



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

Nov 28, 2023 5:30 PM - Nov 28, 2023 7:30 PM EST

Table of Contents

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

Making Public Comment

II. Pledge of Allegiance

III. Moment of Silence

IV. Adoption of Agenda

V. Board of Trustees Annual Reorganization

A. Election of Officers of the Board of Trustees

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

1. Discussion of Board Schedule

2. Adoption of 2024 Board of Trustees Annual Calendar & Designation of

Public Notice Requirements.....5

Annual Board Calendar 2024 Resolution .docx.....5

C. Discussion of Appointment of Standing Committees

D. Annual Signing of the Code of Ethics of Brookdale Community College.....7

1.7060 Code of Ethics for Trustees with Acknwldgmnt Form Code of Conduct - approved.docx.....7

E. Annual Report of College

VI. Recognition of Trustee Bret Kaufmann

VII. President's Report

VIII. Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee - November 7, 2023

1. Capital Project Update

2. Monthly Financial Reporting

B. Governance Committee - November 6, 2023

C. Student Success & Educational Excellence Committee - November 9, 2023

D. Student's Perspective

E. NJCCC Update

F. Foundation Update

IX. Public Comment on Agenda Items

X. Review of Consent Agenda

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

A. Acceptance of Consent Agenda

XI. Approval of Public Business Meeting Minutes - October 24, 202312

BOT PBM Minutes October 24 2023 DRAFT .docx.....12

Attachment A - BOT PBM Minutes October 24 2023.docx.....22

Attachment B - BOT PBM Minutes October 24 2023.docx.....23

Attachment C BOT PBM Minutes October 24 2023.docx.pdf.....25

XII. Approval of Executive Session Meeting Minutes - October 24, 2023.....28

Exec Session Min Litigation Policy October 24 2023 DRAFT.docx.....28

Exec Session Min Attorney Client Election Process October 24 2023 DRAFT.docx.....30

XIII. Approval of Consent Agenda

A. Approval of Human Resources.....33

BOT HR Nov 2023 (2).docx.....33

B. Acceptance of Gifts.....38

Acceptance of Gifts Cars 1182023.docx.....38

C. Board Grant Submissions.....39

Board Grant Submissions GEAR UP 1182023.docx.....39

D. Acceptance of Grants.....40

Acceptance of Grants NEVTEX NEXT and NJ Pathways to Career Opportunities YR
2 1182023.docx.....40

E. 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.....43

11-28-23 4 2.doc.....43

**F. Open Invoice Payment Requests for Vendor, Student and Employee
Payments.....48**

11-28-23 4 2c AP Check Register Summary.docx.....48

G. Monthly Financial Reports.....49

11-28-23 4 1 Financial Report.doc.....49

H. Capital Project Update.....55

11-28-23 Brookdale Engineder Status Report of October 27.pdf.....55

11-28-23 Facilities Brief - M Naparlo.pdf.....	57
XIV. Approval of New or Revised Policy	
A. Revised - 4.8000 Purchasing Policy (previous title - Contract Policy).....	58
11-28-23 Board Brief - 4.8000 Purchasing Policy.docx.....	58
4.8000 Purchasing Policy CLEAN for approval 11-28-23.docx.....	59
B. Revised - 6.1001 Students with Disabilities Policy (previous title - Credit and Non-Credit Students with Disabilities).....	71
6.1001 Students with Disabilities Policy Marked up for approval 11-28-23.docx.....	71
6.1001 Students with Disabilities Policy CLEAN for approval 11-28-23.docx.....	72
C. New - 2.4500 Educational Contracts Policy.....	73
2.4500 Proposed Educational Contracts Policy CLEAN for approval 11-28-23.docx.....	73
XV. Lodging of New or Revised Policy	
A. Revised Policy - 2.3000 Services to Public and Nonprofit Organizations.....	76
2.3000 POLICY Services-to-Public-and-Nonprofit-Organizations for Lodging Marked Up 11-28-23.docx.....	76
2.3000 POLICY Services-to-Public-and-Nonprofit-Organizations for Lodging CLEAN 11-28-23.docx.....	78
B. Revised Policy - 2.5000 Election of a Graduate to the Board of Trustees.....	80
2.5000 Election of a Graduate to the Board of Trustees for lodging Marked UP 11-28-23.docx.....	80
2.5000 Election of a Graduate to the Board of Trustees for lodging Clean 11-28-23.docx.....	82
C. Revised Policy - 3.9002 Grant Funded Positions.....	84
3.3002-Grant-Funded-Positions-Aprvd for lodging Marked Up 11-28-23.docx.....	84
3.3002-Grant-Funded-Positions-Aprvd for lodging CLEAN 11-28-23.docx.....	86
D. Revised Policy - 3.9008 Code of Ethics for Employees.....	87
3.9008-Code-of-Ethics-for-Employees-for lodging Marekd Up 11-28-23.docx.....	87
3.9008-Code-of-Ethics-for-Employees-for lodging CLEAN 11-28-23.docx.....	89
E. Revised Policy - 5.0018 Student Produced College Media.....	91
5.0018 Student Produced College Media for lodging Marked Up 11-28-23.docx.....	91
5.0018 Student Produced College Media for lodging CLEAN 11-28-23.docx.....	93
F. New Policy - 6.3500 Academic Integrity.....	95
6.3500 Academic Integrity Policy for lodging CLEAN 11-28-23.docx.....	95
G. New Policy - 2.9004 Assessment of Institutional Effectiveness	97

2.9004 Assessment of Institutional Effectiveness Policy for lodging CLEAN 11-28-23.docx.....	97
XVI. Public Comment	
XVII. Old/New Business	
XVIII. Resolution to Hold a Closed Meeting	
XIX. Motion to Re-Open the Meeting to the Public	
XX. Adjournment	
XXI. Appendix	99
Board Schedule, Board Committees	
Committees 2023 07-10-23.docx.....	99
BOT 2023 Calendar v6 11-17-23.docx.....	100

RESOLUTION

NOW THEREFORE BE IT RESOLVED the Board of Trustees of Brookdale Community College adopts the public meeting calendar for 2024

BOARD OF TRUSTEES MEETING DATES 2024			
MONTH	Day	DATE	LOCATION – Subject to Change (Notice will be given if changed)
January	Tuesday	January 23, 2024	Student Life Center, Navesink Rooms
February	Tuesday	February 27, 2024	Student Life Center, Navesink Rooms
March	Tuesday	March 26, 2024	Student Life Center, Navesink Rooms
April	Wednesday	April 24, 2024	Student Life Center, Navesink Rooms
May	Tuesday	May 28, 2024	Student Life Center, Navesink Rooms
June	Tuesday	June 25, 2024	Student Life Center, Navesink Rooms
July		No meeting	Student Life Center, Navesink Rooms
August	Tuesday	August 27, 2024	Student Life Center, Navesink Rooms
September	Wednesday	September 24, 2024	Student Life Center, Navesink Rooms
October	Tuesday	October 29, 2024	Student Life Center, Navesink Rooms
November	Tuesday	November 26, 2024	Student Life Center, Navesink Rooms
December	Tuesday	December 17, 2024	Student Life Center, Navesink Rooms

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

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

The Asbury Park Press

The Star-Ledger

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

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

BE IT FURTHER RESOLVED that any person may request in writing that the Board of Trustees mail them a copy of the notice of any meeting of the Board of Trustees during the annual year of 2024. All requests made pursuant to this paragraph shall terminate on December 31, 2024.

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

1.7060 Code of Ethics for Trustees of Brookdale Community College

I. Title of Policy

Code of Ethics for Trustees of Brookdale Community College

II. Objective of Policy

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

III. Authority

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

IV. Policy Statement

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

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

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

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

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

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

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

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

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

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

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

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

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

Disclosure of Potential Conflict

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

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

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

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

Enforcement

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

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

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

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

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

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

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

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

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

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

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

V. Responsibility of Implementation

Board of Trustees

Approved: August 1995

Revised: December 2005

Proposed Revision: March 2016

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

Approved: Board of Trustees 04/26/22

ACKNOWLEDGEMENT FORM FOR CODE OF CONDUCT

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

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

Board of Trustee Signature

Name (printed)

Date _____

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

October 24, 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 5:30 P.M. and roll call was taken.

