



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

Jun 27, 2023 5:30 PM - 7:30 PM EDT

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BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

May 30, 2023

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

And Zoom Webinar

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

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

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

On May 24, 2023 at 4:34pm advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Vice-Chair Kaufmann announced that the meeting is being recorded.

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

Vice-Chair Kaufmann led the Pledge of Allegiance.

Vice-Chair Kaufmann read the mission statement.

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

Dr. Stout led a moment of silence in memory of John Stibravy, Adjunct Instructor of Speech from 1997-2001, and Lauren Hewski, the St. John Vianney early college high school student who passed away after earning her associates degree at the commencement ceremony.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda</p> <p>Vice-Chair Kaufmann announced that the agenda was noticed with an Executive Session, and we no longer need to meet in Closed Session. The Agenda will be revised to remove the Executive Session.</p>	<p>A motion to adopt the revised agenda was made by Trustee Horl and seconded by Trustee Orange.</p> <p>Motion passed.</p>	
<p>Approval of MOU with Penske Automobile Group – Automotive Technician Career Program – Presenters: Sam Cammarata, East Region Recruiter Penske Automotive Group, Bill DiMaio, Jaguar Land Rover Monmouth General Manager</p> <p>Dr. Stout thanked everyone involved in the development of this program. He explained that this partnership will enable students who are in the Auto program to have access to employment opportunities through Penske Auto Group, as well as internship opportunities, tuition reimbursement and other incentives. He thanked our partners at Penske Auto Group for their willingness to enter in this partnership with our students at Brookdale Community College, which will ultimately provide our students with high paying jobs with tuition reduction after employment.</p>	<p>A motion to approve by resolution the Memorandum of Understanding with Penske Automotive Group was made by Trustee Angelini and seconded by Trustee Clatyon.</p> <p>YES: Trustees Angelini, Clayton, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTAIN: None</p> <p>Motion passed.</p>	<p>Sam Cammarata, East Region Recruiter, Penske Automotive Group, thanked the Board of Trustees for the invitation to attend the meeting. As the largest automotive retail company in the world, with the greatest number of locations across 9 different countries, they are always looking for ways to connect with trade schools, community colleges, and anything they can do to bring talent into their organization and provide career opportunities. Tuition reimbursement of \$20,000 is provided over 3 years</p>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
		<p>upon the student's graduation from Brookdale. They have proud Brookdale alumni throughout their organization who urged him to connect with the College and create this partnership. He is excited to kickoff this beneficial partnership and to agree to this MOU.</p> <p>Dr. Stout and Sam Cammarata, Penske Automotive Group, participated in a signing ceremony.</p>

President's Report

A. Presentation – Strategic Planning – Organizational Optimization Plan – VP Teresa Manfreda presented on the draft Organizational Optimization Plan. (**Appendix A**) She highlighted the following:

- a. **Timeline** – planning began in April 2022 with engagement with consultants who focused on business planning, human resources planning and our Facilities Master Plan with continuous feedback from the College community.
- b. The Organizational Optimization Plan is broken into 6 plans which focus on:
 - i. Financial Plan – Objective: Provide financial stability and support for strategic priorities. Goals include the following and tactics for each goal were presented:
 1. Continue to develop alternative sources of revenue.
 2. Continue to assess and improve the budget development process.
 3. Perform financial planning and engage stakeholders in those discussions.
 - ii. Human Resource Plan – Objective: Ensure sufficient and appropriate resources to meet the needs of our students and incorporate efficient operations to fulfill the mission of the College. Goals include the following and tactics for each goal were presented.
 1. Redesign the human resource operational practices
 2. Retain skilled employees and ensure adequate staffing
 - iii. Professional Development Plan – Objective: Empower employees with skills to perform their jobs and to drive change in support of the College's mission while ensuring that all employees have access to resources to acquire new skills and knowledge. Tactics will focus on improving the onboarding experience, improving the Supervisor/leadership development and enhancing the professional development process and access to professional development across all units of the college.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<div> <div> <div>iv. Facilities Master Plan – Objective – enhance the student journey by improving the facilities to increase student satisfaction and engagement on campus. A 10-year plan was developed with SSP, Architects to outline the deferred maintenance but also to enhance the student’s journey. An example of a recommendation to enhance the student’s journey, is to create a Welcome Center at Larrison Hall.</div> <div>v. Enterprise Risk Management Plan – Objective: Create a proactive and reactive process to identify, analyze and respond to risks. The goals will include developing a written risk management plan and continuing to monitor and report outcomes. The second goal is to promote a risk-aware culture across all units of the College.</div> <div>vi. Information Technology Plan – Objective: To guide the institution and the Office of Information Technology in executing the College’s strategic priorities and addressing the future technology needs of our students, faculty, staff and community. The goals are to: <div> <div>1. Prioritize technology investments and initiatives.</div> <div>2. Utilize effective data governance to ensure access to data and ensure that our people, processes and technology align with our services and frameworks in order to effectively bring about organizational transformation and efficiencies</div> </div> </div> <div> <div>c. VP Manfreda reviewed examples of how the Organizational Optimization Plan supports the Academic Master Plan.</div> <div>d. She thanked all those who contributed to the development of the plan.</div> </div> </div> <div>Dr. Stout thanked her for her work in the development of the first Organizational Optimization Plan.</div> <div>Dr. Stout recognized our next Graduate Trustee Rebekah Fischhoff who was attending the meeting.</div> <div>Dr. Stout announced that Kathy Kamatani will be leaving Brookdale mid-June and acknowledged her significant contributions to improving the rebranding of the College and leading College Relations in implementing communications initiatives.</div> </div>		
<div> <div>Reports from the Board Committees and Liaisons</div> <div> <div>A. Finance & Facilities Committee – May 23, 2023 – Trustee Kaufmann provided a report on the meeting held on May 23, 2023. (Attachment B).</div> <div>B. Student’s Perspective – Trustee Orange reported that on April 28, she attended the Scholarship Gala, where everyone came together to raise funds for scholarships. She stated that raising funds for scholarships is essential for all students, but it really makes an impact to minority students as the scholarship impacts the entire family. On May 11, 2023 she participated in the commencement ceremony which was a wonderful celebration of our students who will make a difference in the community and the world because of their education at Brookdale Community College. She was also excited to see all the high school students graduate with their associate degrees. She welcomed the Graduate Trustee-Elect, Rebekah Fischhoff who was attending the meeting tonight.</div> <div>C. NJCCC Update – Trustee Horl provided the following report:</div> </div> </div>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>a. State Level – The Senate Budget appropriations and Assembly Budget Committee concluded their meetings on May 17, 2023 and the next step is for them to come together and vote for the budget to pass. Both Houses have voting sessions scheduled on June 20 and June 26. The Proposed Budget keeps state operating aid for community colleges flat. We have received sponsorship from Senator Zwicker in the Senate and Assemblywoman Carter for a resolution to include an additional \$20M in the state budget. The budget does include a slight increase of CCOG to allow families with gross income of \$80,000 to \$100,000 to cover about 1/3rd of the tuition at a community college.</p> <p>b. Legislative Action Campaign – 11,000 letters have been generated so far across the State. She thanked all those who have participated and urged anyone who has not participated to log on to the njccc.org website and participate in the Legislative Action Campaign.</p> <p>c. State Bills - Special thanks to Senators Bob Singer and Troy Singleton who have introduced a bill on May 11, 2023 which will expand eligibility for CCOG to include students in career and technical education programs offered at community colleges and county vocational schools. The Bill was referred to the Senate Higher Education Committee and awaits a hearing. She provided an update on the Withholding of Transcript Bill and it sits in the Higher Education Committee and the Suicide Prevention Bill has not seen any action since last June. NJ Pathways to Career Opportunities Summit will take place on June 7 – 8, 2023</p> <p>d. Federal – She announced and thanked Representative Chris Smith for co-sponsoring the Tax Free Pell Grant Bill which was introduced on April 28, 2023 The Bill excludes from gross income for tax purposes, and amount received under the Federal Pell grant The Bill also expands the definition of qualified and related expenses under the American Opportunity and Lifelong Learning Tax Credit to include computer or computer peripheral equipment and up to \$1000 for child and dependent care.</p> <p>D. Foundation Update –<i>Dr. Stout reported that the Scholarship Bash raised \$292,000 for student scholarships.</i> The Foundation announced that they elected three new members to serve on the Foundation Board of Trustees, each serving a three year term effective July 1st. New Foundation members include:</p> <p>Kyle McGrady of Rumson, Senior President, Eagle Point Credit Management Oscar Diaz of Holmdel, Administrative Supervisor of Freehold Regional High School District Joseph Cangelosi of Middletown, VP Provident Bank</p> <p>The selection process for the 2024 Brookdale Innovation Grants (B.I.G.) is now complete. Four grant proposals were selected that align with the College’s strategic priorities; awards totaling \$10,800 will be given to the following programs:</p> <p>The Diversity, Equity, and Inclusion (DEI) Mental Health Fellowship Program Strong Start Using Technology to Create Free Online Homework for Math Courses with High Enrollment</p> <p>Dr. Stout announced the Education Open will take place on Thursday, September 21 at Suneagles Golf Course.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Public Comment on Agenda Items – Chair Crupi No public comment was made. Ms. Gruskos confirmed that no written comments were submitted.		
Review of Consent Agenda <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. A. Acceptance of Consent Agenda	A motion to adopt the consent agenda was made by Trustee Watson and seconded by Trustee Clayton. Motion passed.	
Approval of Public Business Meeting Minutes A. Approval of Public Business Meeting Minutes – April 25, 2023	A motion to approve the minutes from the public business meeting held on April 25, 2023 was made by Trustee Angelini and seconded by Trustee Orange. Motion passed. ABSTAIN: Trustee Watson	
Approval of Executive Session Meeting Minutes – April 25, 2023	A motion to approve the minutes from the Executive Session Meeting held on April 25, 2023 was made by Trustee Angelini and seconded by Trustee Davis. Motion passed. ABSTAIN: Trustee Watson	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Consent Agenda		
<p>A. Approval of Human Resources</p> <p>B. Acceptance of Grants</p> <p>C. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>D. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>E. Monthly Financial Reports</p> <p>F. Capital Project Update</p> <p>G. Clinical Contracts, MOUs for Credit & Professional Studies, Clinicals & Internships</p>	<p>A motion to approve the consent agenda was made by Trustee Watson and seconded by Trustee Orange.</p> <p>:</p> <p>YES: Trustees Angelini, Clayton, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Naming of the Mary A. Ehret Nursing Lab	<p>A motion to approve the nursing lab to be named the Mary A. Ehret Nursing Lab was made by Trustee Watson and seconded by Trustee Rambaud.</p> <p>YES: Trustees Angelini, Clayton, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	ABSTAIN: None	
Public Comment Mr. Jacob read the directions for giving public comment. No public comment was made. Ms. Gruskos confirmed no written comments were submitted.		
New Business: Approval of Resolution of Donation of Bicycles to Monmouth County Sheriff's Office	A motion to approve by resolution (Attachment C) to donate bicycles to the Monmouth County Sheriff's Office was made by Trustee Angelini and seconded by Trustee Orange. Motion passed. YES: Trustees Angelini, Clayton, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann NO: None ABSTAIN: None	
Adjournment Meeting adjourned at 6:29 PM	A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Angelini. Motion passed.	

