



## **Board of Trustees Public Business Meeting**

Brookdale Community College

Freehold Higher Education Center, 3680 US Highway 9 South, Freehold, NJ  
or Zoom Webinar

Oct 25, 2022 5:30 PM - Oct 25, 2022 8:30 PM EDT

## **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. President's Report**

**A. Presentation - Improving Retention with Interactive Multimedia**

**VI. Reports from the Board Committees and Liaisons**

**A. Finance & Facilities Committee**

**1. Capital Project Update**

**2. Monthly Financial Reporting**

**B. Audit Committee**

**C. Student's Perspective**

**D. NJCCC Update**

**E. Foundation Update**

**VII. Public Comment on Agenda Items**

**VIII. 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**

**IX. Approval of Public Business Meeting Minutes - September 28, 2022.....5**

BOT PBM Minutes September 28 2022 DRAFT v6.docx.....5

Attachment A - Min BCC BOT PBM 09-28-22.pdf.....15

Attachment B- Min BCC BOT PBM 09-28-22.pdf.....16

Attachment C- Min BCC BOT PBM 09-28-22.pdf.....17

Attachment D Min BCC BOT PBM 09-28-22.pdf.....18

Attachment E Min BCC BOT PBM 09-28-22.pdf.....19

<b>X. Approval of Executive Session Meeting Minutes - September 28, 2022.....</b>	<b>22</b>
Exec Session Min September 28 2022 Labor Negotiations DRAFT.docx.....	22
Exec Session Min September 28 2022 Long Branch DRAFT.docx.....	24
Exec Session Min September 28 2022 Virgilio Estate DRAFT.docx.....	26
<b>XI. Approval of Special Public Business Meeting Minutes - September 20, 2022.....</b>	<b>28</b>
BOT SPBM 09-20-22 Minutes DRAFT v3.docx.....	28
<b>XII. Approval of Consent Agenda</b>	
<b>A. Approval of Human Resources.....</b>	<b>31</b>
BOT HR Oct 2022 (2).docx.....	31
<b>B. Acceptance of Gifts.....</b>	<b>35</b>
10-25-22 1.51 Acceptance of Gifts-Athletics.docx.....	35
<b>C. Acceptance of Grants.....</b>	<b>36</b>
10-25-22 2.1 Acceptance of Grants-ABE-CRN IX.docx.....	36
<b>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.....</b>	<b>39</b>
10-25-22 4 2.doc.....	39
<b>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 Purchase(s).....</b>	<b>43</b>
10-25-22 4 2 Ratification of Emergency Purchase.doc.....	43
10-20-22 Memo to Dr. Stout - Emergency Purchase - Water.docx.....	46
<b>F. Open Invoice Payment Requests for Vendor, Student and Employee.....</b>	<b>47</b>
10-25-22 4 2c AP Check Register Summary.doc.....	47
<b>G. Monthly Financial Reports.....</b>	<b>48</b>
10-25-22 4 1 Financial Reporting.doc.....	48
<b>H. Capital Project Update.....</b>	<b>52</b>
10-28-22 Colliers Status Report October 2022.pdf.....	52
10-25-22 Facilities Brief M Naparolo.docx.....	53
<b>I. Acceptance of Legal Costs, Government and Public Relations.....</b>	<b>55</b>
10-25-22 4.3 Gov Rel PR & Legal.doc.....	55
<b>XIII. Acceptance of Brookdale Community College's FY22 Enrollment Audit.....</b>	<b>57</b>
10-25-22 4.4 Acceptance of the Enrollment Audit.doc.....	57
Brookdale Community College June 30, 2022 AUP Report - DRAFT 10.12.22 (1).pdf....	58

<b>XIV. Approval of Memorandum of Understanding with the Brookdale Community</b>	
<b>College Faculty Association .....</b>	<b>66</b>
3.2 BCCFA Contract Settlement FY23-27 w Resolution.docx.....	66
3.2 BCCFA Summary of Faculty Association Memorandum of Agreement.docx.....	68
<b>XV. Approval of Memorandum of Understanding with the Brookdale Community</b>	
<b>College Administrative Association .....</b>	<b>71</b>
3.3 BCCAA Contract Settlement FY23-27 w Resolution.docx.....	71
BCCAA MOA for FY23-27 for BOT.docx.....	73
<b>XVI. Adoption of FY2023 Confidential Non-Represented Employee &amp; Executive Compensation.....</b>	<b>74</b>
3.4 Exec Comp with Resolution Oct 2022 for FY23 (002).docx.....	74
<b>XVII. Approval of 6.0003 Anti-Hazing Policy.....</b>	<b>76</b>
6.0003 Anti-Hazing Policy for approval October 25 2022.docx.....	76
<b>XVIII. Approval of Revised Policies</b>	
<b>A. 1.1001 Brookdale Community College Collegial Governance Policy.....</b>	<b>77</b>
1.1001 Collegial Governance Marked Up for approval October 25 2022.docx.....	77
1.1001 Collegial Governance Clean for approval October 25 2022.docx.....	80
<b>B. 2.6000 Smoke Free College Environment Policy.....</b>	<b>82</b>
2.6000 POLICY Smoke Free College Environment Marked Up for approval October 25 2022.docx.....	82
2.6000 POLICY Smoke Free College Environment Clean for approval October 25 2022.docx.....	84
<b>C. 6.8000 Alcohol Policy (Former Title - Beer Wine on Campus).....</b>	<b>86</b>
6.8000 Alcohol Policy formerly Beer and Wine on Campus Marked Up for approval October 25 2022.docx.....	86
6.8000 Alcohol Policy formerly Beer and Wine on Campus Clean for approval October 25 2022.docx.....	88
<b>XIX. Public Comment</b>	
<b>XX. Old/New Business</b>	
<b>XXI. Adjournment</b>	
<b>XXII. Appendix .....</b>	<b>90</b>
Board Schedule, Board Committees	
Committees 2022 08-31-22.docx.....	90
BOT Dates for Packet Oct 2022 to Dec 2022.docx.....	91

BOT 2022 ALI meetings schedule v8 102122.docx.....	92
--	----

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**September 28, 2022**

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

**And Zoom Webinar**

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

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Trustee</b>	Dr. Joan Scocco
	<b>Ms. Mary Pat Angelini, Trustee</b>	Dr. Nancy Kegelman
	<b>Ms. Latonya Brennan, Trustee</b>	Dr. Yesenia Madas
	<b>Mr. Paul Crupi, Trustee</b>	Dr. William Burns
	<b>Ms. Dyese Davis, Trustee</b>	Mr. Edward Johnson
	<b>Ms. Barbara Horl, Trustee</b>	Ms. Patricia Sensi
	<b>Mr. Bret Kaufmann, Vice Chair</b>	Ms. Teresa Manfreda
	<b>Ms. Trustee Orange, Trustee</b>	Ms. Bonnie Passarella
	<b>Dr. David Stout, Secretary</b>	Ms. Kathy Kamatani
	<b>Ms. Marta Rambaud, Trustee (5:40 PM)</b>	Dr. Anita Voogt
	<b>Ms. Natalie Watson, Trustee (5:40 PM)</b>	
		Ms. Cynthia Gruskos, Recorder
<b>Absent</b>	<b>Dr. Hank Cram, Chair</b>	
<b>College Counsel</b>	<b>Mr. Mitch Jacobs, Esq., General Counsel</b>	

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 September 22, 2022 at 9:30 AM advance written notice of this meeting was posted on the

Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

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.*

Dr. Stout lead a moment of silence to honor the memory of retired employee, Lucille Lubow, an original member of Brookdale's Math Lab and an Adjunct Faculty Member in Math for over 30 years. He extended condolences to her family, friends and colleagues.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>	A motion to adopt the agenda was made by Trustee Horl and seconded by Trustee Abby-White.  Motion passed.	
<b>Swearing in of Trustee Mary Pat Angelini</b>  Mr. Jacobs performed the swearing in ceremony of Trustee Mary Pat Angelini.		
<b>Presentation of Legislative Proclamation to Brookdale Community College</b>  Assemblywomen Piperno and Eulner presented a Joint Legislative Resolution ( <b>Attachment A</b> ) on behalf of Senator Thompson, Assemblymen Dancer and Clifton, Senator O'Scanlon, Assemblyman Scharfenberger, Assemblywoman Flynn, Senator Singer and Assemblymen Kean and Thomson and Assemblyman Sauickie in recognition of Brookdale Community College securing the 2022 top community college ranking in the State by Best-Community-Colleges.com  Assemblyman Sauickie presented a Joint Legislative Resolution ( <b>Attachment B</b> ) on behalf of Assemblywomen Piperno and Eulner, Senator Thompson, Assemblymen Clifton, Senator O' Scanlon, Assemblyman Scharfenberger, Assemblywoman Flynn, Senator Singer and Assemblymen Kean and Thomson in recognition of Dr. David M. Stout on being named to ROI-NJ's Influencers: Higher Education 2022 list and as a visionary leader of Brookdale Community College.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Deputy Commissioner, Susan M. Kiley on behalf of the Monmouth County Commissioners presented a Certificate of Recognition (<b>Attachment C</b>) to Brookdale Community College in recognition of Brookdale Community College earning the distinction of the number one community college in the State of NJ, 11<sup>th</sup> in the Northeast Region and 50<sup>th</sup> nationwide.</p> <p>Deputy Commissioner, Susan M. Kiley on behalf of the Monmouth County Commissioners presented a Certificate of Recognition (<b>Attachment D</b>) to Dr. M. Stout in recognition of his selection to the ROI, New Jersey Influencer's Top 25 Most Influential and Higher Education list, which is his second time being selected to this award as Brookdale Community College's 7<sup>th</sup> president. The Monmouth County Commissioners honored Dr. Stout on this award and is grateful for his dedication to the residents of Monmouth County</p>		
<p><b>Special Presentation - Facilities Master Plan (FMP) - SSP Architects</b></p> <p>Marucs Rosenau, SSP Architects and Donna Zalecky, DMZ Planners presented on the development of our next Facilities Master Plan which focused on the Lincroft Campus and the Wall Higher Education Center. They presented on their objectives of optimizing space utilization, identifying and prioritizing the capital needs of the College, anticipating growth opportunities and establishing standards to create a unified plan. Site challenges were identified, and proposed solutions are being suggested to improve wayfinding, traffic calming, continuity of furnishings and landscaping and storm water management. Additional proposals were presented on the relocation of student services and educational programs to "enhance the student's journey", as well as adding a new building to house the Culinary &amp; Hospitality Center on the Lincroft Campus. Next steps include finalizing the logistics and prioritizing the capital needs of the plan. They will present their finalized plans to the Finance &amp; Facilities Committee and expect to bring forward the final FMP for adoption by the Board of Trustees and for implementation over the next 10 years.</p>		
<p><b>President's Report –</b></p> <p>Dr. Stout reported that our Fall 2022 enrollment increased over last year. As of our census date, our enrollment is 9896 students which has resulted in our headcount increasing 3.4%, over last year, at this time. He acknowledged the efforts of all of our employees and said that they deserve the real appreciation and congratulations bestowed on the College this evening.</p>		
<p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Finance &amp; Facilities Committee</b> - Trustee Crupi reported on the Finance and Facilities Committee meeting held on September 20. He highlighted the following:</p> <ol style="list-style-type: none"> <li><b>1. Capital Project Update</b> –Engineer of Record, Bill White reported they had a pre-construction meeting regarding the drainage improvements to the MAC and ATEC buildings.</li> </ol>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
		<p>He anticipates that the construction will begin in 6 weeks. In addition, Mr. White is investigating the Library drainage problems with Mr. Naparlo. Mr. Naparlo reviewed his report on College projects in progress. He reported that the CVA Roof and MAN Vestibule Stairs Rehabilitation projects are both completed. He provided an update on the Solar Project which is being cleaned and in the close out phase.</p> <ol style="list-style-type: none"> <li>2. <b>Monthly Financial Reporting</b> – VP Manfreda reported that they are closing out the prior fiscal year. The financial overview and reports on the time period up to July 31, 2022 were included in the materials.</li> <li>3. <b>Purchases</b> – VP Manfreda reported on the 9 recommended purchases. She further explained that under the snow removal services bid, that the Long Branch Higher Education Center is only for salting, which accounts for the lower hourly rate.</li> <li>4. <b>Approval of the Sale of Hazlet</b> – The approval of the sale of the Hazlet regional location will be voted on this evening.</li> <li>5. <b>HR</b> – The Committee reviewed the request to fill 4 positions and approved to move forward with the searches. AVP Sensi informed the committee there are 52 recommended items, which include hires, change of status, and separations.</li> <li>6. <b>Gifts/Grants</b> – The acceptance of gifts were reviewed and the application for a grant to establish a Center for Excellence in Cybersecurity Education and Out of School Youth grant was recommended for acceptance. VP Kaari reported that \$1.2M of grants have been awarded in FY23 with another \$2.5M pending.</li> <li>7. <b>Foundation</b> – VP Kaari noted that total revenue is up \$152,000 from last year. Expenses are down, which is a timing issue, as last year they had Scholarship Ball expenses which they did not have this year. The change in net assets is up \$184,000 from last year.</li> </ol> <p><b>B. Governance Committee – Board Retreat</b> – Trustee Davis reported on the meeting held on September 21.</p> <ol style="list-style-type: none"> <li>a. Trustee Davis highlighted the policies that were reviewed and recommended for lodging at tonight’s meeting.</li> <li>b. The revisions to Dr. Stout’s employment agreement were reviewed and the agreement will move forward for approval this evening.</li> <li>c. The goals for the Board retreat were reviewed with the goal to make progress throughout the year. Dr. Stout is going to seek input from Collegial Governance and his peers on developing an Equity Statement.</li> <li>d. <b>Professional Development</b> – The Committee recommended polling the Trustees to determine the best time of year to hold a retreat and the focus of the Retreat. Trustees Horl, Abby-White, Orange and Davis will attend the ACCT National Congress. The ACCT Legislative Summit will take place on February 5-8, 2023 in Washington D.C. Dr. Stout has been reviewing podcasts and articles which Trustee Davis will distribute as a recommended listening and reading list.</li> <li>e. <b>NJCCC Trustee Leadership Academy</b> – will be held on November 19. All Trustees appointed as of April 15, 2022 are required to attend Trustee professional development training no longer than one year after they were appointed. It will be hosted by Middlesex College and all Trustees are invited to attend.</li> <li>f. <b>Chair/Vice Chair Election Process</b> – Any Trustee interested in serving as Chair/Vice Chair should communicate their interest to Trustee Davis and submit a letter of intent no longer</li> </ol>