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Ms. Teresa Manfreda
	Ms. Mary Pat Angelini, Trustee	Dr. Yesenia Madas
	Mr. Steven Clayton, Trustee	Dr. Joan Scocco
	Mr. Paul Crupi, Chair	Ms. Nancy Kaari
	Ms. Dyese Davis, Trustee	Ms. Bonnie Passarella, Esq.
	Ms. Rebekah Fischhoff, Trustee	Ms. Pat Sensi
	Ms. Barbara Horl, Trustee	Dr. Nancy Kegelman
	Ms. Marta Rambaud, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. David Stout, Secretary	
	Ms. Natalie Watson, Trustee	
Absent	Ms. Latonya Brennan, Trustee	
	Mr. Bret Kaufmann, Vice-Chair	
	Dr. Les Richens, 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 October 18, 2023 at 11 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair 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 lead a moment of silence in honor of the following:

I'm saddened to report the passing of Dr. Joshua Smith who served as Brookdale's 4th President from November 2, 1987 through May 20, 1990

Dr. Smith earned his bachelor's degree in history at Boston University before serving our country as a 1st Lieutenant in the U.S. Air Force from 1955-1958. He then returned to college to earn masters and doctorate degrees in Education at Harvard University in the 1960s. His professional career began as a high school Social Studies teacher in Massachusetts, eventually moving into an administrative role as Assistant to the Superintendent of Schools. After briefly opting to serve as a Project Specialist and Program Manager for The Ford Foundation, he re-entered the classroom, this time as a Professor of Education at the City College of New York (CUNY) where he ultimately became the Dean of the School of Education. In 1977, Dr. Smith was appointed to serve as the Acting President of the Borough of Manhattan Community College, followed by a permanent appointment to this post from 1978-1985. He moved to California to serve as the Chancellor of California Community Colleges where he was nominated as one of the top 100 college presidents in 1986. Over the years, Dr. Smith also served as a consultant for the District of Columbia, U.S. Office of Education, U.S. Senate Select Committee, International Development Ford Foundation, Danforth Foundation, Medgar Evers College, Nova University, Urban Compensatory Education, and Boston's Select Panel on School Management.

During his brief tenure as President of Brookdale, Dr. Smith was instrumental in establishing High-Tech High School on the Lincroft Campus. He was a member on State-wide committees, national commissions, and panels. He is remembered as an effective public spokesperson for Brookdale Community College at local, state, and national levels.

It is with a heavy heart that I inform you of the death of one of our former adjuncts, Guy McCormick. In addition to being a Criminal Justice adjunct instructor for BCC from January 1991 till May 2018, Guy dedicated his life to public service. Guy started his career as a dispatcher and then police officer with the Manalapan Police Department. In 1977, Guy joined the Monmouth County Prosecutor's Office as a detective. Guy investigated some of the most notorious cases from Monmouth County. Guy rose to the rank of Deputy Chief of County Detectives. He retired from that position in 2006. Retirement truly wasn't Guy's style, so he returned to public service as the Director of Homeland Security and Counter Terrorism in the Monmouth County Prosecutor's Office.

.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda</p> <p>Chair Crupi announced that the agenda had been revised since it was noticed. 3 policies have been added for lodging and one policy to be retired.</p>	<p>A motion to adopt the revised agenda was made by Trustee Clayton and seconded by Trustee Davis.</p> <p>Motion passed.</p>	
<p>Approval of Naming the College's Softball Field to Bo Scannapieco Field</p> <p>Katie Amundson, Director of Athletics & Recreation spoke about his history with the college, which began when he graduated from Brookdale in 1976 and later returned to work as an intramural program coordinator and assistant baseball coach. He was named head coach of the college's softball program in 1986.</p> <p>In the 37 years since, Scannapieco's teams have qualified for the NJCAA national championship tournament 23 times, won 23 Region XIX championships, including 11 straight titles from 1996-2006. Coach Bo's teams have also won 20 Garden State Athletic Conference championships and three NJCAA national championships</p> <p>Coach Bo 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</p> <p>She highlighted that The entire Jersey Blues coaching staff has learned so much from Coach Bo's career, his coaching style, and his approach to student-athlete success – always success in the classroom first, then success on the field</p>	<p>A motion to approve the naming of the college's softball field to Bo Scannapieco Field was made by Trustee Clayton and seconded by Trustee Abby-White.</p> <p>Motion passed</p>	<p>Dr. Stout read a resolution (Attachment A) honoring Coach Bo Scannapieco which highlighted his achievements and honors he has received in his career. Coach Scannapieco addressed the Board of Trustees and all attending the meeting, and thanked them for this honor. .</p>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – October 17, 2023 - Trustee Horl reported on the Finance & Facilities committee that met on October 17, 2023 (<i>Attachment B</i>).</p> <p>B. Audit Committee – October 16, 2023 - Trustee Rambaud reported on the Audit Committee that met on October 16, 2023 and highlighted the following:</p> <ul style="list-style-type: none"> a. Internal Audit – Cohn Reznick, our internal auditors, who specialize in risk management, will work with the College to build out our Enterprise Risk Management framework. VP Manfreda-Foley reviewed the risk assessment procedures. The goal will be to develop a basic framework within year one; however, it may take up to 3 years to build out the entire Enterprise Risk Management framework. b. Student Accounts Internal Audit – VP Manfreda-Foley reported that the recommendations are in the process of being implemented. c. Ethics Hotline Report – no reports have been reported and all prior investigations are closed. d. FY23 Enrollment Audit - VP Manfreda-Foley reviewed the results and there were no findings to be reported. The enrollment number for FY23 was reviewed and the total fiscal enrollment was 202,186 credit hours. She also highlighted that there was an increase in enrollment from out-of-county students compared to last year. The Enrollment Audit is required to be filed by November 1, 2023, and the Committee recommends that the Board accept the Enrollment Audit. <p>C. Governance committee – October 20, 2023 – Trustee Davis reported on the Governance Committee meeting held on October 20, 2023. She highlighted the following:</p> <ul style="list-style-type: none"> a. Board Policy Review – Five policies were discussed and four of them are presented to the Board tonight. They include the revised Purchasing Policy, retiring of the Consultants Policy because of redundancy, as contracting with consultants is covered by the Purchasing Policy. The Student’s with Disabilities and the Educational Contracts Policy are also recommended for lodging. The fifth policy, Student Produced College Media, will need additional consideration. b. Board Reorganization – there was a discussion about the election process and exploring ways to improve and streamline the process. c. President’s Evaluation – Trustee Davis reported that the evaluation is nearing completion. d. Board of Trustees Professional Development – Trustee Davis announced if Trustees are interested in attending the ACCT National Legislative Summit, they should communicate their interest in attending before December to Cynthia. An email will be sent out to identify a date for the Annual Board Retreat, to place a date on the Board calendar. There will be a discussion to identify potential retreat topics. <p>D. Student’s Perspective – Trustee Fischhoff provided her Graduate Trustee report -- She reported on the following:</p> <ul style="list-style-type: none"> a. Honors Program – Trustee Fischhoff attended a meeting with College Administration focused on improving outreach to High School students and their families to raise the awareness of the Honors Program at Brookdale and attracting more students to enroll at Brookdale. b. ACCT National Leadership Congress - She reported that she had the opportunity to attend the ACCT Leadership Congress in Las Vegas, Nevada. This Congress expanded her knowledge of the community college sector, allowing her to engage in meaningful discussions on enhancing 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>student excellence, and facilitated valuable networking with community college trustees from across the nation. She was delighted to connect with fellow student trustees, reinforcing her belief in the crucial role student trustees play on community college boards. The exchange of information and ideas among them was enriching, paving the way for potential improvements in our institutions.</p> <p>She attended many sessions that focused on student success, and she reported that the sessions broadened her understanding and equipped her with invaluable insights into potential initiatives that could be implemented at Brookdale. She shared information on the CC Smart initiative led by PTK students, which is focused on reducing the community college stigma. The PTK students work closely with local high schools to inform students about the benefits of attending a local community college, and scholarship and transfer opportunities. She shared that research has shown that this stigma arises from students' parents, underscoring the importance of targeting high school students and their families.</p> <p>c. Research Study on Student Trustees on Community College Boards - While at the conference she was approached for a fellow Student Trustee and invited to co-author a study that delves into the benefits of having Student Trustees on community college boards.</p> <p>d. Graduate Trustee Instagram - She has taken on the responsibility of continuing the Graduate Trustee Instagram initiative, which was started by Graduate Trustee Orange. This platform serves to share relevant information, update the administration and students on essential matters, and maintain regular communication with our students. She said she was committed to posting regularly on this account and providing updates on her duties as Graduate Trustee. The Instagram username is @BrookdaleGraduateTrustee</p> <p>e. Announcements – She announced that the Civic Engagement Conference will be held on October 27th with an impressive lineup of speakers and panelists. She will participate as a speaker in the afternoon.</p> <p>E. ACCT National Leadership Congress – Trustee Horl, Trustee Clayton, Trustee Fischhoff - Trustee Clayton focused his time on attending sessions on student success and marketing. He gave preference to the NJ colleges who presented as their demographics are most similar to Brookdale. Trustee Horl attended sessions that focused on community college trends, such as the enrollment cliff, retention of students, reinforcing DEI throughout the curriculum, and how to effectively increase successful outcomes for underserved students. She shared the successful outcome of a project of the ACCT Committee on Communications and Membership to implement a new communications portal, called CONNECT, which will allow Trustees to share best practices, connect Trustees across the nation, and allow them to communicate directly through CONNECT. She reported that NJ had very good representation at the conference, with 40 Trustees, Presidents, and Administrative staff attending. She also congratulated Cynthia on being elected the President of the ACCT Professional Board Staff Network at the meeting.</p> <p>F. NJCCC Update – Trustee Horl reported that she attended a NJCCC nominating committee to confirm the recommendation for the 4 Trustee positions.</p> <p>G. Foundation Update – Trustee Abby-White reported that the Foundation's Annual Giving Campaign will begin in the first week of November. She encouraged giving by donating online or donating via texting 4144. She is hoping that they will have 100% participation this year from the Board.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Public Comment on Agenda Items – Chair Crupi</p> <p>Jack Ryan, Assistant Professor, English- - reflected on knowing Bo for over 50 years, sharing anecdotes about their interactions, particularly during Bo’s time as a student. He acknowledged Bo’s impact on student athletes and the broader student community. He also highlighted his nurturing nature, emphasizing the essence of Bo Scannapieco goes beyond what is stated in the proclamation. He also commended Bo’s influence on women's softball and praised the high GPAs achieved by student athletes under Bo’s guidance. Overall, he expressed his deep appreciation for Bo’s contributions to our student athletes and his friendship.</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>Trustee Watson asked to have the Purchasing recommendations removed from the Consent Agenda for a separate vote, as she has a conflict with a Purchase.</p>	<p>A motion to adopt the revised consent agenda, with Purchases removed, was made by Trustee Horl and seconded by Trustee Abby-White</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – September 26, 2023</p>	<p>A motion to approve the minutes from the public business meeting held on September 26, 2023 was made by Trustee Rambaud and seconded by Trustee Abby-White.</p> <p>Minutes approved.</p> <p>ABSTAIN: Trustees Angelini and Davis</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Consent Agenda</p> <p>A. Approval of Human Resources B. Acceptance of Gifts C. Submission for Grants D. Open Invoice Payment Requests for Vendor, Student and Employee Payments E. Monthly Financial Reports F. Capital Project Update</p>	<p>A motion to approve the revised consent agenda was made by Trustee Angelini and seconded by Trustee Horl.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>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</p>	<p>A motion to approve by resolution the purchases in excessive of \$41,600 was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: Watson</p>	
<p>Acceptance of Brookdale Community College's FY23 Enrollment Audit</p>	<p>A motion to accept the Brookdale Community College's FY23 Enrollment Audit was made by Trustee Rambaud and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, Watson and Chair Crupi</p> <p>NO: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	ABSTAIN: None	
<p>Adoption of the Brookdale Community College Professional Staff Association Settlement Agreement</p> <p>Dr. Stout thanked the PSA membership and those involved in the negotiation process. He thanked the PSA membership for their patience, and he acknowledged the time and energy it takes go through the negotiation process. He was proud of the PSA negotiation team and the College Management Team to negotiate the resolution to the contract in one mediation session. He expressed his appreciation to the members of PSA for their hard work every single day.</p> <p>Trustee Abby-White, on behalf of the Board, acknowledged that the Board was attentive during the negotiations and did not want the members of PSA to perceive their silence during the negotiation process as indifference. The Board very much appreciates the essential contributions of the PSA members.</p> <p>Trustee Crupi thanked the PSA members for their patience and the critical work that they do here at Brookdale.</p>	<p>A motion to ratify the Brookdale Community College Professional Staff Association Settlement Agreement was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Lodging of Policies:	<p>A motion was made to lodge the following policies:</p> <p>A. Revised - 4.8000 Purchasing Policy (previous title - Contract Policy)</p> <p>B. Revised - 6.1001 Students with Disabilities Policy (previous title - Credit and Non-Credit Students with Disabilities)</p> <p>C. New Policy - 2.4500 Educational Contracts Policy</p> <p>by Trustee Davis and seconded by Trustee Watson.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Retirement of Policy 4.3001 Use of Consultants	<p>A motion was made to retire Policy 4.3001 Use of Consultants by Trustee Clayton and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Davis, Fischhoff, Horl, Rambaud, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Public Comment</p> <p>No public comments were made.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p>Old/New Business -</p> <p>Trustee Horl requested the support of the Board to serve on an ACCT committee this upcoming year.</p> <p>A motion was made to support Trustee Horl in serving on an ACCT committee by Trustee Abby-White and seconded by Trustee Angelini.</p> <p>Motion passed.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Dr. Stout congratulated Trustee Davis on her award from Pam's List as a "Woman who gets it Done" and Trustee Angelini congratulated her being selected by the Monmouth County Chamber of Commerce as a Young Athena award finalist. Dr. Stout congratulated Trustee Clayton on being elected President of his Alumni Association. There was also acknowledgment and shared excitement of Chair Crupi's wife, Lauren Crupi and Paul, being featured on the Drew Barrymore Show.		
Resolution to Hold a closed Meeting Mr. Jacobs read the resolution (<i>Attachment C</i>) to hold an Executive Session.	A motion to approve by resolution to hold an Executive Session was made by Trustee Abby-White and seconded by Trustee Rambaud. Motion passed.	
Motion to Re-Open the Meeting to the Public	A motion to reopen the meeting to the public was made by Trustee Horl and seconded by Trustee Davis Motion passed.	
Adjournment Meeting adjourned at 7:48 PM	A motion to adjourn the meeting was made by Trustee and seconded by Trustee Davis. Motion passed.	

