



Board of Trustees Public Business Meeting

Brookdale Community College

Warner Student Life Center, Navesink Rooms, 765 Newman Springs, Rd.,
Lincroft, NJ 07738 or Zoom Webinar

Sep 28, 2022 5:30 PM - Sep 28, 2022 8:30 PM EDT

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

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BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

August 23, 2022

**Brookdale Community College
Hazlet HEC
1 Crown Plaza
Hazlet, NJ 07730**

And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Joan Scocco
	Ms. Latonya Brennan, Trustee (5:40 PM)	Dr. Nancy Kegelman
	Dr. Hank Cram, Chair	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Dr. William Burns
	Ms. Dyese Davis, Trustee	Mr. Edward Johnson
	Ms. Barbara Horl, Trustee	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Vice Chair	Ms. Teresa Manfreda
	Ms. Trustee Orange, Trustee	Ms. Bonnie Passarella
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Ms. Natalie Watson, Trustee (5:45 PM)	Dr. Anita Voogt
		Ms. Cynthia Gruskos, Recorder
Absent	Mr. Paul Crupi, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General Counsel	

Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:

On August 18 at 9 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Cram led the Pledge of Allegiance.

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

Chair Cram read the mission statement.

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

Dr. Stout lead a moment of silence to honor the memory of retired employee Associate Professor Marianne Smith and past Trustee Richard J. Connors who served for 20 years on the Board of Trustees. He extended condolences to their family, friends and colleagues.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Trustee Horl and seconded by Trustee Davis. Motion passed.	
Swearing in of Trustee Taiphane Orange Trustee Taiphane Orange was sworn in by Mr. Jacobs.		
President's Report – Dr. Stout announced that this week the Monmouth County Commissioners will appoint a new Trustee to fill a vacancy left by Trustee Suzanne Brennan. Dr. Stout brought attention to the Board that the College is planning to apply for a significant grant to construct a new Culinary & Hospitality Building which will be further discussed at tonight's meeting. He thanked all those who are involved in development of the application of the grant which is due by September 7, 2022. Today we were noticed that our partner, Government Strategy Group, has been awarded a County grant and will partner with the Brookdale's Culinary program to make meals which will be distributed to members in the community who are food insecure.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>He reported on the significant progress on our solar project, and we have been assured by the contractor that the parking lots will be open for our students the first week of the semester.</p> <p>Dr. Stout thanked those involved in bringing the Voices and Votes Traveling Smithsonian Traveling Exhibit which is housed in the Monmouth Museum and will be open to the public until October 2. The Opening Night was this past Saturday, and Dr. Stout attended with Chair Cram, and he encouraged all to visit the exhibit.</p> <p>Our Achieving the Dream Coaches will be visiting campus the week of September 19 and will meet with groups of our employees, our Board Members on September 20 during our committee meetings and with our Senior Leadership Team on September 21.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee - Chair Cram reported on behalf of Trustee Crupi on the meeting held on August 16.</p> <ol style="list-style-type: none"> 1. Capital Project Update –Monthly facilities reports were provided by the Engineer of Record, Bill White, Project Manager, Colliers Engineering & Design who reported on the drainage issues and the proposed redesign to correct drainage issues. Mr. Naparło reported on our projects in progress, which included the Roof Replacement project and the Solar Project. 2. Monthly Financial Reporting – VP Manfreda reviewed the financial reporting up through June 30, 2022. She reported that the financial information is pre-audited and is pending final year-end adjustments. Revenue was \$76.3M. The Expenses through June were \$69M which does not include the anticipated year-end adjustments which are anticipated to be over \$2M. She reviewed the financial forecast for FY22 and the preliminary analysis which is pending year end final audits. 3. Purchases – Thirteen recommended purchases were reviewed and are on the agenda tonight. 4. HR – AVP Sensi reviewed the HR recommendations which are on the agenda tonight. There was a discussion on the Adjunct Faculty contract. 5. Discussion Items – A grant opportunity to construct a Culinary & Hospitality Center on the Lincroft Campus was discussed. <p>B. Governance Committee – Board Retreat – Trustee Davis reported on the Board of Trustees Retreat held on July 15 and 16th. Angela Kariotis, Director of Diversity and Inclusion, led a workshop where they discussed perspectives on how to create and perpetuate equity within the College. The Retreat set a baseline for where we are as Trustees and where we need to go from there. The following goals were set at the Retreat:</p> <ul style="list-style-type: none"> • Develop a new Equity & Inclusion Policy • Create equity and inclusion language that can be added to and frame existing policies, regulations, and course syllabi. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> • Ensure equity is represented in our College’s Vision Statement. • Incorporate the recommendations of NACUBO into the new Strategic Plan and ensure reporting on periodic progress on all strategic planning initiatives • Increase performance evaluations while minimizing the length of the evaluations • Show our commitment to diversity and share our experiences by featuring one Trustee per month in the <i>Brookdale Bulletin</i> so readers from various constituencies get to know our Trustees. • Dr. Stout to complete his FY22 year-end report in preparation for his evaluation in early fall. <p>C. Student’s Perspective – Trustee Orange – Trustee Orange commented that she is looking forward to serving on the Board of Trustees.</p> <p>D. Student Success & Educational Excellence Committee – Trustee Abby-White reported on the meeting held on August 17. She highlighted the following:</p> <ul style="list-style-type: none"> a. Update on Achieving the Dream – An update on Achieving the Dream was provided. The Achieving the Dream Coaches will be visiting the campus the week of September 20. b. Pathway Mentors - Dr. Scocco provided information on this new initiative. We currently have 3 Pathway Mentors and are searching for a bilingual Pathway Mentor. They will assist our students in navigating the college and are currently training with various student service departments. They are also supporting student events c. NACUBO – An update was provided on the progress towards implementing the recommendations in the NACUBO report. d. Faculty Professional Development – Dr. Scocco has been evaluating professional development for Faculty. e. Culinary & Hospitality Center on Lincroft Campus – The plans to apply for a grant to fund the construction of a Culinary & Hospitality Center on the Lincroft Campus was discussed. f. Adjunct Faculty Agreement -The terms and conditions of the agreement were reviewed. <p>E. Foundation Update – Trustee Abby-White – encouraged participation in the Golf outing on September 22.</p> <p>F. NJCCC Update - Trustee Horl reported on the following:</p> <ul style="list-style-type: none"> a. The next NJCCC meeting will be a Full Council meeting on September 19. b. ACCT Public Policy Committee – the committee is still advocating for Short Term Pell which is contained in a couple of legislative bills, and they will continue monitor the progress of these bills. 		
<p>Public Comment on Agenda Items –</p> <p>Michael Broek, President of Faculty Association – introduced himself as the new President of the Faculty Association, Professor in the English department and now a father of a Brookdale student. He offered to be a resource to the Achieving the Dream initiative and the Student Success & Educational Excellence Committee and would be happy to share his experience in these important efforts.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Ms. Gruskos confirmed that no written comments were		
Review of Consent Agenda <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> A. Acceptance of Consent Agenda	<p>A motion to adopt the consent agenda was made by Trustee Horl and seconded by Trustee Watson.</p> <p>Motion passed.</p>	
Approval of Public Business Meeting Minutes <p>A. Approval of Public Business Meeting Minutes – June 28, 2022</p>	<p>A motion to approve the minutes from the public business meeting held on June 28, 2022 was made by Trustee Davis and seconded by Trustee Abby-White</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustees Brennan and Orange.</p>	
Approval of Board Retreat Minutes – July 15 and 16	<p>A motion to approve the minutes from the Board Retreat held on July 15 and 16, 2022 was made by Trustee Davis and seconded by Trustee Abby-White</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Horl</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Special Public Business Meeting Minutes – July 25, 2022	<p>A motion to approve the minutes from the Board Special Public Business Meeting held on July 25, 2022 was made by Trustee Abby-White and seconded by Trustee Orange.</p> <p>Motion passed.</p> <p>ABSTENTIONS: Trustee Horl</p>	
Approval of Consent Agenda <ul style="list-style-type: none"> A. Approval of Human Resources B. Ratification of Human Resources – July 19, 2022 C. Application for Grants D. Ratification of Acceptance of Grants – July 19, 2022 E. 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 F. Ratification of 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 – July 19, 2022 G. Ratification of 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 – July 25, 2022 	<p>A motion to approve the consent agenda was made by Trustee Abby-White and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Davis, Horl, Kaufmann, Orange, Watson, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>H. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>I. Ratification of Open Invoice Payment Requests for Vendor, Student and Employee Payments – July 19, 2022</p> <p>J. Monthly Financial Reports</p> <p>K. Capital Project Update</p>		
