,831	6,510,691	225,140	3.5%
Benefits	4,053,199	3,949,986	103,213	2.6%
Finance & Operations	4,202,212	3,759,999	442,213	11.8%
Student Affairs	1,867,107	1,695,115	171,992	10.1%
General Expenses	1,518,897	1,544,648	(25,751)	-1.7%
Continuing & Professional Studies	719,215	663,542	55,674	8.4%
Utilities	658,014	761,803	(103,789)	-13.6%
Human Resources & Organizational Safety	881,568	672,113	209,455	31.2%
Planning & Institutional Effectiveness	150,341	141,957	8,384	5.9%
President & Board of Trustees	183,799	200,123	(16,324)	-8.2%
Advancement Division	456,862	510,356	(53,493)	-10.5%
	<b>21,427,045</b>	<b>20,410,332</b>	<b>1,016,713</b>	<b>5.0%</b>
<b>Surplus/(deficit) Operating</b>	<b>11,851,818</b>	<b>11,735,871</b>	<b>115,947</b>	
<b>Auxiliary</b>				
Receipts	196,657	206,575	(9,918)	-4.8%
Disbursements	485,114	400,249	(84,865)	-21.2%
<b>Surplus/(deficit) Auxiliary</b>	<b>\$ (288,457)</b>	<b>\$ (193,674)</b>	<b>\$ (94,783)</b>	

**FY23 Fall Semester Financial Forecast  
Board of Trustees Brief  
December 13, 2022**



The FY23 Fall Semester Financial Forecast contains an analysis of enrollment, revenue, and expense projections for the operating fund. The analysis includes actual data through October 31, 2022 and forecasted data through June 30, 2023.

The College is projecting an enrollment of 6,651 credit FTEs compared to a budget of 6,501 credit FTEs. This projection represents a 2.32% increase over the actual FY22 credit enrollment of 6,500 FTEs.

The College will most likely not utilize HEERF funds to cover any operating revenue losses. Due to savings in budgeted expenses, it is projected that the need to utilize the budgeted reserve amount of \$3,000,000 will not occur. The College has also begun building a strategic investment fund which is currently at \$343,000 for FY23.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting December 6, 2022.

**Brookdale Community College**  
**FTE Enrollment Projection**

<b>FTE by term</b>	<b>FY20 Actual</b>	<b>FY21 Actual</b>	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 Projected</b>
Projected FTE Change					
<b>Summer III Term</b>					
Total Summer III terms	222	250	173	166	174
<b>Fall Terms:</b>					
Fall - 11	170	168	195	186	195
Fall - 15	3,566	3,228	2,883	2,823	2,912
Total Fall terms	3,736	3,397	3,077	3,009	3,107
<b>Winterim &amp; Spring Terms:</b>					
Winterim	54	62	52	55	65
Spring - 11	124	130	140	138	142
Spring - 15	3,194	2,677	2,507	2,490	2,520
Total Winterim & Spring terms	3,372	2,869	2,698	2,684	2,727
<b>Summer Terms:</b>					
Summer I	328	310	274	312	312
Summer II	346	299	277	331	331
Total Summer I & II terms	674	610	551	644	643
<b>Total Credit FTE</b>	8,004	7,125	6,500	6,501	6,651
<b>% Change</b>	-4.29%	-10.99%	-8.77%	0.02% 	2.32%
<b>Non-Fundable FTE</b>	480	268	349	422	420
<b>% Change</b>	-0.83%	-44.17%	30.22%	20.92% 	20.34%
<b>TOTAL FTE</b>	8,484	7,393	6,849	6,923	7,071

**Brookdale Community College**  
**Preliminary Analysis and Forecast of the Operating, Auxiliary, & Capital Funds**  
**Positions at October 31, 2022**