Organizational Optimization Plan

2023-2026

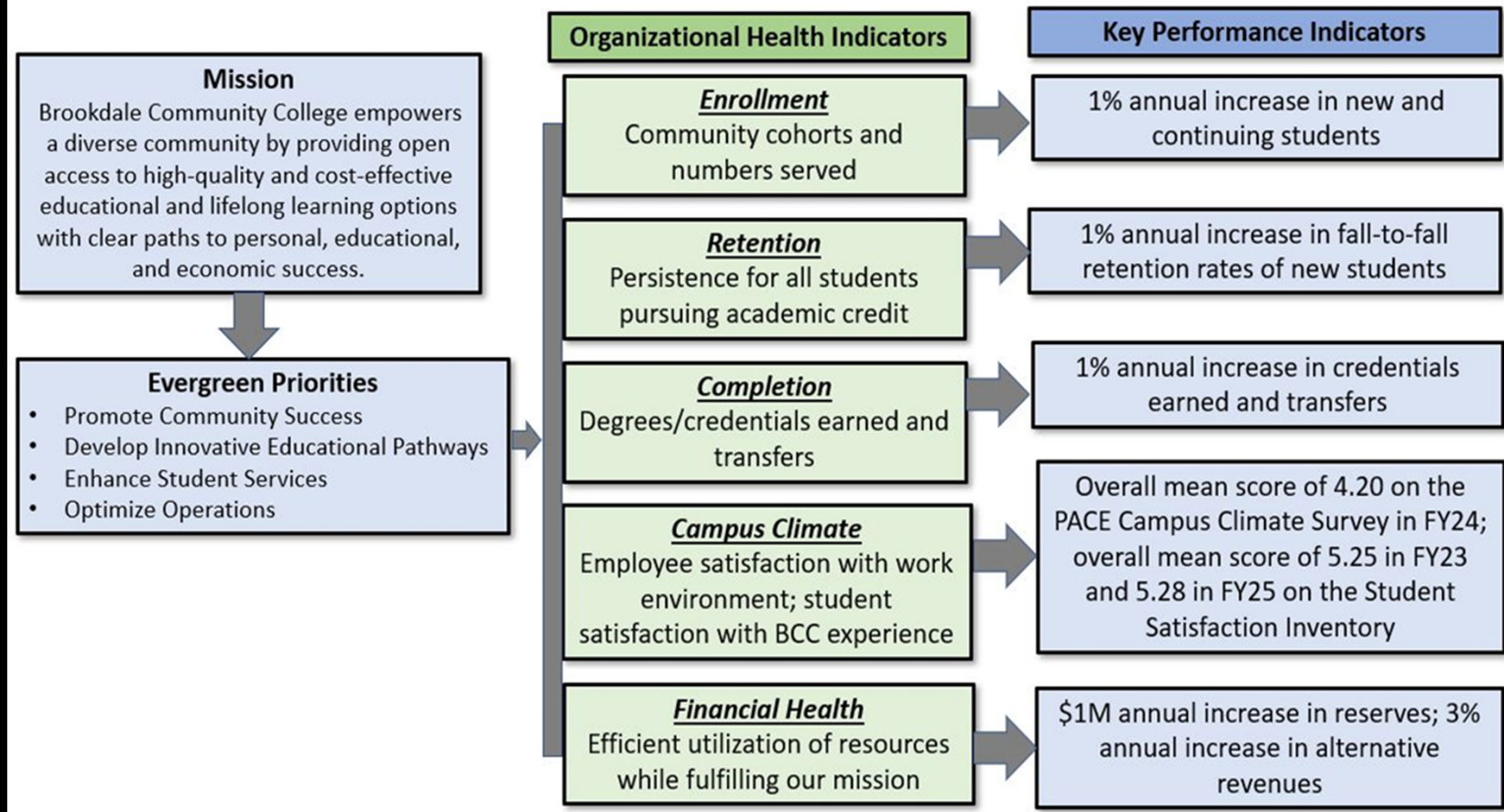


Mission:



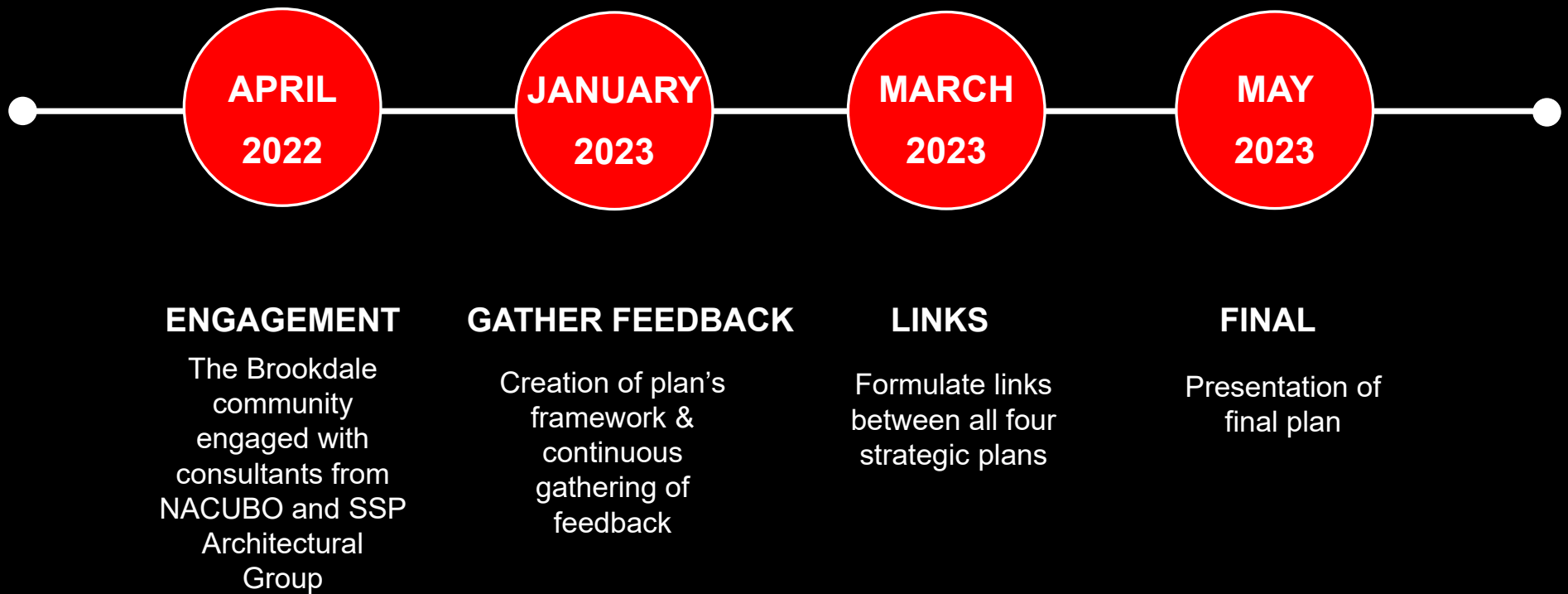
Optimize Brookdale Community College's operations to create an organization and community that is sustainable. Prepare the institution for uncertainty while continuing to improve processes to allow for adequate funding for strategic priorities. The organizational optimization plan is designed to support students' needs and enhance the student experience.

Brookdale Community College Strategic Plan 2025





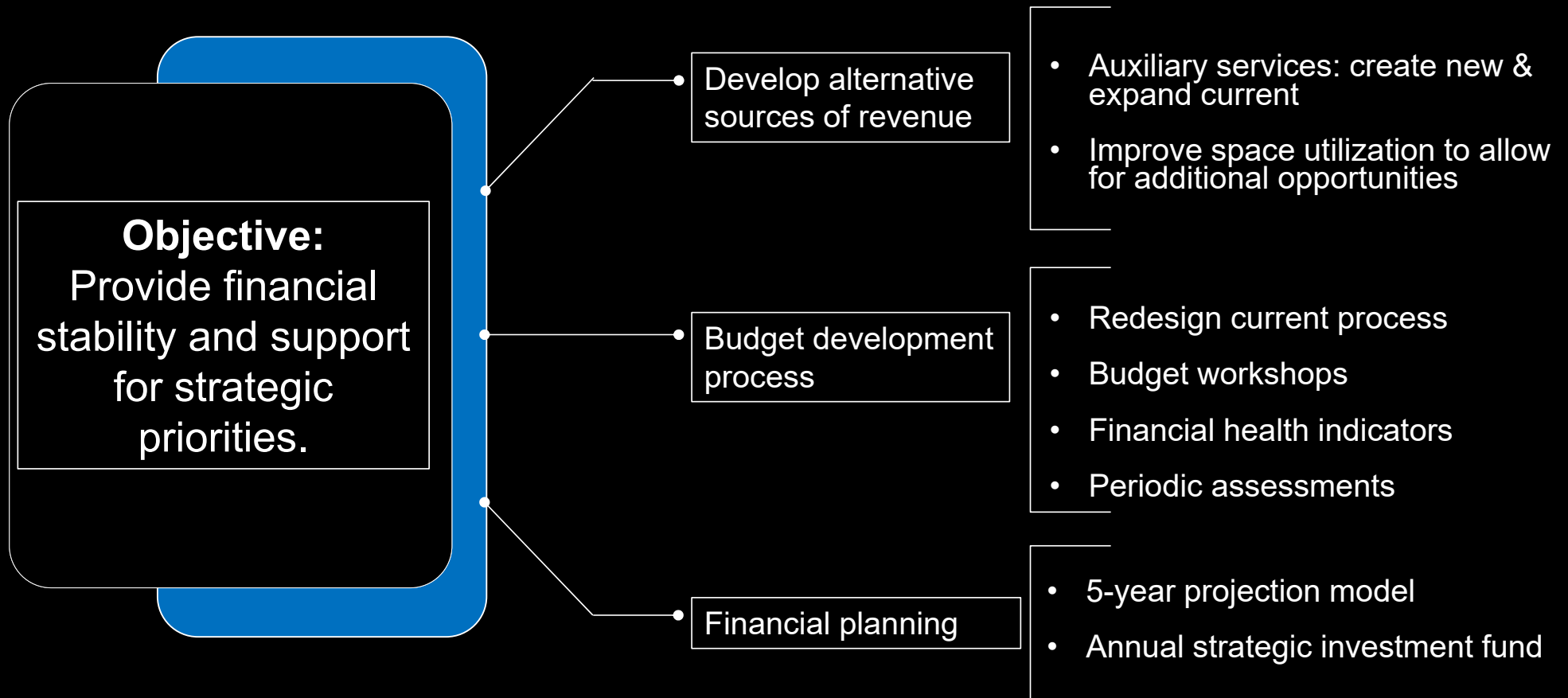
Timeline:



