



Board of Trustees Public Business Meeting

Brookdale Community College

Feb 22, 2022 at 5:30 PM EST to Feb 22, 2022 at 8:30 PM EST

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

Agenda

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

Presenter: Chair Cram

II. Pledge of Allegiance

Presenter: Chair Cram

III. Moment of Silence

Presenter: Dr. Stout

IV. Adoption of Agenda

Presenter: Chair Cram

V. Approval of Memorandum of Understanding with Africa Universities Fund, Inc.

Presenters: Chijike K Ndukwu, Secretary-General Africa University Fund, Inc., Dr. Joe Madu, AUF Board Chair , Ms. Magdalene Venn - AUF Board Member, Mrs Judith Oputa-Ndukwu - AUF Director for Administration

A. Signing of MOU Africa Universities Fund, Inc.

Presenter: Dr. David Stout, President

VI. President's Report

Presenter: Dr. David Stout

A. Presentation - Recruitment Efforts and Open House

Presenters: Mary Beth Reilly, Executive Director of Enrollment Services, Anne Marie Sparaco, Director Special Projects

VII. Reports from the Board Committees and Liaisons

Presenter: Chair Cram

A. Finance & Facilities Committee - February 15, 2022

Presenter: Trustee Crupi

1. Capital Project Update

2. Monthly Financial Reporting

B. Audit Committee - February 17, 2022

Presenter: Trustee Rambaud

C. Student Success & Educational Excellence Committee - February 16, 2022

Presenter: Trustee Abby-White

D. Foundation Update

Presenter: Trustee Abby-White

E. Student's Perspective

Presenter: Trustee Smith

F. ACCT National Legislative Summit

G. NJCCC Update

Presenter: Trustee Horl

VIII. Public Comment on Agenda Items

Presenter: Chair Cram

IX. Review of Consent Agenda

Presenter: Chair Cram

*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.

A. Acceptance of Consent Agenda

Presenter: Chair Cram

X. Approval of Public Business Meeting Minutes - January 25, 2022

Presenter: Chair Cram

XI. Approval of Consent Agenda

Presenter: Chair Cram

A. Approval of Human Resources

B. Acceptance of Grants

C. Application for Grants

D. Approval of Budget Modification - Perkins

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

F. Open Invoice Payment Requests for Vendor, Student and Employee Payments

G. Monthly Financial Reports

H. Capital Project Update

XII. Change Order Request

XIII. Approval of FY23 Capital Budget

XIV. Approval of FY23 Chapter 12 Projects

XV. Approval of Revised Policies

Presenter: Chair Cram

A. Approval of Policy 1.3021 Trustee Authority, Appointments, and General Powers of the Board (previously titled Trustee Appointments)

B. Approval of Policy 5.0003 Institutional and Specialized Program Accreditation, Approval or Certification (previously titled Institutional and Specialized Program Accreditation)

XVI. Public Comment

Presenter: Chair Cram

XVII. Old/New Business

Presenter: Chair Cram

XVIII. Resolution to Hold a Closed Meeting

Presenter: Chair Cram

XIX. Motion to Re-Open the Meeting to the Public

Presenter: Chair Cram

XX. Approval of Resolution for Solar Energy Project Agreements**XXI. Adjournment**

Presenter: Chair Cram

XXII. Appendix

Board Schedule, Board Committees

Brookdale Board of Trustees**Janice Thomas, Director Brookdale International Education Center****Ed Johnson, Executive Director Governmental Affairs & Community Relations****February 11, 2022****Brookdale Worldwide Initiative:**

Memorandum of Understanding (MOU) between Brookdale Community College and the African Universities Fund (AUF).

The Africa Universities Fund, Inc. (AUF) seeks to inspire, nurture and harness the skills, creativity, and employability of millions of young people in Africa by creating awareness and advancing opportunities for skills-based teaching and learning at the higher education level.

Through partnerships and collaboration with higher education institutions, AUF is committed to extending critical resources and opportunities to empower young people in Africa by democratizing access to education and training in science and technology.

Therefore, the partnership between Brookdale and AUF seeks to:

1. Facilitate the enrollment of Nigerian students to Brookdale's academic and certificate programs: in-person and online, and
2. Support students enrolling in "future of work" STEM fields such as Cybersecurity, Artificial Intelligence, Robotics, 3D printing, Data science, and in other areas that strengthen young people's knowledge and skills in the digital economy.

AUF plans to equip a facility "The Future of Work Africa Learning Center" in Port Harcourt, Nigeria that would:

1. Provide a remote live learning center for students enrolled in Brookdale's online courses, and
2. Serve as a resource center for information about U.S. higher education and Brookdale in particular.

We will collaborate on grant opportunities that support the development of the facility in Port Harcourt.

Summary

With the support BCC President Stout, the Brookdale International Education Center and the Office of Governmental Affairs and Community Relations recommends that the Board of Trustees approve the Memorandum of Understanding (MOU) between Brookdale Community College and the African Universities Fund (AUF).

RESOLUTION

WHEREAS, it is inherent within the College's Philosophy and Mission to empower 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; and

WHEREAS, the College is committed to increasing access to a global learning environment for students, faculty and staff through global awareness and understanding of other cultures; and

WHEREAS, recognizing the importance of providing a framework to prepare students for both academic and professional endeavors in a global context, Brookdale seeks to expand connections to and dialogue among global citizens; and

WHEREAS, the *Brookdale Worldwide initiative* was created to successfully engage with international partners to promote Brookdale's educational offerings and training opportunities to a worldwide audience; and

WHEREAS, the goal of the African Universities Fund (AUF) is to expand the basis for friendship and educational cooperation between Nigeria and the United States of America to inspire, nurture and harnesses the skills, creativity, and employability of students in both countries; and

WHEREAS, the terms and conditions of the Memorandum of Understanding (MOU) between have been reviewed by the Brookdale International Education Center and the Chief Legal Affairs Officer; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Brookdale Community College shall approve the attached Memorandum of Understanding (MOU) for the purpose of establishing mutual areas of cooperation and collaboration between Brookdale Community College and the African Universities Fund.

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the President to effect ancillary agreements and policies to carry out activities and initiatives in areas of cooperation and collaboration under the MOU.

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

January 25, 2022

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

And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee	Dr. William Burns
	Dr. Hank Cram, Chair	Dr. Nancy Kegelman
	Mr. Paul Crupi, Trustee	Dr. Yesenia Madas
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Barbara Horl, Trustee	Mr. Edward Johnson
	Mr. Bret Kaufmann, Vice Chair	Ms. Patricia Sensi
	Ms. Marta Rambaud, Trustee	Ms. Teresa Manfreda
	Dr. Les Richens, Trustee	Ms. Bonnie Passarella
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Mr. Austin Smith, Trustee (5:45 PM)	Dr. Anita Voogt
	Ms. Natalie Watson, Trustee (5:45 PM)	Ms. Bonnie Passarella
Absent		
		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 January 20, 2022 at 9:30 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 announced that the Board will reaffirm the College's mission, vision and values. He 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.

Trustee Crupi read the vision statement.

Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society. Brookdale plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire all community members to fulfill their aspirations to the best of their ability

Trustee Davis read our College Values.

