



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
Jan 25, 2022 5:30 PM - Jan 25, 2022 8:30 PM EST

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BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

December 14, 2021

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

And Zoom Webinar

Chair Cram called the meeting to order at 5:40 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	Dr. Anita Voogt
		Ms. Bonnie Passarella
Absent	Ms. Natalie Watson, 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 December 8, 2021 at 2 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Cram led the Pledge of Allegiance.

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

Chair Cram read our mission statement:

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

Dr. Stout lead a moment of silence to honor the memory of our retired colleagues Maureen Sherman and Bruce Marich. On behalf of the entire College, Dr. Stout offered condolences to their families,

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda</p> <p>Chair Cram announced that we would not be holding an Executive Session tonight.</p>	<p>A motion to adopt the agenda was made by Vice-Chair Kaufmann and seconded by Trustee Horl.</p> <p>Motion passed.</p>	
<p>Recognition of Professor Arthur Marshall -</p> <p>Dr. Stout read a resolution (Attachment A) to honor Professor Art Marshall’s service to the College which spanned 53 years.</p>		
<p>President’s Report –</p> <p>Dr. Joan Scocco introduced Susan Pagano, Program Manager Business Career and Technology Training.</p> <p>Susan presented on the Incumbent Worker Training Program. She thanked her Brookdale Team and our partners at the Monmouth County Workforce Development Board, Larry Sternbach and Yolanda Taylor for their support of the program. The intention of the program is to support the Monmouth County businesses, by offering employee training, which will ultimately enhance the skills of the workforce in the county. In order, to be eligible, the training must take place during paid working hours for full time employees with 6 months or more of service to businesses in Monmouth County. The goals of the program include averting potential layoffs of employees, increasing the skill levels of employees and increasing the competitiveness of the company or employee. She provided information on their onboarding process, which utilizes the Calendly app for scheduling meetings with employers. She shared</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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information on Ladacin Network whose employees have received training on Office 365 and Avalue Technology who will receive training on project management for their engineers.

Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee – December 7, 2021 – Trustee Abby-White reported on the Finance & Facilities

- 1. Capital Project Update** - Engineer of Record, Mr. Savacool updated the committee on facilities projects managed by T&M, including completion of all work on the Athletic Fields on the Lincroft Campus and completion of the Life Safety and Additional Lighting project pending delivery of products
- 2.** Mr. Naparlo provided an update on the projects in-progress that are being managed by the College. He also discussed the College’s recommendation for a contract award to develop our new Facilities Master Plan. It was noted that this Facilities Master Plan will be smaller in scale than the last one and focus on Lincroft, Wall, and Freehold locations.
- 3. Monthly Financial Reporting** - VP Manfreda reviewed the financial report for October, highlighted that Operating revenue was 3.6% lower than the same time last year, attributable to the decrease in tuition and fees revenue, operating expenditures were also below budget, and our cash balance continues to be higher than the same time last year.
- 4. Radio Station** - A 2-year comparison of the College’s Radio Station financials up to the month of October was reviewed. It was noted that the American Rescue Grant has contributed to a better financial position of the Radio Station this year. Going forward the County has committed to support the Radio Station operations and Trustee Kaufmann reiterated the expectation of the Board of Trustees that the Radio Station should benefit our students.
- 5. Purchases** – VP Manfreda reviewed the purchases that are documented in the Board Packet. It is recommended that the College enter into a cooperative purchasing agreement for technology purchases and approve a relationship with a solar power generation provider.
- 6. HR** – AVP Sensi requested approval to replace two positions and the committee approved the request to begin the searches. There are 56 recommended HR items recommended for action this month, including hires, change of status and separations. She noted that the majority of status changes were extension of temporary positions.
- 7. Grants and Gifts** - VP Nancy Kaari reviewed recommendations to accept a gift and two continuation grants totaling \$600,000. She reported that \$6.4 million of grants have been awarded in FY22 with another \$1.3 million pending.
- 8. Foundation** – The Foundation’s total revenue was up 59% this month, even though expenses are higher than last year which is attributable to the implementation of Salesforce and the timing of events. Total net assets saw a 49% increase from last year.
- 9. Investments** - Mr. Siuzdak reviewed his recommendations to diversify our financial holdings which is estimated to yield additional interest in FY22
- 10. Legislation** – Mr. Johnson reported on two bills which were introduced in the Assembly which could have a financial impact on the College.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>11. Financial Budget - VP Manfreda discussed several Budget Models that will be further discussed with the Board in January. Trustee Abby-White suggested that we develop a strategic plan to address tuition, fees and investments going forward.</p> <p>12. Summary of Past Year – Trustee Abby-White highlighted that VP Manfreda now provides a financial overview that includes revenues and expenditures compared to the current budget and the prior year along with the cash balance and this leads us to an appropriate level of discussion and reaffirms our confidence in everyone’s professional ability. Our Facilities Manager, Mike Naparlo, now leads the facilities discussion and he is assisted by the Engineer of Record. This provides a complete picture of our facilities programs. This is a new responsibility for Mr. Naparlo, and she commended him for his thorough reporting. We now feature additional sources of revenues that will aid our students. She praised the work of the Director of Grants, Laura Qaissaunee and our Grant Coordinator, Dinneen Jackson for their work over the last few years. The College has seen a 300% increase in grant revenue. Their monthly report allows everyone to view their progress. VP Kaari’s deliverance of the Advancement update, has shined a light on the unlimited potential of the Foundation, the Alumni Association and College Relations. She stated that we have moved from some very lengthy meetings to the correct level of oversight and communications.</p> <p>13. Student Success & Educational Excellence Committee – Trustee Abby-White will be the Committee Chair of the Student Success & Educational Excellence Committee which will be focused on where we can expand our presence. She welcomes any ideas on how to adjust for recruitment, realign scholarships, improve community outreach, and shorten times to graduation. The first committee meeting of the year will be focused on determining annual goals, assigning subcommittees, and adjusting the meeting schedule.</p>		<p>B. Audit Committee – December 13, 2021 – Trustee Crupi reported on the Audit Committee meeting held on December 13. He highlighted the following:</p> <ul style="list-style-type: none"> a. Internal Audit – VP Manfreda has requested that our Internal Auditors, PKF O’Connor Davies perform an internal audit of the employee travel and food expenses reimbursement process. The auditors presented their observations and recommendations which included an action plan with identified responsible employees and timeline. b. Ethics Hotline Report – No new ethics hotline complaints were filed through the Ethics Hotline and going forward there will be a monthly ethics hotline report which will be reviewed by the committee and anything that rises to the level of Board’s attention will be brought to the Board. c. Office of the State Comptroller – VP Manfreda continues to communicate with the State Comptroller and their findings should be reported shortly. The College is preemptively preparing a response based on what they are expecting the recommendations will be focused on. d. Financial Audit – The Financial Audit will be finalized pending the receipt of OPED information from the State, which is needed for the footnotes. There are currently no findings or significant issues to report on the Financial Audit and Single Audit which focused on testing for CARES funding.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>C. Student’s Perspective – Trustee Smith reported on a student concern related to incorrect course advisement. He reported that everything is running smoothly with the Esports program and tonight the Board will be approving the Director of Esports.</p> <p>D. NJCCC Update – Trustee Horl – Dr. Cram congratulated Trustee Horl on her appointment to the NJCCC Public Policy and Advocacy Committee for 2022. Trustee Horl reported on the following:</p> <ul style="list-style-type: none"> a. A6008 Bill – sponsored by Mila Jasey – which if passed would prohibit institutions of higher education from withholding a student’s transcript due to an outstanding balance on the student’s account. b. S3810/A5862 – At the NJCCC State and Federal Policy Committee the Responsible Collective Negotiations Act. She reported there is strong opposition to this bill, but it is expected to move during lame duck. c. Regulations to reduce the number of general education credits from 45 to 33 credits has been published by the Office of the Secretary of Higher Education in the Register, which is a long-sought goal of the Council. d. Federal Activity – Trustee Horl reported that ACCT will continue to strongly advocate for re-authorization of the Higher Education Act, including the extension of PELL for short term education and training programs, which enable people to get into better jobs quickly. The JOBS Act includes expanding PELL, and is bipartisan in support, but there are some objections. The Far Right, non-spending members oppose it and their polar opposites, the Progressives also oppose it. Their objections are that programs are not of sufficient quality to create sustainable wages for families. e. The America’s College Promise Bill was passed by the House, but it was removed from consideration by the Senate. f. ACCT National Legislative Summit – Trustee Horl attended a planning meeting for the NJ delegation and urged her fellow Board members to attend. Our visits to the Hill will remain fluid, due to COVID. <p>E. Foundation Update – Trustee Abby-White had no report.</p>		
<p>Public Comment on Agenda Items - Professor Art Marshall - thanked everyone for recognizing him for his service to the College.</p> <p>No written comments were submitted.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> • <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>A. Acceptance of Consent Agenda</p> <p>Chair Cram requested if any items were requested to be removed from the consent agenda, however, Trustee Richens requested that item XIII, Change Order Request, be removed from the meeting agenda for further review.</p>	<p>A motion to adopt the consent agenda was made by Trustee Crupi and seconded by Trustee Horl.</p> <p>Motion was passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – November 16, 2021</p> <p>Ms. Gruskos announced that the minutes were revised to include a correction in the public comment portion of the minutes.</p> <p>B. Approval of Executive Session Meeting Minutes – November 16, 2021</p>	<p>A motion to approve the minutes from the public business meeting held on November 16, 2021 was made by Trustee Smith and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Crupi, Davis, and Richens</p> <p>A motion to approve the Executive Session Minutes for the meeting held on November 16, 2021 was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Crupi, Davis and Richens</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Consent Agenda</p> <ul style="list-style-type: none"> A. Approval of Human Resources B. Acceptance of Gifts C. Acceptance of Grants 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. FY22 Fall Semester Financial Forecast H. Investment Strategy Recommendations I. Capital Project Update 	<p>A motion to approve the consent agenda was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambuad, Richens, Smith and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Change Order Request</p> <p>This item was tabled and consequently no vote was taken.</p>		
<p>Acceptance of Luminace, a Brookfield Renewable DG US Operations, LLC as the College’s solar power generation provider</p> <p>Dr. Stout announced our plans to bring solar powered car ports to three of our locations, and the College is working on the details of where the carports will be located at each</p>	<p>A motion to approve acceptance of Luminace, a Brookfield Renewable DG US Operations, LLC as the College’s solar power generation provider was made by Trustee Crupi and seconded by Trustee Davis.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>location. The carports will have electric vehicle charging stations built within them. The carports should be installed over the summer.</p>	<p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambuad, Richens, Smith and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of New Policy – 2.1003 COVID-19 Vaccination or Weekly Testing Requirement Policy</p> <p>Dr. Cram announced that the 2.1003 COVID-19 Vaccination or Weekly Testing Requirement Policy was lodged last month and subsequently a non-substantive change was made to the wording in the policy statement.</p> <p>Mr. Jacobs read the reworded statement.</p>	<p>A motion to approve new policy - 2.1003 COVID-19 Vaccination or Weekly Testing Requirement Policy was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambuad, Richens, Smith and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Revised of Policies</p> <p>A. Lodging of Revised Policy 5.0002 Educational Programs</p> <p>B. Lodging of Revised Policy 5.0004 General Education Policy</p>	<p>A motion to approve Policy 5.0002 Educational Programs, Policy 5.0004 General Education Policy, Policy 5.0006 Effectiveness of Educational Programs, previously named 5.0006</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>C. Lodging of Revised Policy 5.0006 Effectiveness of Educational Programs (New Title – Previously titled - Accountability for the Effectiveness of Educational Programs)</p>	<p>Accountability for the Effectiveness of Educational Programs was made by Trustee Richens and seconded by Trustee Brennan.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambuad, Richens, Smith and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Joan Carrol – Acting Chair of Brookdale Adjunct Faculty Union – spoke on behalf of the Adjuncts. She questioned if the Board had thought about if they were being fair to the Adjuncts, about the contributions of the Adjuncts, and about the passing an Adjunct wage policy while they were signing union cards. She asked if they were aware that their board policy does not alleviate your duty to negotiate wages. She questioned if more money would be spent by the College on attorneys for negotiations and mediations then what the adjuncts were requesting. She brought up their concerns that they do not receive their first paycheck until 6 weeks after the semester begins. They are looking forward to a reasonable contract.</p> <p>Ms. Gruskos confirmed that there were no written comments submitted.</p>		
<p>Old/New Business -</p> <p>Chair Cram announced that Trustee Suzanne Brennan has resigned from the Board effective December 10, 2021. This is a result of her being sworn in as a member of the Howell Council. Trustees can not serve on the Board of Trustees if they hold an elected position. We will be inviting her back in the new year to recognize her service to the Board of Trustees and the College.</p> <p>The Committee assignments were submitted in the Board packet. Chair Cram made assignments with keeping in mind requests, strengths of Board members, and the goal of cross-training through service on different committees.</p> <p>Chair Cram informed the Board that prior to Trustee Suzanne Brennan’s resignation she had been working on Dr. Stout’s evaluation, and he was completing it. The Board members should expect to receive a draft</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>version for their review, and he requested all comments to be sent to him by December 30. The evaluation will be presented to Dr. Stout in January by Vice-Chair Kaufmann and himself.</p>		
<p>Adjournment</p> <p>Meeting adjourned at 6:40 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Brennan.</p> <p>Motion passed.</p>	