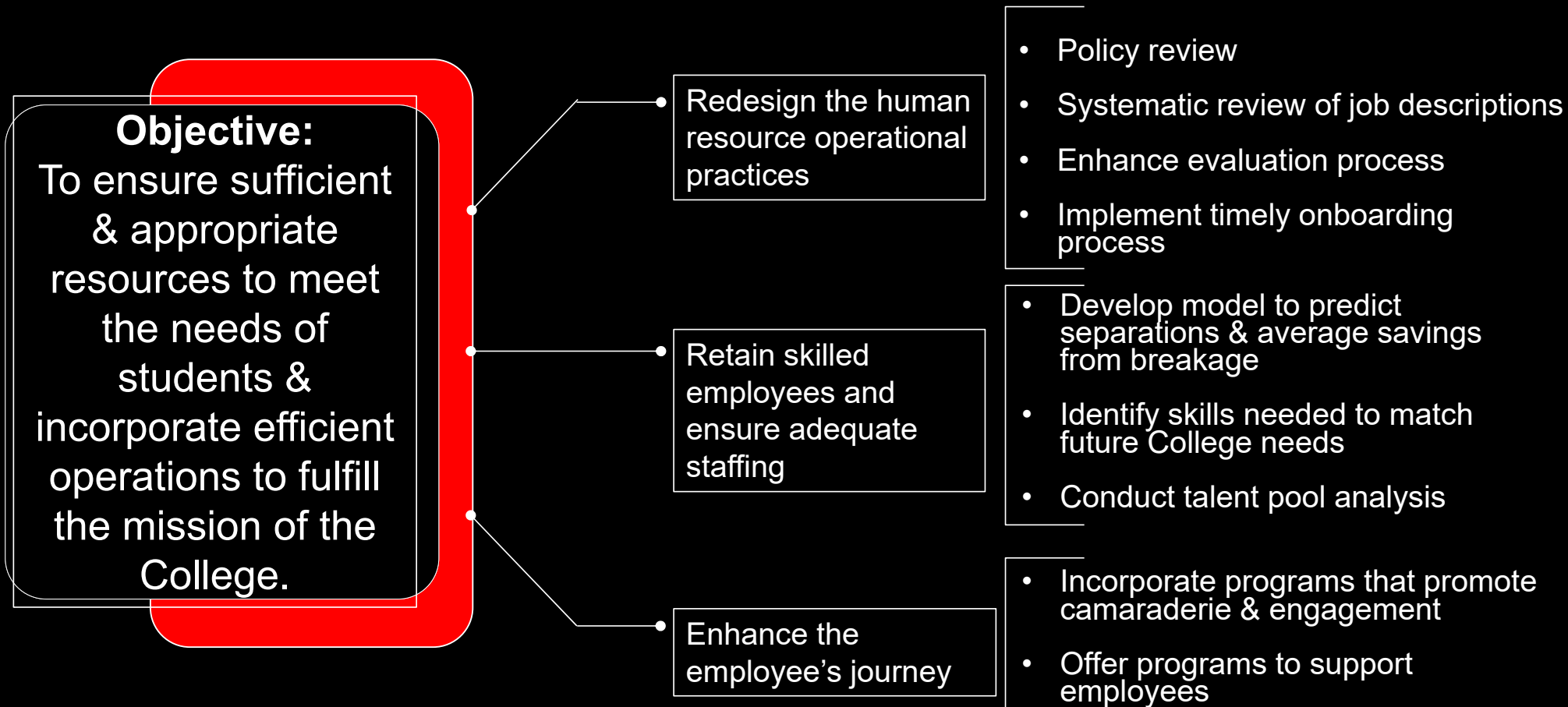
Strategic Goals: Six Strategies

- **Financial Plan**
- **Human Resources Plan**
- **Professional Development Plan**
- **Facilities Master Plan**
- **Enterprise Risk Management Plan**
- **Information Technology Plan**

Financial Plan



Human Resources Plan



Professional Development Plan

Objective:

Empower employees with the skills to perform their jobs & to drive change in support of the College's mission while ensuring that all employees have access to resources to acquire new skills & knowledge.

Improve the onboarding experience

- Formalize process to include all stages
- Examine onboarding software options
- Ensure new employees have information
- Provide supervisors with tools to engage new employees
- Implement timely onboarding process

Supervisor/leadership development

- Supervisor development training
- Explore creative uses of educational reimbursement to enhance skills

Enhance Professional Development across institution

- In-house training
- Investment in PD
- Assess PD in relation to DEI
- Explore new models for growth

Facilities Master Plan

Objective:
Enhance the student journey by improving facilities to increase student satisfaction & engagement on campus.

Establish a vision of physical facilities to support future needs

- Design 10-year FMP
- Engage College community
- Examine schedule & enrollment patterns

Provide framework & rationale for design decisions on campus

- Establish Welcome Center
- Bring Culinary & Hospitality program to Lincroft
- Maximize use of Wall campus to house nursing programs

Create a 'sense of place'

- Create gathering spaces to engage socializing and study groups
- Improve wayfinding

Enterprise Risk Management Plan

Objective:

Create a proactive & reactive process to identify, analyze & respond to risks.

Promote a risk aware culture & an environment that enables strategic decision making.

Develop a written risk management plan

- Establish ERM framework
- Identify & assess risks
- Utilize scorecards
- Develop solutions to mitigate risks
- Monitor & report progress
- Continue to assess risks from all areas of the College

Promote risk awareness

- Design risk committee to promote awareness across all units
- Conduct regular tabletop exercises
- Include risk assessment conversations in leadership meetings

Information Technology Plan

Objective:
To guide the institution & OIT in executing the College's strategic priorities & addressing the future technology needs of students, faculty, staff & community.

• Prioritize technology investments & initiatives

- Improve IT governance to drive business results
- Initiate the IT strategic planning process

• Establish effective Data governance to ensure access to data

- Utilize IT governance to guide the institution in the selection of data governance model/est data governance council
- Set policies outlining rules
- Maximize existing reporting & analytic tools- Dashboards
- Identify gaps

• Align best practice Enterprise Info Tech methodologies with existing frameworks

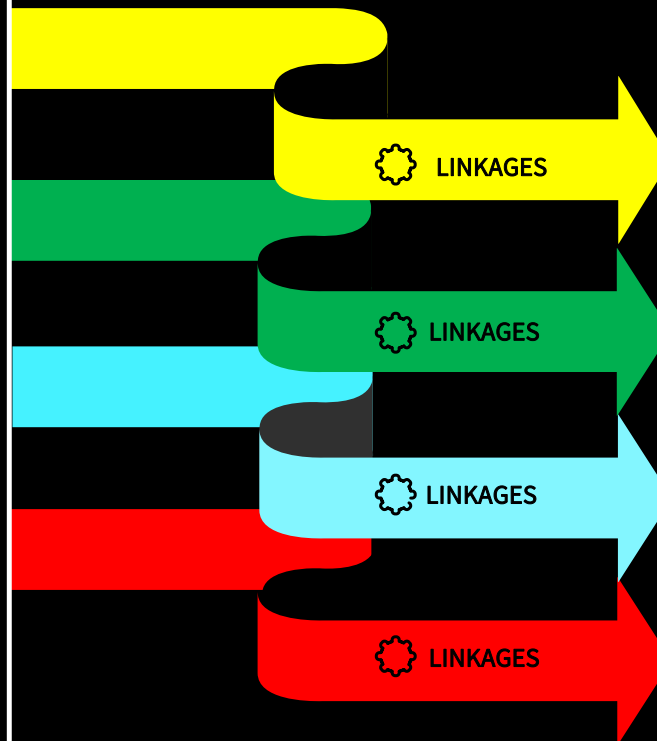
- Establish a PMO
- Establish a Business Process Review team
- Ensure that employees have access to technology

ORGANIZATIONAL OPTIMIZATION MASTER PLAN & ACADEMIC MASTER PLAN

O.O.M.P

GOALS/TACTICS

- 1 Develop alternative sources of revenue to offer more services to our students.
- 2 Build a budget with flexibility to accommodate newly developed innovative projects.
- 3 Enhance personal & organizational professional development.
- 4 Create a sense of place and weave connections across campus & community.
- 5 Maximize existing reporting and analytic tools through the deployment of an optimized reporting environment, shared datasets, and results oriented dashboards.



AMP

GOALS/TACTICS

- 1 Increase resources for student academic support services.
- 2 Ensure relevant, innovative, and in-demand educational offerings.
- 3 Ensure teaching & learning practices that are innovative, culturally relevant, & address barriers to learning.
- 4 Cultivate a culture of belonging with the goal of acceptance & persistence for all students.
- 5 Ensure appropriate & transparent availability of data.



Acknowledgments

Thank you to the entire Brookdale community for their contributions.
Special thank you to:

Finance & Operations Division

Ellucian Team

Planning & Institutional Development

Human Resources

Members of Cabinet and ELC

IPEC

Participants in Spring 2023 Convocation

NACUBO Consultants

SSP Architects

Thank you!

Finance and Facilities report from May 23, 2023

The Facilities report as of May 30, 2023.

The college continues to make progress on major drainage, electrical, elevator and roof projects. Of particular note the Wellness Center is nearing completion. The FMP (Facilities Master Plan) is essentially complete. We expect the new solar panels to be commissioned by this week. Esports is nearing completion, with anticipated operations in the Fall.

Finance numbers reflect status on March 31, 2023.