The following values guide the Brookdale community in the fulfillment of our Mission; each being of equal weight and importance:

- a. **Educational excellence** through engagement, assessment and innovation*
- b. **Economic empowerment** through access, opportunity, and entrepreneurial partnerships*
- c. **Institutional integrity** through academic freedom, stewardship and accountability*
- d. **Diversity** through inclusivity, human equity and individual perspective*

Dr. Stout lead a moment of silence to honor the memory of our retired colleague Pat Wyatt, and he offered condolences to her colleagues and family.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda Chair Cram announced that we would not be holding an Executive Session tonight.	A motion to adopt the agenda was made by Trustee Richens and seconded by Trustee Crupi. Motion passed.	
Recognition of Trustee Suzanne Brennan - Dr. Stout read a resolution (Attachment A) honoring Trustee Suzanne Brennan for her service to the Board of Trustees. Trustee Brennan addressed the Board of Trustees and expressed her appreciation to		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>be part of the Brookdale family. She shared her commitment to stay involved with the College, while serving on the President's Advisory Committee.</p>		
<p>Workshop on Financial Budgets – Vice President Manfreda and Executive Director of Finance, Matt Siuzdak presented a Financial Budget Workshop. They provided information on the budget development process which is a 9 month process that begins in October and ends in June. The goals of the budget planning process include:</p> <ol style="list-style-type: none"> 1. Utilize the College's Strategic Plan as the basis for prioritization. 2. Engage the campus community in budget development. 3. Build a balanced budget. 4. Maintain strong reserves. 5. Develop a multi-year financial plan. 6. Optimize operations, keep tuition costs low for students and monitor expenses. <p>The FY23 Budget was built utilizing the following budget parameters:</p> <ol style="list-style-type: none"> 1. State aid remains stable. 13% of budget - \$10,228,938 2. 1.2% increase in County aid, 25% of budget - \$20,277,019 3. 3% of tuition increase; 1% decrease in fees (tuition - \$153 per credit hour (in county); general service fee - \$39.78 per credit hour) 4. 4.5% decrease in FTEs or 6501 FTEs <p>She reviewed tuition and fee costs compared to other community colleges in the state and we are ranked 9th out of 18 community colleges in total cost (tuition and fees). In addition, she reviewed the FY21 Federal and state grants awarded to our students. In total our FY21 federal and state grants are 47%. of our revenue. Our students receive significant grant awards.</p> <p>She reviewed the FTE enrollment projections compared to actual in FY19 and FY20 and the anticipated FY22 projected decline of enrollment of 4.5% and projected FY23 enrollment decline of an additional 4.5%.</p> <p>Ms. Siuzdak reviewed the FY23 projected Revenue (\$80,914,376) breakdowns by category which are composed of (51%) tuition and fees, (3%) course and miscellaneous fees, (25%) County funding, (13%) State funding, (4%) Other Revenue, which includes the revenue from our Continuing & Professional Services, and (4%) use of Reserves.</p> <p>In addition he reviewed the trends of Expenditures. He reviewed the process used to develop the FY23 budget which included a zero based budgeting approach. He explained that budgets from prior years were not carried over and each budget line had to be accounted for. The goal was to create a budget that analyzes the needs of each division and each department within each division and its function in the department. If a department had unnecessary expenses, they were excluded. The FY23 proposed Expenditures (\$77,934,026) are increased by 1.1% increase from the FY22 Budget. The increase is attributable to the increases in insurance premiums, general wage increases, reduction in utility costs and overall recovery from the pandemic. A breakdown of expenditures were reviewed, and salaries and benefits comprises 77% of the budget.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions																										
<p>Mr. Siuzdak explained that the budget process includes revisiting and reviewing open vacancies within each department and deciding if these vacancies need to be filled. The FY23 budget was developed to include filling key vacancies, while eliminating unjustified positions.</p> <p>Dr. Stout brought attention that our unused federal stimulus funding will be used to offset additional tuition costs in FY23.</p>																												
<p>President’s Report –</p> <p>At Convocation, we recognized the 2021-2022 class of Emeritus employees. Dr. Stout read a proclamation (Attachment B) in their honor:</p> <table><tr><td>Duncan Circle</td><td>Administrator, Emeritus – 2021 (Posthumous)</td></tr><tr><td>Alice Dressner-Ehrlich</td><td>Professor, Emeritus – 2021 (Posthumous)</td></tr><tr><td>Sue Desiderato</td><td>Administrator, Emeritus - 2021</td></tr><tr><td>Barbara Gonos</td><td>Professor, Emeritus - 2021</td></tr><tr><td>Ruben Guerra</td><td>Staff, Emeritus - 2021</td></tr><tr><td>Floresta D. Jones</td><td>Professor, Emeritus - 2021</td></tr><tr><td>Jackie Kugit</td><td>Administrator, Emeritus - 2021</td></tr><tr><td>Maris Lown</td><td>Administrator, Emeritus - 2021</td></tr><tr><td>Ron Sopenoff</td><td>Professor, Emeritus - 2021</td></tr><tr><td>Sally Sorrell</td><td>Professor, Emeritus - 2021</td></tr><tr><td>Bill Templeton</td><td>Professor, Emeritus - 2021</td></tr><tr><td>Mike Toomey</td><td>Professor, Emeritus - 2021</td></tr><tr><td>Paul Zigo</td><td>Administrator, Emeritus - 2021</td></tr></table>			Duncan Circle	Administrator, Emeritus – 2021 (Posthumous)	Alice Dressner-Ehrlich	Professor, Emeritus – 2021 (Posthumous)	Sue Desiderato	Administrator, Emeritus - 2021	Barbara Gonos	Professor, Emeritus - 2021	Ruben Guerra	Staff, Emeritus - 2021	Floresta D. Jones	Professor, Emeritus - 2021	Jackie Kugit	Administrator, Emeritus - 2021	Maris Lown	Administrator, Emeritus - 2021	Ron Sopenoff	Professor, Emeritus - 2021	Sally Sorrell	Professor, Emeritus - 2021	Bill Templeton	Professor, Emeritus - 2021	Mike Toomey	Professor, Emeritus - 2021	Paul Zigo	Administrator, Emeritus - 2021
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<p>Reports from the Board Committees and Liaisons</p> <p>1. Finance & Facilities Committee – January 18, 2022 – Trustee Crupi reported on the Finance & Facilities meeting held on January 18.</p> <ul style="list-style-type: none">a. Capital Project Update – Mr. Ray Savacool, T & M Engineering reported on the following projects:b. Reconstruction and rehabilitation of the athletic fields on the Lincroft Campus have been completed and final payment is being withheld until receiving submission of maintenance bonds.c. Replacement of Emergency Lighting and Batter Backups is being completed by Sal Electric.d. Rear Vestibule Slab - - Award was made to GPC in December and work is planned for the spring																												

