



Board of Trustees Public Business Meeting

Brookdale Community College

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

Nov 15, 2022 5:30 PM - Nov 15, 2022 8:30 PM EST

Table of Contents

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

Making Public Comment

II. Pledge of Allegiance

III. Moment of Silence

IV. Adoption of Agenda

V. Board of Trustees Annual Reorganization

A. Election of Officers of the Board of Trustees

B. Establishment of a Regular Meeting Schedule of the Board of Trustees

1. Discussion of Board Schedule

2. Adoption of 2023 Board of Trustees Annual Calendar & Designation of

Public Notice Requirements.....4

Annual Board Calendar 2023 Resolution.docx.....4

C. Discussion of Appointment of Standing Committees

D. Annual Signing of the Code of Ethics of Brookdale Community College.....6

1.7060 Code of Ethics for Trustees with Acknwldgmt Form Code of Conduct -

approved.docx.....6

E. Annual Report of College

VI. President's Report

VII. Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee

1. Capital Project Update

2. Monthly Financial Reporting

B. Student Success & Educational Excellence Committee

C. Foundation Update

D. Governance Committee

E. Student's Perspective

F. ACCT National Leadership Congress

G. NJCCC Update

VIII. Public Comment on Agenda Items

IX. Review of Consent Agenda

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

A. Acceptance of Consent Agenda

X. Approval of Public Business Meeting Minutes - October 25, 2022.....11

BOT PBM Minutes October 25 2022 DRAFT .docx.....11

XI. Approval of Consent Agenda

A. Approval of Human Resources.....23

BOT HR Nov 2022.docx.....23

B. Acceptance of Grants.....25

111522-2.1 Acceptance of Grants-CCOG.docx.....25

C. Application for Grants.....27

111522-2.2-Application for Grants-Culinary and Hospitality.docx.....27

D. Purchases in Excess of \$37,500 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500.....28

11-15-22 4 2.doc.....28

E. Open Invoice Payment Requests for Vendor, Student and Employee.....32

11-15-22 4 2c AP Check Register Summary.doc.....32

F. Monthly Financial Reports.....33

11-15-22 4 1 Financial Reporting.doc.....33

G. Capital Project Update.....38

11-15-22 Brookdale Engineering Status Rpt_Nov2022.pdf.....38

11-15-22 Facilities Brief M Naparlo.docx.....39

XII. Approval of Academic Calendars.....41

Academic Calendars Board Brief.docx.....41

2022-2023 Academic Calendar-REVISED SUII for BOT approval (002).docx.....42

2023-2024 Academic Calendar-for BOT approval.docx.....44

2024-2025 Academic Calendar-for BOT approval.doc.....46

2025-2026 Academic Calendar-for BOT approval.doc.....48

XIII. Public Comment

XIV. Old/New Business

XV. Adjournment

XVI. Appendix	50
Board Schedule, Board Committees	
Committees 2022 08-31-22.docx.....	50
BOT 2022 ALI meetings schedule v8 11-11-22.docx.....	51
BOT Dates for Packet Nov 2022 to Dec 2022.docx.....	52
.....	53

RESOLUTION

NOW THEREFORE BE IT RESOLVED the Board of Trustees of Brookdale Community College adopts the public meeting calendar for 2023.

BOARD OF TRUSTEES MEETING DATES 2023			
MONTH	Day	DATE	LOCATION – Subject to Change (Notice will be given if changed)
January	Tuesday	January 24, 2023	Student Life Center, Navesink Rooms
February	Tuesday	February 28, 2023	Student Life Center, Navesink Rooms
March	Tuesday	March 28, 2023	Student Life Center, Navesink Rooms
April	Tuesday	April 25, 2023	Student Life Center, Navesink Rooms
May	Tuesday	May 30, 2023	Student Life Center, Navesink Rooms
June	Tuesday	June 27, 2023	Student Life Center, Navesink Rooms
July		No meeting	Student Life Center, Navesink Rooms
August	Tuesday	August 22, 2023	Student Life Center, Navesink Rooms
September	Wednesday	September 26, 2023	Student Life Center, Navesink Rooms
October	Tuesday	October 24, 2023	Student Life Center, Navesink Rooms
November	Tuesday	November 28, 2023	Student Life Center, Navesink Rooms
December	Tuesday	December 19, 2023	Student Life Center, Navesink Rooms

The Public Meeting of the Board will begin at 5:30 PM. (Notice will be given if there is a time change).

BE IT FURTHER RESOLVED that the Board of Trustees does hereby designate as official newspapers to receive notices of meetings the following:

The Asbury Park Press

The Star-Ledger

BE IT FURTHER RESOLVED that all required notices of meetings of the Board of Trustees shall be posted on the bulletin board on the first floor of the Brookdale Administrative Center and on the College website.

BET IT FURTHER RESOLVED that a copy of all notices of the meeting of the Board of Trustees shall be filed with the Clerk of the County of Monmouth.

November 15, 2023 – Annual 2023 Board of Trustees Public Business Meeting Calendar for consideration by the Board of Trustees

BE IT FURTHER RESOLVED that any person may request in writing that the Board of Trustees mail them a copy of the notice of any meeting of the Board of Trustees during the annual year of 2023. All requests made pursuant to this paragraph shall terminate on December 31, 2023.

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

1.7060 Code of Ethics for Trustees of Brookdale Community College

I. Title of Policy

Code of Ethics for Trustees of Brookdale Community College

II. Objective of Policy

To establish a Code of Ethics for the conduct of all Trustees of Brookdale Community College.

III. Authority

N.J.S.A. 18A:64A-12; Executive Order No. 2 issued by Governor Murphy on January 17, 2018 and Board of Trustee Bylaw 1.7060 Code of Ethics for Trustees of Brookdale Community College.

IV. Policy Statement

The Board of Trustees of Brookdale Community College will comply with the following Code of Ethics:

- A. A primary function of the Board of Trustees is to establish the policies and the goals of the institution and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals, but the administration of the College's operations shall be left to the President and the President's staff.
- B. A Trustee shall devote time, thought, and study to the duties and responsibilities of a community college trustee so as to render effective and creditable decision making and service.
- C. A Trustee shall complete professional development requirements established from time to time by the State of New Jersey or by the College in a timely manner, to ensure they have the expertise to fulfill their responsibilities...
- D. One of the basic tenants of effective trusteeship is the recognition that governing authority rests with the entire board. As an individual, a Trustee has no legal authority outside of the meetings of the Board and should conduct him/herself accordingly with College staff, local citizens, and facets of the community. The board's voice is expressed through the policies and actions taken in its official meetings. An individual member cannot bind the Board outside of such meetings.

E. No College Trustee should accept from any person, directly or indirectly, or through his/her spouse or any member of his/her family any gift, favor, service, employment, or other things of value under circumstances from which it might be reasonably inferred or which he/she knows or has reasons to believe is offered to him/her with intent to influence his/her public duties and responsibilities.

