



## **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

Aug 22, 2023 5:30 PM - 7:30 PM EDT

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**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**June 27, 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.

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

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

On June 16 at 5 pm advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

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 the following retired employees who passed away this past month:

Ceil Owsianik - Ceil began her 42-year career at Brookdale in 1972 as an hourly Food Services Clerk. Just two years later, became a full-time staff member in the Counseling Division where she served until her retirement in June 2014.

English Professor Bob McGovern - Prior to joining Brookdale, Bob worked for the Old Bridge Police Department where he retired as a detective in 1998. Following his retirement, Bob took classes at Brookdale, earning his Associate of Arts Degree in Education in 2000. During this time, I had the honor of serving as his Counselor. Bob transferred to Seton Hall University where he earned his Bachelor of Arts in English in 2001 and his Master of Arts in English Literature in 2004. Almost immediately, Bob returned to teach at Brookdale, first as an Adjunct Instructor in Fall 2004 and then as a full-time faculty member in Fall 2005. He retired as an Assistant Professor in January 2022

Adjunct Instructor Thomas Foley - Thom's very long list of accomplishments includes setting a national swimming record at the age of 10 and serving as a Corporal in the US Marine Corps during the Vietnam War where he earned the nickname "The Reverend Dr. Thom" for his counseling skills. He served as a Councilman and Mayor in Colts Neck, an attorney in two states, and a municipal court judge in Freehold, Sea Bright, Hazlet, Marlboro, Old Bridge, and Middletown. He was admitted to the state bars of California and New Jersey, the US, Supreme Court, Federal Circuit, and District Courts

Edna Deegan - served as Office Assistant in Continuing and Professional Studies from December 1986 until her retirement in July 2008. During her service to the College she worked in the Women's Center and she gave tours to the community. Her personnel file is filled with comments about her excellent customer service skills, ability to go the extra mile, her cooperativeness, and being a team player.

Leila Wollman - was an original Brookdalian, attending the College's cornerstone laying ceremony in 1967. She served as a part-time office assistant in 1976 in the Community Services Office and later as a Learning Assistant in Social Sciences, the position she held until her retirement in June 2015. Leila's very long list of service to the College includes serving as an instructor in Continuing & Professional Studies; Tour Guide and Coordinator for trips to Annapolis, Maine, Boston, Quebec, Washington, D.C., and Long Island; Advisor to the Equestrian and International Student Association clubs; Club; member of the College Senate from 1978-1981; Vice Chair of the College Senate from 1981-1985; and very long-serving Alumni Board member and historian. During her employment, Leila earned two Associates Degrees at

Brookdale, one in Liberal Arts and the other in Human Behavior. In 1985, Leila was also the recipient of the Geraldine Livingston Humanitarian Award