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>e. Mr. Naparło provided an update on projects in-progress, and projects in the early planning stages. He gave an update on the CVA and Maintenance Roof, Facilities Master Plan, Demolition of Buildings, Esports, Solar project and modernization of Lincroft Elevators.</p> <p>f. Monthly Financial Reporting - VP Manfreda reviewed the financial reporting as of November 2021, compared to FY 22 budget, at the same time last year. She highlighted the following:</p> <ul style="list-style-type: none"> i. Total operating revenue for the month of November was \$43.7 M and is 1% lower than the same time last year. Although tuition revenue and student fee revenue are down compared to last year, she noted CPS revenue is up again and state appropriation has been reinstated. She also noted that so far, they have not applied the use of The Higher Education Emergency Relief funds (HEERF) against revenue losses. ii. Total operating expenditures were \$26.4M of the \$77M FY22 budget, that represents 34.3% of the FY22 budget iii. Cash flow is stable and our cash balance is \$29.4M, which represents a \$5.9M increase over the same time last year iv. VP Manfreda reviewed the financial forecast which projects our operating budget to be flat which is attributable to expenses being significantly lower, and a projected loss in the Auxiliary fund, of which HEERF funds can be used to offset revenue losses and COVID related expenses. A small deficit is projected for the Capital budget which is attributable to risk management claims <p>g. VP Manfreda reviewed the need for an emergency purchase to address a pipe leak in the MAS building and the estimated cost of remediation is \$75,000. Mr. Naparło confirmed the leak was caused by an improperly installed pipe fitting on an eye wash station and the remainder of the eye washing stations were inspected and no other issues were found.</p> <p>h. FY23 Budget - The Committee discussed in detail the FY23 budget which VP Manfreda thoroughly reviewed in her presentation. The Board of Trustees is committee to keeping student costs as low as possible while also maintaining a high standard of excellence, which Brookdale is recognized throughout the state. The Committee members discussed in great detail the different budget models and there was consensus to support the recommendations put forth by Vice President Manfreda this evening.</p> <p>i. Auxiliary Services FY23 Operating Statements - VP Manfreda explained that the Auxiliary Services and Associated Students of Brookdale Community College (ASBCC) statements have been presented to the Board in June in the past, but she is moving them forward with the approval of the operating budget, as it is all one fund. She reviewed the components of the budget and pointed out that last year the auxiliary budget was approved with a \$1.4M loss. In FY22, the budget was approved with the capital investment into the esports program. They are expecting FY23 to be a better year, but still expect to end the year with a loss before fee waivers of \$682,757, and a profit of \$365,243 after fee waivers. The build out of</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>the esports program is taking a long time, so they are being realistic with their revenue goals. The Committee supports the budget.</p> <p>j. ASBCC Budget - VP Manfreda reported that the ASBCC budget is funded by the general service fee. They have budgeted \$341,302 for FY23. The Committee supports the budget</p> <p>k. HR - Dr. Stout informed the committee there are 32 recommended items, which include hires, change of status and separations. Dr. Stout pointed out that the majority of hires were for 17 adjunct positions for the spring semester. These HR items will move forward for approval at the January 24 meeting with the support of the Committee. Additionally, 4 positions were requested to be replaced with a zero net gain. The Committee approves the requests to move forward with all searches.</p> <p>I. Revenue</p> <p>i. - Grants– VP Kaari reviewed the recommendation to approve the application for an Advancing Informal STEM Learning grant in the amount of \$191,402. The grant is funded through the University of South Carolina through funding from the National Science Foundation.</p> <p>ii. FY22 Grant Revenue Report – VP Kaari reported that \$6.4 million of grants have been awarded in FY22 with another \$1.5 million pending</p> <p>iii. Foundation – VP Kaari reviewed the Statement of Activities and Changes in Net Assets for the month ending November 30, 2021. Total revenue is down 1.8% this month, which is attributable to a significant decrease in investment income during November compared to last year. She pointed out that contributions are up 159% compared to last year. Expenses are significantly higher than last year which is due to the implementation of Salesforce, the timing of events and giving out more scholarships this year. Total net assets are \$542,347 which is a slight decrease compared to last year.</p> <p>2. Governance Committee – January 19, 2022 – Trustee Davis reported on the Governance committee on January 19. The main points of consideration were:</p> <p>a. Board Self-Evaluation – The Board had 100% participation. The evaluation was reviewed with the intention to identify any governance issues that need to be addressed and areas to be focused on trustee professional development.</p> <p>b. 3 policies were reviewed for recommendation for ratification which include:</p> <p>i. Ratification of Policy 1.8000 Adoption, Review and Amendment of Mission, Vision, Values and Strategic Priorities with no changes.</p> <p>ii. Lodging of Policy 1.3021 Trustee Authority, Appointments, and General Powers of the Board</p> <p>iii. Lodging of Policy 5.0003 Institutional and Specialized Program Accreditation, Approval or Certification</p> <p>c. Professional Board development opportunities were discussed including training in</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>diversity and inclusion, attendance of ACCT Legislative Summit and Trustees are encouraged to participate in the virtual legislative visits. In addition, Trustees are encouraged to attend the ACCT National Congress in October in New York City.</p> <p>3. Student Success & Educational Excellence Committee – January 11, 2022 – Trustee Abby-White reported on the Student Success & Educational Excellence Committee held on January 11. The meeting was focused on key questions of what are we doing that is working, what should we stop doing and what are we surprised that we are doing. It was determined that there should be more focus on retention of our students. A list of retention suggestions were generated for review by all. Chair Cram suggested that the entire Board should be asking the same questions. The Committee will meet on February 16, and the suggestions will be reviewed with the intention to identify and implement tactics to help our students be more successful.</p> <p>4. Student’s Perspective – Trustee Smith – no report was given.</p> <p>5. NJCCC Update - Trustee Horl attended her first ACCT Public Policy and Advocacy Committee, where they discussed the moving parts of the Federal Budget balancing process and the Biden Build Back Better America Bill which actually isn’t moving, as the Senate is going to rewrite it, to slim it down and most likely it will pass in the Senate and then go back to the House.</p> <p>She attend the monthly meeting of NJCCC Federal and State Policy Committee. Among the things they discussed was a budget request for the next fiscal year and advocating for change in a state regulation to reduce the number of general education credits for those pursuing an Associate of Arts degree. Currently you need 45 credits and the Committee is advocating to reduce the requirement to a minimum of 33 credits with flexibility at the local community college level. This change will allow students to broadly explore other interests. Both community college presidents and 4 year college partners support this change. Comments from the public will be accepted through June of this year, and she encouraged those of you who support this change to write to Secretary Brian Bridges, Office of the Secretary of Higher Education.</p> <p>It has been a busy month for New Jersey Government, with the reorganization of the Legislature and swearing in of new members and the beginning of Governor Phil Murphy's second term. Murphy is the first Democrat to be reelected in 44years.</p> <p>The minority party gained a number of seats, bringing the split in the two houses closer in number. Additionally, with the unexpected loss of Senate President Sweeney in November, Senator Nick Scutari of Union County was chosen as the new Senate President. Our sector hopes that Senator Scutari will be as much a friend as was Senator Sweeney, who was a champion for community colleges.</p> <p>Our Higher Education Committee leadership remains the same in both houses, with committee chairs Mila Jasey in the Assembly and Sandra Cunningham in the Senate. Senator Gopal is the new Chair of Senate Education, and we congratulate him on this new task.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Lame duck was its usually flurry of activity. A lot of bills were passed, and luckily, a lot of bills died. There are 4 bills that significantly impact community colleges that were signed into law on January 18th.</p> <p>S4211 - establishes county college-based adult centers for transition for individuals with developmental disabilities from high school to college or into the workforce, and makes an annual appropriation of \$4.5 million dollars. It will provide \$250,000 to every community college to expand their in place programs.</p> <p>S4102 - Directs the Secretary of Higher Ed to develop a training program for direct support professionals and requires the county colleges to administer the program.</p> <p>A3007 - requires institutions of higher education to provide students with access to mental health care programs and services and to establish a hotline to provide information on those services.</p> <p>S3810 - "Responsible Collective Bargaining Negotiations Act" which I have reported on in the past. It was opposed by many groups including the League of Municipalities, Government Finance Officers. NJ Conference of Mayors and others. The bill was amended to secure last minute passage, county colleges and other objectors were explicitly excluded from the legislation, and applies only to the State.</p> <p>On the federal level, Brookdale has a delegation attending the National Legislative Summit in February in Washington, DC. This meeting is where we all receive detailed information about what is happening on the Hill from long standing lobbyists, government administrators and others that affect community colleges and our students. We also get a thorough briefing on what is going on in the federal budget process - essentially what's in and what's out, and updates on all Federal grant programs, so that we are prepared for our own advocacy roles.</p> <p>We have several meetings scheduled with our Congressional representatives, where we do two things: we advise them of what we are doing at the college, in terms of programs, students, faculty and funding, and advocate for whatever additional assistance we can obtain. We bring Brookdale to them, and remind them that there is nothing greater than what we and other community colleges do -improve lives by providing intellectual growth, stimulate excitement for learning and hopefully help many with limiting jobs to bridge the gap to improved skills and higher earning attainment.</p> <p>6. Foundation Update – Trustee Abby-White reported that the Year End giving campaign raised \$29, 167 which is the highest it has been in the five years. The Foundation Board unanimously approved to be a sponsor for Civility Week. A podcast was showcased with the hope that our students will be more involved with the Radio Station in</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
communications studies. The Foundation Board is revising their mission statement to broaden their mission to include support of services. The golf outing will take place at Eagle Oaks on September 22. Sponsorship opportunities are available now and encouraged. The next meeting is scheduled on March 17.		
Public Hearing on Tuition & Fees – No public comment was made on tuition and fees. Ms. Gruskos confirmed there were no written public comments submitted on tuition and fees.		
Public Comment on Agenda Items – Jack Ryan – Associate Professor, English - commented on his appreciation of Trustee Suzanne Brennan’s service to the College and that he is glad that she will continue to be involved with the College. He noted her ability to help change the culture and transparency of the Board. He commented on the Emeritus employees and appreciated the formation of this distinction, and he wishes that when someone leaves the College that we can improve our communication with them to allow them to be informed cheerleaders in the community. He commented on the general education (gen ed) credit change and reported that he and many of his colleagues were adamantly against the change. He thinks that the change does not respect the value of the general education curriculum at community colleges. Amy Clark, President of the Faculty Association , commented on the change in the gen ed requirement. She stated that the consensus of their membership was that the planned regulation was not good for our students. Specifically, that the reduction in gen ed requirements of the AA degree would lead to our students having to repay for credits when they went to the four year institutions. She wanted to bring this to the attention of the Board, as she knows we are all on the same page, and have the same aim to promote student success and save our students money. Ms. Gruskos confirmed there were no written public comments submitted.		
Review of Consent Agenda <ul style="list-style-type: none"> 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	A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Horl. Motion accepted.	
Approval of Public Business Meeting Minutes		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
A. Approval of Public Business Meeting Minutes – December 14, 2021	<p>A motion to approve the minutes from the public business meeting held on December 14, 2021 was made by Trustee Dyese and Trustee Brennan.</p> <p>Motion passed.</p>	
Consent Agenda		
A. Approval of Human Resources B. Application for Grants C. Emergency Purchase 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) 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 E. Open Invoice Payment Requests for Vendor, Student and Employee Payments F. Monthly Financial Reports G. Capital Project Update	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Horl.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, 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 FY23 Schedule of Tuition and Fees	<p>A motion to adopt by resolution the FY23 Schedule of Tuition and Fees was made by Trustee Crupi and seconded by Trustee Smith.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of FY23 Operating Budget	<p>A motion to adopt by resolution the annual operating budget for fiscal year 2023 was made by Trustee Horl and seconded by Trustee Watson.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of FY23 Auxiliary Services Budget	<p>A motion to ratify the Auxiliary Services FY23 Operating Statements was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Richens, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of FY23 Associated Students of Brookdale Community College Budget (ASBCC)	<p>A motion to ratify the FY23 Associated Students of Brookdale Community College budget was made by Trustee Smith and seconded by Trustee Crupi.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Ratification of Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College	<p>A motion to ratify Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College was made by Trustee Davis and seconded by Trustee Crupi.</p> <p>Motion passed.</p>	
Lodging of Revised of Policies		
<p>A. Policy 1.3021 Trustee Authority, Appointments and General Powers of the Board (previously titled</p>	<p>A motion to lodge the following revised policies was made by Trustee Richens and</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Trustee Appointments)</p> <p>B. Policy 5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification (previously titled Institutional and Specialized Program Accreditation)</p>	<p>seconded by Trustee Davis. :</p> <ul style="list-style-type: none"> • Policy 1.3021 Trustee Authority, Appointments and General Powers of the Board (previously titled Trustee Appointments) • Policy 5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification (previously titled Institutional and Specialized Program Accreditation) <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Mr. Jacobs read the instructions on giving public comment.</p> <p>James Schmidt, Adjunct Faculty – commented on the lack of progress with the negotiations between Brookdale and its Adjunct Faculty. He finds there is a discrepancy between what the Administration says and what they do. He has attended many Adjunct Faculty Receptions where the Administration recognizes the Adjunct Faculty as an integral part of the Brookdale community, bringing unique experience and life skills to the classroom. He felt that Adjunct Faculty are under paid and exploited. His dream is that the Adjunct Faculty will have a fair and equitable contract.</p> <p>Ms. Gruskos confirmed there was no written public comments submitted.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Old/New Business - Dr. Stout invited all to attend the Mens Basketball Game on Thursday at 5 PM in the Arena. Our team is currently undefeated and he encouraged everyone to support the team by attending the game. Chair Cram wished everyone a belated Happy New Year and wished everyone good health.		
Adjournment Meeting adjourned at 6:56 PM	A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Horl. Motion passed.	