F. No College Trustee should knowingly act in an official capacity, by voting or otherwise, on any College matter in which he/she has an interest.

G. No College Trustee should act as an officer or agent of the College for the transaction of any business with himself/herself or in which he/she has an interest.

H. No College Trustee should willfully disclose to any person or party for pecuniary gain any information not generally available to members of the public which he/she receives or acquires in the course of his/her official duties.

I. No College Trustee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which might reasonably be expected to impair his/her objectivity or independence of judgment, or which is otherwise in substantial conflict with the proper discharge of his/her duties in the public interest.

J. No College Trustee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself/herself or others.

K. No College Trustee should act in his/her official capacity in any matter wherein he/she has a direct or indirect interest that might reasonably be expected to impair his/her objectivity or independence of judgment.

L. No member of the Board of Trustees, including the President of the College, nor any member of the immediate families of such officials, shall do business, directly or indirectly, with the institution that they govern or by which they are employed. For purposes of this section, "member of the immediate family" shall mean the official's spouse, domestic partner, partner in a civil union, child, parent or sibling residing in the same household.

M. The prohibitions in L, above, shall also apply to any firm, association or partnership by which the College President or Trustee is employed, from which the President or College Trustee receives compensation, or of which the President or College Trustee owns or controls more than one percent of the profits or assets of that firm, association or partnership. Such prohibitions shall also apply to shareholders, associates or professional employees of a professional service corporation regardless of the extent or amount of their shareholder interest in such a corporation.

N. A President or College Trustee who is currently involved in a business relationship that is prohibited by this Policy shall be given 120 days to terminate the prohibited

business relationship or to resign from public office. Failure to comply with the terms set forth in sections L through N, above, shall constitute good cause for the removal from employment or office of the College President or College Trustee.

Disclosure of Potential Conflict

A. Disclosure of the precise nature of the interest or involvement, at first knowledge of the transaction, should be required in the event that the Board must consider any College matter which also involves:

1. A member of the Board of Trustees or a member of his/her family (defined as spouse domestic partner, partner in a civil union, child, parent, or sibling residing in the same household); and/or
2. An organization with which a member of the Board of Trustees is affiliated.

B. Disclosure should be further required of Board members concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the institution.

C. The Executive Director of the State Executive Commission on Ethical Standards is hereby authorized to grant an exception from the terms sections L through N, above, if, in the judgment of the Executive Director, the entity that employs, provides compensation or is owned in part by the College Trustee is one with which the College may contract with pursuant to N.J.S.A. 52:13D-19 and N.J.S.A. 52:34-10, or where the public interest requires that an exception be made.

Enforcement

A. Violations of this Code of Conduct may also constitute cause for removal of an appointed member of the Board of Trustees pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board and/or the appropriate appointing authority. The Board of Trustees will follow Board Policy 1.7070 Trustee Conduct to report trustee misconduct to the appointing authority.

B. Board members will annually sign a statement affirming the Code of Ethics and their intention to fully comply with same.

C. The members of the Board of Trustees will comply annually with public law with regard to the filing of financial disclosure statements.

The following definitions shall have the following meanings with regard to the Code of Ethics for Trustees of Brookdale Community College:

“College Matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against, or with Brookdale Community College or which requires any official action by the Board of Trustees, its officers, or employees.

“College Trustee” means any person who is a member of the Board of Trustees of Brookdale Community College. This includes the President, who by appointment is an ex-officio member of the Board of Trustees.

“Interest” means any personal, financial, economic, property, or other concern amounting to a right, advantage, share, or portion coming either directly or indirectly to a Trustee singularly or in affiliation with any person or party as defined herein.

“Member of the immediate family” will mean the official’s spouse, domestic partner, partner in a civil union, child, parent or sibling residing in the same household.

“Domestic partner” shall mean “domestic partner” as defined in P.L. 2003, c. 246 (N.J.S.A. 26:8A-3)

“Partner in a civil union” shall mean partner in a “civil union” as defined in P.L. 2006 c.103 (N.J.S.A. 37:1-29)

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.

V. Responsibility of Implementation

Board of Trustees

Approved: August 1995

Revised: December 2005

Proposed Revision: March 2016

Approved Revision: March 2016 (Lodging of Policy was waived by unanimous consent)

Approved: Board of Trustees 04/26/22

ACKNOWLEDGEMENT FORM FOR CODE OF CONDUCT

I have read and am familiar with Brookdale Community College's Board of Trustee Code of Ethics. I will comply with and enforce the policies in this Code in its entirety.

By signing this acknowledgement I am indicating that I have read and will abide by Brookdale Community College's Board of Trustee Code of Ethics.

Board of Trustee Signature

Name (printed)

Date _____

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

October 25, 2022

**Brookdale Community College
Freehold HEC
3680 US Highway 9 South
Freehold, NJ 07728**

And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Mary Pat Angelini, Trustee	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Dr. Joan Scocco
	Ms. Dyese Davis, Trustee	Mr. Edward Johnson
	Ms. Barbara Horl, Trustee	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Vice Chair	Ms. Teresa Manfreda
	Ms. Trustee Orange, Trustee	Ms. Bonnie Passarella
	Ms. Marta Rambaud, Trustee	Dr. Nancy Kegelman
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Ms. Natalie Watson, Trustee	Dr. Anita Voogt
		Ms. Bonnie Passarella
		Dr. William Burns
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Abby-White, Trustee	
	Ms. Latonya Brennan, Trustee	
	Dr. Hank Cram, Trustee	
	Dr. Les Richens, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General 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 October 19, 2022 at noon advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the

Clerk of the County of Monmouth.

Vice-Chair Kaufmann 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.

Vice-Chair Kaufmann read the mission statement.

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

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Trustee Davis and seconded by Trustee Watson. Motion passed.	
President’s Report – A. Presentation - Improving Retention with Interactive Multimedia Presenters: Jonathan Shaloum Director, Teaching & Learning Center, Eugene DeRobertis, Ph.D., Professor Psychology presented on improving retention with interactive multimedia. The interactive multimedia projects that were developed resulted in students remaining engaged, performing well and therefore being retained. Mr. Shaloum described interactive learning as digital learning objects and simulations that respond to user action. He explained that interactives can be utilized to allow students to observe a process that is too fast or too small to be observed otherwise, and as an example he displayed one on agglutination. Students can also practice lab experiments with a virtual microscope and repeat repetitive experiments. Simulations can be designed to utilize randomized data, providing students the chance to practice a new skill. They created a virtual ventilator and a chest tube simulation for the Nursing students which allowed our Nursing students to practice on their virtual patients with new patient data each time. They created an interactive to replace a \$120.00 one-time lab kit, resulting in student’s reducing their cost of attending that course. Interactives were successfully designed to capture the attention of our students using themes which resonate with them. Dr. DeRobertis, utilizing assessment data from the Psychology courses, pinpointed that the lowest exam grades were in Psych 105 on a particular exam on specific questions on bio psychology and neuroscience. He designed an interactive with a theme of Zombies to increase the		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>student’s raw exposure and through repetition increase their retention. The interactive exposed the students to the breakdown of the central and the peripheral nervous system, the workings of the neuron, the structure and the functions of the individual parts of the neuron, and the parts of the brain. The TLC worked collaboratively with the Psych Professors. He had Faculty pilot the “Zombie” . Students were scoring 10 points on average higher than the students who didn’t experience the interactive.</p> <p>Psyc-208 Kohlberg’s Moral Reasoning interactive was created with a theme of Super Heros, to deal with the lowest assessment grade and identified that the student’s were not understanding it conceptually. It created scenarios where students would have to choose what level of moral reasoning that the people in the interactive were operating at. He is seeing a positive difference in the test scores.</p> <p>Textbook companies are creating interactives, but our custom interactives can be designed to improve learning outcomes for our students.</p>		

Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee - Trustee Crupi reported on the highlights of the meeting held on October 18, 2022

1. **Capital Project Update** – Bill White, Engineer of Record, reported that construction on the drainage improvements in the area adjacent to the ATEC and MAC buildings will begin in 4 weeks upon receipt of the construction materials. Mr. White and Mr. Naparolo have performed a walkthrough of the Children’s Learning Center to determine how to best satisfy the College’s needs and the potential tenant. He will prepare a report of his recommendations. A decision was made to upgrade the HVAC and the fire suppression system in the building regardless of the occupancy by a tenant. Mr. Napalo provided an update on the following projects:
 - a. Center for Excellence for Cybersecurity Education (Gorman Hall South) – currently interior work is ongoing, electrical work is completed, the exterior has been painted, and they are waiting for HVAC materials.
 - b. CVA Roof is completed, and the Maintenance Roof will begin this Thursday.
 - c. Solar Panels and Charging Stations – Lots 6 and 6a will be striped and the County street sweeper will clean prior to the Open House. The tie in for Lincroft still needs to be completed as well as completion of the solar powered charging stations.
 - d. Miscellaneous door replacement – a project is ongoing to identify and replace doors to ensure ADA compliance.
 - e. Demolition of Houses - A well was discovered during the demolishing of the 3 houses on Newman Springs Rd., and the well will be filled by a certified well company on Friday.
 - f. E-sports – Electrical and HVAC work is ongoing.
 - g. The Library water infiltration issue - is continuing to be investigated. The drainage pipe was cameraed, and it was determined there are disturbances in the drainage pipe, and they received a recommendation to replace the entire pipe which would involve demolition work and a disturbance to the library. As an alternative, a

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>pathway can be built to drain the water to an outside storm drain and they will proceed with that plan</p> <ol style="list-style-type: none"> <li data-bbox="396 401 1539 642">2. Monthly Financial Reporting – VP Manfreda reported on the financial performance for August 2022 compared to FY23 budget. Total operating revenue was \$25M which was 4.4% higher than the same time last year, which is attributed to a \$1M increase in tuition revenue. Total operating expenditures were \$9.3M which is slightly higher than last year, which is attributed to an increase in salary and benefits of \$364,580. Total cash position was \$25.9M, which represents a \$626K decrease over the same time last year, which is a timing issue with County appropriations. Interest earned is \$23,290 <li data-bbox="396 653 1539 747">3. Purchases – VP Manfreda reported there are seven recommended purchases. The most significant purchase is for the elevator modernization project which would modernize the elevators on the Lincroft Campus and the Freehold Higher Education Center <li data-bbox="396 758 1539 821">4. FY23 Grant Revenue Report –VP Kaari reported that \$2M of grants have been awarded in FY23 with another \$1.8M pending <p>B. Audit Committee – Trustee Rambaud reported on the Audit Committee meeting held on October 17, and in her absence was chaired by Trustee Angelini. She reported on the following:</p> <ol style="list-style-type: none"> <li data-bbox="396 936 1539 1419">a. Enrollment Audit - VP Manfreda reported that the Enrollment Audit was prepared by the Finance Department and then drafted by our external auditors, O'Connor and Drew. <ol style="list-style-type: none"> <li data-bbox="500 999 1539 1062">i. O'Connor and Drew performed their testing of the Enrollment Audit and no findings were found. <li data-bbox="500 1073 1539 1136">ii. VP Manfreda reviewed Schedule B and noted that Out-of-County FTE was higher than in the previous year and the In-County FTE was less then the prior year. <li data-bbox="500 1146 1539 1241">iii. The final page of the Enrollment Audit is the calculation of our Base Chargeback Rate Per In-County Credit hour. The rate was tested for reasonableness and O'Connor and Drew found no findings and they accepted the Chargeback Rate. <li data-bbox="500 1251 1539 1346">iv. VP Manfreda explained that the Audited Enrollment FTE is reported to the State and County and affects our state and county appropriations for Chapter 12 and funding support. <li data-bbox="500 1356 1539 1419">v. The Audit Committee recommends acceptance of the Enrollment Audit at tonight's meeting. <li data-bbox="396 1430 1539 1745">b. Internal Audit Update <ol style="list-style-type: none"> <li data-bbox="500 1461 1539 1524">i. VP Manfreda reported that the schedule of internal audits for FY23 will be reviewed at the December Audit meeting. <li data-bbox="500 1535 1539 1671">ii. The recommendations from the Employee Travel & Food Expense Reimbursement Internal Audit conducted by PKF O'Connor Davies are nearly completed. The changes will be documented in the Internal Controls & Standard Operating Procedures Manual. <li data-bbox="500 1682 1539 1745">iii. The recommendations from the State audit are being implemented and the deadline for implementation for most items is June 30, 2023. <li data-bbox="396 1755 1539 1887">c. Ethics Hotline Report – <ol style="list-style-type: none"> <li data-bbox="500 1787 1539 1887">i. An anonymous complaint was filed via Lighthouse Services on September 7, 2022, claiming an unethical hiring practice during the search process for the Associate Director of Regional Locations. Ms. Passarella investigated the complaint and 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
----------------------	-------------	------------------------------

reported that she found the search committee was properly established in accordance with college regulations, that the hiring process was properly followed and that all candidates were treated equitably and fairly.

- ii. A written Conflict of Interest Complaint was filed in the Office of the President in May 2022 by a community member, who resides in Long Branch. Dr. Stout, Chair Cram and Mr. Jacobs reviewed the allegations and determined there was no violation. Because of the insistence of the person filing the complaint, at the end of June, Mr. Jacobs recommended that the College conduct an official investigation, as in normal course when the College receives complaints filed on our Ethics Hotline. Ms. Passarella conducted the investigation and she concluded that there was no findings of conflict of interest by the college employee and this matter has been concluded.