<p>Approval of Addendum to Facilities Master Plan</p>	<p>A motion to approve by resolution an addendum to the Facilities Master Plan was made by Trustee Abby-White and seconded by Trustee Watson.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Davis, Horl, Kaufmann, Orange, Watson, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment –</p> <p>Mr. Jacobs read the instructions for giving public comment.</p> <p>Karen Strickland, Adjunct Faculty, Biology – suggested that the HR recommendations list the hiring of Faculty Adjuncts as “Faculty Adjuncts vs Adjuncts”, which would better represent their position and the work they do at the College. In addition, she hoped that the Board would approve the Adjunct Faculty MOA which has been in negotiations for four years.</p> <p>Kathleen Cremeans, Resident of Wall Township, NJ – commented that the community colleges in NJ should serve the senior population which is 20% of the residents of Monmouth County by offering classes with no fees involved. She shared that while living in California she was able to take non- credit no fee courses that were offered to anyone over the age of 50.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Ms. Gruskos confirmed there were no written comments submitted.</p> <p>Old/New Business</p> <p>Chair Cram announced that due to ongoing technology upgrades in the Student Life Center, the location of the October 25 and November 15 meetings has been moved from the Lincroft Campus to the Freehold Higher Education Center.</p> <p>Trustee Orange has expressed an interest in participating in the ACCT Student Trustee Advisory Committee which is held in conjunction with the Annual Leadership Congress, and she will need a letter of financial support from the Board to apply for membership on the Committee.</p> <p>A motion to support her applying to the ACCT Student Trustee Advisory Committee and the Board to provide a letter of financial support was made by Trustee Horl and seconded by Trustee Davis.</p> <p>Motion passed.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to hold a closed meeting (Attachment A)</p>	<p>A motion to approve by resolution to hold a closed session was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p>Motion passed.</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion to re-open the meeting to the public was made by Trustee and seconded by Trustee Orange.</p> <p>Motion passed.</p>	
<p>Authorization to participate in the Summer 2022 Cycle Higher Education Grant Application for Funds for the Construction & Establishment of the Culinary & Hospitality Center on the Lincroft Campus</p>	<p>A motion to approve by resolution the authorization to participate in the Summer 2022 Cycle Higher Education Grant Application for funds for the construction & establishment of the Culinary & Hospitality Center on the Lincroft Campus was made</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>by Trustee Abby-White and seconded by Trustee Davis.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Davis, Horl, Kaufmann, Orange, Watson, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Memorandum of Agreement with the Brookdale Community College Chapter of the United Adjunct Faculty Association</p>	<p>A motion to approve by resolution the Memorandum of Agreement with the Brookdale Community College Chapter of the United Adjunct Faculty Association and Brookdale Community College was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Davis, Horl, Kaufmann, Orange, Watson, and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>James Schmidt, Chair of the Adjunct Faculty – began his comments by acknowledging the sad passing of Richard Jesmajian, Adjunct Faculty of Computer Science. He congratulated all Brookdale Community Colleges Adjunct Faculty Professors on their first negotiated contract, which now provides them a voice, and they are contractually part of the Brookdale community. This is the hard work of many people who are dedicated to the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>cause. He especially acknowledged Joan Carroll and Karen Strickland for their steadfastness and their team effort throughout the negotiations. He thanked the liaisons, and all the Adjunct Professors who supported the cause. He thanked local chapter 222 of the American Federation of Teachers and the AFT NJ organization for their guidance and financial assistance. He thanked their lawyer; without her they would not be here today. He thanked those at Brookdale, Full-Time Faculty, Administration and Staff who supported them. He acknowledged that the Administration always has always verbally supported the Adjunct Professors; however, this contract has officially recognized their role and their contribution to the Brookdale community. He conveyed that the big winners of the contract are our Brookdale students.</p> <p>Dr. Stout acknowledged the loss of Richard Jesmajian and wanted to honor his memory tonight, by mentioning the significant role he played during the four-year negotiation process. He congratulated the Adjunct Faculty Association on their first contract, and he is looking forward to continuing to work closely with them.</p>		
<p>Adjournment</p> <p>The meeting was adjourned at 7:44 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Abby-White and seconded by Trustee Horl.</p> <p>Motion passed.</p>	