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adoption of Agenda</b></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 the adopt the revised agenda was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p>Motion passed.</p>	
<p><b>President's Report</b></p> <p>Dr. Stout acknowledged the following employees who are no longer going to be with the College and thanked them for their service:</p> <ul style="list-style-type: none"> <li>• Dr. Jake Farbman</li> <li>• Kevin Squires</li> <li>• Carla Vanzant</li> <li>• Ty'Ron Johnson</li> </ul> <p><b>Recognition of Graduate Trustee Orange for her service to the Board of Trustees</b></p> <p>Dr. Stout read a resolution (<b>Attachment A</b>) honoring the service of Graduate Trustee Orange.</p> <p>Dr. Stout read a resolution (<b>Attachment B</b>) honoring Dr. Jake Farbman, Executive Officer in Residence, upon the end of his temporary appointment to the College.</p> <p>Dr. Stout read a resolution (<b>Attachment C</b>) honoring Ann Marie Sparaco, Director of Special Projects upon her retirement.</p>		
<p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Finance &amp; Facilities Committee – June 20, 2023</b> – Vice- Chair Kaufmann announced that he had the privilege to tour the Cybersecurity Center, the Wellness Center and the E-sports Arena this afternoon which are about 90% completed. He said that they are spectacular, and it gave him great pleasure to know that the people of Monmouth County that come here to be educated and trained are going to use these first class facilities. He said that it is a reflection of a good commitment on the part of the College, and specifically the good work on the part of Mike Naparolo. He provided a report (<b>Attachment D</b>) on the Finance &amp; Facilities Committee meeting held on June 20, 2023.</p> <ol style="list-style-type: none"> <li><b>1. Capital Project Update</b></li> <li><b>2. Monthly Financial Reporting</b></li> </ol> <p><b>B. Audit committee – June 19, 2023</b> – Trustee Rambaud reported on the Audit committee held on June 19, 2023 and highlighted the following:</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>1. <b>Internal Audit – Student Accounts</b> – PKF O’Connor Davies was requested to conduct a review of Student Accounts, with the goal to make recommendations on improving the <i>control environment and process improvement</i>.</p> <p>a. The findings were reviewed and are not high-risk items but are opportunities for improvement actions. Recommended improvements will enhance controls or efficiency.</p> <p>b. Management Response includes a high level action plan.</p> <p>2. <b>Ethics Hotline Report</b> –no ethic hotline reports were submitted.</p> <p>3. <b>State Audit Updates</b> – the action plan continues to be implemented.</p> <p>4. <b>Annual Review of Thresholds</b> – The threshold amounts requiring 2 signatures for checks and e-checks was reviewed, and will continue at the current threshold of \$5000.</p> <p>5. <b>Capital Asset Threshold</b> – The process to remove inventory tagging for all capital items under \$5000 was removed upon the committees’ review.</p> <p>C. <b>Governance Committee Policy Review</b> – Trustee Davis reported that in the month of June the Governance committee reviewed 2 new policies and 2 revised policies and they are recommended for lodging at tonight’s meeting.</p> <p><b>NEW POLICY – 7.1006 Demonstrations Policy</b></p> <p>The College developed this Policy as it did not have a Demonstrations Policy. This Policy coincides with a new regulation - 7.1006R Demonstrations by External Individuals, Groups and Organizations on Brookdale Campuses and Locations which outline the steps to hold a demonstration on campus by groups other than students. The College has an existing regulation for students outlining the steps for them to hold a peaceful demonstration on campus, 6.3001R Demonstrations on Brookdale Campuses and Locations.</p> <p><b>NEW POLICY – 5.0019 Internship Policy</b></p> <p>An existing 5.0019R Internship Regulation was updated this year, and similarly, we did not have an Internship Policy, so this Policy was created..</p> <p><b>3.5000 Tenure of Faculty (Non-Adjunct) Policy</b></p> <p>This policy was part of our annual review, and the title has been updated.</p> <p><b>4.2000 Public Contracts Policy</b></p> <p>Policy has been simplified to point to the public contract and bidding statues which will allow if the statues should be revised, that the policy does not have to be revised, but the College will abide by the new revisions.</p> <p>D. <b>Student’s Perspective</b> – Trustee Orange thanked the Board of Trustees for being welcoming and the opportunity to serve on the Board of Trustees. She learned a lot and it was a great experience. Reflecting on the past 5 years, she said that she wouldn’t have believed 5 years ago about the opportunities Brookdale Community College was going to open up to her.. She said, “ Neptune High School taught me English and Brookdale Community College taught me to stand straight on my two feet and advocate for myself and actually believe that I can go places.” Currently she is a student at Monmouth University and building a career for herself. All these opportunities would not have existed</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>without going to her Brookdale classes that she enjoyed and even the ones she didn't really like too much. Vice-Chair Kaufmann thanked her for her comments and said that her contributions have been pretty significant for just one year.</p> <p><b>E. NJCCC Update</b> – Trustee Horl provided an update (<i>Attachment E</i>)</p> <p><b>F. Foundation Update</b> – Trustee Abby-White provided the following update:</p> <ul style="list-style-type: none"> <li><b>a.</b> The Foundation is excited to announce a scholarship for the Certified Nurse Aide (CNA) program thanks to Locust Point Healthcare.</li> <li><b>b.</b> The Foundation will be honoring the Jersey Blue Claws at their annual golf tournament on September 20 at SunEagles Golf Course.</li> </ul>		
<p><b>Public Comment on Agenda Items</b> – Chair Crupi</p> <p>Vice-Chair Kaufmann opened the meeting to the public for comment on agenda items only. He announced that anyone wishing to make public comment on agenda items only may do so in accordance with the instructions for making comment provided by Mr. Jacobs at the beginning of this meeting.</p> <p><b>Barbara Taylor, Enrollment Specialist</b> - commented on the protracted negotiations and the lack of a PSA contract and wanted to know what could be done about that.</p> <p>Dr. Stout clarified that public comment period is not a question and answer session; however, he provided a response to her question. He responded that it is his understanding that the Professional Staff Association has declared impasse in the negotiation process, which means it goes to the next step in negotiations which is mediation. He believes that moving to mediation is the correct step to allow an outside entity to look at both arguments on both sides and facilitate a fair resolution.</p> <p><b>Jack Ryan – Assistant Professor, English</b> - commented on those retiring and those retirees we have passed during the year, and how they were intricate to the building of Brookdale Community College. He specifically noted Leila Wollman and Anne Marie Sparaco. He said that he appreciated that the Board takes the time to acknowledge them and let them know that they are appreciated and recognized for their contributions.</p> <p>Ms. Gruskos confirmed no written comments were submitted in writing.</p>		
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li>• <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i></li> </ul> <p><b>A. Acceptance of Consent Agenda</b></p>	<p>A motion to adopt the consent agenda was made by Trustee Abby-White and seconded by Trustee Davis.</p>	



Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed.	
<b>Approval of Public Business Meeting Minutes</b>  <b>A. Approval of Public Business Meeting Minutes – May 30, 2023</b>	<p>A motion to approve the minutes from the public business meeting held on May 30, 2023 was made by Trustee Clayton and seconded by Trustee Angelini.</p> <p>Abstentions: Trustee Abby-White.</p> <p>Motion Passed.</p>	
<b>Approval of Consent Agenda</b>  <b>A. Approval of Human Resources</b> <b>B. Submission of Grants</b> <b>C. Acceptance of Grants</b> <b>D. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</b> <b>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b> <b>F. Monthly Financial Reports</b> <b>G. Capital Project Update</b>	<p>A motion to approve the consent agenda was made by Trustee Angelini and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Davis, Horl, Orange, Rambaud and Vice-Chair Kaufmann.</p> <p><b>NO: None</b></p> <p><b>ABSTAIN:</b> None</p> <p>Motion passed.</p>	
<b>Change Order Request</b>	A motion to approve the Change Order Request was made by Trustee Angelini and seconded by Trustee Davis.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Davis, Horl, Orange, Rambaud and Vice-Chair Kaufmann.</p> <p><b>NO: None</b></p> <p><b>ABSTAIN:</b> None</p> <p>Motion passed.</p>	
<p><b>Approval of Second Amendment of Lease Agreement with Neptune Board of Education</b></p>	<p>A motion to approve by resolution the second amendment of the lease agreement with the Neptune Board of Education was made by Trustee Clayton and seconded by Trustee Angelini.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Davis, Horl, Orange, Rambaud and Vice-Chair Kaufmann.</p> <p><b>NO: None</b></p> <p><b>ABSTAIN:</b> None</p> <p>Motion passed.</p>	
<p><b>Approval of New or Revised Policy</b> Presenter: Chair Crupi</p> <p>Vice Chair Kaufmann announced that 2 new policies and two revised policies were reviewed by the Governance Committee and recommended for lodging.</p> <p><b>A. 3.5000 Tenure of Faculty (Non-Adjunct) Policy</b>  <b>B. 4.2000 Public Contracts Policy</b>  <b>C. 5.0019 Internship Program Policy - NEW</b>  <b>D. 7.1006 Demonstrations Policy - NEW</b></p>	<p>A motion to approve the following policies was made by Trustee Horl and seconded by Trustee Abby-White:</p> <p>A. 3.5000 Tenure of Faculty (Non-Adjunct) Policy  B. 4.2000 Public Contracts Policy  C. 5.0019 Internship Program Policy  D. 7.1006 Demonstrations Policy</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Davis, Horl, Orange, Rambaud and Vice-Chair Kaufmann.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p><b>NO: None</b></p> <p><b>ABSTAIN: None</b></p> <p>Motion passed.</p>	
<p><b>Public Comment</b></p> <p>Vice-Chair Kaufmann opened the meeting to public comment. He stated that anyone wishing to make public comment may do so in accordance with the instructions for making public comment that he provided at the beginning of the meeting.</p> <p><b>Kathy Vasile, Academic Tutor – Writing</b> - a long standing Professional Staff Association member. She spoke on behalf of her colleagues on the desire to negotiate a fair contract that would afford them the dignity and the financial equity to support themselves as they support the Brookdale students and the operations of the College. She read statements from PSA members to show why a fair increase matters so much to them. They asked them to make a decision to invest in the dedicated employees here by bringing a fair wage increase in their contract. They surveyed their members and found that a majority of them have to work an extra job at least one some 2, and some even 3 to make ends meet. Notwithstanding their financial struggles, the PSA members continue to provide outstanding service to the students and the College and she provided examples. She concluded by saying if Brookdale is committed to equity then they hope that you can do something better.</p> <p>Dr. Stout responded and thanked her for her comments. He said that the College is committed to making sure we have a fair contract and that impasse does not reflect that PSA members are not respected or appreciated.</p> <p><b>Anne Marie Sparaco, Director of Special Projects</b> – upon her retirement she shared that it was an honor and a privilege to get to know each and everyone of you and all the people in the room. She said that she will miss everyone dearly.</p> <p><b>Jack Ryan, Assistant Professor, English</b> – commented on his desire to see that the communication issues that took place during the March lockdown be rectified and was concerned that he did not hear about any testing of the emergency communication system. . He also commented on the current negotiations with the Professional Staff Association (PSA) and strongly urged that everyone who is in a union or not in a union support them in their continued negotiations, to have a living wage in a very costly county to live in.</p> <p>Dr. Stout responded to his comment on the lockdown and the communication issue. The College has tested the emergency communication system test in Gorman Hall to ensure all parts of the communication system are working correctly. The system will be tested further on the Lincroft campus on June 28<sup>th</sup>. The Sheriff Department has taken over responsibility of triggering the emergency communication system which was not in place on March 2. Once the testing has been completed, there will be college-wide communication.</p> <p><b>Barbara Taylor, Enrollment Specialist</b> – she commented on the negotiations with the Professional Staff Association (PSA )and she expressed sadness that there are members of PSA that are financially struggling,</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