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

The Finance & Facilities Committee met on Tuesday, October 17. Current facilities projects were discussed first. Engineer of Record Mr. White reviewed his report and provided an update on the projects that they are engaged with including:

- The Children's Learning Center where a humidity issue was identified and resolved;
- The inspection of transformers and the decision to address each one, beginning with the PAC, where the interior transformer will be relocated to the exterior of the building;
- Engineering and design of a Culinary & Hospitality building in Lincroft; and
- Construction drawings for Phase 2 of the drainage project on the Lincroft campus.

Mr. Naparło then provided an update on the major facility projects that have been completed under his oversight including the construction of the E-Sports Arena and the Caroline Huber Wellness Center, as well as the installation of Audio-Visual equipment in the Center of Excellence for Cybersecurity Education. The Center should be complete within 2 months. Mr. Naparło also noted that the modernization of the elevators is ongoing, and the MAS and Freehold elevators should be completed in the next couple of months.

VP Manfreda reported on the financial overview through the end of August. Total operating revenue was 8.6% higher than the same time last year, which is mostly due to the increase in enrollment. Total expenditures also exceeded the prior year by 10.3%, attributed to increases in the cost of salaries, benefits, and goods, as well as the expiration of federal stimulus funding which the College used to reduce expenses during the pandemic. The total cash balance was \$28.2M on August 31, which is \$753,000 higher than the same time last year, and the total year-to-date interest earned was \$83,609.

VP Manfreda also reviewed the Auxiliary Budget and brought to the attention of the Committee that as of August 31, 2023 there is a \$200,663 deficit which is over the budgeted expected deficit, and she is confident that we will do better in Auxiliary revenue which will close this gap. She further explained that the Auxiliary budget was supplemented with HEERF funds last year, which the College no longer has access to. She will continue to closely monitor this budget and report back to the committee.

Next, VP Manfreda reviewed the recommended purchases on tonight's agenda that are funded by Auxiliary, Chapter 12, Grants and Operating Budgets. Noteworthy purchases include the professional engineering services for the design of a Culinary Education Center, snow removal, and the license for iCiMS human resources onboarding and applicant tracking software. The committee then discussed the proposal for professional engineering services for the design of a Culinary Education Center in further depth. There was a robust discussion on the suggested building site which is next to the PAC and parking lot 1. The Committee agreed to recommend approval of the award for the Professional Engineering Services to Collier and have a further discussion at the November F & F meeting on the proposed location. Finally, VP Manfreda presented the annual report of expenses related to legal services, government relations, and public relations.

Associate Vice President Sensi then presented the rationales for posting 5 positions and the Committee approved the requests to move forward with the searches. Ms. Sensi also reviewed the 23 recommended human resources action items to be approved at our meeting tonight, including new hires, change of status and two separations. Lastly, Ms. Sensi recommended the ratification of the Professional Staff Association's Collective Bargaining Agreement subject to PSA ratification on October 18. All changes in the agreement were explained and the economics were reviewed. I'm happy to report that the PSA ratified the agreement last week and the Board looks forward to ratifying the agreement at our meeting tonight.