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 5 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 **August 23, 2022 at approximately 6:20 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: August 23, 2022

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

☒ "(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 Hazlet Higher Education Center. and a grant for funds to acquire real 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. **Discussion on the employment agreement of Dr. Stout to modify the expense approval process and his evaluation timeline.**

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

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

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

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

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

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

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 52 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Non-Supervisor – Administrative Operations

2

Support Staff

6

Adjunct Faculty

34

B. Change of Status**Recommendations**

Executive

1

Faculty

1

Supervisor – Administrative Operations

1

Non-Supervisor – Administrative Operations

1

Support Staff

2

C. Separations**Recommendations**

Faculty

2

Supervisor – Administrative Operations

1

Non-Supervisor – Direct Student Contact

1

A. HIRES**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Melissa Borre
Department: Continuing & Professional Services
Position: Program Manager, ABE/GED
Salary: \$68,255, to be prorated accordingly, and is subject to current contract negotiations
Effective: 10/3/22, pending completion of all final contingencies
2. Name: Ellen Burke
Department: Grants Development
Position: Associate Director, Grants & Institutional Development
Salary: \$68,255, to be prorated accordingly, and is subject to current contract negotiations
Effective: 10/3/22, pending completion of all final contingencies

SUPPORT STAFF

1. Name: Blake Jambor
Department: Biology
Position: Instructional Assistant, full-time temporary position
Salary: \$39,194, subject to current contract negotiations
Effective: 10/3/22, until further notice, but not later than 6/30/23, pending completion of all final contingencies
2. Name: Zahida Karim
Department: Chemistry
Position: Instructional Assistant, 10-month ongoing position
Salary: \$39,194, subject to current contract negotiations
Effective: 10/3/22, pending completion of all final contingencies
3. Name: Matthew Ratcliffe
Department: Testing Services
Position: Senior Technician, Testing Services, full-time one- year temporary position
Salary: \$40,279, subject to current contract negotiations
Effective: 10/3/22 – until further notice, but not later than 9/30/23, pending completion of all final contingencies

4. Name: Jesus Rodulfo-Leon
 Department: Grounds
 Position: Maintenance Staff
 Salary: \$34,650, subject to current contract negotiations
 Effective: 10/3/22, pending completion of all final contingencies

5. Name: Janine Salinardo
 Department: Biology
 Position: Instructional Assistant, 10-month ongoing position
 Salary: \$39,194, subject to current contract negotiations
 Effective: 10/3/22, pending completion of all final contingencies

6. Name: Franchesca Zilinski
 Department: Biology
 Position: Instructional Assistant, 10-month on-going position
 Salary: \$39,194, subject to current contract negotiations
 Effective: 10/3/22, pending completion of all final contingencies

ADJUNCT FACULTY

1. Name: James Adkins
 Department: Fine Arts

2. Name: Jaimee Cali
 Department: English

3. Name: Michael Clarke
 Department: Computer Science

4. Name: Dimitrios Constantellis
 Department: Automotive Technology

5. Name: Evan Courtney
 Department: Music Technology

6. Name: Meagan DeJong
 Department: English

7. Name: Justin DeMattico
 Department: Fine Arts

- | | | |
|-----|-------------|---------------------|
| 8. | Name: | Kira DeSomma |
| | Department: | English |
| 9. | Name: | Sidney Drake |
| | Department: | Computer Science |
| 10. | Name: | David Fiore |
| | Department: | Mathematics |
| 11. | Name: | Keavy Handley-Byrne |
| | Department: | Photography |
| 12. | Name: | Annmarie Holler |
| | Department: | Fine Arts |
| 13. | Name: | Diane Imburgio |
| | Department: | Biology |
| 14. | Name: | Mildred Kobrinski |
| | Department: | Fine Arts |
| 15. | Name: | Kasey Lardieri |
| | Department: | Mathematics |
| 16. | Name: | Abigail Maguire |
| | Department: | English |
| 17. | Name: | Ryan Marlowe |
| | Department: | Automotive |
| 18. | Name: | James McConville |
| | Department: | English |
| 19. | Name: | Mariko Nakane |
| | Department: | Languages and ESL |
| 20. | Name: | Rodney Noel |
| | Department: | Computer Science |

- | | | |
|-----|-------------|--------------------------|
| 21. | Name: | Brian Nowak |
| | Department: | English |
| 22. | Name: | Eduardo Pinzon |
| | Department: | Computer Science |
| 23. | Name: | Tazio Ruffilo |
| | Department: | English |
| 24. | Name: | Sevda Sadik |
| | Department: | Mathematics |
| 25. | Name: | Nathaniel Shrage |
| | Department: | Fine Arts |
| 26. | Name: | Saskia Tilford |
| | Department: | English |
| 27. | Name: | Kathryn Vavrica |
| | Department: | RADT |
| 28. | Name: | Jeffrey Villasenor |
| | Department: | English |
| 29. | Name: | Esperanza Viscuso |
| | Department: | Languages and ESL |
| 30. | Name: | Maggie Wasacz |
| | Department: | Biology |
| 31. | Name: | Christine Webster-Hansen |
| | Department: | English |
| 32. | Name: | Matthew Wedlock |
| | Department: | English |
| 33. | Name: | Brian Wenckebach |
| | Department: | English |
| 34. | Name: | Elisheva Zeffren |
| | Department: | RADT |

ADJUNCT FACULTY DEGREE SUMMARY

Doctoral	Masters	Bachelors	Associate s
2	28	3	1

B. CHANGE OF STATUSEXECUTIVE

- Name: Susan Pagano
Department: Continuing & Professional Studies
Position: Acting Dean
Action: Temporary change in status from acting A6 position to Executive level position
New Salary: \$113,000, prorated accordingly, pending FY23 Executive Compensation adjustment
Effective: 10/1/22 until further notice, but not later than 6/30/23, pending completion of all final contingencies