**Brookdale Community College
Board of Trustees**

R E S O L U T I O N

WHEREAS, Professor Art Marshall has honorably served Brookdale Community College for 53 years as Academic Advisor to Returning Women, International Students, Students with Disabilities, Members of the United States Armed Forces, Students enrolled in the College's Regional Locations, Professor of Education and Human Geography, and Professor in the Career & Technical Education and Traditional Alternate Route Teacher Education Programs; and

WHEREAS he was instrumental in the founding of the Theater, International Student Association, Student Government, Education Club and One Step Ahead Club for Students with Disabilities, and served as their first Advisor and mentor; and

WHEREAS, Professor Marshall served in significant leadership positions including service as Brookdale Community College's first Dean of Students, Division Chair of Social Science & Criminal Justice, and Chair of the Education Department; and

WHEREAS, Professor Marshall is a two-time recipient of the Brookdale Community College Alumni Association's Barringer Award, a two-time recipient of the Outstanding Colleague Award, and a recipient of the Quiet Hero Award; and

WHEREAS, Professor Marshall is held in high regard by his colleagues nationally, and was recognized as a three-time recipient of the National Institute for Staff and Organizational Development's Excellence Award for his outstanding commitment and contributions to his students and colleagues; and

WHEREAS, Professor Art Marshall has had a direct, personal impact on the development of tens of thousands of students over more than five decades at Brookdale, and by extension, his influence on the development of children can be felt in classrooms around the country; and

WHEREAS, the above summary of activities does not adequately express the impact that Art Marshall has had on Brookdale Community College, its employees, its students, and its surrounding community, nor does it express how beloved Professor Marshall is or the degree to which his colleagues will miss him as he enters into retirement; and

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

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Art Marshall so that he can have a permanent reminder

of the high esteem he has earned among his peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

Dr. Hank Cram
Board Chair

Dr. David Stout
President

December 14, 2021

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 32 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

	Recommendations
Non-Supervisor – Direct Student Contact	2
Non-Supervisor – Administrative Operations	3
Support Staff	4
Adjuncts	17

B. Change of Status

	Recommendations
Faculty	1
Supervisor – Direct Student Contact	2
Non-Supervisor – Administrative Operations	1

C. Separations

	Recommendations
Faculty	1
Support Staff	1

A. HIRES**NON-SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Joir Kamphius
Department: Advising
Position: Bilingual Student Success Coach
Salary: \$59,690, to be prorated accordingly
Effective: 2/1/22, pending completion of all final contingencies

2. Name: Kylie Mandeville
Department: Student Conduct & Compliance
Position: Coordinator, Student Conduct & Compliance, full-time temporary grant-funded
Salary: \$56,034, to be prorated accordingly
Effective: 2/1/22 until further notice, but not later than 6/30/22, pending completion of all final contingencies

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Chris Carroll
Department: Continuing & Professional Studies
Position: Program Administrator, Business & Career Training
Salary: \$59,460, to be prorated accordingly
Effective: 2/2/22, pending completion of all final contingencies

2. Name: Nicole Hammell
Department: Registration & Records
Position: Associate Director, Information Systems
Salary: \$68,255, to be prorated accordingly
Effective: 2/1/22, pending completion of all final contingencies

3. Name: Juleigh Pattee
Department: ABE/GED
Position: Program Administrator, Youth GED
Salary: \$59,690, to be prorated accordingly
Effective: 2/1/22, pending completion of all final contingencies

SUPPORT STAFF

1. Name: Krystal Cruz
Department: Mathematics
Position: Academic Tutor, 10-month on-going position
Salary: \$39,194
Effective: 2/1/22

2. Name: Tanaporn Jampathom
Department: Writing
Position: Academic Tutor, 10-month on-going position
Salary: \$39,194
Effective: 2/1/22, pending completion of all final contingencies

3. Name: Paula Lee
Department: Chemistry
Position: Instructional Assistant, temporary position
Salary: \$47,033
Effective: 2/1/22 until further notice, but not later than 6/30/22, pending completion of all final contingencies

4. Name: Victor Petak
Department: Teaching & Learning Center
Position: Learning Space Specialist
Salary: \$43,655
Effective: 2/1/22, pending completion of all final contingencies

ADJUNCTS

1. Name: Jesse Cermak
Department: Interior Design

2. Name: Damon Colbert
Department: Psychology

3. Name: Karen Ranta Daly
Department: Nursing

4. Name: Elisabeth Eittreim
Department: History

5. Name: Matt Fingeret
Department: Environmental Science
6. Name: Taylor Kelly
Department: Nursing
7. Name: Ravi Kumar
Department: Mathematics
8. Name: Paula Lee
Department: Chemistry
9. Name: Jessica Leo
Department: Art
10. Name: Wayne Manstream
Department: Criminal Justice
11. Name: Cynthia Mayo
Department: Computer Science
12. Name: Amani Meleis
Department: Chemistry
13. Name: Valeri Morone
Department: Environmental
14. Name: Allyson Murray
Department: Environmental Science
15. Name: Sheridan O'Hea
Department: Fashion
16. Name: Steven Prosser
Department: Environmental Science
17. Name: Kimberly Street
Department: Art

