



Board of Trustees Public Business Meeting
Brookdale Community College
Brookdale at Hazlet, 1 Crown Plaza, Hazlet, NJ 07730
Jun 28, 2022 5:30 PM - Jun 28, 2022 8:30 PM EDT

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BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

May 31, 2022

**Brookdale Community College
Robert J. Collins Arena
765 Newman Springs Rd.
Lincroft, NJ 07738**

And Zoom Webinar

Vice-Chair Kaufmann (served as Chair) called the meeting to order at 5:30 P.M. and roll call was taken.

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee (5:40 PM)	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
	Dr. Les Richens, Trustee	Ms. Teresa Manfreda
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Mr. Austin Smith, Trustee (5:40 PM)	Dr. Anita Voogt
	Ms. Natalie Watson, Trustee	Ms. Bonnie Passarella
		Dr. William Burns
		Ms. Bonnie Passarella
Absent:	Dr. Hank Cram, Chair	Ms. Cynthia Gruskos, Recorder
	Ms. Marta Rambaud, Trustee	
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 May 25, 2022 at 9 am advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Cram led the Pledge of Allegiance.

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

Chair Cram read the mission statement.

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

Dr. Stout lead a moment of silence to honor the memory of Donnalyn Giegerich-Zapcic. He offered condolences to her family, friends and colleagues.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	<p>A motion to adopt the agenda was made by Trustee Richens and seconded by Trustee Watson.</p> <p>Motion passed.</p>	
<p>President’s Report –</p> <p>A. Presentation – Athletics – Katelyn Amundson, Director of Athletics, provided a report on Brookdale Athletics, which included the following academic and athletic accomplishments of our student athletes, coaches and programs:</p> <ul style="list-style-type: none"> • 8 National Championships – 3 softball championships all coached by Head Coach Bo Scannapieco; two men’s basketball championships and 3 consecutive women’s soccer championships. • The longevity of our coaches is the magic of the program and what leads our student athletes to Brookdale, so they have the opportunity to be coached by our amazing coaching staff. <ul style="list-style-type: none"> ▪ Softball HC Bo Scannapieco – Over 3 decades ▪ Men’s Basketball HC Paul Cisek – Over 3 Decades ▪ Baseball HC Johnny Johnson – Over 2 Decades ▪ Women’s Basketball HC Rich Brunson – 10 years <ul style="list-style-type: none"> • 4 years MBBALL • 6 years WBBALL 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> ▪ Men’s Soccer HC Brad Fraley – Combined 20 years in assistant coach and head coach role. ▪ Men’ Tennis HC John Macchio – Combined 19 years in assistant coach and head coach role. ▪ 13 former Jersey Blues student athletes are on our coaching staff. <ul style="list-style-type: none"> • She provided a quick snapshot of the highlights of 2021-2022 Year (Attachment A) • She was most proud that Brookdale won the Region 19 – Champions of Character Award this year which is the 5th time Brookdale has earned this honor. She provided information on the Student Athlete Advisory Committee and the community services initiatives they provided to the community this year. • She ended her report by sharing the Department of Athletes and Recreation’s mission: <p>The Department of Athletics and Recreation is committed to providing a safe, diverse, inclusive, and competitive learning and engaging environment for student-athletes to flourish academically and athletically. The department prides itself on fostering personal growth and development through teamwork, leadership, sportsmanship and community service initiatives that provide students with a foundation for academic and career success.</p> <p>Dr. Stout thanked her for her presentation and the privilege to have the opportunity to work alongside her. He thanked her for being a fierce advocate for athletics and for our student athletes.</p> <p>Vice-Chair Kaufmann thanked her for bringing them up to date and her good work. He said that on behalf of the Board they are very proud of our coaches and players.</p>		
<p>Reports from the Board Committees and Liaisons</p>		
<p>A. Finance & Facilities Committee – Vice Chair Kaufmann reported on the Finance and Facilities meeting held on May 24, 2022. He highlighted the following:</p> <ol style="list-style-type: none"> 1. Capital Project Update – Mr. Savacool reviewed the construction projects managed by T & M. which include: <ol style="list-style-type: none"> a. MAN Rear Vestibule – is being rebuilt to address flooding issues. b. E-sports Project - has been modified to address HVAC concerns and to install required electrical upgrades. Mr. Savacool will be addressing concerns with dehumidification given the significant increase in cooling capacity being installed to cool the e-sports equipment. 2. Capital Projects Managed by the College – Mr. Naparlo provided updates on the projects the College is managing. Vice-Chair Kaufmann noted <ol style="list-style-type: none"> a. CVA shingle roof and maintenance roof – award was recommended to Northeast Roofing. b. Solar Project – is underway in lot 5. c. Water infiltration on April 19 in Library, SLC and MAC – Mr. Naparlo reported on their investigation which revealed a failed roof drain and faulty standing seam 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>roofing. Mr. Naparlo has agreed to meet with Vice-Chair Kaufmann to review the causes of the problems and recommend solutions.</p> <p>3. Monthly Financial Reporting VP Manfreda reviewed the financial reporting as of March 31, 2022, compared to FY22 budget, and compared to the same time last year. She highlighted:</p> <ul style="list-style-type: none"> a. Revenue – Total operating revenue for the month of March was \$65.7M, that is 2.9% lower than the same time last year. b. Operating Expenditures – Total operating expenditures were \$49.7M or 64.5% of the budget and that is an increase of 1.8% compared to the same time last year. c. Cash Balance - Cash position was \$36.9M, which represents a \$2.9M increase over the same time last year. Year to date interest earned is \$24,755. Mr. Siuzdak reported that Kearny Bank has raised our interest rates by 35 basis points starting in June, which will result in increased investment income. He estimated that our projected interest investments in FY22 to be \$45K and with no changes in balances, he estimated the investment income in FY23 will be \$67K. He will be working with VP Manfreda to make an assessment if additional funds can be transferred into our investment accounts in FY23. <p>4. HR - Ms. Sensi informed the committee there are 153 recommended items, which include hires, change of status and separations, as well as reappointment of 138 Administrators. These HR items and searches for 4 future positions will be approved this evening.</p> <p>5. Grants – A recommendation was made to accept grant funds for the Career Accelerator Internship Grant Program and to apply for the County College-Based Centers for Adult Transition grant which will allow us to expand an existing partnership with the Arc of Monmouth County to serve individuals with developmental disabilities up to age 24.</p> <p>6. Foundation - Dr. Stout reviewed the Statement of Activities and Changes in Net Assets for the month ending March 31, 2022. Total revenue is \$970,000 which is less than last year which is directly attributable to investment income being significantly down.</p> <p>7. FMP Update – SSP has previewed a preliminary snapshot of their report which includes deferred maintenance. The next step is to consider the 10-year plan, and to make decisions on which buildings and programs to invest in.</p> <p>B. Audit Committee – President Stout reported on behalf of Trustee Rambaud on the meeting held on May 23, 2022. He highlighted the following from the meeting:</p> <ul style="list-style-type: none"> a. Internal Audit – Updates were provided on the Food and Travel Audit and the Accounts Receivable Audit. The Finance Team met with the PKF O’Connor Davis to plan the FY23 internal audit plan which will be finalized after the meeting with Dr. Kegelman. b. State Audit – The Finance Team is focused on closing out the action plan for the State Audit by the deadline of June 13. c. Ethics Hotline Report – no new ethics reports were submitted. d. Acceptance of WJB-FM Radio Audit The draft of the Radio Audit was performed by the Finance Department and audited by O’Connor and Drew. There were no issues reported and no recommendations were made by O’Connor and Drew. The Committee made a 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>recommendation to accept the FY21 WBJB-FM Radio Audit to allow it to be filed with the appropriate authorities.</p> <p>C. Student’s Perspective – Trustee Smith congratulated all our student athletes and coaches for the phenomenal achievements they have accomplished this year. He attended the American Association of Community College (AACC) conference with Dr. Stout and Dr. Reed, where Trustee Abby-White was awarded the Trustee of the Year award. He attended multiple sessions that were focused on solutions to issues community colleges are experiencing across the country. He attended a session on implementing virtual reality in the classroom where students received instruction on repairing an engine in a 3D space. He attended sessions on Diversity, Equity and Inclusion and solutions being implemented on other college campuses. He also attended the commencement ceremony on May 12 where he provided the Trustee notebook to incoming Graduate Trustee Taiphane Orange.</p> <p>D. NJCCC Update - Trustee Horl provided her report and highlighted the following:</p> <ul style="list-style-type: none"> a. She attended the ACCT Policy Committee meeting on May 6th. The most important item for discussion was the Short-Term Pell Advocacy initiative, and if passed, would allow workforce development programs with as short of 150 clock hours to be Pell eligible. b. NJCCC met on May 13, and they reviewed their budget advocacy process. She reported that there are sponsors for the support of an additional \$15 million in operating aid to the community college sector. The other items in the budget which will benefit our sector have remained in the budget c. NJ Bills of Interest -A-687 - this bill if passed would allow adult students enrolled in post-secondary career and technical programs to receive financial assistance. The four million to pay for it is included in the budget, which would give last dollar scholarships to adults attending a Pell-eligible program at a County Votech provided that the program leads to the earning of college credit from a community college. A1695 - the Gainful Employment act requires institutions of Higher Education and proprietary schools to provide on their website employment data of their graduates. Quite simply, this is an accountability bill, and although community colleges for the moment are not included in the bill, it is likely in our future. The bill really asks how much it costs for programs in relation to how much a job pays? <p>E. Foundation Update – Trustee Abby-White reported that the Foundation meeting is June 2. She encouraged participation in the Golf Outing either as a golfer or to attend the dinner only.</p>		
<p>Public Comment on Agenda Items –</p> <p>No public comment on agenda items was made.</p> <p>Ms. Gruskos confirmed that no written public comments were submitted.</p>		
<p>Review of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. <p>A. Acceptance of Consent Agenda</p>	<p>Trustee Crupi and seconded by Trustee Watson.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – April 26, 2022</p> <p>B. Approval of Executive Session Meeting Minutes – April 26, 2022</p>	<p>A motion to approve the minutes from the public business meeting held on April 26, 2022 was made by Trustee Davis and seconded by Trustee Smith.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Richens</p> <p>A motion to approve the Executive Session Minutes for the meeting held on April 26, 2022 was made by Trustee Crupi and seconded by Trustee Davis.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Richens</p>	
<p>Consent Agenda</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>A. Human Resources</p> <p>B. Acceptance of Grants</p> <p>C. Application for Grants</p> <p>D. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>F. Monthly Financial Reports</p> <p>G. Capital Project Update</p>	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Smith.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Richens, Smith, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Acceptance of FY21 WJB Radio Audit</p>	<p>A motion to accept FY21 WJB Radio Audit was made by Trustee Richens and seconded by Trustee Horl.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Richens, Smith, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Mr. Jacobs read the directions on how to make public comment via Zoom or in-person.</p> <p>Joan Caroll, Acting Chair of the Adjunct Professor Group - she requested that Brookdale come to the bargaining table and negotiate a reasonable salary, timely receipt of their salary, and give them the respect, benefits and compensation they deserve.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Vincent Lepore – Long Branch community member – commented that he notified state agencies and legislators concerning state conflict of interest laws and RICO statutes on the matter of Anita Voogt and Brookdale College. He said that the matter was put to the public record at the March 11, 2022 Long Branch City Council meeting where Anita Voogt serves as a Councilwoman. A Long Branch Ordinance 2-19, was considered for a vote for a developer agreement, which would provide a developer tax abatement for a development project in the immediate vicinity of Brookdale Collage. He alleged that when Anita Voogt voted on this ordinance that she entered into a conflict of interest concerning the City of Long Branch and Brookdale Community College, as he perceived that the College would derive benefits from this Ordinance. He alleged that she violated the College’s Code of Ethics Policy for Employees. He has put forth his complaint to Dr. Stout and the Board of Trustees and he said that he received a phone call from Legal Affairs stating no conflict of interest was found and he felt that there was no conclusive documentation provided to him for the basis of the finding. He alleged that Dr. Stout failed to implement College Policy 3.9008 with Anita Voogt and the entire Board of Trustees is in violation of Board Policy 1.7060 Code of Ethics for Trustees. He was also concerned that his correspondence was not added to the Board Agenda.</p> <p>Sean Nepveu, Adjunct Instructor at Brookdale – has had a positive experience being an Adjunct Instructor at Brookdale Community College and intends to have a career in Academia. He has been employed as an Adjunct since 2017 and has not received an increase in his wages since then, and even with teaching nine classes a semester, he is struggling financially. He is concerned that if Adjuncts are not paid fairly, that he and others will seek out entry level positions which pay higher and offer more room for growth, rather than pursue careers in teaching in Higher Education. He requested that Adjuncts be paid timely and given proper restitution.</p> <p>Tom Riley, Department Chair of Chemistry – acknowledged the retirement of Instructional Assistant Barbara Schmidt for her twenty plus years of hard work and dedication to her students and the chemistry department. He said that the department will miss her, and they wish her well.</p> <p>Esther Shupe - Adjunct Instructor - she has been an Adjunct since 1999 and enjoys working for Brookdale Community College and working with her Department Chair and colleagues. She spoke in support of all Adjuncts seeking improved benefits and compensation.</p> <p>Ms. Gruskos confirmed that no written comments were submitted.</p>		
<p>Old/New Business</p> <p>Trustee Crupi thanked Trustee Smith for his contributions this year to the Board of Trustees and wished him luck in the future. He also thanked Athletic Director Amanduson for her presentation and congratulated her for the accomplishments of the sports teams.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to hold a closed meeting (Attachment B)</p>	<p>A motion was made to approve by resolution to hold a closed session by Trustee Richens and seconded by Trustee Davis.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion to re-open the meeting to the public was made by Trustee Richens and seconded by Trustee Smith.</p> <p>Motion passed.</p>	
<p>Adjournment</p> <p>Meeting adjourned at 8:08 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Smtih and seconded by Trustee Davis.</p> <p>Motion passed.</p>	