A. Student’s Perspective – Trustee Orange reported on the following:

On October 4th, I attended Global Citizenship Distinction’s general meetings on zoom. Everyone was ecstatic to be there. They welcomed new members and brainstormed project ideas for the school year. As a former member, I am excited to see what they will accomplish this year. During the meeting, I informed the students of my role in the college. After talking to the members, some voiced their concern regarding some students having classes during college hour, which make college involvement difficult, especially for nursing students. Students also said they would appreciate it if the college could make printing free of charge for students. With the rising cost of living, it is an additional expense for the student to complete schoolwork. I am currently in the process of reaching out to non-traditional students and seeing how Brookdale can help provide the best college experience. In general, students conveyed satisfaction with the College. However, older students informed me that they hope the college curriculum will work to better prepare students for real-life experiences. For instance, while attending an algebra or English class is essential, a college graduate should be able to comprehend the process of getting a credit card or shopping for an insurance policy. While some students participate in financial literacy, it is not a requirement for all students. On October 11th, I meet with Joan Scocco about the Master Plan. She gave me an overview of the plan, and we discussed how I could be of assistance in the process.

B. NJCCC Update – Trustee Horl – reported on the following:

- a. **NJCCC Council Meeting – October 14, 2022** – they discussed their ask for the upcoming State Budget for next year. Last year they asked for \$10M and did not receive any of the request. However, as a sector we received \$5M from the State Legislature. The new Senate President supports community colleges and he will support increasing operating aid levels for community colleges in next year’s budget. The Council discussed legislative priorities for the year ahead and they will be firmed up at the November meeting.
- b. **Update on Bills** – Trustee Horl highlighted the following bills:
 - i. **A1176 – Suicide Prevention** – there will be a lot of requirements which include that we provide each student with a suicide hotline number, the National Suicide Prevention hotline, New Jersey Hope line, and 24/7 mental health hotlines. The numbers will be required to be posted in the library, student center and other facilities on campus. We would be required to annually conduct a mental health,

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>public health awareness campaign, to raise awareness about all mental health services. The President will need to establish a mental health crisis, assessment and response plan. This Bill passed the full assembly in June and the Senate considered it also, but then second referenced to the budget appropriations.</p> <p>ii. The Manufacturing and Higher Education Act, which requires different state entities to promote manufacturing and career pathways for students and provide assistance to manufacturing industries. NJCCC is supporting this Act. It was heard recently in the Senate Budget appropriations and so popular that all of the committee members agreed to sign on as co-sponsors. It was amended to specifically include the Pathways to Career Opportunities Initiative. It passed the full Senate at the end of June. It is on the Assembly Higher Education agenda.</p> <p>iii. Withholding of Transcripts Bill – The Bill was amended in the Higher Education Committee and the amendments make the Bill stronger. It would prevent colleges and universities from withholding transcripts for students who owe less than a \$1000 in fines. It would allow Colleges to withhold transcripts for students that owe tuition, mandatory fees or housing in the case of a 4 year college.</p> <p>iv. Construction – A new bill would impose a moratorium on new construction at public institutions of higher education. It addresses the issue of expanding campuses in light of the fact of diminishing student populations.</p> <p>c. ACCT Public Policy and Federal Policy - Trustee Horl attended the ACCT Public Policy and Federal Policy committee today. They approved the legislative priorities they will be advancing during the next Congress. Trustee Horl’s term is ending on this committee, and she requested the support of the Board of Trustees to serve on this Committee next year</p> <p>d. Foundation Update – Dr. Stout reported that the Foundation’s Year End Giving Campaign will run from November 7 – December 31, 2022, which its purpose is to raise scholarship funds. This year there is an option to give via text messaging. The Honorees have been identified for the Scholarship Bash scheduled for April 28, 2023 at 5 PM on the Lincroft Campus. Honorees are Alan Sopel and Scott Coleman of Contemporary Motorcars and Patricia and Matthew Dickens of the Raine Foundation and Vito F. Cardinale.</p>		
<p>Public Comment on Agenda Items –</p> <p>Jack Ryan, Assistant Professor, English – commended the work of the members of the Teaching & Learning Center (TLC) as they have developed in collaboration with our Faculty innovative ways to teach and learn. He urged the Board of Trustees to support Trustee Horl’s request to serve on the ACCT Public Policy and Federal Policy Committee. He commented on the Facilities Master Plan (FMP) which was presented at the September Board meeting. He urged the Administration to provide an inclusive transparent process to allow for input from the entire college community on any future changes to the usage of our buildings.</p>		
<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 motion to adopt the revised consent agenda was made by</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>A. Acceptance of Consent Agenda</p> <p>The ratification of the emergency purchase for plumbing services to repair the water main break on the Lincroft campus was added to the Consent Agenda.</p>	<p>Trustee Orange and seconded by Trustee Crupi.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes – September 28, 2022</p>	<p>A motion to approve the minutes from the public business meeting held on September 28, 2022 was made by Trustee Horl and seconded by Trustee Dyese.</p> <p>Motion passed.</p>	
<p>Approval of Executive Session Meeting Minutes – September 28, 2022</p>	<p>A motion to approve the Executive Session Meeting Minutes held on September 28, 2022 was made by Trustee Crupi and seconded by Trustee Watson.</p> <p>Motion passed.</p>	
<p>Approval of Special Business Meeting Minutes -September 20, 2022</p>	<p>A motion to approve the minutes from the special public business meeting held on September 20, 2022 was made by Trustee Crupi and seconded by Trustee Davis.</p> <p>Motion passed.</p>	
<p>Approval of Consent Agenda</p> <p>A. Approval of Human Resources</p> <p>B. Acceptance of Gifts</p>	<p>A motion to approve the revised consent agenda was made by Trustee Crupi and seconded by Trustee Orange.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>C. Acceptance of Grants</p> <p>D. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>E. Ratification of 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</p> <p>F. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>G. Monthly Financial Reports</p> <p>H. Capital Project Update</p> <p>I. Acceptance of Legal Costs, Government and Public Relations</p>	<p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Acceptance of Brookdale Community College’s FY22 Enrollment Audit</p>	<p>A motion to accept by resolution the Brookdale Community College’s FY22 Enrollment Audit was made by Trustee Crupi and seconded by Trustee Orange.</p> <p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Memorandum of Understanding with the Brookdale Community College Faculty Association</p>	<p>A motion to approve by resolution the memorandum of understanding with the Brookdale Community College Faculty Association was made by Trustee Davis and seconded by Trustee Watson.</p> <p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Memorandum of Understanding with the Brookdale Community College Administrative Association</p>	<p>A motion to approve by resolution the memorandum of understanding with the Brookdale Community College Administrative Association was made by Trustee Crupi and seconded by Trustee Orange.</p> <p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Adoption of FY2023 Confidential Non-Represented Employee & Executive Compensation</p>	<p>A motion to approve by resolution the FY2023 Confidential Non-Represented Employee &</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Executive Compensation was made by Trustee Orange and seconded by Trustee Crupi.</p> <p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of 6.0003 Anti-Hazing Policy</p>	<p>A motion to approve 6.0003 Anti-Hazing Policy was made by Trustee Davis and seconded by Trustee Watson.</p> <p>Motion passed.</p> <p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Revised Policies</p> <p>A. 1.1001 Brookdale Community College Collegial Governance Policy</p> <p>B. 2.6000 Smoke Free College Environment Policy</p> <p>C. 6.8000 Alcohol Policy (Former Title - Beer Wine on Campus)</p>	<p>A motion to approve revised policies: 1.1001 Brookdale Community College Collegial Governance Policy, 2.6000 Smoke Free College Environment Policy, 6.8000 Alcohol Policy (Former Title - Beer Wine on Campus) was made by Trustee Horl and seconded by Trustee Davis.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustees Angelini, Crupi, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	

Public Comment

Debbie Mura, Professor – Advisor to *The Current* and the Innovation Network (TIN), two campus clubs forged a partnership with Florida SouthWestern State college in Ft. Myers to support them in hurricane recovery efforts. She urged the College to join with the students’ in their philanthropic efforts to support those who are impacted by Hurricane Ian. She provided letters from the President of the College and Vice President of Institutional Advancement and Foundation with the link to their Foundation whereby support could be provided.