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>than 2 pages with qualifications. Candidates will be given 5 minutes to present at the Executive Session. The election will take place at the November Board meeting.</p> <p><b>g. President Stout Evaluation Timeline</b> – The new timeline for Dr. Stout’s evaluation will be the end of October.</p> <p><b>C. Student’s Perspective</b> – Trustee Orange reported on her activities and efforts to facilitate communications with the student body. She has attended an Honors Program orientation, created an Instagram account, conducted a short survey and had flyers at the Student Involvement Fair. She conducted a survey to Alumni and students. She reported that the survey results indicated that students were satisfied with the College. However, students expressed concern that they were not able to attend club activities during college hour, as that is a time they reserve to get together with their fellow students informally. Students also conveyed that communications of events and activities could be improved by more posts on social media. Alumni wished that students were informed on the neutral bathroom locations, as they seem difficult to find. The students gave a shout out to the Student Life &amp; Activities for always having activities on campus and especially Bingo.</p> <p><b>NJCCC Update</b> – Trustee Horl reported that she and Dr. Stout attended the NJCCC Council meeting on September 19. There was a presentation by the President of Essex County Community College on the success of their early college high school program. They graduated 99 students and were very proud of this accomplishment. There was discussion at the meeting about the increase in rising costs for the State Health Benefit plans that is scheduled to increase by 24%, which amounts to a total sector wide increase of \$14 million. She brought attention that the 4-year colleges receive partial reimbursement of the employee’s healthcare cost, whereas the community colleges do not. NJCCC is writing up talking points to assist in a lobbying campaign. Additionally, Speaker of the Assembly Coughlin has introduced a bill which will enable part time faculty members to combine their hours from multiple institutions to qualify for health care benefits. NJCCC is in the process of estimating the approximate costs of these benefits across the community college sector. Trustee Horl reported on a beneficial bill that they are watching, S659, which requires various State entities to promote manufacturing career pathways for students and provides assistance in the manufacturing industry. This bill passed the Senate and was referred to the Assembly Higher Education Committee where it awaits a hearing. She reported that the Brookdale Government Affairs and the Community Relations Department is tracking 200 bills. They provide an update each week, and she encouraged everyone to sign up with them to receive their updates. Trustee Horl elaborated on the upcoming professional development opportunity for the Trustee Leadership Academy, which will provide interactive sessions and case studies for board members. They will cover topics on ethics, state funding, priorities of boards, best practices of effective boards, building strong relationships between the president and the Boards and with the community.</p> <p><b>Foundation Update</b> – Trustee Abby-White reported that the Foundation welcomed five new foundation Board members, Jennifer M. Anderson, Dr. David Julius Ford, Shanel Ronnai Ingram, Francisco E. Rodriguez and Esteven Sanchez. The Foundation is looking for volunteers with financial expertise to assist the Foundation Board. The Foundation has also started a new procedure, where a thank you video is played during the meeting from a scholarship recipient. They announced 3 of the Scholarship Ball</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>honorees at their meeting. Trustee Abby -White thanked all who contributed to the success of the Golf Outing. The Brookdale Scholarship Ball will take place on the Lincroft Campus on April 28, 2023. The Barringer Awards will be presented that evening, and Trustee Abby-White read the criteria for nominations and announced the due date for nominations is October 4, 2022.</p> <p><b>Public Comment on Agenda Items –</b></p> <p><b>Jack Ryan, Assistant Professor, English</b> – was in favor of addressing our declining enrollment by consolidating our buildings. He encouraged researching which communities need us the most. He believes that Neptune is one of the communities we must continue to serve and the College needs to improve the resources and technology available at that site. In the Master Plan, one of the initiatives is to name buildings with historical names, of people who have made an impact on Monmouth County. He suggested that we name our new Wellness Center The Geraldine Thompson Wellness Center, in honor of the social justice contributions of Geraldine Thompson.</p> <p>Ms. Gruskos confirmed there were no written public comments submitted.</p>		
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li><i>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</i></li> </ul> <p><b>A. Acceptance of Consent Agenda</b></p>	<p>A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Brennan.</p> <p>Motion passed.</p>	
<p><b>Approval of Public Business Meeting Minutes – August 23, 2022</b></p>	<p>A motion to approve the minutes from the public business meeting held on August 23, 2022 was made by Trustee Abby-White and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p><b>ABSTENTIONS:</b> Trustees Angelini, Crupi and Rambaud.</p>	
<p><b>Approval of Executive Session Meeting Minutes – August 23, 2022</b></p>	<p>A motion to approve the Executive Session Meeting Minutes held on August 23, 2022 was made by Trustee</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Davis and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p><b>ABSTENTIONS:</b> Trustees Angelini, Crupi and Rambaud</p>	
<p><b>Approval of Consent Agenda</b></p> <p><b>A. Approval of Human Resources</b></p> <p><b>B. Acceptance of Gifts</b></p> <p><b>C. Acceptance of Grants</b></p> <p><b>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</b></p> <p><b>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p> <p><b>F. Monthly Financial Reports</b></p> <p><b>G. Capital Project Update</b></p>	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Crupi.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Crupi, Davis, Horl, Orange, Rambaud, Richens, Watson and Vice-Chair Kaufmann</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Sale Agreement of Hazlet Higher Education Center, 1 Crown Plaza, Hazlet, NJ</b></p>	<p>A motion to approve by resolution the sale agreement of 1 Crown Plaza, Hazlet was made by Trustee Abby-White and seconded by Trustee Crupi.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Crupi, Davis, Horl, Orange, Rambaud, Richens, Watson and Vice-Chair Kaufmann</p> <p><b>NO:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<b>ABSTENTIONS:</b> None	
<b>Lodging of New Policy – 6.0003 Anti-Hazing Policy</b>	<p>A motion to approve the lodging of new policy 6.0003 Anti-Hazing Policy was made by Trustee Davis and seconded by Trustee Crupi.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Crupi, Davis, Horl, Orange, Rambaud, Richens, Watson and Vice-Chair Kaufmann</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Lodging of Revised Policies</b> <ul style="list-style-type: none"> <li><b>A. 1.1001 Brookdale Community College Collegial Governance Policy</b></li> <li><b>B. 2.6000 Smoke Free College Environment Policy</b></li> <li><b>C. 6.8000 Alcohol Policy (Former Title - Beer Wine on Campus)</b></li> </ul>	<p>A motion to approve the lodging of 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 Richens and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Crupi, Davis, Horl, Orange, Rambaud, Richens, Watson and Vice-Chair Kaufmann</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Revised President's Employment Agreement</b>	<p>A motion to approve by resolution the revised President's Employment Agreement was made by Trustee Abby-White and seconded by Trustee Horl.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Crupi, Davis, Horl, Orange, Rambaud, Richens, Watson and Vice-Chair Kaufmann</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Public Comment</b></p> <p><b>Tom Brennan, Radio Station</b> – welcomed Trustee Angelini and congratulated Dr. Stout. He inquired what was Trustee Orange's Instagram account name.</p> <p><b>Noreen Kane, President of the Brookdale Community College Administrative Association (BCCAA)</b>– explained that she represents the Administrators who play a critical role at the College; they are responsible for everything outside the classroom and influence everything that happens inside the classroom. She thanked the College for putting people first during the COVID shutdown and they look forward to working together with the Board and the Administration to figure out a new normal that works for everybody. They are totally committed to student success. She plans to continue to come to the meetings to introduce the BCCAA members to the Board. She shared that the BCCAA sponsored the ice cream truck during Welcome Back Week.</p> <p><b>Jack Ryan, Assistant Professor, English</b> – commented that our registration system is ineffective and poorly designed and is hindering our students on easily registering for courses. He also raised concerns about the lack of food options for our students who take courses in the evening, and if we want to support our students, we need to address the inequity of this issue. He cautioned gerrymandering the job description for the EVP, in any way that would make the position exclusive, instead of inclusive, as that could raise concerns by Middle States. He was concerned that the EVP position could include leadership over CPS. He appreciated the increased versatility and diversity of the Board of Trustees, as compared to past compositions of the Board of Trustees.</p> <p><b>Michael Broek, Associate Professor, English</b> – commented that Faculty members with teenager children, have been assisting their children to register for courses, and have found the registration system difficult to navigate. They are concerned that our difficult to navigate registration system may be causing students to not register or to register late. He questioned if our part-time students are part-time out of choice or is because they we don't have seats available in the classes they would like to take. He encouraged the College to not forget about the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>underserved students who may not be able to get to Lincroft and to provide services and run classes at the Higher Education sites even if they are not fully enrolled. He said that we don't want to lose the students, who perhaps need us the most.</p> <p>Ms. Gruskos confirmed that there were no written comments submitted.</p>		
<p><b>Old/New Business</b></p> <p>No old or new business was discussed.</p>		
<p><b>Resolution to Hold a Closed Meeting</b></p> <p>College Counsel read the Resolution to hold a closed meeting (<b><i>Attachment E</i></b>)</p>	<p>A motion to approve a resolution to hold a closed session was made by Trustee Horl and seconded by Trustee Davis.</p>	
<p><b>Motion to Re-Open the Meeting to the Public</b></p>	<p>A motion to re-open the meeting to the public was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>Motion passed.</b></p>	
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 8:05 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Horl.</p> <p><b>Motion passed.</b></p>	