Vice President Kaari reviewed the College's proposal for acceptance of gifts, submission of grants, grant revenues, the Foundation's financial report, and the naming of our softball field. Specifically, VP Kaari recommended the acceptance of four cars to be utilized by our Automotive Technology Program, and the submission of the Hunger-Free Campus grant, the One Stop Operator grant, and the revision to the USED A grant to fund a new economic development strategy for Monmouth County and planning for the Brookdale -Social Impact Collaboratory. VP Kaari noted that a little over \$3M in grant funds have been awarded in FY24 with another \$4.1M pending.

VP Kaari reported on the financial summary for the Foundation through the end of August, noting that total revenue was \$131,756 compared to \$235,619 last year with the difference due to market performance. She highlighted that revenue from the Annual Giving Campaign has significantly increased from last year at this time. She brought to the Committee's attention that the Foundation Board voted to revise their Investment Policy to allow them to be more agile in their investment strategy.

Finally, VP Kaari reviewed the recommendation to name the softball field after our famous retired Coach Bo Scannapieco. The Committee supported the naming of the field after him and planning a ribbon cutting ceremony on opening day in the spring.

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that 3 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **October 24, 2023 at approximately _____** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐ "(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐ "(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐ "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

RESOLUTION

Approved: _____ per 24, 2023

☐ "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body :

☐ "(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality –

☐ "(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is: _

☒ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **Litigation with an employee; attorney client privilege on the Board's election process and a the development of a policy**

☐ "(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality..

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

RESOLUTION

Approved: _____ per 24, 2023

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

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

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

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

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

RESOLUTION

Approved: 27 per 24, 2023

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 13 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Executive

Non-Supervisor – Administrative Operations

Support Staff

Adjunct Faculty

Recommendations

1

2

2

2

B. Change of Status

Supervisor – Direct Student Contact

Recommendations

1

C. Separations

Non-Supervisor – Direct Student Contact

Non-Supervisor – Administrative Operations

Support Staff

Recommendations

1

1

3

A. HIRES**EXECUTIVE**

1. Name: Katherine Lynch, Ph.D.
Department: Academic Affairs
Position: Provost and Vice President
Salary: \$160,000 to be prorated accordingly
Effective: 1/2/24

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Stacy Leimburg
Department: Grants Development
Position: Associate Director, Grants & Institutional Development
Salary: \$71,710 to be prorated accordingly
Effective: 12/1/23, pending completion of all final contingencies
2. Name: Rebecca Newman
Department: Academic Affairs
Position: Director, Curriculum
Salary: \$83,380, to be prorated accordingly
Effective: 12/1/23, pending completion of all final contingencies

SUPPORT STAFF

1. Name: William Leonard
Department: Computer Science
Position: Academic Tutor, 10-month ongoing position
Salary: \$41,994
Effective: 12/1/23, pending completion of all final contingencies
2. Name: Timothy Shafto
Department: Print Shop
Position: Senior Technician, temporary full-time position
Salary: \$43,639
Effective: 12/1/23 until further notice, but not later than 6/30/24, pending completion of all final contingencies

ADJUNCT FACULTY

1. Name: Dara Brown
Department: Speech

2. Name: Brian Sandy
Department: Respiratory Care

ADJUNCT DEGREE SUMMARY

Bachelors

2

B. CHANGE OF STATUS**SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Candice Watts
Department: Brookdale at Freehold
Position: Associate Director, Regional Locations
Action: End of temporary A5 position, return to A4 position
New Salary: \$73,417, to be prorated accordingly
Effective: 11/10/23, return to A4 effective 11/11/23

C. SEPARATIONS**NON-SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Suzanne Rauso
Department: Academic Advising
Position: Associate Director
Action: Retirement
Effective: 2/29/24, with retirement on 3/1/24

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Kevin Cosme
Department: College Relations
Position: Graphic Artist/Design Coordinator
Action: Resignation
Effective: 10/24/23

SUPPORT STAFF

1. Name: Benjamin Danzi
 Department: Events Management
 Position: Technology Operations Specialist, Special Events
 Action: Resignation
 Effective: 11/17/23

2. Name: Daniel Guerra
 Department: Common Services
 Position: Common Services Assistant
 Action: Separation
 Effective: 10/13/23

3. Name: Anne Marie Wandycz
 Department: Respiratory Therapy
 Position: Laboratory/Studio Assistant
 Action: Resignation
 Effective: 12/31/23

**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
10/17/2023	General Motors Corporation gmdonations@raytheon.com	2023 Chevy Traverse VIN# 1GNEVFKW8PJ106963

2.1 Submission of Grants

Executive Summary

A. Funding Agency: OSHE and USDOE

Program Title: NJ Gear Up (Gaining Early Awareness and Readiness for Undergraduate Programs)

Short Title: Gear Up

Goal/Purpose: Brookdale Community College will partner with the Asbury Park School District to assist approximately 226 students from grades 7th – 1st year in college to receive comprehensive mentoring, outreach, and support services while attending middle and high school. Services will focus primarily on raising the knowledge of postsecondary options, preparation, and financing among students and families; encouraging student enrollment in rigorous and challenging curricula in order to reduce the need for remediation at the postsecondary level; and improving the number of participating students who obtain a secondary school diploma and complete applications for and enroll in a program of postsecondary education. Students will have opportunities to engage in a variety of activities including 4-year college visits, museum/cultural visits, individualized mentoring, advising, and tutoring services, an emphasis on increased academic achievement in the sciences, mathematics, technology and language arts and dual enrollment coursework.

Total \$ Requested: \$400,000 per year (\$1.2 million total for three years)

In-Kind Match: \$140,000/year (\$420K total, .35c on every dollar)

Program Administrators: Dr. Sarah McElroy

Timeframe: 2024-2027 (the first grant cycle is 3 years and then we will also be awarded an additional 4-year grant to continue working with the same cohort of students).

Date to be Submitted: November 22, 2023

Recommendation:

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

2.2 Acceptance of Grants

Executive Summary

- A. **Funding Agency:** NSF NEVTEX – Next, Subcontract through Central Oregon Community College

Program Title: NEVTEX -- Next

Short Title: NEVTEX

Goal/Purpose: To start the development of an electric vehicle education program on the Brookdale campus by training automotive technology faculty in electric vehicle concepts through EV Pro Plus training and buying some of the equipment that would be required of teaching the curriculum at Brookdale Community College.

Total \$ Requested: \$96,854

Date Submitted: Original Grant submitted in October, 2022.

Program Administrators: Ivan Anderson and James Crowder

Timeframe: July 1, 2023 - June 30, 2026 (subcontract executed in October 2023).

- B. **Funding Agency:** Community College Consortium for Workforce and Economic Development

Program Title: NJ Pathways to Career Opportunities (Year 2)

Short Title: NJ Pathways

Goal/Purpose: Brookdale Community College's "Pathways to Careers in Nursing" project will attempt to meet the significant needs of the healthcare sector by training students through a pilot program. The program will connect non-credit, industry credentials, an LPN program, and an RN program with employer partners. The program will additionally build in academic support services to improve student outcomes and better prepare them for the workforce.

This will also fund a small award for ScPro: Connection to Community Colleges and to four year universities.

Total \$ Requested: \$260,000 (Pathways to Careers in Nursing) and \$3,000 (ScPro: connection to CC (credit) and to 4 year universities.

Date Submitted: 4/21/23

Program Administrators: Susan Pagano

Timeframe: 7/1/23 – 6/30/24

Recommendation:

The President recommends that the Board of Trustees approve acceptance of the grants listed.

RESOLUTION

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

<u>Funding Agency</u>	<u>Name</u>	<u>Amount</u>
NSF subaward via Central Oregon Community College	NEVTEX Next	\$96,854
Community College Consortium for Workforce and Economic Development	NJ Pathways to Career Opportunities	\$263,000

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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

*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 November 8, 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
November 28, 2023

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	Ascend Construction Management, Inc.	Carpentry Services T&M, Bid No. 22-19 / This contract is for carpentry services to soundproof 3 studios in the Bankier Library for the Radio Station. This contract is funded by Chapter 12.	Bid	\$ 144,450.00
2	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing, and Repairs, Bid No. 23-12 / This contract is for the installation of 27 outdoor horn strobe alarms on the Lincroft Campus and is funded by Chapter 12.	Bid	\$ 28,000.00
3	Automated Building Controls, Inc.	Building Automation and Control System Service, Maintenance, and Repairs T&M, Bid No. 22-20 / This contract is for the installation of 25 leak detectors and its integration to the existing Carrier i-Vu system at various locations on the Lincroft Campus. This contract is funded by Chapter 12.	Bid	\$ 49,460.00
Grants				
4	Startup Space LLC dba Economic Impact Catalyst	Software / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year subscription for an online platform to build connections to resources, people, and programs across regions and target industries. This platform connects users to other users, community contacts, startup/scale-up resources and information, job boards, webinars, blogs, events and surveys across regional and/or targeted industry community hubs with the ability to scale up to additional communities. This contract is funded by the State Treasury Social Impact Collaboratory (Center for Workforce Development and Entrepreneurship) Grant.	Exempt	\$ 20,000.00
Operating				
5	American Amplifier Technologies, LLC	High Power FM Antenna / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the supply and delivery of an antenna for the Radio Station. This contract is funded by the Radio Station Budget.	Exempt	\$ 25,175.00
6	Train's Towers, Inc.	Replacement Services of Radio Station Antenna / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the replacement of the Radio Station antenna. This contract is funded by the Radio Station Budget.	Exempt	\$ 51,230.86

