



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

Oct 24, 2023 5:30 PM - 7:30 PM EDT

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RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College wish to acknowledge the years of service Thomas “Bo” Scannapieco has provided to the student-athletes of the College of Monmouth; and

WHEREAS, Mr. Scannapieco, committed his life’s career to the success of students both on and off the playing surface and encouraged others to get involved outside the classroom in student life, the Student-Athlete Advisory Committee (SAAC), intramural activities, and community service initiatives; and

WHEREAS, through his vision, advocacy, outstanding leadership and civic endeavors, Mr. Scannapieco has significantly contributed to the positive experience of the softball student-athletes at Brookdale Community College. He instilled skills, values, integrity, fundamentals of life, and consistently prioritized education; and

WHEREAS, Mr. Scannapieco has been honored for his outstanding softball coaching career at the GSAC, Region, and National Level as well as a member of several Hall of Fames including, Brookdale Community College Athletics Hall of Fame, The National Junior College Athletic Association Softball Hall of Fame, and The Jersey Shore Sports Hall of Fame; and

WHEREAS, Mr. Scannapieco served as the head softball coach for 37 seasons, served as an assistant coach of the baseball team following his 1976 graduation from Brookdale Community College; and

WHEREAS, Mr. Scannapieco shaped the futures of student-athletes, specifically softball student-athletes academically and athletically for more than four decades; and

WHEREAS, three-time hall of famer and the winningest softball coach in National Junior College Athletics Association (NJCAA) Division III history, Brookdale Community College Head Coach, Thomas "Bo" Scannapieco, continues to engrave his name in the record books. At the helm since 1986, he has earned the following accolades:

- * An overall record of 1216-367-4
- * 20 GSAC Championships
- * 23 Region 19 Championships
- * 3 NJCAA Division III National Titles
- * 23 NJCAA Division III National appearances, 5 of those earning 2nd place; and

WHEREAS, throughout his career, Mr. Scannapieco has been a model of professional public service with insistence on the highest standards of performance, unity, and community commitment, and has earned the respect of his players, coaches, umpires, and rivals alike; and

WHEREAS, the Brookdale Community College Board of Trustees is authorized to periodically assign recognition designations to its facilities; and

BE IT THEREFORE RESOLVED that the Board of Trustees authorizes the naming of the College's Softball Field as the **Bo Scannapieco Field** in honor of Mr. Scannapieco’s support and dedication to education, well-being of all student-athletes, and his continued mentorship to all.

Mr. Paul Crupi
Chair, Board of Trustees

Dr. David Stout, Ph.D.
President

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

September 26, 2023

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

Chair Crupi called the meeting to order at 6 P.M. and roll call was taken.

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Ms. Teresa Manfreda
	Ms. Latonya Brennan, Trustee	Dr. Yesenia Madas
	Mr. Steven Clayton, Trustee	Dr. Joan Scocco
	Mr. Paul Crupi, Chair	Ms. Nancy Kaari
	Ms. Rebekah Fischhoff, Trustee	Ms. Bonnie Passarella
	Ms. Barbara Horl, Trustee	Dr. Anita Voogt
	Mr. Bret Kaufmann, Vice-Chair	Dr. William Burns
	Ms. Marta Rambaud, Trustee	Dr. Nancy Kegelman
	Dr. Les Richens, Trustee	
	Dr. David Stout, Secretary	
		Mr. Edward Johnson
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Mary Pat Angelini, Trustee	
	Ms. Dyese Davis, Trustee	
	Ms. Natalie Watson, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	

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

On September 20, 2023 at 1:30 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 Crupi announced that the meeting is being recorded.

Mr. Jacobs read the statement on giving public comment in a virtual meeting.

Chair Crupi led the Pledge of Allegiance.

Dr. Stout led a moment of silence for two retired employees and one current student.

Marion Quinn passed away on August 30, 2023, just 3 months shy of her 100th birthday. After attending St. Joseph's Business School in Newark, Marion was hired as Brookdale's first staff member and then telephone operator in the College's earliest days. She later served for the remainder of her career in the College's Testing Center. In her retirement, Marion loved spending time with family, socializing, traveling, advocating for the Senior Center in Red Bank, and volunteering at the Two Rivers and the Red Bank Public Library.

Maureen Page passed away on September 1, 2023 at the age of 80. After moving to the area from New York City, she earned her Associate's Degree at Brookdale. Maureen subsequently joined the Brookdale staff where she provided office support and, according to Professor Jack Ryan, served as a "One Woman Welcoming Committee for the Athletics Department for 20 years. As a retiree, Maureen loved painting and spending time with her family.

It is with profound sadness that I announce the passing of Brookdale student, Charles "Charlie" Parent, on August 17 at the age of 58. Charlie's educational journey began at Monmouth Regional High School and continued with his studies at Brookdale and Trenton State College (now The College of New Jersey) before most recently returning to Brookdale to pursue a degree in Culinary Arts. In his career, he started in restaurant hospitality, rising from a busboy to a General Manager. Later, he transitioned to the US Postal Service, dedicating 15 years to his new path.

Outside of work, Charlie was an ardent supporter of the Yankees and Giants. He also enjoyed a variety of hobbies, such as skiing, camping, and traveling. However, his greatest joy was the time he spent with his beloved wife (Sheri) and three daughters (Nicolette, Alexandra, and Katherine). He took immense pride in his daughters' athletic and academic achievements.

Charlie's enthusiasm for life was contagious, and he eagerly anticipated the opportunities that awaited him in the culinary field. His imminent graduation from Brookdale's Culinary Arts program this Fall was a testament to his unwavering commitment to his dreams.

We remember Charlie not only for his dedication but also for his infectious smile, kindness, and sense of humor. His memory will forever reside in the hearts of his family, friends, fellow students, professors, and all who had the privilege of knowing him.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda</p> <p>Chair Crupi announced that the agenda was noticed with an Executive Session, and we no longer need to meet in Closed Session. The Agenda will be revised to remove the Executive Session.</p>	<p>A motion to adopt the revised agenda was made by Trustee Clayton and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p>Swearing in of Trustee Rebekah Fischhoff</p> <p>Trustee Fischhoff was sworn in during July 2023. She was sworn in ceremonially by Mr. Jacobs and welcomed to the Board of Trustees.</p>		
<p>President’s Report – Dr. Stout</p> <p>A. Recognition of Employees with 50 Years of Service - Sandy Grande, Dominick Nigro and Jack Ryan – Dr. Stout honored Sandy Grande, Dominick Nigro and Jack Ryan with a reading of a personalized proclamation for each employee, recognizing their 50 years or more of service to the College. <i>(Attachments A, B, C)</i></p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – Trustee Brennan reported on the Finance & Facilities Committee meeting held on September 19 <i>(Attachment D)</i></p> <p>B. Student Success & Educational Excellence Committee – Trustee Abby-White reported on the Student Success & Educational Excellence Committee that was held on September 20. She highlighted the following items discussed:</p> <p>a. Update on Academic Master Plan – Dr. Scocco provided an update on the progress of the Academic Master Plan. She reported the theme this year which is compassion and accountability. Professor Laura McCullough-Thoms delivered a presentation entitled, <i>Compassion and Accountability - Emerging Adults Need Human Skills</i> at the Faculty Day and it was well received. Dr. Scocco gave Dr. Burns a shout-out for being instrumental in helping move the Academic Master Plan forward. Dr. Scocco reported that a proposal was received and approved for a Diversity, Equity, and Inclusion (DEI) healing center professional development faculty pilot. In the spring, the faculty will be eligible to apply for curriculum development funding to infuse the DEI ideas into their curriculum. The pilot will enable faculty to ensure the teaching, methodology, and curriculum are sensitive to and address the needs of all students with the goal of higher completion rates and retention. Trustee Richens suggested addressing</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>equity by evaluating equitable placement of students in the Honor program as well as addressing opportunities to accelerate students who need remediation classes. Dr. Scocco reported that they are looking at corequisite models where students can take basic skills and the first level courses simultaneously. Math OER is expected to be completed in 5 years, so there will be no math textbook costs to students. The Committee requested that the MATH OER process be accelerated by a year or two.</p> <p>b. Update on Student Success Plan – Dr. Madas reported that the theme for the Student Success Plan is improving the student’s journey. She further explained that the college is leveraging Chatbot to improve the student experience. Dr. Madas reported that they are investigating implementing a queueing system for student service appointments which will allow students to receive a text message when their appointment is available and allow for easy follow up with the student about their experience via a survey link. The College has launched a “15 to Finish” campaign which encourages students to take more credits to stay on the 2-year plan. More students are enrolling full-time vs part-time. Enrollment remains flat, but not lower as predicted. They have plans to partner with Academic Affairs to hold more group advising sessions and a “Commit to Complete” campaign with ceremonies for students who are doing well. A new program entitled “Talk Campus” has been introduced to allow students to connect with any mental health needs 24/7 and 9 students have already taken advantage of this program. A student monitoring system is being utilized to encourage students when they are struggling and excelling.</p> <p>c. Enrollment Update – Dr. Madas reported that the Fall 15-week enrollment is flat. The 11-week semester is up 30%.</p> <p>d. 9/11 Day of Remembrance – a discussion on a 9/11 Day of Remembrance led to the suggestion to create a day of remembrance but not a day off, but incorporate the 9/11 events into the curriculum, so that students understand this historic event and the impact.</p> <p>e. Convocation – Dr. Stout gave a shout out to the Vice-Presidents on their contributions to Convocation which led to a very successful day filled with positive energy.</p> <p>f. Athena Awards – Dr. Stout also gave a shout out to Dr. Scocco and Trustee Davis for being nominated for the Athena awards.</p> <p>C. Student’s Perspective – Trustee Fischhoff thanked everyone who has supported her and guided her through the election. She stated that she felt honored to be elected to the position of Graduate Trustee and she looks forward to helping guide Brookdale in this exciting year ahead. She shared her unexpected journey to Brookdale and her achievements as a student. While a student, she was appointed Vice President of Scholarship for Phi Theta Kappa and was challenged by Dr. Stout to help develop a peer mentoring program for incoming students. As a result, she earned a distinguished chapter officer designation at the Regional and International National Phi Theta Kappa convention. She thanked Professor Saragusa, Professor Moshberger and Dr. Stout for their encouragement, guidance, and support while she was a student. She stated that she never dreamed, when she first opened the door here, that Brookdale would become so important to her, and that she would find the success and opportunities that her time here has provided. She felt an obligation to repay Brookdale for the success afforded her and saw an opportunity to be elected to the Board of Trustees as Graduate Trustee, continue her education at Rutgers on the Brookdale campus, and stay engaged with the school that she loves. Over the summer, she was involved in several initiatives to further student excellence at Brookdale, that included the Peer Mentoring program, implementing a comprehensive plan to increase transfer pathway awareness and further the expansion of the Honors program with marketing</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>initiatives. At the invitation of Professor Moshberger, she addressed the incoming Honor students at their orientation, and spoke about her journey at Brookdale and her position as Graduate Trustee. Additionally, she attended the Brookdale Involvement Fair, and spoke to the various clubs and organizations about her position as Graduate Trustee.</p> <p>D. NJCCC Update – Trustee Horl reported on her attendance at the Quarterly meeting of NJCCC. She highlighted presentations, including one from the College County College of Morris on their culinary center. Trustee Horl outlined NJCCC's priorities for the upcoming year, including enhancing state policymaking involvement, advancing racial and social justice, addressing academic issues, and promoting innovation. She also mentioned plans for a statewide meeting of community colleges in June 2024. She shared legislative updates, focusing on bills related to suicide prevention and mental health awareness, as well as requirements for institutions' websites, emphasizing the importance of tailored solutions for community colleges. Additionally, she mentioned her participation in the ACCT leadership meeting in Las Vegas, representing Brookdale on the National ACCT Members Communication and Education Committee.</p> <p>E. Foundation Update – Trustee Abby-White congratulated VP Kaari, the Foundation Board and staff for delivering another successful Education Golf Open, with the goal of raising funds for scholarships for our students.</p>		
<p>Public Comment on Agenda Items – Chair Crupi</p> <p>Jack Ryan, Assistant Professor, English – commented on the report of Trustee Horl. He expressed concern about the challenges facing community colleges, emphasizing the misinformation and attacks on public education., especially, community colleges. He mentioned a misleading article about low graduation rates from community colleges, attributing the issue to factors like the need for foundational courses and diverse student needs. Mr. Ryan provided historical efforts to support struggling students, emphasizing the vital role of community colleges as inclusive institutions. He criticized the financial neglect of public higher education, emphasizing the importance of equitable funding and the community college system's crucial role in higher education</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p>Review of Consent Agenda</p> <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> <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Horl and seconded by Trustee Clayton.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Public Business Meeting Minutes A. Approval of Public Business Meeting Minutes – August 22, 2023	<p>A motion to approve the minutes from the public business meeting held on August 22, 2023 was made by Trustee Clayton and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>ABSTAIN: Trustees Rambaud, Richens and Brennan</p>	
Approval of Consent Agenda A. Approval of Human Resources B. Acceptance of Grants C. Application for Grants D. Purchases in Excess of \$41,600 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500 E. Open Invoice Payment Requests for Vendor, Student and Employee Payments F. Monthly Financial Reports G. Capital Project Update	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Rambaud, Richens, and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Public Comment Jack Ryan, Associate Professor, English - expressed concern about the ongoing lack of a contract for the PSA employees. He highlighted the historical context of a past strike, emphasizing the importance of addressing the needs of the PSA members who contribute significantly to the institution. He urged the college to come together and find a resolution, emphasizing the deserving nature of the PSA employees for their hard work and dedication		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Dr. Stout clarified that the mediation session for PSA is scheduled for this week. He acknowledged PSA's contract needs and stated that we are all in favor of moving the process forward and reaching a settlement that works for everybody.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p>Old/New Business -</p> <p>Dr. Stout acknowledged Joselyn Quezada, the newly appointed Executive Director of College Relations and welcomed her to the College.</p> <p>Dr. Stout expressed gratitude to the Board of Trustees for their support in opening the Esports Arena. He acknowledged the positive impact of the Arena on students, fostering student connections between classes. He thanked everyone who participated in the Esports ribbon cutting ceremony.</p> <p>Chair Crupi announced that the Board reorganization will take place on November 28, 2023, where the Chair and Vice-Chair will be elected. Any Trustees interested in self-nominating, should email interest in serving in those positions to Trustee Davis by October 6.</p> <p>Chair Crupi on behalf of the Board of Trustees wished everybody a very successful and fruitful academic year. He thanked Dr. Stout's team for all they have been doing to make Brookdale the number one community college in the state. He said it is a tremendous honor and a privilege to serve on this Board.</p>		
<p>Adjournment</p> <p>Meeting adjourned at 7:06 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	