**THE SENATE AND GENERAL ASSEMBLY**  
STATE HOUSE, TRENTON, N.J.

**JOINT LEGISLATIVE RESOLUTION**

**By Assemblywomen PIPERNO and EULNER, Senator THOMPSON,  
Assemblymen DANCER and CLIFTON, Senator O'SCANLON,  
Assemblyman SCHARFENBERGER, Assemblywoman FLYNN, Senator SINGER  
and Assemblymen KEAN and THOMSON**

**WHEREAS,** The Senate and General Assembly of the State of New Jersey are pleased to congratulate Brookdale Community College, a highly esteemed educational institution in Lincroft, Monmouth County, in recognition of securing the 2022 top community college ranking in the State by Best-Community-Colleges.com; and,

**WHEREAS,** Founded in 1967, Brookdale Community College is an equal opportunity college that has grown from its humble beginnings into a dynamic institution that serves more than twenty thousand students annually across six locations; and,

**WHEREAS,** Accredited by the Middle States Commission on Higher Education, Brookdale Community College ranked eleventh among community colleges in the northeast region and placed in the top fifty nationwide, earning stellar marks in the categories of teaching, campus safety, and affordability; and,

**WHEREAS,** Brookdale Community College excels in its mission to empower a diverse community by providing open access to high-quality and cost-effective educational and lifelong learning opportunities with clear paths to personal, educational, and academic success; and,

**WHEREAS,** It is both right and proper for this Legislature to pause in its deliberations to recognize Brookdale Community College as one of this State's leaders in higher education; now, therefore,

*Be It Resolved by the Senate and General Assembly of the State of New Jersey:*

That this Legislature hereby commends and salutes the administration, teachers, and students of Brookdale Community College on this noteworthy accolade, and extends sincere best wishes for continued growth and vigor; and,

*Be It Further Resolved,* That a duly authenticated copy of this resolution, signed by the Senate President and the Assembly Speaker and attested by the Senate Secretary and the Assembly Clerk, be transmitted to Brookdale Community College.

Attest:



Linda Metzger  
Secretary of the Senate



Dana M. Burley  
Clerk of the General Assembly

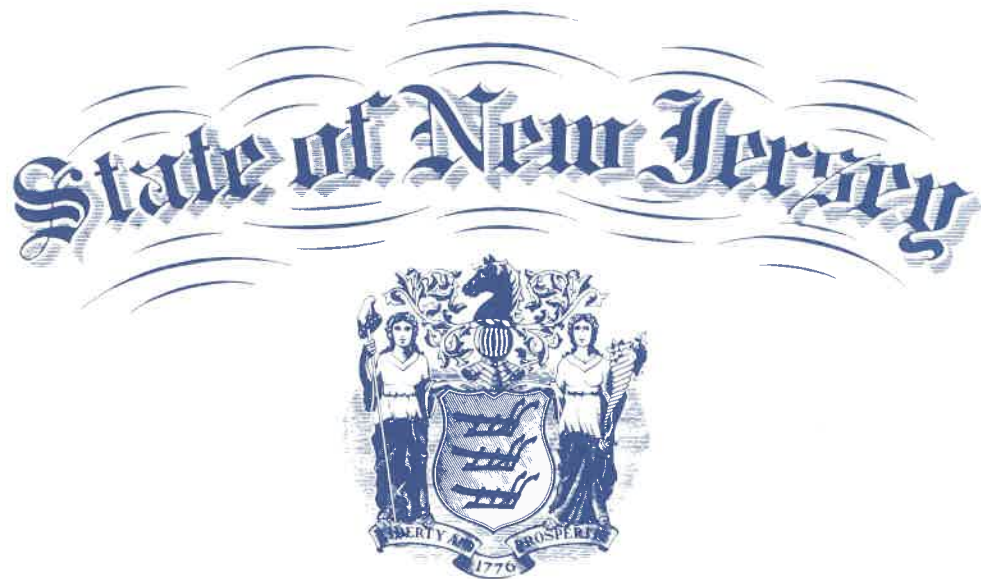
Handwritten signature of Nicholas P. Scutari in black ink.

Nicholas P. Scutari  
President of the Senate

Handwritten signature of Craig J. Coughlin in black ink.

Craig J. Coughlin  
Speaker of the General Assembly





THE SENATE AND GENERAL ASSEMBLY  
STATE HOUSE, TRENTON, N.J.

JOINT LEGISLATIVE RESOLUTION

By Assemblywomen PIPERNO and EULNER, Senator THOMPSON, Assemblymen CLIFTON and SAUICKIE,  
Senator O'SCANLON, Assemblyman SCHARFENBERGER, Assemblywoman FLYNN, Senator SINGER, and  
Assemblymen KEAN and THOMSON

**WHEREAS**, The Senate and General Assembly of the State of New Jersey are pleased to salute David M. Stout, Ph.D., a highly esteemed member of his Garden State community, and to congratulate him on being named to ROI-NJ's Influencers: Higher Education 2022 list; and,

**WHEREAS**, The prestigious accolade has been bestowed upon Dr. David M. Stout in appreciation for the impact he has had as the eminent President of Brookdale Community College, a stellar institution that educates more than twenty thousand students at its six locations throughout Monmouth County; and,

**WHEREAS**, A visionary administrator, Dr. David M. Stout has overseen Brookdale Community College since 2018, enacting strategies to predict enrollment trends, address facility needs, control expenditures, update strategic plans, build financial reserves, and develop programs that address the needs of Monmouth County residents; and,

**WHEREAS**, During his outstanding tenure as Vice President for Student Success, Dr. David M. Stout established services to address student behavioral and psychological issues, streamline advising and enrollment, and develop the KEYS Academy Recovery High School in partnership with Right Your Life and the Matawan-Aberdeen School District; and,

**WHEREAS**, Dr. David M. Stout holds a Master's Degree in psychological counseling and a Ph.D. in health psychology and behavioral medicine, and with uncommon civic-mindedness, he has shared his knowledge and expertise as an appointed member of the Monmouth County Mental Health Board and the Monmouth County Human Services Needs Assessment Steering Committee; and,

**WHEREAS**, Within all the spheres of his life and work, Dr. David M. Stout has established a model to emulate and has set a standard of excellence toward which others might strive; and,

**WHEREAS**, It is altogether proper and fitting for this Legislature to acknowledge Dr. David M. Stout and to praise him as an individual of remarkable character and exceptional determination; now, therefore,

*Be It Resolved by the Senate and General Assembly of the State of New Jersey:*

That this Legislature hereby commends Dr. David M. Stout, pays tribute to his meritorious record of service, leadership, and commitment, and extends sincere best wishes for continued success in all his future endeavors

*Be It Further Resolved*, That a duly authenticated copy of this resolution, signed by the Senate President and the Assembly Speaker and attested by the Senate Secretary and the Assembly Clerk, be transmitted to David M. Stout, Ph.D.

Attest:



Linda Metzger  
Secretary of the Senate



Dana M. Burley  
Clerk of the General Assembly

Handwritten signature of Nicholas P. Scutari.

Nicholas P. Scutari  
President of the Senate

Handwritten signature of Craig J. Coughlin.

Craig J. Coughlin  
Speaker of the General Assembly



THE MONMOUTH COUNTY



BOARD of COUNTY COMMISSIONERS

# Certificate of Recognition

## Brookdale Community College

This certificate is presented in recognition of Brookdale Community College earning the number one community college distinction in New Jersey on Niche's 2023 "Best Community Colleges in New Jersey" list. Brookdale Community College received the top grade among the state's 19 community colleges based on acceptance rate, quality of professors, diversity, student life, safety and location. Additionally, they ranked as the 11<sup>th</sup> community college for the Northeast Region, are in the top 50 Nationwide. The Monmouth County community college was established in 1967, and in 1968 Monmouth County Community College became Brookdale Community College. Today, Brookdale Community College is comprised of six locations and offer 24 of the best majors for community colleges including architecture, nursing, culinary and fashion. Students can earn associate degrees, certificates and take noncredit courses. The Monmouth County Board of Commissioners commends these extraordinary accomplishments made during the last 55 years and thanks Brookdale Community College for their contributions to the Monmouth County education system.



In testimony whereof, we have caused the Seal of the County of Monmouth to be affixed hereto, with the grateful recognition of the Board of County Commissioners and the Citizens of Monmouth County.

*Thomas A. Annone, Director*  
*Susan M. Kiley, Deputy Director*  
*Lillian Barry, Commissioner*  
*Dominick DiRocco, Commissioner*  
*Ross Licitra, Commissioner*



THE MONMOUTH COUNTY



BOARD of COUNTY COMMISSIONERS

# Certificate of Recognition

*David Stout, Ph.D.*  
*President Brookdale Community College*

This certificate is presented to Dr. David Stout, Brookdale Community College President on the occasion of his selection to the ROI-NJ Influencers top 25 Most Influential in Higher Education list. Each year, ROI-NJ ranks the Presidents with the greatest influence and influence in their schools and within the business world. This is the second time Dr. Stout has been selected for the award. Dr. Stout is Brookdale Community College's 7th President, and since his selection has enacted strategies to predict and influence enrollment trends, address facility needs, analyze and control expenditures, update major institutional strategic plans, build financial reserves, and develop programs that address the needs of Monmouth County residents. On this occasion, the Monmouth County Board of Commissioners honors Dr. David Stout on this award and is grateful for his dedication to the residents of Monmouth County.



In testimony whereof, we have caused the Seal of the County of Monmouth to be affixed hereto, with the grateful recognition of the Board of County Commissioners and the Citizens of Monmouth County.

*Thomas A. Arnone, Director*  
*Susan M. Kiley, Deputy Director*  
*Lillian Barry, Commissioner*  
*Dominick DiRocco, Commissioner*  
*Ross Licitra, Commissioner*

## 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 3 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 **September 28, 2022 at approximately 7:15 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: September 28, 2022

---

---

---

☒ "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body : **discussion on collective bargaining agreements with the Faculty and Administrators**

☒ "(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 – **real estate matters pertaining to the Long Branch property.**

☐ "(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: **discussion of the settlement agreement with the Virgilio 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.

☐ "(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 45 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.

