



Board of Trustees Public Business Meeting

Brookdale Community College

Robert J. Collins Arena, Lincroft Campus, 765 Newman Springs Rd., Lincroft, NJ & Zoom

May 31, 2022 5:30 PM - May 31, 2022 8:30 PM EDT

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BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

April 26, 2022

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

And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Matthew Reed
	Dr. Hank Cram, Chair	Dr. Nancy Kegelman
	Mr. Paul Crupi, Trustee *	Dr. Yesenia Madas
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Barbara Horl, Trustee	Mr. Edward Johnson
	Mr. Bret Kaufmann, Vice Chair)	Ms. Patricia Sensi
	Ms. Marta Rambaud, Trustee	Ms. Teresa Manfreda
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Mr. Austin Smith, Trustee	Dr. Anita Voogt
		Ms. Bonnie Passarella
		Dr. William Burns
		Ms. Bonnie Passarella
Absent:	Ms. Latonya Brennan, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Les Richens, Trustee	
	Ms. Natalie Watson, 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 April 20, 2022 at 1 pm advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Cram led the Pledge of Allegiance.

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

Chair Cram read 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 retired colleague, Mary Ehret. He offered condolences to her family, friends, and colleagues.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda Chair Cram announced that the Acceptance of the FY21 WBJB Radio Audit has been removed from the agenda.	A motion to adopt the revised agenda was made by Trustee Horl and seconded by Trustee Crupi. Motion passed.	
Recognition of Cathleen Kane, 2022 Coca-Cola Academic Team Gold Scholar Dr. Stout presented and read a resolution (Attachment A) honoring Cathleen Kane for her achievements at Brookdale Community College and for being recognized as one of the top achieving community college students in the state of the New Jersey and the nation.		
Approval of Human Resources	A motion to approve human resources was made by Trustee Crupi and seconded by Trustee Abby-White. Motion passed. YES: Trustees Abby-White, Crupi, Davis, Horl, Kaufmann, Rambaud, Smith, and Chair Cram	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	NO: None ABSTENTIONS: None	
<p>Faculty Tenure Promotion & Recognition – Dr. Reed introduced Professor Jonahtan Moschberger, Chair of the College Wide Promotion Committee. He further explained that the role of the College Wide Promotion Committee addresses faculty applicants for promotion across the entire curriculum and represents the entire curriculum. The Committee members are voting members and Dr. Reed attends as an observer of the process and doesn't vote.</p> <ul style="list-style-type: none"> Promotion Recognition – 2022 – Professor Moschberger, Chair College Wide Promotion Committee thanked the College-Wide Promotion Committee, Dr. Thomas Cioppa, Dr. Reed, Dr. Eric Goll, Jonathan Shaloum, Ann Marie Alfieri for their contributions and support of the process. He thanked Dr. Stout and the Board of Trustees for granting the promotions. He shared the names of the candidates who garnered successful promotion, and highlighted selected achievements for them. The following were promoted: <ul style="list-style-type: none"> Barbara Barrella – Associate Professor, Reading Valeria Bonilla – Associate Professor, Library Joanne Boyd – Assistant Professor, Respiratory Therapy Daijuan Gao – Assistant Professor, Human Services Juliette Goulet – Assistant Professor, Environmental Science William Keith Heimann – Associate Professor, Music Robert A. Martens – Associate Professor, Biology Donna Pope – Associate Professor, English George Reklaitis – Associate Professor, History Rebecca Rozario – Associate Professor, Mathematics Jacquelynn Seely – Assistant Professor, Criminal Justice Christine Elliott Vasquez – Associate Professor, English Ashley Zampogna-Krug – Assistant Professor, History Promotion Recognition – 2021 & 2020 – Professor Thomas Cioppa, Chair College Wide Promotions Committee - As a result of holding meetings via Zoom during 2020 & 2021, Professor Thomas Cioppa recognized the following faculty who were promoted during that period. In addition, he expressed his sincere appreciation to the Board of Trustees and Dr. Stout for their support of the faculty promotion process. <ul style="list-style-type: none"> Chad Anderson – Professor, Communication Media David Bassano – Associate Professor, History Sara Burrill – Associate Professor, Psychology & Human Services Brent Costleigh – Professor, Psychology Dara Evans – Professor, English Helen Heinmets – Professor, Nursing Kelsey Maki – Associate Professor, English Charles Mencil – Associate Professor, English Ana Teodorescu – Associate Professor, Mathematics 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> Nambrath Rajkumari Wesley – Professor, Psychology Amy Clark – Professor, Library Michael Elmes – Associate Professor, Mathematics Cheryl Fencik – Associate Professor, Biology Marlena Frank – Associate Professor, Psychology Diana Glynn – Professor, Psychology Christine Greco-Covington – Associate Professor, Psychology Jennifer Kaminski – Associate Professor, English Gitanjali Kundu – Associate Professor, Biology Daniel Lopez – Professor – Mathematics Sally Mulvey – Associate Professor, Mathematics Deborah Mura – Professor, Communications Media Suzanne Parker – Professor, English Angela Saragusa – Professor, English Ashley Tasy – Associate Professor, Mathematics <ul style="list-style-type: none"> Tenure Recognition – 2022 – Dr. Reed introduced the faculty who received tenure in 2022 and highlighted their selected achievements. <ul style="list-style-type: none"> Alexis Jankowski – Instructor, Fashion Merchandising/Marketing Elana Maloney – Instructor, English Sabrina Mathues – Instructor, College Success Nicolette Nicola – Instructor, English Heather Revesz – Instructor, English Tara Rostron-Lorenz – Instructor, Nursing Prince Sekyi – Instructor, Mathematics Tenure Recognition – 2021 & 2020 – Dr. Reed recognized the faculty who received tenure in 2020 and 2021. <ul style="list-style-type: none"> Samantha Doluweera – Assistant Professor, Mathematics Kevin Holl – Assistant Professor, Computer Science Michael L. Nolan – Assistant Professor, Mathematics Kristen E. Peterson – Assistant Professor, Biology Arianne Ross – Assistant Professor, Mathematics Jacquelynn Seely – Assistant Professor, Criminal Justice Lauren Tatulli – Assistant Professor, Economics Judith Ungar – Assistant Professor, Library Thomas M. Vorbach – Assistant Professor, Business Management Patricia D’Aloia-Gandolfo – Assistant Professor, Nursing Matthew Montemorano – Assistant Professor, Communications Media Jennifer Salvo – Assistant Professor, Reading & Academic Access 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Professional Staff Association Performance Recognition</p> <ul style="list-style-type: none"> Professional Staff Association Performance Recognition – 2022 – Ms. Sensi on behalf of Jennifer Barker, Chair of the Performance Recognition College Wide Committee presented the recipients of Performance Recognition and highlighted their achievements. <ul style="list-style-type: none"> Deicy Ahmad Chaustre – Academic Tutor, Mathematics Christian Perez – Senior Technician, Testing Services Marianne Velez – Instructional Assistant, Biology Denise Vigil – One Stop Specialist, Freehold Professional Staff Association Performance Recognition – 2021 & 2020 – Jennifer Barker and 2020 – Frank DeVita, Chair College Wide Committee – Ms. Sensi on behalf Frank DeVita, Chair College Wide Committee in 2020 and Jennifer Barker, Chair of the College Wide Committee in 2021 recognized the recipients of Performance Recognition in 2021 and 2020. <ul style="list-style-type: none"> Margaret Agha – Confidential Assistant to VP, Advancement, 2021 Ernestine Keith – Associate, Continuing & Professional Studies, 2021 Timothy Macaluso – Instructional Assistant, Environmental Sciences, 2021 Jennifer Barker – Specialist, Accounts Payable, 2020 Katherine Furlong – Coordinator, Financial Aid, 2020 Michelle Paci – Instructional Assistant, Physics, 2020 Chair Cram congratulated those recognized tonight and expressed appreciation for the work they are doing for the College and our students. 		
<p>Recognition of Dr. Elaine H. Olaoye</p> <p>Dr. Elaine Olaoye presented a reading of a poem which she wrote in tribute to Dr. Mrs. Geraldine Thompson as part of an academic memoir in poetry that she is writing. She thanked Dr. Stout for providing her with the special opportunity to read the tribute.</p> <p>Dr. Stout honored Professor Olaoye with a reading of a resolution (Attachment B) in honor of her 45 years of exemplary service to the College as Professor of Psychology.</p>		
<p>President’s Report –</p> <p>Presentation – Collage – Faculty Advisors, Elisa Elorza and Jennifer Kaminski and <i>Collage</i> students presented on the 2021 and 2022 editions of <i>Collage</i>. The 50th Anniversary edition (2021) won the <u>Silver Crown</u> from Columbia University Press Association. Even more impressive, the 51st edition (2022) won the <u>Gold Crown</u> for Print Literary Magazines from Columbia University Press Association, All Columbian Honors (Essentials, Verbal, and</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Visual), and Gold Medalist Critique Rating. The 51st edition, included a graphic novella, and it was critically acclaimed by a Columbia journalist.</p> <p>Dr. Stout on behalf of the entire Board, congratulated the students on their significant achievements.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – April 19, 2022 –Trustee Crupi reported on the meeting held on April 19, 2022. He highlighted the following:</p> <ol style="list-style-type: none"> 1. Facilities Master Plan (FMP) – Mr. Rosen provided an update on the FMP. He highlighted the three areas that they’re analyzing which include a space analysis considering our educational needs, an analysis of the conditions and maintenance needs of our facilities, and an analysis if the overall campus infrastructure can support the continued development and growth of the College. The next steps will include recommendations to the Steering Committee who will work with them to identify proposed projects and renovations. By early July they’ll provide a 10-year implementation plan. 2. Capital Project Update - Mr. Naparlo reported on behalf of Mr. Savacool . Construction on the MAN rear vestibule slab leakage project will begin after Commencement. The Esports HVAC and electrical upgrades project will go out to bid once the construction drawings are received and they expect to make an award in May. Construction will take place in the summer, and it is the goal to have the Esports program up and running in the fall. Mr. Naparlo provided an update on projects in progress which are outlined in the packet. 3. Emergency Purchase – There was significant water infiltration on April 19, causing significant damage in the Library, Student Life Center, and Main Academic Complex. Dr. Stout authorized an emergency purchase for cleanup and restoration work to not exceed \$90,000. Our insurance carrier has been notified and the emergency purchase is on the agenda for ratification. 4. Monthly Financial Reporting - VP Manfreda reviewed the financial reports as of February 28, 2022. Total operating revenue for the month was \$68.7 million, which is 1.8% lower than at the same time last year. State aid and CPS revenue is higher this year from the previous year and tuition fee revenue, as expected, is lower than compared to last year. Total operating expenditures were \$43.1 million or 55.9% of the budget, and that is an increase of 1.7% compared to the same time last year. Cash position is \$35.9 million which represents a \$4 million increase over the same time last year. Year to date interest earned is \$20,693. 