7	Study Abroad Association LLC	Travel Services for Faculty-Led Short Term Program / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to Italy with a focus on Hospitality and Culinary. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	\$ 107,185.00 *
8	Brightview Holdings, Inc., dba, Brightview Landscapes, LLC	General and Athletic Fields Landscaping Services, Bid No. 23-06 / This is the 2nd year of the contract with an option for a 3rd year renewal for general and athletic fields landscaping services. This contract is funded by the Facilities Budget.	Bid	\$ 469,300.00 *
9	GlobalLogic Inc.	Software Implementation Services / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one-time implementation consultant fee for time and materials to set up and configure software for onboarding and applicant tracking system. This contract is funded by the Human Resources Budget.	Exempt	NTE \$24,000.00
10	CareerAmerica, LLC dba OCELOT Inc.	Software License / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a 3-year contract for Ocelot's artificially intelligent (AI) communication platform. This contract includes the AI Chatbot for 5 Enrollment Management Departments (Financial Aid, Admissions, Registrar, Advising, and Accounts Receivable). In addition to the AI Chatbot, the contract includes 25 licenses for live agent handoffs, multilingual capabilities, and two-way text messaging capabilities for outgoing targeted campaigns. Ocelot includes the full Financial Aid TV (FATV) Suite that contains over 2,000 videos to assist applicants and students navigate the financial aid process, as well as the New Jersey specific processes. This contract is funded by the IT Budget (Cost for each year is \$54,590). CY23 \$49,000.	Exempt	\$ 163,770.00
11	American Dream Coaches, Inc.; Charter Bus Pros Inc., dba Charter Linkz	Travel Services for Athletics - Nationals / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). These contracts are for the payment of travel services for the women's soccer team and men's and women's cross country teams to attend nationals. These contracts are funded by the Athletics Budget.	Exempt	\$ 36,700.00

12 W.B. Mason Co., Inc.; **Copy Paper and Miscellaneous Paper & Envelopes, Bid No. 24-05** / Notice Bid \$ 45,000.00 *
Lindenmeyer Munroe; was sent to 12 vendors, received 5 replies. These 6-month contracts are for
Sharda Paper Inc.; the supply and delivery of copy paper, miscellaneous paper, and
Deluxe Paper Direct envelopes. These contracts are funded by the Printing Services Budget.
Inc.

* 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 September 30, 2023, which totaled \$2,756,102.15. 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 November 8, 2023.

4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending September 30, 2023.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting November 8, 2023.

Financial Overview at September 30, 2023

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

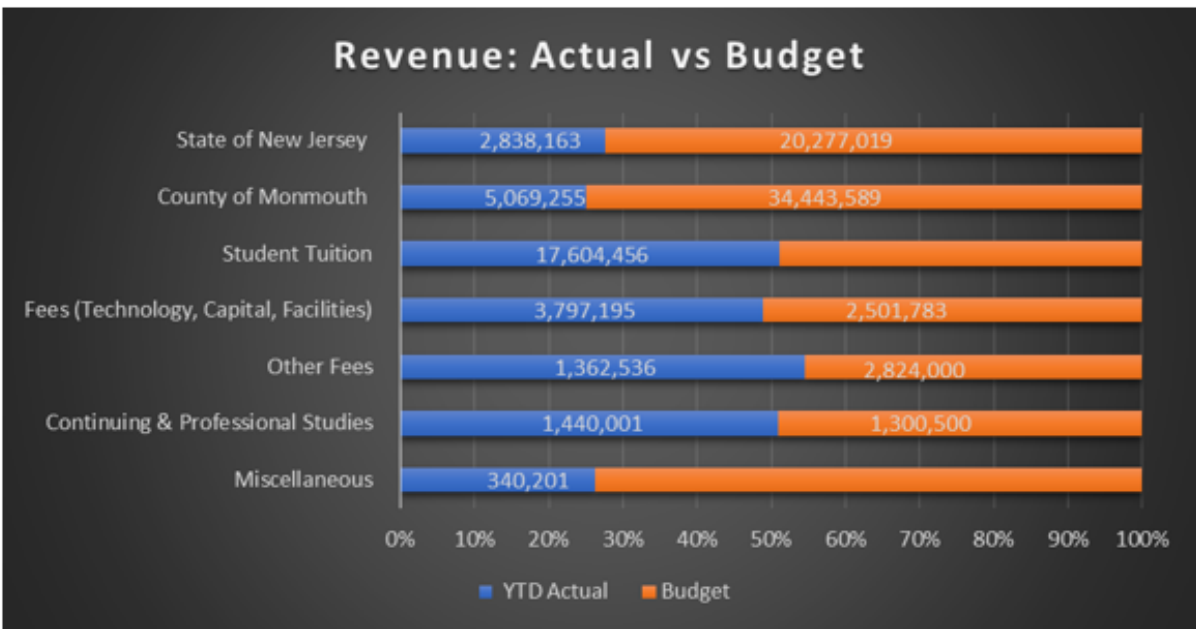
Revenue:

Compared to Budget

Total operating revenue through the month of September 2023 was \$32.5M and represents 40.9% of the FY24 budget of \$79M.

Compared to Prior Year

Operating revenue through September 2023 was 5.9% higher than the same time last year. Of the \$1.8M increase, \$964K is in tuition & fee revenue and \$840K from all other operating revenue sources.



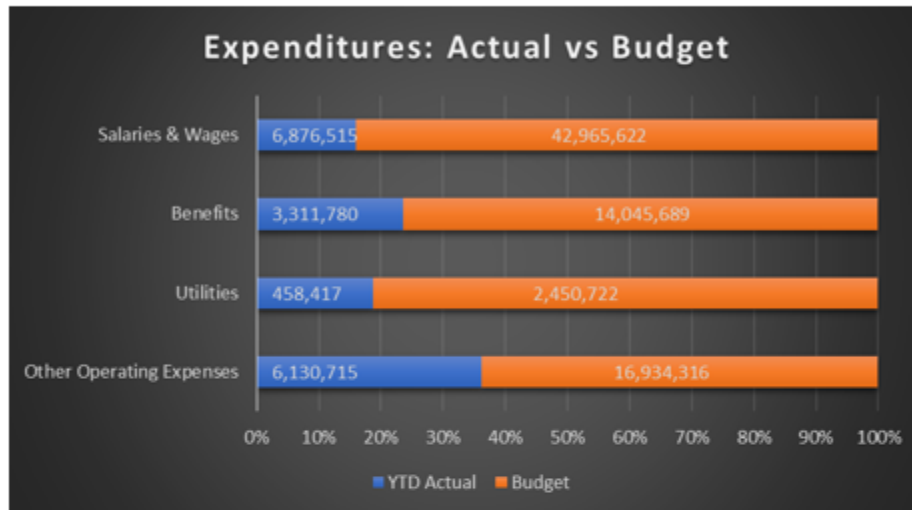
Expenditures:

Compared to Budget

Total operating expenditures through September 2023 were \$16.8M or 22.0% of the \$76M FY24 budget.

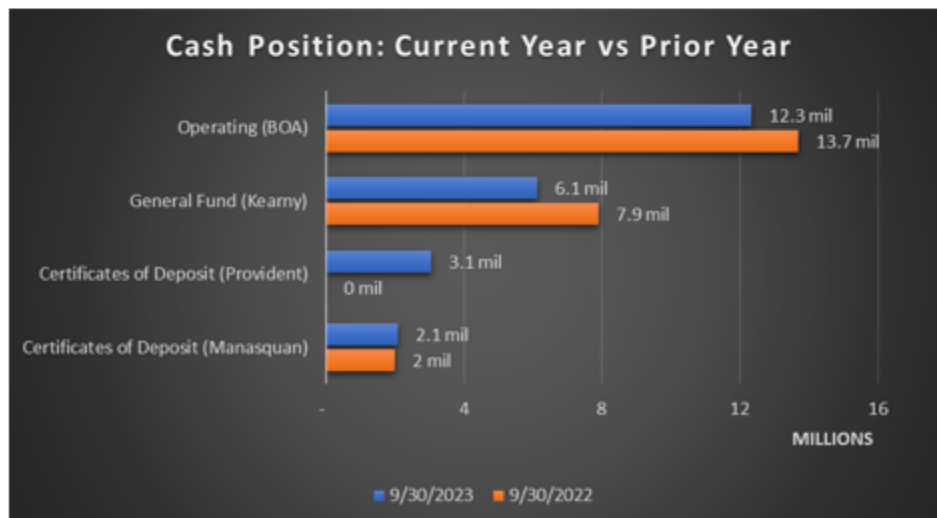
Compared to Prior Year

Total operating expenses for the same period last year were \$15.0M compared to \$16.8M this year, indicating an increase of operating costs of 11.8% or \$1.8M.