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Special Public Business Meeting Minutes**

**September 20, 2022**

**Brookdale Community College  
BAC, President's Conference Room  
765 Newman Springs Rd.  
Lincroft, NJ 07733**

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

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Tracey Abby-White, Trustee</b>	Dr. Joan Scocco
	<b>Ms. Mary Pat Angelini, Trustee</b>	Dr. Nancy Kegelman
	<b>M. Latonya Brennan, Trustee</b>	Dr. Yesenia Madas
	<b>Mr. Paul Crupi, Trustee</b>	Dr. William Burns
	<b>Dr. Hank Cram, Chair</b>	Mr. Edward Johnson
	<b>Ms. Dyese Davis, Trustee</b>	Ms. Patricia Sensi
	<b>Ms. Barbara Horl, Trustee</b>	Ms. Teresa Manfreda
	<b>Mr. Bret Kaufmann, Vice Chair</b>	Ms. Bonnie Passarella
	<b>Dr. Les Richens, Trustee</b>	Ms. Kathy Kamatani
	<b>Dr. David M. Stout, Secretary</b>	Dr. Anita Voogt
	<b>Ms. Taiphane Orange, Trustee (5:45 PM)</b>	
<b>Absent</b>		
	<b>Ms. Marta Rambaud, Trustee</b>	
	<b>Ms. Natalie Watson, Trustee</b>	
	<b>Ms. Natalie Watson, Trustee</b>	Ms. Cynthia Gruskos, Recorder

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 September 13, 2022 at 5 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.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee Abby-White.  Motion passed.	
Public Comment on Agenda Items		
No public comment was made.		
<p>Introduction to Achieving the Dream Coaches</p> <p>Dr. Stout thanked the Board of Trustees for their support of Achieving the Dream.</p> <p>Dr. Shawnda Floyd and Dr. Kelly Smith are our assigned Achieving the Dream Coaches, and they are visiting the College today and tomorrow. They introduced themselves and will be assisting the College on efforts to improve student success through the lens of diversity, equity and inclusion and creating a sense of belonging for our students and employees.</p> <p>Prior to their visit they have been reviewing requested data on the College, collecting data on the community we serve and attended the ATD Kickoff and ATD Data Summit with Dr. Stout and his Team.</p> <p>They explained that this transformational work will take place over three years and can't be achieved without the entire College being fully engaged. They spent the day engaging with 6 different groups which included the Administrators, Faculty and Professional Staff. The purpose of their visits is to get to know everyone and learn from them on what it means to be a student and an employee at Brookdale. They asked the groups they met with to share strengths and challenges of the College. They will meet tomorrow with the President and his Executive Team and share their first impressions and after their visit they will provide a formalized report with their suggested next steps. During the next couple of months, they will lead a data gathering exercise which is an online survey instrument (ICAT) that covers 7 topics in areas such as equity, communication and student success to gather input from the College community about Brookdale. In the late winter and early Spring, they will come back to the College and share all of the information they collected with the entire College community.</p> <p>The goal of year one, is a creation of an action plan which will include Brookdale's goal and the steps that Brookdale can take to get there. Year two will be the implementation phase.</p> <p>They stated that one of the benefits of Achieving the Dream is that there are other colleges that have either been through a similar process that Brookdale is going to experience, or they are starting now. They are assisting Dr. Stout to identify peer colleges that he can build contacts with and find resources to move the College forward.</p> <p>The Board members asked questions about the process and data gathering mechanisms. In response to the questions on what happens after year 3 is completed, they explained that the first 3 years are the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>foundation of the experience; however, Achieving the Dream can assist with customized coaching as the need arises.</p> <p>Dr. Stout assured the Board of Trustees that this experience will be a transparent process, where he will be keeping the Board informed of the progress and any challenges.</p>		
<p><b>Public Comment</b> No public comment was made.</p>		
<p><b>Old/New Business</b> No old or new business was discussed.</p>		
<p><b>Adjournment at 6:06 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary



### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 10 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Adjunct Faculty

**Recommendations**

7

**B. Change of Status**

Supervisor – Administrative Operations

Non-Supervisor – Direct Student Contact

**Recommendations**

1

1

**C. Separations**

Support Staff

**Recommendations**

1

**A. HIRES****ADJUNCT FACULTY**

1. Name: Danielle Bianco  
Department: Radiologic Technology
2. Name: Larissa Eteson  
Department: Architecture
3. Name: Dakota Larocca  
Department: Radiologic Technology
4. Name: Shannon Saenz  
Department: Radiologic Technology
5. Name: Joan Santa Croce  
Department: Nursing
6. Name: Yajana Schwenk  
Department: Languages/ESL
7. Name: Sarah Van Clef  
Department: English

**ADJUNCT DEGREE SUMMARY**

Masters	Bachelors	Associates
4	1	2

**B. CHANGE OF STATUS****SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Sue Desiderato  
Department: Academic Affairs  
Position: Director, Academic Programs  
Action: Correction of transfer date from 7/1/22 to 10/1/22  
Salary: No change, but subject to negotiations  
Action: Reorg/reclassification from A4 to A5 position 10/1/22  
New Salary: \$79,362, to be prorated accordingly, subject to non-represented salary adjustment  
Effective: 10/1/22

**NON-SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: ErinMarie Tierney  
Department: Student Life & Activities  
Position: Assistant Director, Student Life & Activities  
Action: Monthly stipend of \$335 for additional A5 responsibilities, subject to current contract negotiations  
Effective: 9/21/22, until further notice, but not later than 12/31/22

**C. SEPARATIONS****SUPPORT STAFF**

1. Name: Bianca Shumanov  
Department: Radiologic Technology  
Position: Laboratory/Studio Assistant  
Action: Resignation  
Effective: 10/14/22

**1.51 Acceptance of Gifts  
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month.

The College continues to receive a variety of useful and welcome gifts from many sources. These are generally donated by private individuals, business firms, students, and staff whose continued interest and support are evinced in these actions.

The following gifts have been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
September, 2022	RKE Athletics 1600 NJ-71 Belmar, NJ. 07719	Donation of Practice t-shirts for the softball program

## 2.2 Acceptance of Grants

### Executive Summary

#### A. New Jersey Department of Labor and Workforce Development

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

**Short Title:** ABE/GED

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

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

**Program Administrator:** Linda Roma, Director Continuing & Professional Studies

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

**Date Awarded:** October 9, 2022

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

**Program Title:** College Readiness VIX

**Short Title:** CRN VIX

**Goal/Purpose:** To work with Monmouth County High schools to increase students' readiness to attend college. Programming will include test preparation combining English, reading and math for students whose test scores indicate the need for remediation. Students will have the option to enroll in the one-credit HUDV 107- First Year Seminar to learn skills that foster success in college or in CSSC 105 -College Success Seminar which helps first-year college students hone their academic and career plans. A pilot English ALP course will also be introduced.

October 25, 2022: Director of Grants and Institutional Development, Laura Quissaunee

The program will also offer a summer boot camp for graduating seniors planning to enroll in Brookdale for the fall 2023 semester who have tested into foundational courses. There will be three or four, consecutive, 2-week sessions in English/reading (combined) and math. Students will test at the end of each session to either waive out of foundational courses or move up in the remediation sequence.

**Program Administrator:** Sheri Stanford, Program Administrator College Readiness  
**Total \$ Award:** \$ 69,104 and does not require a College match  
**Date Awarded:** October 9, 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><b>Amount</b></u>
New Jersey Department of Labor and Workforce Development: Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program	<b>\$812,671</b>
Office of the Secretary of Higher Education (OSHE): College Readiness VIX	<b>\$69,104</b>

**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.

October 25, 2022: Director of Grants and Institutional Development, Laura Qaissaunee

*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 October 18, 2022.**



## **RESOLUTION**

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$37,500, or purchases with a combined total in excess of \$37,500; and

**WHEREAS**, the New Jersey State “Pay-to-Play” Law, N.J.S.A. 19.44a-20.1 et seq, Chapters 51 and 271, requires Board of Trustee approval for any purchase over \$17,500, that is not awarded pursuant to a “fair and open” process; and

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

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

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

**WHEREAS**, the Board of Trustees has reviewed the purchases on the list attached hereto and made a part hereof; and

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

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.

**Agenda for Purchases in Excess of \$37,500  
October 25, 2022**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Chapter 12</b>				
1	West End - KB LLC	<b>Elevator Modernizations, Bid No. 23-05</b> / Notice was sent to 14 vendors, received 4 replies. This contract is for the elevator modernization project on the Lincroft Campus and Freehold Regional Location. This contract is funded by Chapter 12.	Bid	\$ 2,558,716.60
2	Rich Tree Service, Inc.	<b>Tree Removal Services</b> / Exempt 18A:64A.25.9 (NJ State Contract). This State Contract is for the removal and stump grinding of trees on the Lincroft Campus. This contract is funded by Chapter 12.	Exempt	NTE \$24,000.00
<b>Grants</b>				
3	B&H Photo Video Pro Audio	<b>A/V Equipment and Accessories</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of A/V equipment and accessories for Brookdale TV. This will enable the department to produce and edit videos, and broadcast in-person and hybrid events in the Arena. This contract is funded by HEERF.	Exempt	\$ 766,674.17
4	B&H Photo Video Pro Audio	<b>Portable Lighting, A/V Equipment and Accessories and Projection Equipment</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of portable lighting, A/V equipment and accessories, and projection equipment for Events Management. This will enable the department to record and live-stream in-person and hybrid events in the Arena and Student Life Center. This contract is funded by HEERF.	Exempt	\$ 503,319.99
5	Business Environments Global Industries, Inc. The HON Company	<b>Wellness Center Furniture</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the supply, delivery, and installation of furniture for the Wellness Center. These contracts are funded by the Foundation's Caroline Huber Grant.	Exempt	\$ 60,702.54

## Operating

6	Constellation New Energy - Gas Division, LLC UGI Corporation NJCCC Consortium	<b>Natural Gas</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a 2-year contract with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of natural gas and is funded by the Operating Budget. *\$680,000/contract year. FY22 \$643,033.	Exempt	\$ 1,360,000.00 *
7	CBIZ Borden Perlman	<b>Insurance</b> / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a 9-month contract for Flood and Excess Property insurance policies. This contract is funded by the Operating Budget.	Exempt	\$ 326,250.00

\* Estimated expense based on historical data

\*\* Separate attachment - List of Vendors

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

*4.2 Ratification of an 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*

Enclosed is a resolution with an attached list indicating proposed Public Contract(s) 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 Board of Trustees on October 21, 2022.**

## **RESOLUTION**

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$37,500, or purchases with a combined total in excess of \$37,500; and

**WHEREAS**, the New Jersey State “Pay-to-Play” Law, N.J.S.A. 19.44a-20.1 et seq, Chapters 51 and 271, requires Board of Trustee approval for any purchase over \$17,500, that is not awarded pursuant to a “fair and open” process; and

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

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

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

**WHEREAS**, the Board of Trustees has reviewed the purchases on the list attached hereto and made a part hereof; and

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

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.

**Emergency Purchase Agenda in Excess of \$37,500  
October 21, 2022**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Operating</b>				
1	William J. Guarini, Inc.	<b>Emergency Plumbing Services</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for emergency plumbing services to repair a water main break under Lot 5 on the Lincroft Campus. This contract is funded by Risk Management.	Exempt	NTE \$ 200,000.00

\* Estimated expense based on historical data

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

**TO:** Dr. David Stout

**FROM:** Teresa Manfreda

**SUBJECT:** Emergency Purchase

**DATE:** October 20, 2022

In accordance with 18A:64A-25.6 and the College's Board Policy 4.8000 Contracts, I am approving the emergency purchase for the repair of a leak in Lot 5. The cause has not been determined yet, however a preliminary assessment was done and it appears that there is an underground broken pipe.

This is an urgent situation affecting the health, safety, and welfare of the College. The NJ State approved Co-op Contractor, William Guarini, Inc was contacted and will begin the repair immediately.

I am requesting authorization to proceed with the purchases necessary to rectify the situation before it deteriorates further at a cost not to exceed \$200,000.

#### 4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending August 31, 2022, which totaled \$2,382,382.92. 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 October 18, 2022.



#### 4.1 *Financial Report*

The following is the Unaudited Financial Report for the month ending August 31, 2022.