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
5	9	3

B. CHANGE OF STATUSFACULTY

1. Name: Christopher York
Department: Criminal Justice
Position: Instructor
Action: Leave without pay
Effective: 1/18/22 – 6/30/22

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Marie Jones
Department: Academic Advising
Position: Associate Director, grant-funded
Action: Change in status from A3 to interim A4
New Salary: \$68,255, to be prorated accordingly
Effective: 2/1/22 until further notice, but not later than 6/30/22, pending all final contingencies
2. Name: Suzanne Rauso
Department: Academic Advising
Position: Associate Director
Action: Change in status from A5 to A4 position through bona fide search
New Salary: No change
Effective: 2/1/22

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Linda Zambrano
Department: Accounts Receivable
Position: Coordinator, Accounts Receivable
Action: Monthly stipend of \$335 for additional A5 level responsibilities
Effective: 1/21/22 until further notice, but not later than 6/30/22

C. SEPARATIONS**FACULTY**

1. Name: Robert McGovern
Department: English
Position: Assistant Professor
Action: Resignation
Effective: 1/14/22

SUPPORT STAFF

1. Name: Michael Loder
Department: Print Shop
Position: Senior Technician
Action: Separation
Effective: 12/15/21

2.2 Application for Grants Executive Summary

- A. Funding Agency:** University of South Carolina through funding from National Science Foundation, Advancing Informal STEM Learning (AISL)
Program Title: A National Cloud Infrastructure and Virtual Libraries for Workforce Development, Self-paced Learning, Veteran and Military Occupational Career Development, Communities of Practice, and Engineering Research
Short Title: Advancing Informal STEM Learning

Goal/Purpose: The goal of this multi-institutional project will address the the widening demand for IT professionals. This project plans to enhance the capacity to train IT professionals and faculty in a variety of informal settings, using a proven online system.

The grant will enable Brookdale to expand its existing Virtual Lab environment through the addition of NetLab Servers. Brookdale will serve as a node on a national network of a virtual lab infrastructure. Using this cloud-based infrastructure, the PI will provide regional training and workshops for teachers, faculty, and professionals and build custom NetLab courses to address the need for hands on lab experiences, particularly for underresourced institutions and individuals.

Program Administrator: Michael Qaissaunee, Department Chair, Engineering and Technology

Total \$ Requested: \$ 191,402 and does not require a College match

Date Submitted: January 18, 2022

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

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

This request was reviewed and authorized by the President and the Board of Trustees January 18, 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 validated the need and nature of the emergency purchase; and

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

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

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

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

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

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

**Agenda for Emergency Purchase(s) in Excess of \$37,500
January 3, 2022**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Operating				
1	First Onsite (formerly Insurance Restoration Specialists, Inc.)	Emergency Remediation and Reconstruction Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for remediation and reconstruction services in the lower level of the MAS Building due to a pipe leak. This contract is funded by Risk Management.	Exempt	NTE \$ 75,000.00

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



TO: Dr. David Stout
FROM: Teresa Manfreda
SUBJECT: Emergency Purchase
DATE: January 3, 2022

In accordance with 18A:64A-25.6 and the College's Board Policy 4.8000 Contracts, I am approving the emergency purchase for clean-up and restoration work due to damage from a pipe leak in the lower level of the MAS building.

Below is a summarized list of water damage noted on January 3 by Chris Otis:

- Rooms 013, 015, 021 and 034; 034 is the primary source.
- MAS Chemistry area including the main hallway that runs down the inside middle, where the ice machines are located, is included.
- The eye wash station was identified as the source and leaking fittings were replaced by press fittings by Facilities staff.
- Mike Naparło, Facilities Manager was notified of the situation this morning and authorized ACB, the College's custodial contractor, to begin water removal immediately.

This is an urgent situation affecting the health, safety, and welfare of this area of the College. The NJ State approved Co-op Contractor, First Onsite (previously Insurance Restoration Specialists, Inc. (IRS)) was contacted and responded immediately, and remain on campus assessing the damage and cleanup. A claim may be filed with our insurance carrier. First Onsite is still assessing the damage and will provide a quote in the next day or two. I do not expect full remediation and restoration to exceed \$75,000.

I am requesting the authorization to proceed with the purchases necessary to rectify the situation before it deteriorates further.

Date: January 3, 2022

To: Chair Cram

From: Dr. David Stout, President

Subject: Emergency Purchase Notification, Water damage in lower level of MAS Building

In accordance with 18A:64A-25.6 and our Board Policy 4.8000 Contracts, I am approving an emergency purchase for clean-up and restoration work due to damage from a pipe leak in the lower level of the MAS building.

Below is a summarized list of water damage:

- Rooms 013, 015, 021 and 034; 034 is the primary source.
- MAS Chemistry area including the main hallway that runs down the inside middle, where the ice machines are located, is included.
- The eye wash station was identified as the source and leaking fittings were replaced by press fittings by Facilities staff.
- Mike Naparolo, Facilities Manager was notified of the situation this morning and authorized ACB, the College's custodial contractor, to begin water removal immediately.

This is an urgent situation affecting the health, safety, and welfare of this area of the College.

I am approving a requisition to not to exceed \$75,000 for full remediation and renovation services to be performed by NJ State approved Co-op Contractor, First Onsite (previously Insurance Restoration Specialists, Inc. [IRS]). A claim may be filed with our insurance carrier to recover costs.

This emergency purchase will be placed on the January 25, 2022, Board of Trustees Public Business Meeting Agenda as a resolution for ratification by the Board of Trustees.

CC: Mr. Mitchel Jacobs, College Counsel
Ms. Teresa Manfreda, Vice President, Finance & Operations
Ms. Kim Van Lew, Manager, Purchasing
Board of Trustees

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 January 18, 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
January 25, 2022

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Follet Higher Education Group	Bookstore Operation & Management Services, RFP No. 05-18 / This is the 5th year of a 5 year contract for bookstore operation and management services.	RFP	Revenue
Chapter 12				
2	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing and Repairs, Bid No. 21-18 / This contract is for the installation of fire alarm devices in the Maintenance Building on the Lincroft Campus. This contract is funded by Chapter 12.	Bid	\$ 29,750.00
3	First Onsite (formerly Insurance Restoration Specialists, Inc.)	Remediation and Reconstruction Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for remediation and reconstruction services of the ASB kitchen and is funded by Chapter 12.	Exempt	\$ 25,743.20
4	Ascend Construction Management, Inc.	Carpentry Services T&M, Bid No. 20-29 / This contract is for carpentry services for various projects on the Lincroft Campus and Regional Locations. This contract is funded by Chapter 12, Risk Management, and the Facilities Budget.	Bid	\$ 55,000.00 *
5	All State Office Interiors, Inc.	Flooring Replacement / Exempt 18A:64A.25.9 (NJ State Contract). This State Contract is for flooring replacement in the Esports Arena located at the Student Life Center. This contract is funded by Chapter 12.	Exempt	\$ 33,503.10
Grants				
6	GT Simulators by Global Technologies	Full Body X-ray and Radiographic Positioning Manikins, Bid No. 22-12 / Notice was sent to 6 vendors, received 2 replies. This contract is for the supply and delivery of (2) radiographic manikins for the Radiologic Technology Lab and is funded by the Perkins Grant.	Bid	\$ 27,890.00

Operating

7	Study Abroad Association LLC	Travel Services for Short Term Faculty-Led Program / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a short term faculty-led program to Paris. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	\$	47,650.00	*
8	Friedman Associates Advertising	Recruitment and Advertising Services / Exempt 18A:64A-25.5.a.(20) (Personnel recruitment and advertising). This is a one year contract for search and recruitment advertising services for executive level positions, as well as for faculty and management positions. This contract is funded by various departmental budgets.	Exempt	\$	32,000.00	*
9	Pro Libra Associates Inc.	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	\$	22,000.00	*
10	Meeker Sharkey and Hurley Associates, LLC	Employee Benefits Consultancy Services, Broker of Record, RFP No. 05-22 / Notice was sent to 12 firms, received 4 replies. This is a one year contract with an option for a 2nd year renewal for employee benefits consultancy services and is funded by the Operating Budget.	RFP	\$	15,000.00	
11	Castle Branch	Documentation Tracking/Healthcare, and Criminal Record Research Services, RFP No. 04-22 / Notice was sent to 6 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal 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	*
12	First Onsite (formerly Insurance Restoration Specialists, Inc.)	Remediation Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for remediation services in the file room and electrical room at the Central Utility Plant due to water damage. This contract is funded by the Facilities Budget.	Exempt	\$	21,083.50	

* Estimated expense based on historical data

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 November 30, 2021, which totaled \$2,156,487.17. 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 January 18, 2022.

4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending November 30, 2021.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting January 18, 2022.

Financial Overview at November 30, 2021

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

Revenue:

Compared to Budget

Total operating revenue for the month of November 2021 was \$43.7M and represents 54.6% of the FY22 budget of \$80M.

Compared to Prior Year

Operating revenue at November 30, 2021, was 1.0% 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 November 2021 were \$26.4M or 34.3% of the \$77M FY22 budget. As a point of reference, November is the fifth month of the current fiscal year and represents 42% of the annual budget.

Compared to Prior Year

Total operating expenses for the same period last year were \$26.2M compared to \$26.4M this year indicating an increase of operating costs of 0.8%.