5. FY22 Spring Semester Forecast – Revenue is down \$2.4 million and \$1.4 million of HEERF funding will be used to offset the revenue decline. There is an anticipated decrease of expenses of \$2.8 million which leaves our operating budget flat or a surplus of \$400,000. The good news is that the budget was built with an anticipation of relying on \$1.7 million in reserves and we don’t anticipate needing to utilize the budgeted reserves to offset revenue losses. 6. Purchases in Excess of \$37,500 – are outlined in the packet. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>7. Upcoming RFPs, RFQs and bids – were brought to the attention of the Committee, which include legal services, General Engineer of Record, professional representation with federal agencies, Congress, and State, as well as collection services.</p> <p>8. Grants and Foundation - - VP Kaari reported that \$7, 034,772 of grants have been awarded in FY22 with another \$970,000 million pending. VP Kaari reviewed the Foundation’s Statement of Activities and Changes in Net Assets for the month ending February 28, 2022. Total Revenue is \$872,000 which is less than last year and it’s directly attributable to investment income being significantly down. She reported that the revenue contributions are \$532,000 versus \$712,000 last year. Expenditures are higher than last year, but they include a 27% increase in scholarships to deserving students. Total net assets are \$284,411 which is significantly lower than last year, but the difference is attributable to investment income being significantly down.</p> <p>A. Audit Committee – Trustee Rambaud reported on the Audit Committee that met on April 25. The External Auditors, O’Connor and Drew, reviewed the required communications with the committee. They issued an unmodified opinion on the FY21 financial statements, and no material weaknesses were noted, no findings or significant issues were reported. They reported that no new accounting pronouncements were adopted during fiscal year 2021. They reported that GASB Statement 87 – Leases, which was released in 2017 became effective in 2021 and will be implemented on the FY22 audit. This new pronouncement will require lessees to be recognized on the statement of net position. The committee recommends acceptance of the FY21 audited financial statements.</p> <p>O’Connor and Drew reviewed the financial statements and at year end, the unrestricted net position of the College increased \$4.7 million. The total net position including the net position in capital assets and after the GASB 68 adjustment increased \$9.1 million</p> <p>VP Manfreda reported on the Audit of the State Comptroller, and a detailed corrected action plan will be submitted by June 13, 2022.</p> <p>1 Ethics Hotline complaint was received, and a summary report was sent to the Ethics Hotline.</p> <p>B. Student Success & Educational Excellence Committee – Trustee Abby-White reported that a significant amount of time was spent reviewing the faculty promotions, tenure recommendations and employee recognition. The submission of an application for joining the Achieving the Dream, a national non-profit leader championing evidence based institutional development was discussed as well. The Committee also reviewed the plans for the Strategic Planning process which will take place over the next couple of years.</p> <p>C. Foundation Update – Trustee Abby-White announced that the 43rd Education Open will be held on September 22 at Eagle Oaks Country Club. She encouraged participation for golfers and non-golfers can attend the dinner event only.</p> <p>D. Student’s Perspective – Trustee Smith reported on a dinner he attended at the Culinary Education Center. He spoke with the culinary students, who were mostly in their last semesters, and they had positive feedback on the program and their professors. He reported on Student Life & Activities held at the end of the semester which included the Spring Fling and Anti-Stress Week. Trustee Smith announced that Taiphane Orange will be succeeding him as the next Graduate Trustee, and she will</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>begin her term in July. He thanked Mike Naparolo, for giving him a tour of the Power Plant and discussing the facilities of the College with him.</p> <p>E. NJCCC Update – Trustee Horl provided an update on the monthly NJCCC meeting where they reaffirmed their focus, which is the lobbying for our own colleges, and the needs and priorities of the community college sector. Lobbying meetings have begun with our Monmouth County delegation, and she, Dr. Stout and Ed Johonson met with the legislators last week and will continue over the next couple of weeks.</p> <p>She provided information on Governor Murphy’s FY23 proposed budget and highlighted areas of the budget that pertain to the College:</p> <p>Level Operating Aid to Community Colleges – The proposed budget retains the increase in funding that community colleges received last year.</p> <p>Expansion of the Community College Operating Grant (CCOG) – an additional \$8 million in funding.</p> <p>New Returning Adult Initiative – \$3 million of funding to engage the 1 million NJ adult residents who have earned some college credits but have not earned a college degree, to return for completion.</p> <p>New CCOG Program for Adults at Vocational Technical High Schools – students must attend a Pell eligible program at a county vocational technical school, provided the program leads to the earning college credit from a community college.</p> <p>She reported that ACCT is lobbying on our behalf at the federal level. Short Term Pell has been included in the Build Back Better Act on the House side. The bill has gone over to the Senate for reconciliation, which is still in process.</p> <p>F. Board Retreat – Trustee Davis reported that the Board retreat will be focused on diversity, equity, and inclusion.</p>		
<p>Public Comment on Agenda Items –</p> <p>Amy Clark, President of BCCFA, Faculty, Library – expressed her appreciation to the Board of Trustees and the President for recognizing the hard work of the employees and providing a general wage increase for those promoted or recognized and making an investment in the future of Brookdale</p> <p>Written submission from Kathy Furlong was read by Ms. Gruskos</p> <p><i>It was an amazing honor to receive the 2020 performance recognition! I would like to thank Dr. Stout and the BOT members for showing faith in me through this worthwhile program. I assure you I will continue to put my skills and talents to good use delivering results at the next level as a Coordinator. I feel grateful to work for such an outstanding educational institution as Brookdale. Thank you so much for your support!</i></p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Review of Consent Agenda</p> <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 Abby-White requested that under Purchases in Excess of \$37,500, item 12 – IronNet Network Detection and Response be removed from the Consent Agenda for a separate vote.</p>	<p>A motion to adopt the revised consent agenda was made by Trustee Crupi and seconded by Trustee Smith.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – March 22, 2022</p> <p>B. Approval of Executive Session Meeting Minutes – March 22, 2022</p>	<p>A motion to approve the minutes from the public business meeting held on March 22, 2022 was made by Trustee Davis and seconded by Trustee Smith.</p> <p>Motion passed.</p> <p>ABSTENTIONS: None</p> <p>A motion to approve the Executive Session Minutes for the meeting held on March 22, 2022 was made by Trustee Abby-White and seconded by Trustee Rambaud.</p> <p>Motion passed.</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
C. Approval of the Special Public Business Meeting Minutes – April 14, 2022	<p>A motion to approve the minutes from the Special Public Business Meeting held on April 14, 2022 was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Davis</p>	
Consent Agenda <p>A. Application for Grants</p> <p>B. Emergency Purchase in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 Purchase(s)</p> <p>C. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 (Item 12 removed)</p> <p>D. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>E. Monthly Financial Reports</p> <p>F. Capital Project Update</p> <p>G. Clinical Contracts, MOUs for Credit & Professional Studies, Clinicals & Internships</p>	<p>A motion to approve the revised consent agenda was made by Trustee Abby-White and seconded by Trustee Smith.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Crupi, Davis, Horl, Kaufmann, Rambaud, Smith, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to	A motion to approve the Purchase of IronNet Network	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>Item 12 - IronNet Network Detection and Response</p>	<p>Detection and Response, item 12 listed in Purchases in Excess of \$37,500 was made by Vice Chair Kaufmann and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>Trustee Abby-White recused herself from the vote.</p> <p>YES: Trustees Crupi, Davis, Horl, Kaufmann, Smith, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee Rambaud and Abby-White</p>	
<p>Acceptance of FY21 Brookdale Community College Audited Financial Statements</p>	<p>A motion to accept FY21 Brookdale Community College audited financial statements was made by Trustee Crupi and seconded by Trustee Rambaud.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Crupi, Davis, Horl, Kaufmann, Rambaud, Smith, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Revised Policy 2.0000-B Grants Applications and Acceptances</p>	<p>A motion to approve revised Policy 2.0000-B Grants Applications and Acceptances was made by Trustee Smith and seconded by Trustee Abby-White.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Motion passed.</p> <p>YES: Trustees Abby-White, Crupi, Davis, Horl, Kaufmann, Rambaud, Smith, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Revised Policy 1.7060 Code of Ethics for Trustees	<p>A motion to approve revised Policy 1.7060 Code of Ethics for Trustees was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Crupi, Davis, Horl, Kaufmann, Rambaud, Smith, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Mr. Jacobs read the directions on making public comment.</p> <p>No public comment was made.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p>Old/New Business</p> <p>Chair Cram on behalf of the Board of Trustees congratulated Trustee Abby-White who has been awarded the Association for Women in Community Colleges 2022 Trustee Woman of the Year award. She will be presented with the award at their Annual Awards Breakfast on Sunday, May 1.</p> <p>Chair Cram congratulated the cast, crew, and Faculty Advisor of the College production of All Shook Up.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Resolution to Hold a Closed Meeting College Counsel read the Resolution to hold a closed meeting (<i>Attachment C</i>)	A motion was made to approve by resolution to hold a closed session by Trustee Rambaud and seconded by Trustee Crupi. Motion approved.	
Motion to Re-Open the Meeting to the Public	A motion to re-open the meeting to the public was made by Trustee Davis and seconded by Trustee Horl. Motion passed.	
Adjournment Meeting adjourned at 8:15 PM.	A motion to adjourn the meeting was made by Trustee Abby-White and seconded by Trustee Horl. Motion passed.	