Jared Baratta, Student – raised concerns about the lack of services post-pandemic at the Freehold Higher Education Center. He urged the return of student services to serve the students at Freehold, which will not only assist him, but will stimulate enrollment.

Anne Marie Sparaco, Administrator – wanted to know if there is anything the College can do to support Trustee Horl’s request to serve on the ACCT Public Policy and Federal Policy Committee, as she has been very impactful in her service to NJCCC and ACCT, as well as the College.

Isabel Shaw, Vice-President of TIN and member of WILL– asked that the lack of menstrual products on campus be addressed, to assist half of the student body and staff to obtain these products when and where they are needed. She said that last winter this issue was raised and menstrual products were purchased and delivered to Helping Hands, however, due to their limited hours, this was not a good solution.

Ms. Gruskos confirmed no written public comments were submitted.

Old/New Business

Vice-Chair Kaufmann reminded the Trustees to fill out the Board Retreat survey.

Vice-Chari Kaufmann congratulated Trustee Crupi on his reappointment by our County Commissioners to another 4 year term.

Vice-Chair Kaufmann announced that Chair Hank Cram is not here tonight due to a health concern, and we wish him a speedy recovery. This would have been his official last meeting as his term has ended. We plan to invite him back to another meeting to properly acknowledge his contributions to the Board of Trustees over the last 8 years.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Trustee Davis announced that there were three letters of intent for the position of Vice-Chair and the Trustees were to complete the survey that Ms. Gruskos will send out.		
Support of Trustee Horl – ACCT Public Policy and Federal Policy Committee	A motion was made to support Trustee Horl in serving on the ACCT Public Policy and Federal Policy Committee by Trustee Crupi and second by Trustee Watson. Motion passed.	
Adjournment Meeting adjourned at 7 PM	A motion to adjourn the meeting was made by Trustee Crupi and seconded by Trustee Horl. Motion passed.	

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 5 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Separations

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

A. SEPARATIONS**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Shelley Carlock
Department: Finance & Operations
Position: Manager, Finance & Grants
Action: Resignation
Effective: 1/6/23

2. Name: Anne Marie Sparaco
Department: President's Office
Position: Director, Special Projects
Action: Retirement
Effective: 6/30/23, with retirement on 7/1/23

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Ian Wolf
Department: Student Conduct & Compliance
Position: Director, Student Conduct & Compliance
Action: Resignation
Effective: 11/18/22

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Linda Zambrano
Department: Accounts Receivable
Position: Coordinator, Accounts Receivable
Action: Retirement
Effective: 12/31/22, with retirement on 1/1/23

POLICE

1. Name: Christopher Morgan
Department: Police
Position: Police Sergeant
Action: Retirement
Effective: 11/30/22, with retirement on 12/1/22

2.1 Acceptance of Grants Executive Summary

Funding Agency: Office of the Secretary of Higher Education (OSHE)

Program Title: CCOG Student Incentive Funding

Short Title: CCOG Program

Goal/Purpose: The CCOG grant award supports outreach, retention, and student success programs and services. Specific activities include community access and outreach, FAFSA completion assistance, career exploration programming, financial resilience, and interpersonal skills building. Each program component emphasizes communication and community building.

Program Administrator: Ed Johnson, Angela Kariotis, and Governmental Relations Staff

Total \$ Awarded: \$330,669

Date Awarded: October 12, 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 Higher Education (OSHE): CCOG Student Incentive Funding	\$330,669

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.

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

2.2 Application for Grants Executive Summary

A. New Jersey Office of the Secretary of Higher Education Program

Title: Higher Education Capital Facilities Programs-

Short Title: The Culinary and Hospitality Center

Goal/Purpose: for the construction of a new academic facility on the College's main campus. The proposed 20,000 square foot building will serve as the institution's Culinary and Hospitality Center creating synergy between the two programs by hosting them under one roof. The project entails construction of an instructional facility (HEFT), installation of associated technology infrastructure (HETI), and appropriate industry-standard equipment for the facility (ELF). The new energy efficient space will provide opportunities for non-credit to credit pathways, internships, and workplace learning to enhance the state's academic and economic competitiveness by preparing a highly skilled workforce.

Program Administrator: Finance and

Total \$Requested: \$18,756,922 with a required match or \$125,000

Date Submitted: October 27, 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 November 8, 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
November 15, 2022**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Grants				
1	Bloomberg Finance L.P.	Software / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year software license for two Bloomberg Anywhere subscriptions to be utilized by Business faculty and students to access Bloomberg Professional Services to monitor and analyze real-time financial market data. This contract is funded by Perkins.	Exempt	\$ 48,480.00
2	SHI International	Cloud Managed Networking Solution and Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This project includes the purchase and deployment of 100 cloud managed Cisco/Meraki networking switches to bring 10G connectivity to the edge. The increased bandwidth and power will support the demands of POE++ devices and the connectivity needs of collaboration and streaming solutions located at the edge of the network including computers, projectors, video collaboration appliances, and access points. This project will also include migration to the latest version of Cisco Identity Service Engine which manages security and onboarding for the wireless network. This contract is funded by HEERF.	Exempt	\$ 1,696,591.03
3	Networking Cabling, Inc., dba Net Q Multimedia Company	Supply and Installation of Fiber-Optic Cable / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply and installation of single-mode fiber-optic cable, and certification services that will extend the existing fiber infrastructure from the nine strategically located Main Distribution Frames (MDFs) on campus to each of the 86 Intermediate Distribution Frames (IDFs) located throughout the buildings on campus. The 7+ miles of single-mode replaces the original multi-mode fiber and copper that is not capable of supporting the advanced bandwidth needs. This contract is funded by HEERF.	Exempt	\$ 262,950.87