including herself and the opportunity for advancement in PSA is limited, which limits their ability to have opportunities to increase their salary.		
Ms. Gruskos confirmed there were no written comments received.		
<b>Old/New Business -</b>		
No old or new business discussed		
<b>Recess for Dinner</b>	A motion to have a 30 minute recess was made by Trustee Abby-White and seconded by Trustee Horl.  Motion passed.	
<b>Reconvene</b>	A motion was made to re-open the meeting to the public by Trustee Angelini and seconded by Trustee Davis.  Motion passed.	
<b>Mini-Retreat Session - Strategic Plan 2025 Priorities</b>		
Dr. Stout presented a document which includes goals and tactics of Strategic Plan 2025. He presented recommendations from the College's Cabinet on the highest level priorities for the College to invest in. He highlighted the following priorities and the Trustees engaged in conversation and suggested guidance about each of the prioritized recommendations:		
<ul style="list-style-type: none"> <li>a. Create a Welcome Center in Larrison Hall by re-locating the One Stop and student services currently housed in the CAR building, to Larrison Hall which is physically the first building you encounter on campus from Newman Springs Rd. The plans include renumbering the parking lots so that parking lot 1 begins at the Welcome Center. This will require a series of moves to move the employees currently housed on the first and second floors of Larrison Hall, which will have to be relocated to other parts of the campus to allow student services to be housed in the new Welcome Center. The upper floor of the CAR building would house the relocated Business Faculty and the first floor of the lower level of CAR would house the Social Impact Collaboratory. (Business Incubator space). The College would need to establish committees to plan the moves with the affected employees and to design the new space which is anticipated to be a year long planning process. Dr. Stout suggested funding this proposal with a portion of the revenue generated from the sale of the Hazlet Higher Education Center. Chapter 12 funding could be used to build out the spaces; however, the moving expenses could not be funded through Chapter 12. There will be additional costs associated with improving wayfinding.. This project has been prioritized as it meets the theme of Strategic Plan 2025 – enhance the user's journey.</li> <li>b. Investment in Professional Development /Culture of Care– <ul style="list-style-type: none"> <li>i. Improving Onboarding employees</li> </ul> </li> </ul>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> <li>ii. Matching employee with mentors</li> <li>iii. Streamlining the process of applying for funding for professional development.</li> <li>iv. Utilize the two Convocation days to expand professional development opportunities by closing the college and having a dedicated time for professional development for all employees. Currently, only the Faculty participate in professional development activities in the afternoon of Convocation.</li> <li>v. Each Fall/Spring there will be a professional development morning followed by a collegewide celebration.</li> <li>c. Investment in data driven decision making tools and improved data governance               <ul style="list-style-type: none"> <li>i. Data Dashboards utilizing live data – investment in technology</li> <li>ii. Investment in our Planning and Institutional effectiveness Division</li> </ul> </li> <li>d. Peer to Peer Mentoring Program – designed by the PTK leadership – which will improve retention and completion of our students – pilot program will begin in the Fall.</li> <li>e. Implement Open Educational Resources (OER) for all Math Courses over a 3 year period - \$70K investment over 3 years to implement</li> <li>f. Advancement – to optimize the operations of the College, Advancement is facilitating discussions to identify department priorities to match donors to College needs</li> </ul> <p>The Trustees requested further information on expanding the Culinary program on the Lincroft campus, without the State funding that was expected. Dr. Stout commented that the College has been charged by the Finance &amp; Facilities committee to formulate a plan to expand the program on the Lincroft campus. Dr. Stout explained that options are being explored to determine if there is a viable option using an existing building in consultation with professional engineers and architects. Dr. Stout clarified that the relationship with the Monmouth County Vocational District would not end and the needs of the Asbury Park community would continued to be met, but the program would evolve if expansion opportunities exist on the Lincroft campus.</p>		
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 8:40 PM</b></p>	<p>A motion to adjourn the meeting was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	