R E S O L U T I O N

WHEREAS, Ms. Kane has been named a 2022 Coca-Cola Academic Team Gold Scholar, an honor which recognizes her as one of the top achieving community college students in the state of New Jersey and the nation; and

WHEREAS, Ms. Kane has been awarded a \$1,500 scholarship sponsored by the Coca-Cola Foundation, Coca-Cola Scholars Foundation, the American Association of Community Colleges and Phi Theta Kappa International Honor Society; and

WHEREAS, Ms. Kane had been previously honored as a 2020 Coca-Cola Leaders of Promise Scholars and awarded a \$1000 scholarship; and

WHEREAS, Ms. Kane has demonstrated exceptional leadership, while serving as the Vice President of Leadership, Fellowship and Communication for Phi Theta Kappa and as the Chairman of Honors in Action; and

WHEREAS, Ms. Kane has notably served our community by volunteering at the People’s Pantry in Asbury Park; and

WHEREAS, Ms. Kane was honored by The Garden State Athletic Conference as a member of the All-Academic Team for the Fall 2021 season, while playing back girl and server on the Jersey Blues’ Women’s Volleyball Team; and

WHEREAS, Ms. Kane’s hard work, determination, and exemplary achievements – both in and out of the classroom – serve as inspiration to all members of the Brookdale community, and deserve to be recognized and commemorated;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees, on behalf of all Brookdale students, faculty, staff and administrators, wish to recognize and congratulate Ms. Cathleen Kane for being named a 2022 Coca-Cola Academic Team Gold Scholar; and

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

Dr. Hank Cram
Board Chair

Dr. David Stout
President

RESOLUTION

WHEREAS, after 45 years of exemplary service to Brookdale Community College, Dr. Elaine Henry Olaoye is embarking on a new stage in her life; and

WHEREAS, upon moving from Antigua to New York City, she completed a Baccalaureate and Master’s degree from Hunter College-CUNY, and a M.Phil and Ph.D in Psychology from the Graduate Center-CUNY; and

WHEREAS, she has served Brookdale Community College as a full-time Psychology faculty member retaining the current rank of Full Professor, and provided the leadership in the department as Team Leader/Department Chair in the 1980s and 1990s; and

WHEREAS, in addition to Brookdale Community College, she has served students at other colleges in the region including St. Peter’s College, Medgar Evers College-CUNY, Lehman College-CUNY, and John Jay College-CUNY, establishing a “culture of learning” for students in each classroom setting at every higher education institution; and

WHEREAS, she has served as the Brookdale Community College Representative to the Beacon Conferences for Two-Year Scholars, encouraging students to submit scholarly papers and attend the annual conferences; and

WHEREAS, she has received many awards and recognitions, including the Brookdale Outstanding Colleague Award and NISOD Excellence Award; and

WHEREAS, she negotiated course credit transfers and program articulations with Rutgers University, Kean University and Thomas Edison State College in Psychology and Human Services; and

WHEREAS, she has demonstrated leadership and collegiality for more than two decades while a member of Brookdale’s Governance-Professional Development Committee, serving as an advocate for faculty professional development and carrying out the mission of the Sunshine Fund; and

WHEREAS, she has been engaged in numerous other important college committees and activities that include: leading the search for and recommending the hiring of new full-time Psychology faculty members, establishing the Positive Psychology Research Center, and serving as a member of the of the Core Competency Committee; and

WHEREAS, she has maintained an ongoing collegial relationship with Dr. Philip Zimbardo, Stanford University, that transformed the Annual International Psychology and Poetry Festival to include the Heroic Imagination Project which recognizes individual college and community members whose work as a “World’s Quiet Hero” makes their community a better place; and

WHEREAS, she has participated in Black History and Women’s History Month interviews and poetry presentations for several years on the Sunday “Church Before Church” radio show broadcast on Cruisin 92.1 FM-WVLT, Vineland, New Jersey; and

WHEREAS, she has provided presentations and workshops on Stress Management, Diversity and Poetry Infusion in Curriculum for college constituencies and community organizations in Monmouth County, New York, and Antigua; and

WHEREAS, she has many publications, with the most noteworthy being “Passion of the Soul,” a collection of her poems; and

WHEREAS, she has been a long-time member of the Psychology Coalition at the United Nations that organizes the Annual UN Psychology Day held this year on April 21, 2022; and

WHEREAS, she has established student scholarships in her native country of Antigua and Barbuda and is establishing student scholarships at Brookdale for scholarly writings that focus on Social and Environmental Justice and Social Psychology topics; and

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

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

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

Dr. Hank Cram
Board Chair

Dr. David Stout
President

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 **April 26, 2022 at approximately 7:30 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: April 26, 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 :

☐ "(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: **potential beneficiary of an estate**

☒ "(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. **Setting the President's goals, amendment of the president's employment agreement, and discussion on the process of reimbursement of Dr. Stout's expenses.**

☐ "(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.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 152 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Faculty	2
Support Staff	2
Adjuncts	2

C. Reappointment of Administrators	138
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B. Change of Status	Recommendations
Executive	1
Faculty	3
Coaches	1

C. Separations	Recommendations
Faculty	1
Support Staff	2

A. HIRES**FACULTY**

1. Name: Stacie Carter
Department: Reading & Academic Access
Position: Instructor, temporary fall semester
Salary: \$30,857, prorated from an annual base of \$63,717, subject to current contract negotiations
Effective: 9/1/22 – 12/23/22 pending completion of all final contingencies
2. Name: Theresa Kosko
Department: Accounting
Position: Assistant Professor
Salary: \$73,541 subject to current contract negotiations
Effective: 9/1/22 pending completion of all final contingencies

SUPPORT STAFF

1. Name: Jacqueline Bikker
Department: Environmental Sciences
Position: Instructional Assistant, 10-month ongoing position
Salary: \$39,194, subject to current contract negotiations
Effective: 9/1/22, pending completion of all final contingencies
2. Name: Robert Cuoccio
Department: Grounds
Position: Maintenance Staff
Salary: \$34,650
Effective: 6/1/22, pending completion of all final contingencies

ADJUNCTS

1. Name: Monima Briggs
Department: Mathematics
2. Name: Anthony Brown
Department: Biology

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
1	1

B. REAPPOINTMENT OF ADMINISTRATORS – This year, annual contracts are to be issued to 138 administrators
Grant-Funded Administrators
Grant-funded through 9/30/22

Desiderato, Sue	Associate Project Director-Title III Grant	Grants Development
Fowler, Stephen	Instructional Designer - Title III Grant	Grants Development
Goscinski, Ryan	Manager, TLC Systems	Teaching & Learning Center
Pattee, Juleigh	Program Administrator	ABE/GED

Grant-funded through 12/31/22

Mejias-Fuertes, Jackeline	Director, Small Business Development	Small Business Development Center
Osmulski, Susan	Assistant Director-Small Business Development	Small Business Development Center

Grant-funded through 6/30/23

Cox, Euniqha	Program Administrator, Displaced Homemaker Services	Displaced Homemaker Services
Kariotis Kotsonis, Angela	Director, Diversity & Inclusion/CCOG	Gov Affairs & Community Relations
Krane, Lori	Program Manager, Adult Basic Ed / Alternate Rte	ABE/GED
Menza, Gregory	Job Developer, HealthWorks/ABE	CPS HealthWorks
Nolan, Kevin	Student Success Coach, EOF	EOF Office
Wright, Myrna	Program Administrator, Displaced Homemaker Services	Displaced Homemaker Services

Non-Grant Funded Administrators

Agha, Margaret	Confidential Assistant to the Vice President	Advancement
Alfieri, Ann Marie	Director, Academic Affairs Operations	Academic Affairs
Almeida, Deborah	Manager, Accounts Payable	Accounts Payable
Amundson, Katelyn	Director-Athletics & Recreation	Athletics
Armstrong, Torina	Student Success Coach/Advisor	Advising
Arnold, Karyn	Associate Director-Financial Aid	Financial Aid
Austin, Peggy	Department Administrator	Student Affairs
Bauer, Christopher	Administrator, Storeroom Operations	Culinary Arts
Begley, Meghan	Confidential Assistant to the Associate Vice President	Student Affairs
Boehmer, Christopher	Director, ESport	Esports
Boutote, Mary Rose	Institute Administrator	STEM Office
Branagan, Michelle	Coordinator, Facilities	Facilities Administration
Brennan, Thomas	Manager-Radio Station	Radio Station

BOARD OF TRUSTEES

General Functions

Administration

HUMAN RESOURCES

Finance & Facilities

Policy & Education

Brown, Richard	Manager-Print Shop	Print Shop
Brown, Sara	Director, Chhange	Holocaust, Human Rights & Gen
Brutsman, Lauren	Director, Student Life & Activities	Student Life & Activities
Brzozowski, Cassidy	Administrative Assistant, Athletics & Recreation	Athletics
Burkhard, Mary Jo	Administrative Assistant-Student Life	Student Life & Activities
Carlock, Shelley	Manager, Finance & Grants	Finance & Operations Office
Carroll, Christopher	Program Administrator, Business & Career Training	Continuing & Professional Studies
Caruso, Joseph	Student Success Coach/Advisor	Advising
Cattelona, Barbara	Coordinator-Auto Lab	Automotive
Chiarella, Edna Mary	Program Administrator-Lifelong Learning Program	Continuing & Professional Studies
Cosentino, Joyce	Program Administrator, Healthcare Training	CPS Healthcare Training
Cosme, Kevin	Graphic Artist/Design Coordinator	Marketing & Creative Service
Cuddy, Donna	Associate Director, Dual Enrollment	Educational Partnerships
D'Aloia-Gandolfo, Patricia	Director, Nursing	Health Sciences Office
Desiderato, Sue *	Associate Project Director	Student Affairs
DeButts, Linda	Program Manager-Professional Development	Human Resources
DeLosSantos, Vivian	Administrative Assistant-Facilities	Facilities Administration
Deptula, Shannen	Assistant Director, Admissions	Admissions
Devine, Barbara	Program Administrator, Teacher Training	Career Pathways
DeVoe, William	Manager-Testing Services	Testing Services
DiBuccio, Carol	Institute Administrator	Humanities Office
Dillon, Molly	Employment Manager	Human Resources
Donovan, Jill	Director, Career, Leadership & Transfer Pathways	Career, Leadership & Transfer
Edward, Katherine	Director, Educational Services Outcome Assessment	Educational Access/Innovation
Fitzsimmons, Stephanie	Director-Financial Aid	Financial Aid
Flood, Anna	Administrative Assistant-International Center	International Education Center
Florio, Kristin	Manager-Sales & Development	College Relations
Fowler, Stephen *	Instructional Designer	Teaching & Learning Center
Furlong, Kathryn	Coordinator, Financial Aid	Financial Aid
Gingold, Amy	Student Success Coach/Advisor	Advising
Glazewski, Eleanor	Registrar	Registration & Records
Goscinski, Ryan *	Manager, TLC Systems	Teaching & Learning Center
Gruskos, Cynthia	Senior Assistant to the President & BOT	President's Office
Halpin, Michael	Police Lieutenant	Police
Hammel, Nicole Williams	Associate Director, Information Systems	Registration & Records
Henn, Patricia	Confidential Assistant to the VP	Academic Affairs
Jackson, Dinneen	Director, Wellness Center	Wellness Center
Jeune, Christopher	Executive Director, Student Services	Student Affairs