Operating revenue of 69 M through March 2023 was 4.9% higher than the same time last year. Of the \$3.3M increase, \$2.5M is in tuition & fee revenue and \$783k from all other operating revenue sources.

Total operating expenses for the same period last year were \$49.8M compared to \$54.6M this year, indicating an increase of operating costs of 9.6% or \$4.8M. This increase is mainly attributed to the increase of salary and benefit costs of \$2.7M and contracted services expense of \$869k.

Total fiscal year deficit projected - all funds (794,000), which will be funded by Brookdale reserve funds.

The college has operating cash and reserve funds. Several months ago, the F&F Committee expressed concern about the security of the funds given recent bank collapses. Executive Director Matt Siuzdak has assured the F&F Committee, as well as the BOT that college funds are FDIC insured up to \$1,000,000 (\$250k for four banking relationships). Additionally, as a community college, all deposited funds over \$1,000,000 are protected under the Government Unit Deposit Protection Act (GUDPA). The Committee wants to thank Matt for his diligent follow-up on this important matter.

The F&F Committee has submitted for approval of 53 purchases in excess of \$17,500.

The F&F Committee has submitted for approval of 169 HR recommendations made by Human Relations. This includes plus 1 net gain.

The F&F Committee has submitted for approval executive salary adjustments equivalent to 3.25% for the executive team, consistent with all other college administrators.

The F&F Committee has submitted for approval the Consolidated Adult Basic Skills and English literacy and Civics Education grant of \$37,742.

In addition, the F&F Committee is submitting for approval a grant from the Center for Adult Transition (CAT) for \$269,621. The purpose of the CAT funding is for Brookdale to continue to operate a center for transition of adults with intellectual and developmental disabilities. Specifically, it will provide students (up to the age of 24) who have developmental disabilities the support and resources necessary to experience more successful transitions from secondary school to postsecondary education and adult employment, and to promote independent living opportunities by providing appropriate skills to be successful.

The F&F Committee has submitted for approval of an Education Opportunity Fund grant in the amount

of \$797,042 to provide an opportunity for higher education to educationally and economically disadvantaged NJ residents who would not be able to attend college without the financial assistance and special support services that are part of the EOF program. The funding is to implement goals and strategies for capacity building and increasing enrollment, improving student retention, persistence, completion, and reducing financial burdens on students.

The BCC Foundation is reporting an increase in net assets for FY23 of \$618,315.

**RESOLUTION OF THE BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES APPROVING THE
DONATION OF FIVE (5) BICYCLES TO THE MONMOUTH COUNTY SHERIFF'S OFFICE**

WHEREAS, Brookdale Community College dissolved its Police Department on March 31, 2023;
and

WHEREAS, on February 16, 2023, the Board of Trustees ratified and approved an agreement between Brookdale Community College, the Monmouth County Board of Commissioners, and the Monmouth County Sheriff Office (MCSO) for day-to-day law enforcement services to be provided to the College by the MCSO ("Agreement"); and

WHEREAS, the MCSO has requested that five (5) bicycles that were previously used by the Brookdale Police Department in carrying out its law enforcement activities be conveyed to MCSO to be utilized by Monmouth County Sheriff Officers to provide bicycle patrols on the Lincroft campus for the safety of the College's students and College Community; and

WHEREAS, said bicycles are in the state of disrepair, needing maintenance and repairs to place said bicycles in serviceable and useful condition and have little to no value to the College;

WHEREAS, due to the dissolution of the Brookdale Police Department, the bicycles would be considered surplus property and no longer needed for use by the College,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College, that the five (5) bicycles be donated to the Monmouth County Sheriff's Office with no exchange of value and the President of the College is authorized to execute and file any documents necessary for the donation/transfer of the five (5) bicycles.

Donated Property to the Monmouth County Sheriff's Office

Cannondale #T018536

Size- large

Needs tires

Good condition

Cannondale #N139-26 illegible

Size- Medium

Gears don't function

Needs tires

Fair condition

Cannondale #U002354

Size- Medium

Needs tires

Good condition

Cannondale #N042837

Size medium

Good tires

Gears need to be adjusted

Good condition

Cannondale #Q027590

Size Large

Gears need adjustment

Good tires

Good condition

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 25 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Non-Supervisor – Direct Student Contact

1

Support Staff

1

Adjuncts

5

B. Change of Status**Recommendations**

Faculty

2

Supervisor – Direct Student Contact

2

Supervisor – Administrative Operations

1

Non-Supervisor – Direct Student Contact

1

Non-Supervisor – Administrative Operations

2

Support Staff

5

Coaches

1

C. Separations**Recommendations**

Executive

1

Faculty

1

Supervisor – Direct Student Contact

1

Support Staff

1

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

1. Name: Edward Galante
Department: Athletics
Position: Coordinator, Athletics & Recreation
Salary: \$58,871
Effective: 7/3/23, pending completion of all final contingencies

SUPPORT STAFF

1. Name: James Foley
Department: Grounds
Position: Maintenance Staff
Salary: \$34,650, subject to current contract negotiations
Effective: 7/3/23, pending completion of all final contingencies

ADJUNCTS

1. Name: Taylor Cacici
Department: Fine Art
2. Name: John Heilmann
Department: History
3. Name: Jennifer Lipp
Department: Criminal Justice
4. Name: Nicholas Logothetis
Department: Fitness
5. Name: Joseph Suk
Department: Hospitality

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
1	3	1

B. CHANGE OF STATUS**FACULTY**

1. Name: Robert Gant
Department: Biology
Position: Instructor
Action: End of temporary faculty assignment and change of status from Instructional Assistant, Biology to Instructor through bona fide search
New Salary: \$68,882
Effective: 9/1/23
2. Name: Sally Kimble
Department: Biology
Position: Instructor
Action: End of temporary faculty assignment and change of status from Instructional Assistant, Biology to Instructor through bona fide search
New Salary: \$68,882
Effective: 9/1/23

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Lynne Shaffery
Department: Brookdale at Freehold
Position: Associate Director
Action: Temporary assignment to Brookdale at Freehold
New Salary: No change
Effective: 6/1/23 until further notice, but not later than 12/31/23
2. Name: Candice Watts
Department: EOF Office
Position: Interim Director
Action: Temporary change in status from A4 to A5
New Salary: \$81,267, to be prorated accordingly
Effective: 6/1/23 until further notice, but not later than 12/31/23

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: James McCarthy
Department: Operations
Position: Interim Director, Special Projects, full-time temporary
Action: Change in status from A4 to A5, title & department
New Salary: No change
Effective: 7/1/23 until further notice, but not later than 6/30/24

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Catherine King
Department: Financial Aid
Position: Coordinator
Action: End of temporary COVID assignment, transfer to temporary position
New Salary: No change in salary
Effective: 7/1/23 until further notice, but not later than 12/23/23

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Christopher Carroll
Department: Continuing & Professional Studies
Position: Program Administrator, Business & Career Training
Action: Monthly stipend of \$300 for additional A4 responsibilities
Effective: 7/1/23, until further notice, but not later than 6/30/24
2. Name: Marcia Finn
Department: President's Office
Position: Confidential Coordinator, Office of the President, and the Board of Trustees
Action: Reclassification from a confidential N3 to a confidential A2 position
New Salary: \$58,871
Effective: 7/1/23

SUPPORT STAFF

1. Name: Blake Jambor
Department: Biology
Position: Instructional Assistant, full-time temporary position
Action: Extension of temporary position
New Salary: No change, but subject to current contract negotiations
Effective: 7/1/23 until further notice, but not later than 12/23/23

2. Name: Dylan Korloff
 Department: Enrollment Management
 Position: Senior Office Assistant, Student Services, full-time temporary
 Action: Extension of temporary position
 New Salary: No change, but subject to current contract negotiations
 Effective: 7/1/23 until further notice, but not later than 12/23/23

3. Name: Kenneth McGee
 Department: Event Production Services
 Position: Specialist, Event Production
 Action: Change in title & department through bona fide search
 New Salary: No change
 Effective: 6/28/23

4. Name: Lauren Pacelli
 Department: Health Sciences Office
 Position: Senior Office Assistant
 Action: Special Purpose Leave, Unpaid
 Effective: 7/7/23 – 7/27/23

5. Name: George Poosikian
 Department: Automotive Technology
 Position: Instructor
 Action: End of temporary faculty assignment, return to PSA position
 New Salary: \$42,883, subject to current contract negotiations
 Effective: 7/1/23

COACHES

1. Name: Michael O’Krepki
 Department: Athletics
 Position: Men’s Volleyball Head Coach
 Action: Additional Head Coaching position
 Compensation: \$7,500
 Effective: 7/3/23

C. SEPARATIONS**EXECUTIVE**

1. Name: Jacob Farbman
Department: President's Office
Position: Executive Officer in Residence
Action: End of temporary appointment
Effective: 6/30/23

FACULTY

1. Name: Kevin Squires
Department: Computer Science
Position: Instructor
Action: End of temporary position
Effective: 6/30/23

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Carla Vanzant
Department: EOF Office
Position: Director
Action: Resignation
Effective: 6/16/23

SUPPORT STAFF

1. Name: Ty'Ron Johnson
Department: Chemistry
Position: Instructional Assistant, 10-month, full-time temporary position
Action: End of temporary position
Effective: 6/30/23

2.1 Submission of Grants

Executive Summary

A. Funding Agency: New Jersey Department of Labor and Workforce Development

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

Short Title: ABE/GED

Goal/Purpose: Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to approximately 630 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy New Jersey; (2) Community Affairs and Resource Center (3) Monmouth County Vocational School District; and (4) LADACIN Network, Inc. In addition to serving as lead agency, the College will provide direct services to approximately 630 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED).

Total \$ Requested: \$669,090, the College provides a required match of approximately \$150,000.

Date Submitted: 6/9/2023

Program Administrator: Linda Roma

B. Funding Agency: New Jersey Department of Labor and Workforce Development

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

Short Title: ABE/GED

Goal/Purpose: This is the state supplemental funding to the above described grant to offer adult basic skills and integrated English literacy education. Brookdale is the lead on this Consortium grant. The grant runs from April 11, 2023 – October 30, 2023.