RESOLUTION

**WHEREAS**, Ms. Taïphane Orange served with distinction as Graduate Trustee on the Brookdale Community College Board of Trustees from July 1, 2022 to June 30, 2023 and

**WHEREAS**, Ms. Orange served as a valuable member of the Audit, and Student Success & Educational Excellence Committees; and

**WHEREAS**, she distinguished herself by her active participation in Board discussions; and her valued suggestions, and comments were gratefully received by the Board; and

**WHEREAS**, Ms. Orange has a strong interest in political science, and while studying at Monmouth University, represented the College during our Congressional visits in Washington D.C.; and

**WHEREAS**, after spending one day advocating for the interests of community college students nationwide, she declared, she might want to be a “Lobbyist one Day” and

**WHEREAS**, Ms. Orange recognized the value of board engagement and professional development, and attended the NJCCC Board of Trustees Orientation, the ACCT Leadership Conference, the ACCT Legislative Summit, and the Board Mini-Retreat session; and

**WHEREAS**, she was nominated and participated on the ACCT Student Trustee Advisory Committee; and provided insight on student issues regarding public policy issues and trends affecting community college students; and

**WHEREAS**, Taïphane recognized that she had the opportunity to connect and develop relationships wherever she went, and was always thrilled to make a connection for the College; and

**WHEREAS**, that is why we were not surprised to see her enter a room of strangers, and a few hours later, see her surrounded by a large group of new friends; and

**WHEREAS**, Ms. Orange regularly sought out opportunities to continue to engage with our current student body and met with our Student Life Board, PTK , Women in Learning and Leadership, The Innovation Network and attended numerous student events; and

**WHEREAS**, she brought to the Board her first-hand knowledge and experience she gained during her tenure as a Brookdale Student and regularly provided a report on the student’s perspective; and

**WHEREAS**, Taïphane took it upon herself to create a flyer to describe the duties of the Graduate Trustee, which will be used to assist in communicating with future students who may be considering serving as a Graduate Trustee; and

**WHEREAS**, Ms. Orange was an active and dedicated member of the Brookdale Community College Board of Trustees, and upheld the highest standards of personal and professional integrity as a board member; and

**WHEREAS**, Ms. Orange has earned the respect and admiration of the college community and the members of the Brookdale Community College Board of Trustees; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Brookdale Community College extends to Taïphane Orange its sincere appreciation for her steadfast service to the Board of Trustees, college community, and its students; and

**BE IT FURTHER RESOLVED** that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Orange so that she can have a permanent reminder of the high esteem she has earned among her colleagues.