RESOLUTION

WHEREAS, Suzanne Brennan has served with distinction on the Board of Trustees of Brookdale Community College from August 2017 through December 2021; and

WHEREAS, Trustee Brennan was appointed by the Monmouth County Board of County Commissioners, and served with honor as a respected attorney, civic leader, and as a loyal and enthusiastic ambassador of Brookdale Community College; and

WHEREAS, she advanced the work of the Finance and Facilities, By-Laws, Ad-Hoc Public Private Partnership and Governance Committees; and

WHEREAS Trustee Brennan shared her leadership skills with the Board of Trustees by serving as the Vice-Chair in 2019 and Governance Committee Chair for 4 years; and

WHEREAS, if the Board of Trustees By-Laws had an Officer Title as Board Cheerleader, Trustee Brennan would be unanimously elected, however she served unofficially in this capacity during her tenure on the Board; and

WHEREAS, the entire Brookdale community has been a recipient of her kindness, her positivity, her excitement for all things Brookdale, but especially our students, Summer Shakespeare on the Lawn and the Kindness Rock Project; and

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

WHEREAS, Ms. Brennan not only believed in the educational quality and value of a Brookdale Community College degree, but experienced it firsthand, while her children and niece attended Brookdale; and

WHEREAS, she exhibited deep respect, encouragement and appreciation for her fellow Trustees, the President, the Administration, Faculty, and Staff; and

WHEREAS, Ms. Brennan served during the period of a presidential search, which resulted in the appointment of Dr. David M. Stout as the 7th president of Brookdale Community College; and

WHEREAS, she served alongside the entire College community to successfully receive reaffirmation of accreditation from the Middle States Commission on Higher Education; and

WHEREAS, Trustee Brennan served during the pandemic crisis, and will be remembered as providing a steady hand and a compassionate heart to the college community; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, the President, and the entire College community extends their appreciation to Suzanne Brennan. for her 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 Ms. Brennan so that she has a permanent reminder of the high esteem she has earned among her colleagues; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Monmouth County Board of County Commissioners.

Dr. David M. Stout
President

Dr. Henry Cram
Chair

Brookdale Community College

Brookdale Community College

January 25, 2022

Proclamation

Whereas

Brookdale Community College is an institution of higher learning established in 1967 by the Board of Chosen Freeholders of Monmouth County, NJ; and

Whereas

Brookdale Community College's reputation of educational excellence has been built through the hard work and dedication of outstanding employees over the past five decades; and

Whereas

These distinguished retired employees served the Brookdale Community with honor and distinction for more than 25 years; and

Whereas

Their contributions helped to establish Brookdale Community College as one of the finest community colleges in the United States of America; and

Whereas

The title of Emeritus is the most esteemed title that Brookdale Community College can bestow upon a former employee;

Now, therefore

Be it Resolved that the Board of Trustees of Brookdale Community College, on this 25th day of January, 2022 do hereby recognize the 2021-22 class of Emeritus Employees

Be it further Resolved that proclamations be presented to these retired employees or their family members so that they can have a permanent reminder of the high esteem they earned among their colleagues; and that their names shall be inscribed on a plaque to be housed in the Bankier Library as a permanent tribute to their enduring influence at Brookdale Community College.