Cash Balance:

At November, 2021, the College's total cash balance in the bank was \$29.4M, which represents a \$5.9M increase over the same time last year. This variance is higher than normal due to timing of the receipt of the County Appropriation in November 2020.

Brookdale Community College
Operating Revenue Report
For the month ending November 30, 2021

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 4,203,559	\$ 10,285,798	\$ (6,082,239)	40.9%
County of Monmouth	8,344,591	20,027,019	(11,682,428)	41.7%
	12,548,150	30,312,817	(17,764,667)	41.4%
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	140,461	280,685	(140,224)	50.0%
Spring 15	6,302,902	12,999,568	(6,696,666)	48.5%
Spring 11	74,009	785,504	(711,495)	9.4%
Spring 7A & 7B	7,463	27,500	(20,037)	27.1%
Summer I		1,542,617	(1,542,617)	0.0%
Summer II		1,641,988	(1,641,988)	0.0%
	22,343,118	33,822,318	(11,479,200)	66.1%
Fees:				
Fees (Technology, Capital, Facilities)	5,250,493	8,251,378	(3,000,885)	63.6%
Application Fee	65,550	165,000	(99,450)	39.7%
Installment Plan Fee	60,655	145,000	(84,345)	41.8%
Lab Fees	2,042,222	2,374,929	(332,707)	86.0%
Late Fees	10,140	21,500	(11,360)	47.2%
Transcript Fee	21,610	60,000	(38,390)	36.0%
Bad Check Fee	305	1,000	(695)	30.5%
	7,450,975	11,018,807	(3,567,832)	67.6%
Continuing & Professional Studies:				
Contract Training Direct Pay	73,280	226,342	(153,062)	32.4%
Alternate Route	67,980	85,180	(17,200)	79.8%
Healthcare Services	517,403	840,504	(323,101)	61.6%
Business & Career Training	138,606	263,325	(124,719)	52.6%
Computer Training	84,939	135,460	(50,521)	62.7%
CTE Grant	137,028	488,766	(351,738)	28.0%
Trips / Excursions	-	140,599	(140,599)	0.0%
Misc. Open Enrollment Programs	90,568	300,735	(210,167)	30.1%
Summer Adventure Camps	38,839	75,000	(36,161)	51.8%
Accelerated Career & Technology	12,423	26,605	(14,182)	46.7%
	1,161,066	2,582,516	(1,421,450)	45.0%
Miscellaneous:				
Indirect Cost Recovery	149,853	250,000	(100,147)	59.9%
Other Departmental Revenue	873	3,500	(2,627)	24.9%
Miscellaneous	1,264	10,000	(8,736)	12.6%
International Center	33,499	350,000	(316,501)	9.6%
Reserves	-	1,715,000	(1,715,000)	0.0%
Interest Income	10,160	15,000	(4,840)	67.7%
	195,649	2,343,500	(2,147,851)	8.3%
Total	\$ 43,698,958	\$ 80,079,958	\$ (36,381,000)	54.6%

Brookdale Community College
Operating Expenditure Report
For the month ending November 30, 2021

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 9,574,549	\$ 30,129,277	\$ 20,554,728	31.8%
Benefits	4,906,430	15,642,856	10,736,426	31.4%
Finance & Operations	4,619,271	11,726,799	7,107,528	39.4%
Student Affairs	2,232,301	6,922,338	4,690,037	32.2%
General Expenses	1,731,042	3,263,137	1,532,095	53.0%
Continuing & Professional Studies	821,447	2,557,218	1,735,771	32.1%
Utilities	754,526	2,287,836	1,533,310	33.0%
Human Resources & Organizational Safety	822,125	2,406,521	1,584,396	34.2%
Planning & Institutional Effectiveness	171,190	382,145	210,955	44.8%
President & Board of Trustees	245,918	512,289	266,371	48.0%
Advancement Division	540,080	1,270,104	730,024	42.5%
	<u>\$ 26,418,879</u>	<u>\$ 77,100,520</u>	<u>\$ 50,681,642</u>	<u>34.3%</u>
Salaries & Wages	\$ 14,739,090	\$ 46,038,321	\$ 31,538,868	32.0%
Other Expenses	11,679,789	31,062,199	19,142,774	37.6%
	<u>\$ 26,418,879</u>	<u>\$ 77,100,520</u>	<u>\$ 50,681,642</u>	<u>34.3%</u>

January 11, 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.

2) LIFE SAFETY AND ADDITIONAL LIGHTING

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

Sal Electric is completing the work under the contract, they have received the materials necessary to complete the project. There has been delays due to workforce availability, but they are currently on site addressing the remaining items. Once the work is complete, the balance of the monies owed VA Electric will 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.



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

Brief: Facilities Overview as of January 25, 2021

Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Gorman Hall South renovation	Posen Architects	TBD	<ul style="list-style-type: none"> Project was pulled and re-bid. Pre-bid meeting will be on 1/11/22 with bid opening scheduled for 2/3/22.
Wellness Center	Posen Architects	TBD	<ul style="list-style-type: none"> Cost estimate received. Moving forward with design.
Facilities Master Plan	TBD	TBD	<ul style="list-style-type: none"> Awaiting post award contract to move forward with Purchase order.
CVA and Maintenance Roof	DRG	TBD	<ul style="list-style-type: none"> PO issued 11/23/21 to begin construction documents.
ATeC & MAS Drainage	Colliers	TBD	<ul style="list-style-type: none"> Contract finalized and Purchase order will be issued.
Solar panels and charging stations installed at Lincroft and satellites	Luminace	Miller Brothers	<ul style="list-style-type: none"> Solar panel locations and construction drawings being developed. Core samples were taken 1/14/22.

Projects in-planning stage:

- Modernization of Lincroft Elevators

4.3 *Approval of a Schedule of Tuition and Fees for FY23*

State regulations require each County College to annually file a schedule of tuition and fees to be charged during the following academic year. It is also required that the schedule of tuition and fees be reviewed at a public meeting of the Board of Trustees at which time the College Community can be heard.

This recommendation has been reviewed by the President and the Finance & Facilities Committee of the Board of Trustees and at a meeting held on January 18, 2022.

BROOKDALE COMMUNITY COLLEGE
SCHEDULE OF TUITION AND FEES EFFECTIVE JULY 1, 2022

I. Tuition

Residents of Monmouth County *	\$153.00 per credit hour not to exceed \$2,295.00 per term.
Residents of Other New Jersey Counties	\$258.50 per credit hour not to exceed \$3,877.50 per term **
Out-of-State Students	\$283.50 per credit hour not to exceed \$4,252.50 per term.

* Online courses are charged the Monmouth County tuition rate.

** If not covered by Chargeback Legislation (Public Law 18A:64A-2.3)

II. Fees

- A. Application Fee – New students shall be required to pay a \$25 application fee.
- B. Fees – Each term every student shall be required to pay a fee of \$39.78 per credit hour, not to exceed \$596.70.
- C. Change of Program Fee – a fee of \$10 will be charged when students change their major.
- D. Course material and course fees may be assessed for certain courses to defray the high cost of consumable supplies, breakage, rental of facilities, and repair or replacement of equipment. The President shall be authorized to determine these courses and assess fees accordingly.
- E. Transcript Fee – A fee of \$6 dollars shall be paid for each request of an official transcript.
- F. Educational Records Reproduction Fee – Each student requiring reproduction of educational records other than transcripts shall pay \$.25 per page reproduced with a minimum fee of \$1.00.
- G. Credit-by-Examination – The regular tuition schedule applies to credits earned by examination. When credit is not granted, an examination fee of \$30.00 is paid.
- H. Returned Check Fee – A charge of \$25.00 shall be assessed for all checks issued to the College and not paid upon presentation to the bank.
- I. Late Registration Fee – A fee of \$30.00 shall be assessed to continuing students failing to register prior to the first day of classes.
- J. Installment Payment Plan – A non-refundable fee of \$60.00 shall be charged to students who wish to use the installment payment plan. The plan is available to all students in good financial standing with the College.

III. Study Abroad Fees – Brookdale Community College is a member of the College Consortium for International Studies (CCIS), and manages programs in Scotland, France, Spain and Canada.

- A. Administration Fee for CCIS programs sponsored by Brookdale \$550
- B. Administration Fee for all other CCIS programs \$400
- C. Administration Fee for short term, J-Term and virtual experiences not to exceed \$250

IV. International Student (F-1 Visa) Fee – processing international student admission applications and immigration compliance

- A. I-20 (Certificate of Eligibility for Nonimmigrant Student Status) Processing Fee - \$50.00

V. Tuition for Senior Citizens of Monmouth County

- A. For purposes of this policy, senior citizens are defined as residents of Monmouth County who have attained the age of 65 or over. To be eligible for the waiver, senior citizens must register on a specific day, after the first day of the term in question.
- B. Tuition shall be waived for senior citizens who enroll in courses after priority registration. Enrollment shall be on a space-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate.
- C. Senior citizens who enroll in courses during priority registration shall pay the prevailing tuition and required fees.

VI. Tuition for Eligible National Guard Members and their dependents

- A. New Jersey state law mandates that every member of the New Jersey National Guard is authorized to attend any state college or university tuition free for undergraduate and graduate studies. Tuition shall be waived to a maximum of 15 credits per semester for National Guard members and their eligible dependents. All fees shall be charged at the prevailing rate. Class space is available as of the first day of open registration for each semester.
- B. To be eligible for this program, National Guard members must apply for all available financial aid.