Proclamation

Whereas

Brookdale Community College is an institution of higher learning established in 1967 by the Board of Chosen Freeholders of Monmouth County, NJ; and

Whereas

Brookdale Community College's reputation of educational excellence has been built through the hard work and dedication of outstanding employees over more than five decades; and

Whereas

Sandra "Sandy" Grande has served the Brookdale Community with honor and distinction for nearly 54 years; and

Whereas

Sandy Grande has served in various roles at the College beginning in 1970 as a Key punch Operator, then serving as a Control Specialist, Senior Control Data Entry Specialist, and Enrollment Specialist; and

Whereas

Sandy's responsibilities have included processing enrollment and degree verifications, dual enrollment applications, program changes, residency updates, and immunization records, as well as generating admission and academic progress letters, training admissions staff, and many other vital functions; and

Whereas

Ms. Grande has been described by her supervisors and colleagues as patient, intuitive, dedicated, and an exceptionally well-organized team player who volunteers to cover weekend hours and who came into the office daily during COVID; and

Whereas

Sandy has been instrumental in shaping the lives and futures of countless students, ensuring their academic and personal success; and

Whereas

Sandy Grande's contributions have helped to establish Brookdale Community College as one of the finest community colleges in the United States of America; and

Now, therefore

Be it Proclaimed that the Board of Trustees and the President of Brookdale Community College, on this 26th day of September 2023, do hereby thank Sandy Grande for her service with excellence and passionate commitment to the success of our students over the past 53 years.

Be it further Resolved that this proclamation be presented to Sandy Grande so that she can have a permanent reminder of the high esteem she has earned at Brookdale Community College.

Proclamation

Whereas

Brookdale Community College is an institution of higher learning established in 1967 by the Board of Chosen Freeholders of Monmouth County, NJ; and

Whereas

Brookdale Community College's reputation of educational excellence has been built through the hard work and dedication of outstanding employees over more than five decades; and

Whereas

John "Jack" Ryan got his start at Brookdale as a student in 1969 before joining the College as an employee in 1973 where he has served with honor and distinction for 50 years; and

Whereas

Jack Ryan began his career at the College in the Athletics Department, serving as an Equipment Manager and Athletic Trainer, coach for multiple sports teams, Assistant Director, and Director of Athletics; and

Whereas

Teaching, learning, and supporting student success has been the focus of Jack Ryan while serving in the positions of Continuing Education Instructor, Collage Advisor, and English Faculty member; and

Whereas

Jack is a personable, accessible, imaginative, and engaging professor with a unique personality who graciously accepts additional responsibilities and who is highly involved in countless co-curricular and community events; and

Whereas

Jack Ryan has been instrumental in shaping the lives and futures of countless students, ensuring their athletic, academic, and personal success; and

Whereas

Jack Ryan's contributions have helped to establish Brookdale Community College as one of the finest community colleges in the United States of America; and

Now, therefore

Be it Proclaimed that the Board of Trustees and the President of Brookdale Community College, on this 26th day of September 2023, do hereby thank Jack Ryan for his service with excellence and passionate commitment to the success of our students over the past 50 years.

Be it further Resolved that this proclamation be presented to Jack Ryan so that he can have a permanent reminder of the high esteem he has earned at Brookdale Community College.

Proclamation

Whereas

Brookdale Community College is an institution of higher learning established in 1967 by the Board of Chosen Freeholders of Monmouth County, NJ; and

Whereas

Brookdale Community College's reputation of educational excellence has been built through the hard work and dedication of outstanding employees over more than five decades; and

Whereas

Dominic "Don" Nigro has served the Brookdale Community with honor and distinction for 53 years; and

Whereas

Don Nigro began his career at the College in July 1970 as an Assistant Professor of Student Development Specialist and continues to assist students today with their adjustment to college as a Counselor; and

Whereas

Don has served as a leader of the Brookdale Faculty Association and a member of numerous advisory, negotiations, and promotion committees; and

Whereas

Don Nigro is an industrious professor with outstanding counseling skills who consistently goes the extra mile to assist students and brings creative ideas to the counseling program;

Whereas

Professor Nigro has been instrumental in shaping the lives and futures of countless students, ensuring their academic and personal success; and

Whereas

Don Nigro's contributions have helped to establish Brookdale Community College as one of the finest community colleges in the United States of America; and

Now, therefore

Be it Proclaimed that the Board of Trustees and the President of Brookdale Community College, on this 26th day of September 2023, do hereby thank Don Nigro for his service with excellence and passionate commitment to the success of our students over the past 53 years.

Be it further Resolved that this proclamation be presented to Don Nigro so that he can have a permanent reminder of the high esteem he has earned at Brookdale Community College.

BROOKDALE COMMUNITY COLLEGE
Board of Trustees Finance & Facilities Committee Meeting (9/19/23)

Engineer of Record, Bill White reviewed his report and provided an update on the projects that they are engaged with, including:

1. The resolution of a humidity issue in the Children's Learning Center. Mr. White noted that the level of humidity they are experiencing will not cause a mold issue.
2. They are addressing the findings of an inspection of 7 transformers on the Lincroft Campus.
3. And, they are scoping out the construction of a Culinary & Hospitality building. They'll provide a proposal for this project shortly.

Mike Naparolo provided an update on the major Facilities projects in progress.

1. He reported that the furniture for the Center of Excellence for Cybersecurity Education has been installed and A/V will be installed in the next few weeks.
2. The Wellness Center passed their inspections, and the furniture has been installed, and the Center will be ready for the ribbon cutting ceremony on October 3.
3. The modernization of the elevators is ongoing, and the MAS and Freehold elevators should be completed in the next couple of months.
4. And finally, the Esports Arena is now up and running.

VP Manfreda reported on the financial overview for the period ending July 31, 2023. She reported that total operating revenue for the month of July was \$18.8M which is 4.7% higher than the same time last year due to an increase in enrollment-related revenue. Total expenditures were \$5.4M or 7.1% of the FY24 budget. The total cash balance was \$24.5M on July 30 which is \$753,000 higher than the same time last year. Finally, she reviewed Mr. Siuzdak's predictive forecast which showed \$400,000 in anticipated interest earnings this year.

VP Manfreda then discussed 10 recommended purchases funded by Chapter 12, Grants and Operating Budgets. Noteworthy purchases include the A/V equipment for the Center of Excellence for Cybersecurity Education, software web-based plagiarism detection software, and a cyber risk assessment and security assessment renewal license.

Associate VP Pat Sensi discussed 6 positions recommended to be filled of which are 2 are new positions and 4 are replacements. The Committee approved the requests to move forward with the searches.

Ms. Sensi then reviewed the 35 recommended Human Resources action items to be approved at our Board meeting tonight which include new hires, change of status and 2 separations. She emphasized that half of the new hires are Adjunct Faculty.

Regarding alternative sources of revenue, Vice President Nancy Kaari reviewed a proposal for Board action to accept a NJ Grant Consortium NASA grant and to submit the applications for 3 grants, including an Electric Vehicle Education grant, the NIH Bridges to the Baccalaureate grant, and the USED grant to fund a new economic development strategy for Monmouth County and planning for the Brookdale Social Impact Collaboratory. VP Kaari noted that, to date this year, \$3M in grant funds have been awarded with another \$4M pending.

VP Kaari reported on the financial summary for the Foundation for July 2023, noting that differences in total revenue and net assets compared to last year are due to market performance.