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

Police

Adjuncts

Recommendations

2

19

B. Change of Status

Supervisor – Direct Student Contact

Non-Supervisor – Administrative Operations

Recommendations

1

3

C. Separations

Supervisor – Administrative Operations

Recommendations

1

A. HIRES**POLICE**

1. Name: Haaris Ahmad
Department: Police
Position: Probationary Police Officer 2
Salary: \$65,000
Effective: 3/15/22, pending completion of all final contingencies
2. Name: Matthew Esposito
Department: Police
Position: Probationary Police Officer
Salary: \$55,000
Effective: 3/15/22, pending completion of all final contingencies

ADJUNCTS

1. Name: Daniel Bielskie
Department: Mathematics
2. Name: Liana Bluzer
Department: Graphic Design
3. Name: Ranya Elsayed
Department: Interior Design
4. Name: Ellen Anne Gall
Department: Nursing
5. Name: Antonella Guadagnino
Department: Environmental Science
6. Name: Jillian Gutleber
Department: Interior Design
7. Name: Jessica L. Hirschey
Department: Library
8. Name: Marisa Keris
Department: Art

9. Name: Paula Lycan
Department: Photography
10. Name: Edwin Matthews
Department: Paralegal Studies
11. Name: Nicholas Mattiello
Department: Marketing
12. Name: Daniella McCrann
Department: Nursing
13. Name: John Miraglia
Department: Psychology
14. Name: Colleen O'Neal
Department: Photography
15. Name: Christopher Orlando
Department: Political Science
16. Name: Richard Pellegrino
Department: Accounting
17. Name: Annette Resenhoeft
Department: Psychology
18. Name: Robert Seddon
Department: Photography
19. Name: Elizabeth Wong
Department: Biology

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
1	16	2

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

1. Name: Louis Marius
Department: Advising
Position: Director
Action: Change in status from A3 to A5 position through bona fide search
New Salary: \$79,362, to be prorated accordingly
Effective: 3/1/22, pending completion of all final contingencies

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Victoria Massa
Department: Finance & Operations
Position: Staff Accountant
Action: Monthly stipend of \$335 for additional A5 level responsibilities
Effective: 1/21/22 until further notice, but not later than 6/30/22
2. Name: Christopher Otis
Department: Fire, Safety and Environmental Compliance
Position: Manager, Fire Safety & Environmental Compliance
Action: Reclassification from A4 to A5 position
New Salary: \$83,597, to be prorated accordingly
Effective: 7/29/20
3. Name: Maryann Stengel
Department: Planning & Institutional Effectiveness
Position: Confidential Administrative Assistant II
Action: Reclassification from N3 to A2 Confidential position
New Salary: \$56,434, to be prorated accordingly
Effective: 6/16/21

C. SEPARATIONS**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Michael DeStefano
Department: Accounts Receivable
Position: Manager
Action: Deceased, 2/1/22

2.1 Acceptance of Grants

Executive Summary

A. New Jersey Department of Labor and Workforce Development

Program Title: Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program

Short Title: ABE

Goal/Purpose: Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to over 540 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy New Jersey, (2) Community Affairs and Resource Center, (3) Monmouth County Vocational School District, and (4) LADACIN Network, Inc. In addition to serving as lead agency, the College will provide direct services to over 400 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED).

Program Administrator: Linda Roma, Director Continuing & Professional Studies

Total \$ Awarded: \$562,000 The college provides an in-kind match of **\$143,650** for a total of **\$705,650**

Date Awarded: October 26, 2021

Recommendation:

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

RESOLUTION

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

	<u>Amount</u>
WIOA Title II- ABS-FY2022	\$562,000

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.

2.2 Application for Grants Executive Summary

A. Monmouth Park Charity Fund

Program Title: Accomplish More Together

Goal/Purpose: The College's Human Services Program and the Foundation collaborated with the community agency Empowerment, Diversity, Inclusion, Inc. (EDI) to develop the *Empowerment, Diversity, Inclusion Mental Health Fellowship*, a mentorship program between human services students and EDI licensed mental health practitioners of diverse background.

The purpose is to support the career development of Brookdale students while making a positive impact on the community. Students will take part in projects aimed at increasing equitable access to quality mental health services in Monmouth County. Fellowship participation will also help students to deepen their commitment to this important cause; thereby informing their work as future Monmouth County mental health practitioners.

Program Administrator: Sara Burrill and Nicole Jackson,
Associate Professors – Psychology

Total \$ Requested: \$5,000

Date Submitted January 21, 2021

Recommendation:

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

**2.3 Approval of Budget Modification to the New Jersey Department of Education,
Office of Career Readiness****Perkins Career and Technical Education**

Brookdale will submit a budget modification to the New Jersey State Department of Education, Office of Career Readiness on or before February 22, 2022, under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional supplies and equipment for Interior Design, Automotive, Culinary, and Networking Technology programs through cost savings realized to date.

The New Jersey Department of Education requires a signed board resolution which authorizes acceptance of the changes. A copy of the resolution is attached.

Recommendation:

The President recommends that the Board of Trustees adopt a resolution accepting the budget modification and authorizing the President to sign the resolution to the New Jersey Department of Education.

RESOLUTION

WHEREAS, Brookdale will submit a budget modification to the New Jersey State Department of Education, Office of Career Readiness on or before February 22, 2022, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional supplies and equipment for Interior Design, Automotive, Culinary, and Networking Technology programs through cost savings realized to date.

WHEREAS, The New Jersey Department of Education, Office of Career Readiness requires this resolution; and

WHEREAS, the President recommends submission of said budget modification;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College authorizes the submission of this budget modification to the New Jersey Department of Education, Office of Career Readiness.

Date:

SIGNED:

David M. Stout, Ph.D., President

*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 February 15, 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
February 22, 2022**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	Ascend Construction Management, Inc.	Carpentry Services T&M, Bid No. 20-29 / This contract is for carpentry services for the Esports Arena located in the Student Life Center. This contract is funded by Chapter 12.	Bid	\$ 48,798.00
2	TEC Elevator Company	Elevator Maintenance Services and Repairs, Bid No. 20-33 / This contract is for elevator modernization/upgrades in Larrison Hall and is funded by Chapter 12.	Bid	\$ 11,740.00
3	Burlew Mechanical, LLC	Plumbing Services T&M, Bid No. 21-17 / This contract is for the replacement of a backflow at the Collins Arena and is funded by Chapter 12.	Bid	\$ 8,577.11
4	USA Architects	Professional Engineering Services, RFQ No. 03-2021 / This contract is for professional engineering services for the elevator modernization project on the Lincroft Campus. This contract is funded by Chapter 12.	RFQ	\$ 120,700.00
Grants				
5	Chef's Depot Inc., DBA Culinary Depot	Commercial Convection Oven, Bid No. 22-11 / Notice was sent to 9 vendors, received 3 replies. This contract is for the supply, delivery, and installation of a commercial convection oven for the Culinary Education Center. This contract is pending funding from the Perkins Grant.	Bid	\$ 27,953.28
6	Tele-Measurements, Inc.	Wireless Headset System, Bid No. 22-13 / Notice was sent to 9 vendors, received 3 replies. This contract is for the supply and delivery of a wireless headset system for the Performing Arts Center and is funded by HEERF.	Bid	\$ 25,965.00

7	SHI International	Software Upgrade for IT's Cybersecurity Improvement Initiatives / Exempt 18A:64A-25.5.a.(19) (Software peripherals) and Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the purchase of cybersecurity software to provide enhanced email and cloud security and Endpoint Detection and Response (EDR). This includes access to the Microsoft Cloud Security Portal which provides reporting, actionable insights, and real-time Cybersecurity controls. This contract is funded by HEERF and the cost is pro-rated for FY22.	Exempt	\$	21,783.04
8	SHI International NJEdge.Net Zoom Video Communications, Inc.	Phone System Hardware, Infrastructure and Service / Exempt 18A:64A.25.9 (NJ State Contract) and Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the supply, delivery, and installation of the College's phone system. This includes a 5-year service agreement which will be expensed over the 5 year contract period. These contracts are funded by HEERF (hardware and implementation cost of \$226,029.65) and the IT Budget (service cost of \$807,172.70).	Exempt	\$	1,033,202.35
9	Shorelands Construction, Inc.	Gorman Hall South Renovation, Bid No. 22-10 / Notice was sent to 41 vendors, received 21 replies. This contract is for the renovation of Gorman Hall South which will become the site of the new Center of Excellence for CyberSecurity Education. This contract is funded by the County College Career and Technical Education Program Expansion Grant.	Bid	\$	1,511,000.00
10	Envision Innovative Solutions	Software / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the purchase of virtual reality cybersecurity training software and is funded by the National Security Agency (NSA) Curriculum to Augment the NCAE K12 RING Project: K12 Cybersecurity Curriculum Expansion Grant.	Exempt	\$	88,300.00
11	See attached List of Consultants	Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). These contracts will provide various consulting services for the development of the Center of Excellence for CyberSecurity Education. These contracts are funded by the National Security Agency (NSA) Curriculum to Augment the NCAE K12 RING Project: K12 Cybersecurity Curriculum Expansion Grant.	Exempt	\$	270,000.00 *