BOARD OF TRUSTEES

General Functions

Administration

HUMAN RESOURCES

Finance & Facilities

Policy & Education

Johnson, AnnMarie	Coordinator, Research	Planning & Inst Effectiveness
Jones, Marie	Student Success Coach/Advisor	Advising
Jordan, Jennifer	Associate Director, Financial Aid Technology	Financial Aid
Kamphuis, Joir	Bilingual Student Success Coach, Advising	Advising
Kane, Noreen	Program Manager, Lifelong Learning	Continuing & Professional Studies
Kanthajan, Kornpipob	Manager - HR Services	Human Resources
Kaufman, Synde	ESL Administrator	Languages/ESL
	Assistant Director, Career, Leadership & Transfer Pathways	Career, Leadership & Transfer Pathways
Kelly, William	Chief of Police	Police
Kimler, Robert	Administrator, Academic Access Program	Academic Access Program
Kirkwood, Laura	Benefits Administrator	Human Resources
Kneute, Michelle	Administrator, Scheduling & Operations	Registration & Records
Kosulavage, Betty	Director, Curriculum	Academic Affairs
Kruijssen, Elizabeth	Graphic Artist/Design Coordinator	Marketing & Creative Service
LaGaipa, Anthony	Asst Dir, Career, Leadership & Transfer Pathways	Career, Leadership & Transfer Pathways
LaPorta, Anne	Director-Institutional Research & Evaluation	Planning & Inst Effectiveness
Longo, Laura	Assistant to the Vice President	Finance & Operations Office
Loori, Helen	Assistant Director, EOF	EOF Office
Luke, Ivory	Student Success Coach/Advisor	Advising
Mangold, Jessica	Coordinator, Financial Aid	Financial Aid
Mannino, Susan	Director, Advising	Advising
Marius, Louis	Staff Accountant	Finance & Operations Office
Massa, Victoria	Operations Manager	Continuing & Professional Studies
Mattsson, Erin	Project Manager, Pandemic Response Task Force	Pandemic Response Task Force
McCarthy, James	Institute Administrator	Business & Soc Sci Office
McCoy, Kara	Executive Director, Career & Transfer Pathways	Career & Transfer Pathways
McElroy, Sarah	Director, Library	Library
McNelis, William	Payroll Manager	Payroll
Messina, Joan	Associate Director, Regionals Locations	Brookdale at Wall
Moltisanti, Jenna	Assistant Director, Admissions	Admissions
Mondesir, Birgit	Manager, Facilities & Construction	Facilities Administration
Naparolo, Michael	Assoc Dir, ECHS & Edu Partnerships	Educational Partnerships
Novak, Cara	Director, Communications	College Relations
Oncea, Laura	Manager, Fire, Safety & Environmental Compliance	Fire Safety & Envi Compliance
Otis, Christopher	Director-Disability Services	Disability Services
Oversen, Ernest	Program Manager, Business Career, & Technology Training	
Pagano, Susan		Continuing & Professional Studies

Patterson, Julie	Coordinator - Testing Services	Testing Services
Popovich, John	Administrator-Office of Innovation & Learning Resources	Innovation & Learning Resources
Quassaunee, Laura	Director-Grants & Institutional Development	Grants Development
Rauso, Suzanne	Associate Director, Academic Advising	Advising
Reilly, Mary Beth	Executive Director, Enrollment Services	Student Affairs
Robinson, Richard	Programming Coordinator	Radio Station
Roma, Linda	Director, Workforce Training	Continuing & Professional Studies
Rudinski, Joan	Associate Registrar	Registration & Records
Rudinski, Nicholas	Coordinator, Workforce Development	Continuing & Professional Studies
Sanders, Kelli	Administrator, Events Management	Events Management
Scarangella, Susan	Institute Administrator	Health Sciences Office
Shaffery, Lynne	Associate Director, Regional Locations Hazlet	Brookdale At Hazlet
Shaloum, Jonathan	Director, Teaching & Learning Center	Teaching & Learning Center
Shanes, Scott	Manager, Healthcare Training	CPS Healthcare Training
Shea, Kathleen	Assistant Director, Admissions	Admissions
Silletti, Teresa	Confidential Administrative Assistant II	Continuing & Professional Studies
Siuzdak, Matthew	Executive Director, Finance	Finance & Operations Office
Smith, Charanne	Director, Student Basic Needs	Student Basic Needs
Sparaco, Anne Marie	Director, Special Projects	President's Office
Stamboni, Kathleen	Confidential Administrative Assistant	Human Resources
Stanford, Sheri	Assistant Director, College Readiness	Educational Partnerships
	Confidential Admin., Gov Affairs & Community Relations	Gov Affairs & Community Relations
Stathum, Michelle	Confidential Administrative Assistant II	Planning & Inst Effectiveness
Stengel, Maryann	Enrollment Management Administrator	Enrollment Management
Stockton, Lee	Payroll Administrator	Payroll
Sullivan, Emily	Assistant Director-Athletics & Recreation	Athletics
Taylor, Tricia	Associate Director, Regional Locations Freehold	Brookdale At Freehold
Terreros, Jorge	Director, International Education Center	International Education Center
Thomas, Janice	Supervisor-Library	Library
Thulen, Kelly	Assistant Director-Student Life & Activities	Student Life & Activities
Tierney, ErinMarie	Coordinator-Athletics & Recreation	Athletics
Tomkins, David	Associate Director, Admissions	Admissions
Torres, Jisenia	Manager, Purchasing	Purchasing
Van Lew, Kim	Supervisor-Performing Arts Center	Performing Arts Center
Vanderspiegel, Sherri	Director, EOF	EOF Office
Vanzant, Carla	Assistant Director, International Education Center	International Education Center
Wadych-Ketley, Lucyna		

Watts, Candice	Associate Director, Regional Locations Freehold	Brookdale At Freehold
Williams, Shanna	Coordinator, College Relations	College Relations
Wilson, Fidel	Director, One Stop	Enrollment Services
Wolf, Ian	Director, Student Conduct & Compliance	Student Conduct & Compliance
Worthley, Kristin	Director, Admissions	Admissions
Zambrano, Linda	Coordinator-Accounts Receivable	Accounts Receivable

* Positions will be extended from 10/1/22 through 6/30/23, with 100% College operational funds.

C. CHANGE OF STATUS

EXECUTIVE

- | | |
|-------------|--|
| Name: | James Crowder |
| Department: | STEM Institute |
| Position: | Institute Dean |
| Action: | Change in status from interim to regular position through bona fide search |
| New Salary: | FY23 salary to be determined |
| Effective: | 7/1/22 |

FACULTY

- | | |
|-------------|--|
| Name: | Thomas Ciancea |
| Department: | Nursing |
| Position: | Instructor |
| Action: | Change in status from temporary to regular position through bona fide search |
| New Salary: | \$65,151, subject to current contract negotiations |
| Effective: | 9/1/22 |
- | | |
|-------------|---|
| Name: | Christy DeVito |
| Department: | Education |
| Position: | Instructor, one-year, full-time temporary position |
| Action: | Extension of temporary position |
| New Salary: | \$63,717, salary subject to current contract negotiations |
| Effective: | 9/1/22 – 6/30/23 |
- | | |
|-------------|---|
| Name: | Kevin Squires |
| Department: | Computer Science |
| Position: | Instructor, one-year, full-time temporary |
| Action: | Extension of temporary position |
| New Salary: | \$63,717, salary subject to current contract negotiations |
| Effective: | 9/1/22 – 6/30/23 |

COACHES

1. Name: David Zoni
Department: Athletics
Position: Head Coach, Men's Lacrosse
Action: Change in status from Assistant Coach to Head Coach through bona fide search
New Compensation: \$6,625 per season
Dates: 6/1/22

C. SEPARATIONS**FACULTY**

1. Name: Carey Fox
Department: Biology
Position: Professor
Action: Retirement
Effective: 6/30/22, with retirement on 7/1/22

SUPPORT STAFF

1. Name: Robert Kolb
Department: Physical Plant/Utilities
Position: Senior Specialist, Facilities
Action: Resignation
Effective: 4/29/22
2. Name: Barbara Schmidt
Department: Chemistry
Position: Instructional Assistant, 10-month position
Action: Retirement
Effective: 6/30/22, with retirement on 7/1/22

2.2 Acceptance of Grants Executive Summary

A. **Funding Agency:** Office of the Secretary of Postsecondary Education

Program Title: Career Accelerator Internship Grant Program

Short Title: CAIGP

Goal/Purpose: To generate connections between Brookdale's students and New Jersey employers to foster mutually beneficial internship opportunities.