Quick Snapshot from the 2021-2022 Year

2021-2022 Nationally Ranked Intercollegiate Teams

Cross Country

- Region 19 Champions
- Garden State Athletic Conference (GSAC) Champions
- Freshman Teddy Purdon
 - National Player of the Week
 - Won Region 19 Tournament Race
 - He was also named - The US Track & Field Coaches Association - NJCAA Division III Cross Country - Men's Athlete of the Year – 2021 - East Region
- Head Coach Mike Tursi
 - Region 19 Coach of the Year
 - The US Track & Field Coaches Association - NJCAA Division III Cross Country - Men's Coach of the Year – 2021 - East Region

Men's Soccer

- Region 19 Tournament – Finalists

Women's Soccer

- GSAC Champions
- Region 19 District East A Champions
- NJCAA National Championship Tournament Final Four Finishers
- Emma Bennett – GSAC Female Athlete of the Year
- Head Coach Nil Onder
 - NJCAA East District Coach of the Year
 - GSAC Coach of the Year
 - United Soccer Coaches - Women's East Region Staff of the Year

Women's Basketball

- Region 19 Tournament Finalists

Men's Basketball

- GSAC Champions

- Region 19 Tournament Finalists
- Head Coach Paul Cisek
 - He was inducted to The Upstate New York Basketball Hall of Fame
 - And was named GSAC Coach of the Year

Baseball

- Finished 3rd in the final four tournament.
- Sophomore Christian Bauman – Named Region 19 Player of the Year

Softball

- GSAC Champions
- Region 19 North Atlantic A Championships
- NJCAA 3rd Place Finish in National Championship Tournament
 - The Team battled through in each game.
- Head Coach Bo Scannapieco
 - GSAC Coach of the Year
 - Region 19 North Atlantic A Coach of the Year

Totals:

- GSAC Player of the Week
 - 11 Student Athletes
- All – GSAC Athletic Honors
 - 23 Student Athletes
- All-Region 19 Athletic Honors
 - 20 Student Athletes
- Region 19 All-Academic Team – maintain a GPA of 3.25 or higher
 - 50 Student Athletes
- Garden State Athletic Conference All-Academic Team – maintain a GPA of 3.00 or higher
 - 66 Student Athletes
- Total Academic Honors
 - 116
- 3 NJCAA All-Americans

Region 19 Awards Winner – Selected from 28-member institutions. These awards pertain to GPA and athletic awards earned throughout the season and two Brookdale students were chosen.

- Men's Soccer Standout - Bryan Viegas - Chosen For The Bob Zifchak Student-Athlete Of The Year Award
- Women's Soccer Superstar - Emily Clayton Receives The John Stauff Scholar-Athlete Award

Women's Volleyball Cathleen Kane was Selected As 2022 PTK Scholar = earning a \$5,000 scholarship for her continued studies.

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that 4 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **May 31, 2022 at approximately 6:30 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

RESOLUTION
Approved: May 31, 2022

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body : **discussion on labor negotiations with the Superior Officers Association.**

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality –

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **contract negotiations for the Phase 2 of the solar project**

"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality. **Personnel issues with 2 employees**

"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is a

WHEREAS, the length of the Executive Session is estimated to 60 minutes after which the public (select one) meeting of the Brookdale Community College Board of Trustees shall reconvene and immediately adjourn or reconvene and proceed with business where formal action may be taken.

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Brookdale Community College Board of Trustees hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed; and

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall post this Resolution on the Board website and furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

RESOLUTION
Approved: May 31, 2022

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 59 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Faculty	2
Non-Supervisor – Administrative Operations	1
Support Staff	4
Adjuncts	5
B. Reappointment of Executive Administration	15
C. Change of Status	Recommendations
Executive	1
Supervisor – Direct Student Contact	6
Supervisor – Administrative Operations	4
Non-Supervisor – Direct Student Contact	2
Non-Supervisor – Administrative Operations	2
Support Staff	11
D. Separations	Recommendations
Faculty	1
Non-Supervisor – Direct Student Contact	1
Support Staff	4

A. HIRES**FACULTY**

1. Name: Elisabeth Eittreim
Department: History
Position: Instructor, one-year temporary
Salary: \$66,584, subject to current contract negotiations
Effective: 9/1/22, pending completion of all final contingencies

2. Name: Emily Hoeflinger
Department: English
Position: Assistant Professor, Tenure Track
Salary: \$73,541, subject to current contract negotiations
Effective: 9/1/22, pending completion of all final contingencies

FACULTY DEGREE SUMMARY

Doctoral

2

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: John Foglia
Department: Library
Position: Manager, Information Commons & Library Systems
Salary: \$68,255, to be prorated accordingly and subject to current contract negotiations
Effective: 7/18/22, pending completion of all final contingencies

SUPPORT STAFF

1. Name: Benjamin Danzi
Department: Events Management
Position: Specialist, Technology Operations
Salary: \$43,655, subject to current contract negotiations
Effective: 7/1/22, pending completion of all final contingencies

2. Name: Anthony Giachetti
Department: Innovation & Learning Office
Position: Learning Space Specialist
Salary: \$43,655, subject to current contract negotiations
Effective: 7/18/22, pending completion of all final contingencies