VII. Tuition for Eligible Persons on Unemployment

- A. Pursuant to N.J.S.A 18A:64A-23.1, persons receiving unemployment benefits in New Jersey, as determined by the Division of Employment Services, shall have tuition waived. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate. To be eligible for the waiver, a student must register the first day (or after) of the term in question.

VIII. Tuition for Eligible Volunteer Fire Fighters, First Aid or Rescue Squad Members

- A. Pursuant to N.J.S.A 18A:71-78.1, tuition up to a maximum of \$600.00 per year, not to exceed a maximum of \$2,400.00 total, for the member and member's family over a four-year period, shall be waived for active members in good standing of a volunteer fire company, or volunteer first aid or rescue squad and/or their spouse and dependent children. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a

course. All fees shall be charged at the prevailing rates. To be eligible for the waiver, a student must register the first day (or after) of the term in question.

VII. Tuition and Fees for Eligible Children and Spouses of New Jersey residents who were victims of the terrorist attack on the United States on September 11, 2001.

- A. Pursuant to amendments to State of New Jersey 209th Legislature, N.J.A-1517, the Senate and General Assembly have enacted that the students will be excused from payment of tuition subject to the payment of tuition by the State pursuant to N.J.S.A. 18A:71B-23. This includes students that are dependents and surviving spouses of police, fire, and rescue personnel, volunteer emergency responders, Port Authority of New York and New Jersey police officers, state workers and privately-employed New Jersey residents who died in the September 11 attacks on the World Trade Center, the Pentagon, and near Shanksville in rural Pennsylvania.
- B. Class space is available as of the first day of open registration for each semester.
- C. The waiver is obtained from the Financial Aid Office. All tuition and fees are waived. These benefits are available for eight years from the dependent's high school graduation.

RESOLUTION

WHEREAS, State regulations require each County College to file annually a schedule of tuition and fees to be charged during the following academic year; and

WHEREAS, the schedule of tuition and fees must be reviewed at a public meeting of the Board of Trustees at which time the Community can be heard; and

WHEREAS, the Administration has developed a Revised Schedule of Tuition and Fees for the academic year 2022/2023 as an appendage to the Board Policy on Tuition and Fees (4.1000) and is made a part hereof and attached hereto:

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Schedule of Tuition and Fees for the academic year 2022/2023 attached hereto be and the same is hereby adopted.

January 25, 2022

4.5 *Approval of FY23 Operating Budget*

Following discussions and parameters defined by the Board of Trustees at the Finance & Facilities Committee, and subsequent approval of the FY23 Tuition and Fee Schedule, the College prepared the Operating Budget for FY23. The proposed budget fosters student success and allows the College to maintain an open-door policy, supports credit and non-credit enrollment and existing programs while working to maintain the infrastructure of the College.

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 Operating Budget.

This budget was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at meetings held January 18, 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 Operating 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 Operating for FY23, 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 funds to meet that commitment in the support of County Colleges.

**Brookdale Community College
FTE Enrollment Projection
for FY23 Operating Budget**

FTE by term	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Preliminary
Projected FTE Change					-4.5%
Summer III Term					
Total Summer III terms	222	250	247	173	166
Fall Terms:					
Fall -11	170	168	159	195	186
Fall - 15	3,566	3,228	3,090	2,956	2,823
Total Fall terms	3,736	3,397	3,249	3,150	3,009
Winterim & Spring Terms:					
Winterim	54	62	59	58	55
Spring -11	124	130	166	145	138
Spring - 15	3,194	2,677	2,753	2,607	2,490
Total Winterim & Spring terms	3,372	2,869	2,978	2,810	2,684
Summer Terms:					
Summer I	328	310	327	327	312
Summer II	346	299	347	347	331
Total Summer I & II terms	674	610	674	674	644
Total Credit FTE	8,004	7,125	7,148	6,808	6,501
% Change	-4.29%	-10.99%	0.32%	-4.45%	-4.50%
Non-Fundable FTE	480	268	426	426	422
% Change	-0.83%	-44.17%	58.96%	58.96%	-0.94%
TOTAL FTE	8,484	7,393	7,574	7,234	6,923

**Brookdale Community College
Operating Budget Summary
FY23**

	FY21 Actual	FY22 Budget	FY23 Budget
Revenues	Amount	Amount	Amount
Tuition	\$ 35,450,579	\$ 33,822,318	\$ 33,433,877
County of Monmouth	20,027,019	20,027,019	20,277,019
State Aid	8,712,697	10,285,798	10,228,938
Fees (Technology, Capital, Student Life)	8,541,450	8,251,378	7,760,764
Course fees and other misc. fees	2,275,836	2,767,429	2,707,279
Continuing & Professional Studies	1,569,123	2,582,516	2,776,500
Other Income	572,688	628,500	730,000
Reserves	-	1,715,000	3,000,000
Total Revenue	<u>\$ 77,149,392</u>	<u>\$ 80,079,958</u>	<u>\$ 80,914,376</u>
Expenditures			
Academic Affairs	27,963,337	\$ 30,129,457	\$ 30,306,540
Continuing & Professional Studies	1,991,105	2,557,935	2,502,784
Student Affairs	5,141,846	7,018,390	6,759,214
President and Board of Trustees	500,565	469,204	587,190
Finance & Operations	10,942,813	11,379,291	12,261,587
Human Resources & Organizational Safety	1,682,340	2,374,475	2,526,226
Advancement Division	1,189,183	1,196,454	1,281,341
Planning & Institutional Effectiveness	378,112	378,705	387,770
Utilities	1,581,438	2,161,250	2,004,708
Benefits	13,762,675	15,641,794	14,675,226
General Expenses	3,492,140	3,793,565	4,641,440
Total Expenditures	<u>\$ 68,625,554</u>	<u>\$ 77,100,520</u>	<u>\$ 77,934,026</u>
Other Cash Requirements			
Debt Principal	(1,655,000)	(1,715,000)	(1,800,000)
Interest Expense	(1,310,299)	(1,264,438)	(1,180,350)
Change in Net Assets	<u>\$ 5,558,539</u>	<u>\$ -</u>	<u>\$ -</u>

4.6 *Auxiliary Services FY23 Operating Statements*

The College manages several operations which fall under the general heading of Auxiliary Services. The operations include, but are not limited to, Brookdale Radio, Brookdale TV, Dining Services, the Bookstore, the Student Life Center, the Performing Arts Center (PAC), the Arena, and esports.

The College has developed the following FY23 Operating Statement for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 18, 2022.

**Brookdale Community College
Auxiliary Services FY23 Budget**

	FY21 Actual	FY22 Budget	FY22 as of 12/31	FY22 Projected	FY23 Budget
Revenue					
Brookdale Radio	\$ 181,112	\$ 194,126	\$ 88,904	\$ 194,126	\$ 192,500
Brookdale TV	35,313	35,000	23,438	35,000	35,500
Dining Services	98,647	127,000	3,106	127,000	119,000
Bookstore	283,938	325,000	120,441	325,000	300,000
Student Life Center	(12,714)	148,000	18,816	148,000	148,000
Performing Arts Center	22,715	95,612	87,273	97,800	100,000
Arena	82,155	243,730	80,993	243,730	245,800
Esports	-	50,000	-	-	50,000
Total revenue	691,165	1,218,468	422,969	1,170,656	1,190,800
Operating expenses					
Brookdale Radio	380,796	570,085	283,243	540,645	333,962
Brookdale TV	259,952	195,010	122,070	255,495	267,485
Dining Services	44,899	86,136	72,470	108,344	110,775
Bookstore	127,763	39,931	21,515	45,089	34,525
Student Life Center	69,882	266,232	29,336	101,876	267,316
Performing Arts Center	120,337	326,854	114,692	269,048	347,251
Arena	255,115	337,733	85,428	277,695	338,300
Esports	6,192	879,360	74,166	822,007	173,943
Total operating expenses	1,264,936	2,701,341	802,921	2,420,199	1,873,557
Profit/(loss) before fee waivers					
Brookdale Radio	(199,684)	(375,959)	(194,339)	(346,519)	(141,462)
Brookdale TV	(224,639)	(160,010)	(98,633)	(220,495)	(231,985)
Dining Services	53,747	40,864	(69,365)	18,656	8,225
Bookstore	156,174	285,069	98,925	279,911	265,475
Student Life Center	(82,596)	(118,232)	(10,520)	46,124	(119,316)
Performing Arts Center	(97,622)	(231,242)	(27,419)	(171,248)	(247,251)
Arena	(172,960)	(94,003)	(4,436)	(33,965)	(92,500)
Esports	(6,192)	(829,360)	(74,166)	(822,007)	(123,943)
Total profit/(loss) before fee waivers	(573,771)	(1,482,873)	(379,952)	(1,249,543)	(682,757)
Other revenue: fee waivers *					
Brookdale Radio	-	150,000	-	75,000	150,000
Brookdale TV	402,824	425,000	150,000	350,000	425,000
Dining Services	-	-	-	-	-
Bookstore	-	-	-	-	-
Student Life Center	-	160,000	70,000	160,000	160,000
Performing Arts Center	7,460	143,389	31,574	125,000	150,000
Arena	56,248	198,500	86,360	155,510	160,000
Esports	-	-	-	-	-
Total fee waivers	466,532	1,076,889	337,934	865,510	1,045,000
Net profit/(loss)					
Brookdale Radio	(199,684)	(225,959)	(194,339)	(271,519)	8,538
Brookdale TV	178,185	264,990	51,367	129,505	193,015
Dining Services	53,747	40,864	(69,365)	18,656	8,225
Bookstore	156,174	285,069	98,925	279,911	265,475
Student Life Center	(82,596)	41,768	59,480	206,124	40,684
Performing Arts Center	(90,162)	(87,853)	4,155	(46,248)	(97,251)
Arena	(116,712)	104,497	81,924	121,545	67,500
Esports	(6,192)	(829,360)	(74,166)	(822,007)	(123,943)
Net profit/(loss)	\$ (107,239)	\$ (405,985)	\$ (42,018)	\$ (384,033)	\$ 362,243

* See Individual budget sheets for details on waivers.