Finally, several additional items were discussed including a plan to pass a revised FY24 Budget due to the increase in State funding, accounting for all lease agreements in the Auxiliary Budget beginning in FY25, the process for approving lease agreements, and an update on the sale of the Hazlet property.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 23 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Supervisor – Direct Student Contact

Support Staff

Adjunct Faculty

Coaches

Recommendations

1

3

12

2

B. Change of Status

Non-Supervisor – Administrative Operations

Recommendations

3

C. Separations

Support Staff

Recommendations

2

A. HIRES**SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Jonathan Ng
Department: Financial Aid
Position: Director
Salary: \$105,672, to be prorated accordingly
Effective: 11/16/23, subject to all final contingencies

SUPPORT STAFF

1. Name: Heidi Cho
Department: English
Position: Academic Tutor, Writing, temporary position
Salary: \$39,195, subject to current contract negotiations
Effective: 10/2/23, until further notice, but not later than 12/23/23, subject to all final contingencies
2. Name: Connor Hackett
Department: Event Production Services
Position: Specialist, Event Production
Salary: \$43,655, subject to current contract negotiations
Effective: 11/1/23, subject to all final contingencies
3. Name: Dolores La Costa
Department: Continuing & Professional Studies
Position: Account Associate
Salary: \$43,655, subject to current contract negotiations
Effective: 11/1/23, subject to all final contingencies

ADJUNCT FACULTY

1. Name: Richard Carr
Department: English
2. Name: Valerie Chavez De Leon
Department: Reading & Academic Access
3. Name: Tracy DiTolla
Department: Fine Art

4. Name: Eric Drake
Department: Languages/ESL
5. Name: Tate Hewitt
Department: English
6. Name: Beth Lyon
Department: Music
7. Name: Kim Musser-Quist
Department: Languages/ESL
8. Name: Jennifer Phillips
Department: Languages/ESL
9. Name: Stephani Radzin
Department: Fine Art
10. Name: Robert Schork
Department: Criminal Justice
11. Name: Bridget Taylor
Department: Languages/ESL
12. Name: Maria Weatherspool
Department: Interior Design

ADJUNCT DEGREE SUMMARY

Masters	Bachelors
9	3

COACHES

1. Name: Suzee Krebs
Department: Athletics
Position: Head Coach, Women's Tennis
Compensation: \$7,000
Effective: 11/1/23, subject to all final contingencies

2. Name: Anthony Pacillo
Department: Athletics
Position: Head Coach, Softball
Compensation: \$7,500
Effective: 11/1/23 subject to all final contingencies

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

1. Name: Margaret Agha
Department: Advancement
Position: Confidential Assistant to the Vice President
Action: Reclassification from a confidential A3 to a confidential A4
New Salary: \$71,710, to be prorated accordingly
Effective: 11/1/23
2. Name: Christopher Otis
Department: Security & Public Safety
Position: Manager, Fire Safety & Environmental Compliance
Action: Change in department
New Salary: No change
Effective: 11/1/23
3. Name: Lauren Quint
Department: Foundation & Alumni
Position: Coordinator
Action: Reclassification from an N4 to an A2 position
New Salary: \$58,871, to be prorated accordingly
Effective: 11/1/23

C. SEPARATIONS**SUPPORT STAFF**

1. Name: James Flynn
Department: Physical Plant
Position: Operating Engineer
Action: Retirement
Effective: 10/31/23, with retirement on 11/1/23

2. Name: Dolores Palazzo
 Department: English
 Position: Academic Tutor, Writing
 Action: Retirement
 Effective: 12/31/23, with retirement on 1/1/24

**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
3/16/2023	General Motors Corporation gmdonations@raytheon.com	2021 Chevy Silverado VIN#3GCUYEEL5GM277867

DATE	DONOR	ITEM
8/4/2023	General Motors Corporation gmdonations@raytheon.com	2021 Chevy Trail Blazer VIN# KL79MPSL2MB136827

DATE	DONOR	ITEM
8/10/2023	General Motors Corporation gmdonations@raytheon.com	2021 Cadillac XT4 VIN # 1GYFZDR47MF008736

DATE	DONOR	ITEM
10/10/2023	Charles Damanski (owner Diane) 32 Virginiana Terrace Freehold, NJ 07728	2000 Buick Le Sabre VIN # 1G4HP54K8YU337538

2.1 Submission of Grants

Executive Summary

A. **Funding Agency:** County of Monmouth funded by NJDOL and USDOL

Program Title: One Stop Operator

Short Title: One Stop

Goal/Purpose: The purpose of this program is to serve as the One-Stop Operator to the Monmouth County Workforce Development Board. The One Stop Operator coordinates the service delivery of required One Stop partners and service providers, which includes providing oversight and monitoring of specific One Stop operations, assisting the Grants administrator in working with One Stop partners, service monitoring, and report preparation.

Total \$ Requested: \$100,000 (possibility of two one-year extensions)

Date to be submitted: October 25, 2023

Program Administrator: Susan Pagano

Timeframe: January 1, 2024 – December 31, 2025

B. **Funding Agency:** USED- Department of Commerce

Program Title: Brookdale Community College- Monmouth County Joint Planning Project

Short Title: N/A

Goal/Purpose: This grant funding would fund a new Comprehensive Economic Development Strategy for Monmouth County and a five-year planning document for the BCC- Social Impact Collaboratory.

Total \$ Requested: \$200,000 (in kind contribution \$125,000 College and \$75,000 County)

Date to be Submitted: November 2023

Program Administrators: PI: Nancy Kegelman, BCC Assoc. VP Planning and Institutional Effectiveness

Timeframe: January 2024 through July 2025

Recommendation:

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

*4.2 Purchases in Excess of \$41,600 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 \$41,600. These proposed contracts have been bid on 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 17, 2023.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$41,600, or purchases with a combined total in excess of \$41,600; 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 \$41,600
October 24, 2023**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	PS Furniture	Tables / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply, delivery, and installation of folding tables for various events on the Lincroft Campus. This contract is funded by Events Management's Revenue Generating Programs.	Exempt	\$ 47,527.80
Chapter 12				
2	Colliers Engineering & Design	Professional Engineering Services, RFQ No. 05-2022 / This contract is for professional engineering and design services for a proposed preliminary design of the Culinary Education Center on the Lincroft Campus. This contract is funded by Chapter 12.	RFQ	\$ 47,100.00
3	Trane U.S. Inc.	Replacement of Variable Frequency Drive(s) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of approximately 28 VFDs at several buildings on the Lincroft Campus. This contract is funded by Chapter 12.	Exempt	\$ 196,845.00
4	Allied Fire & Safety Equipment Co., Inc.	Fire Suppression Systems Service, Inspection, and Repairs, Bid No. 23-17 / This contract is for fire suppression repairs on the Lincroft Campus and Regional Locations. This contract is funded by Chapter 12 and the Facilities Budget.	Bid	\$ 25,000.00 *
5	Brightview Holdings, Inc., dba, Brightview Landscapes, LLC	General and Athletic Fields Landscaping Services, Bid No. 23-06 / This contract is for general and athletic fields landscaping services. This contract is funded by Chapter 12 and the Facilities Budget.	Bid	\$ 20,000.00 *
Grants				
6	Pockets Change	Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract will provide professional consulting services to students about financial resilience and responsibility. Topics will include credit scores and budgets in regard to college affordability. This contract is funded by CCOG.	Exempt	\$ 20,000.00

7	Ascend Learning Holdings, LLC (Assessment Technologies Institute, LLC.)	Virtual NCLEX Exam Software License / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the purchase of 76 licenses to access a Virtual ATI Educator to prepare nursing students for the NCLEX exam by providing virtual content assessments, study plans, and practice tests. This contract is funded by the Perkins Grant.	Exempt	\$ 36,100.00
Operating				
8	Chef's Depot Inc., dba Culinary Depot Inc. Johnson's Restaurant Equipment, Inc.	Commercial Kitchen Equipment, Bid No. 24-04 / Notice was sent to 16 vendors, received 5 replies. This contract is for the supply, delivery, and installation of commercial kitchen equipment for the Culinary Education Center. This contract is funded by the Culinary and Hospitality Budget.	Bid	\$ 38,069.40
9	Eastern LLC	Snow Removal Services, Bid No. 23-04 / This is the 2nd year of the contract with an option for a 3rd renewal for snow removal services. This contract is funded by the Facilities Budget. FY23 \$32,349.	Bid	\$1,050/Hour \$310/Hour Long Branch
10	SpeakWorks, Inc., dba GoReact	Software License / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one-year license subscription for GoReact. GoReact is a cloud-based license that will provide assessment support for CPS's Alternate Route to Teaching Program. The software allows students to upload teaching videos and faculty to provide feedback and coaching, which directly supports accreditation efforts. This contract is funded by CPS' Alternate Route Budget.	Exempt	\$ 22,500.00 *
11	iCIMS	Software License / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a 3 year license subscription for an Onboarding and Applicant Tracking System to enhance the applicant and employee experience. The onboarding platform is designed to automate new employee processing, maximize engagement and communications, and accelerate productivity. The ATS system has enhanced features such as automated talent matching to requirements, mobile application capability, more robust analytics, and efficient transition from candidate status to new employee onboarding. This contract is funded by the Human Resources Budget (Year 1 - \$9,637.05; Year 2 - \$49,302.84; Year 3 - \$51,767.98).	Exempt	\$ 110,707.87

* Estimated expense based on historical data

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 August 31, 2023, which totaled \$4,847,872. 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 Office.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 17, 2023.

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 17, 2023.

Brookdale Community College
Report of Legal Fees, Government Relations, and Public Relations
For the Fiscal Years 2023 and 2022

	FY23	FY22
Legal Fees	\$128,428	\$189,636
Government Relations	40,345	36,000
Public Relations	<u>42,210</u>	<u>41,612</u>
TOTAL	<u>\$210,983</u>	<u>\$267,248</u>

4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending August 31, 2023.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting October 17, 2023.

Financial Overview at August 31, 2023

The following financial summary provides an overview of year-to-date financial performance at August 2023 compared to FY24 budget, and to the same period last year.

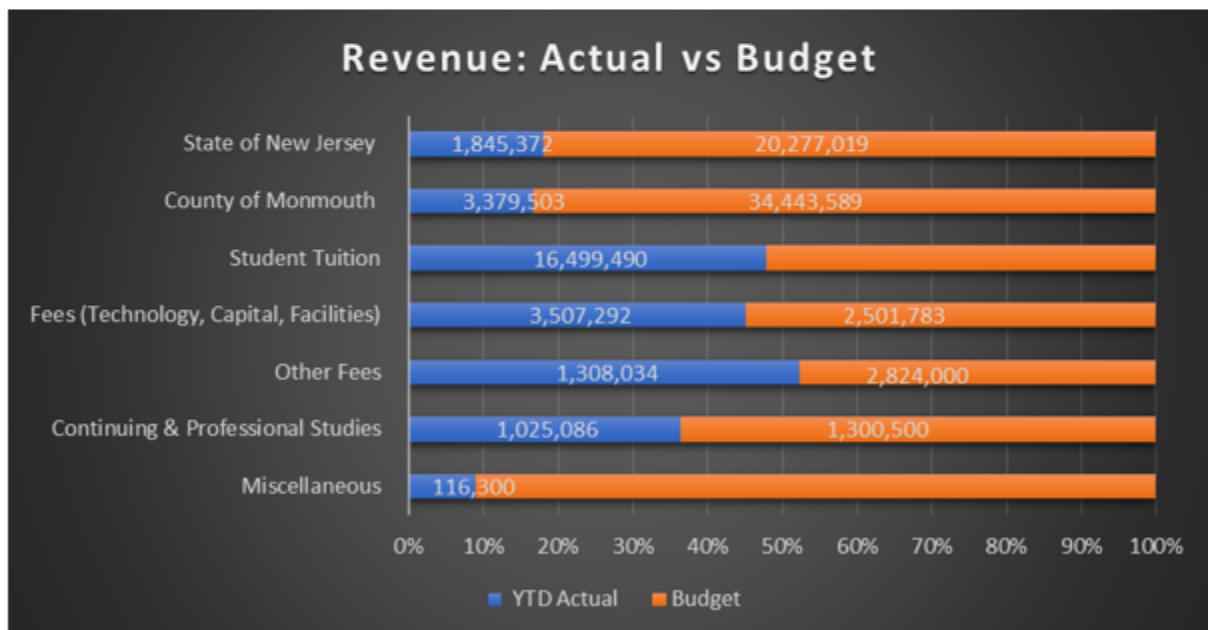
Revenue:

Compared to Budget

Total operating revenue through the month of August 2023 was \$27.7M and represents 34.9% of the FY24 budget of \$79M.

Compared to Prior Year

Operating revenue through August 2023 was 8.6% higher than the same time last year. Of the \$2.2M increase, \$1.5M is in tuition & fee revenue and \$644K from all other operating revenue sources.