	<b>FY23 Budget</b>	<b>10/31/2022</b>	<b>Favorable/ (Unfavorable)</b>	<b>FY23 Projected</b>
<b>Operating</b>				
<b>Revenues:</b>				
Tuition	\$ 33,433,877	16,726,013	728,310	\$ 34,162,187
State	10,228,938	3,426,697	18,397	10,247,335
County	20,277,019	6,675,670	-	20,277,019
Fees	10,468,043	5,084,452	481,957	10,950,000
Continuing & Professional Studies	2,776,500	1,073,677	(100,614)	2,675,886
Reserves	3,000,000	-	(3,000,000)	-
Other Income	730,000	292,355	-	730,000
<b>Total Revenue</b>	<b>\$ 80,914,377</b>	<b>33,278,863</b>	<b>(1,871,950)</b>	<b>\$ 79,042,428</b>
<b>Expenditures:</b>				
Academic Affairs	29,559,864	6,735,831	355,000	29,204,864
Benefits	14,688,726	4,053,199	453,352	14,235,374
Finance & Operations	11,802,994	4,202,212	53,475	11,749,519
Student Affairs	6,345,210	1,867,107	75,000	6,270,210
General Expenses	6,216,429	1,518,897	905,211	5,311,218
Continuing & Professional Studies	2,443,417	719,215	145,085	2,298,332
Utilities	2,224,608	658,014	95,100	2,129,508
Human Resources & Organizational Safety	2,455,513	881,568	23,750	2,431,763
Advancement	1,268,728	456,862	-	1,268,728
Planning & Institutional Effectiveness	416,051	150,341	1,000	415,051
President & Board of Trustees	512,486	183,799	3,500	508,986
<b>Total Expenditures</b>	<b>\$ 77,934,026</b>	<b>21,427,045</b>	<b>2,110,473</b>	<b>\$ 75,823,553</b>
<b>Other Cash Requirements</b>				
Debt Principal	1,800,000	1,800,000	-	1,800,000
Interest Expense	1,180,350	111,003	(23,975)	1,156,375
	<b>\$ 2,980,350</b>	<b>1,911,003</b>	<b>(23,975)</b>	<b>\$ 2,956,375</b>
<b>Surplus/(deficit) projected - Operating fund</b>				<b>\$ 262,500</b>
<b>Auxiliary</b>				
Receipts	1,190,800	196,657	18,200	1,209,000
Disbursements	1,873,557	485,114	390,487	1,483,070
<b>Profit/(loss) Auxiliary</b>	<b>\$ (682,757)</b>	<b>(288,457)</b>	<b>(372,287)</b>	<b>\$ (274,070)</b>
<b>Surplus/(deficit) projected - Auxiliary fund</b>				<b>\$ (274,070)</b>
<b>Capital</b>				
<b>Revenues:</b>				
State Chapter 12	2,229,500	523,792	-	2,229,500
County Chapter 12	2,229,500	523,792	-	2,229,500
Risk Management	-	90,742	-	-
ELF	-	-	-	-
SOCFBA (Grant 75%)	-	354,120	354,120	354,120
<b>Total Revenue</b>	<b>\$ 4,459,000</b>	<b>1,492,446</b>	<b>354,120</b>	<b>\$ 4,813,120</b>
<b>Expenditures:</b>				
State Chapter 12	2,229,500	533,688	-	2,229,500
County Chapter 12	2,229,500	533,688	-	2,229,500
Risk Management	-	-	-	-
ELF	-	-	-	-
SOCFBA (Grant 75%)	-	354,120	(354,120)	354,120
SOCFBA (College 25%)	-	118,040	(250,000)	250,000
<b>Total Expenditures</b>	<b>\$ 4,459,000</b>	<b>1,539,536</b>	<b>(604,120)</b>	<b>\$ 5,063,120</b>
<b>Surplus/(deficit) projected - Capital fund</b>				<b>\$ (250,000)</b>
<b>Total Surplus/(deficit) projected - all funds</b>				<b>\$ (261,570)</b>

**BROOKDALE COMMUNITY COLLEGE**  
**Engineering Status Report**  
**December 1, 2022**

**A. CONSTRUCTION PROJECTS – CHAPTER 12 FUNDS**

**1. Bid No. 23-02, Drainage Improvements/General Site Work**

The project consists of replacement of the existing under-capacity drainage system with an expanded drainage system along with the regrading of the adjacent access cartway. The improvements are in the area adjacent to ATEC and MAC.