Brookdale Community College
Radio FY23 Budget
12-9-01-7050000

	FY21 Actual	FY22 Budget	FY22 as of 12/31	FY22 Projected	FY23 Budget
Revenue	\$ 181,112	\$ 194,126	\$ 88,904	\$ 194,126	\$ 192,500
Operating expenses					
Salaries	328,876	328,440	167,862	334,725	345,767
Student help	-	23,865	-	-	20,000
Benefits (auxiliary)*	-	169,680	84,840	167,680	170,000
Advertising	631	650	-	-	650
Bank charges	5,783	5,000	2,064	2,100	5,000
Promotions/sponsorships	12,947	10,000	2,092	4,100	10,000
Office supplies	1,256	500	141	300	300
Contracted services	28,884	30,000	25,880	30,000	30,000
Copy machine usage	51	50	22	50	50
Print shop	58	100	41	90	95
Program rental	1,014	1,500	-	1,000	1,500
Telephone	300	300	150	300	300
Equipment	997	-	150	300	300
Indirect cost recovery	-	-	-	-	(250,000)
Total operating expenses	380,796	570,085	283,243	540,645	333,962
Profit/(loss) before fee waivers	(199,684)	(375,959)	(194,339)	(346,519)	(141,462)
Other revenue					
Fee waivers	-	150,000	-	75,000	150,000
Net profit/(loss)	\$ (199,684)	\$ (225,959)	\$ (194,339)	\$ (271,519)	\$ 8,538

Fee waivers:

Fee waivers include marketing for College Relations/Recruitment and CPS courses.

*Operating benefits per yearend audited financial statements.

Brookdale Community College
Brookdale TV FY23 Budget
12-9-01-7070000

	FY21 Actual	FY22 Budget	FY22 as of 12/31	FY22 Projected	FY23 Budget
Revenue	\$ 35,313	\$ 35,000	\$ 23,438	\$ 35,000	\$ 35,500
Operating expenses					
Full-time salaries	138,881	141,719	71,294	141,587	145,835
Part-time salaries	2,793	8,010	2,259	3,558	8,000
Benefits	106,933	35,430	43,750	105,000	104,500
Memberships	283	901	125	300	800
Media supplies	634	900	800	900	900
Office supplies	47	100	-	50	100
Contracted services	5,546	5,500	2,875	3,000	5,000
Copy machine usage	-	200	0	100	100
Program software rental	4,835	2,250	967	1,000	2,250
Total operating expenses	<u>259,952</u>	<u>195,010</u>	<u>122,070</u>	<u>255,495</u>	<u>267,485</u>
Profit/(loss) before fee waivers	<u>(224,639)</u>	<u>(160,010)</u>	<u>(98,633)</u>	<u>(220,495)</u>	<u>(231,985)</u>
Other revenue					
Fee waivers	<u>402,824</u>	<u>425,000</u>	<u>150,000</u>	<u>350,000</u>	<u>425,000</u>
Net profit/(loss)	<u>\$ 178,185</u>	<u>\$ 264,990</u>	<u>\$ 51,367</u>	<u>\$ 129,505</u>	<u>\$ 193,015</u>

Fee waivers:

Fee waivers include Brookdale internal events, Athletics, Brookdale Foundation, and County advertising.

Brookdale Community College
Dining Services FY23 Budget
12-9-01-7100500

	FY21 Actual	FY22 Budget	FY22 as of 12/31	FY22 Projected	FY23 Budget
Revenue					
Commission revenue	\$ 3,858	\$ 92,000	\$ 1,331	\$ 92,000	\$ 92,500
External catering	100,000	25,000	-	25,000	25,000
Miscellaneous revenue	(5,211)	10,000	1,775	10,000	1,500
Total revenue	<u>98,647</u>	<u>127,000</u>	<u>3,106</u>	<u>127,000</u>	<u>119,000</u>
Operating expenses					
Salaries	25,401	25,875	21,476	31,250	22,575
Benefits	5,493	6,469	438	969	900
Travel & training	-	750	-	-	750
Contract services/external catering	14,002	51,142	50,550	76,000	85,000
Copy machine usage	3	150	6	25	100
Supplies & printing	-	250	-	100	150
Dues & memberships	-	1,000	-	-	1,000
Miscellaneous	-	500	-	-	300
Total operating expenses	<u>44,899</u>	<u>86,136</u>	<u>72,470</u>	<u>108,344</u>	<u>110,775</u>
Net profit/(loss)	<u>\$53,747.28</u>	<u>\$ 40,864</u>	<u>\$ (69,365)</u>	<u>\$ 18,656</u>	<u>\$ 8,225</u>

Brookdale Community College
Bookstore FY23 Budget
12-9-01-7150000

	FY21 Actual	FY22 Budget	FY22 as of 12/31	FY22 Projected	FY23 Budget
Revenue	\$ 283,938	\$ 325,000	\$ 120,441	\$ 325,000	\$ 300,000
Operating expenses					
Salaries	25,398	25,875	21,476	31,250	22,575
Benefits	5,937	9,056	-	8,800	6,800
Bank service charges	-	-	-	-	-
New book returns & allowances	91,428	-	-	-	-
Contracted svcs/ uniforms	5,000	4,960	-	5,000	5,000
Gift card - purchased	-	40	39	39	100
Copy machine usage	-	-	-	-	50
Total operating expenses	127,763	39,931	21,515	45,089	34,525
Net profit/(loss)	\$ 156,174	\$ 285,069	\$ 98,925	\$ 279,911	\$ 265,475

**Brookdale Community College
Student Life Center FY23 Budget
12-9-01-7200000**

	FY21 Actual	FY22 Budget	FY22 as of 12/31	FY22 Projected	FY23 Budget
Revenue	\$ (12,714)	\$ 148,000	\$ 18,816	\$ 148,000	\$ 148,000
Operating expenses					
FT/PT salaries	35,004	155,501	25,838	53,176	160,166
Benefits	10,208	62,200	-	12,000	60,500
Dues & memberships	71	669	358	400	500
Overhead	24,000	28,000	-	28,000	26,500
Supplies	499	2,062	252	300	2,000
Travel, training & over-time meals	-	1,500	-	-	1,500
Advertising	-	250	-	-	150
Contracted services	-	15,000	2,379	7,000	15,000
Copy machine usage	43	500	87	200	250
Print shop	57	300	422	800	500
Uniforms	-	250	-	-	250
Total operating expenses	69,882	266,232	29,336	101,876	267,316
Profit/(loss) before fee waivers	(82,596)	(118,232)	(10,520)	46,124	(119,316)
Other revenue					
Fee waivers		160,000	70,000	160,000	160,000
Net profit/(loss)	\$ (82,596)	\$ 41,768	\$ 59,480	\$ 206,124	\$ 40,684

Fee waivers:

Fee waivers include State and County Agency functions and events and facility service costs only for Brookdale functions.

**Brookdale Community College
Performing Arts Center FY23 Budget
12-9-01-7230000**

	FY21 Actual	FY22 Budget	FY22 as of 12/31	FY22 Projected	FY23 Budget
Revenue	\$ 22,715	\$ 95,612	\$ 87,273	\$ 97,800	\$ 100,000
Operating expenses					
Full-time salaries	79,002	150,000	77,064	154,128	164,326
Part-time salaries	849	59,919	14,859	30,000	62,000
Student help	-	8,682	4,770	7,000	9,000
Benefits	32,733	45,000	-	43,000	44,900
Bank service charges	-	100	-	100	100
Instructional supplies	275	11,000	12,077	14,000	14,000
Office supplies	-	1,000	504	1,000	1,000
Overnight travel	-	5,745	-	-	5,700
Contracted services	7,471	44,208	4,632	18,900	45,000
Copy machine usage	7	200	33	100	125
Advertising	-	500	695	695	700
Printing		500	58	125	400
Total operating expenses	120,337	326,854	114,692	269,048	347,251
Profit/(loss) before fee waivers	(97,622)	(231,242)	(27,419)	(171,248)	(247,251)
Other revenue					
Fee waivers	7,460	143,389	31,574	125,000	150,000
Net profit/(loss)	\$ (90,162)	\$ (87,853)	\$ 4,155	\$ (46,248)	\$ (97,251)

Fee waivers:

Fee Waivers include internal events facilitated by students & those which support programming.