FACULTY

- Name: Stephen Curto
Department: Counseling
Position: Professor
Action: Transitional Sabbatical
New Salary: \$62,596.43, subject to current contract negotiations
Effective: 9/1/22 – 6/30/23

SUPERVISOR – ADMINISTRATIVE OPERATIONS

- Name: Linda Roma
Department: Continuing & Professional Studies
Position: Director, Workforce Training
Action: End of acting Executive level position, return to A6 position
New Salary: \$93,303, to be prorated accordingly
Effective: 10/1/22

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Eunice Clark
Department: One Stop Center
Position: Associate Director, Regional Locations
Action: Change in status from PSA to A4 position through bona fide search
New Salary: \$68,255, to be prorated accordingly, and is subject to current contract negotiations
Effective: 10/3/22, pending completion of all final contingencies

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Juleigh Pattee
Department: ABE/GED
Position: Program Administrator, Youth GED
Action: Extension of grant-funded position
New Salary: No change
Effective: 10/1/22 – 6/30/23 or expiration of grant, whichever is earlier

SUPPORT STAFF

1. Name: Kyrstal Cruz
Department: Mathematics
Position: Academic Tutor
Action: End of temporary assignment in the Physics Department
Effective: 9/1/22
2. Name: Erich Lindauer
Department: Automotive Technology
Position: Laboratory/Studio Assistant
Action: Temporary transfer from PSA to the faculty for the fall 2022 semester is rescinded
Effective: 9/1/22

C. SEPARATIONS**FACULTY**

1. Name: Bernice Eng
Department: Computer Science
Position: Professor
Action: Retirement
Effective: 11/30/22, with retirement on 12/1/22

2. Name: Christopher York
 Department: Criminal Justice
 Position: Instructor
 Action: Resignation
 Effective: 6/30/22

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Lee Stockton
Department: Enrollment Management
Position: Enrollment Management Administrator
Action: Retirement
Effective: 12/31/22, with retirement on 1/1/23

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Torina Armstrong
Department: Advising
Position: Student Success Coach
Action: Resignation
Effective: 9/20/22

**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
June 21, 2022	Ken McDow, Manager Penn Princeton Medical Center- Respiratory Care Services 1 Plainsboro Rd Plainsboro, NJ 08536	Donation of three hospital beds and respiratory equipment for use by students to practice with oxygen tubing and masks
June 23, 2022	General Motors Corporation	Donation of a 2019 Chevrolet Silverado to support student training in automotive technology

2.2 Acceptance of Grants

Executive Summary

A. US Department of Education Office of Postsecondary Education

Program Title: Congressionally Directed Awards

Short Title: Center for Excellence in Cybersecurity Education

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

Program Administrator: Michael Qaissaunee, Chair, Engineering and Technology

Total \$ Requested: \$450,000

Date Awarded: September 12, 2022

B. County of Monmouth – Division of Workforce Development

Program Title: Youth Employment and Training Program

Short Title: Out of School Youth

Goal: To provide disengaged youth between the ages of 16 and 24 with instruction and support to achieve the program outcomes including placement into employment or education, attainment of a degree or certificate including the High School Equivalency (HSE), and achievement of measurable skills gains. Students are served at all the College's regional where Brookdale offers corresponding Adult Basic Education (GED and ESL). Key program services include: HSE instruction and test preparation, tutoring, computer skills workshops, career exploration, career ladders, and demand occupations, financial literacy, leadership development through community service, and job search assistance.

Each OSY program site is staffed with dedicated instructors and tutors. Other key staff include director, coordinator, and job coach who will visit sites on a rotating basis to

September 28, 2022: Director of Grants and Institutional Development, Laura Qaissaunee

deliver services, offer workshops, provide student support, and handle any issues that may arise.

Program Administrator: Linda Roma, Acting Dean, Continuing & Professional Studies

Total Award: \$240,000

Date Awarded: June 30, 2022

Recommendation:

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

RESOLUTION

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

	<u>Amount</u>
US Department of Education Office of Postsecondary Education:	
Congressionally Directed Awards	\$450,000
County of Monmouth – Division of Workforce Development: Youth	\$240,000
Employment and Training Program	

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.