4	CDW Government LLC	Cabling / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of Cat8, single-mode fiber patch cables, and small factor pluggables used to interconnect the individual network switches within each IDF. This contract is funded by HEERF.	Exempt	\$ 12,028.46
Operating				
5	Simonik Transportation and Warehousing Group, LLC	Moving and Trailer Storage Services / Exempt 18A:64A.25.9 (State Contract). This State Contract is for moving and trailer storage services for furniture and equipment located at the Hazlet Regional Location. This contract is funded by the Operating Budget.	Exempt	Not to Exceed \$ 180,000.00
6	Brightview Holdings, Inc., dba, Brightview Landscapes, LLC	General and Athletic Fields Landscaping Services, Bid No. 23-06 / Notice was sent to 7 vendors, received 1 reply. This is a one year contract for general and athletic fields landscaping services with an option for a 2nd and 3rd year renewal. This contract is funded by the Facilities Budget.	Bid	\$ 385,000.00 *
7	SSP Architectural Group, Inc.	Architectural, Engineering and Other Professional Services, RFQ No. 05-2022 / This contract is for professional architectural and engineering services for the assessment of the deferred maintenance at the Freehold Regional Location. This contract is funded by the Facilities Budget.	RFQ	\$ 42,200.00
Chapter 12				
8	GPC, Inc.	Carpentry/Construction Services / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the installation of drain pipe in the library outside wall and construction of the extension line to the drain catch basin. This contracted is funded by Chapter 12.	Exempt	\$ 31,137.50

* Estimated expense based on historical data

** Separate attachment - List of Vendors

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending September 30, 2022, which totaled \$2,753,657.81. 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 November 8, 2022.

4.1 *Financial Report*

The following is the Unaudited Financial Report for the month ending September 30, 2022.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting November 8, 2022.

Financial Overview at September 30, 2022

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

Revenue:

Compared to Budget

Total operating revenue through the month of September 2022 was \$31M and represents 37.8% of the FY23 budget of \$81M.

Compared to Prior Year

Operating revenue through September 2022 was 3.6% higher than the same time last year. This is mainly attributed to a \$1M increase in tuition revenue.

Expenditures:

Compared to Budget

Total operating expenditures through September 2022 were \$15.0M or 19.2% of the \$78M FY23 budget.

Compared to Prior Year

Total operating expenses for the same period last year were \$14.4M compared to \$15.0M this year indicating an increase of operating costs of 4.4% or \$635,671. This is mainly attributed to an increase in salary and benefits of \$440,818.

Cash Balance:

At September 30, 2022, the College's total cash position was \$23.6M, which represents a \$10.5M decrease over the same time last year. This variance is due to the following:

- (1) timing of the receipt of the County Appropriation in August and September of this year (\$3.3M),
- (2) timing of Financial Aid drawdowns in September of this year compared to October last year (\$4.6M), and
- (3) delayed receipt of Chapter 12 funding this year (\$667K).

The College's total interest earned as of the end of September was \$39,773.

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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 2,574,117	\$ 10,228,938	\$ (7,654,821)	25.2%
County of Monmouth	5,006,755	20,277,019	(15,270,264)	24.7%
	7,580,871	30,505,957	(22,925,086)	24.9%
Student Tuition:				
Summer III	817,099	849,505	(32,406)	96.2%
Fall 15	14,816,689	14,439,422	377,267	102.6%
Fall 11	940,912	954,666	(13,754)	98.6%
Fall 7A & 7B	128,983	79,110	49,873	163.0%
Winterim	-	284,273	(284,273)	0.0%
Spring 15	-	12,730,986	(12,730,986)	0.0%
Spring 11	-	712,623	(712,623)	0.0%
Spring 7A & 7B	-	73,556	(73,556)	0.0%
Summer I	-	1,605,186	(1,605,186)	0.0%
Summer II	-	1,704,550	(1,704,550)	0.0%
	16,703,683	33,433,877	(16,730,194)	50.0%
Fees:				
Fees (Technology, Capital, Facilities)	3,785,554	7,760,764	(3,975,210)	48.8%
Application Fee	12,100	175,000	(162,900)	6.9%
Installment Plan Fee	60,970	140,000	(79,030)	43.6%
Lab Fees	1,195,091	2,319,529	(1,124,438)	51.5%
Late Fees	6,720	22,000	(15,280)	30.5%
Transcript Fee	11,922	50,000	(38,078)	23.8%
Bad Check Fee	465	750	(285)	62.0%
	5,072,822	10,468,043	(5,395,221)	48.5%
Continuing & Professional Studies:				
Contract Training Direct Pay	-	210,000	(210,000)	0.0%
Alternate Route	104,072	150,533	(46,461)	69.1%
Healthcare Services	453,726	1,249,005	(795,280)	36.3%
Business & Career Training	109,693	265,000	(155,307)	41.4%
Computer Training	35,261	144,500	(109,239)	24.4%
CTE Grant	134,651	381,004	(246,353)	35.3%
Trips / Excursions	5,775	75,000	(69,225)	7.7%
Misc. Open Enrollment Programs	100,042	205,375	(105,334)	48.7%
Summer Adventure Camps	48,729	55,083	(6,354)	88.5%
Accelerated Career & Technology	15,291	41,000	(25,710)	37.3%
	1,009,713	2,776,500	(1,766,787)	36.4%
Miscellaneous:				
Partnerships/Rent	136,073	-	136,073	0.0%
Indirect Cost Recovery	18,846	335,000	(316,154)	5.6%
Other Departmental Revenue	1,674	5,000	(3,326)	33.5%
Miscellaneous	1,308	5,000	(3,692)	26.2%
International Center	25,948	300,000	(274,052)	8.6%
Reserves	-	3,000,000	(3,000,000)	0.0%
Interest Income	39,773	85,000	(45,227)	46.8%
	223,623	3,730,000	(3,506,377)	6.0%
Total	\$ 30,590,711	\$ 80,914,376	\$ (50,323,665)	37.8%

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 3,599,115	\$ 29,686,454	\$ 26,087,339	12.1%
Benefits	3,097,220	14,688,726	11,591,506	21.1%
Finance & Operations	3,330,540	11,787,537	8,456,997	28.3%
Student Affairs	1,351,769	6,442,616	5,090,847	21.0%
General Expenses	1,441,597	6,077,196	4,635,599	23.7%
Continuing & Professional Studies	490,918	2,443,417	1,952,499	20.1%
Utilities	430,208	2,224,608	1,794,400	19.3%
Human Resources & Organizational Safety	659,766	2,405,513	1,745,747	27.4%
Planning & Institutional Effectiveness	119,914	402,051	282,137	29.8%
President & Board of Trustees	144,333	509,315	364,982	28.3%
Advancement Division	335,144	1,266,593	931,449	26.5%
	15,000,523	77,934,026	62,933,503	19.2%
Salaries & Wages	6,674,352	44,424,473	37,750,121	15.0%
Other Expenses	8,326,171	33,509,553	25,183,382	24.8%
	\$ 15,000,523	\$ 77,934,026	\$ 62,933,503	19.2%