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

## Financial Overview at August 31, 2022

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

### **Revenue:**

#### ***Compared to Budget***

Total operating revenue through the month of August 2022 was \$25M and represents 31.4% of the FY23 budget of \$81M.

#### ***Compared to Prior Year***

Operating revenue through August 2022 was 4.4% 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 August 2022 were \$9.3M or 12.0% of the \$78M FY23 budget.

#### ***Compared to Prior Year***

Total operating expenses for the same period last year were \$8.9M compared to \$9.3M this year indicating an increase of operating costs of 4.9% or \$435,264. This is mainly attributed to an increase in salary and benefits of \$364,580.

### **Cash Balance:**

At Aug 31, 2022, the College's total cash position was \$25.9M, which represents a \$626K decrease over the same time last year. This variance is due to timing of the receipt of the County Appropriation in August of this year. The College's total interest earned as of the end of August was \$23,290.

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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 1,721,537	\$ 10,228,938	\$ (8,507,401)	16.8%
County of Monmouth	3,337,837	20,277,019	(16,939,183)	16.5%
	<b>5,059,373</b>	<b>30,505,957</b>	<b>(25,446,584)</b>	<b>16.6%</b>
Student Tuition:				
Summer III	832,881	849,505	(16,624)	98.0%
Fall 15	13,831,840	14,439,422	(607,582)	95.8%
Fall 11	383,061	954,666	(571,606)	40.1%
Fall 7A & 7B	96,200	79,110	17,090	121.6%
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%
	<b>15,143,981</b>	<b>33,433,877</b>	<b>(18,289,896)</b>	<b>45.3%</b>
Fees:				
Fees (Technology, Capital, Facilities)	3,377,106	7,760,764	(4,383,658)	43.5%
Application Fee	11,950	175,000	(163,050)	6.8%
Installment Plan Fee	4,620	140,000	(135,380)	3.3%
Lab Fees	1,171,562	2,319,529	(1,147,967)	50.5%
Late Fees	1,320	22,000	(20,680)	6.0%
Transcript Fee	8,076	50,000	(41,924)	16.2%
Bad Check Fee	390	750	(360)	52.0%
	<b>4,575,025</b>	<b>10,468,043</b>	<b>(5,893,018)</b>	<b>43.7%</b>
Continuing & Professional Studies:				
Contract Training Direct Pay	-	210,000	(210,000)	0.0%
Alternate Route	81,997	150,533	(68,536)	54.5%
Healthcare Services	324,337	1,249,005	(924,669)	26.0%
Business & Career Training	79,307	265,000	(185,693)	29.9%
Computer Training	25,738	144,500	(118,762)	17.8%
CTE Grant	32,479	381,004	(348,525)	8.5%
Trips / Excursions	6,125	75,000	(68,875)	8.2%
Misc. Open Enrollment Programs	61,373	205,375	(144,003)	29.9%
Summer Adventure Camps	513	55,083	(54,570)	0.9%
Accelerated Career & Technology	8,012	41,000	(32,989)	19.5%
	<b>622,353</b>	<b>2,776,500</b>	<b>(2,154,147)</b>	<b>22.4%</b>
Miscellaneous:				
Indirect Cost Recovery	3,759	335,000	(331,241)	1.1%
Other Departmental Revenue	1,674	5,000	(3,326)	33.5%
Miscellaneous	879	5,000	(4,121)	17.6%
International Center	10,066	300,000	(289,934)	3.4%
Reserves	-	3,000,000	(3,000,000)	0.0%
Interest Income	23,290	85,000	(61,710)	27.4%
	<b>39,668</b>	<b>3,730,000</b>	<b>(3,690,332)</b>	<b>1.1%</b>
<b>Total</b>	<b>\$ 25,440,400</b>	<b>\$ 80,914,376</b>	<b>\$ (55,473,977)</b>	<b>31.4%</b>

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 1,395,112	\$ 29,669,670	\$ 28,274,558	4.7%
Benefits	2,159,280	14,688,726	12,529,446	14.7%
Finance & Operations	2,522,521	11,761,254	9,238,733	21.4%
Student Affairs	847,544	6,408,449	5,560,905	13.2%
General Expenses	928,766	6,154,430	5,225,664	15.1%
Continuing & Professional Studies	311,394	2,443,417	2,132,023	12.7%
Utilities	276,604	2,224,608	1,948,004	12.4%
Human Resources & Organizational Safety	465,570	2,405,513	1,939,943	19.4%
Planning & Institutional Effectiveness	86,453	402,051	315,598	21.5%
President & Board of Trustees	94,772	509,315	414,543	18.6%
Advancement Division	229,133	1,266,593	1,037,460	18.1%
	<b>9,317,149</b>	<b>77,934,026</b>	<b>68,616,877</b>	<b>12.0%</b>
Salaries & Wages	3,406,408	44,424,473	41,018,065	7.7%
Other Expenses	5,910,741	33,509,553	27,598,812	17.6%
	<b>\$ 9,317,149</b>	<b>\$ 77,934,026</b>	<b>\$ 68,616,877</b>	<b>12.0%</b>

**BROOKDALE COMMUNITY COLLEGE**  
**Engineering Status Report**  
**October 7, 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.

**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.



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

WHW/dmm

cc: Michael Naparlo, Manager of Facilities (via email)

r:\projects\2022\22009865a\reports\status reports\221007\_brookdaleengstatusrpt\_oct2022.docx

### Brief: Facilities Overview as of October 18, 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"> <li>Painting in progress, ceiling, flex duct work and door installation underway. Data line installation in-progress; back-flow installed on fire system main.</li> </ul>
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> <li>Demolition is complete. Duct work, plumbing rough-in, and sheetrock are being installed.</li> </ul>
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> <li>Bi-monthly committee meetings continue.</li> <li>Final review stage underway. Presentation was at September Finance &amp; Facilities and Board meetings.</li> </ul>
CVA and Maintenance Roof	DRG	Northeast Roof	<ul style="list-style-type: none"> <li>CVA roof installation completed.</li> <li>Maintenance roof demolition expected to start in the next couple of weeks.</li> </ul>
ATeC & MAS Drainage	Colliers	Shore Top Construction	<ul style="list-style-type: none"> <li>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.</li> </ul>

Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> <li>• <b>Lincroft</b> – Solar structures are complete. The commission of wiring for system and installation of transformers still need to be completed.</li> <li>• <b>Wall</b> – Inspection was completed September 8; tie-in to electric September 10.</li> <li>• Solar is powered and calculating per Millers Brothers project manager.</li> </ul>
Modernization of Lincroft Elevators	USA Architects		<ul style="list-style-type: none"> <li>• Bid documents were advertised August 23; Bid opening October 7. Award contractor at October 25 board meeting.</li> </ul>
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> <li>• Pre-construction meeting August 15.</li> <li>• HVAC and electrical submittals under review; will order equipment after approval.</li> <li>• Removal of baseboards started; once completed carpenter will start building stage.</li> </ul>
Culinary & Hospitality Center	SSP Architects		<ul style="list-style-type: none"> <li>• 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.</li> </ul>

**Projects in-planning stage:**

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

#### 4.3 *Legal Costs, Government Relations, and Public Relations*

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public no later than November 1 each year, “an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations.”

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



**Brookdale Community College**  
**Report of Legal Fees, Government Relations, and Public Relations**  
**For the Fiscal Years 2022 and 2021**

	<b>FY22</b>	<b>FY21</b>
Legal Fees	\$148,255	\$110,793
Government Relations	36,000	36,000
Public Relations	<u>41,612</u>	<u>36,690</u>
<b>TOTAL</b>	<b><u>\$255,867</u></b>	<b><u>\$183,483</u></b>

#### 4.4 *Acceptance of Brookdale Community College's FY22 Enrollment Audit*

Pursuant to the requirements set forth in the Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasurer, the Board of Trustees authorized O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2021, at the May 31, 2022, meeting.

An audit of the College's schedule of total unweighted credit-hours for the year ended June 30, 2022, are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee Committee of the Board of Trustees at a meeting held October 18, 2022.

# **BROOKDALE COMMUNITY COLLEGE**

---

## **AGREED-UPON PROCEDURES REPORT ON SCHEDULE OF TOTAL CREDIT HOUR ENROLLMENTS**

**JUNE 30, 2022**

# **BROOKDALE COMMUNITY COLLEGE**

## **Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments**

**June 30, 2022**

### **C O N T E N T S**

---

<b>Independent Accountants' Report on Applying Agreed-Upon Procedures</b>	<b>1 - 3</b>
---	--------------

**Schedules:**

Sampling Methodology and Results for Confirmation for Student Enrollment (Schedule A)	4
Total Credit Hour Enrollments (Schedule B)	5
Base Chargeback Rate Per In-County Hour (Schedule C)	6

## **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

Brookdale Community College  
765 Newman Springs Road  
Lincroft, New Jersey 07738-1543

We have performed the procedures enumerated below on the reporting requirements as set forth in the 2022 Statement of Auditing and Accounting Standards for County Colleges ("Standards") recommended by the New Jersey Council of County Colleges ("NJCCC") for use by the New Jersey Department of the Treasury, for the year ended June 30, 2022. Brookdale Community College's (the "College") management is responsible for meeting those requirements and maintaining records in accordance with these Standards.

The College has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the Standards. Additionally, the New Jersey Department of Treasury, Office of Management and Budget, and the NJCCC have agreed to and acknowledged that the procedures performed are appropriate for their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purpose.

The procedures and associated findings are as follows:

1. From the College's master list of fundable credit courses offered during the year ended June 30, 2022, we selected a sample of 40 courses and chose one student from each course during fiscal year ended June 30, 2022 and performed the following procedures:
  - a. Sent positive confirmation letters to all students included in the sample. The letters specifically attempted to confirm the student's enrollment in the particular course sampled, the amount billed for the semester, the amount paid for the semester, and the remaining balance due. Information concerning the methodology and results of this procedure is included in Schedule A of this report.

*No exceptions were noted as a result of this procedure.*

- b. Traced the courses sampled to the NJCCC's list of approved credit courses and determined that: (1) the courses were approved for funding in the year ended June 30, 2022; and (2) the number of credit hours claimed by the College agreed to the number of credit/contract hours approved by NJCCC.

*No exceptions were noted as a result of this procedure.*

- c. Examined source documentation for each course/student in the sample (e.g. registration records, grade assignments, payment records, class rosters, attendance records, etc.) to: (1) verify the validity of the quantitative representations made on the management-prepared schedules; (2) make sure that adequate descriptions and course outlines were available for each course, in accordance with state funding requirements; and (3) determine the audit trail is valid and adequate for certification of the schedule of credit hour enrollments and Base Chargeback Rate per In-County Credit Hour.

*No exceptions were noted as a result of this procedure.*

2. Reviewed compliance with the 2022 Statement of Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasury.

*No exceptions were noted as a result of this procedure.*

3. Multiplied reported credit hours by appropriate standard tuition charges per credit hour and compared the result to tuition income per the relevant general ledger tuition income accounts.

*No exceptions were noted as a result of this procedure.*

4. Reviewed that the eligible portion of grant funded courses was calculated and reported accurately.

*The College did not conduct any eligible grant funded courses during the year ended June 30, 2022.*

5. Reviewed all contracts for the delivery of community college courses that were claimed for state aid to determine that the College demonstrated direct costs and control of the courses.

*No exceptions were noted as a result of this procedure.*

6. Obtained the accompanying Schedule B - Total Credit Hour Enrollments for the year ended June 30, 2022, prepared by management of the College. We reviewed the documentation underlying the calculation of credit hour enrollments, and recalculated all columns and rows to verify mathematical accuracy.