Brookdale will use the grant funds:

- To support a Career Technology platform to facilitate connections between students and internship opportunities
- To create marketing materials focused on recruiting students and employers for internship opportunities

Program Administrator: Jill Donovan, Director, Career Leadership and Transfer Pathways

Total \$ Award: \$13,613.64

Date Awarded: May 11, 2022

Recommendation:

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

RESOLUTION

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

	<u>Amount</u>
Office of the Secretary of Postsecondary Education <i>Career Accelerator Internship Grant Program</i>	\$13,613.64

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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

2.2 Application for Grants

Executive Summary

A. 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 \$ Requested: \$250,000

Date Submitted May 20, 2022

Recommendation:

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

*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 May 24, 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

May 31, 2022

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Able Mechanical Inc.	Commercial Kitchen Equipment Repair Services, Bid No. 21-13 / This contract is for year end commercial kitchen equipment repair services and is funded by the Dining Services Budget.	Bid	\$ 18,500.00 *
Chapter 12				
2	**See attached list of Engineers, Architects and Other Professionals	Architectural, Engineering and Other Professional Services, RFQ No. 05-2022 (FY23) / Notice was sent to 63 firms, received 34 replies. This is the 1st year of the contract with an option for a 2nd year renewal for pre-qualified firms to provide architectural, engineering, and other professional services. These contracts will be funded by Chapter 12 and various capital budgets.	RFQ	
3	Northeast Roof Maintenance, Inc.	CVA and Maintenance Buildings Roof Replacement, Bid No. 22-22 / Notice was sent to 19 vendors, received 10 replies. This contract is for the roof replacement of the CVA and Maintenance Buildings and is funded by Chapter 12. Low 2 bids were rejected due to non-compliance with a required bid form and insufficient bid security, respectively.	Bid	\$ 482,000.00
Grants				
4	Ladacin Network; Monmouth County Vocational School; Community Affairs and Resource Center; Literacy Volunteer of New Jersey	Adult Basic Education Skills/Literacy Program (FY23) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the reimbursement to the individual entities, which form the Monmouth County Adult Basic Skills Consortium. The Consortium was established to provide and support the adult basic education program. As the lead agency, the College reports to the New Jersey Department of Labor and is directed by the "Workforce Innovation and Opportunity Act"/Title II Program. These contracts are funded by the ABE/Literacy Grant. FY22 YTD \$121,770.	Exempt	\$ 186,000.00 *
5	Gourmet Dining LLC Compass Group USA	Management and Operation of Dining and Catering Services (FY23) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is the 2nd year of a 3 year contract with an option for a 4th and 5th year renewal for the management and operation of dining and catering services. The contract is funded by the Dining Services Budget and HEERF.	Exempt	\$ 160,000.00 *

6	Universal Protection Service LLC dba Allied Universal Security Services	Armed Guard Services (FY23) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for armed guard services for the Regional Locations. This contract is partially funded by a savings in salary, benefits, and substitute hourly workers for the current security guard lines in the Police Department Budget and HEERF. FY22 YTD \$123,229.	Exempt	\$	350,000.00	*
7	McGraw Hill LLC	ALEKS Placement Assessment for Students (FY23) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract with an option for a 2nd year renewal for the supply of on-line placement assessments and access to the Prep and Learning Module for students. This contract is funded by HEERF.	Exempt	\$	16,000.00	*
Operating						
8	**See attached list of vendors for student recruitment advertising services.	Student Recruitment Advertising (FY23) / Exempt 18:64A-25.5.a.(20) (Student recruitment and advertising). These are one year contracts for print, internet, outdoor and television recruitment advertising. These contracts are funded by the Institutional Marketing Budget, various grants, and departmental budgets. FY22 YTD \$147,000.	Exempt	\$	400,000.00	*
9	O'Connor & Drew, PC	Independent Audit Services, RFP No. 09-21 (FY23) / This is the 2nd year of a 2-year contract for independent audit services and is funded by the Operating Budget. FY22 \$84,000.	RFP	\$	86,000.00	
10	PKF O'Connor Davies, LLP	Internal Audit Services, RFP No. 10-21 (FY23) / This is the 2nd year of a 2-year contract for internal audit services and is funded by the Operating Budget. FY22 YTD \$12,000.	RFP	\$	75,000.00	*
11	Allied Account Services, Inc. HS Financial Group, LLC	Student Account Collection Services, RFP No. 11-22 (FY23) / Notice was sent to 14 vendors, received 6 replies. This is a one year contract with an option for a 2nd year renewal for collection services of student accounts placed into collection for non-payment of tuition and fees. These contracts are funded by the Operating Budget. FY22 YTD \$90,214.	RFP	\$	100,000.00	*
12	Enterprise Fleet Management (FM) Trust	Fleet Services Lease and Maintenance (FY23) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is the 4th year of the contract with an option for a 5th year renewal for the lease, maintenance and management of vehicles to replace College vehicles as they exceed their useful service life. Transitioning to a lease option will result in more flexibility in selecting the types of vehicles used, reduce maintenance costs, improve dependability and most importantly provide a safer and more functional fleet of vehicles. This contract is funded by the Operating Budget. FY22 YTD \$47,809.	Exempt	\$	57,100.00	*

13	Ellucian Inc.	IT Managed Services, RFP No. 11-21 (FY23) / This is the 2nd year of a 5-year contract for IT Managed Services and is funded by the IT Budget. FY22 \$2,753,796.	RFP	\$ 2,808,876.00
14	Transact Campus Inc. (formerly Blackboard)	Maintenance Renewal for Brookdale OneCard Solution (FY23) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is the 3rd year of a 3-year maintenance contract with an option to renew up to 2 additional years. This maintenance agreement supports the Brookdale OneCard solution which includes ID cards and the new cloud-based point of sale (POS) solution used throughout the campus. This contract is funded by the IT, Student Life & Activities Budgets, and Auxiliary Services. FY22 YTD \$113,134.	Exempt	\$ 100,000.00 *
15	SHI International Corporation Adobe Inc.	Adobe License Agreement (FY23) / Exempt 18A:64A-25.9 (State Contract). This is a 3-year State Contract for the Adobe License Agreement and is funded by the IT and Academic Affairs Budgets. FY22 \$50,156.	Exempt	\$ 56,146.70
16	N.J. Institute of Technology NJEdget.net	Internet Service Provider, VMWare Renewal and Membership Dues (FY23) / Exempt 18A:64A-25.10 (Joint purchases by County colleges, municipalities, or counties; authority). This is the 3rd year of a 3-year contract for internet services. NJ Institute of Technology/NJEDge.Net is a non-profit corporation of the New Jersey's Colleges and Universities President's Council and provides New Jersey's Statewide high-speed Internet network for colleges and universities. This contract provides an overall ISP bandwidth increase of 150%, a 900% bandwidth increase from each Regional Location to Lincroft, and an annual price increase of 7.2%. It also includes annual renewals of VMWare (virtual desktop), membership dues for NJEDge.Net co-op pricing, and other services. This contract is funded by the IT Budget. FY22 \$278,673.75.	Exempt	\$ 281,510.28
17	SHI International Corporation	Storage Array Network (SAN) Hardware and Software Maintenance (FY23) / Exempt 18A:64A-25.10 (Joint purchase by county colleges, municipalities, or counties; authority). This is a 3-year maintenance and service agreement for HPE Tech Care to support the primary and disaster recovery SAN which provide high availability access to consolidated, block-level data that support the critical business systems. This contract is funded by the IT Budget. Year 1 cost is \$33,853.98.	Exempt	\$ 101,773.50

18	International Business Machines Corporation	Software License Subscription (FY23) / Exempt 18A:64A-25.5.a.(3) (Sole Source). This is a one year contract for the IBM SPSS Statistics Campus Edition license subscription and support. This contract is funded by the IT and Academic Affairs Budgets. FY22 \$41,685.	Exempt	\$	42,840.00	
19	Hyland LLC	Image Now Software, Services and Maintenance (FY23) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for the software and technical services for ImageNow, CaptureNow and Adrenaline users in Admissions & Records, Recruitment, Counseling, Human Resources, and Finance & Operations. This contract is funded by the IT Budget. FY22 \$21,725.52.	Exempt	\$	25,092.97	
20	PowerSchool Group LLC	Software License for Applicant Tracking and Performance Management (FY23) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the annual renewal of the software license used by Human Resources to track job applicants' information. It also includes a new license subscription for PeopleAdmin Performance Management. This contract is funded by the Human Resources Budget. FY22 YTD \$51,005.	Exempt		Not to Exceed \$60,000.00	
21	Friedman Associates Advertising LLC	Personnel Recruitment and Advertising Services (FY23) / Exempt 18A:64A-25.5.a.(20) (Personnel recruitment and advertising). This is a one year contract for search and recruitment advertising services for executive level positions, as well as for faculty and management positions. This contract is funded by various departmental budgets. FY22 YTD \$53,020.	Exempt	\$	75,000.00	*
22	TEC Elevator Inc.	Elevator Maintenance Services and Repairs, Bid No. 22-16 (FY23) / Notice was sent to 12 vendors, received 5 replies. This is the 1st year of the contract with an option for a 2nd year renewal for elevator maintenance services and repairs. This contract is funded by the Facilities Budget and Chapter 12. FY22 YTD \$89,268.	Bid	\$	103,460.00	*
23	Premier Enterprises, LLC dba Premier Roofing	Roof Repairs and Replacement Services, Bid No. 22-18 (FY23) / Notice was sent to 14 vendors, received 4 replies. This is the 1st year of the contract with an option for a 2nd year renewal for roof repairs and replacement services. This contract is funded by the Facilities Budget and Chapter 12. FY22 YTD \$28,155.	Bid	\$	80,000.00	*

24	Ascend Construction Management, Inc.	Carpentry Services T&M, Bid No. 22-19 (FY23) / Notice was sent to 10 vendors, received 5 replies. This is the 1st year of the contract with an option for a 2nd year renewal for carpentry services. This contract is funded by the Facilities Budget and Chapter 12. FY22 YTD \$52,125.	Bid	\$	100,000.00	*
25	Automated Building Controls, Inc.	Building Automation and Control System Service, Maintenance, and Repairs T&M, Bid No. 22-20 (FY23) / Notice was sent to 9 vendors, received 1 reply. This is the 1st year of the contract with an option for a 2nd year renewal for building automation and control system service, maintenance, and repairs. This contract is funded by the Facilities Budget, Chapter 12 and HEERF. FY22 YTD \$276,203.	Bid	\$	413,120.00	*
26	Magic Touch Construction Co., Inc.	Masonry Services T&M, Bid No. 21-11 (FY23) / This is the 2nd year of a 2-year contract for masonry services. This contract is funded by the Facilities Budget and Chapter 12. FY22 YTD \$57,676.	Bid	\$	115,000.00	*
27	Burlew Mechanical, LLC	Plumbing Services T&M, Bid No. 21-17 (FY23) / This is the 2nd year of a 2-year contract for plumbing services. This contract is funded by the Facilities Budget and Chapter 12. FY22 YTD \$113,983.	Bid	\$	130,000.00	*
28	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing and Repairs, Bid No. 21-18 (FY23) / This is the 2nd year of a 2-year contract for fire alarm testing, inspection and repairs. This contract is funded by the Facilities Budget and Chapter 12. FY22 YTD \$105,641.	Bid	\$	133,314.00	*
29	C-3 Technologies LLC	Fuel Tank Compliance Testing and Services (FY23) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for compliance testing and services of the fuel tanks located on the Lincroft Campus and is funded by the Facilities Budget. FY22 YTD \$9,772.	Exempt	\$	20,000.00	*
30	Trane U.S. Inc.	Chiller Maintenance Services and Repairs (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for chiller maintenance services and repairs for the Lincroft Campus, Wall and Freehold Regional Locations. This contract is funded by the Facilities Budget and Chapter 12. FY22 YTD \$97,330.54.	Exempt	\$	98,000.00	*