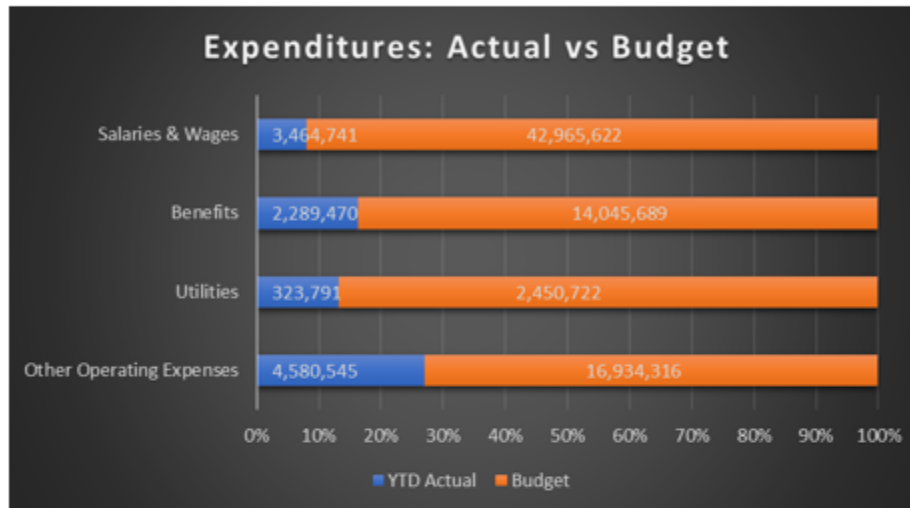
Expenditures:

Compared to Budget

Total operating expenditures through August 2023 were \$10.7M or 14.0% of the \$76M FY24 budget.

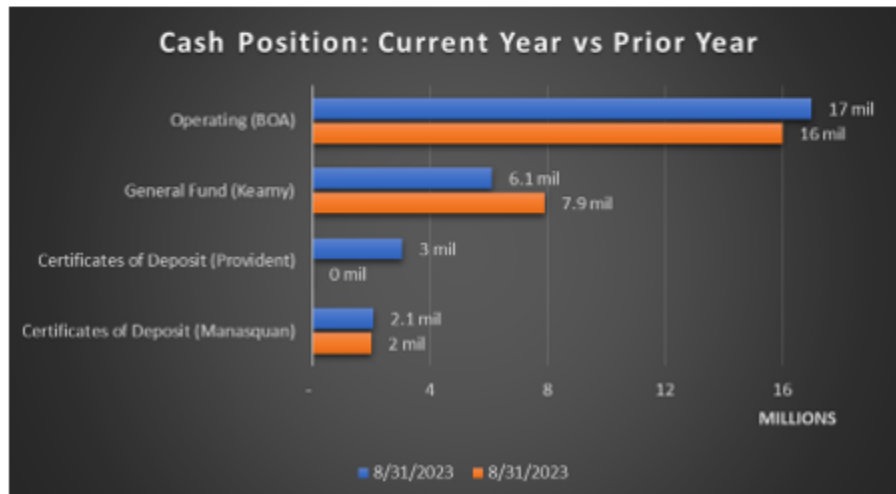
Compared to Prior Year

Total operating expenses for the same period last year were \$9.3M compared to \$10.7M this year, indicating an increase of operating costs of 14.1% or \$1.3M. This increase is mainly attributed to OIT costs of \$487K (HEERF used last year) and timing of insurance premiums of \$474K.



Cash Balance:

At August 31, 2023, the College's total cash position was \$28.2M, which represents a \$2.3M increase over the same time last year. This variance is due to the timing of County Appropriation of \$1.7M. The College's total interest earned through August was \$83,609 compared to \$23,290 last year.



Brookdale Community College
Operating Revenue Report
For the month ending August 31, 2023

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 1,845,372	\$ 10,250,000	\$ (8,404,628)	18.0%
County of Monmouth	3,379,503	20,277,019	(16,897,516)	16.7%
	5,224,875	30,527,019	(25,302,144)	17.1%
Student Tuition:				
Summer III	827,762	896,718	(68,956)	92.3%
Fall 15	14,850,636	14,931,789	(81,153)	99.5%
Fall 11	663,146	1,014,146	(351,001)	65.4%
Fall 7A & 7B	157,946	146,956	10,990	107.5%
Winterim	-	282,893	(282,893)	0.0%
Spring 15	-	12,854,552	(12,854,552)	0.0%
Spring 11	-	800,641	(800,641)	0.0%
Spring 7A & 7B	-	126,512	(126,512)	0.0%
Summer I	-	1,665,334	(1,665,334)	0.0%
Summer II	-	1,724,048	(1,724,048)	0.0%
	16,499,490	34,443,589	(17,944,099)	47.9%
Fees:				
Fees (Technology, Capital, Facilities)	3,507,292	7,776,303	(4,269,011)	45.1%
Application Fee	28,375	199,814	(171,439)	14.2%
Installment Plan Fee	45,710	138,398	(92,688)	33.0%
Lab Fees	1,224,186	2,105,230	(881,044)	58.1%
Late Fees	1,050	19,203	(18,153)	5.5%
Transcript Fee	8,503	38,221	(29,718)	22.2%
Bad Check Fee	210	917	(707)	22.9%
	4,815,326	10,278,086	(5,462,760)	46.9%
Continuing & Professional Studies:				
Contract Training Direct Pay	-	215,000	(215,000)	0.0%
Alternate Route	203,462	325,000	(121,538)	62.6%
Healthcare Services	509,206	980,000	(470,794)	52.0%
Business & Career Training	90,782	275,000	(184,218)	33.0%
Computer Training	15,044	140,000	(124,957)	10.7%
CTE Grant	89,437	400,000	(310,563)	22.4%
Trips / Excursions	4,933	89,000	(84,067)	5.5%
Misc. Open Enrollment Programs	57,900	250,000	(192,100)	23.2%
Summer Adventure Camps	54,323	70,000	(15,677)	77.6%
Accelerated Career & Technology	-	80,000	(80,000)	0.0%
	1,025,086	2,824,000	(1,798,914)	36.3%
Miscellaneous:				
Partnerships/Rent	21,286	355,500	(334,214)	6.0%
Indirect Cost Recovery	5,342	335,000	(329,658)	1.6%
Interest Income	83,609	300,000	(216,391)	27.9%
International Center	2,600	300,000	(297,400)	0.9%
Miscellaneous	3,463	10,000	(6,537)	34.6%
	116,300	1,300,500	(1,184,200)	8.9%
Total	\$ 27,681,077	\$ 79,373,194	\$ (51,692,117)	34.9%

Brookdale Community College
Operating Expenditure Report
For the month ending August 31, 2023

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	1,560,359	31,520,298	29,959,939	5.0%
Benefits	2,289,470	14,045,689	11,756,219	16.3%
Finance & Operations	2,959,315	13,932,616	10,973,301	21.2%
Student Affairs	978,205	7,011,811	6,033,606	14.0%
General Expenses	1,549,775	1,615,112	65,337	96.0%
Continuing & Professional Studies	348,394	2,370,963	2,022,569	14.7%
Utilities	323,791	2,450,722	2,126,931	13.2%
Human Resources & Organizational Safety	181,854	926,408	744,554	19.6%
Planning & Institutional Effectiveness	91,546	499,259	407,713	18.3%
President & Board of Trustees	105,819	551,116	445,297	19.2%
Advancement Division	270,017	1,472,355	1,202,338	18.3%
	10,658,546	76,396,349	65,737,803	14.0%
Salaries & Wages	3,464,741	42,965,622	39,500,881	8.1%
Other Expenses	7,193,805	33,430,727	26,236,922	21.5%
	\$ 10,658,546	\$ 76,396,349	\$ 65,737,803	14.0%

Brookdale Community College
Current Year vs Prior Year
For the month ending August 31, 2023

	8/31/23	8/31/22	Change	% Change
Operating Revenue				
State of New Jersey	\$ 1,845,372	\$ 1,721,537	\$ 123,835	7.2%
County of Monmouth	3,379,503	3,337,837	41,667	1.2%
Student Tuition	16,499,490	15,143,981	1,355,509	9.0%
Fees	4,815,326	4,627,605	187,722	4.1%
Continuing & Professional Studies	1,025,086	622,353	402,733	64.7%
Miscellaneous	116,300	39,668	76,632	193.2%
	27,681,077	25,492,980	2,188,097	8.6%
Operating Expenditures				
Academic Affairs	1,560,359	1,395,112	165,247	11.8%
Benefits	2,289,470	2,159,280	130,190	6.0%
Finance & Operations	2,959,315	2,522,521	436,795	17.3%
Student Affairs	978,205	847,544	130,660	15.4%
General Expenses	1,549,775	931,593	618,182	66.4%
Continuing & Professional Studies	348,394	326,657	21,737	6.7%
Utilities	323,791	279,561	44,230	15.8%
Human Resources	181,854	465,570	(283,715)	-60.9%
Planning & Institutional Effectiveness	91,546	86,453	5,093	5.9%
President & Board of Trustees	105,819	94,772	11,047	11.7%
Advancement Division	270,017	229,133	40,884	17.8%
	10,658,546	9,338,195	1,320,350	14.1%
Surplus/(deficit) Operating	17,022,531	16,154,784	867,747	
Auxiliary				
Receipts	78,473	50,430	28,042	55.6%
Disbursements	279,105	198,791	(80,314)	-40.4%
Surplus/(deficit) Auxiliary	\$ (200,633)	\$ (148,361)	\$ (52,272)	

BROOKDALE COMMUNITY COLLEGE
Engineering Status Report
October 6, 2023

A. CONSTRUCTION PROJECTS – CHAPTER 12 FUNDS

1. Children's Learning Center

The replacement of HVAC, Fire Protection System, and sewer ejector pump is complete. The controls are still being adjusted to address minor humidity and temperature issues. The second task is an Architectural review for ADA/accessibility compliance and ingress/egress of the building. Our office prepared a recommended scope of improvements.

2. Lincroft - Various Buildings

Our office submitted a proposal for the Preliminary Design of a Culinary Facility at the Lincroft Campus on September 29th.

The inspection of the seven (7) interior transformers and switch gear was performed on June 14, 2023. Available documentation has been reviewed. Report of observations and recommendations was issued on July 14, 2023. The findings were discussed with staff, and it was determined the best course of action would be to tackle one installation at a time. Our office is preparing a proposal for the replacement of the Performing Arts Center Transformer which was determined to be the #1 priority.

A preliminary walkthrough of various buildings (PAC, CAR, ATEC) was performed to review ADA access to building, bathrooms and handicap parking spaces. The intent is to determine the required improvements/upgrades and potentially package them into a single contract as a cost savings method.

Michael Naparolo and I walked the campus to discuss the various drainage issues. We will be further assessing the cause and mitigation methods.

3. Freehold

The Manufacturer Stormwater Treatment Device associated with the previous parking lot expansion requires maintenance which consists of replacement of the numerous filter cartridges at a substantial cost per the two (2) quotes that were obtained. CED is preparing specification documents to go out to bid as the cost will exceed the bid threshold. The project is anticipated to be bid out the end of October with construction to follow shortly afterward.

An inspection of the building's basement and the outside perimeter was conducted by the CED team on June 26, 2023 to determine possible causes and mitigation methods for the water infiltration from a number of locations into the basement. All available documents were reviewed. Our office awaits for direction from the Board as to if we should continue the investigation into the source(s) of the infiltration and remedial actions to mitigate the issue.

4. All Campuses

A meeting was held on June 27, 2023, to discuss the installation of Carbon Monoxide sensors through the entire school. Overall Code requirements and the existing facilities were discussed. The assistance of College's HVAC Maintenance Contractor will be needed to determine the layout of the HVAC for sensor placement pertaining to those units. Other rooms with gas burning appliances will be identified by college staff.