**Status:** Bids were opened on August 17, 2022. The lowest responsible bidder was Shore Top Construction with a bid of \$187,914.00. The Board of Trustees authorized the award of Bid on August 23, 2022. The contract has been issued and a Preconstruction Meeting was held on September 23, 2022. Shop drawings have been approved. There was a delay due to material shortages from the precast manufacturer. Structures will be delivered and work tentatively scheduled to start December 7<sup>th</sup>, weather permitting.

**2. Children's Learning Center**

Colliers Engineering & Design (CED) developed two distinct scopes of work. The first task is for the replacement of HVAC, Fire Protection System, and sewer ejector pump. The second task is an Architectural review for ADA/accessibility compliance and ingress/egress of the building. The recommended scope of improvements will be determined by the assessment.

The mechanical portion will commence with an inspection during the week of December 5<sup>th</sup>. The Architectural Assessment will be scheduled shortly after.

**3. Lincroft - Various Buildings**

A meeting is being scheduled the week of December 5<sup>th</sup> to inspect the buildings and to review installation of carbon monoxide monitors in the HVAC ducts of various buildings.

There will be a meeting later in the month to inspect and make recommendations with regard to potential upgrading/replacement of interior transformers and associated switch gear in various buildings.

A preliminary walk through of various buildings (PAC, CAR, ATEC) was performed to review ADA access to building, bathrooms and handicap parking spaces. The intent is to determine

the required improvements/upgrades and potentially package them into a single contract as a cost savings method.

#### **4. Freehold**

The Manufacturer Stormwater Treatment Device associated with the previous parking lot expansion requires maintenance which consists of replacement of the numerous filter cartridges at a substantial cost per the two quotes that were obtained. CED will review the proposals and research possible lower cost alternate(s).

The Fire Pump located on the basement requires replacement. CED will review the quotes that were solicited.

A preliminary inspection of the building's basement and the outside perimeter was conducted in response to water infiltration from numerous locations into the basement. A follow up inspection with the CED team of a structural engineer, geotechnical engineer, and an architect specializing in building envelopes.



WILLIAM H. R. WHITE, III, PE, PP, CME, CPWM  
Engineer of Record

WHW/dmm

cc: Michael Naparlo, Manager of Facilities (via email)

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### Brief: Facilities Overview as of December 13, 2022

#### Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Center of Excellence for Cybersecurity Education (formerly Gorman Hall South)	Posen Architects	Shoreland Construction Inc.	<ul style="list-style-type: none"> <li>• Fire suppression has been installed.</li> <li>• Painting and electrical is nearing completion.</li> </ul>
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> <li>• Flow test was done on the hydrant needed for design of fire suppression.</li> <li>• Carpentry work is about 80% complete.</li> <li>• Electrical and plumbing rough-in complete.</li> <li>• Duct work installation continues.</li> </ul>
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> <li>• Anticipate the completion of document in November.</li> </ul>
CVA and Maintenance Roof	DRG	Northeast Roof	<ul style="list-style-type: none"> <li>• CVA roof installation completed.</li> <li>• Removal of the existing maintenance roof has begun.</li> </ul>
ATeC & MAS Drainage	Colliers	Shore Top Construction	<ul style="list-style-type: none"> <li>• Contract awarded. Pre-construction meeting to be held after finalization of all legal documents. Due to lead time of material, project start date is approximately five weeks out.</li> </ul>
Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> <li>• <b>Lincroft</b> – Solar structures are complete. The commission of wiring for</li> </ul>