31	Monmouth County (Shared Services)	Treated Salt, Vehicle Repairs, Tree Removal and Road Repair Services (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for supplies and services provided by Monmouth County and is funded by the Facilities Budget and various departmental budgets. FY22 YTD \$37,879.	Exempt	\$	65,000.00 *
32	Scientific Water Conditioning Co.	Water Treatment Services for the HVAC Systems / Exempt 18A:64A.25.9 (State Contract). This State Contract is for water treatment services for the HVAC systems and is funded by the Facilities Budget.	Exempt	\$	20,982.00
33	Electro Maintenance 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 *
34	Veritiv Operating Co.	Copy Paper, Miscellaneous Paper and Envelopes, Bid No. 22-23 (FY23) / Notice was sent to 7 vendors, received 1 reply. This is a 6-month contract for the supply and delivery of copy paper, miscellaneous paper, and envelopes. This contract is funded by the Printing Services Budget. FY22	Bid	\$	50,000.00 *
35		Motors, Pumps, Belts and Repairs, Bid 22-17 / Notice was sent to 6 vendors, received 1 reply. This bid has been rejected due to revisions of the specifications and exceeding the cost estimate.			

* Estimated expense based on historical data

** Separate attachment - List of Vendors

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

Item No. 2

**RFQ No. 05-2022, Architectural, Engineering and Other Professionals
1st year of a 2nd year contract**

- | | | |
|---|-----------------------------------|---------------------------------|
| • El Associates | • R2Architects | • Remington & Vernick Engineers |
| • Settembrino Architects | • DiCara Rubino Architects | • Netta Architects |
| • RSC Architects | • O&S Associates | • Colliers Engineering & Design |
| • PS&S, LLC | • Montrose Environmental | • Clarke Canton Hintz |
| • The Architects Alliance | • USA Architects | • DRG Architects |
| • Tectonic Engineering | • H2M Architects & Engineers Inc. | • Becht Engineering |
| • On Board Engineering Corp. | • T&M Associates | • DMR Architects |
| • Pinnacle Consulting & Construction Services | • Vanasse Hangen Brustlin, Inc. | • CME Associates |
| • French & Parrello Associates (FPA), PA | • E2 Project Management LLC | • Matrix New World Engineering |
| • Suburban Consulting Engineers | • Anser Advisory | • FKA Architects |
| | • SSP Architects | • FVHD Architects-Planners |
| | • Maitra Associates, PC | • LAN Associates |

Item No. 8

**Student Recruitment Advertising
EXEMPT**

- | | |
|---|-------------------------------|
| • Intersection | • M. Studio |
| • Clarus | • Beasley Media Group |
| • Comcast/Spotlight, dba EffectTV, NFL Network | • Industry Magazine |
| • Splendor | • Press Communications |
| • Meltwater | • Orange 142 |
| • Altice Media | • Gannett/LocaliQ |
| • Positive Expectations, Sem Geeks | • Newport Media Holdings |
| • Tenet Partners | • Ad Corp Media Group |
| • iHeart Media, Capstar Radio Operating Company | • NexStar/WPIX |
| • Core Studios | • Eatontown Monmouth Mall |
| • Iris Communications | • Newspaper Media |
| • Townsquare Media | • Niche |
| • Ally Marketing | • Keystone Academic Solutions |
| | • Tap Into Local |
| | • American Baseball LLC |
| | • Adcorp Media Group |

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending March 31, 2022, which totaled \$2,511,350.93. 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 May 24, 2022.

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting May 24, 2022.

Financial Overview at March 31, 2022

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

Revenue:

Compared to Budget

Total operating revenue through the month of March 2022 was \$65.7M and represents 82.1% of the FY22 budget of \$80M.

Compared to Prior Year

Operating revenue through March 2022 was 2.9% lower than the same time last year. The decrease in revenue is attributed to a \$4.1M decrease in tuition and fees, offset by a \$2.2M increase in other revenues which include: State appropriations, Continuing & Professional Studies, International Center, and interest earnings.

Expenditures:

Compared to Budget

Total operating expenditures through March 2022 were \$49.7M or 64.5% of the \$77M FY22 budget. As a point of reference, March is the ninth month of the current fiscal year and represents 75% of the annual budget.

Compared to Prior Year

Total operating expenses for the same period last year were \$48.9M compared to \$49.7M this year indicating an increase of operating costs of 1.8%.

Cash Balance:

At March 2022 the College's total cash position was \$36.9M, which represents a \$2.9M increase over the same time last year. The College's total interest earned as of the end of March was \$24,755.

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

	3/31/22	3/31/21	Change	% Change
Operating Revenue				
State of New Jersey	\$ 7,646,633	\$ 6,264,464	\$ 1,382,169	22.1%
County of Monmouth	15,020,264	15,020,264	-	0.0%
Student Tuition	30,744,337	34,207,170	(3,462,833)	-10.1%
Fees	9,766,099	10,441,991	(675,892)	-6.5%
Continuing & Professional Studies	2,044,103	1,406,726	637,377	45.3%
Miscellaneous	521,554	388,085	133,469	34.4%
	65,742,990	67,728,701	(1,985,710)	-2.9%
Operating Expenditures				
Academic Affairs	20,222,326	19,550,213	672,113	3.4%
Benefits	8,082,110	8,922,408	(840,298)	-9.4%
Finance & Operations	8,174,128	8,161,474	12,654	0.2%
Student Affairs	4,165,832	3,769,554	396,278	10.5%
General Expenses	2,695,496	3,037,027	(341,531)	-11.2%
Continuing & Professional Studies	1,575,585	1,483,605	91,980	6.2%
Utilities	1,546,676	1,094,580	452,096	41.3%
Human Resources & Organizational Safety	1,555,222	1,272,648	282,574	22.2%
Planning & Institutional Effectiveness	299,750	292,066	7,684	2.6%
President & Board of Trustees	413,537	349,162	64,375	18.4%
Advancement Division	1,014,338	938,981	75,357	8.0%
	49,745,000	48,871,718	873,283	1.8%
Surplus/(deficit)	15,997,990	18,856,983	(2,858,993)	
Auxiliary				
Receipts	812,515	387,419	425,096	109.7%
Disbursements	1,095,170	683,076	(412,095)	-60.3%
Surplus/ (deficit) - Auxiliary	\$ (282,655)	\$ (295,656)	\$ 13,001	

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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 7,646,633	\$ 10,285,798	\$ (2,639,165)	74.3%
County of Monmouth	15,020,264	20,027,019	(5,006,755)	75.0%
	22,666,897	30,312,817	(7,645,920)	74.8%
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	12,059,656	12,999,568	(939,912)	92.8%
Spring 11	848,258	785,504	62,754	108.0%
Spring 7A & 7B	77,022	27,500	49,522	280.1%
Summer I	711,193	1,542,617	(831,424)	46.1%
Summer II	535,876	1,641,988	(1,106,112)	32.6%
	30,744,337	33,822,318	(3,077,981)	90.9%
Fees:				
Fees (Technology, Capital, Facilities)	7,207,711	8,251,378	(1,043,667)	87.4%
Application Fee	123,600	165,000	(41,400)	74.9%
Installment Plan Fee	115,015	145,000	(29,985)	79.3%
Lab Fees	2,263,751	2,374,929	(111,178)	95.3%
Late Fees	20,100	21,500	(1,400)	93.5%
Transcript Fee	35,531	60,000	(24,469)	59.2%
Bad Check Fee	390	1,000	(610)	39.0%
	9,766,099	11,018,807	(1,252,708)	88.6%
Continuing & Professional Studies:				
Contract Training Direct Pay	114,145	226,342	(112,197)	50.4%
Alternate Route	129,450	85,180	44,270	152.0%
Healthcare Services	851,989	840,504	11,485	101.4%
Business & Career Training	248,601	263,325	(14,724)	94.4%
Computer Training	115,059	135,460	(20,401)	84.9%
CTE Grant	331,129	488,766	(157,638)	67.7%
Trips / Excursions	17,070	140,599	(123,529)	12.1%
Misc. Open Enrollment Programs	171,468	300,735	(129,267)	57.0%
Summer Adventure Camps	38,838	75,000	(36,162)	51.8%
Accelerated Career & Technology	26,379	26,605	(226)	99.2%
	2,044,103	2,582,516	(538,413)	79.2%
Miscellaneous:				
Indirect Cost Recovery	248,317	250,000	(1,683)	99.3%
Other Departmental Revenue	2,115	3,500	(1,385)	60.4%
Miscellaneous	4,645	10,000	(5,355)	46.4%
International Center	241,722	350,000	(108,278)	69.1%
Reserves	-	1,715,000	(1,715,000)	0.0%
Interest Income	24,755	15,000	9,755	165.0%
	521,554	2,343,500	(1,821,946)	22.3%
Total	\$ 65,742,990	\$ 80,079,958	\$ (14,336,968)	82.1%

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 20,222,326	\$ 30,133,917	\$ 9,911,591	67.1%
Benefits	8,082,110	15,622,856	7,540,746	51.7%
Finance & Operations	8,174,128	11,726,799	3,552,671	69.7%
Student Affairs	4,165,832	6,929,731	2,763,899	60.1%
General Expenses	2,695,496	3,261,491	565,995	82.6%
Continuing & Professional Studies	1,575,585	2,557,218	981,633	61.6%
Utilities	1,546,676	2,287,836	741,160	67.6%
Human Resources & Organizational Safety	1,555,222	2,406,521	851,299	64.6%
Planning & Institutional Effectiveness	299,750	382,145	82,395	78.4%
President & Board of Trustees	413,537	521,902	108,365	79.2%
Advancement Division	1,014,338	1,270,104	255,766	79.9%
	49,745,000	77,100,520	27,355,520	64.5%
Salaries & Wages	29,841,545	44,424,473	14,582,928	67.2%
Other Expenses	19,903,455	32,676,047	12,772,592	60.9%
	\$ 49,745,000	\$ 77,100,520	\$ 27,355,520	64.5%

May 4, 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 has all the products in hand for the construction. The contractor anticipates commencing construction as soon it does not interrupt classes.