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\231006_BrookdaleEngStatusRpt.docx

Brief: Facilities Overview as of October 24, 2023

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"> Furniture installation and inspections were done on September 12. Computers being installed.
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> Closeout documents being worked on.
Modernization of Lincroft Elevators	USA Architects	West End-KB Builders & Developers	<ul style="list-style-type: none"> MAS and Freehold elevators are still under construction.
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> Closeout documents being worked on.
Culinary & Hospitality Center	SSP Architects		<ul style="list-style-type: none"> The Board approved moving forward with the Grant application for the relocation of the Culinary school to the Lincroft Campus. Application submitted. Working with Colliers to develop assessment and layout for culinary modulars at Lincroft.
Children's Learning Center	Colliers Engineering	Kappa Construction	<ul style="list-style-type: none"> HVAC Control issues being worked on, and closeout documents being prepared.
Transformers and Switchgears	Colliers Engineering		<ul style="list-style-type: none"> Safety items being addressed, and an assessment of the Performing Arts Center will be first.

Projects in-planning stage:

- Drainage Phase 2 – Lincroft – Colliers working on construction drawings.

4.4 *Acceptance of Brookdale Community College's FY23 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 Withum, Smith, & Brown, PC to perform the required audit for fiscal year ending June 30, 2022, at the April 25, 2023, meeting.

An audit of the College's schedule of total unweighted credit-hours for the year ended June 30, 2023, is 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 16, 2023.

BROOKDALE COMMUNITY COLLEGE
Agreed-Upon Procedures Report on
Schedule of Total Credit Hour Enrollments
June 30, 2023

Brookdale Community College
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Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments
June 30, 2023

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Total Credit Hour Enrollments (Schedule B)	5
Base Chargeback Rate Per In-County Credit Hour (Schedule C)	6

DRAFT

INDEPENDENT ACCOUNTANT'S 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 2023 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, 2023. 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. Read the 2023 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 to gain an understanding of the Statement of Auditing and Accounting Standards for County Colleges in order to plan the procedures to be performed.

FY 2023 Statement of Auditing and Accounting Standards for County Colleges read and appropriate procedures planned.

2. From the College's master list of fundable credit courses offered during the year ended June 30, 2023, we selected a sample of 40 courses and chose one student from each course during the year ended June 30, 2023 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, 2023; 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. Compared 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.

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. Compared 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, 2023.

5. Compared 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, 2023, 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, 2023, prepared by management of the College. Verified, from the sample of 40 students selected in Procedure 1, those that were resident, in-county students (34 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 were 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 engagement, 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.

DATE

DRAFT

Brookdale Community College
Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments
Sampling Methodology and Results for
Confirmation for Student Enrollment (Schedule A)
For the Year Ended June 30, 2023

Credit Student Enrollment

Methodology:

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

Confidence level	90%
Expected rate of occurrence	0.0%
Maximum tolerable error rate	5.0%

Results:

Mailed	40
Returned	19
Returned correct	14
Returned with exceptions	None
Returned undelivered	5

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

Brookdale Community College
Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments
Sampling Methodology and Results for
Total Credit Hour Enrollments (Schedule B)
For the Year Ended June 30, 2023

	Summer III 2021 Term	Fall 2021 Term	Winter and Spring 2022 Term	Summer I & II 2022 Term	Total Fiscal Year
Credit Hours	<u>5,210</u>	<u>93,217</u>	<u>85,034</u>	<u>18,725</u>	<u>202,186</u>
			In-County Credit Hours		162,802
			Out of County Credit Hours		<u>39,384</u>
					<u>202,186</u>

DRAFT

Brookdale Community College
Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments
Sampling Methodology and Results for
Base Chargeback Rate Per In-County Credit Hour (Schedule C)
For the Year Ended Year Ended June 30, 2023

Total In-County Resident Enrollment Credit Hours	162,802
Divided by 30 Credit Hours	<u>30</u>
Resident FTE	<u>5,427</u>
Total County Aid	\$ 20,277,019
Divided by Resident FTE	<u>5,427</u>
Base Chargeback Rate per In-County FTE	3,737
Divided by 30	<u>30</u>
Base Chargeback Rate per In-County Credit Hour	<u>\$ 124.57</u>

See Independent Accountant's Report on Applying Agreed-Upon Procedures

SUBJECT: Adoption of the BCC Professional Staff Association
Settlement Agreement

DATE: October 24, 2023

CATEGORY: Human Resources

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution Adopting 2023-
2027 BCC Professional Staff
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 Professional Staff Association (BCCPSA) for a successor agreement in Spring, 2022. The current CBA expired on June 30, 2022. After numerous tentative agreements that failed to be ratified by the PSA constituency, the parties declared impasse. A mediator was assigned and a tentative agreement was reached on September 28, 2023.

The BCC Professional Staff Association notified the College that the September 28th tentative agreement documents were ratified on October 18, 2023 by the PSA membership. 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 Professional Staff Association and Brookdale Community College, as proposed.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: October 24, 2023

EFFECTIVE DATE: July 1, 2022

October 24, 2023 - Associate Vice President, Human Resources, Patricia Sensi

RESOLUTION

WHEREAS, the Brookdale Community College Professional Staff Association is the exclusive representative for collective negotiations on behalf of the full-time support staff; and

WHEREAS, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Professional Staff 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 Professional Staff Association ratified the Agreement on October 18, 2023; and

WHEREAS, Labor Counsel and the President recommend ratification of the proposed Agreement, as already ratified by the Brookdale Community College Professional Staff 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

September 28, 2023

The negotiations committees of Brookdale Community College (herein the "College") and the Brookdale Community College Professional Staff Association (herein the "Association") agree to the terms of this MOA as set forth below. The parties acknowledge that these terms and conditions of employment are subject to ratification by the College and the membership of the Association, and the mediator retains jurisdiction until ratification. All parties agree to support and recommend these terms and conditions to their respective parties for ratification.

All issues not mentioned herein are withdrawn. All other language in the expired agreement shall continue in the new contract and will remain status quo. All terms and conditions previously agreed to shall remain settled and incorporated into the new Agreement, and are attached hereto.

4.5 – Shift differentials to be increased to \$1.50/hour and \$2.00/hour for second and third shifts. This increase shall go into effect upon full ratification of the Agreement.

20.1 -Economics:

FY23 \$2,100

FY24 \$2,100

FY25 \$2,100

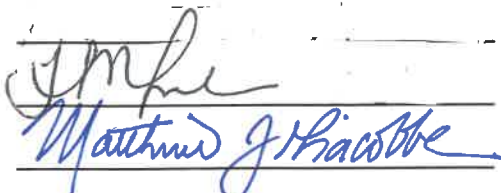
FY26 \$2,100

FY27 \$2,100

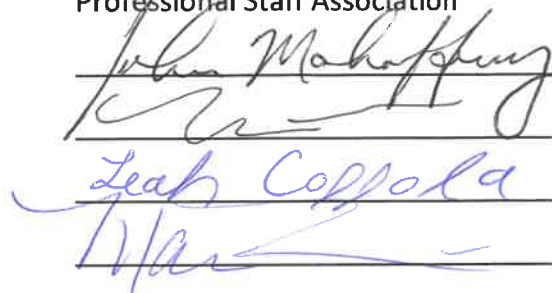
Minimums and maximums increase by 80% of the general wage increase.

The above increases shall be retroactive to July 1, 2022.

Brookdale Community College



Brookdale Community College
Professional Staff Association



Professional Staff Association Memorandum of Agreement

July 1, 2022- June 30, 2027

1.1 The College recognizes the Association as the sole and exclusive bargaining agent of support staff **working 30 or more hours per week**, excluding supervisory personnel, exempt-administrative staff, Officers of the College, commissioned police, and confidential support staff, (to include confidential staff positions reporting to the following positions: President; Executive Assistant to the President; Executive Vice Presidents; Vice Presidents; **Associate Vice Presidents**; Deans; Chief of Police; and administrators actively involved in contract negotiation matters). **Current Association members working fewer than 30 hours per week are grandfathered.**

3.12 – Omit “and the Corresponding Secretary.”

3.13 - replace “Affirmative Action” with “Equal Opportunity.”

3.14 – revise to read: “The College and the Association agree there shall be no discrimination on the basis of protected classes, in accordance with state and federal law.”

4.3 - Power Plant Operators and Security Guards who may be required to maintain a 40 hour schedule during summer hours will be compensated ½ hour at straight time per shift worked between June 1 and August 15, as long as the summer schedule is in place.

4.4 - Revise to read: Overtime compensation and the methods by which overtime payments are made shall be consistent with the requirements of the Fair Labor Standards Act. Holidays, sick days, vacations days, bereavement, personal **and other leave time** that occur within a work week shall **not** count toward the calculation of forty (40) hours for computing overtime.

4.5 – Add: Shift differentials to be increased to \$1.50/hour and \$2.00/hour for second and third shifts, effective upon ratification of this Agreement.

4.11 - Time and one half shall be paid to an essential employee who is required to remain on location in-person, to report in-person to a college location, or to an employee assigned by a College Officer to remain or report on location in-person when the College buildings and grounds are closed and all other employees are assigned to work remotely due to inclement weather, power outages, and other emergencies.

In order to maintain essential services, employees in the Grounds/Maintenance, the Power Plant, and the Police Department are considered essential employees and are expected to work in their normal schedules plus any required overtime during periods when the College buildings and grounds are closed/fully remote due to inclement weather, power outages, and other emergencies. Essential employees and those assigned by a College Officer to remain at or report in-person as noted above shall be compensated at time and one-half regardless of whether the employee exceeds forty (40) hours worked during the week. This provision does not apply to employees assigned to work remotely.

9.1 - revise the first sentence as follows: Seniority shall be defined as an employee's total length of service with the College beginning with the date of hire **in a regular position**, reduced by unpaid leaves of absence of more than thirty (30) calendar days. Upon successful completion of the initial probationary period, service seniority shall accumulate from the date of hire until there is a break in service.

- 14 - Add before 14.1: Except as may be required by law, benefits are restricted to employees working 30 or more hours per week. Bargaining unit members currently working fewer than 30 hours per week and receiving benefits are grandfathered.
- 14.1 - Add as next to last sentence: These courses shall be pursued without interference with the employee's regular work schedule.
- 14.5.C. – Revise to read: "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."
- 14.5.D. - change "covered" to "eligible" in line two.
- 14.6 – Revise next to last sentence to read: "Accrued time off will be used before status changes to unpaid, where applicable, except that sick time may be used only for illness or **other leaves as may be required by law.**"
- 14.6.B. Sick Leave - A regular employee shall accrue sick leave with pay at the rate of one and one-quarter (1 ¼) days per month worked and may accumulate sick leave without limit. An employee may be required to provide justification for use of sick days. **Upon prior notice to the immediate supervisor, an employee is entitled to use accrued sick leave for preventative health care appointments. A good faith effort shall be made to schedule preventative health care appointments during non-working hours.**
- 14.6.C. – Bereavement - Add to the following sentence as noted, "Additional days, if needed, may be charged to sick leave **and/or personal days, with supervisor approval.**"
- 14.6.G. – Short Term Disability - Omit "Effective July 1, 2015" from first sentence. Omit 2nd sentence.
- 14.6.L. - Special Purpose Leave - Add to end of first sentence: "not to exceed one year in combination with other leaves."
- 14.7.A. – Educational Leave - Change "two (2)" in second line to "one (1)."
- 14.7.B, 14.7.D. and throughout – Change "Cabinet" to "SELT."
- 14.7.F. - Change "two (2) individuals" to "one (1) individual," consistent with 14.7.A.
- 14.7.H. - Revise to read: Educational leave shall be granted for one (1) full academic year at one-half (1/2) salary or **one 15-week semester** at full salary.
- 14.7.L. – Add a sentence: "The official transcript will be forwarded to the Human Resources Office for inclusion in the employee's personnel file."
- 15.2 revise to read: Accrual of vacation leave starts upon employment; however, no vacation leave shall be taken during any **performance** probation. **Vacation leave may be taken by a new probationary employee, with approval, after 90 days.**
- 17.4. and 17.5 – omit (agency shop)
- 19.2 – Revise Min/Max/Rate per Hour chart in accordance with 20.1 below
- 19.3. – Omit and renumber remaining provisions.