3. Name: Anthony Perrella
Department: Common Services
Position: Common Services Assistant
Salary: \$36,901, subject to current contract negotiations
Effective: 7/1/22, pending completion of all final contingencies
4. Name: Mildred Rodriguez
Department: ABE/GED
Position: Bilingual Associate, ABE Program
Salary: \$43,655, subject to current contract negotiations
Effective: 7/1/22, pending completion of all final contingencies

ADJUNCTS

1. Name: Joseph Cordoma
Department: Criminal Justice
2. Name: Monica Fernandez
Department: Languages/ESL
3. Name: Kimberly Howard
Department: Environmental Science
4. Name: Kevin Mahoney
Department: Environmental Science
5. Name: Courtney Sadecki
Department: RADT

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Baccalaureate	Associates
1	2	1	1

B. REAPPOINTMENT OF EXECUTIVE ADMINISTRATION – JULY 1, 2022 – June 30, 2023

Williams Burns	Associate Vice President	Educational Access & Innovation
Jayne Edman	Institute Dean	Health Sciences
James Episcopia	Associate Vice President	Finance & Operations
Christine Webster Hansen	Institute Dean	Humanities
Edward Johnson	Executive Director	Govt. Affairs & Community Relations
Nancy Kaari	Vice President	Advancement
Kathleen Kamatani	Executive Director	College Relations
Nancy Kegelman	Associate Vice President	Planning & Institutional Effectiveness
Norah Kerr-McCurry	Institute Dean	Business & Social Sciences
Yesenia Madas	Vice President	Student Affairs
Teresa Manfreda	Vice President	Finance & Operations
Bonnie Passarella	Legal Affairs Officer	President's Office
Patricia Sensi	Associate Vice President	Human Resources & Organizational Safety
Joan Scocco	Dean	Continuing & Professional Studies
Anita Voogt	Associate Vice President	Strategic Partnerships

C. CHANGE OF STATUS
EXECUTIVE

1.	Name:	Matthew Reed
	Department:	Academic Affairs
	Position:	Vice President
	Action:	Sabbatical
	New Salary:	No change; NJCCC to fund 50%
	Effective:	7/1/22 – 6/30/23

SUPERVISOR – DIRECT STUDENT CONTACT

1.	Name:	Peggy Austin
	Department:	Enrollment Services
	Position:	Administrator, One Stop Services and Regional Locations
	Action:	Title change and extension of temporary split in assignment, 70% Enrollment Services, 30% COVID Response Team
	New Salary:	No change, but subject to current contract negotiations
	Effective:	Title change 7/1/22, split assignment 7/1/22 until further notice but not later than 12/31/22

2. Name: Jenna Moltisanti
Department: Student Affairs
Position: Associate Director, Regional Locations
Action: Return to A4 position, and extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
New Salary: \$72,080, subject to current contract negotiations
Effective: Return to A4 position 7/1/22; split assignment 7/1/22 until further notice, but not later than 12/31/22
3. Name: Lynne Shaffery
Department: Student Affairs
Position: Associate Director, Regional Location
Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
New Salary: No change, but subject to current contract negotiations
Effective: Split assignment 7/1/22 until further notice but not later than 12/31/22
4. Name: Jorge Terreros
Department: Student Affairs
Position: Associate Director, Regional Location
Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
New Salary: No change, but subject to current contract negotiations
Effective: Split assignment 7/1/22 until further notice but not later than 12/31/22
5. Name: Candice Watts
Department: Student Affairs
Position: Associate Director, Regional Location
Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
New Salary: No change, but subject to current contract negotiations
Effective: Split assignment 7/1/22 until further notice but not later than 12/31/22
6. Name: Fidel Wilson
Department: Enrollment Services
Position: Director, One Stop Services & Regional Locations
Action: Change in title and band, from A4 to A5 through reorganization
New Salary: No change, but subject to current contract negotiations
Effective: 7/1/22

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Jackeline Mejias-Fuertes
Department: Small Business Development Center
Position: Director
Action: Salary adjustment funded by the Small Business Development Grant
New Salary: \$93,656
Effective: 1/1/22

2. Name: Dawn Murray
Department: Common Services
Position: Interim Supervisor, Common Services
Action: Extension of interim A3 position
New Salary: No change, but subject to current contract negotiations
Effective: 7/1/22 until further notice, but not later than 12/31/22

3. Name: Laura Qaissaunee
Department: Grants Development
Position: Director, Grants & Institutional Development
Action: Extension of monthly stipend
Effective: 7/1/22 until further notice, but not later than 9/30/22

4. Name: Kelli Sanders
Department: Events Management
Position: Administrator, Events Management
Action: Temporary split in assignment, 60% Events Management, 40% Pandemic Response Task Force
New Salary: No change, but subject to current contract negotiations
Effective: 7/1/22 until further notice, but not later than 6/30/23

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Marie Jones
Department: Academic Advising
Position: Student Success Coach/Advisor
Action: End of interim A4 assignment, return to regular A3 position
New Salary: \$60,470, subject to current contract negotiations
Effective: 7/1/22

2. Name: Carolyn Matassa
Department: Academic Advising
Position: Student Success Coach/Advisor
Action: Extension of temporary assignment
New Salary: No change, but subject to current contract negotiations
Effective: 7/1/22 until further notice, but not later than 6/30/23

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Catherine King
Department: COVID Response Team/Financial Aid
Position: COVID Task Force Coordinator, Financial Aid
Action: Extension of temporary position
New Salary: No change, but subject to current contract negotiations
Effective: 7/1/22 until further notice, but not later than 6/30/23
2. Name: Shanna Williams
Department: College Relations
Position: Assistant Director, Communications
Action: Reclassification through reorganization from an A2 position to an A3
New Salary: \$60,144, subject to current contract negotiations
Effective: 7/1/22

SUPPORT STAFF

1. Name: Deborah Brown
Department: Student Affairs
Position: One-Stop Specialist
Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
New Salary: No change, but subject to current contract negotiations
Effective: Split assignment 7/1/22 until further notice but not later than 12/31/22
2. Name: Krystal Cruz
Department: Physics
Position: Instructional Assistant, Closed Lab
Action: Extension of temporary assignment
New Salary: No change, but subject to current contract negotiations
Effective: 9/1/22 until further notice, but not later than 12/31/22

3. Name: Robert Cuoccio
Department: Grounds
Position: Maintenance Staff
Action: Change in start date
New Salary: No change
Effective: 6/16/22

4. Name: Mary Ann Gurrera
Department: Student Affairs
Position: One-Stop Specialist
Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
New Salary: No change, but subject to current contract negotiations
Effective: Split assignment 7/1/22 until further notice but not later than 12/31/22

5. Name: Dylan Korloff
Department: Student Services
Position: Senior Office Assistant, full-time temporary
Action: Extension of temporary position
New Salary: No change, but subject to current contract negotiations
Effective: 7/1/22 until further notice, but not later than 6/30/23

6. Name: Maria Maccanico
Department: Student Affairs
Position: One-Stop Specialist
Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
New Salary: No change, but subject to current contract negotiations
Effective: Split assignment 7/1/22 until further notice but not later than 12/31/22

7. Name: Frank McGaughran
Department: Teaching & Learning Center/Events Management
Position: TLC Specialist, COVID Response Team
Action: Extension of split in assignment, 60% COVID Response Team, 40% Events Management
New Salary: No change, but subject to current contract negotiations
Effective: 7/1/22 until further notice, but not later than 6/30/23

8. Name: Bruce Thompson
Department: Student Affairs
Position: One-Stop Specialist
Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
New Salary: No change, but subject to current contract negotiations
Effective: Split assignment 7/1/22 until further notice but not later than 12/31/22
9. Name: Denise Vigil
Department: Student Affairs
Position: One-Stop Specialist
Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
New Salary: No change, but subject to current contract negotiations
Effective: Split assignment 7/1/22 until further notice but not later than 12/31/22
10. Name: Donna Williams
Department: Student Affairs
Position: One-Stop Specialist
Action: Extension of temporary split in assignment, 70% Student Affairs, 30% COVID Response Team
New Salary: No change, but subject to current contract negotiations
Effective: Split assignment 7/1/22 until further notice but not later than 12/31/22
11. Name: Nathan Zerbe
Department: Events Management
Position: Technology Operations Specialist
Action: Temporary split in assignment, 60% Events Management, 40% COVID Response Team
New Salary: No change
Effective: 7/1/22 until further notice, but not later than 6/30/23

D. SEPARATIONS**FACULTY**

1. Name: Susan Bielicki
Department: Accounting
Position: Instructor
Action: End of temporary position
Effective: 6/30/22

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Kylie Mandeville
Department: Student Conduct & Compliance
Position: Coordinator, Student Conduct & Compliance
Action: End of temporary position
Effective: 6/30/22

SUPPORT STAFF

1. Name: Paula Lee
Department: Chemistry
Position: Instructional Assistant
Action: End of temporary position
Effective: 6/30/22
2. Name: James Purcaro
Department: Police
Position: Security Guard
Action: End of temporary position
Effective: 6/30/22
3. Name: Joseph ReDavid
Department: Mathematics
Position: Academic Tutor
Action: End of temporary position
Effective: 6/30/22
4. Name: Galyn Zakhalyavko
Department: Chemistry
Position: Instructional Assistant, Closed Lab
Action: Retirement
Effective: 6/30/22, with retirement on 9/1/22

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 60 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Faculty	2
Non-Supervisor – Administrative Operations	1
Support Staff	4
Adjuncts	5
B. Reappointment of Executive Administration	15
C. Change of Status	Recommendations
Executive	2
Supervisor – Direct Student Contact	6
Supervisor – Administrative Operations	4
Non-Supervisor – Direct Student Contact	2
Non-Supervisor – Administrative Operations	2
Support Staff	11
D. Separations	Recommendations
Faculty	1
Non-Supervisor – Direct Student Contact	1
Support Staff	4

HUMAN RESOURCES ADDENDUM**C. CHANGE OF STATUS****EXECUTIVE**

1. Name: Joan Scocco
Department: Academic Affairs
Position: Interim Vice President
Salary: \$146,000, pending FY23 Executive Compensation adjustment
Effective: 7/1/22 – 6/30/23

2.1 Application for Grants Executive Summary

A. New Jersey Department of Labor and Workforce Development

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

Short Title: ABE/GED

Goal/Purpose: Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to over 610 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy New Jersey; (2) Community Affairs and Resource Center (3) Monmouth County Vocational School District; and (4) LADACIN Network, Inc. In addition to serving as lead agency, the College will provide direct services to over 450 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED).