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

	9/30/22	9/30/21	Change	% Change
Operating Revenue				
State of New Jersey	\$ 2,574,117	\$ 2,507,093	\$ 67,023	2.7%
County of Monmouth	5,006,755	5,006,755	-	0.0%
Student Tuition	16,703,683	15,766,038	937,645	5.9%
Fees	5,072,822	5,018,178	54,644	1.1%
Continuing & Professional Studies	1,009,713	1,056,726	(47,013)	-4.4%
Miscellaneous	223,623	160,003	63,620	39.8%
	30,590,711	29,514,793	1,075,919	3.6%
Operating Expenditures				
Academic Affairs	3,599,115	3,499,045	100,070	2.9%
Benefits	3,097,220	3,014,851	82,369	2.7%
Finance & Operations	3,330,540	3,017,274	313,266	10.4%
Student Affairs	1,351,769	1,182,108	169,661	14.4%
General Expenses	1,441,597	1,431,117	10,480	0.7%
Continuing & Professional Studies	490,918	446,120	44,798	10.0%
Utilities	430,208	615,683	(185,474)	-30.1%
Human Resources & Organizational Safety	659,766	526,229	133,537	25.4%
Planning & Institutional Effectiveness	119,914	112,724	7,190	6.4%
President & Board of Trustees	144,333	161,118	(16,785)	-10.4%
Advancement Division	335,144	358,585	(23,441)	-6.5%
	15,000,523	14,364,852	635,671	4.4%
Surplus/(deficit) Operating	15,590,188	15,149,941	440,248	
Auxiliary				
Receipts	83,167	71,975	11,192	15.6%
Disbursements	356,278	284,745	(71,533)	-25.1%
Surplus/(deficit) Auxiliary	\$ (273,111)	\$ (212,770)	\$ (60,341)	

BROOKDALE COMMUNITY COLLEGE
Engineering Status Report
November 8, 2022

A. CONSTRUCTION PROJECTS – CHAPTER 12 FUNDS

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

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

Status: Bids were opened on August 17, 2022. The lowest responsible bidder was Shore Top Construction with a bid of \$187,914.00. The Board of Trustees authorized the award of Bid on August 23, 2022. The contract has been issued and a Preconstruction Meeting was held on September 23, 2022. Shop drawings have been approved. Due to delay in supplies, work will proceed in approximately 1-2 weeks.

2. Children's Learning Center

A walk-through was performed to assess what potential improvements would be necessary prior to the re-occupancy by the potential tenant. Preliminary list includes replacement of the fire protection system, assessment of the HVAC system, handicap access to building and restrooms, replacement of sewer ejector pump, and bathroom fixture replacement. We are assembling a team to perform a thorough assessment and prepare a report of recommendations.

3. ADA Compliance Upgrades

Review of Gorman Hall, ATEC, Library and BAC buildings.



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

WHW/dmm

CC: Michael Naparolo, Manager of Facilities (via email)

r:\projects\2022\22009865a\reports\status reports\221007_brookdaleengstatusrpt_oct2022.docx



Brief: Facilities Overview as of November 8, 2022

Major projects in-progress:

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

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

Projects in-planning stage:

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

The academic calendars for academic years 2023-2026 are submitted for approval. They have been reviewed by the Student Success & Educational Excellence Committee on November 7, 2022.

The 2023-2026 academic calendars are presented with the following parameters applied:

- Fall and Spring 15-week semesters are scheduled to run Saturday classes
- Fall and Spring 11-week, 7A, 7B are not scheduled to run Saturday classes
- Winterim and Summer terms are not scheduled to run Saturday classes
- Juneteenth will be observed on the 3rd Friday in June beginning 2024

The Academic Calendar 2022-2023 is being submitted with revisions to the Summer II 2023 semester. The Start date has been changed from June 5, 2023 to June 6, 2023 and the last day of instruction has been revised from August 8, 2023 to August 15, 2023.

BROOKDALE COMMUNITY COLLEGE

2022-2023

ACADEMIC CALENDAR-REVISED

SUMMER III 2022

July 4, 2022	Monday	Independence Day Holiday
July 5, 2022	Tuesday	First day of instruction
August 15, 2022	Monday	Last day of instruction

FALL 15 2022 *

September 5, 2022	Monday	Labor Day Holiday
September 6-7, 2022	Tuesday-Wednesday	Faculty Days
September 8, 2022	Thursday	First day of instruction
November 24-27, 2022	Thursday-Sunday	Thanksgiving Recess
December 23, 2022	Friday	Last day of instruction

*Saturday classes are held for 14 weeks Sept. 10 to Dec. 17 with extended class time

FALL 7A 2022

September 8, 2022	Thursday	First day of instruction
October 26, 2022	Wednesday	Last day of instruction

FALL 11 2022

October 1, 2022	Saturday	First Day of Instruction
December 23, 2022	Friday	Last Day of Instruction

FALL 7B 2022

November 1, 2022	Tuesday	First day of instruction
December 20, 2022	Tuesday	Saturday Class Schedule
December 23, 2022	Friday	Last day of instruction

WINTERIM 2023

January 3, 2023	Tuesday	First day of instruction
January 13, 2023	Friday	Last day of instruction, 9 days

SPRING 15 2023

January 16, 2023	Monday	Martin Luther King, Jr. Day Holiday
January 17, 2023	Tuesday	Faculty Day
January 18, 2023	Wednesday	First day of instruction
March 12-18, 2023	Sunday-Saturday	Spring Break
May 9, 2023	Tuesday	Last day of instruction
May 11-12, 2023	Thursday-Friday	Faculty Days
May 11, 2023	Thursday	Graduation

SPRING 7A 2023

January 18, 2023	Wednesday	First day of instruction
March 7, 2023	Tuesday	Last day of instruction

BROOKDALE COMMUNITY COLLEGE
2022-2023
ACADEMIC CALENDAR-REVISED

SPRING 11 2023

February 15, 2023	Wednesday	First day of instruction
March 12-18, 2023	Sunday-Saturday	Spring Break
May 9, 2023	Tuesday	Last day of instruction

SPRING 7B 2023

March 22, 2023	Wednesday	First day of instruction
May 9, 2023	Tuesday	Last day of instruction

SUMMER I 2023

May 15, 2023	Monday	First day of instruction
May 29, 2023	Monday	Memorial Day Holiday
June 26, 2023	Monday	Last day of instruction

SUMMER II 2023

June 6, 2023	Tuesday	First day of instruction
July 4, 2023	Tuesday	Independence Day Holiday
August 15, 2023	Tuesday	Last day of instruction

BOT Approved 9/24/19
BOT Approved revised calendar 2/23/21

Brookdale Community College
2023-2024
Academic Calendar

SUMMER III 2023

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

FALL 15 2023

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

FALL 7A 2023

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

FALL 11 2023

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

FALL 7B 2023

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

WINTERIM 2024

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

SPRING 15 2024

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

SPRING 7A 2024

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

Brookdale Community College
2023-2024
Academic Calendar

SPRING 11 2024

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

SPRING 7B 2024

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

SUMMER I 2024

May 7, 2024	Friday	First day of instruction
May 27, 2024	Monday	Memorial Day Holiday
June 21, 2024	Friday	Juneteenth Holiday Observed
July 1, 2024	Monday	Last day of instruction