Total \$ Requested: \$37,742

Date Submitted: 6/15/2023

June 27, 2023: Director of Grants and Institutional Development, Laura Qaissaunee

Program Administrator: Linda Roma

- C. **Funding Agency:** NJ Cybersecurity Communication Integration Cell and NJ Department of Homeland Security

Program Title: State of NJ FY22 State & Local Cybersecurity Grant Program

Short Title: Cybersecurity Grant

Goal/Purpose: This grant is to offer high-quality, hands-on, in-person and remote online training covering a wide range of cybersecurity topics, including but not limited to: network, application, and cloud security; IT and cyber operations; incident response; threat and vulnerability management; and more. It may provide specific classes or topics that are considered essential to improving the resiliency of Brookdale CC and the development of Brookdale's IT and cybersecurity personnel. It could provide Virtual Cyber Range, which is an online cybersecurity training and simulation platform administered by the NJCCIC. Additionally, it could provide Security Awareness Training which is a cybersecurity educational program designed to help organizations educate Brookdale's employees about various cyber threats and improve its security posture. It aims to reduce the human risk factor in cybersecurity by cultivating a security-conscious culture. Also, online cybersecurity awareness training can be tailored to Brookdale's needs through this grant.

Program Administrator: George Sotirion, CIO

Total \$ Requested: Cybersecurity Training, no \$

Date Submitted: 6/5/2023

- D. **Funding Agency:** Metallica All Within My Hands Foundation

Program Title: Culinary Training Workforce Development for Reentry Students

Short Title: AACC Metallica Foundation

Goal/Purpose: To provide basic culinary skills and foundational studies to previously incarcerated students. This program will be offered in partnership with New Jersey Reentry Corporation and Fulfill (the Food Bank of Monmouth and Ocean Counties). The funds available through this opportunity will allow the program to serve a total of 16 students in two sections in 2023-2024.

Program Administrator: Susan Pagano

Total \$ Requested: \$100,000

June 27, 2023: Director of Grants and Institutional Development, Laura Qaissaunee

Date Submitted: 6/2/2023

E. Funding Agency: New Jersey Department of Community Affairs, Division on Women

Program Title: Displaced Homemakers Program

Short Title: DH Services

Goal/Purpose: To support individuals in achieving financial self-sufficiency due to a loss of their primary source of income due to separation, divorce, widowhood, spousal disability or spousal military deployment.

The program provides employability skills training to approximately 200 displaced homemakers residing in Monmouth County. Program services include intake and assessment, computer training, job readiness, healthy eating, financial literacy workshops and a weekly support group. Services are provided at no cost to the clients.

The Displaced Homemakers Services has been supported by Brookdale Community College for over thirty years.

Program Administrator: Linda Roma, Continuing and Professional Studies

Total \$Requested: \$150,000 with an approximate in-kind match of \$27,000 towards fringe for two full-time people.

Date Submitted: June 27, 2023

Recommendation:

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

June 27, 2023: Director of Grants and Institutional Development, Laura Qaissaunee

2.2 Acceptance of Grants

Executive Summary

A. Office of the Secretary of Higher Education

Title: Leveraging Community Provider Partnerships

Short Title: Telehealth and Mental Health Counseling

Goal/Purpose: Brookdale Community College will use U Will (offered free for the first year) and/or ProtoCall to offer Telehealth services through this grant. Brookdale will also partner with the YMCA to offer on-site counseling at the Wellness Center as well as offsite for specialized counseling. Additionally, limited transportation will also be available through the grant. The grant will take place over the course of three years from July 1, 2023 – June 30, 2026.

Program Administrator: Dinneen Jackson

Total \$ Requested: \$379,119

Date Submitted: January 31, 2023

B. Office of the Secretary of Higher Education

Title: Professional Development

Short Title: Professional Development

Goal/Purpose: Brookdale Community College will provide QPR and Mental Health First Aid and Train the Trainer Training to faculty, administrators, and staff partnering with the Mental Health Association and using in-house training. The grant will take place over the course of three years from July 1, 2023 – June 30, 2026.

Program Administrator: Christopher Jeune

Total \$ Requested: \$22,222

Date Submitted: January 31, 2023

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>Amount</u>
Office of the Secretary of Higher Education: Leveraging Community Provider Partnerships	\$379,119
Office of the Secretary of Higher Education: Professional Development	\$22,222

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 \$37,500 and New Jersey “Pay-to-Play” bids, and
Pursuant to the New Jersey “Pay to Play” Process in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$37,500. These proposed contracts have been bid in accordance with “County College Contracts Law,” N.J.S. Chapter 64A-Title 18A, and Board of Trustees’ Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

Also listed are bids and proposals over \$17,500 that met the New Jersey State “Pay-to-Play” Law, N.J.S.A. 19:44a-20.1 et seq., Chapters 51 and 271.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 20, 2023.

RESOLUTION

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

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

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

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

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

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

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

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

Agenda for Purchases in Excess of \$37,500

June 27, 2023

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Colts Neck, Holmdel, Red Bank, and Englishtown Police Departments	Security Services for Events (FY24) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). These contracts are for security services for events sponsored by external vendors at the Collins Arena and Warner Student Life Center. These contracts are funded by Events Management's Revenue Generating Programs. FY23 YTD \$1,900.	Exempt	\$ 40,000.00 *
2	Hart Halsey LLC dba Extra Duty Solution (Sheriff's Department and Middletown Township Police Department)	Security Services System for Events (FY24) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the scheduling and payment system of security services for events sponsored by external vendors at the Collins Arena and Warner Student Life Center. These contracts are funded by Events Management's Revenue Generating Programs. FY23 YTD \$26,974.	Exempt	\$ 125,000.00 *
Chapter 12				
3	Allstate Office Interiors	Flooring Replacement (FY24) / Exempt 18A:64A.25.9 (State Contract). This State Contract is for flooring replacement on the Lincroft Campus and Regional Locations. This contract is funded by Chapter 12.	Exempt	\$ 200,000.00 *
4	Automated Building Controls, Inc.	Building Automation and Control System Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the installation of a 24,000 BTU ductless split unit in the Student Life Center's Production Room. This contract is funded by Chapter 12.	Exempt	\$ 16,214.00
5	Garden State Sealing Inc.	Asphalt Installation and Resurfacing / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the installation of asphalt and resurfacing to Parking Lots 6 and 7. This contract is funded by Chapter 12.	Exempt	\$ 114,410.20

6	Industrial Combustion Associates, Inc.	Replacement of Boiler Controls at the Central Utility Plant / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the replacement of the boiler controls at the Central Utility Plant and is funded by Chapter 12.	Exempt	\$	77,431.13
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Grants

7	CDW Government LLC	Computers for the Center of Excellence for Cybersecurity Education (CECE) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of computers for the Center of Excellence for Cybersecurity Education (CECE). This contract is funded by the County College Career and Technical Education Program Expansion Grant.	Exempt	\$	150,271.26
8	SHI International Corp.	A/V Equipment for the Center of Excellence for Cybersecurity Education (CECE) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery, and installation of A/V Equipment for the Center of Excellence for Cybersecurity Education (CECE). This contract is funded by the County College Career and Technical Education Program Expansion Grant.	Exempt	\$	286,716.00
9	Consolidus Inc. NJCCPROMOS.com	Promotional/Recruitment Giveaways / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op agreement with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of promotional/recruitment giveaways. This contract is funded by CCOG, State Treasury Grant, various grants, and other departmental budgets.	Exempt	\$	80,000.00 *
10	McGraw Hill LLC	ALEKS Placement Assessment for Students / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract for the supply of on-line placement assessments and access to the Prep and Learning Module for students. This contract is funded by HEERF.	Exempt	\$	18,650.00

Operating

11	Respondus Inc.	Respondus LockDown Browser and Monitor Renewal (FY24) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for site licensing of Respondus LockDown Browser and unlimited use of Respondus Monitor. LockDown Browser is a custom browser that locks down the testing environment to secure online exams in classrooms or proctored environments. Respondus Monitor allows students to take online assessments from a remote location while ensuring the integrity of the exam process. The site license cost is based on Student FTE and is funded by the IT Budget. FY23 \$26,485.	Exempt	\$	27,475.00
12	NJEDGE.Net (Carahsoft) N.J. Institute of Technology	VMWare License Renewal (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is one year contract for the renewal of VMWare license subscription and support. VMWare provides a hypervisor platform for deploying and serving virtual servers which creates efficiencies by enabling automatic reallocation of resources to adapt to dynamic workloads when compared to traditional models. VMWare is also used for the Horizon Virtual Desktop environment that provides faculty and students access to applications in a common platform both on and off campus. This contract is funded by the IT Budget. FY23 \$53,609.28.	Exempt	\$	58,970.41
13	Apple Inc.	Computers (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of Apple computers and products. This contract is funded by the IT Budget, grants, and various departmental budgets. FY23 YTD \$50,573.	Exempt	\$	100,000.00 *
14	CDW Government LLC	Computers (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of Lenovo computers and products. This contract is funded by the IT Budget, grants, and various departmental budgets. FY23 YTD \$401,223.	Exempt	\$	425,000.00 *
15	IOTA Solutions LLC	Electronic Course Evaluation Services, RFP No. 16-21 (FY24) / This is the 3rd year of a 3 year contract for electronic course evaluation services. This is a hosted web-based solution for administering electronic Student Opinion Reports (SORs) in more than 1,600 course sections a year. IOTA Solutions collects the survey data and presents the results in a variety of standard and customized graphical reports. This contract is funded by the Planning & Institutional Effectiveness Budget. FY23 \$17,500.	RFP	\$	17,500.00

16	Georgetown Learning Centers, Inc. dba, Thinkingstorm Online Tutoring	Online Tutoring Services Renewal (FY24) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for online tutoring services and is funded by the Teaching and Learning Center Budget. FY23 YTD \$28,223.	Exempt	\$	34,000.00	*
17	Alliance Commercial Pest Control, Inc.	Pest Control Services (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for pest control services and is funded by the Facilities Budget. FY23 YTD \$19,000.	Exempt	\$	40,000.00	*
18	JCP&L; Direct Energy; Constellation/New Energy	Electric Service (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a 2 year NJCCC Consortium contract for the supply and delivery of electricity. This contract is funded by the Operating Budget. FY24 rates are \$0.0937 (Primary) and \$0.09328 (Secondary). This reflects a 23.5% and 32.7% increase from FY23, respectively.	Exempt	\$	3,776,920.00	*
19	Neptune Township School District	Lease and Utilities for Neptune Regional Location (FY24) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is the 1st year of a 3 year contract for the lease and utility payment of the Neptune Regional Location and is funded by the Operating Budget (\$150,745 for the lease and \$30,000 estimate for utilities). FY23 \$175,745.	Exempt	\$	180,745.00	
20	Monmouth County Vocational School District	Lease Agreement for Culinary Education Center (FY24) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for the lease payment of the Culinary Education Center located in Asbury Park. This contract is funded by the Operating Budget. FY23 \$60,000.	Exempt	\$	120,000.00	