Program Administrator: Linda Roma, Director Continuing & Professional Studies

Total \$ Requested: **\$812,671** The College provides a required match of approximately **\$150,000**

Date Submitted: June 20, 2022

- 1 General Functions
- 2 **Administration**
- 3 Human Resources
- 4 Business & Finance

B. New Jersey State Department of Education (NJDOE) Office of Career Readiness

Program Title: Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Short Title: Perkins

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

Program Administrator: Elizabeth Kruijssen, Director of Curriculum

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

Date Submitted: On or before June 1, 2022

C. Monmouth County Division of Workforce Development

Program Title: One-Stop Operator Services

Purpose: The County of Monmouth issued a contract effective July 1, 2022 through June 30, 2023 between the Division of Workforce Development and Brookdale Community College as the One Stop Operator. The program strengthens the collaboration between Brookdale Community College, Continuing and Professional Studies and the Monmouth County Division of Workforce Development by identifying regional job opportunities and assisting Monmouth County Division of Employment and Training clients with their job search. The Job Placement Specialist from Continuing and Professional Studies will provide One-Stop Operator Service delivery.

The total grant requested is **\$50,000** and does not require a match from the college.

- 1 General Functions
- 2 **Administration**
- 3 Human Resources
- 4 Business & Finance

D. US Department of Education Office of Postsecondary Education**Program Title:** Congressionally Directed Awards**Short Title:** Center for Excellence in Cybersecurity Education

Goal: To establish a center for excellence in cybersecurity education featuring state-of-the-art equipment and information technology to expand career and technical education in the high-growth fields of networking and cybersecurity, strengthen workforce preparation, and fuel economic growth. This funding will enable Brookdale to address the critical shortage of trained cybersecurity professionals in demand in every sector of the economy. Increased capacity along with partnerships throughout the state, will make Brookdale and Monmouth County the premier destination for cybersecurity education, training, and professional development.

Program Administrator: Michael Qaissaunee, Chair, Engineering and Technology

Total \$ Requested: \$450,000

Date Submitted: On or before June 30, 2022**Recommendation:**

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

2.2 Acceptance of Grants Executive Summary

A. Funding Agency: Office of the Secretary of Post-Secondary Education

Program Title: County College-Based Centers for Adult Transition

Short Title: The Achievement Zone (TAZ)

Goal/Purpose: To expand an existing partnership with The Arc of Monmouth County to serve individuals with developmental disabilities up to the age of 24. The Achievement Zone – A Center for Adult Transition at Brookdale Community College will provide participants with support services and resources needed to transition from secondary school to postsecondary education, adult employment, and independent living opportunities and skills, as appropriate. This program ensures the College complies Public Law 2021 c4245.

Program Administrator: This Project will be administered through CPS under the leadership of Joan Scocco

Total Award: \$250,000

Date Awarded: June 16, 2022

Recommendation:

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

- 1 General Functions
- 2 **Administration**
- 3 Human Resources
- 4 Business & Finance

RESOLUTION

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

	<u>Amount</u>
Office of the Secretary of Postsecondary Education <i>County College-Based Centers for Adult Transition</i>	\$250,000

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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

Agenda for Purchases in Excess of \$37,500

June 28, 2022

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Middletown (Hart Halsey LLC dba Extra Duty Solution), Colts Neck, Englishtown, Allentown, Holmdel, and Monmouth County Sheriff's Police Departments	Event Security Services (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). These contracts are for security services for events sponsored by external vendors at the Collins Arena and Warner Student Life Center. These contracts are funded by Events Management's Revenue Generating Programs. FY22 YTD \$29,831.	Exempt	\$ 45,000.00 *
Chapter 12				
2	Magic Touch Construction Co., Inc.	Masonry Services T&M, Bid No. 21-11 / This contract is for the installation of new concrete steps and railing at the loading dock at the Freehold Regional Location. This contract is funded by Chapter 12.	Bid	\$ 44,462.55
Grants				
3	Thinkingstorm Online Tutoring	Online Tutoring Services Renewal (FY23) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for online tutoring services and is funded by HEERF. FY22 YTD \$25,865.	Exempt	\$ 30,000.00 *
4	Zoom Video Communications, Inc.	Zoom Licenses Renewal (FY23) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply of Zoom videoconferencing and webinar licenses. This contract is funded by HEERF. FY22 \$35,151.	Exempt	\$ 35,151.00
5	Respondus Inc.	Respondus LockDown Browser and Monitor Renewal (FY23) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for Respondus LockDown Browser and a site license for Respondus Monitor, allowing unlimited site wide use. Respondus provides an online testing platform that includes analytics-based machine proctoring services and device control to prevent cheating. The site license cost is based on Student FTE and is funded by HEERF. FY22 \$25,540.	Exempt	\$ 26,485.00

Operating

6	SHI International Corporation	Microsoft EES Agreement Renewal (FY23) / Exempt 18A:64A-25.10 (Joint purchases by County colleges, municipalities or counties; authority). This is a one year contract for Microsoft Windows Operating Systems, Office 365, Azure Active Directory, Visual Studio, Project Pro, SQL Servers, Windows Servers, Defender End Point Detection and Response Security, and Office 365 A5 Security licenses. Purchasing the licenses as part of the MS Campus Agreement reduces the cost of new systems by eliminating the procurement of software at the time of the hardware order. This contract is funded by the IT Budget. FY22 \$102,594.35 plus \$20,118.04 (3 month prorated security enhancements licensing). ²	Exempt	\$	146,759.57
7	Aspire Technology Partners	Cisco Smartnet Equipment Maintenance Renewal (FY23) / Exempt 18A:64A.25.9 (State Contract). This is a 3-year State Contract for the maintenance of Cisco equipment which includes core network switches, network infrastructure, and videoconferencing technology. This contract is funded by the IT Budget. FY22 \$188,514.40.	Exempt	\$	354,217.88
8	Aspire Technology Partners	Cisco Smartnet Wireless Maintenance Renewal (FY23) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the maintenance of Cisco wireless controllers, wireless access points, and licensing. This contract is funded by the IT Budget. FY22 \$58,755.92.	Exempt	\$	107,102.80
9	CDW Government LLC	Maintenance Renewal for APC In-Row Cooling System (FY23) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the maintenance and service of the APC In-Row cooling system located in Brookdale's datacenter. This contract is funded by the IT Budget. FY22 \$17,300.	Exempt	\$	18,009.56
10	CDW Government LLC	Computers (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of Lenovo computers and products. This contract is funded by the IT Budget, grants, and various departmental budgets. FY22 YTD \$202,356.	Exempt	\$	325,000.00 *
11	Apple Inc.	Computers (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of Apple computers and products. This contract is funded by the IT Budget, grants, and various departmental budgets. FY22 YTD \$23,617.	Exempt	\$	75,000.00 *

12	B&H Foto Electronics Corp. Music & Arts	Music Department Supplies and Equipment, Bid No. 22-24 / Notice was sent to 12, received 2 replies. These contracts are for the supply and delivery of the music department's supplies and equipment that were damaged during a flood. These contracts are funded by Risk Management.	Bid	\$	19,918.78
13	**See attached list of vendors	Food Supplies for Culinary Program (FY23) / Exempt 18:64A-25.5.a.(7) (Food supplies). These are one year contracts for the supply and delivery of food supplies for the Culinary Program and are funded by the Culinary and Hospitality Budget. FY22 YTD \$100,603.	Exempt	\$	170,000.00 *
14	Asbury Park Police Department	Security Services (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for security services at the Culinary Education Center in Asbury Park and is funded by the Culinary and Hospitality Budget. FY22 YTD \$12,394.	Exempt	\$	20,000.00 *
15	Monmouth County Vocational School District	Custodial Services (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for custodial services at the Culinary Education Center in Asbury Park and is funded by the Culinary and Hospitality Budget. FY22 YTD \$2,148.	Exempt	\$	17,500.00 *
16	Friedman Associates Advertising	Recruitment and Advertising Services, Summer Term / Exempt 18A:64A-25.5.a.(20) (Personnel recruitment and advertising). This contract is for search and recruitment advertising services for executive level positions, as well as for faculty and management positions for Summer Term. This contract is funded by various departmental budgets. FY22 YTD \$66,000.	Exempt	\$	20,000.00 *
17	W.B. Mason Co., Inc.	Copy Paper (FY23) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of copy paper and is funded by the Printing Services Budget. FY22 YTD \$17,996.	Exempt	\$	50,000.00 *
18	Schooldude.com Brightly Software, Inc.	Facilities Maintenance Software Renewal (FY23) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for facilities' work order and equipment inventory software. This contract is funded by the Facilities Budget. FY22 \$17,358.58	Exempt	\$	18,400.00
19	Alliance Commercial Pest Control, Inc.	Pest Control Services (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for pest control services and is funded by the Facilities Budget. FY22 YTD \$14,155.	Exempt	\$	20,000.00 *