SUMMER II 2024

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

BROOKDALE COMMUNITY COLLEGE
2024-2025
ACADEMIC CALENDAR

SUMMER III 2024

July 8, 2024	Monday	First day of instruction
August 16, 2024	Friday	Last day of instruction

FALL 15 2024

September 2, 2024	Monday	Labor Day Holiday
September 3-4, 2024	Tuesday-Wednesday	Faculty Days
September 5, 2024	Thursday	First day of instruction
Nov 28-Dec 1, 2024	Thursday-Sunday	Thanksgiving Recess
December 21, 2024	Saturday	Last day of instruction

FALL 7A 2024

September 5, 2024	Thursday	First Day of instruction
October 23, 2024	Wednesday	Last Day of instruction

FALL 11 2024

October 3, 2024	Thursday	First day of instruction
Nov 28-Dec 1, 2024	Thursday-Sunday	Thanksgiving Recess
December 20, 2024	Friday	Last day of instruction

FALL 7B 2024

October 31, 2024	Thursday	First day of instruction
Nov 28-Dec 1, 2024	Thursday-Sunday	Thanksgiving Recess
December 20, 2024	Friday	Last day of instruction

WINTERIM 2025

January 6, 2025	Monday	First day of instruction
January 17, 2025	Friday	Last day of instruction

SPRING 15 2025

January 20, 2025	Monday	Martin Luther King, Jr. Day Holiday
January 21, 2025	Tuesday	Faculty Day
January 22, 2025	Wednesday	First day of instruction
March 16-March 22, 2025	Sunday-Saturday	Spring Break
May 13, 2025	Tuesday	Last day of instruction
May 15-16, 2025	Thursday-Friday	Faculty Days
May 15, 2025	Thursday	Graduation

SPRING 7A 2025

January 22, 2025	Wednesday	First day of instruction
March 11, 2025	Tuesday	Last day of instruction

BROOKDALE COMMUNITY COLLEGE
2024-2025
ACADEMIC CALENDAR

SPRING 11 2025

February 19, 2025	Wednesday	First day of instruction
March 16-22, 2025	Sunday-Saturday	Spring Break
May 13, 2025	Tuesday	Last day of instruction

SPRING 7B 2025

March 26, 2025	Wednesday	First day of instruction
May 13, 2025	Tuesday	Last day of instruction

SUMMER I 2025

May 19, 2025	Monday	First day of instruction
May 26, 2025	Monday	Memorial Day Holiday
June 20, 2025	Friday	Juneteenth Holiday
July 1, 2025	Tuesday	Friday classes are held
July 1, 2025	Tuesday	Last day of instruction

SUMMER II 2025

May 30, 2025	Friday	First day of instruction
June 20, 2025	Friday	Juneteenth Holiday
July 4, 2025	Friday	Independence Day Holidays
August 11, 2025	Monday	Friday classes are held
August-11, 2025	Monday	Last day of instruction

BROOKDALE COMMUNITY COLLEGE
2025-2026
ACADEMIC CALENDAR

SUMMER III 2025

July 7, 2025	Monday	First day of instruction
August 15, 2025	Friday	Last day of instruction

FALL 15 2025

September 1, 2025	Monday	Labor Day Holiday
September 2-3, 2025	Tuesday-Wednesday	Faculty Days
September 4, 2025	Thursday	First day of instruction
Nov 27-Nov 30, 2025	Thursday-Sunday	Thanksgiving Recess
December 20, 2025	Saturday	Last day of instruction

FALL 7A 2025

September 4, 2025	Thursday	First day of instruction
October 22, 2025	Wednesday	Last day of instruction

FALL 11 2025

October 2, 2025	Thursday	First day of instruction
Nov 27-Nov 30, 2025	Thursday-Sunday	Thanksgiving Recess
December 19, 2025	Friday	Last day of instruction

FALL 7B 2025

October 30, 2025	Thursday	First day of instruction
Nov 27-Nov 30, 2025	Thursday-Sunday	Thanksgiving Recess
December 19, 2025	Friday	Last day of instruction

WINTERIM 2026

January 5, 2026	Monday	First day of instruction
January 16, 2026	Friday	Last day of instruction

SPRING 15 2026

January 19, 2026	Monday	Martin Luther King, Jr. Day Holiday
January 20, 2026	Tuesday	Faculty Day
January 21, 2026	Wednesday	First day of instruction
March 15-March 21, 2026	Sunday-Saturday	Spring Break
May 12, 2026	Tuesday	Last day of instruction
May 14-15, 2026	Thursday-Friday	Faculty Days
May 14, 2026	Thursday	Graduation

SPRING 7A 2026

January 21, 2026	Wednesday	First day of instruction
March 10, 2026	Tuesday	Last day of instruction

BROOKDALE COMMUNITY COLLEGE
2025-2026
ACADEMIC CALENDAR

SPRING 11 2026

February 18, 2026	Wednesday	First day of instruction
March 15-21, 2026	Sunday-Saturday	Spring Break
May 12, 2026	Tuesday	Last day of instruction

SPRING 7B 2026

March 25, 2026	Wednesday	First day of instruction
May 12, 2026	Tuesday	Last day of instruction

SUMMER I 2026

May 18, 2026	Monday	First day of instruction
May 25, 2026	Monday	Memorial Day Holiday
June 19, 2026	Friday	Juneteenth Holiday
June 30, 2026	Tuesday	Friday classes are held
June 30, 2026	Tuesday	Last day of instruction

SUMMER II 2026

May 29, 2026	Friday	First day of instruction
June 19, 2026	Friday	Juneteenth Holiday
July 3-4, 2026	Friday	Independence Day Holidays
August 10, 2026	Monday	Friday classes are held
August 10, 2026	Monday	Last day of instruction

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 Ms. Barbara Horl
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Ms Tracey Abby-White, Chair Ms. Taiphane Orange Dr. Les Richens Ms. Latonya Brennan Ms. Mary Pat Angelini	<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 Ms. Mary Pat Angelini
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 Freehold HEC	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 12 5:30 PM	

Human Resources is a Committee of the whole

BROOKDALE COMMUNITY COLLEGE
2022 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
November 7	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
November 8	Executive Committee Meeting	5:15PM	Zoom
November 8	Finance & Facilities Committee Meeting	5:30PM	Zoom
November 9	Governance Committee Meeting	5:30PM	Zoom
November 15	BOT Public Business Meeting	5:30PM	Lincroft Campus and Zoom Webinar
December 5	NJCCC Council Meeting	5:00PM	Middlesex College
December 6	Executive Committee Meeting	5:15PM	Zoom
December 6	Finance & Facilities Committee Meeting	5:30PM	Zoom
December 7-9	MSCHE Annual Conference		Philadelphia, PA
December 12	Audit Committee Meeting	5:30 PM	Zoom
December 13	BOT Public Business Meeting	5:30PM	Freehold Campus and Zoom Webinar