September 28, 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 September 20, 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
September 28, 2022**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Grants				
1	Canon Solutions America	Colorwave Roll Printer / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of a Colorwave Roll Printer for the Interior Design Department and is funded by the Perkins Grant. Cost is pending upon acceptance of a \$3,500 trade-in.	Exempt	\$ 35,235.48 *
2	Envision Innovative Solutions	Software / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the purchase of software to improve the existing 2D and 3D virtual reality cybersecurity career exploration environment and is funded by the National Security Agency (NSA) Curriculum to Augment the NCAE K12 RING Project: K12 Cybersecurity Curriculum Expansion Grant.	Exempt	\$ 56,171.80
Operating				
3	Modern Campus	System Solution for Course/Section Set-up, Student Registration & Payment, RFP No. 13-21 / This is the 2nd year of the contract with an option for a 3rd renewal for a system solution (software) for course/section set up, registration and payment for CPS courses and programs. This cost is based upon volume up to \$2.5M. This contract is funded by CPS' Revenue Generating Programs.	RFP	\$ 58,361.00
4	Concept 3D Inc.	Software / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for hosted interactive maps and virtual tours of the Lincroft Campus and Regional Locations. This contract is funded by the Institutional Marketing Budget.	Exempt	NTE \$22,000.00
5	BSN Sports, Inc. Star Sports Ampro Sports Riddell/All American	Athletic Uniforms, Sports Apparel and Supplies / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These are one year co-op contracts with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of athletic uniforms, sports apparel and supplies. These contracts are funded by the Athletic Budget. FY22 \$13,411.	Exempt	\$ 40,000.00 *

6	Study Abroad Association LLC	Travel Services for Faculty-Led Short Term Program / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to Italy. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	\$ 63,410.00 *
7	C.A. Peru Turismo S.A.C.	Travel Services for Faculty-Led Short Term Program / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to Peru. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	\$ 41,584.00 *
8	National Association of College and University Business Officers (NACUBO)	Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract will provide consulting services on the College's performance review process and is funded by the Operating Budget.	Exempt	NTE \$55,000.00
9	Eastern LLC	Snow Removal Services, Bid No. 23-04 / Notice was sent to 11 vendors, received 1 reply. This is a one year contract with an option for a 2nd and 3rd renewal for snow removal services and is funded by the Facilities Budget. FY22 \$536,276.	Bid	\$1,050/Hour \$310/Hour Long Branch

* Estimated expense based on historical data

** Separate attachment - List of Vendors

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending July 31, 2022, which totaled \$3,461,557.28. 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 September 20, 2022.

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting September 20, 2022.

Financial Overview at July 31, 2022

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

Revenue:

Compared to Budget

Total operating revenue through the month of July 2022 was \$18M and represents 22.2% of the FY23 budget of \$81M.

Compared to Prior Year

Operating revenue through July 2022 was 6.3% higher than the same time last year. This is mainly attributed to a \$1M increase in tuition and fee revenue.

Expenditures:

Compared to Budget

Total operating expenditures through July 2022 were \$4.72M or 6.1% of the \$78M FY23 budget.

Compared to Prior Year

Total operating expenses for the same period last year were \$4.66M compared to \$4.72M this year indicating an increase of operating costs of 1.4%.

Cash Balance:

At July 31, 2022, the College's total cash position was \$23.8M, which represents a \$82K decrease over the same time last year. The College's total interest earned as of the end of July was \$10,066.

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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 860,768	\$ 10,228,938	\$ (9,368,170)	8.4%
County of Monmouth	1,668,918	20,277,019	(18,608,101)	8.2%
	2,529,687	30,505,957	(27,976,270)	8.3%
Student Tuition:				
	11,463,350	33,433,877	(21,970,527)	34.3%
	11,463,350	33,433,877	(21,970,527)	34.3%
Fees:				
Fees (Technology, Capital, Facilities)	2,624,019	7,760,764	(5,136,745)	33.8%
Application Fee	11,675	175,000	(163,325)	6.7%
Installment Plan Fee	4,620	140,000	(135,380)	3.3%
Lab Fees	1,105,955	2,319,529	(1,213,575)	47.7%
Late Fees	1,770	22,000	(20,230)	8.0%
Transcript Fee	4,229	50,000	(45,771)	8.5%
Bad Check Fee	120	750	(630)	16.0%
	3,752,388	10,468,043	(6,715,656)	35.8%
Continuing & Professional Studies:				
Contract Training Direct Pay	30,000	210,000	(180,000)	14.3%
Alternate Route	26,417	150,533	(124,116)	17.5%
Healthcare Services	81,726	1,249,005	(1,167,280)	6.5%
Business & Career Training	31,443	265,000	(233,557)	11.9%
Computer Training	12,507	144,500	(131,993)	8.7%
CTE Grant	6,066	381,004	(374,938)	1.6%
Trips / Excursions	9,976	75,000	(65,024)	13.3%
Misc. Open Enrollment Programs	34,887	205,375	(170,488)	17.0%
Summer Adventure Camps	513	55,083	(54,570)	0.9%
Accelerated Career & Technology	3,386	41,000	(37,614)	8.3%
	239,395	2,776,500	(2,537,106)	8.6%
Miscellaneous:				
Indirect Cost Recovery	835	335,000	(334,165)	0.2%
Other Departmental Revenue	100	5,000	(4,900)	2.0%
Miscellaneous	572	5,000	(4,428)	11.4%
International Center	-	300,000	(300,000)	0.0%
Reserves	-	3,000,000	(3,000,000)	0.0%
Interest Income	10,066	85,000	(74,934)	11.8%
	11,573	3,730,000	(3,718,427)	0.3%
Total	\$ 17,996,391	\$ 80,914,376	\$ (62,917,986)	22.2%