20	ACB Services Inc.	Custodial Services, Bid No. 21-08 (FY23) / This is the 2nd year of the contract with an option for a 3rd year renewal for custodial services. This contract is funded by the Facilities Budget and various departmental budgets. \$90,500* is included in cost for Special Events and other work. FY22 YTD \$1,531,416.	Bid	\$ 1,838,910.00 *
21	Harring Fire Protection LLC	Fire Suppression Services, Bid No. 21-09 (FY23) / This is the 2nd year of a 2 year contract for fire suppression services and is funded by the Facilities Budget and Chapter 12. FY22 YTD \$12,873.	Bid	\$ 75,000.00 *
22	Sal Electric Co., Inc.	On-Call Electrical Services T&M, Bid No. 22-21 (FY23) / Notice was sent to 5 vendors, received 4 replies. This is the 1st year of the contract with an option for a 2nd year renewal for on-call electrical services. This contract is funded by the Facilities Budget and Chapter 12. FY22 YTD \$141,000.	Bid	\$ 200,000.00 *
23	GPC Inc.	Painting Services T&M (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for painting services and is funded by the Facilities Budget and Chapter 12. FY22 YTD \$9,777.	Exempt	\$ 100,000.00 *
24	IOTA Solutions LLC	Electronic Course Evaluation Services, RFP No. 16-21 (FY23) / This is the 2nd year of the contract with an option for a 3rd year renewal for electronic course evaluation services. This is a hosted web-based solution for administering electronic Student Opinion Reports (SORs) in more than 1,600 course sections a year. IOTA Solutions collects the survey data and presents the results in a variety of standard and customized graphical reports. This contract is funded by the Planning & Institutional Effectiveness Budget. FY22 \$17,500.	RFP	\$ 17,500.00
25	NJEDge.Net N.J. Institute of Technology	NJ Transfer Assessment Fee (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of the NJ Transfer Assessment Fee and is funded by the Operating Budget. FY22 \$18,074.	Exempt	\$ 22,000.00 *
26	N.J. Council of County Colleges (NJCCC)	Council and JPC Assessment Fee (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of the Council and JPC Assessment Fee and is funded by the Operating Budget. FY22 \$88,206.	Exempt	\$ 95,000.00 *

27	American Association of Community Colleges (AACC)	Institutional Membership Dues (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of Institutional Membership Dues and is funded by the Operating Budget. FY22 \$17,327.	Exempt	\$	20,000.00 *
28	NJ Community College Insurance Pool	Workers Compensation Insurance (FY23) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for workers compensation insurance and is funded by the Operating Budget. FY22 \$303,000.	Exempt	\$	315,000.00 *
29	Borden Perlman/CBIZ; True & Associates/World Insurance; Balken Risk Management Services/Accrisure LLC	Property & Liability Insurance, RFP No. 07-21 (FY23) / This is the 2nd year of the contract with an option for a 3rd year renewal for property and liability insurance. These contracts are funded by the Operating Budget. FY22 \$932,506.	RFP		To Be Determined
30	Borden Perlman/CBIZ	Insurance (FY23) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for Errors & Omissions and Underground Storage Tank insurance policies. This contract is funded by the Operating Budget. FY22 \$81,459.	Exempt	\$	85,025.00
31	Winning Strategies Washington, LLC Bruno Associates, Inc.	Professional Representation with Federal Departments, Agencies and Congress to Secure Federal Grant Funding, RFP No. 07-22 (FY23) / Notice was sent to 6 firms, received 2 replies. This is a one year contract with an option for a 2nd year renewal for professional representation with federal departments/agencies and Congress to secure federal grant funding. These contracts are funded by the Operating Budget. FY22 YTD \$36,000.	RFP	\$	60,000.00 *
32	Cleary Giacobbe Alfieri Jacobs LLC	General College Counsel, RFP No. 08-22 (FY23) / Notice was sent to 13 firms, received 3 replies. This is a one year contract with an option for a 2nd year renewal for general counsel services and is funded by the Operating Budget. FY22 YTD \$58,382.20	RFP		\$175/Hour
33	Cleary Giacobbe Alfieri Jacobs LLC	College Labor Counsel, RFP No. 09-22 (FY23) / Notice was sent to 13 firms, received 5 replies. This is a one year contract with an option for a 2nd year renewal for labor counsel services and is funded by the Operating Budget. FY22 YTD \$74,979.	RFP		\$175/Hour
34	Rainone Coughlin Minchello LLC	Special and Conflict Counsel (FY23) / Exempt 18A:64A-25.5.a.(1) (Professional Services). This is a one year contract for special and conflict counsel services and is funded by the Operating Budget. FY22 YTD \$0.	Exempt	\$	17,500.00 *

35	Colliers Engineering & Design Inc.	General Engineering Services, Engineer of Record, RFP No. 10-22 (FY23) / Notice was sent to 22 firms, received 11 replies. This is a one year contract with an option for a 2nd year renewal for general engineering services as the Engineer of Record. This contract is funded by the Facilities Budget and Chapter 12. FY22 YTD \$6,576.	RFP	\$	100,000.00 *
36		HVAC & Electrical Upgrades for the Student Life Center Esports Room, Bid No. 22-25 / Notice was sent to 10 vendors, received 0 replies. This bid has been rejected and will be re-issued upon the recommendation by Facilities and the engineers.	Bid		

* Estimated expense based on historical data

** Separate attachment - List of Vendors

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending April 30, 2022, which totaled \$2,479,991.13. 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 June 21, 2022.

4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending April 30, 2022.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting June 21, 2022.

Financial Overview at April 30, 2022

The following financial summary provides an overview of year-to-date financial performance at April 2022 compared to FY22 budget, and to the same period last year.

Revenue:

Compared to Budget

Total operating revenue through the month of April 2022 was \$69.6M and represents 86.9% of the FY22 budget of \$80M.

Compared to Prior Year

Operating revenue through April 2022 was 2.4% lower than the same time last year. The decrease in revenue is attributed to a \$4.0M decrease in tuition and fees, offset by a \$2.3M increase in other revenues which include: State appropriations, Continuing & Professional Studies, International Center, and interest earnings.

Expenditures:

Compared to Budget

Total operating expenditures through April 2022 were \$56.0M or 72.6% of the \$77M FY22 budget. As a point of reference, April is the tenth month of the current fiscal year and represents 83.3% of the annual budget.

Compared to Prior Year

Total operating expenses for the same period last year were \$54.8M compared to \$56.0M this year indicating an increase of operating costs of 2.1%.

Cash Balance:

At April 2022 the College's total cash position was \$32M, which represents a \$1.6M increase over the same time last year. The College's total interest earned as of the end of April was \$28,566.

Brookdale Community College
Current Year vs Prior Year
For the month ending April 30, 2022

	4/30/22	4/30/21	Change	% Change
Operating Revenue				
State of New Jersey	\$ 8,507,401	\$ 7,080,541	\$ 1,426,860	20.2%
County of Monmouth	16,689,183	16,689,183	0	0.0%
Student Tuition	31,616,730	34,955,130	(3,338,400)	-9.6%
Fees	10,001,532	10,671,926	(670,395)	-6.3%
Continuing & Professional Studies	2,246,736	1,507,777	738,959	49.0%
Miscellaneous	550,229	401,462	148,767	37.1%
	69,611,811	71,306,020	(1,694,209)	-2.4%
Operating Expenditures				
Academic Affairs	23,393,242	22,471,318	921,924	4.1%
Benefits	9,040,594	9,871,850	(831,256)	-8.4%
Finance & Operations	8,950,967	9,016,351	(65,384)	-0.7%
Student Affairs	4,677,240	4,216,514	460,726	10.9%
General Expenses	2,816,578	3,166,642	(350,064)	-11.1%
Continuing & Professional Studies	1,805,223	1,661,873	143,350	8.6%
Utilities	1,656,621	1,280,633	375,988	29.4%
Human Resources & Organizational Safety	1,713,818	1,402,661	311,157	22.2%
Planning & Institutional Effectiveness	330,206	321,132	9,074	2.8%
President & Board of Trustees	452,386	385,411	66,975	17.4%
Advancement Division	1,168,856	1,047,958	120,898	11.5%
	56,005,732	54,842,343	1,163,389	2.1%
Surplus/(deficit)	13,606,078	16,463,677	(2,857,598)	
Auxiliary				
Receipts	878,085	399,869	478,216	119.6%
Disbursements	1,320,368	750,549	(569,819)	-75.9%
Surplus/ (deficit) - Auxiliary	\$ (442,283)	\$ (350,680)	\$ (91,603)	

Brookdale Community College
Operating Revenue Report
For the month ending April 30, 2022