21	**See attached list of vendors	Food Supplies for Culinary Program (FY24) / Exempt 18:64A-25.5.a.(7) (Food supplies). These are one year contracts for the supply and delivery of food supplies for the Culinary Program and are funded by the Culinary and Hospitality Budget. FY23 YTD \$129,081.	Exempt	\$	170,000.00	*
22	Asbury Park Police Department	Security Services (FY24) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for security services at the Culinary Education Center in Asbury Park and is funded by the Culinary and Hospitality Budget. FY23 YTD \$10,500.	Exempt	\$	20,000.00	*
23	Monmouth County Vocational School District	Custodial Services (FY24) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for custodial services at the Culinary Education Center in Asbury Park and is funded by the Culinary and Hospitality Budget. FY23 YTD \$2,952.	Exempt	\$	17,500.00	*
24	Luminace Aggregator LLC	Solar Generator Utility (FY24) / Exempt 18A:64A-25.5.a.(8) (Utility). This is a one year contract for the payment of the solar generator utility and is funded by the Operating Budget. FY23 YTD \$40,974.	Exempt	\$	82,000.00	*
25	N.J. Institute of Technology	NJ Transfer Assessment Fee (FY24) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of the NJ Transfer Assessment Fee and is funded by the Operating Budget. FY23 \$17,265.	Exempt	\$	22,000.00	*
26	N.J. Council of County Colleges (NJCCC)	Council and JPC Assessment Fee (FY24) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of the Council and JPC Assessment Fee and is funded by the Operating Budget. FY23 \$89,955.	Exempt	\$	95,000.00	*

27	American Association of Community Colleges (AACC)	Institutional Membership Dues (FY24) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of Institutional Membership Dues and is funded by the Operating Budget. FY23 \$17,327.	Exempt	\$	22,000.00 *
28	Winning Strategies Washington, LLC; Bruno Associates, Inc.	Professional Representation with Federal Departments, Agencies and Congress to Secure Federal Grant Funding, RFP No. 07-22 (FY24) / This is the 2nd year of a 2 year contract for professional representation with federal departments/agencies and Congress to secure federal grant funding. These contracts are funded by the Operating Budget. FY23 YTD \$39,768.	RFP	\$	60,000.00 *
29	Colliers Engineering & Design Inc.	General Engineering Services, Engineer of Record, RFP No. 10-22 (FY24) / This is the 2nd year of a 2 year contract for general engineering services as the Engineer of Record. This contract is funded by the Facilities Budget. FY23 YTD \$15,289.	RFP	\$	100,000.00 *
30	Cleary Giacobbe Alfieri Jacobs LLC	General College Counsel, RFP No. 08-22 (FY24) / This is the 2nd year of a 2 year contract for general counsel services and is funded by the Operating Budget. FY23 YTD \$56,784.	RFP		\$175/Hour
31	Cleary Giacobbe Alfieri Jacobs LLC	College Labor Counsel, RFP No. 09-22 (FY24) / This is the 2nd year of a 2 year contract for labor counsel services and is funded by the Operating Budget. FY23 YTD \$42,405.	RFP		\$175/Hour
32	**See attached List of Firms.	Special and Conflict Legal Counsel, RFQ 01-2023 (FY24) / This is the 2nd year of a 2 year contract for pre-qualified firms to provide special and conflict legal counsel services. These contracts will be funded by the Operating Budget. FY23 YTD \$2,030.	RFQ	\$	35,000.00 *
33	N.J. Community College Insurance Pool	Workers Compensation Insurance (FY24) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for workers compensation insurance and is funded by the Operating Budget. FY23 \$311,000.	Exempt	\$	320,000.00

34	CBIZ Borden Perlman	Property & Liability Insurance, RFP No. 07-21 (FY24) / This is the 3rd year of a 3 year contract for Property and Liability insurance policies. This contract is funded by the Operating Budget. FY23 \$1,069,962.	RFP	\$	1,190,032.00
35	CBIZ Borden Perlman	Errors & Omissions and Underground Storage Tank Insurance (FY24) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for Errors & Omissions and Underground Storage Tank insurance policies. This contract is funded by the Operating Budget. FY23 \$85,025.	Exempt	\$	85,084.00
36	CBIZ Borden Perlman	Excess Liability and Flood Insurance (FY24) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for Excess Liability and Flood Liability insurance policies. This contract is funded by the Operating Budget. FY23 \$326,250.	Exempt	\$	464,154.00
37		Management and Operations of Dining, Beverage, and Catering Services, RFP No. 10-23 / Notice was sent to 9 vendors, received 1 reply. This RFP is being rejected due to changes in the scope of work.			

* Estimated expense based on historical data

**List of Vendors

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

Item No. 21

Food Supply Vendors for Culinary Program

- A&J Produce
- Seashore Produce
- US Foods (Trinity-Seafood)
- Sysco-NY Metro
- Dairy Land-Chef's Warehouse
- Dawn Foods / NE Distribution
- Wegmans
- Carl Streit and Son
- J. VROLA Meat (Tidal Seafood)
- Lusty Lobster Seafood
- Local 130 Seafood
- Corim Coffee
- Saker Shoprite

Item No. 32

RFQ No. 01-2023, Special and Conflict Legal Counsel (Year 2 of 2)

- Weiner Law Group, LLP
- Malamut & Associates LLC
- King Moench & Collins, LLP
- Adams, Gutierrez & Lattiboudere, LLC
- Rainone Coughlin Minchello

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending April 30, 2023, which totaled \$2,912,312.97. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

Additional documentation for payments is available in the Accounts Payable Department.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 20, 2023.

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting June 20, 2023.

Financial Overview at April 30, 2023

The following financial summary provides an overview of year-to-date financial performance at April 2023 compared to FY23 budget, and to the same period last year.

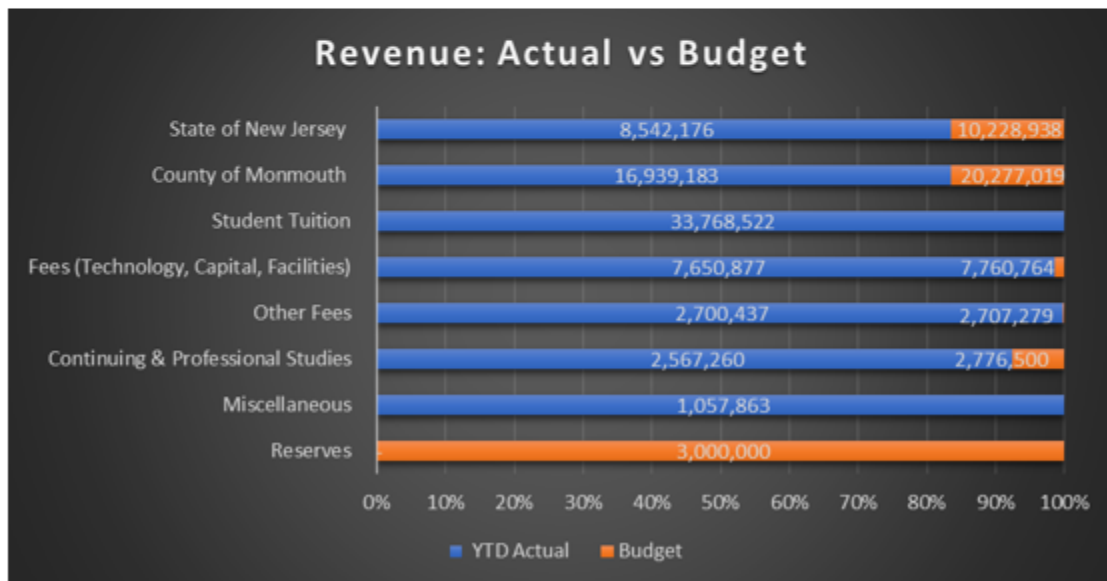
Revenue:

Compared to Budget

Total operating revenue through the month of April 2023 was \$73.2M and represents 90.5% of the FY23 budget of \$81M.

Compared to Prior Year

Operating revenue through April 2023 was 5.2% higher than the same time last year. Of the \$3.6M increase, \$2.5M is in tuition & fee revenue and \$1.1M from all other operating revenue sources.



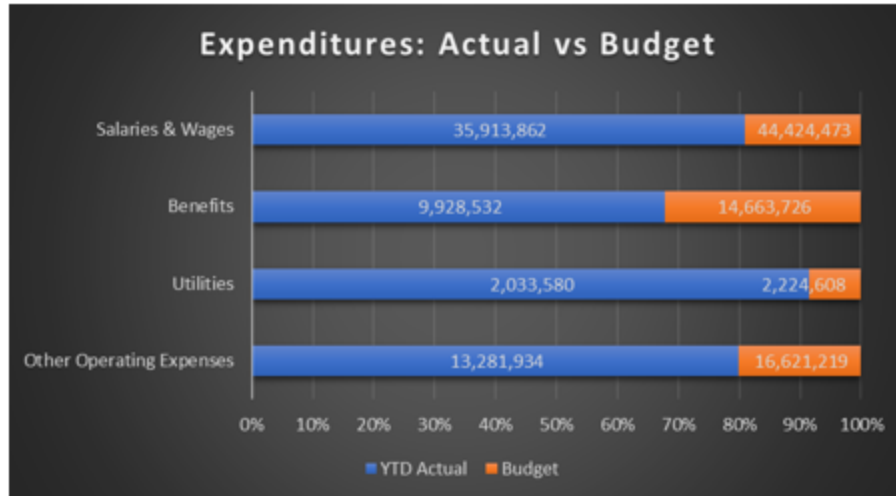
Expenditures:

Compared to Budget

Total operating expenditures through April 2023 were \$61.2M or 78.5% of the \$78M FY23 budget.