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 634,358	\$ 29,603,901	\$ 28,969,543	2.1%
Benefits	1,255,987	14,688,726	13,432,739	8.6%
Finance & Operations	1,207,777	11,639,099	10,431,322	10.4%
Student Affairs	428,688	6,453,124	6,024,436	6.6%
General Expenses	636,937	6,543,117	5,906,180	9.7%
Continuing & Professional Studies	141,235	2,443,417	2,302,182	5.8%
Utilities	8,928	1,992,208	1,983,280	0.4%
Human Resources & Organizational Safety	207,861	2,394,454	2,186,593	8.7%
Planning & Institutional Effectiveness	35,519	402,051	366,532	8.8%
President & Board of Trustees	55,551	509,315	453,764	10.9%
Advancement Division	114,101	1,264,614	1,150,513	9.0%
	4,726,942	77,934,026	73,207,084	6.1%
Salaries & Wages	1,630,159	44,424,473	42,794,314	3.7%
Other Expenses	3,096,783	33,509,553	30,412,770	9.2%
	\$ 4,726,942	\$ 77,934,026	\$ 73,207,084	6.1%

Brief: Facilities Overview as of September 20, 2022

Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Gorman Hall South renovation	Posen Architects	Shoreland Construction Inc.	<ul style="list-style-type: none"> • Fire sprinkler pipe installed; majority of sheetrock painted the week of September 12.
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> • Demolition is complete. Carpenter continues framing work. Started to order the majority of equipment.
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> • Bi-monthly committee meetings still in progress. • In the final stage. Will have a presentation at September Finance & Board meetings.
CVA and Maintenance Roof	DRG	Northeast Roof	<ul style="list-style-type: none"> • CVA shingle roof has been installed and gutter installation completed September 9. Downspout installation to start after gutters are installed. • Maintenance roof demolition to start September 16.
ATeC & MAS Drainage	Colliers	Shore Top Construction	<ul style="list-style-type: none"> • Contract awarded. Pre-construction meeting to be held after all legal documents are final.

Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> • Lincroft – Lot 5 is open. Lot 6 and 6A opened September 16. • Wall – Inspection was completed September 8; tie-in to electric September 10.
Modernization of Lincroft Elevators	USA Architects		<ul style="list-style-type: none"> • Bid documents were advertised on August 23. Bid opening scheduled for October 7. Awarded contractor will be approved at October 25 board meeting.
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> • Pre-construction meeting was held August 15. • HVAC and electrical submittals under review; once approved equipment will be ordered.
Culinary & Hospitality Center	SSP Architects		<ul style="list-style-type: none"> • Board approved moving forward with Grant application for the relocation of the Culinary school to the Lincroft Campus. Application finalization is underway. Award notification expected Spring '23.

Projects in-planning stage: NONE

BROOKDALE COMMUNITY COLLEGE
Engineering Status Report
Through September 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 to the contractor for execution. Preconstruction Meeting is being scheduled.



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

WHW/dmm

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

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4.3 Authorization and Approval of the Sale of the Hazlet Location

The following resolution authorizes and approves the President to execute and deliver the Sale Agreements related to the sale of 1 Crown Plaza, Hazlet location.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting September 20, 2022.

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College (“College”) awarded a contract in response to RFP 02-22, Real Estate Brokerage Services, to CBRE, Inc. (“CBRE”) on November 16, 2021; and

WHEREAS, the College and CBRE entered into a Broker Agreement on April 15, 2022, which was approved by the Board of Trustees on the same date; and

WHEREAS, CBRE immediately began its marketing efforts regarding the College’s Hazlet regional location located at 1 Crown Plaza, Hazlet, New Jersey, and in August 2022 a Letter of Intent to purchase the Hazlet property was presented by an interested Buyer to CBRE and in turn, to the College; and

WHEREAS, a Purchase and Sale Agreement for Real Property (“Sale Agreement”) was negotiated by and between the attorneys representing the Buyer and the College, which sets forth the terms and conditions of the transaction; and

WHEREAS, the Sale Agreement identifies the Buyer as Crown Plaza Holdings, LLC of Toms River, NJ who is willing to purchase the Hazlet regional location for \$5,550,000., following due diligence inspections with a closing of title within forty-five days following execution of the Sale Agreement; and

WHEREAS, the College has the ability to continue to use and possess the Hazlet regional location through December 31, 2022, under a Use and Occupancy Agreement in order for students to complete the Fall 2022 semester and accommodate moving arrangements; and