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 8,507,401	\$ 10,285,798	\$ (1,778,397)	82.7%
County of Monmouth	16,689,183	20,027,019	(3,337,836)	83.3%
	25,196,584	30,312,817	(5,116,233)	83.1%
Student Tuition:				
Summer III	1,168,792	1,168,792	-	100.0%
Fall 15	14,127,063	14,587,236	(460,173)	96.8%
Fall 11	905,858	753,928	151,930	120.2%
Fall 7A & 7B	82,838	34,500	48,338	240.1%
Winterim	227,781	280,685	(52,904)	81.2%
Spring 15	12,099,596	12,999,568	(899,972)	93.1%
Spring 11	848,258	785,504	62,754	108.0%
Spring 7A & 7B	77,022	27,500	49,522	280.1%
Summer I	1,152,077	1,542,617	(390,540)	74.7%
Summer II	927,445	1,641,988	(714,543)	56.5%
	31,616,730	33,822,318	(2,205,588)	93.5%
Fees:				
Fees (Technology, Capital, Facilities)	7,406,423	8,251,378	(844,955)	89.8%
Application Fee	138,700	165,000	(26,300)	84.1%
Installment Plan Fee	119,180	145,000	(25,820)	82.2%
Lab Fees	2,278,191	2,374,929	(96,738)	95.9%
Late Fees	20,130	21,500	(1,370)	93.6%
Transcript Fee	38,488	60,000	(21,512)	64.1%
Bad Check Fee	420	1,000	(580)	42.0%
	10,001,532	11,018,807	(1,017,275)	90.8%
Continuing & Professional Studies:				
Contract Training Direct Pay	115,555	226,342	(110,787)	51.1%
Alternate Route	132,400	85,180	47,220	155.4%
Healthcare Services	959,116	840,504	118,612	114.1%
Business & Career Training	264,806	263,325	1,481	100.6%
Computer Training	128,876	135,460	(6,584)	95.1%
CTE Grant	376,061	488,766	(112,706)	76.9%
Trips / Excursions	18,050	140,599	(122,549)	12.8%
Misc. Open Enrollment Programs	185,187	300,735	(115,548)	61.6%
Summer Adventure Camps	38,838	75,000	(36,162)	51.8%
Accelerated Career & Technology	27,872	26,605	1,267	104.8%
	2,246,736	2,582,516	(335,780)	87.0%
Miscellaneous:				
Indirect Cost Recovery	272,260	250,000	22,260	108.9%
Other Departmental Revenue	873	3,500	(2,627)	25.0%
Miscellaneous	6,258	10,000	(3,742)	62.6%
International Center	242,272	350,000	(107,728)	69.2%
Reserves	-	1,715,000	(1,715,000)	0.0%
Interest Income	28,566	15,000	13,566	190.4%
	550,229	2,343,500	(1,793,271)	23.5%
Total	\$ 69,611,811	\$ 80,079,958	\$ (10,468,147)	86.9%

Brookdale Community College
Operating Expenditure Report
For the month ending April 30, 2022

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 23,393,242	\$ 30,133,917	\$ 6,740,675	77.6%
Benefits	9,040,594	15,622,856	6,582,262	57.9%
Finance & Operations	8,950,967	11,726,799	2,775,832	76.3%
Student Affairs	4,677,240	6,929,731	2,252,491	67.5%
General Expenses	2,816,578	3,261,491	444,913	86.4%
Continuing & Professional Studies	1,805,223	2,557,218	751,995	70.6%
Utilities	1,656,621	2,287,836	631,215	72.4%
Human Resources & Organizational Safety	1,713,818	2,406,521	692,703	71.2%
Planning & Institutional Effectiveness	330,206	382,145	51,939	86.4%
President & Board of Trustees	452,386	521,902	69,516	86.7%
Advancement Division	1,168,856	1,270,104	101,248	92.0%
	56,005,732	77,100,520	21,094,788	72.6%
Salaries & Wages	34,161,726	44,424,473	10,262,747	76.9%
Other Expenses	21,844,006	32,676,047	10,832,041	66.9%
	\$ 56,005,732	\$ 77,100,520	\$ 21,094,788	72.6%

June 13, 2022

BROOKDALE COMMUNITY COLLEGE PROJECTS

CONSTRUCTION PROJECTS - CHAPTER 12 FUNDS - MANAGED BY T&M

1) 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 contractor began construction after finals were completed. The existing slab has been demolished the contractor is preparing for the slab pour.

2) E-SPORTS HVAC AND ELECTRICAL UPGRADES

Brookdale is converting Room 109 at the Student Life Center into an E-Sports Room. Esports Integration is preparing construction documents for audio-visual systems, devices and interconnecting wiring. T&M has been tasked with design of an electrical feed to a new sub-panel to support the proposed devices as well as new HVAC equipment required to service the room. In addition, T&M will design the new HVAC equipment required to cool the newly designed space and rebalance the existing air handling units.

The project was bid on June 9, 2022, and there were no bidders from the plan holders. We recommend rebidding the project.



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

Brief: Facilities Overview as of June 21, 2022

Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Gorman Hall South renovation	Posen Architects	Shoreland Construction Inc.	<ul style="list-style-type: none"> Demolition work is 90% complete. Electric being installed and 60% of metal stud framing for walls complete. Removal of existing roof and installation expected to begin.
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> Finalizing paperwork in progress. Mobilization to begin once paperwork is completed.
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> Bi-monthly committee meetings continue. Team met with Facilities staff to review landscape, traffic, and capital / preventive maintenance.
CVA and Maintenance Roof	DRG	Northeast Roof	<ul style="list-style-type: none"> Finalizing paperwork in progress.
ATeC & MAS Drainage	Colliers	TBD	<ul style="list-style-type: none"> Performed two site visits during recent rain fall to determine flow patterns. Finishing hydraulic and hydrologic analysis. Construction drawings are being developed. Met with Collier's engineers onsite June 2 to review drainage design.

Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> • Lincroft - All underground work completed in northern part of Lot 5. Underground work and drilling ongoing in southern part of Lot 5. • Wall – Survey and layout of racking system and underground trenching completed. Waiting on building permit from town.
Modernization of Lincroft Elevators	USA Architects		<ul style="list-style-type: none"> • Inspections scheduled April 12, 13, and 14 with Vertical Transportation Excellence (VTX) consultants. Freehold Campus elevators to be added to project list.

Projects in-planning stage:

- Relocation of Culinary to Lincroft

*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 June 21, 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

June 28, 2022

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Middletown (Hart Halsey LLC dba Extra Duty Solution), Colts Neck, Englishtown, Allentown, Holmdel, and Monmouth County Sheriff's Police Departments	Event Security Services (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). These contracts are for security services for events sponsored by external vendors at the Collins Arena and Warner Student Life Center. These contracts are funded by Events Management's Revenue Generating Programs. FY22 YTD \$29,831.	Exempt	\$ 45,000.00 *
Chapter 12				
2	Magic Touch Construction Co., Inc.	Masonry Services T&M, Bid No. 21-11 / This contract is for the installation of new concrete steps and railing at the loading dock at the Freehold Regional Location. This contract is funded by Chapter 12.	Bid	\$ 44,462.55
Grants				
3	Thinkingstorm Online Tutoring	Online Tutoring Services Renewal (FY23) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for online tutoring services and is funded by HEERF. FY22 YTD \$25,865.	Exempt	\$ 30,000.00 *
4	Zoom Video Communications, Inc.	Zoom Licenses Renewal (FY23) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply of Zoom videoconferencing and webinar licenses. This contract is funded by HEERF. FY22 \$35,151.	Exempt	\$ 35,151.00
5	Respondus Inc.	Respondus LockDown Browser and Monitor Renewal (FY23) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for Respondus LockDown Browser and a site license for Respondus Monitor, allowing unlimited site wide use. Respondus provides an online testing platform that includes analytics-based machine proctoring services and device control to prevent cheating. The site license cost is based on Student FTE and is funded by HEERF. FY22 \$25,540.	Exempt	\$ 26,485.00

Operating

6	SHI International Corporation	Microsoft EES Agreement Renewal (FY23) / Exempt 18A:64A-25.10 (Joint purchases by County colleges, municipalities or counties; authority). This is a one year contract for Microsoft Windows Operating Systems, Office 365, Azure Active Directory, Visual Studio, Project Pro, SQL Servers, Windows Servers, Defender End Point Detection and Response Security, and Office 365 A5 Security licenses. Purchasing the licenses as part of the MS Campus Agreement reduces the cost of new systems by eliminating the procurement of software at the time of the hardware order. This contract is funded by the IT Budget. FY22 \$102,594.35 plus \$20,118.04 (3 month prorated security enhancements licensing). ²	Exempt	\$	146,759.57
7	Aspire Technology Partners	Cisco Smartnet Equipment Maintenance Renewal (FY23) / Exempt 18A:64A.25.9 (State Contract). This is a 3-year State Contract for the maintenance of Cisco equipment which includes core network switches, network infrastructure, and videoconferencing technology. This contract is funded by the IT Budget. FY22 \$188,514.40.	Exempt	\$	354,217.88
8	Aspire Technology Partners	Cisco Smartnet Wireless Maintenance Renewal (FY23) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the maintenance of Cisco wireless controllers, wireless access points, and licensing. This contract is funded by the IT Budget. FY22 \$58,755.92.	Exempt	\$	107,102.80
9	CDW Government LLC	Maintenance Renewal for APC In-Row Cooling System (FY23) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the maintenance and service of the APC In-Row cooling system located in Brookdale's datacenter. This contract is funded by the IT Budget. FY22 \$17,300.	Exempt	\$	18,009.56
10	CDW Government LLC	Computers (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of Lenovo computers and products. This contract is funded by the IT Budget, grants, and various departmental budgets. FY22 YTD \$202,356.	Exempt	\$	325,000.00 *
11	Apple Inc.	Computers (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of Apple computers and products. This contract is funded by the IT Budget, grants, and various departmental budgets. FY22 YTD \$23,617.	Exempt	\$	75,000.00 *