12	American Baseball Company, LLC	Student Recruitment Advertising / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). This contract is for print, internet, outdoor and television recruitment advertising. This contract is funded by CCOG and the Governmental Affairs and Community Relations Budgets.	Exempt	\$	22,500.00
Operating					
13	C-3 Technologies, LLC	Clean and Service Oil Water Separator (OWS) Tank / Exempt 18A:64A.25.9 (NJ State Contract). This NJ State Contract is for the cleaning and servicing of the oil water separator tank in AutoTech. This contract is funded by the Facilities Budget.	Exempt	\$	30,382.61
14	AllRisk, Inc.	Restoration Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for restoration services in the file room and electrical room at the Central Utility Plant. This contract is funded by the Facilities Budget.	Exempt	\$	18,607.41
15	NJ Council of County Colleges	Assessment Dues / 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 contract is for the payment of the annual college assessment dues and is funded by the Operating Budget.	Exempt	\$	88,206.00
16	Collegiate Enterprise Solutions LLC (Registry for College and University Presidents)	Recruitment and Advertising Services / Exempt 18A:64A-25.5.a.(20) (Personnel recruitment and advertising). This contract is for recruitment services for the search of an Interim Library Director and is funded by the Library Budget.	Exempt	\$	40,000.00 *

* Estimated expense based on historical data

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

Item No. 11

Consulting Services:

- Academy Source
- Dr. Vincent Nestler
- Professor Kyle Jones
- Dr. Kristine Christensen
- Charles Bales
- Jiri Jirik
- Laura Malave
- Mandy Galante
- Mike Masino
- Eric Renegar
- Travis McEwen
- Trevor Chandler
- Kevin Vaccaro
- Kris Rowley
- Tobi West
- Irvin Lemus
- Kim Muschalek
- Tom Polak

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending December 31, 2021, which totaled \$2,818,717.48. 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 February 15, 2022.

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting February 15, 2022.

Financial Overview at December 31, 2021

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

Revenue:

Compared to Budget

Total operating revenue for the month of December 2021 was \$50.8M and represents 63.5% of the FY22 budget of \$80M.

Compared to Prior Year

Operating revenue at December 31, 2021 was 0.6% lower than the same time last year. This is mainly attributed to the decrease in tuition and fees revenue netted against the increase in CPS revenue and the full reinstatement of State funding.

Expenditures:

Compared to Budget

Total operating expenditures through December 2021 were \$33.2M or 43.0% of the \$77M FY22 budget. As a point of reference, December is the sixth month of the current fiscal year and represents half of the annual budget.

Compared to Prior Year

Total operating expenses for the same period last year were \$32.4M compared to \$33.2M this year indicating an increase of operating costs of 2.5%.

Cash Balance:

At December 2021 the College's total cash position was \$27.5M, which represents a \$315K increase over the same time last year. This variance is lower than normal primarily due to the timing of the receipt of the County Appropriation in December 2020.

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

	12/31/21	12/31/20	Change	% Change
Operating Revenue				
State of New Jersey	\$ 5,064,328	\$ 3,727,951	\$ 1,336,377	35.8%
County of Monmouth	10,013,510	10,013,510	-	0.0%
Student Tuition	25,908,466	27,352,632	(1,444,166)	-5.3%
Fees	8,345,222	8,923,847	(578,625)	-6.5%
Continuing & Professional Studies	1,256,419	837,885	418,534	50.0%
Miscellaneous	238,947	290,661	(51,714)	-17.8%
	\$ 50,826,891	\$ 51,146,485	\$ (319,594)	-0.6%
Operating Expenditures				
Academic Affairs	\$ 12,641,580	\$ 12,366,526	\$ 275,054	2.2%
Benefits	5,874,675	6,153,844	(279,169)	-4.5%
Finance & Operations	5,517,571	5,331,684	185,887	3.5%
Student Affairs	2,721,912	2,491,921	229,991	9.2%
General Expenses	2,257,775	2,057,828	199,947	9.7%
Continuing & Professional Studies	1,010,042	983,482	26,560	2.7%
Utilities	943,453	1,077,763	(134,310)	-12.5%
Human Resources & Organizational Safety	1,057,594	877,839	179,755	20.5%
Planning & Institutional Effectiveness	200,721	203,795	(3,075)	-1.5%
President & Board of Trustees	284,736	236,902	47,834	20.2%
Advancement Division	679,958	614,619	65,339	10.6%
	\$ 33,190,016	\$ 32,396,204	\$ 793,811	2.5%
Surplus/(deficit)	\$ 17,636,875	\$ 18,750,282	\$ (1,113,406)	
Auxiliary				
Receipts	\$ 454,075	\$ 205,346	\$ 248,729	121.1%
Disbursements	710,644	447,573	(263,071)	-58.8%
Surplus/ (deficit) - Auxiliary	\$ (256,569)	\$ (242,227)	\$ (14,342)	

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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 5,064,328	\$ 10,285,798	\$ (5,221,470)	49.2%
County of Monmouth	10,013,510	20,027,019	(10,013,510)	50.0%
	15,077,837	30,312,817	(15,234,980)	49.7%
Student Tuition:				
Summer III	702,524	1,168,792	(466,268)	60.1%
Fall 15	14,127,063	14,587,236	(460,173)	96.8%
Fall 11	905,858	753,928	151,930	120.2%
Fall 7A & 7B	82,838	34,500	48,338	240.1%
Winterim	227,781	280,685	(52,904)	81.2%
Spring 15	9,670,078	12,999,568	(3,329,490)	74.4%
Spring 11	152,026	785,504	(633,478)	19.4%
Spring 7A & 7B	40,298	27,500	12,798	146.5%
Summer I	-	1,542,617	(1,542,617)	0.0%
Summer II	-	1,641,988	(1,641,988)	0.0%
	25,908,466	33,822,318	(7,913,852)	76.6%
Fees:				
Fees (Technology, Capital, Facilities)	6,042,768	8,251,378	(2,208,610)	73.2%
Application Fee	79,425	165,000	(85,575)	48.1%
Installment Plan Fee	67,025	145,000	(77,975)	46.2%
Lab Fees	2,120,800	2,374,929	(254,129)	89.3%
Late Fees	10,110	21,500	(11,390)	47.0%
Transcript Fee	24,764	60,000	(35,236)	41.3%
Bad Check Fee	330	1,000	(670)	33.0%
	8,345,222	11,018,807	(2,673,585)	75.7%
Continuing & Professional Studies:				
Contract Training Direct Pay	73,280	226,342	(153,062)	32.4%
Alternate Route	75,315	85,180	(9,865)	88.4%
Healthcare Services	548,680	840,504	(291,824)	65.3%
Business & Career Training	153,189	263,325	(110,136)	58.2%
Computer Training	92,822	135,460	(42,639)	68.5%
CTE Grant	164,619	488,766	(324,148)	33.7%
Trips / Excursions	-	140,599	(140,599)	0.0%
Misc. Open Enrollment Programs	97,277	300,735	(203,458)	32.3%
Summer Adventure Camps	38,838	75,000	(36,162)	51.8%
Accelerated Career & Technology	12,423	26,605	(14,182)	46.7%
	1,256,419	2,582,516	(1,326,097)	48.7%
Miscellaneous:				
Indirect Cost Recovery	183,337	250,000	(66,663)	73.3%
Other Departmental Revenue	873	3,500	(2,627)	25.0%
Miscellaneous	1,584	10,000	(8,416)	15.8%
International Center	40,142	350,000	(309,858)	11.5%
Reserves	-	1,715,000	(1,715,000)	0.0%
Interest Income	13,011	15,000	(1,990)	86.7%
	238,947	2,343,500	(2,104,553)	10.2%
Total	\$ 50,826,891	\$ 80,079,958	\$ (29,253,067)	63.5%