19.4 – (will be 19.3) - add at the end of the sentence: “to one band lower.”

20.1 Economics:

- FY23 \$2,100
- FY24 \$2,100
- FY25 \$2,100
- FY26 \$2,100
- FY27 \$2,100

Prorated for part-time or 10-month employees.

Minimums and maximums increase by 80% of the general wage increase.

Retroactivity to July 1, 2022 will be provided for those who are employed at the time this MOA is fully ratified.

20.2 Add: \$500 added to base after 25 years of service and add: Longevity payments shall not be prorated for FT 10-month employees, effective upon ratification of this Agreement.

20.3 Omit

21.1 – 21.5 Performance Recognition: make the following revisions:

- Unless applications exceed 20 in any fiscal year, only a College Wide Committee will be appointed.
- Nominations will be solicited from support staff constituency. SELT will approve and may supplement nominations if minimal nominations are not received from support staff.
- The College Wide Committee shall consist of up to nine members, ideally 3 from each of the three constituent groups (N5, N4, and N3-N1). Membership may vary depending on nominations/approvals. If not evenly represented, strive for at least one from N1-N3 group, up to four from N4 group, and at least two from N5 group.

MOA only: not to be included in contract language – Confidential support staff are also eligible to apply.

23.1 Revise duration of agreement to be: July 1, 2022 to June 30, 2027

Before the Appendices, add a statement: “Appendices are provided for information purposes only and are subject to revision as determined by the College or by specific language in the negotiated Agreement.”

For the Association

For the College

Date:

V 9/28/23

Executive Summary:

This Board Brief provides an overview of the changes to the **4.8000 Purchasing Policy**. The purpose of this policy is to ensure compliance with legal and College procedures and the requirements of awarding public contracts, while streamlining the purchasing process and preventing the unnecessary expenditure of College funds.

Background:

The Purchasing Policy, 4.8000, will be reviewed annually and a summary of the changes will be provided to the Board of Trustees for review and approval.

Objectives:

This Policy intends to:

1. Improve cost control and reduce and/or prevent unnecessary expenditure of College Funds.
2. Enhance transparency and accountability College-wide and provide a resource for guidance.
3. Streamline procurement processes and procedures.
4. Ensure compliance with relevant laws, regulations, and guidelines.

Key Changes:

1. Provide clarity on the role of the College's Purchasing Department as well as the role of the Board of Trustees.
2. Provide an illustrative, but not all-inclusive, list of the various types of purchases to which this Policy applies.
3. Provide updated details on processes and procedures for the procurement of goods or services.
4. Provide a detailed explanation of the various purchasing thresholds and requirements.
5. Provide an explanation of the Pay-to-Play guidelines.

Benefits:

1. Reduce the risk of fraud and non-compliance.
2. Increase cost savings through competitive procurement.
3. Provide faster, more efficient procurement processes.
4. Maintain organizational objectives more effectively and efficiently with the implementation of this updated and revised Purchasing Policy.
5. Improve supplier relationships and performance.

Recommendation:

The College recommends that the Board of Trustees approve the updated Purchasing Policy.

BROOKDALE COMMUNITY COLLEGE BOARD POLICY

4.8000 Purchasing Policy (previously titled Contracts)

I. Title of Policy

4.8000 Purchasing Policy

II. Objective of Policy

To ensure compliance with legal requirements in the award of public contracts; to provide for an orderly purchasing process by utilizing cost effective procedures for the procurement of quality goods and services at the lowest price; to limit the use of emergency purchasing and excessive change orders and to prevent unnecessary expenditure of College funds

III. Authority

Public contracts and procurement procedures are an administrative responsibility governed by the Board of Trustees in compliance with County College Contracts Law N.J.S.A. 18A: 64A-25.1 and “Pay-to-Play” Law N.J.S.A.19: 44A-20.4 et seq. as may be amended from time to time

IV. Policy Statement

General

The purpose of this Policy is to require and ensure compliance with New Jersey laws that govern the College’s purchasing and procurement of goods and services and bidding requirements in order to avoid violation of the law, undue expense to the College, or both.

The College shall conduct the procurement process efficiently, promptly, fairly, and in strict accordance with all applicable laws and this Policy.

All College departments shall plan and conduct their activities so as to make purchases of goods and services in accordance with this Policy.

In compliance with policies and procedures set forth, the Purchasing Department has the administrative responsibility for the procurement, storage, issuance and delivery of all materials, supplies, services, and equipment required in the operation of the College and is governed by the Board of Trustees.

The Purchasing Department is the only College department that is empowered to make purchases on the College's behalf by issuing an official Purchase Order (PO) or Blanket Purchase Order (BPO). Purchases of goods or services made or negotiated by any department other than the Purchasing Department will not be honored by the College for payment except in the case of emergency purchases made in accordance with this Policy. A Purchase Order and or Blanket Purchase Order is a binding contract that allows a purchase to be conducted on behalf of the College. Orders for material goods and services placed without an official PO or BPO by an employee is in violation of this Policy. If the College is required to pay for any purchase made in the College's name and not in accordance with this Policy, disciplinary action may be taken against the responsible employee(s) up to and including termination, including a requirement that the employee(s) reimburse the College for all such payments.

Goods and Services Included

The following is an illustrative, but not all-inclusive, list of the types of purchases to which this policy applies:

Education Equipment and Supplies

Facilities Maintenance Department

Equipment and SuppliesCustodial Supplies

and Uniforms

Safety Equipment

Contracted Services of

all TypesPrinting

Professional and

Consulting Services

Testing Materials

General Class Instructional Materials

and SuppliesOffice Furniture and

Equipment

Art Materials and Supplies

Audio-Visual Equipment

and MaterialsAthletic

Equipment and

Supplies Science

Equipment and

Supplies

Security Equipment

Services and Maintenance of

Fleet VehiclesPolice Security

Equipment and Supplies

Computer Equipment and

Supplies

Communication Equipment

and Services

Electronic Equipment and Supplies

Mechanical Equipment and Supplies

1. Procedures on How to Purchase

In compliance with this Policy, departments shall enter online requisitions (E-reqs) by completing the form and including appropriate approvers as advised. Budget is automatically checked for sufficient funds within this system (an E-req cannot be processed without sufficient funds). Once all is approved, a Purchase Order or Blanket Purchase Order shall be signed by the Purchasing Manager and issued to the Vendor.

Note: The Purchasing Department may change vendor sources during the requisition process to reduce costs and change object codes to be consistent with the type of purchase. The Purchasing Department will also implement informal and formal processes for the procurement of goods and services based upon their cost and this Policy.

2. Purchasing

Thresholds

All purchases during a fiscal year shall be aggregated for purposes of calculating thresholds. If the aggregated purchases in a fiscal year would subject the goods or services to a particular threshold, the procedure applicable to that threshold shall be applied in the following year and subsequently until the amount of the contract in a fiscal year drops to a lower threshold amount, in which case the lower threshold procedure shall be applied in the following year. The Purchasing and Finance Departments shall assist departments in determining aggregate amounts.

Purchases of equivalent goods and services or with a particular vendor shall not be divided into smaller units for the purpose of avoiding thresholds applicable to higher amounts.

a. Purchases between \$5,000 and \$17,499

The Purchasing Department requires three (3) written quotations for the purchase of item(s) having an estimated net price in excess of \$5,000 but under \$17,500. Only one quote is required if the good or service is provided under a NJ State Contract (Vendor) or an approved Joint Purchasing Co-op Contract (Contract number must be stated on the quote). If the estimated net price is less than \$5,000, a written quotation may be requested.

All contracts under \$17,500 may be awarded directly by the Purchasing Department. Departments can either obtain their own quotes, which will be reviewed by the Purchasing Manager, or the Purchasing Department will obtain a minimum of three (3) written quotes for departments. In the latter case, it is imperative the departments provide clear and sufficient specifications to the Purchasing Department to allow for the solicitation of quotes.

b. Purchases over \$17,500 and \$41,600 (Current Bid Threshold)

Although the bid threshold is currently at \$41,600, all contracts/procurements in excess of \$17,500 shall require formal public bidding unless exempted by N.J.S.A. 18A: 64A-25.5 or other applicable law. Procurements that are exempted by law from public bidding but exceed the bid threshold, will be conducted by other formal processes such as Requests for Proposals (RFP), Request for Qualifications (RFQ) or similar appropriate competitive process. These processes are implemented to ensure fair competition and transparency in the procurement process.

All contracts/procurements in excess of \$17,500 are subject to the New Jersey "Pay-to-Play" statute, N.J.S.A. 19:44A-20.4 et. seq. (P.L. 2005 c. 271) and/or County College Contracts Law 18A:64A-25.1 et. seq, related statutes, College Policy and Board of Trustees approval to the extent applicable. All contracts over the \$17,500 threshold shall be procured in a fair and open manner as defined in said statutes and policy, except in extraordinary circumstances.

The Purchasing Department shall have administrative responsibility as contracting agent for purchasing equipment, materials, supplies, and services not exceeding \$17,500; provided, however, that no contract in excess of \$17,500 may be awarded by the Purchasing Department without prior approval of the Board of Trustees, Executive Committee, or another committee of the Board, as designated by the Chairman, or a single member of the Board designated by said committee.

Bids shall be publicly advertised in a legal newspaper and on the College's website under Vendor Opportunities. RFPs and RFQs shall be advertised only on the College's website under Vendor Opportunities.

Awarded contracts via formal processes are not subject to the Pay-to-Play statute, N.J.S.A. 19:44A-20.4 et. seq. (P.L. 2005 c. 271). Contracts awarded based upon NJ State Contracts and approved purchasing consortiums and co-ops are also not subject to Pay-to-Play.

c. Purchases over \$500,000

Construction projects and contracts for procurement of capital equipment with an estimated value over \$500,000 shall not be advertised for bid unless a complete draft bid package, including the conditions of the contract and all specifications and drawings, has been submitted to the College by the design professionals not less than 60 calendar days before the date scheduled for bidding.

Note that Contracts awarded between \$2,000,000 - \$10,000,000 must be provided to the Office of the State Comptroller (OSC) within 20 business days after award. The College must inform the OSC in writing of contracts valued over \$10,000,000 prior to bid. The College must allow at least 30 days from informing the State Comptroller before public advertising.

3. Exempt Purchases – Pay-to-Play

Awarded contracts over \$17,500 approved by the Board of Trustees from Exemptions under County College Contracts Law 18A:64A-25.1 et. seq. are subject to Pay-to-Play (submission of a Business Entity Disclosure Form and Political Contribution Disclosure Form).

The College has the discretion to implement a formal process (RFP or RFQ) for Exempt purchases; however, it is not required. If the College chooses a formal process for an Exempt good or service, the RFP and RFQ package will include Pay-to-Play documentation. If the College awards a contract based upon Exemption status, the Vendor is subject to Pay-to-Play (refer to N.J.S.A. 19:44A-20.1 et seq. and Elections Transparency Act. P.L. 2023, Ch. 30.). See Statute 18A:64A-25.5 for exceptions to requirement for advertising.

4. Vendors

All contacts with approved or potential suppliers who desire to present products or services to the College for consideration, shall go through the Purchasing Department. Other College departments should limit vendor contact other than to

obtain a quote.

The Purchasing Department shall prescribe the general format in which specifications are to be prepared. Departments shall first ascertain whether the Purchasing Department is able to locate an appropriate standard specification from industry, government, or other independent sources. If standard specifications are not available, departments may obtain information from a Vendor to be used in the development of specifications. These specifications shall be shared with the Purchasing Department to assist in requesting a quote or developing a formal process.