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.

Our office is currently finalizing the heat pump locations for the E-Sports room. *We anticipate submitting 90% plans by May 6 and subject to the approval of the college, finalizing plans within 10 days thereafter.*



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

Brief: Facilities Overview as of May 24, 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"> Construction started on April 11. Change orders against allowance submitted to college and architect for review.
Wellness Center	Posen Architects	TBD	<ul style="list-style-type: none"> Contract sent to M&M Construction. Kick off meeting to be scheduled.
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> Meeting held on April 29 with VP Finance & Facilities to show progress. Meeting with Landscape Architects on May 9. Bi-monthly committee meetings to start on May 20.
CVA and Maintenance Roof	DRG	TBD	<ul style="list-style-type: none"> Pre-bid meeting held on May 2. Addendum issued on May 10 with anticipated approval at May F&F meeting.
ATeC & MAS Drainage	Colliers	TBD	<ul style="list-style-type: none"> Performed two site visits recently during rain fall to determine flow patterns. Finishing hydraulic and hydrologic analysis. Once analysis completed construction documents will be created.

Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> Fencing around Lot was installed on May 2 for project. Lot 5 to be closed until end of June. Lot 6 and 6a will start after Lot 5 and will be closed until end of August.
Modernization of Lincroft Elevators	USA Architects		<ul style="list-style-type: none"> Inspections scheduled April 12, 13, and 14 with VTX (Vertical Transportation Excellence) consultants. Freehold Campus elevators to be added to project list.

Projects in-planning stage:

- Relocation of Culinary to Lincroft

4.3 Acceptance of Brookdale Community College's FY21 Radio Station (WBJB-FM) Audit

Pursuant to the requirements of the grantor, Corporation for Public Broadcasting (CPB), an audit was performed on the financial accounts of the College's Radio Station, WBJB-FM, for fiscal year ending June 30, 2021. The Board of Trustees authorized O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2021, at the May 25, 2021, meeting.

An audit of the College's radio station for the year ended June 30, 2021, is herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and members of the Audit Committee of the Board of Trustees.

WBJB-FM RADIO
(a Public Radio Station Operated by
Brookdale Community College)

FINANCIAL STATEMENTS AND
MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2021

WBJB-FM RADIO
(a Public Radio Station Operated by Brookdale Community College)

**Financial Statements and Management's
Discussion and Analysis**

June 30, 2021 and 2020

C O N T E N T S

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INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Brookdale Community College
Lincroft, New Jersey

Report on Financial Statements

We have audited the accompanying financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) ("the Station"), which comprise the statements of net position as of June 30, 2021 and 2020, the related statements of revenues, expenses, and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Station as of June 30, 2021 and 2020, and the respective changes in net position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of a Matter

As more fully discussed in Note 1, the financial statements of the Station are intended to present the net position, revenues, expenses and changes in net position and cash flows that are attributable to the transactions of one department of Brookdale Community College. They do not purport to, and do not, present fairly the financial position of Brookdale Community College as of June 30, 2021 and 2020, and the changes in its financial position and its cash flows for each of the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audits of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated **DATE**, on our consideration of the Station's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Station's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Brookdale Community College's internal control over financial reporting and compliance.

**Certified Public Accountants
Braintree, Massachusetts**

DATE

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited)
For the Years Ended June 30, 2021, 2020, and 2019

Introduction and Reporting Entity

The following Management's Discussion and Analysis is an overview of the financial condition and operations of WBJB-FM Radio (the "Station") for the years ended June 30, 2021, 2020, and 2019. This discussion is supplemental to, and should be read with, the financial statements and related footnotes that follow this section.

WBJB-FM Radio is a public radio station operated by Brookdale Community College (the "College"). The Station first broadcasted on January 13, 1975. The Station currently reaches approximately 20,000 listeners on a weekly basis, featuring informational top of the hour National Public Radio ("NPR") newscasts and local features which include traffic, news, weather, community bulletin boards, public service announcements, and pertinent College information – all of which is integrated into the Adult, Album Alternative musical format, publicly providing informative, educational and artistic programming. As of March 2010, the Station broadcasts three multicast HD channels: 90.5 The NIGHT, FM Flashback, and student-run Brookdale Student Radio, along with an online-only stream, Altrok Radio.

General Financial Information

The Station's basic financial statements include the statements of net position, statements of revenues, expenses and changes in net assets, and statements of cash flows. The financial statements are prepared in accordance with the accounting principles established by the Governmental Accounting Standards Board ("GASB").

Summary of Assets and Liabilities

Assets and liabilities for the years ended June 30, were as follows:

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>Change 2021-2020</u>
Assets				
Current assets	\$ 6,565	\$ 34,222	\$ 155,428	\$ (27,657)
Net capital assets	-	-	2,005	-
Total assets	<u>6,565</u>	<u>34,222</u>	<u>157,433</u>	<u>(27,657)</u>
Current liabilities	<u>\$ 198,282</u>	<u>\$ 26,255</u>	<u>\$ -</u>	<u>\$ 172,027</u>

The increase in current liabilities of \$172,027 was due to an increase in unearned revenue. The decrease in current assets of \$27,657 was due to the following:

- A decrease of \$24,992 in the due from the Brookdale Community College account.
- An increase of \$3,400 in the due from customers account.
- A decrease of \$6,065 in various prepaid expenses.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited) - Continued
For the Years Ended June 30, 2021, 2020, and 2019

Summary of Revenues, Expenses, and Changes in Net Position

The Station receives its revenue from three major sources: College Support and Appropriation, Service Revenue (membership and underwriting), and Corporation for Public Broadcasting Grants.

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>Change</u> <u>2021-2020</u>
Operating Revenues:				
CPB Grant	\$ 91,575	\$ 100,132	\$ 88,514	\$ (8,557)
Underwriting Revenue	36,005	56,160	71,104	(20,155)
Contributions	145,107	90,387	133,239	54,720
Contribution In-Kind	75,250	71,822	66,822	3,428
Institutional & Administrative College Support	15,892	16,562	18,895	(670)
Total Operating Revenues	<u>363,829</u>	<u>335,063</u>	<u>378,574</u>	<u>28,766</u>
Operating Expenses:				
Programming and Production	410,357	402,483	398,930	7,874
Broadcasting	220,617	218,901	199,672	1,716
Program Information	13,578	11,341	8,273	2,237
Management and General	99,755	94,525	110,740	5,230
Fundraising & Membership Development	8,100	8,856	12,230	(756)
Depreciation	—	2,005	2,005	(2,005)
Total Operating Expenses	<u>752,407</u>	<u>738,111</u>	<u>731,850</u>	<u>14,296</u>
Operating Loss	(388,578)	(403,048)	(353,276)	14,470
Nonoperating Revenues:				
Federal Grant	—	75,000	—	(75,000)
General College Appropriation	<u>188,894</u>	<u>178,582</u>	<u>349,525</u>	<u>10,312</u>
Net NonOperating Revenues	<u>188,894</u>	<u>253,582</u>	<u>349,525</u>	<u>(64,688)</u>
Change in Net Position	(199,684)	(149,466)	(3,751)	(50,218)
Net Position:				
Net Position as of Beginning of Year	<u>7,967</u>	<u>157,433</u>	<u>161,184</u>	<u>(149,466)</u>
Net Position as of End of Year	\$ <u>(191,717)</u>	\$ <u>7,967</u>	\$ <u>157,433</u>	\$ <u>(199,684)</u>

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited) - Continued
For the Years Ended June 30, 2021, 2020, and 2019

Results of Operations

In fiscal year 2021, total operating revenues increased by \$28,766 or 8.59% over year 2020 total operating revenues. CPB grant revenue decreased by \$8,557 or 8.55%. Other service revenue increased by \$37,232 or 15.89%.

Operating expenses increased by \$14,296 or 1.94%. The operating loss increased by \$14,470.

As a public radio station and NPR member station, 90.5 the Night's mission is to broadcast local news, music and information in the interest of its community of local listeners. Similar to many public radio stations around the country, 90.5 the Night holds two on-air membership campaigns per year for the purpose of generating member donations to help support programming and operations.