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 12,641,580	\$ 30,129,277	\$ 17,487,697	42.0%
Benefits	5,874,675	15,642,856	9,768,181	37.6%
Finance & Operations	5,517,571	11,726,799	6,209,228	47.1%
Student Affairs	2,721,912	6,922,478	4,200,566	39.3%
General Expenses	2,257,775	3,262,997	1,005,222	69.2%
Continuing & Professional Studies	1,010,042	2,557,218	1,547,176	39.5%
Utilities	943,453	2,287,836	1,344,383	41.2%
Human Resources & Organizational Safety	1,057,594	2,406,521	1,348,927	43.9%
Planning & Institutional Effectiveness	200,721	382,145	181,424	52.5%
President & Board of Trustees	284,736	512,289	227,553	55.6%
Advancement Division	679,958	1,270,104	590,146	53.5%
	\$ 33,190,016	\$ 77,100,520	\$ 43,910,504	43.0%
Salaries & Wages	\$ 18,982,061	\$ 44,442,964	\$ 25,460,903	42.7%
Other Expenses	14,207,955	32,657,556	18,449,601	43.5%
	\$ 33,190,016	\$ 77,100,520	\$ 43,910,504	43.0%

February 4, 2022

BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CONSTRUCTION PROJECTS - CHAPTER 12 FUNDS – MANAGED BY T&M

1) ATHLETIC FIELDS/LINCROFT CAMPUS

A project to reconstruct the baseball and softball field as well as rehabilitate the soccer field was awarded to Precise Construction in the amount of \$2,335,609.75 The project provided for the installation of subsurface drainage and irrigation system, replacing dugouts and bleachers and leveling of the fields. Project has been completed.

Awaiting submission of revised closeout documents prior to final payment. The Contractor has been noticed several times to provide a two-year maintenance bond, but has not supplied same.

2) LIFE SAFETY AND ADDITIONAL LIGHTING

VA Electrical Contractor LLC was awarded a contract in the amount of \$377,000.00 for the replacement of emergency lighting and battery back-ups and to provide additional lighting efficiencies.

Sal Electric has completed the work under the contract and the contract is ready to be closed out. After Sal Electric submits a final invoice, the balance of the monies owed VA Electric can be released.

3) MAN REAR VESIBULE SLAB LEAKAGE

Project consists of the replacement of the wearing slab over the rear vestibule and remedial work on the adjoining stairs and brick work. Bids were opened on November 30, 2021.

The lowest responsible bidder was GPC, Inc. in the amount of \$130,000.00. the Contract was awarded at the BOT meeting on December 14, 2021. The contract work will be scheduled for completion in the spring. A preconstruction conference will be scheduled for the end of February.



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

Brief: Facilities Overview as of February 15, 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"> Letter of recommendation to be presented at the February Board for approval.
Wellness Center	Posen Architects	TBD	<ul style="list-style-type: none"> Cost estimate received. Moving forward with design. Designs to be delivered 2/11 and meeting scheduled to be reviewed by Facilities and Posen.
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> Kick-off held on 1/26. Pre-pilot walk through of SLC held Wednesday, 2/9; LIB walk through will be Friday 2/25. Monday 3/7 onsite assessment will begin.
CVA and Maintenance Roof	DRG	TBD	<ul style="list-style-type: none"> Met with DRG on Wednesday 2/9 for site assessment; discussed schedule of work and details for roofing.
ATeC & MAS Drainage	Colliers	TBD	<ul style="list-style-type: none"> Onsite meeting rescheduled for Friday 2/18.
Solar panels and charging stations installed at Lincroft and Wall locations.	Luminace	Miller Brothers	<ul style="list-style-type: none"> Design is complete. Working to finalize documents.

Projects in-planning stage:

- Modernization of Lincroft Elevators
- Relocation of Culinary to Lincroft

4.2a *Change Order Request*

The Change Order Request Report contains summary information and a resolution for increases to existing Blanket Purchase Orders.

This report is submitted to the Board of Trustees to provide background information to enable the approval of the change requests.

Additional details for these proposed purchases are available in the Purchasing Office for review by the Board of Trustees.

This item was discussed with the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held February 15, 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, College policy requires Board approval for a change in contractual terms to any previously Board approved purchase, and

WHEREAS, the Board of Trustees has reviewed the purchase 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.

Brookdale Community College
Contract Modification
February 22, 2022

Vendor Name	Description	Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
1 T&M Associates	Additional administrative engineering services to close out the Rehabilitation of the Athletic Fields Project. This contract is funded by Chapter 12.	\$ 23,000.00	\$ -	\$ 23,000.00	\$ 4,500.00	\$ 27,500.00	19.57%
		<u>\$ 23,000.00</u>	<u>\$ -</u>	<u>\$ 23,000.00</u>	<u>\$ 4,500.00</u>	<u>\$ 27,500.00</u>	

4.3 *Approval of FY23 Capital Budget*

Following discussions and priorities defined by the Board of Trustees at the Finance & Facilities Committee, and subsequent approval State and County funding, the College prepared the Capital Budget for FY23. The proposed budget supports continued upkeep and maintenance of the College properties as identified in the capital projects identified.

The FY23 budget is presented to the Board of Trustees at this time for approval. Following this approval, the budget will be forwarded to the Monmouth County Board of Chosen Commissioners' Board of School Estimate at a public hearing for certification of the County's share of the College's FY23 Capital Budget.

This budget was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at meetings held February 15, 2022.

RESOLUTION

WHEREAS, under the provisions of N.J.S. 18A:64A-17, the Board of Trustees of Brookdale Community College is required to prepare an annual budget itemizing the amount of money estimated to be necessary for Capital expenses for the ensuing year; and

WHEREAS, the Board of Trustees has caused to be duly prepared, such annual budget for the fiscal year 2023; and

WHEREAS, the Board of Trustees has reviewed the goals and objectives of Brookdale Community College and deems that said budget will provide the resources to meet these goals and objectives; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the annual Chapter 12 Capital Budget for FY23, in an amount not to exceed \$4,459,000 attached hereto and made a part hereof, be and the same is hereby adopted.

BE IT FURTHER RESOLVED that a copy of said budget shall be delivered to each member of the Board of School Estimate forthwith.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College will present this budget to the Board of Chosen Commissioners for the holding of a public hearing by the Board of School Estimate with respect to said budget.

BE IT FURTHER RESOLVED that notice of said public hearing and said budget shall be published in accordance with the provision of the State.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College does hereby call upon the Governor and the Legislature of the State of New Jersey to take due consideration of the policy and statutory commitment to higher education in the State of New Jersey and to provide and allocate the necessary Chapter 12 funds to meet that commitment in the support of County Colleges.

**Brookdale Community College
FY23 Capital Budget Summary**

Revenue:	FY22 Budget	FY23 Budget
County Chapter 12	\$ 2,915,500	\$ 2,229,500
State Chapter 12	2,915,500	2,229,500
Total Revenue	<u>5,831,000</u>	<u>4,459,000</u>
Expenditures:		
Chapter 12 Projects	<u>\$ 5,831,000</u>	<u>\$ 4,459,000</u>

4.4 *Approval of the FY23 Chapter 12 Projects*

It is estimated there will be Chapter 12 bonding capacity available in FY23, subject to the approval of the State Treasurer and the State's approved budget. All community colleges were invited to submit a request for Chapter 12 funding in an amount that is estimated at \$68,560,000, State and County combined.

The College Administration is recommending to the Board of Trustees that the College seek approval for the use of Chapter 12 funds in an amount not to exceed \$4,459,000 for projects which include site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives. The projects have been identified as top priorities in the 2012 Board approved Facilities Master Plan and subsequent updates.

The College will seek approval for the matching funds from the County of Monmouth at the Board of School Estimate meeting to be held March 8, 2022.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held February 15, 2022, and the project list was recommended for approval at the Board of Trustees meeting February 22, 2022.

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan and subsequent updates; and

WHEREAS, the New Jersey Council of County Colleges will establish a deadline for the submittal of a Board of Trustee Resolution which identifies the approved projects for Chapter 12 funding; and

WHEREAS, the College will receive the commitment from the Monmouth County Board of School Estimate to be held March 8, 2022, and a resolution agreeing to match the necessary funds; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971 for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan and subsequent updates.