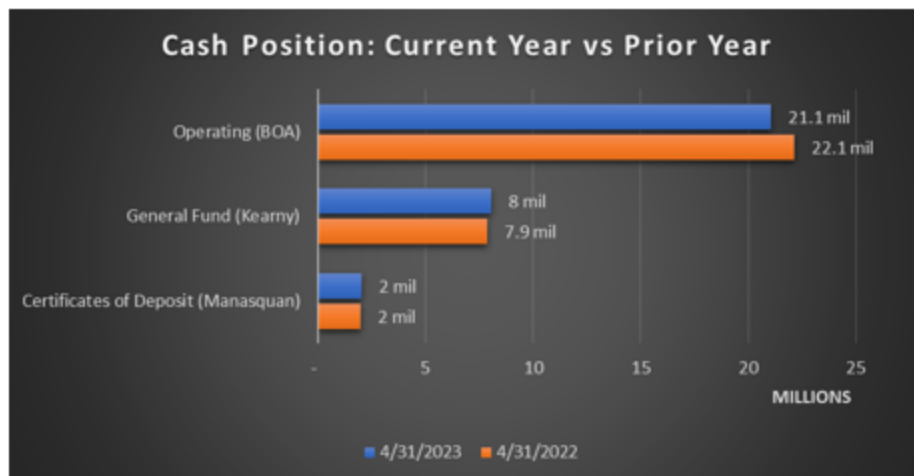
Compared to Prior Year

Total operating expenses for the same period last year were \$56.0M compared to \$61.2M this year, indicating an increase of operating costs of 9.1% or \$5.1M. This increase is mainly attributed to the increase of salary and benefit costs of \$2.6M and contracted services expense of \$1.0M.



Cash Balance:

At April 30, 2023, the College's total cash position was \$31.2M, which represents a \$858K decrease over the same time last year. This variance is due to the timing of receipt of Chapter 12 of \$723K. The College's total interest earned through April was \$270,514 compared to \$28,566 last year.



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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 8,542,176	\$ 10,228,938	\$ (1,686,762)	83.5%
County of Monmouth	16,939,183	20,277,019	(3,337,837)	83.5%
	25,481,358	30,505,957	(5,024,599)	83.5%
Student Tuition:				
Summer III	817,099	849,505	(32,406)	96.2%
Fall 15	14,814,783	14,439,422	375,361	102.6%
Fall 11	948,326	954,666	(6,340)	99.3%
Fall 7A & 7B	145,805	79,110	66,695	184.3%
Winterim	258,055	284,273	(26,218)	90.8%
Spring 15	13,012,260	12,730,986	281,274	102.2%
Spring 11	1,022,253	712,623	309,630	143.4%
Spring 7A & 7B	177,240	73,556	103,684	241.0%
Summer I	1,408,653	1,605,186	(196,533)	87.8%
Summer II	1,164,049	1,704,550	(540,502)	68.3%
	33,768,522	33,433,877	334,645	101.0%
Fees:				
Fees (Technology, Capital, Facilities)	7,650,877	7,760,764	(109,887)	98.6%
Application Fee	161,185	175,000	(13,815)	92.1%
Installment Plan Fee	131,175	140,000	(8,825)	93.7%
Lab Fees	2,352,338	2,319,529	32,809	101.4%
Late Fees	18,300	22,000	(3,700)	83.2%
Transcript Fee	36,504	50,000	(13,496)	73.0%
Bad Check Fee	935	750	185	124.7%
	10,351,314	10,468,043	(116,729)	98.9%
Continuing & Professional Studies:				
Contract Training Direct Pay	110,351	210,000	(99,650)	52.5%
Alternate Route	271,752	150,533	121,219	180.5%
Healthcare Services	1,022,291	1,249,005	(226,715)	81.8%
Business & Career Training	300,634	265,000	35,634	113.4%
Computer Training	83,966	144,500	(60,534)	58.1%
CTE Grant	396,990	381,004	15,986	104.2%
Sandy Hook	2,474	-	2,474	0.0%
Trips / Excursions	41,788	75,000	(33,212)	55.7%
Misc. Open Enrollment Programs	236,177	205,375	30,802	115.0%
Summer Adventure Camps	48,729	55,083	(6,354)	88.5%
Accelerated Career & Technology	52,109	41,000	11,109	127.1%
	2,567,260	2,776,500	(209,240)	92.5%
Miscellaneous:				
Partnerships/Rent	349,150	-	349,150	0.0%
Indirect Cost Recovery	177,915	335,000	(157,085)	53.1%
Interest Income	270,514	85,000	185,514	318.3%
International Center	156,627	300,000	(143,373)	52.2%
Miscellaneous	103,657	10,000	93,657	1036.6%
Reserves	-	3,000,000	(3,000,000)	0.0%
	1,057,863	3,730,000	(2,672,137)	28.4%
Total	\$ 73,226,318	\$ 80,914,376	\$ (7,688,059)	90.5%

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	24,595,344	30,453,507	5,858,163	80.8%
Benefits	9,928,532	14,663,726	4,735,194	67.7%
Finance & Operations	9,596,555	11,971,452	2,374,897	80.2%
Student Affairs	5,101,661	6,539,605	1,437,944	78.0%
General Expenses	3,951,571	4,734,941	783,370	83.5%
Continuing & Professional Studies	2,100,257	2,475,267	375,010	84.8%
Utilities	2,033,580	2,224,608	191,028	91.4%
Human Resources & Organizational Safety	1,990,583	2,588,886	598,303	76.9%
Planning & Institutional Effectiveness	356,194	427,260	71,066	83.4%
President & Board of Trustees	444,760	532,805	88,045	83.5%
Advancement Division	1,058,872	1,321,969	263,097	80.1%
	61,157,909	77,934,026	16,776,117	78.5%
Salaries & Wages	35,913,862	44,424,473	8,510,611	80.8%
Other Expenses	25,244,046	33,509,553	8,265,507	75.3%
	\$ 61,157,909	\$ 77,934,026	\$ 16,776,117	78.5%

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

	4/30/23	4/30/22	Change	% Change
Operating Revenue				
State of New Jersey	\$ 8,542,176	\$ 8,507,401	\$ 34,774	0.4%
County of Monmouth	16,939,183	16,689,183	250,000	1.5%
Student Tuition	33,768,522	31,616,730	2,151,792	6.8%
Fees	10,351,314	10,001,532	349,782	3.5%
Continuing & Professional Studies	2,567,260	2,246,736	320,524	14.3%
Miscellaneous	1,057,863	550,229	507,635	92.3%
	73,226,318	69,611,811	3,614,507	5.2%
Operating Expenditures				
Academic Affairs	24,595,344	23,397,076	1,198,268	5.1%
Benefits	9,928,532	9,040,594	887,937	9.8%
Finance & Operations	9,596,555	8,957,327	639,228	7.1%
Student Affairs	5,101,661	4,681,966	419,695	9.0%
General Expenses	3,951,571	2,809,216	1,142,355	40.7%
Continuing & Professional Studies	2,100,257	1,829,160	271,097	14.8%
Utilities	2,033,580	1,654,633	378,947	22.9%
Human Resources & Organizational Safety	1,990,583	1,713,818	276,764	16.1%
Planning & Institutional Effectiveness	356,194	330,206	25,987	7.9%
President & Board of Trustees	444,760	454,888	(10,128)	-2.2%
Advancement Division	1,058,872	1,162,496	(103,624)	-8.9%
	61,157,909	56,031,382	5,126,527	9.1%
Surplus/(deficit) Operating	12,068,409	13,580,429	(1,512,020)	
Auxiliary				
Receipts	1,453,806	878,085	575,721	65.6%
Disbursements	1,618,875	1,292,802	(326,073)	-25.2%
Surplus/(deficit) Auxiliary	\$ (165,070)	\$ (414,717)	\$ 249,648	

Brief: Facilities Overview as of June 27, 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"> • Waiting on proposal for cameras. • Purchase order for furniture was issued. Delivery expected mid-August. • Waiting on quote for A/V equipment. • Quote for computers going to June board for approval.
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> • Millwork installation continues. • Furniture expected in June. • Signage expected June.
ATeC & MAS Drainage	Colliers	Shore Top Construction	<ul style="list-style-type: none"> • Project completed. • Closeout documents being prepared.
Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> • Charging stations expected to be commissioned in June.
Modernization of Lincroft Elevators	USA Architects	West End-KB Builders & Developers	<ul style="list-style-type: none"> • MAS elevator parts ordered; estimate 8 – 10 weeks for delivery. • Freehold elevator parts ordered; estimate 12 – 14 weeks for delivery. • All remaining submittals were sent back to the GC. • Some of the parts are expected to arrive in June.
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> • Flooring installation to be scheduled in June.

			<ul style="list-style-type: none"> • Horizon has started installation of gaming systems and expect to be completed end of June.
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.
Children's Learning Center	Colliers Engineering	Kappa Construction	<ul style="list-style-type: none"> • Fire suppression piping and HVAC equipment installation in progress.

Projects in-planning stage:

- Drainage Phase 2 – Lincroft and Freehold
- Replacement of interior transformers and switch gears in various buildings.

4.2b *Change Order*

The following Change Order Request Report contains summary information and a resolution for a change to an existing Blanket Purchase Order.

This report is submitted to the Board of Trustees to provide background information to enable the approval of the modification request.

Additional details for the proposed purchases are available in the Purchasing Office for review by the Board of Trustees.

This item was discussed with the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held June 20, 2023

RESOLUTION

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

WHEREAS, College policy requires Board approval for a modification in contractual terms to any previously Board approved purchase, and

WHEREAS, the Board of Trustees has reviewed the purchase 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.

Brookdale Community College
Change Order
June 27, 2023

				Change Orders	Current		Contract	Proposed
Vendor Name	Description	Contract Award		Approved	Contract Value	Proposed C/Os	Total	% Increase
1 Shore Top Construction Corp.	Additional piping replacement for the Drainage Improvement Project for ATeC and MAS (Bid No. 23-02). This contract is funded by Chapter 12.	\$ 187,914.00		\$ -	\$ 187,914.00	\$ 2,826.00	\$ 190,740.00	2%
		\$ 187,914.00		\$ -	\$ 187,914.00	\$ 2,826.00	\$ 190,740.00	

4.3 Approval of a Second Amendment Extension of the Lease Agreement with Neptune Township Board of Education

Brookdale Community College seeks to continue its relationship with the Neptune Township Board of Education, as Lessor, to rent building space located at 60 Neptune Boulevard, Neptune, NJ.

The original Lease Agreement dated July 1, 2017, and subsequent First Amendment will expire June 30, 2023. The proposed Second Amendment, effective July 1, 2023, would renew the original terms and conditions of the Lease Agreement for the College to occupy 9,470 SF of first floor space where the College's Early College Poseidon Program is housed. In addition to the Poseidon Program, the College offers classes and academic services to the Neptune community, which includes advising services, registration, testing, and financial aid assistance.