**Brookdale Community College
Arena Events FY23 Budget
12-9-01-7270000**

	FY21 Actual	FY22 Budget	FY22 as of 12/31	FY22 Projected	FY23 Budget
Revenue	\$ 82,155	\$ 243,730	\$ 80,993	\$ 243,730	\$ 245,800
Operating expenses					
Full-time salaries	116,673	162,058	64,004	128,000	118,999
Part-time salaries					46,001
Benefits	30,038	48,617	-	47,800	48,000
Memberships	71	350	350	350	350
Overhead	60,000	69,825	-	69,825	68,000
Supplies	6,590	7,200	177	300	7,500
Contracted services	8,933	44,733	20,588	30,000	45,000
Printing	30,839	100	120	200	100
Copy machine usage	-	150	-	20	150
Furniture & equipment repair	-	1,500	-	-	1,000
Telephone	1,200	1,200	190	1,200	1,200
Uniforms-new	770	1,000	-	-	1,000
Equipment non-inventory	-	1,000	-	-	1,000
Total operating expenses	255,115	337,733	85,428	277,695	338,300
Profit/(loss) before fee waivers	(172,960)	(94,003)	(4,436)	(33,965)	(92,500)
Other revenue/(expenses)					
Fee waivers	56,248	198,500	86,360	155,510	160,000
Net profit/(loss)	\$ (116,712)	\$ 104,497	\$ 81,924	\$ 121,545	\$ 67,500

Fee waivers:

Fee waivers include College functions, HTHS, and other and State events. This also includes HTHS Physical Education classes.

**Brookdale Community College
Esports FY23 Budget
12-9-01-7101000**

	FY21 Actual	FY22 Budget	FY22 as of 12/31	FY22 Projected	FY23 Budget
Revenue	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Operating expenses					
Full time salaries		78,000	-	39,681	81,743
Part time salaries	6,192	-	19,346	19,346	10,000
Student workers		10,000	-	2,500	10,000
Benefits		28,860	-	14,430	29,200
Office supplies		2,500	3,654	4,000	3,000
Contracted services		10,000	51,152	52,000	40,000
Copy machine		-	14	50	-
Computer equipment		-	-	139,000	-
Startup costs*		750,000	-	551,000	-
Total operating expenses	6,192	879,360	74,166	822,007	173,943
Net profit/(loss)	\$ (6,192)	\$ (829,360)	\$ (74,166)	\$ (822,007)	\$ (123,943)

*Capital startup costs

4.7 *FY23 Associated Students of Brookdale Community College (ASBCC)
Operating Statement*

The office of Student Life and Activities has prepared the FY23 Associated Students of Brookdale Community College (ASBCC) budget. This budget supports programming needs for students, faculty, and staff. It also funds student publications, clubs, and organizations, and provides support for other campus wide activities such as orientation, graduation, and athletics.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 18, 2022.

The annual ASBCC revenue budget of \$341,302 is funded by Student Fees based on a projected enrollment of 6,501 FTEs. Budgeted expenditures include \$46,000 in capital improvements.

The current fiscal year allocations were developed to align with the College's priorities, earmarking funds to support the goals and mission of the Institution while continuing to provide opportunities for co-curricular learning that compliments classroom activities in virtual, hybrid, and in person formats. The intent of the funding is to increase collaboration with complimenting curriculum by creating more diverse and cultural programs, which support the priorities in academic areas and departments.

The Student Life Board provided input and advisement based on their experience planning programs and collaborative oversight of clubs and organizations. ASBCC recognizes over 48 active clubs and organizations at all locations. The clubs and organizations generate revenue through fundraising, ticket sales, bus trips, and an array of other activities.

The five top FY23 retention priorities for virtual and in-person initiatives are as follows:

1. Support co-curricular learning
 - a. Fund institute activities for a broader learning outside the classroom experience
 - b. Continue funding Brookdale's Carl Calendar's Visiting Writers Series, which brings world class authors to campus
 - c. Provide financial support for the Adobe Connect software contract which aids in the distance education orientations co-curricular programming which includes, but is not limited to, student planning, training etc., with face-to-face online connections
2. Continued support of collaborate department activities such as:
 - a. Fund lectures to support planned, small to large scale speakers who lend value to the International Education Center, Disabilities Services, and the Institutes
 - b. Fund contemporary issues and provide continued support for a planned, large-scale speaker
 - c. Support of a large-scale speaker for the Annual Jack Needle Lecture program
 - d. Support a Cops and Conduct / a similar initiative with our Police Department and Student Conduct
 - e. Fund Career Service and Leadership Development initiatives to encourage participation in workshops presented for leadership and career centered programs e.g., the new Handshake software that will help with participation retention in clubs and at events
 - f. Support Maxient software to ensure a more efficient process for Judicial Affairs, Compliance, Title IX, and Clery reporting
 - g. Continue to support the Athletic program initiatives, which help defray the costs of Regional and National play across all sports as well as student centered improvements
 - h. Support the performing Arts Center and programs for student participation
3. Support diversity and cultural initiatives
 - a. Fund programs/panel discussions centered around world issues
 - b. Fund extended travel programs to engage students to learn about culture and community
 - c. Support programming with Disability Services and the International Center to promote diversity awareness in the community's students live in
 - d. Support for participation in a Volunteer Service program, helping Brookdale engage in the surrounding community beyond our campuses

- e. Support the Helping Hands initiative, fighting food insecurity across campus to take care of our own
- 4. Provide financial support in three Student Success areas:
 - a. Orientations
 - i. Develop a comprehensive agenda and assessment of New Student Orientation for the virtual world
 - b. First Year Experience/2YE
 - i. Support developmental courses and HUDV for outside the classroom events in support of learned curriculum
 - ii. Fund activities supporting retention initiatives
 - c. Graduation
 - i. Develop an outline and to-do list for graduation ensuring each graduation is perfect and uniform
 - ii. Change the format of graduation in accordance with State guidelines
 - iii. Support of activities for graduating students
- 5. Continue to support the expansion of social programs which foster positive student engagement opportunities
 - a. Provide funding for new speakers to aid in meeting educational goals as part of ongoing lecture series
 - b. Continue to support student run social programs reflecting a sense of community, networking, friendship, and connections with the College
 - c. Continue to book talent for successful *Laugh at Lunch* program to build community and an opportunity for social engagement at a commuter campus
 - d. Continue to book talent for the *Live at Lunch* series to promote diversity awareness through exploration of other cultures
 - e. Continue to provide virtual programming to support our virtual students, including clubs and organizations

The following FY23 Operating and Capital Statement is for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

Brookdale Community College
Associated Students of Brookdale Community College
FY23 Budget

	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget
Revenue:				
Student activities fee	\$ 415,789	\$ 385,992	\$ 374,412	\$ 341,302
Other revenue	20,898	-	10,886	-
Total revenue	436,687	385,992	385,298	341,302
Expenditures:				
ASBCC administration	6,206	18,856	24,500	21,000
ASBCC communications	5,262	10,000	5,000	7,000
Capital improvements	79,844	19,886	37,988	46,000
College wide activities	93,369	225,000	192,600	170,502
Division activities	5,938	10,000	8,800	7,000
Clubs and organizations	19,539	80,000	32,000	55,800
Athletics/Intramurals	7,210	20,000	33,000	28,000
Graduation expense	3,009	1,500	6,000	6,000
Student engagement programs	-	750	-	-
Total expenditures	220,377	385,992	339,888	341,302
Excess revenue/expense	216,310	-	45,410	-
Beginning fund balance	1,157,030	1,373,340	1,373,340	1,418,750
Excess	216,310	-	45,410	-
Ending fund balance	\$ 1,373,340	\$ 1,373,340	\$ 1,418,750	\$ 1,418,750

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

1.8000 Adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College

I. Title of Policy

Adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College

II. Objective of Policy

To establish a process for the adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College.

III. Authority

N.J.S.A. 18A:64A-1 et seq; Board of Trustee Bylaw 1.2050.

IV. Policy Statement

A. Mission, Vision, and Values of Brookdale Community College

1. The Board of Trustees ("The Board") acknowledges that the College's Mission Statement shall be as follows: *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.*
2. The Board of Trustees acknowledges that the College's Vision Statement shall be as follows: *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.*
3. 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
4. The Board shall annually review and endorse the Mission, Vision, and Values statements of the College. If the Board determines that there is a

need to revise or amend the Mission, Vision, and/or Values statements, the President shall be directed to conduct a College-wide review and present recommended changes to the Board.

B. Strategic Priorities

1. The Board shall develop its Strategic Priorities during their annual Spring Retreat.
2. The Board in collaboration with the President shall develop specific goals for the President, in alignment with the Strategic Priorities, by the May Board of Trustee's Public Business Meeting.
3. The President shall work with the Senior Executive Leadership Team to ensure that the College's annual goals are aligned with the Board's Strategic Priorities.

V. Responsibility for Implementation

Board of Trustees.

Approved: Board of Trustees, 03/26/2019

Ratified: Board of Trustees, 01/28/2020

Ratified: Board of Trustees, 01/26/2021

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

1.3021 Trustee ~~Appointments, Authority, Appointments Duties & Responsibilities~~ and General Powers of the Board

I. Title of Policy

Trustee ~~Appointments, Authority, Appointments Duties & Responsibilities~~ and General Powers of the Board

II. Objective of Policy

For the Trustees of Brookdale Community College to carry out their duties and responsibilities pursuant to N.J.S.A. 18A:64A-12.