90.5 the Night's member dollars and a community service grant, awarded by CPB, affords the station the opportunity to continue to bring a unique mix of music and local news to the Jersey Shore area.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Statements of Net Position
As of June 30,

	<u>2021</u>	<u>2020</u>
ASSETS		
Current assets:		
Due from Brookdale Community College	\$ —	24,992
Accounts receivable	6,565	3,165
Prepaid expenses	<u>—</u>	<u>6,065</u>
Total current assets	<u>6,565</u>	<u>34,222</u>
LIABILITIES		
Current liabilities:		
Due to Brookdale Community College	39,517	—
Unearned revenue	<u>158,765</u>	<u>26,255</u>
Total current liabilities	<u>198,282</u>	<u>26,255</u>
NET POSITION		
Unrestricted	<u>(191,717)</u>	<u>7,967</u>
Total Liabilities and Net Position	<u><u>\$ 6,565</u></u>	<u><u>34,222</u></u>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Statements of Revenues, Expenses, and Changes in Net Position
For the Years Ended June 30,

	<u>2021</u>	<u>2020</u>
Operating revenues:		
CPB Grant	\$ 91,575	100,132
Underwriting	36,005	56,160
Contributions	145,107	90,387
Contributions in-kind	75,250	71,822
Institutional and administrative College support	<u>15,892</u>	<u>16,562</u>
Total operating revenues	<u>363,829</u>	<u>335,063</u>
Operating expenses:		
Programming and production	410,357	402,483
Broadcasting	220,617	218,901
Program information	13,578	11,341
Management and general	99,755	94,525
Membership development	8,100	8,856
Depreciation	<u>—</u>	<u>2,005</u>
Total operating expenses	<u>752,407</u>	<u>738,111</u>
Operating loss	(388,578)	(403,048)
Nonoperating revenues:		
Federal Grant	—	75,000
General College appropriation	<u>188,894</u>	<u>178,582</u>
Total nonoperating revenues	<u>188,894</u>	<u>253,582</u>
Change in net position	(199,684)	(149,466)
Net position:		
Net position as of beginning of year	<u>7,967</u>	<u>157,433</u>
Net position as of end of year	<u>\$ (191,717)</u>	<u>7,967</u>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Statements of Cash Flows
For the Years Ended June 30,

	<u>2021</u>	<u>2020</u>
Cash flows from operating activities:		
Payments to suppliers	\$ (181,112)	(178,473)
Payments for employee salaries and benefits	(575,022)	(559,638)
Underwriting	36,005	56,160
Contributions	423,768	311,675
Institutional and administrative College support	15,892	16,562
CPB Grant	<u>91,575</u>	<u>100,132</u>
Net cash used in operating activities	<u>(188,894)</u>	<u>(253,582)</u>
Cash flows from noncapital financing activities:		
Federal grant	—	75,000
General College appropriation	<u>188,894</u>	<u>178,582</u>
Net Cash Provided by Noncapital Financing Activities	<u>188,894</u>	<u>253,582</u>
Net change in cash and equivalents	—	—
Cash and equivalents as of beginning of year	<u>—</u>	<u>—</u>
Cash and equivalents as of end of year	<u><u>\$ —</u></u>	<u><u>—</u></u>
Reconciliation of operating loss to net cash used in operating activities:		
Operating loss	\$ (388,578)	(403,048)
Adjustment to reconcile operating loss to net cash used in operating activities:		
Depreciation	—	2,005
Change in assets and liabilities:		
Prepaid expenses	6,065	(96)
Accounts receivable	(3,400)	61,756
Unearned revenue	132,510	9,550
Due from CPB Grant	—	26,255
Due from Brookdale Community College	<u>64,509</u>	<u>49,996</u>
Net cash used in operating activities	<u><u>\$ (188,894)</u></u>	<u><u>(253,582)</u></u>
Supplemental Information:		
Contributions in-kind	<u><u>\$ 75,250</u></u>	<u><u>71,822</u></u>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Notes to the Financial Statements
For the Years Ended June 30, 2021 and 2020

(1) Organization and Summary of Significant Accounting Policies

Organization

WBJB-FM Radio (the “Station”) is a department of Brookdale Community College (the “College”). The College does not routinely produce separate financial statements for its departments; however, for purposes of complying with the Corporation for Public Broadcasting’s financial reporting guidelines, the accompanying financial information is presented as if the Station is a separate entity. In order to obtain the accounting information necessary to produce the accompanying financial statements, common expense items of the College were allocated to the Station.

The Governor of New Jersey declared a state of emergency from March 2020 to June 2021 due to the COVID-19 outbreak. The Station does not perform any essential services. The Station did continue to operate in a limited capacity after the start of the emergency. The COVID-19 crisis created volatility in the financial markets and the overall economy.

Summary of Significant Accounting Policies

Basis of Presentation

The accounting policies of the Station conform to accounting principles generally accepted in the United States of America as applicable to colleges and universities, along with all applicable Governmental Accounting Standards Board (“GASB”) pronouncements.

Net Position

The College classifies its resources into three net position categories:

- ***Net Investment in Capital Assets*** – Capital assets, net of accumulated depreciation.
- ***Unrestricted*** – All other categories of net position. Unrestricted net position may be designated by actions of the Station’s Board of Trustees.
- ***Restricted:***

Nonexpendable- Net position subject to externally-imposed stipulations that must be maintained permanently by the Station.

Expendable- Net position whose use by the Station is subject to externally-imposed stipulations that can be fulfilled by actions of the Station pursuant to the stipulations or that expire by the passage of time.

The Station did not have any restricted net position as of June 30, 2021 or 2020.

Equipment

Equipment is recorded at cost or, in the case of donated equipment, at estimated fair value at date of receipt. Depreciation is recorded on a straight-line basis over the estimated useful lives of the respective assets, which range from 5 to 10 years.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Notes to the Financial Statements - Continued
For the Years Ended June 30, 2021 and 2020

(1) Organization and Summary of Significant Accounting Policies (continued)

Summary of Significant Accounting Policies (continued)

Cash and Equivalents

Cash and equivalents include all highly liquid investments with maturities of three months or less.

Accounts Receivable

The adequacy of the allowance for doubtful accounts is reviewed on an ongoing basis by the Station's management and adjusted as required. The policy for determining past due or delinquency status of accounts receivable is based upon how recently payments have been received. Management believes all amounts are collectable and, as a result, has not reflected an allowance for doubtful accounts for the years ended 2021 and 2020.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of support and revenue and expenses during the reporting period. Actual results could differ from these estimates.

Financial Dependency

The Station receives appropriations and support from the College, and is economically dependent on these amounts to carry on its operations.

Unearned Revenue

Amounts received from grants which have not yet been earned under the terms of the agreements are recorded as unearned grant revenue in the accompanying statements of net position. Unearned revenue will be recorded as revenue as the services are provided.

Contributions

Contributions are recognized as revenue when the conditions contained in the respective agreements have been met. Contributions are conditional if there is a barrier that must be overcome before the recipient is entitled to the asset transferred and the donor has the right to request the asset back if it was not properly used.

Unconditional contributions received are recorded as unrestricted or restricted, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in unrestricted net position if the restrictions expire in the reporting period in which the contribution is recognized. All other donor-restricted contributions are reported as an increase in restricted net position.

Cares Assistance

The Corporation for Public Broadcasting Board of Directors approved a distribution plan for the \$75 million of emergency stabilization funds for public media included in the Coronavirus Aid, Relief, and Economic Security Act, which was signed into law on March 27, 2020. The Station was awarded \$75,000 stabilization funds which were based on comparisons of current revenues and costs for the year ended June 30, 2020. No funds were awarded during fiscal year 2021. The funds are considered unrestricted and have no expenditure period.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Notes to the Financial Statements - Continued
For the Years Ended June 30, 2021 and 2020

(1) Organization and Summary of Significant Accounting Policies (continued)

Summary of Significant Accounting Policies (continued)

Service Revenue

Service revenue is recognized once the services have been provided.

Classification of Revenues

The Station has classified its revenues as either operating or nonoperating revenues in accordance with the guidelines established by GASB Statement No. 34.

Income Taxes

The College is exempt from income taxes under Section 115 of the Internal Revenue Code, as amended. As a department of the College, the Station is also exempt from income taxes.

(2) Capital Assets

The following is a summary of capital assets as of June 30,:

	<u>Balance</u> <u>June 30, 2020</u>	<u>Additions</u>	<u>Balance</u> <u>June 30, 2021</u>
Capital asset:			
Equipment	\$ 689,748	-	\$ 689,748
Less accumulated depreciation:			
Equipment	689,748	-	689,748
Total	\$ -	-	\$ -
	<u>Balance</u> <u>June 30, 2019</u>	<u>Additions</u>	<u>Balance</u> <u>June 30, 2020</u>
Capital asset:			
Equipment	\$ 689,748	-	\$ 689,748
Less accumulated depreciation:			
Equipment	687,743	(2,005)	689,748
Total	\$ 2,005	(2,005)	\$ -

Depreciation expense for the year ended June 30, 2020 was \$2,005. There was no depreciation expense during the year ended June 30, 2021.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Notes to the Financial Statements - Continued
For the Years Ended June 30, 2021 and 2020

(3) Fringe Benefits

Fringe benefits for the Station employees are included in the College appropriation for the years ended June 30, 2021 and 2020.

(4) Contributions

Contributions represent the valuation of the rental costs associated with the commercial FM radio facilities similar to those operated by WBJB-FM and installed on the Crown Castle Transmission Facility located on the College's Lincroft campus. Contributions were \$71,250 and \$71,822 for the years ended June 30, 2021 and 2020, respectively.

(5) Operating Expenses

The Station's operating expenses, on a natural classification basis, are composed of the following for the years ended June 30,:

	2021	2020
Compensation and benefits	\$ 575,022	\$ 557,633
Supplies and services	177,385	178,473
Depreciation	<u>-</u>	<u>2,005</u>
	<u>\$ 752,407</u>	<u>\$ 738,111</u>

(6) Contingencies

All funds expended by the Station in connection with government grants are subject to review or audit by governmental agencies. In the opinion of management, any liability resulting from a review or audit would not have a significant impact on the financial statements of the Station.

(7) Operating Activities and Management Plans

In fiscal years 2021 and 2020, the Station has experienced operating losses and had a net deficiency in assets at June 30, 2021 of approximately \$192,000. As of June 30, 2021, the Station's current liabilities exceeded its current assets by approximately \$192,000. These factors indicate that future cash flows would be not sufficient for the Organization to meet its obligations as they become due in the ordinary course of business for a period of 12 months following the date that the financial statements were available to be issued.

As mentioned in Note 1, the Station is a department of the College. As such, the College allocates certain appropriations each fiscal year. Management has determined that the College would increase appropriations to meet payment on current liabilities. As a result, concerns over the Station's operating activities were alleviated at June 30, 2021.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING AND
COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH
*GOVERNMENT AUDITING STANDARDS***

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Trustees of
WBJB-FM Radio
A Public Radio Station Operated by Brookdale Community College
Lincroft, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) (the "Station"), which comprise the statement of net position as of June 30, 2021, and the related statements of revenue, expenses, and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements and have issued our report thereon dated **DATE**.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Station's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Station's internal control. Accordingly, we do not express an opinion on the effectiveness of the Station's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Station's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audits and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Station's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Station's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**Certified Public Accountants
Braintree, Massachusetts**

DATE

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2022 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE 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