*No exceptions were noted as a result of this procedure.*

7. Obtained the accompanying Schedule C - Base Chargeback Rate Per In-County Credit Hour, for the year ended June 30, 2022, prepared by management of the College. Verified, from the sample of 40 students selected in Procedure 1, those that were resident, in-county students (39 of 40), and determined that they were properly classified with in-county enrollments by verifying they resided in the county. We also recalculated the Base Chargeback Rate Per In-County Credit Hour, as shown on Schedule C.

*No exceptions were noted as a result of this procedure.*

We are engaged by the College to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the items referred to above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of Brookdale Community College, the New Jersey Department of the Treasury, Office of Management and Budget, and the New Jersey Council of County Colleges and is not intended to be and should not be used by anyone other than the specified parties.

**Certified Public Accountants**  
**Braintree, Massachusetts**

**DATE**

# **BROOKDALE COMMUNITY COLLEGE**

## **Sampling Methodology and Results for Confirmation for Student Enrollment**

### **Schedule A**

**For the Year Ended June 30, 2022**

#### **Credit Student Enrollment**

##### **Methodology:**

A sample of 40 students was arrived at using the following parameters:

Confidence level	<b>90%</b>
Expected rate of occurrence	<b>0.0%</b>
Maximum tolerable error rate	<b>5.0%</b>

##### **Results:**

Mailed	<b>40</b>
Returned	<b>16</b>
Returned correct	<b>12</b>
Returned with exceptions	<b>None</b>
Returned undelivered	<b>4</b>

Alternate procedures were applied to the confirmations that had no responses to determine course enrollments.



# BROOKDALE COMMUNITY COLLEGE

## Total Credit Hour Enrollments

### Schedule B

For the Year Ended June 30, 2022

	Summer III 2021 <u>Term</u>	Fall 2021 <u>Term</u>	Winter and Spring 2022 <u>Term</u>	Summer I & II 2022 <u>Term</u>	Total Fiscal Year <u>Year</u>
Credit Hours	<u>5,200</u>	<u>92,314</u>	<u>80,961</u>	<u>16,531</u>	<u>195,006</u>
			In-County Credit Hours		<u>161,967</u>
			Out of County Credit Hours		<u>33,039</u>
					<u>195,006</u>

# **BROOKDALE COMMUNITY COLLEGE**

## **Base Chargeback Rate Per In-County Credit Hour**

### **Schedule C**

**For the Year Ended June 30, 2022**

Total In-County Resident Enrollment Credit Hours	161,967
Divided by 30 Credit Hours	<u>30</u>
Resident FTE	<u><u>5,399</u></u>
Total County Aid	\$ 20,027,019
Divided by Resident FTE	<u>5,399</u>
Base Chargeback Rate per In-County FTE	3,709
Divided by 30	<u>30</u>
Base Chargeback Rate per In-County Credit Hour	\$ 123.65

SUBJECT: Adoption of the BCC Faculty Association  
Settlement Agreement

DATE: October 25, 2022

CATEGORY: Human Resources

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution Adopting 2023-  
2027 BCC Faculty  
Association Settlement  
Agreement &  
Memorandum of  
Agreement

**BACKGROUND:**

In accordance with current collective bargaining agreement (CBA) language, the College entered into negotiations with the Brookdale Community College Faculty Association (BCCFA) for a successor agreement in Spring, 2022. The current CBA expired on June 30, 2022. After numerous discussions with the President and numerous negotiating sessions to determine economics, the BCCFA and the College came to a tentative agreement on July 7, 2022, subject to ratification.

The BCC Faculty Association notified the College on Oct 4, 2022, that the tentative agreement was ratified by the BCCFA. A summary of the terms of the 2023-27 contract is attached. Board ratification of this Agreement is respectfully recommended.

**RECOMMENDATION:**

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

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: October 25, 2022

EFFECTIVE DATE: July 1, 2022

## RESOLUTION

WHEREAS, the Brookdale Community College Faculty Association is the exclusive representative for collective negotiations on behalf of the full-time faculty; and

WHEREAS, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Faculty Association covering terms and conditions of employment expired on June 30, 2022; and

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

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

WHEREAS, the Faculty Association ratified the Agreement on October 4, 2022; and

WHEREAS, Labor Counsel and the President recommend ratification of the proposed Agreement, as already ratified by the Brookdale Community College Faculty Association; and

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

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

BE IT FURTHER RESOLVED that the proper Officers of the College are authorized to execute this Agreement, signed on September 21, 2022, on behalf of the Board of Trustees of Brookdale Community College.

## Summary of Faculty Association Memorandum of Agreement

1. Revised gender references throughout, changed “teaching faculty” to “classroom faculty,” and corrected title references as needed.
2. Article 7 – Promotion- Revised language to reflect electronic packet submission. Also updated process as well as examples of what can be included in Appendices.
3. Article 7 – Promotion – Revised procedures for the College Wide Promotion Committee.
4. Article 9. Evaluations A.1.e. – Added: A second evaluation is not required for faculty in their fifth year. (NOTE: for faculty hired at a rank other than Instructor, this evaluation may be necessary for a complete promotion ePacket.)
5. Article 9. Evaluations A.3. Added: An annual meeting between the President, Vice President, Academic Affairs, and the Association President shall be held prior to December 15th to identify any faculty in danger of not receiving tenure.
6. Article 12.1 – Department Chairs 12.C.6-7 revised to:
  6. Develop, track, and report on the progress of department-level tactics in support of the Academic Master Plan and the College’s Institutional Goals
  7. Provide oversight of the N5 academic support staff (instructional assistants, academic tutors, laboratory/studio assistants) and provide written input to the Institute Dean, Director and/or other appropriate supervisor for the annual performance evaluation for assigned N5 academic support staff.
7. Article 12.1.E-G – revises release time for faculty Dept Chairs/Coordinators:
  - E. Revised release time to read: Department Chairpersons, Co-Chairs (and Assistant Chairs, where appropriate) will have their annual teaching load reduced by the formula below based on the previous Fall tenth day enrollment of all credit classes run by the Department both on and off campus. Co-Chairs will split the reduced workload proportionate to the size of the areas of responsibility:

### DEPT. CHAIR/COORDINATOR RELEASE BASED ON STUDENT CREDIT HOURS (SCHs)

SCH	Annual Reduction in Workload	Faculty Contact Hours	Asst. D.C. Annual Workload Reduction
-----	------------------------------	-----------------------	--------------------------------------

Up to 3500	.4	12	
3501 - 6,500	.5	15	
6,501 – 9,500	.6	18	
9,501 – 12,000	.7	21	+1 Asst. DC @.3
12,001 – 14,000	.7	21	+2 Asst. DC @.3ea

For every additional 2000 students credit hours, add another Asst. Department Chair @.3 annual reduction in workload. With the recommendation of the Institute Dean, Director and/or other appropriate supervisor and the approval of the Vice President, Academic Affairs, one (1) Asst. Department Chair may be substituted with .3 increased release time divided between or among the other Assistant Department Chairs. In no case may an Assistant Department Chair be released for more than .5 of their annual workload.

Added: Counseling Department Chair shall be released 14 hrs per week in each long semester and summer session 1 for the purposes of completing chair duties.  
 Added: Library Department Chair shall be released 14 hrs per week in each long semester for the purposes of completing chair duties.

- F. Academic Program Coordinators recognized by the Vice President, Academic Affairs or required by an external accreditation agency will receive release time as noted below, based on the nature of the required work and overall workload required:

Annual Reduction in Workload / Faculty Contact Hours

.2 6

OR

.3 9

Notification shall be given to the faculty coordinators by the end of one academic year for the next academic year.

- G. 1. For every three (3) faculty contact hours of release time, the faculty member is responsible for seven (7) hours/week of departmental business four (4) hours of which may be performed off campus.  
 2. A department shall receive 3 credits of release per long semester while conducting a five-year program review or recognized accreditation. (This release may be offered to any faculty member chairing the program review committee or split between co-chairs.)  
 3. Faculty may choose to receive the equivalent compensation for any portion or all of their approved release.  
 4. One Office Assistant per Institute shall be dedicated to providing clerical support to Department Chairs.
8. Article 16.1 A.and B. Tuition Waiver - revised language to clarify.  
 9. Article 16.7 Leaves of Absence: Revised language to convert days to hours for annual accruals and charges, consistent with practice.  
 10. Article 18.3 and 18.4 – Contracts. 18.3 allows extension to complete professional days from Memorial Day to June 30 and moved Librarians from 175 day work schedule to 159 day work schedule.  
 11. Article 18 –18.5 Permits 3 of 5 office hours per week to be conducted remotely. Also adds language re: schedule:  
 Full-time faculty members (classroom, counseling, and librarian) shall choose to teach/work in any approved modality in fulfillment of load consistent with rights of first refusal. All modalities of all sections/courses are equivalent and shall be credited towards load among interested full-time faculty members of a department, so long as their schedule is not in conflict with departmental needs, the Master Schedule, enrollment needs, or the educational needs of the institution.  
 12. Article 18.8 revised Workload Reduction for reduced salary to condense and clarify.  
 13. Article 19.2.C.: Creates a Management and Association joint committee to develop a compensation formula for department chair summer hours.

14. Article 19.3 A. revises Overload and Part-Time Hourly Rates:

FY23	\$930	\$46.50
FY24	\$955	\$47.75
FY25	\$985	\$49.25
FY26	\$1,020	\$51.00
FY27	\$1,050	\$52.50

15. Article 21: Full-time faculty members shall receive the following increases:

Effective 2022-23	3.0%
Effective 2023-24	3.25%
Effective 2024-25	3.25%
Effective 2025-26	3.5%
Effective 2026-27	3.5%

Also, salaries will be rounded to the nearest dollar and longevity increases increase from \$250 to \$500 after 25 years. Eliminated longevity after 30 years.

16. Article 23 Online Courses. Revise 23.1 to read: Full-time faculty members (classroom, counseling, and librarian) may choose to teach/work in any approved modality in fulfillment of load and/or overload, consistent with rights of first refusal. All modalities of all sections/courses are equivalent and shall be credited towards load and/or overload among interested full-time faculty members of a department, so long as their schedule is not in conflict with departmental needs, the Master Schedule, enrollment needs, or the educational needs of the institution.

SUBJECT: Adoption of the BCC Administrative Association  
Settlement Agreement

DATE: October 25, 2022

CATEGORY: Human Resources

ITEM & FILE #: 3.3

REASON FOR BOARD CONSIDERATION: **APPROVAL**

ENCLOSURE(S): Resolution Adopting 2023-  
2027 BCC Administrative  
Association Settlement  
Agreement &  
Memorandum of  
Agreement

**BACKGROUND:**

In accordance with current collective bargaining agreement (CBA) language, the College entered into negotiations with the Brookdale Community College Administrative Association (BCCAA) for a successor agreement in Spring, 2022. The current CBA expired on June 30, 2022. On July 7, the BCCAA and the College met, at which time the College offered its final offer. A tentative agreement was confirmed on August 19, 2022, subject to ratification.

The BCC Administrative Association notified the College on October 6, 2022 that the tentative agreement was ratified by the BCCFA. A summary of the terms of the 2023-27 contract is attached. Board ratification of this Agreement is respectfully recommended.