~~To establish the Brookdale Community College Board of Trustees as the legal authority per N.J.S.A. 18A: 64A-11 and to establish the duties and responsibilities as outlined and amended by the Middle States Commission on Higher Education's (MSCHE) Requirements of Affiliation and Standards for Accreditation and per N.J.S.A. 64A-12.~~

III. Authority

N.J.S.A 18A:64A-8, N.J.S.A. 18A:64A-9, N.J.S.A. 18A:64A-11, N.J.S.A 18A:64A-12, the Administrative Code of the County of Monmouth, ~~and~~ and Board of Trustees Bylaw 1.2000 – Organization of the Board, ~~and Middle States Commission on Higher Education's (MSCHE) Requirements of Affiliation and Standards for Accreditation.~~

IV. Policy Statement

Authority

~~A. The Board of Trustees shall be a body corporate and shall be known as the Board of Trustees of Brookdale Community College. The Board of Trustees shall have custody of and be responsible for the property of the College and shall be responsible for the management and control of the College. The Board shall make an annual report to the Office of the Secretary of Higher Education and Board of County Commissioners the board of chosen freeholders for each county represented.~~

The Board of Trustees shall endeavor to carry out its duties and obligations outlined in, as as amended, pursuant to N.J.S.A. 18A: 64A – 9 and -12, Brookdale Community College Board of Trustees Bylaws, MSCHE Standard VII and College Policies on Trustee Code of Ethics and Conduct.

Organization

~~B.~~ The Board of Trustees shall be organized as set forth in N.J.S.A. 18A:64A-8 and meet the qualifications set forth in N.J.S.A. 18A:64A-9. Appointments will be filled based on guidelines- the provisions set forth outlined in N.J.S.A. 18A 64A -9 and shall include:

~~1.~~ The term of office of appointed members shall be for four years. Each member shall serve until their successor shall have been appointed and qualified.

~~C2.~~ The appointing authority of the county shall establish a trustee search committee of not less than five members who shall be residents of the county in accordance with the criteria set forth in N.J.S.A. 18A:64A-8.

~~D3.~~ Vacancies on the Board shall be filled in the same manner as the original appointment for the remainder of the unexpired term.

Duties and Responsibilities

The Board of Trustees shall be responsible to fulfill the duties and responsibilities outlined and amended in N.J.S.A. 18A64A-12, and MSCHE Standard VII.

V. Responsibility for Implementation

Board of Trustees.

Approved: June 1995

Proposed Revision: March 2014 – remanded to Governance committee

Proposed Revision: Feb 2016 – review by Policy & Education Committee – remanded to Governance Committee for review in March 2016 Lodged: Lodging was waived

March 2016

Approved: March 2016

Updated: X/X/2022

Related Policies: 1.7060 Trustee Code of Ethics (provide link)

1.7070 Trustee Conduct

BOT Bylaws

CG NKeigelman BP MJ Esq 1-17-2022 REDLINE

**BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY**

1.3021 Trustee Authority, Appointments and General Powers of the Board

I. Title of Policy

Trustee Authority, Appointments and General Powers of the Board

II. Objective of Policy

For the Trustees of Brookdale Community College to carry out their duties and responsibilities pursuant to N.J.S.A. 18A:64A-12.

III. Authority

N.J.S.A 18A:64A-8, N.J.S.A. 18A:64A-9, N.J.S.A. 18A:64A-11, N.J.S.A 18A:64A-12, the Administrative Code of the County of Monmouth, and Board of Trustees Bylaw 1.2000 – Organization of the Board.

IV. Policy Statement

The Board of Trustees shall endeavor to carry out its duties and obligations outlined in, and as amended, pursuant to N.J.S.A. 18A: 64A – 9 and -12, Brookdale Community College Board of Trustees Bylaws, MSCHE Standard VII and College Policies on Trustee Code of Ethics and Conduct.

The Board of Trustees shall be organized as set forth in N.J.S.A. 18A:64A-8 and meet the qualifications set forth in N.J.S.A. 18A:64A-9. Appointments will be filled based on the provisions set forth in N.J.S.A. 18A 64A -9.

V. Responsibility for Implementation

Board of Trustees

Approved: June 1995

Proposed Revision: March 2014 – remanded to Governance committee

Proposed Revision: Feb 2016 – review by Policy & Education Committee – remanded to Governance Committee for review in March 2016 Lodged: Lodging was waived March 2016

Approved: March 2016

Updated: X/X/2022

Related Policies: 1.7060 Trustee Code of Ethics (provide link)

1.7070 Trustee Conduct

BOT Bylaws

1-17-2022 CLEAN VERSION

**Brookdale Community College
College Policy**

5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification

I. Title of Policy

Institutional and Specialized Program Accreditation, Approval, or Certification

II. Objective of Policy

In order to strengthen and sustain quality and integrity in the learning and instruction process, the College shall seek continued accreditation from an accredited agency recognized by the US Department of Education.

Institutional accreditation affirms educational quality and commitment to continual improvement. Institutional accreditation is one of the and meet eligibility requirements related to Title IV program participation and licensure in the state of NJ. Specialized program accreditation, approval, or certification benefits students' in their pursuit of employment in specified professions.

~~"Accreditation" and "accredited" both mean a status attained by an institution through voluntarily meeting standards for academic degree programs and/or college credit-bearing courses set by a nongovernmental entity recognized by the U.S. Secretary of Education.~~

III. Authority

Title IV Higher Education Opportunity Act 2008; N.J.S.A. 9A; N.J.S.A. 18A; Middle States Commission on Higher Education, - NJ Administrative Code, Title 9A, Chapter 1 (9A:1-1.3 Licensure)

~~NEW JERSEY ADMINISTRATIVE CODE
TITLE 9A - HIGHER EDUCATION
New Jersey Secretary of Higher Education~~

~~CHAPTER 1. LICENSURE RULES (amendments effective 10/17/16)~~

~~9A:1-1.3 Licensure~~

IV. Policy Statement

~~Institutional accreditation affirms educational quality and commitment to continual improvement. Institutional accreditation is one of the requirements related to Title IV program participation and licensure in the state of NJ. Specialized program accreditation, approval, or certification benefits students' in their pursuit of employment in specified professions.~~

~~The NJ Administrative Code "Accreditation" and "accredited" both mean refers to "accreditation" and "accredited" as a status attained by an institution through voluntarily meeting standards for academic degree programs and/or college credit-bearing courses set by a nongovernmental entity recognized by the U.S. Secretary of Education.~~

~~In order to strengthen and sustain quality and integrity in the learning and instruction process, the College shall seek continued accreditation from an accredited agency recognized by the US Department of Education.~~

Specialized accreditation of certain programs of the College shall be sought when appropriate if the resources necessary for compliance supports the benefits to students' educational and professional success.

V. Responsibility for Implementation

President

Approved: Sept 1980

Revised: July 2001

Revised: Feb 2016

Lodged: Feb 2016

Approved: March 2016

Updated: XX/XX/2022

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NK BP POST SELT REVIEW MJ ESQ REDLINE

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**Brookdale Community College
College Policy**

5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification

I. Title of Policy

Institutional and Specialized Program Accreditation, Approval, or Certification

II. Objective of Policy

In order to strengthen and sustain quality and integrity in the learning and instruction process, the College shall seek continued accreditation from an accredited agency recognized by the US Department of Education.

III. Authority

Title IV Higher Education Opportunity Act 2008; 20 U.S.C. Chapter 28, Subchapter IV: Student Assistance; N.J.S.A. 9A; N.J.S.A. 18A, NJ Administrative Code, Title 9A, Chapter 1 (9A:1-1.3 Licensure)

IV. Policy Statement

Institutional accreditation affirms educational quality and commitment to continual improvement. Institutional accreditation is one of the requirements related to Title IV program participation and licensure in the state of NJ. Specialized program accreditation, approval, or certification benefits students in their pursuit of employment in specified professions.

The NJ Administrative Code refers to "accreditation" and "accredited" as a status attained by an institution through voluntarily meeting standards for academic degree programs and/or college credit-bearing courses set by a nongovernmental entity recognized by the U.S. Secretary of Education.

Specialized accreditation of certain programs of the College shall be sought when appropriate if the resources necessary for compliance supports the benefits to students' educational and professional success.

V. Responsibility for Implementation

President

Approved: Sept 1980
Revised: July 2001
Revised: Feb 2016
Lodged: Feb 2016
Approved: March 2016

Updated: XX/XX/2022

CLEAN VERSION 1-17-2022

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
January 3	Nursing Pinning	6:00PM	Robert J. Collins Arena
January 11	Student Success & Educational Excellence	5:30 PM	Zoom
January 18	Convocation	9:00AM	Robert J. Collins Arena and Zoom Webinar
January 18	Executive Committee Meeting	5:15PM	Zoom
January 18	Finance & Facilities Committee Meeting	5:30PM	Zoom
January 19	Governance Committee Meeting	6:00PM	Zoom
January 20	Foundation Board Meeting		
January 25	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
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	6:00PM	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	6:00PM	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	6:00PM	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 13	NJCCC Council Meeting	5:00PM	Middlesex College

DATE	EVENT	TIME	LOCATION
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
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	6:00PM	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	6:00PM	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.	January 20 4 PM
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