			<p>system and installation of transformers still need to be completed.</p> <ul style="list-style-type: none"> <li>• Lot 6 and 6A were striped on 10/22.</li> <li>• Contractors working with JCP&amp;L to get the solar officially communicating with their hub. Once the solar is officially running, the charging stations will be set up.</li> <li>• <b>Wall</b> – Working with contractor to set up charging stations.</li> <li>• Solar is powered and calculating per Miller Brothers project manager.</li> </ul>
Modernization of Lincroft Elevators	USA Architects	West End-KB Builders & Developers	<ul style="list-style-type: none"> <li>• Work was awarded and paperwork is being finalized. Once finalized a pre-construction meeting will be scheduled.</li> </ul>
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> <li>• Electrical and HVAC installation has started.</li> <li>• Carpenter has begun building stage.</li> </ul>
Culinary & Hospitality Center	SSP Architects		<ul style="list-style-type: none"> <li>• Board approved moving forward with Grant application for the relocation of the Culinary school to the Lincroft Campus. Application was submitted. Award notification expected Spring '23.</li> </ul>

#### Projects in-planning stage:

- Drainage Phase 2 – Lincroft and Freehold
- Miscellaneous door replacement (fire, handicapped, and egress) at ATeC, CVA, LIB, and LAH.

The academic calendar 2023-2024 was approved on November 15, 2022. There was an error discovered on the 2023-2024 academic calendar after it was approved.

Summer I 2024 listed the first day of instruction as May 7<sup>th</sup> when the first day is May 17<sup>th</sup> – The error has been corrected and the revised 2023-2024 academic calendar is submitted for approval.

**Brookdale Community College**  
**2023-2024**  
**Academic Calendar**

**SUMMER III 2023**

July 5, 2023	Wednesday	First day of instruction
August 15, 2023	Tuesday	Last day of instruction

**FALL 15 2023**

September 4, 2023	Monday	Labor Day Holiday
September 5-6, 2023	Tuesday-Wednesday	Faculty Days
September 7, 2023	Thursday	First day of instruction
Nov 23-Nov 26, 2023	Thursday-Sunday	Thanksgiving Recess
December 23, 2023	Saturday	Last day of instruction

**FALL 7A 2023**

September 7, 2023	Thursday	First day of instruction
October 25, 2023	Wednesday	Last day of instruction

**FALL 11 2023**

October 5, 2023	Thursday	First day of instruction
Nov 23-Nov 26, 2023	Thursday-Sunday	Thanksgiving Recess
December 22, 2023	Friday	Last day of instruction

**FALL 7B 2023**

November 2, 2023	Thursday	First day of instruction
Nov 23-Nov 26, 2023	Thursday-Sunday	Thanksgiving Recess
December 22, 2023	Friday	Last day of instruction

**WINTERIM 2024**

January 2, 2024	Tuesday	First day of instruction
January 12, 2024	Friday	Last day of instruction, (9 days)

**SPRING 15 2024**

January 15, 2024	Monday	Martin Luther King, Jr. Day Holiday
January 16, 2024	Tuesday	Faculty Day
January 17, 2024	Wednesday	First day of instruction
March 10-16, 2024	Sunday-Saturday	Spring Break
May 7, 2024	Tuesday	Last day of instruction
May 9-10, 2024	Thursday-Friday	Faculty Days
May 9, 2024	Thursday	Graduation

**SPRING 7A 2024**

January 17, 2024	Wednesday	First day of instruction
March 5, 2024	Tuesday	Last day of instruction

**Brookdale Community College**  
**2023-2024**  
**Academic Calendar**

**SPRING 11 2024**

February 14, 2024	Wednesday	First day of instruction
March 10-16, 2024	Sunday-Saturday	Spring Break
May 7, 2024	Tuesday	Last day of instruction

**SPRING 7B 2024**

March 20, 2024	Wednesday	First day of instruction
May 7, 2024	Tuesday	Last day of instruction