**RECOMMENDATION:**

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

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: October 25, 2022

EFFECTIVE DATE: July 1, 2022



## RESOLUTION

WHEREAS, the Brookdale Community College Administrative Association is the exclusive representative for collective negotiations on behalf of the full-time administrators; and

WHEREAS, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Administrative Association covering terms and conditions of employment expired on June 30, 2022; and

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

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

WHEREAS, the Administrative Association ratified the Agreement on October 6, 2022; and

WHEREAS, Labor Counsel and the President recommend ratification of the proposed Agreement, as already ratified by the Brookdale Community College Administrative Association; and

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

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

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

**Memorandum of Agreement**  
**BCCAA and Brookdale Community College Board**  
**FY23-27**

1. Preamble for start of contract, July 1, 2022
2. Article IXH. Change “party in interest” to “party of interest.”
3. Article X – Fringe Benefits and Leave Provisions - Add the following statement before X.A:  
“Except as may be required by law, hourly administrators are not entitled to benefits.”
4. Article XD.1c. – replace with: “All full-time employees eligible for benefits hired after July 1, 2020 shall be enrolled in a health plan set forth in Ch. 44, P.L. 2020 and shall contribute towards same in accordance with Ch. 44, P.L. 2020.”
5. Article XD.1d. - Insurance Benefits, Medical - Revise the first sentence to read: For employees who continue to have D10 and D15 health plan choices, NJ Horizon Direct 15 or a plan of equivalent cost for as long as such a plan is offered, is the base plan.
6. Article XD.2. – Short-Term Disability - Omit 2<sup>nd</sup> and 3<sup>rd</sup> sentence and replace with: Eligibility begins on the thirtieth (30) calendar day of disability.
7. Article XF.7i – Sabbatical Leave - Revise compensation: 4 months – 100%; 5-6 months – 80%; 7-8 months – 70%; 9-10 months – 60%; 11-12 months – 50%. If over 2 fiscal years, continuation of leave beyond one fiscal year is conditional on reappointment. Leave must start at the beginning of a pay period.
8. Article XF.9 – Special Purpose Leave - Add to the first sentence as noted: “Administrators, after 5 years of employment at the College may be granted a leave of absence without pay up to 1 year in combination with other leaves upon the approval of the President.”
9. Article XVA. – Part-Time Employment - In the first paragraph, change “part-time rate” to “overload rate.”
10. Article XVI A. – General Wage Increases  
FY23- 3%  
FY24- 3.25%  
FY25- 3.25%  
FY26- 3.5%  
FY27- 3.5%  
Minimums to increase by 80% of the general wage increases in each year of the contract.  
Maximums to remain constant in FY23 and to increase by 50% of the general wage increase in the remaining years.  
General Wage increases are rounded to the nearest dollar.
11. Article XVI J. – Longevity Program - Revise to read: A longevity program shall be established at \$500 in base for 25 years of service, which will be granted effective on July 1 of the following fiscal year, and applied before the GWI. (Employees with more than 25 years will receive an additional 250 in base but not retro.)



**BOARD OF TRUSTEES**

General Functions

Administration

**HUMAN RESOURCES**

Finance & Facilities

Policy & Education

SUBJECT: Adoption of FY2023 Confidential  
Non-Represented Employees and  
Executive Compensation

DATE: October 25, 2022

ITEM & FILE #: 3.4

REASON FOR BOARD CONSIDERATION: Approval

ENCLOSURE(S): Resolution

**3.2 Confidential Non-Represented Employees and Executive Compensation**

General wage increases are determined each year in one of several ways – they are negotiated through collective bargaining agreements for unionized employees, implemented consistent with Policy 3.0002 for non-represented employees up to the level of Dean, and recommended by the President for executive level positions. The following resolution is presented on behalf of the President for the Board’s approval for FY2023 compensation.

## RESOLUTION

**WHEREAS**, Policy 3.0002 states that confidential non-represented employees shall receive the same benefits as those provided to represented employees whenever possible; and

**WHEREAS**, the Board ratified a contract with the Administrative Association providing a general wage increase in FY23 of 3%; and

**WHEREAS**, the confidential non-represented employees have performed at a consistently high level; and

**WHEREAS**, the President recommends an increase for these employees of 3% consistent with the unionized administrators for FY23; and

**WHEREAS**, Policy 3.0002 also states that the President shall make recommendations to the Board of Trustees on proposed compensation for individuals in positions at the Dean's level and above; and

**WHEREAS**, the members of the executive team have performed with excellence and dedication through the past year; and

**WHEREAS**, the President recommends and strongly supports salary adjustments equivalent to 3% for the executive team also;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees approves salary adjustments for confidential non-represented administrators and for the executive staff consistent with the above recommendations; and

**BE IT FURTHER RESOLVED** that the Board of Trustees wishes to acknowledge the commitment and leadership of said employees and thanks them for their service and dedication to the College and our students.

Respectfully submitted, Dr. David Stout, President

## **Brookdale Community College College Policy**

### **6.0003 Anti-Hazing Policy**

#### **I. Title of Policy**

Anti-Hazing Policy

#### **II. Objective of Policy**

To inform the College community that hazing is strictly prohibited at Brookdale Community College.

#### **III. Authority**

N.J.S.A.18A:3-27.1 – 27.4.

#### **IV. Policy Statement**

Hazing is any action or situation, with or without the consent of the participants (an individual(s) or group), which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student.

Behavior falling into the following categories shall be considered hazing, regardless of whether a person is a willing participant:

1. Engaging in any act that impacts the mental, emotional, or physical health or safety of a student for the purpose of initiation into, admission into, affiliation with, or continued membership in any organization or team whose members are Brookdale students.
2. Engaging in any activity that is inconsistent with policies or regulations of Brookdale or laws in the State of New Jersey for the purpose of initiation into, admission into, affiliation with, or continued membership in any organization or team whose members are Brookdale students.

Any activity that may appear to be hazing is to be reported to Student Conduct and Compliance Office. Also see related 6.0003R Anti Hazing Regulation for additional information and the hazing section of the [Student Code of Conduct](#)

#### **V. Responsibility for Implementation**

President

# BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

## 1.1001 Brookdale Community College Collegial Governance

### I. Title of Policy

Brookdale Community College Collegial Governance

### II. Objective of Policy

To ~~define~~articulate the collegial Governance system of Brookdale Community College and ~~by doing so delineate~~ outline the roles, responsibilities, and accountability for decision making by each constituency including ~~of~~ the Board of Trustees, ~~President administration, f~~Faculty, s~~Staff,~~ employees, s~~Students,~~ and the community ~~;~~ to describe their relationships; establish and revise Board Policies and College Regulations; administer the College, and to emphasize students and learning as the focus of the institution.

### III. Authority

The ~~BOT~~ Board of Trustees derives its authority from New Jersey Statute 18A:64A-1 et seq. The Board and ~~Administration- employees administration and Faculty faculty~~ are subject to provisions of the Constitution of the State of New Jersey, the Regulations and Standards for New Jersey Community Colleges, the Board of Trustee Bylaws, and College its own policies Policies and regulations Regulations, including 2.0003R, Policy Items Requiring Action by the President, and 2.0004R, Action by the Board of Trustees.

### IV. Policy Statement

The Board of Trustees is charged with the oversight and control of the College and does so assists with the formation and adoption of written pPolicies. Policies, generally, are broad in scope and describe the Board's purpose and authority granted to the President. A Board Policy will be binding on employees and students. the part of the Administration and will be preceded by the word, "shall. College Regulations are "administrative policiesprocedures" and indicate the authority responsible parties delegated by the President for the day-to-day operation of the College. College Regulations are binding on employees and students the administrationemployees, are preceded by the word "will," and may include systematic steps to describe the methods, processes, and forms to be used in the accomplishment of tasks.

Brookdale Community College is committed to the proposition that full and active participation by its constituent members in the decision-making process provides the best means for achieving the Mission Vision and Values of the College.

Submitted for ~~Approval~~Lodging: September 28October 25, 2022

~~The goal of Brookdale Collegial Governance is to authentically enfranchise the whole College community in the deliberative and recommending purposes of the College and in planning for the future.~~

~~The Brookdale Collegial Governance will be transparent and system encompasses new and existing Brookdale structures and processes for cooperative and collegial deliberation and communications. Brookdale Collegial Governance shall engage the Board, the faculty, staff, administrators and students, in proactive support of the a collaborative process to effectively and efficientefficiently fulfill its mission. functioning of the College. Brookdale Collegial Governance will operate under the principle that well informed decisions are better when made by those who are accountable for the results, and with the active participation of those who can best contribute to their implementation. The ultimate objective of Brookdale Collegial “will” is included? Governance is to ensure student success.~~

~~The Board of Trustees delegates to the President, working collaboratively with Faculty, Staff and Students, the identification development of regulations and procedures to implement Board pPolicies. The President will work collaboratively with faculty, staff and students, the College community seeking their perspective and advice in his/her decision making, and assignment of tasks to responsible parties. guide Brookdale Collegial Governance, will be the mechanism to enable ensure College-wide constituent input consistency and transparencyies in decision making, promote academic excellence and administer the College.~~

~~The Board and Administration and Faculty are subject to provisions of the Constitution of the State of New Jersey, the Regulations and Standards for New Jersey Community Colleges, the Board of Trustee Bylaws, and its own policies and regulations, including 2.0003R, Policy Items Requiring Action by the President, and 2.0004R, Action by the Board of Trustees.~~

## **V. Responsibility for Implementation**

### Board of Trustees

President

Approved: 30 October 2014

Updated: XX/XX/2022





# **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

## **1.1001 Brookdale Community College Collegial Governance**

### **I. Title of Policy**

Brookdale Community College Collegial Governance

### **II. Objective of Policy**

To articulate the collegial Governance system of Brookdale Community College and outline the roles, responsibilities, and accountability for decision making by each constituency including the Board of Trustees, employees, students, and the community.

### **III. Authority**

The Board of Trustees derives its authority from New Jersey Statute 18A:64A-1 et seq. The Board and employees are subject to provisions of the Constitution of the State of New Jersey, the Regulations and Standards for New Jersey Community Colleges, the Board of Trustee Bylaws, and College Policies and Regulations

### **IV. Policy Statement**

The Board of Trustees assists with the formation and adoption of written Policies. Policies, generally, are broad in scope and describe the Board's purpose and authority granted to the President. A Board Policy is binding on employees and students. College Regulations are "administrative procedures" and indicate responsible parties delegated by the President for the day-to-day operation of the College. College Regulations are binding on employees and students and may include systematic steps to describe the methods, processes, and forms to be used in the accomplishment of tasks.

The Board of Trustees delegates to the President, the development of regulations and procedures to implement Board Policies. The President will work collaboratively with the College community seeking their perspective and advice in his/her decision making, and assignment of tasks to responsible parties. Brookdale Collegial Governance, will be the mechanism to enable College-wide constituent input and transparency in decision making.

### **V. Responsibility for Implementation**

Board of Trustees

President

Approved: 30 October 2014

# BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

## 2.6000 SMOKE FREE COLLEGE ENVIRONMENT

### I. Title of Policy

Smoke Free College Environment

### II. Objective of Policy

To authorize the President to develop a College ~~Policy and~~ Regulation to comply with all federal, state, county, and local laws concerning a smoke free environment(s), to act upon the wishes of the College Governance Forum, and to protect, preserve, and foster the health and safety of students, employees and members of the public. ~~all persons.~~

### III. Authority

Chapter 320, Public Laws of 1981 as amended by chapter 96 of the Public Laws of 1989 and codified at NJSA 26:3D-17, L. 1989, c. 96, Section 1, the NJ Smoke Free Air Act, P.L. 2005, c. 383, approved January 15, 2006, effective March 16, 2006, Paragraph 13 to Section VII of Article IV of the N.J. Constitution subject to regulation by the Cannabis Regulatory Commission created by P.L.2019, c. 153 (C.24:61-5.1 et seq.), New Jersey Marijuana Legalization Amendment (S2703/A4497) P.L.2021, c 16, Title 21 U.S.C. Controlled Substances Act, 41 U.S.C. 81, and H.R.3614 Drug-Free Schools and Communities Act Amendments of 1989.