Cash Balance:

At September 30, 2023, the College's total cash position was \$23.6M, which represents a \$1,763 decrease over the same time last year. The College's total interest earned through September was \$126,695 compared to \$39,773 last year.



Brookdale Community College
Operating Revenue Report
For the month ending September 30, 2023

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 2,838,163	\$ 10,250,000	\$ (7,411,837)	27.7%
County of Monmouth	5,069,255	20,277,019	(15,207,764)	25.0%
	7,907,418	30,527,019	(22,619,601)	25.9%
Student Tuition:				
Summer III	827,762	896,718	(68,956)	92.3%
Fall 15	15,955,602	14,931,789	1,023,813	106.9%
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%
	17,604,456	34,443,589	(16,839,133)	51.1%
Fees:				
Fees (Technology, Capital, Facilities)	3,797,195	7,776,303	(3,979,108)	48.8%
Application Fee	38,450	199,814	(161,364)	19.2%
Installment Plan Fee	60,095	138,398	(78,303)	43.4%
Lab Fees	1,244,478	2,105,230	(860,752)	59.1%
Late Fees	6,240	19,203	(12,963)	32.5%
Transcript Fee	12,898	38,221	(25,323)	33.7%
Bad Check Fee	375	917	(542)	40.9%
	5,159,731	10,278,086	(5,118,355)	50.2%
Continuing & Professional Studies:				
Contract Training Direct Pay	20,415	215,000	(194,585)	9.5%
Alternate Route	222,615	325,000	(102,385)	68.5%
Healthcare Services	674,563	980,000	(305,437)	68.8%
Business & Career Training	156,744	275,000	(118,256)	57.0%
Computer Training	23,037	140,000	(116,964)	16.5%
CTE Grant	154,716	400,000	(245,284)	38.7%
Trips / Excursions	13,468	89,000	(75,532)	15.1%
Misc. Open Enrollment Programs	110,596	250,000	(139,404)	44.2%
Summer Adventure Camps	54,321	70,000	(15,679)	77.6%
Accelerated Career & Technology	9,527	80,000	(70,474)	11.9%
	1,440,001	2,824,000	(1,383,999)	51.0%
Miscellaneous:				
Partnerships/Rent	148,054	355,500	(207,446)	41.6%
Indirect Cost Recovery	53,339	335,000	(281,661)	15.9%
Interest Income	126,695	300,000	(173,305)	42.2%
International Center	8,200	300,000	(291,800)	2.7%
Miscellaneous	3,913	10,000	(6,087)	39.1%
	340,201	1,300,500	(960,299)	26.2%
Total	\$ 32,451,806	\$ 79,373,194	\$ (46,921,387)	40.9%

Brookdale Community College
Operating Expenditure Report
For the month ending September 30, 2023

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	3,881,660	31,419,360	27,537,700	12.4%
Benefits	3,311,780	14,045,689	10,733,909	23.6%
Finance & Operations	4,049,274	13,932,616	9,883,342	29.1%
Student Affairs	1,521,286	6,906,599	5,385,313	22.0%
General Expenses	2,017,416	1,765,924	(251,492)	114.2%
Continuing & Professional Studies	583,909	2,414,618	1,830,709	24.2%
Utilities	458,417	2,450,722	1,992,305	18.7%
Human Resources & Organizational Safety	259,163	926,408	667,245	28.0%
Planning & Institutional Effectiveness	127,392	499,259	371,867	25.5%
President & Board of Trustees	150,449	553,699	403,250	27.2%
Advancement Division	416,680	1,481,455	1,064,775	28.1%
	16,777,426	76,396,349	59,618,923	22.0%
Salaries & Wages	6,876,515	42,965,622	36,089,107	16.0%
Other Expenses	9,900,911	33,430,727	23,529,816	29.6%
	\$ 16,777,426	\$ 76,396,349	\$ 59,618,923	22.0%

Brookdale Community College
Current Year vs Prior Year
For the month ending September 30, 2023

	9/30/23	9/30/22	Change	% Change
Operating Revenue				
State of New Jersey	\$ 2,838,163	\$ 2,574,117	\$ 264,047	10.3%
County of Monmouth	5,069,255	5,006,755	62,500	1.2%
Student Tuition	17,604,456	16,703,683	900,772	5.4%
Fees	5,159,731	5,096,472	63,259	1.2%
Continuing & Professional Studies	1,440,001	1,009,713	430,288	42.6%
Miscellaneous	340,201	256,580	83,621	32.6%
	32,451,806	30,647,318	1,804,488	5.9%
Operating Expenditures				
Academic Affairs	3,881,660	3,599,115	282,545	7.9%
Benefits	3,311,780	3,097,220	214,560	6.9%
Finance & Operations	4,049,274	3,330,540	718,734	21.6%
Student Affairs	1,521,286	1,351,769	169,517	12.5%
General Expenses	2,017,416	1,437,984	579,433	40.3%
Continuing & Professional Studies	583,909	496,787	87,122	17.5%
Utilities	458,417	431,516	26,901	6.2%
Human Resources	259,163	659,766	(400,603)	-60.7%
Planning & Institutional Effectiveness	127,392	119,914	7,478	6.2%
President & Board of Trustees	150,449	144,333	6,116	4.2%
Advancement Division	416,680	334,289	82,391	24.6%
	16,777,426	15,003,232	1,774,193	11.8%
Surplus/(deficit) Operating	15,674,380	15,644,086	30,294	
Auxiliary				
Receipts	180,174	80,715	99,459	123.2%
Disbursements	509,353	351,306	(158,047)	-45.0%
Surplus/(deficit) Auxiliary	\$ (329,179)	\$ (270,591)	\$ (58,588)	

BROOKDALE COMMUNITY COLLEGE

Engineering Status Report

October 27, 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. This design work has been placed on hold.

2. Lincroft - Various Buildings

Our office submitted a proposal for the Preliminary Design of a Culinary Facility at the Lincroft Campus on September 29, 2023.

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. Our office submitted a proposal on October 23, 2023 for engineering services for the preparation of construction documents and limited construction administration.

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 middle of November 2023 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 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 throughout 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\231027_BrookdaleEngStatusRpt.docx

Brief: Facilities Overview as of November 28, 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.
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.

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 concurrently 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

BROOKDALE COMMUNITY COLLEGE

COLLEGE POLICY

2.3000 Services to Public and Nonprofit Organizations

I. Title of Policy

Services to Public and Non-Profit Organizations

II. Objective of Policy

To establish a Board Policy for ~~Services-services~~ to ~~Public-public~~ and ~~Nonnon-Profit-profit~~ ~~Organizationsorganizations~~.

III. Authority

New Jersey Statute 18A:64A-12; and New Jersey Administrative Code 9:4-1.3 – Organization and Administration

IV. Policy Statement

Brookdale Community College will attempt, within its organizational and financial capabilities, and consistent with its ~~mission~~Mission, to provide services requested by public and non-profit agencies. It is the intention of the Board of Trustees not to compete with commercial services to promote the College as a destination for events and activities. ~~It is not the intention of the Board of Trustees that the College compete with commercial services.~~

The President is authorized to develop appropriate regulations and processes to make services, educational and otherwise, available to public agencies within the following guidelines.

- A. The agency shall be ~~aa~~ publicly funded organization, charitable non-profit organizations, or other non-profit organizations whose missions are-is compatible with the mission and values of Brookdale Community College. ~~supported organization or a non-profit agency organized for service or educational purposes.~~
- B. Organizations located within the County of Monmouth shall receive priority.
- C. The performance of services shall be at no cost to the College. Charges for such services shall include all direct and indirect costs to the College.
- D. The performance of such services shall not interfere with the pursuit of the College's educational mission and operations.

E. The President is authorized to waive or modify fees in such cases where it is determined that such relief serves the best interests of the institution and the Monmouth County community.

F. Notwithstanding other provisions of this ~~policy~~Policy, the College reserves the right to offer and provide services to businesses on a contractual basis. ~~consistent with destination events at Brookdale and other revenue enhancement projects.~~

V. Responsibility for Implementation

President

Related Policy and Regulation:

2.9000 Acceptable Use of Computer Network, Resources & Facilities

2.9000R Computer Resources, Network and Facilities Use

Approved: 5/22/1975

Revised: 5/25/1995

Effective: 6/29/1995

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

Approved: Board of Trustees, 12/19/2017

Updated: X/X/2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.3000 Services to Public and Nonprofit Organizations

I. Title of Policy

Services to Public and Non-Profit Organizations

II. Objective of Policy

To establish a Board Policy for services to public and non-profit organizations.