The Second Amendment Lease extension specifies a new duration of three one-year renewable options, exercisable by the College annually, and locks in the rent without an increase for each year at \$150,745. Should the College wish to exercise the option to renew during year two or year three, Brookdale would be required to provide sixty days written notice prior to expiration of the current term, unless either entity terminates at an earlier date for any reason as outlined in the Lease.

The Poseidon Program has been beneficial to qualified students from Neptune High School seeking to jump start their path into higher education and receive an associate degree. The educational program needs to have a space for students to complete 50% of their degree at one of the College's locations. Additionally, other services and classes that the College provides are valuable to community members and Monmouth County residents. Therefore, the College seeks Board of Trustees approval for the President to execute the Second Amendment to the Lease Agreement with Neptune Township Board of Education.

The extension and resolution were reviewed by the President and Finance & Facilities Committee at the meeting held June 20, 2023.

RESOLUTION

WHEREAS, it is the Mission of Brookdale Community College (College) to provide the Monmouth County community with maximum access to quality, accessible and affordable educational programs and services; and

WHEREAS, the College and the Neptune Township Board of Education (BOE) entered into Lease Agreements in the past in order for the College to occupy classroom and office space to operate an educational, early college program, entitled the Poseidon Program, as well as the College offering classes and academic services to the Neptune community (advising, registration, testing, and financial aid) at Neptune Township's BOE building located at 60 Neptune Boulevard, Neptune, NJ 07752; and

WHEREAS, a 2017 Lease Agreement and First Amendment regarding the space will be expiring on June 30, 2023, and both the College and Neptune Township BOE wish to extend the tenancy to continue the successful program for Neptune students and the community; and

WHEREAS, the terms and conditions extending the prior arrangement between the College and Neptune Township BOE via a Second Amendment have been favorably reviewed by the Board of Trustees.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Second Amendment to the Lease Agreement with Neptune Township Board of Education, has been approved by the Board of Trustees, and the President is hereby authorized and directed to execute the Second Amendment.

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.5000 Tenure of ~~Instructional Staff Members~~Faculty (Non-Adjunct)

I. Title of Policy

Tenure of ~~Instructional Staff Members~~Faculty (Non-Adjunct)

II. Objective of Policy

To comply with the provisions and requirements of the New Jersey Administrative Code~~Administrative code Code~~ regarding the granting of tenure to individuals employed~~by~~in County Colleges.

III. Authority

New Jersey Administrative Code Section 9A:7-3.1 et seq., Chapter 7, Subchapter 3:~~(9A: 7-3.1 — 9A: 7-3.5,)~~(Tenure Policies)

IV. Policy Statement

The Board of Trustees directs the President to ensure that any recommendation for granting tenure be forwarded to the Board only ~~after~~upon the President ~~'s has made a~~ finding that there is substantial positive evidence ~~provided in the tenure candidate's Tenure Packet including but not limited to which may include the candidate's Curriculum Vitae CV's, based upon~~ written evaluations, evidence of the candidate's excellence in teaching, scholarly achievement, curriculum development, professional growth, and contributions to the College and community. Tenure is not an entitlement. ~~The President shall recommends tenure to the Board of Trustees but the Board of Trustees and the Board of Trustees shall approve~~approves or disapprove the tenure of all proposed tenure candidates. individuals eligible for tenure.

The College reserves the right to deny tenure to any employee, for any reason, ~~including but not limited to based on the College's~~ current or projected fiscal or operational needs. ~~or deny tenure for any reason.~~

V. Responsibility for Implementation

President

Approved: Board of Trustees 1/22/76
Revised: 6/27/96
Validated: 10/2017
[Updated: X/X/2023](#)

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[Submitted for Lodging: June 27, 2023](#)

Page 2 of 2

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BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.5000 Tenure of Faculty (Non-Adjunct)

I. Title of Policy

Tenure of Faculty (Non-Adjunct)

II. Objective of Policy

To comply with the provisions and requirements of the New Jersey Administrative Code regarding the granting of tenure to individuals employed by County Colleges.

III. Authority

New Jersey Administrative Code Section 9A:7-3.1 et seq.(Tenure Policies)

IV. Policy Statement

The Board of Trustees directs the President to ensure that any recommendation for granting tenure be forwarded to the Board only after the President has made a finding that there is substantial positive evidence provided in the tenure candidate's Tenure Packet including but not limited to the candidate's Curriculum Vitae, written evaluations, evidence of the candidate's excellence in teaching, scholarly achievement, curriculum development, professional growth, and contributions to the College and community. Tenure is not an entitlement. The President shall recommend tenure to the Board of Trustees but the Board of Trustees shall approve or disapprove the tenure of all proposed tenure candidates.

The College reserves the right to deny tenure to any employee, for any reason, including but not limited to the College's current or projected fiscal or operational needs.

V. Responsibility for Implementation

President

Approved: Board of Trustees 1/22/76

Revised: 6/27/96

Validated: 10/2017

Approved: Board of Trustees, X/X/2023

Brookdale Community College College Policy

4.2000 Public Contracts

I. Title of Policy

Public Contracts

II. Objective of Policy

To ensure compliance with legal requirements in the bidding and award of public contracts.

III. Authority

New Jersey Statutes 18A:64A-25.1 et.seq. and 19:44A-20.4 et. seq.

IV. Policy Statement

The President shall be responsible for effective administration of the purchasing function. ~~The College will abide by all public contract and bidding Statutes, rules and regulations applicable to New Jersey County Colleges. The administration shall observe the following with regard to public contracts:~~

~~A. All public contracts shall be subject to bidding consistent with statutes issued by the State of New Jersey.~~

~~B. Contracts exempt from bidding shall be subject to a "Request for Proposals" "Request for Qualifications", or "Fair and Open" process, and the award made by procedures established by College's Purchasing Policy regulation.~~

~~C. The General Public Contracts Policy of the College shall conform with the Purchasing Policy's Code of Ethics of the New Jersey County College and the Purchasing Administrators and the Code of Ethics for the Brookdale Community College Board of Trustees.~~

~~D. In the event an identical low price is submitted by two or more vendors, the award shall be made by procedures established by College regulation.~~

~~E. Procedures for providing quotations shall be established by College regulations.~~

V. Responsibility for Implementation

President

Approved: 8/25/77
Revised: 11/21/77
Revised: 3/27/80
Revised: 1/27/83
Revised: 10/24/96
Revised: 8/10/06
Approved: Board of Trustees, XX/XX/XXXX

Brookdale Community College College Policy

4.2000 Public Contracts

I. Title of Policy

Public Contracts

II. Objective of Policy

To ensure compliance with legal requirements in the bidding and award of public contracts.

III. Authority

New Jersey Statutes 18A:64A-25.1 et.seq. and 19:44A-20.4 et. seq.

IV. Policy Statement

The President shall be responsible for effective administration of the purchasing function. The College will abide by all public contract and bidding Statutes, rules and regulations applicable to New Jersey County Colleges.

V. Responsibility for Implementation

President

Approved: 8/25/77

Revised: 11/21/77

Revised: 3/27/80

Revised: 1/27/83

Revised: 10/24/96

Revised: 8/10/06

Approved: Board of Trustees, XX/XX/XXXX

Brookdale Community College College Policy

5.0019 INTERNSHIP PROGRAM POLICY

I. Title of Policy

Internship Program Policy

II. Objective of Policy

According to the National Association of Colleges and Employers: “An internship is 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.”

Brookdale Community College partners with for profit and not for profit business entities, charitable organizations, governmental units and agencies and other types of business organizations to enrich the education of Brookdale students by providing relevant pre-graduate practical experience. Qualified internships provide students with learning experiences that are complementary to the academic foundation presented in the classroom while extending beyond the boundaries of the typical scholastic environment.

This Policy and related Regulation 5.0019R outlines the goals, requirements, and procedures for coordinating internship opportunities.

III. Authority

Bylaws of the Board of Trustees, Section 1.2050

IV. Policy Statement

Students may individually seek opportunities in the work arena or work with College resources in applying for an internship in accordance with Regulation 5.0019R Internship Program Regulation.

V. Responsibility for Implementation

President

Approved: X/X/2023

Brookdale Community College College Policy

7.1006 DEMONSTRATIONS AT BROOKDALE COMMUNITY COLLEGE POLICY

I. Title of Policy

Demonstrations at Brookdale Community College Policy

II. Objective of Policy

To allow for peaceful demonstration by students, student organizations, faculty, employees and outside groups or individuals in a manner that allows them to exercise their rights to free speech without interfering in the educational, operational and safety needs of the College.

III. Authority

Bylaws of the Board of Trustees, Section 1.2050 (p)

IV. Policy Statement

Brookdale Community College promotes intellectual inquiry and exchange in a respectful and civil manner. The safety of all participants is of utmost importance and the College will not approve any demonstration that, in its sole opinion, will disrupt the Mission or orderly operation of the College. Brookdale Community College does not tolerate disruptive behavior on campus, at its regional locations or events sponsored by the College at off-site premises.

Demonstration activity is defined as any protest, rally, march, vigil, gathering, assembly or similar conduct engaged in for the purpose of expressing political, social, religious or other similar ideas, views or concerns protected by the First Amendment of the United States Constitution.

Students or student organizations wishing to organize a demonstration activity are required to comply with Regulation 6.3001R Demonstrations on Brookdale Campuses and Locations.

Employees, external individuals, groups and/or organizations seeking to demonstrate at the College are required to abide by Regulation 7.1006R Demonstrations on Brookdale Campuses and Locations by Employees, External Individuals, Groups and/or Organizations.

V. Responsibility for Implementation

President

Approved: X/X/2023

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. Taiphane Orange 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. Taiphane Orange
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 - v3 – 05-23-23

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 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 PM	Feb. 21 5:30 PM		Feb. 22 5:30 PM	Feb. 23 5:30 PM			
Tuesday, March 28, 2023	March 21 5 PM	March 21 5:30 PM	March 22 5:30 PM			March 20 5 PM		March 16
Tuesday, April 25, 2023	April 18 5 PM	April 18 5:30 PM		April 12 5:30 PM				
Tuesday, May 30, 2023	May 23 5 PM	May 23 5:30 PM						May 18
Tuesday, June 27, 2023 f	June 20 5 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 PM	August 15 5:30 PM						
Tuesday, September 26, 2023	September 19 5 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 PM	October 17 5:30 PM			Oct. 18 5:30 PM			
Tuesday, November 28, 2023	November 8 5 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 PM	December 12 5:30 PM			December 13 5:30 PM			

Human Resources is a Committee of the whole

V2 – Executive Committee start time 5 PM