### IV. Policy Statement

The New Jersey Legislature has found that tobacco and tobacco smoke is a substantial health hazard to both the smoking and nonsmoking public. The New Jersey Department of Health has found overwhelming scientific and medical evidence that tobacco and tobacco smoke is detrimental to the health, welfare, and comfort of smokers and nonsmokers alike and that regulating if, when, and where persons may smoke and/or use tobacco products is necessary for the public health. The College Forum recognizes its obligation to comply ~~has recommended compliance~~ with the State's public laws concerning a smoke-free workplace and henceforth, all tobacco products, including but not limited to cigarettes, cigars, pipes, electronic cigarettes, chewing tobacco, and/or snuff will be banned for use or consumption at all Brookdale Community College locations and in all College vehicles. Notwithstanding the foregoing, use of cigarettes, tobacco products and non-marijuana vaping products shall be permitted within one's personal vehicle while on the College campus in Lincroft and regional locations.

In addition to the foregoing, the College does not tolerate drug use, possession and/or distribution while on campus, within the College community, or at College sponsored events and activities which includes, but is not limited to, marijuana and regulated

cannabis (collectively “marijuana”). ~~See X.XXXX College Policy Against Marijuana/Regulated Cannabis.~~ Accordingly, the use, possession or distribution of marijuana, even for medical or medicinal purposes, is prohibited at the College.

~~The purpose of this Policy is to protect the health of our students, employees, and members of the public by eliminating from College-owned and/or leased buildings, outdoor areas of the College, vehicles and/or property or locations which the College has control over, smoking, use, consumption and/or sale of tobacco products and marijuana.~~

## **V. Responsibility for Implementation**

President

**Related Regulation: 2.6000R Smoke Free College Environment**

~~See also: X.XXXX College Policy Against Marijuana/Regulated Cannabis~~

Approved: Board of Trustees 5/27/82

Revised: 8/20/92

Revised: September 2010

Lodged: October 2010

Approved: November 2010

Revised: October 2013

Revised: XXXXX 2022

~~7/25/2022~~ 9/20/2022

Submitted for Lodging Approval: September 28October 25, 2022

# **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

## **2.6000 SMOKE FREE COLLEGE ENVIRONMENT**

### **I. Title of Policy**

Smoke Free College Environment

### **II. Objective of Policy**

To authorize the President to develop a College Regulation to comply with all federal, state, county, and local laws concerning a smoke free environment(s), to act upon the wishes of the College Governance Forum, and to protect, preserve, and foster the health and safety of students, employees and members of the public.

### **III. Authority**

Chapter 320, Public Laws of 1981 as amended by chapter 96 of the Public Laws of 1989 and codified at NJSA 26:3D-17, L. 1989, c. 96, Section 1, the NJ Smoke Free Air Act, P.L. 2005, c. 383, approved January 15, 2006, effective March 16, 2006, Paragraph 13 to Section VII of Article IV of the N.J. Constitution subject to regulation by the Cannabis Regulatory Commission created by P.L.2019, c. 153 (C.24:61-5.1 et seq.), New Jersey Marijuana Legalization Amendment (S2703/A4497) P.L.2021, c 16, Title 21 U.S.C. Controlled Substances Act, 41 U.S.C. 81, and H.R.3614 Drug-Free Schools and Communities Act Amendments of 1989.

### **IV. Policy Statement**

The New Jersey Legislature has found that tobacco and tobacco smoke is a substantial health hazard to both the smoking and nonsmoking public. The New Jersey Department of Health has found overwhelming scientific and medical evidence that tobacco and tobacco smoke is detrimental to the health, welfare, and comfort of smokers and nonsmokers alike and that regulating if, when, and where persons may smoke and/or use tobacco products is necessary for the public health. The College Forum recognizes its obligation to comply with the State's public laws concerning a smoke-free workplace and henceforth, all tobacco products, including but not limited to cigarettes, cigars, pipes, electronic cigarettes, chewing tobacco, and/or snuff will be banned for use or consumption at all Brookdale Community College locations and in all College vehicles. Notwithstanding the foregoing, use of cigarettes, tobacco products and non-marijuana vaping products shall be permitted within one's personal vehicle while on the College campus in Lincroft and regional locations.

In addition to the foregoing, the College does not tolerate drug use, possession and/or distribution while on campus, within the College community, or at College sponsored events and activities which includes, but is not limited to, marijuana and regulated

cannabis (collectively “marijuana”). Accordingly, the use, possession or distribution of marijuana, even for medical or medicinal purposes, is prohibited at the College.

.

## **V. Responsibility for Implementation**

President

Related Regulation: 2.6000R Smoke Free College Environment

Approved: Board of Trustees 5/27/82

Revised: 8/20/92

Revised: September 2010

Lodged: October 2010

Approved: November 2010

Revised: October 2013

Approved: Board of Trustees xx/xx/xx

## Brookdale Community College College Policy

### 6.8000 Alcohol Policy ~~Beer Wine on Campus~~

#### I. Title of Policy

Alcohol Policy

#### II. Objective of Policy

Brookdale Community College (the "College") is committed to providing an environment of well-being, learning and accountability. To this end, alcohol consumption is banned at the College's Lincroft campus, Regional Locations and College sponsored events except for certain events and programming approved by the President, in his/[her](#) sole discretion.

#### III. Authority

N.J.S.A 18A:64A-12; Board of Trustees Bylaws 1.3054

#### IV. Policy Statement

Consumption or possession of alcohol in any form on College property or at College sponsored events is forbidden, except when the President, or his/her Designee, has made an exception.

"Alcohol" includes wine, beer, distilled spirits and every liquid or solid containing wine, beer or distilled spirits and which contains any percentage of alcohol.

"College sponsored events" include any cultural, athletic, social or educational events or student activities that take place on College property or held at a non-College location.

"College property" includes the Lincroft campus, Regional Locations, leased properties, and any other property controlled or occupied by or on behalf of the College.

Organizations contracting with the College for use of College facilities are also subject to the terms of this Policy.

The Board of Trustees delegates to the President the sole authority, in his/[her](#) sole discretion, to make the determination of when and where alcohol can be served, sold and consumed. Accordingly, the President has developed and may continue to develop regulations pertaining to:

1. The conditions under which alcohol can be served, sold and consumed at the College or at a College sponsored event held at a non-College location. ~~{insert links to 6.8000R and 2.0022R}~~

2. The legal requirements to be adhered to and the licenses obtained both at the state and local levels.

3, ~~Discipline actions to be taken for violations of the Alcohol Policy and related Regulations, including but not limited to Regulation 3.9011R Drug Abuse Prevention Regulation which provides that any individual violating this Policy or related Regulations will lead is subject to discipline up to and including dismissal or termination from the College.~~

## V. Responsibility for Implementation

President

Approved: 1/27/77

Revised: 6/29/78

7/12/01

~~Updated~~Approved Board of Trustees: X/X/2022 ~~2021~~

**Related Regulations:** ~~(link)~~6.8000R No Alcohol at Student-Sponsored Events

2.0022R Alcohol on Campus at Events Sponsored by College Organizations

3.9011R Drug Abuse Prevention Regulation

7/25/2022 9/20/2022



## **Brookdale Community College College Policy**

### **6.8000 Alcohol Policy**

#### **I. Title of Policy**

Alcohol Policy

#### **II. Objective of Policy**

Brookdale Community College (the “College”) is committed to providing an environment of well-being, learning and accountability. To this end, alcohol consumption is banned at the College’s Lincroft campus, Regional Locations and College sponsored events except for certain events and programming approved by the President, in his/her sole discretion.

#### **III. Authority**

N.J.S.A 18A:64A-12; Board of Trustees Bylaws 1.3054.

#### **IV. Policy Statement**

Consumption or possession of alcohol in any form on College property or at College sponsored events is forbidden, except when the President, or his/her Designee, has made an exception.

"Alcohol" includes wine, beer, distilled spirits and every liquid or solid containing wine, beer or distilled spirits and which contains any percentage of alcohol.

“College sponsored events” include any cultural, athletic, social or educational events or student activities that take place on College property or held at a non-College location.

“College property” includes the Lincroft campus, Regional Locations, leased properties, and any other property controlled or occupied by or on behalf of the College.

Organizations contracting with the College for use of College facilities are also subject to the terms of this Policy.

The Board of Trustees delegates to the President the sole authority, in his/her sole discretion, to make the determination of when and where alcohol can be served, sold and consumed. Accordingly, the President has developed and may continue to develop regulations pertaining to:

1. The conditions under which alcohol can be served, sold and consumed at the College or at a College sponsored event held at a non-College location.

2. The legal requirements to be adhered to and the licenses obtained both at the state and local levels.

3. Discipline for violations of the Alcohol Policy and related Regulations will lead to discipline up to and including dismissal or termination from the College.

## **V. Responsibility for Implementation**

President

Approved: 1/27/77

Revised: 6/29/78

7/12/01

Approved Board of Trustees: X/X/2022

Related Regulations: 6.8000R No Alcohol at Student-Sponsored Events

2.0022R Alcohol on Campus at Events Sponsored by College Organizations

3.9011R Drug Abuse Prevention Regulation

9/20/2022

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**2022 Committee Appointments**

**Board Bylaw 1.4010, appointments to Standing Committee**

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

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

\* The Human Resources Committee – A committee of the whole

**BROOKDALE COMMUNITY COLLEGE**  
**2022 UPCOMING EVENTS**

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
October 17	Audit Committee Meeting	6:00PM	Zoom
October 18	Executive Committee Meeting	5:15PM	Zoom
October 18	Finance & Facilities Committee Meeting	5:30PM	Zoom
October 23	Fall Open House	1:00-4:00PM	Robert J. Collins Arena
<b>October 25</b>	<b>BOT Public Business Meeting</b>	<b>5:30PM</b>	<b>Freehold Campus and Zoom Webinar</b>
<b>October 26-29</b>	<b>ACCT Leadership Congress</b>		<b>Marriott Marquis, New York, NY</b>
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
<b>November 15</b>	<b>BOT Public Business Meeting</b>	<b>5:30PM</b>	<b>Freehold Campus and Zoom Webinar</b>
<b>December 5</b>	<b>NJCCC Council Meeting</b>	<b>5:00PM</b>	<b>Middlesex College</b>
December 5	Audit Committee Meeting	6:00PM	Zoom
December 6	Executive Committee Meeting	5:15PM	Zoom
December 6	Finance & Facilities Committee Meeting	5:30PM	Zoom
<b>December 7-9</b>	<b>MSCHE Annual Conference</b>		<b>TBD</b>
<b>December 13</b>	<b>BOT Public Business Meeting</b>	<b>5:30PM</b>	<b>Freehold Campus and Zoom Webinar</b>

**BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2022**

<b>2022 Public Business Meetings (PBM)</b>	<b>Executive</b>	<b>Finance &amp; Facilities</b>	<b>Governance</b>	<b>Student Success &amp; Educational Excellence</b>	<b>Audit</b>	<b>Foundation</b>
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		<del>March 17</del> 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 <b>Follows F &amp; F</b>	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		
<b>Wednesday</b> , 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 Freehold HEC	November 8 5:15 PM	November 8 5:30 PM	Nov. 9 5:30 PM	Nov. 7 5:30 PM		
Tuesday, December 13, 2022, Freehold HEC	December 6 5:15 PM	December 6 5:30 PM			December 5 5:30 PM	

Human Resources is a Committee of the whole