12	B&H Foto Electronics Corp. Music & Arts	Music Department Supplies and Equipment, Bid No. 22-24 / Notice was sent to 12, received 2 replies. These contracts are for the supply and delivery of the music department's supplies and equipment that were damaged during a flood. These contracts are funded by Risk Management.	Bid	\$	19,918.78	
13	**See attached list of vendors	Food Supplies for Culinary Program (FY23) / Exempt 18:64A-25.5.a.(7) (Food supplies). These are one year contracts for the supply and delivery of food supplies for the Culinary Program and are funded by the Culinary and Hospitality Budget. FY22 YTD \$100,603.	Exempt	\$	170,000.00	*
14	Asbury Park Police Department	Security Services (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for security services at the Culinary Education Center in Asbury Park and is funded by the Culinary and Hospitality Budget. FY22 YTD \$12,394.	Exempt	\$	20,000.00	*
15	Monmouth County Vocational School District	Custodial Services (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for custodial services at the Culinary Education Center in Asbury Park and is funded by the Culinary and Hospitality Budget. FY22 YTD \$2,148.	Exempt	\$	17,500.00	*
16	Friedman Associates Advertising	Recruitment and Advertising Services, Summer Term / Exempt 18A:64A-25.5.a.(20) (Personnel recruitment and advertising). This contract is for search and recruitment advertising services for executive level positions, as well as for faculty and management positions for Summer Term. This contract is funded by various departmental budgets. FY22 YTD \$66,000.	Exempt	\$	20,000.00	*
17	W.B. Mason Co., Inc.	Copy Paper (FY23) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of copy paper and is funded by the Printing Services Budget. FY22 YTD \$17,996.	Exempt	\$	50,000.00	*
18	Schooldude.com Brightly Software, Inc.	Facilities Maintenance Software Renewal (FY23) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for facilities' work order and equipment inventory software. This contract is funded by the Facilities Budget. FY22 \$17,358.58	Exempt	\$	18,400.00	

19	Alliance Commercial Pest Control, Inc.	Pest Control Services (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for pest control services and is funded by the Facilities Budget. FY22 YTD \$14,155.	Exempt	\$	20,000.00	*
20	ACB Services Inc.	Custodial Services, Bid No. 21-08 (FY23) / This is the 2nd year of the contract with an option for a 3rd year renewal for custodial services. This contract is funded by the Facilities Budget and various departmental budgets. \$90,500* is included in cost for Special Events and other work. FY22 YTD \$1,531,416.	Bid	\$	1,838,910.00	*
21	Harring Fire Protection LLC	Fire Suppression Services, Bid No. 21-09 (FY23) / This is the 2nd year of a 2 year contract for fire suppression services and is funded by the Facilities Budget and Chapter 12. FY22 YTD \$12,873.	Bid	\$	75,000.00	*
22	Sal Electric Co., Inc.	On-Call Electrical Services T&M, Bid No. 22-21 (FY23) / Notice was sent to 5 vendors, received 4 replies. This is the 1st year of the contract with an option for a 2nd year renewal for on-call electrical services. This contract is funded by the Facilities Budget and Chapter 12. FY22 YTD \$141,000.	Bid	\$	200,000.00	*
23	GPC Inc.	Painting Services T&M (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for painting services and is funded by the Facilities Budget and Chapter 12. FY22 YTD \$9,777.	Exempt	\$	100,000.00	*
24	IOTA Solutions LLC	Electronic Course Evaluation Services, RFP No. 16-21 (FY23) / This is the 2nd year of the contract with an option for a 3rd year renewal for electronic course evaluation services. This is a hosted web-based solution for administering electronic Student Opinion Reports (SORs) in more than 1,600 course sections a year. IOTA Solutions collects the survey data and presents the results in a variety of standard and customized graphical reports. This contract is funded by the Planning & Institutional Effectiveness Budget. FY22 \$17,500.	RFP	\$	17,500.00	
25	NJEdge.Net N.J. Institute of Technology	NJ Transfer Assessment Fee (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of the NJ Transfer Assessment Fee and is funded by the Operating Budget. FY22 \$18,074.	Exempt	\$	22,000.00	*

26	N.J. Council of County Colleges (NJCCC)	Council and JPC Assessment Fee (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of the Council and JPC Assessment Fee and is funded by the Operating Budget. FY22 \$88,206.	Exempt	\$	95,000.00	*
27	American Association of Community Colleges (AACC)	Institutional Membership Dues (FY23) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of Institutional Membership Dues and is funded by the Operating Budget. FY22 \$17,327.	Exempt	\$	20,000.00	*
28	NJ Community College Insurance Pool	Workers Compensation Insurance (FY23) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for workers compensation insurance and is funded by the Operating Budget. FY22 \$303,000.	Exempt	\$	315,000.00	*
29	Borden Perlman/CBIZ	Property & Liability Insurance, RFP No. 07-21 (FY23) / This is a 30-day extension of the contract for commercial property insurance (July coverage). FY22 \$932,506 (both Property & Liability).	RFP	\$	60,000.00	
30	Borden Perlman/CBIZ; True & Associates/World Insurance; Balken Risk Management Services/Accrisure LLC	Property & Liability Insurance, RFP No. 07-21 (FY23) / This is the 2nd year of the contract with an option for a 3rd year renewal for general, excess, special excess, internet (cyber), broadcasters and publishers, and police professional liability insurance. These contracts are funded by the Operating Budget. FY22 \$369,795* (Liability only).	RFP	\$	430,296.00	*
31	Borden Perlman/CBIZ	Insurance (FY23) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for Errors & Omissions and Underground Storage Tank insurance policies. This contract is funded by the Operating Budget. FY22 \$81,459.	Exempt	\$	85,025.00	
32	Winning Strategies Washington, LLC Bruno Associates, Inc.	Professional Representation with Federal Departments, Agencies and Congress to Secure Federal Grant Funding, RFP No. 07-22 (FY23) / Notice was sent to 6 firms, received 2 replies. This is a one year contract with an option for a 2nd year renewal for professional representation with federal departments/agencies and Congress to secure federal grant funding. These contracts are funded by the Operating Budget. FY22 YTD \$36,000.	RFP	\$	60,000.00	*

33	<p>Cleary Giacobbe Alfieri Jacobs LLC</p>	<p>General College Counsel, RFP No. 08-22 (FY23) / Notice was sent to 13 firms, received 3 replies. This is a one year contract with an option for a 2nd year renewal for general counsel services and is funded by the Operating Budget. FY22 YTD \$58,382.20</p>	RFP	\$175/Hour
34	<p>Cleary Giacobbe Alfieri Jacobs LLC</p>	<p>College Labor Counsel, RFP No. 09-22 (FY23) / Notice was sent to 13 firms, received 5 replies. This is a one year contract with an option for a 2nd year renewal for labor counsel services and is funded by the Operating Budget. FY22 YTD \$74,979.</p>	RFP	\$175/Hour
35	<p>Colliers Engineering & Design Inc.</p>	<p>General Engineering Services, Engineer of Record, RFP No. 10-22 (FY23) / Notice was sent to 22 firms, received 11 replies. This is a one year contract with an option for a 2nd year renewal for general engineering services as the Engineer of Record. This contract is funded by the Facilities Budget and Chapter 12. FY22 YTD \$6,576.</p>	RFP	\$ 100,000.00 *
36		<p>HVAC & Electrical Upgrades for the Student Life Center Esports Room, Bid No. 22-25 / Notice was sent to 10 vendors, received 0 replies. This bid has been rejected and will be re-issued upon the recommendation by Facilities and the engineers.</p>	Bid	

* Estimated expense based on historical data

** Separate attachment - List of Vendors

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

Item No. 13

Food Supply Vendors for Culinary Program

- A&J Produce
- Seashore Produce
- US Foods (Trinity-Seafood)
- Sysco-NY Metro
- Dairy Land-Chef's Warehouse
- Dawn Foods / NE Distribution
- Wegmans
- Carl Streit and Son
- J. VROLA Meat (Tidal Seafood)
- Lusty Lobster Seafood
- Local 130 Seafood
- Corim Coffee
- Saker Shoprite

SUBJECT: Adoption of Police Officer Association
Settlement Agreement

DATE: June 28, 2022

CATEGORY: Human Resources

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: **APPROVAL**

ENCLOSURE(S): Resolution Adopting 2020-
2023 Superior Officers
Association Settlement
Agreement &
Memorandum of
Agreement

BACKGROUND:

In accordance with current collective bargaining agreement (CBA) language, the College entered into negotiations with the Superior Officers Association (SOA) for a successor agreement in Spring, 2019. The current CBA expired on June 30, 2019. After numerous negotiating and mediation sessions, the Superior Officers Association and the College Management teams came to a tentative agreement on May 3, 2022, subject to ratification.

The Superior Officers Association notified the College on June 20, 2022, that the tentative agreement was ratified by the SOA. A summary of the terms of the 2020-23 contract is attached. Board ratification of this Agreement is respectfully recommended.

RECOMMENDATION:

The President recommends that the Board of Trustees adopt the resolution approving the provisions of the Agreement between the Superior Officers Association and Brookdale Community College, as proposed.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: June 28, 2022

EFFECTIVE DATE: As Indicated

RESOLUTION

WHEREAS, the Brookdale Community College Superior Officers Association is the exclusive representative for collective negotiations on behalf of the Sergeants; and

WHEREAS, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Superior Officers Association covering terms and conditions of employment expired on June 30, 2019; and

WHEREAS, both the College and the Association identified provisions in the contractual Agreement which required revision; and

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

WHEREAS, the Superior Officers Association ratified the Agreement on June 20, 2022; and

WHEREAS, Labor Counsel and the President recommend approval of the proposed Agreement, approved by the Brookdale Community College Superior Officers Association; and

WHEREAS, the Board of Trustees of Brookdale Community College considers the Agreement reasonable and proper and that the recommendation of Labor Counsel and the President be accepted;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the attached Memorandum of Agreement is hereby approved.