**SUMMER I 2024**

May 17, 2024	Friday	First day of instruction
May 27, 2024	Monday	Memorial Day Holiday
June 21, 2024	Friday	Juneteenth Holiday Observed
July 1, 2024	Monday	Last day of instruction

**SUMMER II 2024**

June 6, 2024	Thursday	First day of instruction
June 21, 2024	Friday	Juneteenth Holiday Observed
July 4, 2024	Thursday	Independence Day Holiday
August 16, 2024	Friday	Last day of instruction

**State of New Jersey Residency Exemption Report  
NJ First Act (P.L. 2011, c. 70)**

**BROOKDALE COMMUNITY COLLEGE**

765 Newman Springs Road  
Lincroft, NJ 07738

The job titles listed below require special expertise or extraordinary qualifications at a time when recruitment for any position has become very challenging. Failure to exempt these positions would seriously impede the ability of Brookdale Community College to compete successfully with similar colleges in other states.

**Executive/Administrative Titles**

Assistant Director	Graphic Artist/Design Coordinator
Associate Director	Instructional Designer
Associate Registrar	Legal Affairs Officer
Associate Vice President	Manager
Bilingual Student Success Coach, Advising	Registrar
Confidential Assistant to the Vice President	Senior Assistant to the President & BOT
Data Analyst	Staff Accountant
Dean	Student Success Coach
Director	Student Success Coach/Advisor
Executive Director	Vice President

**Faculty Titles**

Professor  
Associate Professor  
Assistant Professor  
Instructor

**Report filed with:**

Clerk of the General Assembly  
New Jersey State House  
Room 214  
P.O. Box 098  
Trenton, NJ 08625

Chief Counsel to the Governor  
New Jersey State House  
P.O. Box 001  
Trenton NJ 08625

Secretary of the Senate  
New Jersey State House  
Room 115  
P.O. Box 009  
Trenton, NJ 08625

Board Approved 10/20/11, Rev 11/19/15, Rev 12/13/22  
H/Residency

**RESOLUTION PROVIDING FOR THE NEGOTIATION OF, AND ENTERING INTO, A LAW ENFORCEMENT CONTRACTING AGREEMENT BETWEEN THE MONMOUTH COUNTY SHERIFF'S OFFICE AND BROOKDALE COMMUNITY COLLEGE**

**WHEREAS**, providing a safe and secure environment for its students, faculty, staff and all members of the College Community is a paramount goal of the Brookdale Community College's President and Board of Trustees ("the College"); and

**WHEREAS**, the College's President and Board of Trustees continually strive to seek opportunities to ensure the utmost safety of its students, faculty, staff and other members of the College Community; and

**WHEREAS**, the Monmouth County Sheriff's Office has offered to provide law enforcement services to the College that would enhance the College's current law enforcement capabilities and further enhance the safety and security of the College's students, faculty staff and other members of the College Community;

**WHEREAS**, the Monmouth County Sheriff's Office is well equipped and qualified to perform the law enforcement functions at and to provide law enforcement services to Brookdale Community College; and

**WHEREAS**, Brookdale Community College wishes to enhance its current law enforcement capabilities and to continue to achieve an environment of safety and security for students, faculty, staff and other members of the College community; and

**WHEREAS**, N.J.S.A. 40A:65-1 evidences a legislative intent to encourage the consolidation of governmental functions including law enforcement; and

**WHEREAS**, Brookdale Community College, as a county college, is considered a "local unit" pursuant to N.J.S.A. 18A:64A-1; and

**WHEREAS**, the Monmouth County Sheriff's office and Brookdale Community College already have experienced a cost efficient and effective cooperation in the handling of the 911 calls related to

Brookdale Community College and the dispatching of Brookdale Community College police officers; and

**WHEREAS**, various studies have shown that the consolidation of the law enforcement function has significant benefits including: (1) efficiencies in response time and backup along with economies of scale; (2) provides the promotion of community policing;(3) the enhancement of Homeland Security preparedness; (4) a wider spectrum of deliverable services such as canine officers and bicycle patrols; and (5) a more consistent presentation of police function and the promotion of a feeling of safety with similarly uniformed officers and identified police vehicles; and