It is the College's Policy to maximize competition among Vendors to the extent consistent with good business practices and the needs of the College. Specifications that contain any of the following elements or omissions violate this Policy:

- Require a standard, restriction, condition, or limitation that is not directly related to the purpose of the procurement.
- Require that any bidder be a resident of, or that their place of business be located in Monmouth County unless the physical proximity of the bidder is requisite to the efficient or economical performance of the contract. For contracts where response time is important, response time and not physical proximity shall be specified.
- Discriminate on the ground of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex.
- Require the use of any "brand name," but shall in all cases where brand names are required provide for equivalent goods on a "brand or equal" basis. If materials or supplies that are patented or copyrighted are required to be specified and there is no equivalent, the using department shall provide the Purchasing Department with a written explanation as to how the special need for the patented or copyrighted materials or supplies is directly related to the performance or purpose for which the purchase is made.
- Require the use of goods or services that can only be obtained from one vendor, when other vendors can reasonably provide the same or equivalent goods or services for a comparable price.
- Unduly favor an incumbent vendor; provided, however, that a vendor's experience and familiarity with the College's operations may be taken into account in the evaluation of proposals.
- As to any contract awarded by approval of the Board of Trustees, include a "contingency" or other fund or mechanism allowing increases in a base contract price in the absence of a change order approved by the Board of

Trustees in accordance with this Policy.

- Fail to include any option for renewal, extension, or release which the College may wish to require;
- Fail to include any necessary terms or conditions, or to disclose any matter necessary for the substantial performance of the contract or agreement.

5. Timing of the Procurement Process

Rushed procurements invite mistakes and often cause unnecessary expense to the College through excessive change orders and potential legal challenges. Accordingly:

As a general matter, departments are responsible for planning their needs and should collaborate with the Purchasing Department to allow a sufficient lead to determine the formal process (Quote, Bid, RFP, RFQ, or State Contract, Purchasing Co-op Contract); timeline for the process (develop, distribute, and send Bid, RFP or RFQ Package(s) to Vendors); Board of Trustees approval (if required); award of contract and issuance of the Purchase Order; and submission of required forms as applicable. The Purchasing Department will guide departments to ensure proper procedures are applied for the procurement of goods and services.

For formal procurement processes (Bids, RFPs and RFQs), the Purchasing Department shall develop and distribute a schedule for submission of procurement requests and specifications by user departments.

Departments shall adhere to the published schedule and shall not request waivers from the Purchasing Department. Emergency situations shall be handled in accordance with the specific provisions of this Policy.

6. Blanket Purchase Orders

In order to eliminate delays and reduce the need for writing large numbers of small purchase orders for monthly recurring (and payment of) goods and services while also complying with the County College Contract Laws, Blanket Purchase Orders (BPOs) may be issued by the Purchasing Department through either formal procurement processes or quotations. BPOs are generally used for utilities, "time and material" contracts with trades (plumbers, electricians), custodial services, test forms, facilities supplies, etc.

The Purchasing Department shall advise departments as to terms of BPOs and time and materials contracts. Departments and Vendors shall comply therewith with the terms and procedures of the BPO.

7. NJ State contract purchases and Approved Purchasing Co-op Contracts

The College may, in appropriate cases, purchase goods and services under NJ State Contracts and approved Joint Purchasing Co-ops. In each case, the Purchasing Department shall obtain a certification from the Vendor that the goods and services are in fact covered by the cited State contract and that the prices

offered to the College are those contained in the cited applicable State contract, in each case identifying the specific, applicable provisions by page and paragraph and attaching copies of State Contract information from the State website. This certification shall be obtained from each vendor before any purchase order is issued. Purchasing Co-ops must be approved by the Board of Trustees by resolution prior to purchasing goods and services under such contracts.

8. Cancellation, Modification and Return of Orders

A Purchase Order is a binding contract between the College and the Vendor. Therefore, it cannot be modified or canceled unilaterally. Any request to modify or cancel an order should be directed to the Purchasing Department. They will advise all parties and determine course of action (obtain BOT approval if applicable).

Generally, a Vendor will agree to a request for cancellation if the items have not been shipped. The department may be held responsible for any material shipped by a Vendor, costs incurred prior to cancellation of fabricated items or re-stocking fees. The Purchasing Department will effect Purchase Order cancellation to disencumber funds less any amounts due to the Vendor.

All returns shall be handled by the Purchasing Department. Departments shall contact Purchasing and provide a reason for the return. Purchasing will then contact the Vendor for a Return of Merchandise Authorization (RMA) number and shipping label. Purchasing will contact Receiving to pick up the said item from the department (to ship back). Depending on the reason for the return, departments may be responsible for the restocking fee (excluding damaged items or Vendor's error).

9. Change orders

All contract amendments that change the price or extend the time for performance of any contract shall be deemed change orders. Change orders to contracts whose initial amount exceeds \$17,500, shall be presented to the Board of Trustees for approval prior to execution. No College employee is authorized to approve change orders to such contracts without prior approval of the Board of Trustees.

All change orders shall be accompanied by a memorandum signed by the responsible department head that explains the reason(s) why the change order is necessary and in the College's interest.

As to each change order individually exceeding 20% of the original contract price, the President shall file with the Board of Trustees, a memo that includes an explanation of the factual circumstances which necessitate issuance of the change order; a statement indicating why these circumstances could not have been foreseen; a statement indicating why issuance of the change order would be in the best interests of the College and, if the nature of the change order is technical, a statement from the College's engineer or other person with the appropriate expertise. This statement shall explain in detail the factual circumstances which justify issuance of the proposed change order.

Change orders increasing the contract time (as measured in total days) by more than 20% either individually or in the aggregate, shall be accompanied by a memo from the President explaining the chronology of the project or contract, the reason for delays or extensions, whether or not they are excusable delay under the terms of the contract in question, and explaining why it is necessary to increase the time for performance. Each subsequent change order increasing the contract time shall be accompanied by an updated memo.

In each case where a memorandum from the President is required, the President may attach a cover memo to materials provided by others; provided, however, that the President's cover memo shall state that the President has personally reviewed the attached materials, has discussed them with their author(s), and is satisfied with the facts presented.

Increases to BPOs and POs for contracts whose initial amount exceeds \$17,500, shall not be executed without approval of the Board of Trustees or Executive Committee or another committee of the Board, as designated by the Chairman, or a single member of the Board designated by said committee.

10. Extensions of contract time.

If it is necessary to extend the term of a contract awarded by the Board of Trustees in order to accommodate the process of re-bidding or other re-procurement, the Board may approve an extension not to exceed 60 days from the original contract date with one additional extension of 60 days. In each such case, the request for the extension shall be accompanied by a memo to the Board explaining the reasons why it is necessary and a request of their approval.

If time constraints for award are foreseen, the College may issue a Consent of Agreement to Vendors (Bidders or Proposers) for an extension of time to award such contracts within Bid, RFP and RFQ packages.

11. Emergency purchases.

The term "emergency" is defined in N.J.S.A. 18A: 64A-25.6 as a circumstance "affecting the public health, safety and welfare of occupants of college property and requiring the immediate delivery of goods or the performance of services." The term "affecting the public health, safety and welfare" means a circumstance that presents an imminent risk to life or property and does not include potential disruption to individual academic programs or business activities.

Examples of emergencies that fall within the above definition include fire, flood, extreme weather conditions, vandalism, or other criminal activity; release of hazardous substances, and significant failures of building or College-wide systems. Other circumstances such as disruption to individual academic programs or business activities require waivers under Section IV (A) of this policy. The use of emergency purchasing procedures in situations not meeting the definition of an emergency is a violation of State law and of this Policy. The emergency purchasing procedures stated in this Policy shall apply to all emergency purchases over \$17,500 and are as follows:

Upon the occurrence of an emergency as defined above, the College employee(s) making such determination in the first instance shall immediately notify their superior, who shall take such steps as are immediately necessary to protect health, safety and welfare and shall follow up within one business day by a written E-Form or E-Req (Requisition) and estimate for the goods and services required and stating the nature and cause of the emergency. Whenever possible, the College's standby trade contracts, and not emergency purchases, shall be used.

Within one business day, the E-Form/E-Req shall be forwarded to the department head who shall if they concur, forward it to the President, the applicable Vice President, and the Purchasing Manager.

The notice given by the department head shall include the requisition and give sufficient additional information for the President to determine that an emergency does indeed exist within the meaning and intent of the County College Contracts Law and that there are sufficient funds identified to carry out the work required in mitigating the emergency.

If the President is satisfied that an emergency in fact exists, the President shall immediately authorize the procurement of the goods and services, notify the Chairman of the Board of Trustees and the College's counsel of the nature and extent of the emergency and what actions have or will be taken, direct the Purchasing Manager to take all appropriate action (issuance of a Purchase Order), and prepare a Resolution acknowledging said procurement for Board of Trustees action.

The Resolution ratifying the President's action in authorizing the emergency procurement shall be placed on the next following Board of Trustees agenda for formal action.

12. Disposition of Surplus and Personal Property not needed for College Purposes

It shall be the responsibility of the Purchasing Department to dispose of surplus or obsolete materials, supplies, or equipment that is no longer needed to accomplish the educational mission of the College. Such items shall be cataloged and sold annually, or at other specified times on the following basis:

1. Items of no value.
2. Items having resale value as scrap.
3. Items that can no longer be used for educational purposes, but which retain a portion of their value and are considered salable.

Items in category 1 shall be offered to charitable, educational, and civic organizations. Those items which are not desired by these organizations shall be disposed of in accordance with instructions from the Purchasing Manager. The department shall notify the Manager in writing of their need to dispose of an item and note if there is an inventory tag. Inventory will be notified at this time to

review the original purchase value and date of purchase via tag identification from the Inventory Report. After review of the report and inspection of the item, and if determined to be of no value, the Purchasing Manager and department will coordinate such disposal legally and environmentally appropriate.

Items in Category 2 and 3 shall be sold to interested parties at public sale to the highest bidder. The exceptions to this are if the items to be sold are perishable goods or if the estimated fair value of the property to be sold does not exceed the amount determined pursuant to N.J.S.A. 18A:64A-25.3(b) in any one sale. In these cases, a public sale is not mandated. The procedures for such sales are set forth in N.J.S.A. 18A:64A-25.27.

If no bids are received in the first public sale, or if the College elects to reject all bids in accordance with the statute following a second public sale, the College may then elect to sell the goods at a private sale. In no event shall the negotiated price at the private sale be less than the amount of the highest bid rejected at the preceding two public sales. In any event, the terms or conditions of sale shall not be changed or amended. In the case in which the College received no bids at the two previous sales and elected to sell at a private sale, the property may not be sold at less than the estimated fair value as defined in N.J.S.A. 18A:64A-25.27.

13. Reference to Other Laws and Rules

Where the County College Contracts Law, N.J.S.A. 18A:64A-25.1 et seq. and this policy does not provide guidance as to any aspect of procurement or contracting, the College shall look to analogous provisions of the Local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq., the Public School Contracts Law, N.J.S.A. 18A: 18A-1 et seq., and implementing regulations, guidance, publications, and Local Finance Notices published by the New Jersey Department of Community Affairs.

14. No Reliance; Interpretation

This Policy is solely for the guidance of the College and its staff, is not contractual in nature, and is not to be deemed to be incorporated directly or indirectly into any specification, bid package, or other document relied upon or intended to be relied upon by any actual or prospective vendor, bidder, or other person doing business or seeking to do business with the College. No person may rely upon this Policy as establishing any duty or obligation for the benefit of anyone other than the College. In all cases, this Policy is to be interpreted solely for the benefit of the College.

15. Code of Ethics

The College's purchasing activities shall be consistent with the College's Code of Ethics as well as the following:

1. To give first consideration to the objectives and policies of the College.
2. To strive to obtain the maximum ultimate value for each dollar expended.

3. To cooperate with trade and industrial associations, governmental, and private agencies engaged in the promotion and development of sound business methods.
4. To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
5. To decline personal gifts or gratuities.
6. To grant all competitive bidders' equal consideration; to regard each transaction on its own merits; to foster and promote fair, ethical, and legal trade practices.
7. To use only by consent, original ideas and designs devised by one vendor for competitive purchasing purposes.
8. To accord a prompt and courteous reception in so far as conditions permit to all who call on legitimate business missions.