FY23 Chapter 12 Projects

Brookdale Community College locations:

- Lincroft
- Freehold
- Wall
- Hazlet
- Neptune
- Long Branch

The College's Facilities Master Plan identified the following projects as a top priority for the locations noted above:

1. Infrastructure improvements and renovations: \$3,100,000

To include, but not be limited to general infrastructure, utility improvements, bathroom upgrades, facade & roofing upgrades, upgrades to drainage systems, flooring replacement, demolition, and rehabilitation of unoccupied spaces.

2. Electrical Upgrades: \$400,000

To include, but not be limited to transformer and switch gear upgrades, and electrical panel upgrades.

3. HVAC/Plumbing: \$250,100

To include, but not be limited to, energy efficiency projects, rooftop and air handler upgrades, and upgrades and replacements of plumbing equipment and piping.

4. Life Safety: \$150,000

To include, but not be limited to storm water and run-off requirement, upgrade compliance requirements, ADA accessible doors and fire sprinkler upgrades/replacements.

5. Site Improvements: \$300,000

To include, but not be limited to landscape upgrades, curb replacements and sidewalks.

6. Classroom Renovations: \$258,900

To include, but not be limited to, classroom flooring, wall finishes, whiteboards and furniture.

Total \$4,459,000

4.2b Acceptance of Luminace Lease

The College has prepared a lease agreement with Luminace, a Brookfield Renewable DG US Operations, LLC, for solar power generation provider, which encompasses the operation and maintenance of a grid-connected solar power facility to provide and sell Energy Output to the College. The following resolution authorizes the President to execute and deliver this agreement.

This vendor was previously qualified and approved by the Brookdale Community College Board of Trustees at a meeting held December 14, 2021.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held February 15, 2022.

RESOLUTION

WHEREAS, Brookdale Community College (“College”) has considered a solar-powered project as one of its initiatives for Fiscal Year 2022; and

WHEREAS, the proposed modern, green initiative is consistent with the College’s Strategic Plan to optimize operations by receiving a sizable annual savings in electric costs while helping support the environment by reducing carbon footprint; and

WHEREAS, by Resolution dated December 14, 2021, the College Board of Trustees approved Luminace, a Brookfield Renewable DG US Operations, LLC (“Luminance”) as the solar power generation provider and authorized the President to negotiate a lease agreement with Luminace; and

WHEREAS, a lease agreement, power purchase agreement, interconnection agreements and metering agreements (collectively, the “contract”) to build, operate, and maintain a grid-connected solar power facility at the Lincroft campus and Wall Township regional location have been vetted, negotiated, and finalized; and

WHEREAS, the contract is pending Department of Education and Board of Trustees approval for execution; and

WHEREAS, the benefits for entering into the solar power contract and its terms and conditions have been reviewed by the Board of Trustees; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the President is hereby authorized and directed to execute and deliver any and all written instruments, contracts, documents, lease agreements, transfers, assignments, obligations and other instruments related to the solar energy project with Luminace, and which contract has been approved by the Board of Trustees.

Topic:

Solar Energy Lease Agreement

General Issue Overview:

Brookdale Community College and Luminace, the Solar Provider, have developed a lease agreement to build, operate, and maintain a grid-connected solar power facility at the Lincroft campus and Wall Township regional allocation.

The proposed solar project will consist of solar parking canopies that will cover and shade a portion of existing parking spaces. The parking canopies are steel structures, which will have photovoltaic solar panels mounted on top. The solar panels will convert sunlight into DC electricity. The solar panels are connected to solar inverters which convert the output to AC electricity to match the utility grid. The electrical output of the solar inverters will be combined and connected behind the utility meter such that it will offset the electrical load of the College.

The proposed solar system size will be 5,481.54 kW DC and will produce an estimated 6,598,914 kwh's (Year 1), offsetting approximately 90% of annual usage of the College.

Recommendation

The College recommends that the Board of Trustees accept the solar lease as outlined above.

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 Mr. Austin Smith 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 Mr. Austin Smith 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

BROOKDALE COMMUNITY COLLEGE
2022 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
February 6-9	ACCT National Legislative Summit		Washington DC
February 15	Executive Committee Meeting	5:15PM	Zoom
February 15	Finance & Facilities Committee Meeting	5:30PM	Zoom
February 16	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
February 17	Audit Committee	5:30 PM	Zoom
February 22	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
March 15	Executive Committee Meeting	5:15PM	Zoom
March 15	Finance & Facilities Meeting	5:30PM	Zoom
March 16	Governance Committee Meeting	5:30PM	Zoom
March 17	Audit Committee	5:30 PM	Zoom
March 17	Foundation Board Meeting		
March 21	NJCCC Council Meeting	5:00PM	Middlesex College
March 22	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
April 3	Open House	1:00-4:00PM	Robert J. Collins Arena
April 8	Wilbur Ray Scholarship Dinner	6:00PM	Jacques Reception Center
April 19	Executive Committee Meeting	5:15PM	Zoom
April 19	Finance & Facilities Committee Meeting	5:30PM	Zoom
April 20	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
April 26	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
May 10	EOF Graduation Dinner	6:30PM	TBD
May 11	Culinary Graduation	4:00PM	TBD
May 11	Allied Health Pinning	4:00PM	Robert J. Collins Arena
May 12	Commencement	TBD	TBD
May 16	Audit Committee Meeting	5:30 PM	Zoom
May 16	Nursing Pinning	6:00PM	Robert J. Collins Arena
May 17	Executive Committee Meeting	5:15PM	Zoom
May 17	Finance & Facilities Committee Meeting	5:30PM	Zoom
May 19	Foundation Board Meeting	4:00PM	Zoom
May 24	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
June 7	CPS Completion Ceremony	6:00PM	Robert J. Collins Arena
June 13	NJCCC Council Meeting	5:00PM	Middlesex College
June 21	Executive Committee Meeting	5:15PM	Zoom
June 21	Finance & Facilities Committee Meeting	5:30PM	Zoom
June 28	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
July 19	Executive Committee Meeting	Following F&F	Zoom
July 19	Finance & Facilities Committee Meeting	5:30PM	Zoom
August 16	Executive Committee Meeting	5:15PM	Zoom

DATE	EVENT	TIME	LOCATION
August 16	Finance & Facilities Committee Meeting	5:30PM	Zoom
August 23	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
September 6	Convocation	9:00AM	Robert J. Collins Arena and Zoom Webinar
September 19	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
September 19	NJCCC Council Meeting	5:00PM	Middlesex College
September 20	Executive Committee Meeting	5:15PM	Zoom
September 20	Finance & Facilities Committee Meeting	5:30PM	Zoom
September 21	Governance Committee Meeting	5:30PM	Zoom
September 22	Education Golf Outing	All Day	Eagle Oaks Country Club
September 28	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
October 16	Fall Open House	1:00-4:00PM	Robert J. Collins Arena
October 17	Audit Committee Meeting	5:30 PM	Zoom
October 18	Executive Committee Meeting	5:15PM	Zoom
October 18	Finance & Facilities Committee Meeting	5:30PM	Zoom
October 25	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
October 26-29	ACCT Leadership Congress		Marriott Marquis, New York, NY
November 7	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
November 8	Executive Committee Meeting	5:15PM	Zoom
November 8	Finance & Facilities Committee Meeting	5:30PM	Zoom
November 9	Governance Committee Meeting	5:30PM	Zoom
November 15	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
December 5	NJCCC Council Meeting	5:00PM	Middlesex College
December 5	Audit Committee Meeting	5:30 PM	Zoom
December 6	Executive Committee Meeting	5:15PM	Zoom
December 6	Finance & Facilities Committee Meeting	5:30PM	Zoom
December 7-9	MSCHE Annual Conference		TBD
December 13	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar

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		
Tuesday, May 24, 2022 Twin Lights Rooms	May 17 5:15 PM	May 17 5:30 PM			May 16 5:30 PM	May 19 4 PM
Tuesday, June 28, 2022	June 21	June 21				
No July meeting	July 19 Follows F & F	July 19 5:30 PM				
Tuesday, August 23, 2022	August 16 5:15 PM	August 16 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