WHEREAS, the Sale Agreement contains standard representations and warranties of the Buyer and Seller, includes a title provision, a Bulk Sales provision to the extent applicable and provides that the Deed to be conveyed will be a Bargain and Sale with Covenants Against Grantor’s Acts;

WHEREAS, the Sale Agreement has been fully vetted and the consideration to be received represents a substantial monetary value, which is in the best interest of the College and consistent with the intention to increase revenue while finding an alternative location to continue to provide educational programs and services to the Bayshore Community and surrounding areas; and

WHEREAS, the benefits for entering into the Sale Agreement and its terms and conditions have been reviewed by the Board of Trustees; and

WHEREAS, the College seeks Board of Trustee approval to authorize the President to execute the Sale Agreement and any and all related documentation to effectuate the transaction and conclude the sale of the Hazlet regional location.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College approves that the President is hereby authorized and directed to execute and deliver the Sale Agreement and all written instruments and documents related the sale transaction of 1 Crown Plaza, Hazlet, New Jersey.

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, fFaculty, sStaff, employees, sStudents, 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.

~~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

Revised Post SELT Review 1/12/2022 MJ ESQ 1-2022 BP 2-22-2022 NK BP 3-28-2022 NK 3-28-2022

Submitted for Lodging: September 28, 2022

Page 2 of 2

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.

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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

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.

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

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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 2024

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

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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

**RESOLUTION OF THE BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES MODIFYING THE
EMPLOYMENT AGREEMENT BETWEEN BROOKDALE COMMUNITY COLLEGE AND DR. DAVID STOUT**

WHEREAS, pursuant to N.J.S.A. 18A:64A-12(e), the board of trustees of a county college is empowered to appoint and fix compensation and term of office of a president of a college, who shall be the chief executive officer of the college and an ex officio member of the board of trustees; and

WHEREAS, Dr. Stout was appointed to the office of President of Brookdale Community College and entered into a President's Employment Agreement for a three (3) year term commencing on May 15, 2018 and ending June 30, 2021; and

WHEREAS, upon the expiration of the initial term, The Board and Dr. Stout entered into a subsequent President's Employment Agreement for the extension of the President's employment for a three (3) year term commencing July 1, 2021 and ending June 30, 2024 ; and

WHEREAS, for the mutual benefit of the College and Dr. Stout, each has agreed to modify the terms of the current President's Employment Agreement as extended.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College:

1. The Board of Trustees hereby approves and ratifies the Modification of Employment Agreement negotiated between the parties upon the terms set forth therein.
2. The Chairman of the Board is hereby authorized and directed to execute and deliver said Modification of Employment Agreement on behalf of the Board.

BROOKDALE COMMUNITY COLLEGE

Date adopted: September 28, 2022

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2022 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE
2022 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
September 6	Convocation	9:00AM	Robert J. Collins Arena and Zoom Webinar
September 19	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
September 19	NJCCC Council Meeting	5:00PM	Middlesex College
September 20	Executive Committee Meeting	5:15PM	Zoom
September 20	Finance & Facilities Committee Meeting	5:30PM	Zoom
September 20	Special Board of Trustees Public Business Meeting	5:30PM	BAC, President's Conference Room, Lincroft campus
September 21	Governance Committee Meeting	5:30PM	Zoom
September 22	Education Golf Outing	All Day	Eagle Oaks Country Club
September 28	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar
October 23	Fall Open House	1:00-4:00PM	Robert J. Collins Arena
October 17	Audit Committee Meeting	5:30 PM	Zoom
October 18	Executive Committee Meeting	5:15PM	Zoom
October 18	Finance & Facilities Committee Meeting	5:30PM	Zoom
October 25	BOT Public Business Meeting	5:30PM	Freehold campus and Zoom Webinar
October 26-29	ACCT Leadership Congress		Marriott Marquis, New York, NY
November 7	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
November 8	Executive Committee Meeting	5:15PM	Zoom
November 8	Finance & Facilities Committee Meeting	5:30PM	Zoom
November 9	Governance Committee Meeting	5:30PM	Zoom
November 15	BOT Public Business Meeting	5:30PM	Freehold campus and Zoom Webinar
December 5	NJCCC Council Meeting	5:00PM	Middlesex College
December 5	Audit Committee Meeting	5:30 PM	Zoom
December 6	Executive Committee Meeting	5:15PM	Zoom
December 6	Finance & Facilities Committee Meeting	5:30PM	Zoom
December 7-9	MSCHE Annual Conference		Philadelphia, PA
December 13	BOT Public Business Meeting	5:30PM	SLC Navesink rooms and Zoom Webinar

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2022

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

Human Resources is a Committee of the whole