Prior Policies Superseded

This policy shall supersede any policy or regulation adopted by the Board of Trustees prior to its effective date, to the extent of any conflict or inconsistency between this and any earlier policy or regulation.

V. Responsibility for Implementation

Board of Trustees,

Finance and Purchasing

Effective: 6/9/11

Updated: 3/18/13, 7/15/15

Approved: Board of Trustees, MM/DD/YYYY

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

6.1001 ~~Credit and Non-Credit~~ Students with Disabilities

I. Title of Policy

~~Credit and Non-Credit~~ Students with Disabilities

II. Objective of Policy

To state the College's position on providing ~~equal~~ equal access to all aspects of College life for persons with documented disabilities.

III. Authority

Section 504 of the Vocational Rehabilitation Act, 1973, the Americans With Disabilities Act (ADA), 1990, as amended, and the ~~and~~ New Jersey Law Against Discrimination (NJLAD), ~~and N.J.S.A. 10:5-4 1 et. seq. and 10:5-12(a).~~

IV. Policy Statement

Brookdale Community College is committed to providing equal ~~equal~~ educational opportunities for all credit and ~~non-credit~~ non-credit students, including those with documented disabilities. It is, therefore the ~~policy~~ Policy of Brookdale Community College to provide reasonable accommodations, approved by the Office that administers accessibility services and disability accommodations, to self-identified persons with ~~documented disabilities. whereas documented~~ disabilities. documentation is provided to the Office of Disability Services.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 1/15/1998

Revision Lodged: Board of Trustees, 11/14/2017

Revised: Board of Trustees, 12/19/2017

Updated: X/X/2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

6.1001 Students with Disabilities

I. Title of Policy

Students with Disabilities

II. Objective of Policy

To state the College's position on providing equal access to all aspects of College life for persons with disabilities.

III. Authority

Section 504 of the Vocational Rehabilitation Act, 1973, the Americans With Disabilities Act (ADA), 1990, as amended, and the New Jersey Law Against Discrimination (NJLAD) N.J.S.A. 10:5-1 et. seq.

IV. Policy Statement

Brookdale Community College is committed to providing equal educational opportunities for all credit and non-credit students, including those with disabilities. It is, therefore the Policy of Brookdale Community College to provide reasonable accommodations, approved by the Office that administers accessibility services and disability accommodations, to self-identified persons with documented disabilities.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 1/15/1998

Revision Lodged: Board of Trustees, 11/14/2017

Revised: Board of Trustees, 12/19/2017

Approved: Board of Trustees, XX/XX/XXXX

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.4500 Educational Contracts (NEW PROPOSED POLICY)

I. Title of Policy

Educational Contracts

II. Objective of Policy

To authorize the President to enter into certain types of contracts that enhance the educational experience, student development, lifelong learning, and community development in support of the College's Mission, Vision, Values, and Strategic Priorities.

III. Authority

New Jersey Statutes – County Colleges, 18A:64A – 12 (j)

General Powers of Boards; and Bylaws of the Board of Trustees, Section 1.2050.

Bylaws of the Board of Trustees, Powers of the Chief Executive Officer (President), Section 1.3054(h)(l)

IV. Policy Statement

A. The President may, on behalf of the Board of Trustees and without prior Board approval, negotiate, execute and enter into educational contracts within the following categories:

1. **Articulation agreement** - Also called transfer agreements, articulation agreements delineate pathways of coursework to a degree among programs and institutions and are meant to simplify transition and assure that successful completion of delineated coursework leads to degree completion. Articulation promotes ease of transfer with little or no loss of earned credits.
2. **Dual Enrollment agreement** - Agreements between the College and High Schools that allows high school students to enroll in Brookdale courses and simultaneously earn credits toward their high school diploma and college coursework which reduces both time and costs of a college degree.
3. **Experiential Learning agreement** – Agreements between the College and an external organization that enables course learning outcomes to be completed through work experience. Experiential learning opportunities may include internships, service learning, externships, and other cooperative learning experiences. All clinical facilities contracts shall follow Policy 2.4000 Clinical Facilities Contracts.
 - i. **Internship** – A form of experiential learning that integrates knowledge and theory learned in the classroom with practical

application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent...

- ii. **Service Learning** – A form of experiential learning that gives students the opportunity to use knowledge gained in the classroom in a community service project. Service-Learning joins student's academic study and community service so that they can learn and develop through active participation in thoughtfully organized service experiences.
- iii. **Externship** – An experiential learning opportunity which provides students with an opportunity to apply classroom concepts while observing an actual work environment. Externships can involve shadowing a professional in a student's field of interest or allow a student to further research an academic topic in an experiential manner which cannot be accomplished in the academic setting.
4. **Study Abroad agreement** – An agreement to offer learning opportunities for students who wish to complete college coursework outside of the United States.
5. **Non-Credit agreement** – An agreement between the College and an external organization or person to provide educational training for our non-credit courses, certificates, or programs.

All contracts in this Section A will be reviewed by the Legal Affairs Officer prior to authorization by the President.

- B. The following types of educational contracts will not be considered to fall under Section A above and shall require review by the Legal Affairs Officer and Board of Trustees approval, prior to contract execution:

1. **University or College Partnership** – An agreement with a university or college that must include articulated academic transfer pathways, a requirement that students graduate from Brookdale prior to transfer, and the ability for students to complete bachelor's degrees through the university/college partner, and may also include a lease to utilize space at one or more Brookdale location for the delivery of the bachelor's degree completion programs, conditional acceptance into the transferring university or college, co-advising, opportunities for students to participate in co-curricular and extra-curricular programs through the partner institution, access to housing at the partner institution, and co-branded marketing.
2. **Early College High School Agreement** – An agreement with a High School that enables high school students to complete a full associates degree while concurrently completing high school graduation requirements.
3. **Middle College Agreement** – An agreement with a High School that enables high school students to complete 30 general education college courses while currently completing high school graduation requirements.

4. **Shared Services Agreement** – An agreement with a third-party organization that enables both organizations to share services in order to reduce costs and/or increase efficiencies.
5. **Structured academic programs with any individual, firm corporation, government entity or non-profit organization** – An agreement to deliver specific defined portions of an academic program in collaboration with any individual, firm, corporation, government entity, or non-profit organization.

V. Responsibility for Implementation

President

Approved: Board of Trustees, XX/XX/XXXX

Retirement of Board Policy 4.3001 Use of Consultants Policy

As part of the normal annual Board policy review, 4.3001 Use of Consultants Policy was reviewed by the Finance Department, the President, the President's Cabinet and legal counsel, and there was consensus that this Policy is superfluous, as the guidelines for engaging consultants is provided in Policy 4.8000 Purchasing. The Governance Committee reviewed the recommendation to retire the Policy on October 20, 2023 and recommends to the Board of Trustees to retire Policy 4.3001 Use of Consultants.

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

4.3001 Use of Consultants

I. Title of Policy

4.3001 Use of Consultants

II. Objective of Policy

To establish the framework within which the College will engage consultants to provide services outside the expertise of College personnel.

III. Authority

N.J.S.A. 18A:64A-25.1, et seq. Bylaws of the Board of Trustees, section 1.3054

IV. Policy Statement

A consultant shall be defined as an individual or designee of a firm, outside the employ of the College, who performs a service considered to be outside the expertise, time capability, or appropriateness of the College's existing personnel.

Consultants may be utilized for the following activities:

- a. Research and evaluation;
- b. Specification and design;
- c. Academic, service, and administrative development;
- d. Special needs (such as transitions between incumbents and new employees, etc.);
- e. Such other special needs as defined by the Board of Trustees.

The approval process for the use of consultants shall be as follows:

- a. Annually, the Board of Trustees will appropriate a sum within the operating budget that reflects the justified and anticipated need for consulting services.
- b. All consultant and architectural fees for construction and design projects, whether new, renewal, or replacement, shall be defined individually within the proposed construction budget which will be submitted to the Finance and Facilities Committee of the Board of Trustees for approval.
- c. With the approval of the annual budget, the Board of Trustees authorizes the President to approve all consulting agreements to a maximum of \$5,000, including expenses, per individual consultant or firm. Such agreements shall be

reported to the Finance and Facilities Committee of the Board of Trustees on a regular basis.

- d. Individual consulting engagements of \$5,000 or multiple engagements whose sum total is in excess of \$5,000 shall require the approval of the Board prior to contracting for the service.
- e. The President shall develop a College regulation setting forth the internal approval process for the engagement of consultants.

Consultants employed by Brookdale Community College must adhere to all Federal and State requirements with regard to affirmative action compliance.

V. Responsibility for Implementation

President

Approved: 4/22/1993

Revised: 10/24/1996

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2023 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> Mr. Paul Crupi – Chair Mr. Bret Kaufmann, Vice-Chair Ms. Tracey Abby-White Ms. Dyese Davis Ms. Latonya Brennan		<u>Finance and Facilities (5)</u> Ms. Latonya Brennan, Chair Mr. Bret Kaufmann Ms. Natalie Watson Ms. Barbara Horl Ms. Dyese Davis
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Ms Tracey Abby-White, Chair Ms. Rebekah Fischhoff Dr. Les Richens Ms. Latonya Brennan Ms. Mary Pat Angelini	<u>Governance (4)</u> Ms. Dyese Davis, Chair Dr. Les Richens Ms. Natalie Watson Mr. Steve Clayton	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Ms. Mary Pat Angelini Mr. Steve Clayton Ms. Rebekah Fischhoff
Liaisons	<u>Liaisons</u> <u>Liaison to New Jersey Council of County Colleges (NJCCC)</u> Ms. Barbara Horl <u>NJCCC Trustees Ambassador</u> Ms. Barbara Horl	<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White	

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2023 -

2023 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	NJCCC Council	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 24, 2023 SLC, Twin Lights Rooms	January 17 5:15 PM	January 17 5:30 PM	January 18 5:30 PM		January 23 5:30 PM		January 19
Tuesday, February 28, 2023	February 21 5:15 PM	Feb. 21 5:30 PM		Feb. 22 5:30 PM	Feb. 23 5:30 PM		
Tuesday, March 28, 2023	March 21 5:15 PM	March 21 5:30 PM	March 22 5:30 PM			March 20 5 PM	March 16
Tuesday, April 25, 2023	April 18 5:15 PM	April 18 5:30 PM		April 12 5:30 PM			
Tuesday, May 30, 2023	May 23 5:15 PM	May 23 5:30 PM					May 18
Tuesday, June 27, 2023 f	June 20 5:15 PM	June 20 5:30 PM			June 19 5:30 PM	June 12 5 PM	
NO Public Board Meeting	July 18 Follows F & F	July 18 5:30 PM					
Tuesday, August 22, 2023	August 15 5:15 PM	August 15 5:30 PM					
Tuesday, September 26, 2023	September 19 5:15 PM	Sept. 19 5:30 PM	Sept. 21 5:30 PM	Sept 20 5:30 PM		Sept. 18 5 PM	Sept. 21 or 28
Tuesday, October 24, 2023	October 17 5:15 PM	October 17 5:30 PM	October 20 4 PM		Oct. 16 5:30 PM		
Tuesday, November 28, 2023	November 8 5:15 PM	November 8 5:30 PM	Nov. 6 5:30 PM	Nov. 9 5:30 PM		Nov. 20 5 PM	Nov. 9
Tuesday, December 19, 2023	December 12 5:15 PM	December 12 5:30 PM			December 13 5:30 PM		

Human Resources is a Committee of the whole

08-18-23 – Rescheduled Governance Sept. 21 mtg to Oct. 18 and moved Audit Committee from Oct. 18 to Oct. 16