BE IT FURTHER RESOLVED that the proper Officers of the College are authorized to execute this Agreement, signed on June 20, 2022, on behalf of the Board of Trustees of Brookdale Community College.

MEMORANDUM OF AGREEMENT
BROOKDALE COMMUNITY COLLEGE

AND

FRATERNAL ORDER OF POLICE LODGE #79
SUPERIOR OFFICER ASSOCIATION

The negotiation committees of the Brookdale Community College and the Fraternal Order of Police Lodge #79, Superior Officer Association agree to the terms of this Memorandum of Agreement as set forth below:

1. Article 18 Classification and Compensation Schedule

18.1 change dates – July 1, 2019 through June 30, 2023

a. Salary for Shaun White and Anthony Ceglie:

July 1, 2019 - \$76,203 Retroactive
July 1, 2020 - \$79,254 Retroactive
July 1, 2021 - \$80,839 Retroactive
July 1, 2022 - \$84,400

b. Salary for Christopher Morgan:

July 1, 2019 - \$84,628 Retroactive
July 1, 2020 - \$86,321 Retroactive
July 1, 2021 - \$88,047 Retroactive
July 1, 2022 - \$91,808

c. The salary step of senior sergeant is removed and all references for salary shall be for the title of sergeant.

d. Salary guide for employees hired/promoted to sergeant on or after July 1, 2021:

FY 2021-2022 \$80,839
FY 2022-2023 \$83,700

e. Delete the following from 18.1:

Retroactive salary payments shall only apply to current employees at the time of execution of this Agreement

replace with the following:

Retroactive salary payments shall only be afforded to active employees at the time when the memorandum of agreement is fully ratified by both parties.

f. Delete Section 18.4 and replace with the following:

A sergeant who is regularly assigned to the night shift and works at least 1041 of their normal 2080 scheduled shift hours (not including overtime) between 3pm and 7am shall be afforded an annual non-pensionable stipend of \$750 in lieu of shift differential pay. This will take effect FY 2023 (July 1, 2022) and will be paid at the end of the fiscal year on or about July 1.

g. Delete 18.7 in its entirety and roll in \$1000.00 shall be considered to have been rolled-in to the base salary for Christopher Morgan effective July 1, 2022, as reflected on Page 1 of this Agreement.

2. Article 3 College and Lodge Relationship

a. Add new subsection 3.15:

The College and the SOA will have regular meetings to review and work out relevant labor management issues.

b. Modification in 3.1 :

Change the word "equipage" to "equipment".

c. Revise to reflect policy revision 3.12:

"The parties agree to follow applicable law with regard to non-discrimination; moreover, the College certifies that it is an Equal Employment Opportunity employer in accordance with applicable laws and statutes."

3. Article 14 Vacation

a. Add the following to 14.6 b:

Employees with 10 years of service or more will be provided four (4) opportunities for advance vacation selection.

b. Move Sections 14.6a through e to Article 4 Working Conditions.

4. Outside Jobs

a. Outside jobs for other municipalities \$80.00 per member per hour. Not retroactive.

b. Outside jobs that the College hosts (e.g. concerts, sporting events) \$65 per member per hour. Not retroactive.

c. Minimum four (4) hours paid where the job/assignment ends in less than four (4) hours.

5. Article 20 Duration of Agreement

a. New term from July 1, 2019 through June 30, 2023

b. Modify 20.3:

Second line, change "member" to "member/s".

6. Preamble

Change date to July, 2019

7. Article 12 Fringe Benefits

Modify 12.6:

Change in second paragraph, "or child care leave" to "or child care leave in accordance with State law."

8. The parties acknowledge that the terms and conditions are subject to ratification, by the Brookdale Community College and the Fraternal Order of Police Lodge #79, Superior Officers Association.

9. All parties agree to recommend these terms and conditions to their respective constituents for ratification.

10. Except as modified herein, all terms and conditions set forth in the collective negotiations agreement covering the period July 1, 2019 through June 30, 2023 shall remain in full force and effect.

11. All proposals which are not included in this Agreement shall be deemed withdrawn by both parties.

In witness whereof, this Memorandum of Agreement is executed on June 20, 2022.

**Fraternal Order of Police, Lodge #79
Superior Officers Association**

Brookdale Community College









4.4 *Approval to Execute Solar Energy Project Phase II Contract with Luminace*

On December 14, 2021, the Board of Trustees (BOT) of Brookdale Community College (College) awarded the contract for RFQ 03-2022, Solar Development Project, to Luminace, a Brookfield Renewable DG US Operations, LLC (Luminace). Following the contract award and in normal course within the solar energy industry, Luminace submitted multiple contracts to build, operate and maintain a grid-connected solar power facility (Contracts) for the College's consideration. The Contracts for the Phase I Behind The Meter (BTM) project included a lease agreement, power purchase agreement, interconnection agreements and metering agreements. During Contract review, the solar project was scaled down in size, removing Freehold and several parking lots in Lincroft from the transaction. Following negotiations, the parties amicably reached an agreement on the terms and conditions of the Phase I BTM Contracts which the BOT approved for signature via Resolution dated February 22, 2022.

The Phase II Remote Net Metering (RNM) Contracts involve a Remote Net Metering Credit Sales Agreement and a Remote Net Metering Public Entity Certification Agreement, both of which have been vetted, negotiated and finalized for signature. It was determined that by reducing the number of the solar canopies to be installed in Lincroft, limited to Parking Lots 5 and 6, would generate only 50% of Lincroft's annual usage of energy. Therefore, by virtue of the Phase II RNM project, the Wall regional location will serve as a Host Site and supplementary solar canopies would be installed across the Wall parking lot to allow additional solar array to generate kilowatt hours to be credited to the Wall utility bill with a subsequent RNM credit to be applied to the Lincroft utility bill by JCP&L.

The Phase II RNM proposed solar system size will be 2,302 kW DC and will produce an estimated savings of \$65,292 (Year 1) and \$1,615,301 (total) for the 15 Year contract duration. Both Phase I and Phase II Contracts include three five year extension options exercisable by the College following the first fifteen years.

Total Year 1 savings for both Phase I and Phase II is estimated to be \$197,795; and for 15 Years \$4,568,274.

At 14 ½ years, the College has the option, upon providing written notice, to: (1) purchase the facility; (2) direct the Solar Provider to remove the facility at the Solar Provider's sole expense; or (3) renew the Term at a renegotiated pricing structure.

The College seeks BOT approval for the President to execute the Phase II Contracts with Luminace.

This matter was reviewed by the President and Board of Trustees at the Finance & Facilities meeting held June 21, 2022.

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College (“College”) approved a solar-powered project as one of its initiatives for Fiscal Year 2022 by Resolution dated December 14, 2021 awarding Luminace, a Brookfield Renewable DG US Operations, LLC (“Luminace”) as the College’s solar power generation provider; and

WHEREAS, following contract negotiations, the President was authorized by the Board of Trustees, via Resolution dated February 22, 2022, to execute the contract documents consisting of a lease agreement, power purchase agreement, interconnection agreements and metering agreements, referred to as a Behind The Meter (BTM) system (a/k/a Phase I), to build, operate and maintain a grid-connected solar power facility at the Lincroft campus and Wall Township regional location; and

WHEREAS, it was determined that by limiting the size of the solar project installed in Lincroft would generate approximately 50% of Lincroft’s annual usage of energy, the Phase II Remote Net Metering (RNM) project in Wall would render additional utility cost savings to the College for the next fifteen years while supporting the environment as a modern, green initiative; and

WHEREAS, a Remote Net Metering Credit Sales Agreement and Remote Net Metering Public Entity Certification Agreement for the RNM Phase II solar project (collectively, the “contract”) have been vetted, negotiated and finalized; and

WHEREAS, the contract will be submitted for approval to Department of Education as required by Deed and is pending Board of Trustees approval for execution; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the President is hereby authorized and directed to execute and deliver any and all written

instruments, contracts, and documents related to the Phase II RNM solar energy project with Luminace and which has been approved by the Board of Trustees.

Approval of Dr. Stout's Travel Expenses

Dr. Stout's employment contract, requires the Board Chair to review and approve submitted College Request for Travel Approval Forms, Travel Expense Report Forms, and Monthly Expense Reports. Furthermore, his contract requires full Board approval of such expenses at a public meeting. Chair Cram has reviewed all submitted forms with backup of receipts and approved all submitted forms for his travel.

Dr. Stout is seeking approval of the attached travel related reimbursable expenses during the period of March 14, 2022 through June 17, 2022.

BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

Expense Type	Reimbursed for trip to	Dates of Expense	Total Trip Cost	Expenses Paid by Purchasing	Expenses charged to College Card	Expenses being reimbursed directly to Dr. Stout
Travel Expense Report - ATD Institute Kickoff	Achieving the Dream Institute Kickoff - Charlotte, NC	6/14/22-6/17/22	\$1,565.72	\$0.00	\$1,388.50	\$177.21
Emergency Travel Expense - ATD Conference	Achieving the Dream Institute Kickoff - Travel Delay for Dr. Stout, Anne Marie Sparaco, and Laura Longo	6/16/22- 6/17/22	\$1,953.88		\$1,953.88	
Monthly Expense Report - May 2022	Travel to AACC conference - New York City	5/1/22 - 5/2/22	\$1,224.62	\$1,050.00		\$174.62
Travel Expense Report- President Covering on Mental Health	Travel to the President's Covering on College Student Mental Health Wellbeing - Travel to Washington D.C.	3/14/22 - 3/15/22	\$318.33			\$318.33

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	Liaisons <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 SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2022

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

Human Resources is a Committee of the whole