III. Authority

New Jersey Statute 18A:64A-12; and New Jersey Administrative Code 9:4-1.3 – Organization and Administration

IV. Policy Statement

Brookdale Community College will attempt, within its organizational and financial capabilities, and consistent with its Mission, to provide services requested by public and non-profit agencies. It is the intention of the Board of Trustees not to compete with commercial services.

The President is authorized to develop appropriate regulations and processes to make services, educational and otherwise, available to public agencies within the following guidelines.

- A. The agency shall be a publicly funded organization, charitable non-profit organization, or other non-profit organization whose mission is compatible with the mission and values of Brookdale Community College.
- B. Organizations located within the County of Monmouth shall receive priority.
- C. The performance of services shall be at no cost to the College. Charges for such services shall include all direct and indirect costs to the College.
- D. The performance of such services shall not interfere with the pursuit of the College's educational mission and operations.
- E. The President is authorized to waive or modify fees in such cases where it is determined that such relief serves the best interests of the institution and the Monmouth County community.

F. Notwithstanding other provisions of this Policy, the College reserves the right to offer and provide services to businesses on a contractual basis.

V. Responsibility for Implementation

President

Related Policy and Regulation:

[2.9000 Acceptable Use of Computer Network, Resources & Facilities](#)

2.9000R Computer Resources, Network and Facilities Use

Approved: 5/22/1975

Revised: 5/25/1995

Effective: 6/29/1995

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

Approved: Board of Trustees, 12/19/2017

Approved: Board of Trustees, XX/XX/XXXX

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.5000 Election of a Graduate to the Board of Trustees

I. Title of Policy

Election of a Graduate to the Board of Trustees

II. Objective of Policy

To establish the process for election of a graduate to serve as a voting member of the Board of Trustees.

III. Authority

New Jersey Statute 18A:64A-8 (amended) and the Bylaws of the Board of Trustees, Section 1.2010 and Section 1.3020

IV. Policy Statement

Each spring the President will poll the students who have applied for graduation to determine who among them wishes to be considered by the student body for election to the Board of Trustees of Brookdale Community College ("College") as provided by ~~the~~ statute.

An election will be held each spring. Rules for the election will be established by the Office of Student Life and Activities with the approval of the Associate Vice President Student Affairs.

The candidate receiving the greatest number of votes will serve a one year term of office commencing at their swearing in ceremony in July, upon receiving verification, and posted on their transcript, from the Office of the Registrar of their award of their associate's degree for the preceding academic year, after June 30th, subject to the successful candidate's having been awarded an associate degree prior to June 30th of the preceding academic year.

In the event that the candidate receiving the greatest number of votes fails to qualify as a graduate or is unable to accept the office, the candidate receiving the next greatest number of votes will be considered the successful candidate and so on. If there are no successful candidates, the President will notify all students in the graduating class of the preceding academic year of the opportunity to serve as Graduate Trustee and the election process will be held again to elect a student to serve on the Board of Trustees of Brookdale Community College.

V. Responsibility for Implementation

President

Approved: Board of Trustees 10/13/80

Rev.: 12/13/07

Approved: Board of Trustees 05/29/2019

Approved: Board of Trustees XX/XX/XXXX2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.5000 Election of a Graduate to the Board of Trustees

I. Title of Policy

Election of a Graduate to the Board of Trustees

II. Objective of Policy

To establish the process for election of a graduate to serve as a voting member of the Board of Trustees.

III. Authority

New Jersey Statute 18A:64A-8 (amended) and the Bylaws of the Board of Trustees, Section 1.2010 and Section 1.3020

IV. Policy Statement

Each spring the President will poll the students who have applied for graduation to determine who among them wishes to be considered by the student body for election to the Board of Trustees of Brookdale Community College ("College") as provided by statute.

An election will be held each spring. Rules for the election will be established by the Office of Student Life and Activities with the approval of the Associate Vice President Student Affairs.

The candidate receiving the greatest number of votes will serve a one year term of office commencing at their swearing in ceremony in July, upon receiving verification, from the Office of the Registrar of their award of their associate's degree for the preceding academic year.

In the event that the candidate receiving the greatest number of votes fails to qualify as a graduate or is unable to accept the office, the candidate receiving the next greatest number of votes will be considered the successful candidate and so on. If there are no successful candidates, the President will notify all students in the graduating class of the preceding academic year of the opportunity to serve as Graduate Trustee and the election process will be held again to elect a student to serve on the Board of Trustees of Brookdale Community College.

V. Responsibility for Implementation

President

Approved: Board of Trustees 10/13/80

Rev.: 12/13/07

Approved: Board of Trustees 05/29/2019

Approved: Board of Trustees XX/XX/2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.3002 Grant Funded Positions

I. Title of Policy

Grant Funded Positions

II. Objective of Policy

To specify the conditions of employment for grant funded positions.

III. Authority

New Jersey Statutes: County Colleges, 18A:64A

IV. Policy Statement

The following statement shall appear in appointment and reappointment letters for all “grant funded” faculty and administrative positions that are created, exist or extended contingent on grant money or other non-College funds:

This is a specially funded position, dependent for its existence upon federal, State, County, private or other non-College operating funds, and is not funded pursuant to the regular College operating or auxiliary budget. Continued employment is always contingent upon satisfactory employee performance and College needs. Grant funded positions are also contingent upon continued Grant funding. This appointment is for the specified period only. Employment beyond the expiration date of the grant is subject to the sole discretion of the College and appropriate provisions of existing collectively bargained agreements in effect at the time for employees covered by those agreements.

V. Responsibility for Implementation

President

Approved: 5/23/74

Revised: 6/27/96

Lodged: 11/27/2018

Approved: Board of Trustees, 12/18/2018

Updated: X/X/2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.3002 Grant Funded Positions

I. Title of Policy

Grant Funded Positions

II. Objective of Policy

To specify the conditions of employment for grant funded positions.

III. Authority

New Jersey Statutes: County Colleges, 18A:64A

IV. Policy Statement

The following statement shall appear in appointment and reappointment letters for all “grant funded” faculty and administrative positions that are created, exist or extended contingent on grant money or other non-College funds:

This is a specially funded position, dependent for its existence upon federal, State, County, private or other non-College operating funds, and is not funded pursuant to the regular College operating or auxiliary budget. Continued employment is always contingent upon satisfactory employee performance and College needs. Grant funded positions are also contingent upon continued Grant funding. This appointment is for the specified period only. Employment beyond the expiration date of the grant is subject to the sole discretion of the College and appropriate provisions of existing collectively bargained agreements in effect at the time for employees covered by those agreements.

V. Responsibility for Implementation

President

Approved: 5/23/74

Revised: 6/27/96

Lodged: 11/27/2018

Approved: Board of Trustees, 12/18/2018

Approved: Board of Trustees, XX/XX/XXXX

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.9008 Code of Ethics for Employees

I. Title of Policy

Code of Ethics for Employees

II. Objective of Policy

To authorize the President to establish a Code of Ethics [Policy and related Regulations](#) for the conduct of all College employees.

III. Authority

N.J.S.A. 18A:3B-14(e); N.J.S.A. 18A: 64A-12 (o); N.J.A.C. 9A: et seq.; Local Government Ethics Law, N.J.S.A. 40A:9-22.6

IV. Policy Statement

To avoid conflicts of interest, to guarantee that full-time employees shall devote primary responsibility to their duties and obligations at Brookdale Community College, and to establish appropriate conduct by all employees, the President is authorized to establish a Code of Ethics for College Employees.

The Code of Ethics shall include, but not be limited to, rules and regulations regarding:

- A. Outside employment
- B. Proper discharge of duties and obligations to Brookdale Community College
- C. Direct or indirect interests, financial or otherwise, in any transactions with Brookdale Community College
- D. Use of official position to obtain privileges or advantages
- E. Nepotism
- F. Acceptance of gifts, favors, compensation or other things of value to influence College decisions

- G. Acting on behalf of Brookdale Community College without authorization
- H. Release or misuse of confidential information
- I. Amorous, physical, and/or romantic relationships with students, co-workers, and/or independent contractors
- J. Primary work obligation
- K. Conflicts of interest, financial and otherwise
- L. Financial disclosure statements as required by specific third party agencies and/or projects
- M. Compliance with College policies, regulations, procedures and State, local and Federal laws

V. Responsibility for Implementation

President

Approved: 8/24/1995

Revised: 3/10/2004

Lodged: 11/27/2018

Approved: Board of Trustees, 12/18/18

Reviewed/Updated: X/X/2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.9008 Code of Ethics for Employees

I. Title of Policy

Code of Ethics for Employees

II. Objective of Policy

To authorize the President to establish a Code of Ethics Regulation for the conduct of all College employees.