**WHEREAS**, various other studies have concluded that there are significant benefits to the consolidation, regionalization, merger or contracting of law enforcement functions for governmental entities; and

**WHEREAS**, N.J.S.A. 40A:65-7 permits the duration of a contracting Agreement to be a period up to ten (10) years in duration; and

**WHEREAS**, it is the desire of the Board of Trustees of Brookdale Community College to enter into a mutually beneficial agreement with the Monmouth County Board of County Commissioners and the Monmouth County Sheriff's Office for the provision of law enforcement services.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Brookdale Community College authorizes its President, David Stout, and or his designees, together with the College's legal counsel, to act on behalf of the College to negotiate, formulate and execute a "Law Enforcement Contracting Agreement" with the Monmouth County Sheriff's Office.

**BE IT FURTHER RESOLVED** that President David Stout and Board Chair Paul Crupi, are hereby authorized to execute an agreement on behalf of Brookdale Community College for a period not to exceed ten (10) years on terms favorable to Brookdale Community College, which agreement shall become effective upon ratification by the Brookdale Community College Board of Trustees; and

**BE IT FURTHER RESOLVED** that upon the execution of the referenced Agreement, a copy of the

Agreement shall be made available, as needed, to any State or Federal law enforcement agency with the redaction of provisions of the Agreement which would affect any law enforcement function which fall within any Open Public Records Act ("OPRA") exception pursuant to law; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be provided to David Stout, President of Brookdale Community College; Shaun Golden, Sheriff of Monmouth County and Teri O'Connor, Monmouth County Administrator.

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**2023 Committee Appointments**

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

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

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

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

**BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2023 -**

<b>2023 Public Business Meetings (PBM)</b>	<b>Executive</b>	<b>Finance &amp; Facilities</b>	<b>Governance</b>	<b>Student Success &amp; Educational Excellence</b>	<b>Audit</b>	<b>NJCCC Council</b>	<b>Foundation</b>
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 24, 2023 SLC, Twin Lights Rooms	January 17 5:15 PM	January 17 5:30 PM	January 18 5:30 PM		January 23 5:30 PM		January 19
Tuesday, February 28, 2023	February 21 5:15 PM	Feb. 21 5:30 PM		Feb. 22 5:30 PM	Feb. 23 5:30 PM		
Tuesday, March 28, 2023	March 21 5:15 PM	March 21 5:30 PM	March 22 5:30 PM			March 20 5 PM	March 16
Tuesday, April 25, 2023	April 18 5:15 PM	April 18 5:30 PM		April 19 5:30 PM			
Tuesday, May 30, 2023	May 23 5:15 PM	May 23 5:30 PM			May 24 5:30 PM		May 18
Tuesday, June 27, 2023 f	June 20 5:15 PM	June 20 5:30 PM				June 12 5 PM	
NO Public Board Meeting	July 18 <b>Follows F &amp; F</b>	July 18 5:30 PM					
Tuesday, August 22, 2023	August 15 5:15 PM	August 15 5:30 PM					
Tuesday, September 26, 2023	September 19 5:15 PM	Sept. 19 5:30 PM	Sept. 21 5:30 PM	Sept 20 5:30 PM		Sept. 18 5 PM	Sept. 21 or 28
Tuesday, October 24, 2023	October 17 5:15 PM	October 17 5:30 PM			Oct. 18 5:30 PM		
Tuesday, November 28, 2023	November 8 5:15 PM	November 8 5:30 PM	Nov. 6 5:30 PM	Nov. 9 5:30 PM		Nov. 20 5 PM	Nov. 9
Tuesday, December 19, 2023	December 12 5:15 PM	December 12 5:30 PM			December 13 5:30 PM		

Human Resources is a Committee of the whole