III. Authority

N.J.S.A. 18A:3B-14(e); N.J.S.A. 18A: 64A-12 (o); N.J.A.C. 9A: et seq.; Local Government Ethics Law, N.J.S.A. 40A:9-22.6

IV. Policy Statement

To avoid conflicts of interest, to guarantee that full-time employees shall devote primary responsibility to their duties and obligations at Brookdale Community College, and to establish appropriate conduct by all employees, the President is authorized to establish a Code of Ethics for College Employees.

The Code of Ethics shall include, but not be limited to, rules and regulations regarding:

- A. Outside employment
- B. Proper discharge of duties and obligations to Brookdale Community College
- C. Direct or indirect interests, financial or otherwise, in any transactions with Brookdale Community College
- D. Use of official position to obtain privileges or advantages
- E. Nepotism
- F. Acceptance of gifts, favors, compensation or other things of value to influence College decisions

- G. Acting on behalf of Brookdale Community College without authorization
- H. Release or misuse of confidential information
- I. Amorous, physical, and/or romantic relationships with students, co-workers, and/or independent contractors
- J. Primary work obligation
- K. Conflicts of interest, financial and otherwise
- L. Financial disclosure statements as required by specific third party agencies and/or projects
- M. Compliance with College policies, regulations, procedures and State, local and Federal laws

V. Responsibility for Implementation

President

Approved: 8/24/1995

Revised: 3/10/2004

Lodged: 11/27/2018

Approved: Board of Trustees, 12/18/18

Approved: Board of Trustees, XX/XX/XXXX

Brookdale Community College College Policy

5.0018 Student Produced College Media

I. Title of Policy

Student Produced College Media

II. Objective of Policy

To authorize the President to develop Brookdale Community College ("College") Regulations governing the conditions under which student produced College media are published.

III. Authority

N.J.S.A. 18A:64A-12d

Bylaws 1.2050 and 1.3054

IV. Policy Statement

In accordance with the Vision, Mission and Values of the College, the College seeks to assist each student to become more broadly educated by providing opportunities for, which requires the free exchange of ideas and responsible information. The principles of freedom of expression and safety in the community, and a responsible press shall be the overriding guidelines for student-produced College media. This Policy shall apply to all channels of student produced College communications, including broadcasting, publishing and the internet, and is not otherwise limited to social media.

A. Responsibilities of student journalists.

Students who work on official, College-sponsored student media determine the content and are responsible for that content. Therefore, students should strive to:

1. Produce media based on professional standards of accuracy, objectivity and fairness;
2. Check and verify all facts and the accuracy of quotations and/or citations;
3. In the case of editorials concerning controversial issues, determine the need for rebuttal comments and opinions and provide space or airtime, if appropriate; and
4. Follow the Code of Ethics Regulation outlined in 5.0018R College Mass Media: The Current and Collage.

B. Unprotected expression.

This Policy does not authorize or protect College-sponsored media that:

1. Is libelous or slanderous;
2. Constitutes an unwarranted invasion of privacy;
3. Is obscene;
4. Violates federal or state law; or
5. Incites individuals as to create a clear and present danger of the commission of an unlawful act or violation of a College Policy.

To facilitate this Policy the President shall develop College Regulations governing student produced College media.

V. Responsibility for Implementation

President

Related Policy/~~Regulation~~: [2.9003 Social Media Policy and Guidelines](#)

Related Regulation: 5.0018R College Mass Media: The Current and Collage

Approved: 5/24/73

Revised: 10/22/81

7/12/01

Approved: Board of Trustees, 10/29/2019

Updated: X/X/2023

Brookdale Community College College Policy

5.0018 Student Produced College Media

I. Title of Policy

Student Produced College Media

II. Objective of Policy

To authorize the President to develop Brookdale Community College ("College") Regulations governing the conditions under which student produced College media are published.

III. Authority

N.J.S.A. 18A:64A-12d

Bylaws 1.2050 and 1.3054

IV. Policy Statement

In accordance with the Vision, Mission and Values of the College, the College seeks to assist each student to become more broadly educated by providing opportunities for the free exchange of ideas and responsible information. The principles of freedom of expression, safety in the community, and a responsible press shall be the overriding guidelines for student-produced College media. This Policy shall apply to all channels of student produced College communications, including broadcasting, publishing, and the internet, and is not otherwise limited to social media.

A. Responsibilities of student journalists.

Students who work on official, College-sponsored student media determine the content and are responsible for that content. Therefore, students should strive to:

1. Produce media based on professional standards of accuracy, objectivity and fairness;
2. Check and verify all facts and the accuracy of quotations and/or citations;
3. In the case of editorials concerning controversial issues, determine the need for rebuttal comments and opinions and provide space or airtime, if appropriate; and
4. Follow the Code of Ethics Regulation outlined in 5.0018R College Mass Media: The Current and Collage.

B. Unprotected expression.

This Policy does not authorize or protect College-sponsored media that:

1. Is libelous or slanderous;
2. Constitutes an unwarranted invasion of privacy;
3. Is obscene;
4. Violates federal or state law; or
5. Incites individuals as to create a clear and present danger of the commission of an unlawful act or violation of a College Policy.

To facilitate this Policy the President shall develop College Regulations governing student produced College media.

V. Responsibility for Implementation

President

[Related Policy: 2.9003 Social Media Policy and Guidelines](#)

[Related Regulation: 5.0018R College Mass Media: The Current and Collage](#)

Approved: 5/24/73

Revised: 10/22/81

Revised: 7/12/01

Approved: Board of Trustees, 10/29/2019

Approved: Board of Trustees, XX/XX/XXXX

Brookdale Community College College Policy

6.3500 Academic Integrity

I. Title of Policy

Academic Integrity

II. Objective of Policy

To communicate the College's standards for academic integrity and to authorize the College to address alleged violations of the Academic Integrity Code. (ADD LINK)

III. Authority

N.J.S.A. 18A:64A-12.o
Bylaws 1.2050 and 1.3054

IV. Policy Statement

At Brookdale Community College ("College"), students are required to adhere to the highest ethical standards in all their academic endeavors. Effective teaching and learning fundamentally rely on the capacity of members of the academic community to have confidence in the authenticity of academic work submitted for scholarly recognition. Such an environment of mutual trust enables all members of the academic community to work toward realizing their fullest capabilities.

In all academic undertakings, it is essential that students submit only their own genuinely original work on their own behalf and properly recognize the contributions of others. All forms of cheating and plagiarism shall not be tolerated. Therefore, the College shall develop appropriate rules to help ensure student compliance with the standards of academic integrity and procedures that ensure due process to address student actions that violate the College's established expectations. The specific expectations and procedures are outlined in the College's Academic Integrity Code 6.3500R.

The President is responsible for administering this Policy and shall develop appropriate Regulations and administrative procedures to assure its implementation.

V. Responsibility for Implementation

President

Approved: Board of Trustees, XX/XX/XXXX

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.9004 Assessment of Institutional Effectiveness

I. Title of Policy

Assessment of Institutional Effectiveness

II. Objective of Policy

Consistent with its Mission, Vision, Values and Strategic Priorities, Brookdale Community College will engage in systematic assessment and continuous improvement of institutional effectiveness.

III. Authority

Brookdale's Mission and Values, Title IV Higher Education Opportunity Act 2008; 20 USC Chapter 28, Subchapter IV: Student Assistance; NJS 9A; NJ Administrative Code, Title 9A, Chapter 1 (9A:1-1.3 Licensure).

IV. Policy Statement

In order to ensure that Brookdale Community College fulfills its Mission, maintains fidelity to its Values, and complies with the standards set by the United States Department of Education and its accrediting body, The College shall engage in systematic evaluation of the effectiveness and efficiency of:

- the fulfillment of the Mission, Vision, Values, Strategic Priorities and goals to ensure they are appropriate and attainable.
- the ethical implementation of the college's policies, practices and that they are appropriate and executed with integrity.
- student achievement of knowledge, skills, and abilities in academic programs commensurate with the college's mission and rigor appropriate for the degrees or certificates conferred.
- student services provided to support student persistence, completion, student learning and student success.
- the College's planning and resource allocation as well as the structures for alignment with the fulfillment of the Mission, Vision, Values and Strategic Priorities.
- the governance structures, leadership and appropriate leadership in decision making.

The President shall report areas of focus for continuous improvement to the Board of Trustees on an annual basis.

V. Responsibility for Implementation

President

[Related Policy – 5.006 Effectiveness of Educational Programs](#)

Approved: Board of Trustees, XX/XX/XXXX

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 Fiscoff 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 Fiscoff
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 18 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; Audit Committee changed to Dec. 18