David M. Stout  
President

Paul Crupi  
Chair

## *Proclamation*

*Whereas*

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

*Whereas*

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

*Whereas*

Dr. Jake Farbman, Executive Director of the Center for Student Success at NJCCC, has served Brookdale as an "executive on loan" during the 2022-2023 academic year; and

*Whereas*

Dr. Jake Farbman led the Brookdale's Achieving the Dream initiatives with honor and distinction; and

*Whereas*

Dr. Farbman's deep concern for our students, allowed the Achieving the Dream Team members and College leadership to have a unique opportunity to experience living a year in poverty and experiencing life in survival mode; and

*Whereas*

Dr. Farbman has greatly contributed to the advancement of the College's commitment to ensuring equity in access, equity, in persistence, and equity on outcomes;

*Now, therefore*

**Be it Resolved** that the Board of Trustees of Brookdale Community College, on this 27<sup>th</sup> day of June, 2023 do hereby proclaim

## **Dr. Jake Farbman Lifetime Member of the Brookdale Family**

**Be it further Resolved** that this proclamation be presented to Dr. Jake Farbman so that he can have a permanent reminder of the high esteem he has earned among his colleagues at Brookdale Community College.



Mr. Paul Crupi, Board Chair



Dr. David M. Stout, President

## *Proclamation*

*Whereas*

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

*Whereas*

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

*Whereas*

Anne Marie Sparaco has served the Brookdale Community with honor and distinction for more than 25 years; and

*Whereas*

Anne Marie has demonstrated impressive versatility during her career, from leading OIT, the Central Utility Plant, and the Mail Room; to managing major capital projects, fundraising, and pandemic response initiatives; to providing oversight of the College's relationship with the KEYS Academy Recovery High School, communication with our retirees, tracking leadership progress on goals, and coordination of Open House;

*Whereas*

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

## *Now, therefore*

**Be it Proclaimed** that the Board of Trustees of Brookdale Community College, on this 27<sup>th</sup> day of June, 2023 do hereby thank Anne Marie Sparaco for serving as a model of excellence, for demonstrating passionate commitment to the success of our students, and for her contagious enthusiasm for Brookdale.

**Be it further Resolved** that this proclamation be presented to Anne Marie Sparaco so that she can have a permanent reminder of the high esteem she has earned among her colleagues at Brookdale Community College.



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Mr. Paul Crupi, Board Chair



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Dr. David M. Stout, President



Finance and Facilities report from June 20, 2023

**Facilities-**

Mike Naparło reported on the progress of college construction projects. The Children's Learning Center is estimated to be completed in a couple of weeks.

Interior Transformers and Switch Gear are being assessed as part of an electrical system upgrade.

Engineering drawings have been completed as preliminary work to address drainage issues at the Back Walkway.

The charging Stations at the Lincroft Solar Project are operating and can be used by downloading an app and paying for charging services via the app. The Wall solar project is not completed, and more car canopies need to be constructed in the North parking lots.

The Center for Excellence for Cybersecurity should be completed at the end of July.

The Wellness Center Should be completed the end of July.

The modernization of elevators is expected to begin in a few weeks upon receipt of required parts and materials.

**Finance**

VP Manfreda reported on the school's financial performance as of April 30, 2023 compared to FY23 budget. Total operating revenue was \$73.2M, which is 5.2% higher than the same time last year. Total operating expenditure was \$61.2M which is an increase in operating costs of 9.1% or \$5.1M. It was agreed that the administration would develop a long-term strategy to address the negative impact of differences between revenue and expenses.

Total cash balance as of April 30, 2023 was \$31.2M, which is an \$856,000 decrease. The total interest earned by the college through April was \$270,514 compared to \$28,566 last year.

VP Manfreda also reported there are 36 recommended purchases funded by Auxiliary,

Chapter 12, Grants and Operating Budgets, which include many annual renewals for FY24.

Noteworthy purchases include the resurfacing/repairs of lots of 6 and 7 due to cracking and need for re-striping, computer purchases and A/V equipment for the Center for the Excellence for Cybersecurity, student opinion report software, online tutoring, electric service and solar generator utility, the Neptune Lease agreement, the lease agreement for the Culinary Education Center located in Asbury Park, grant writing/seeking services, engineer of record services, general counsel, and labor legal services.

### **Insurance**

An insurance proposal provided by our Insurance Broker, CBIZ Borden Perlman was reviewed. Coverage is the same as the last FY, but the deductible was increased from \$200,000 to \$300,000 with a total cost of coverage of \$1,739,300.

I recommended termination of the gasoline operation on Lincroft due to unnecessary operation/maintenance and insurance expenses. The president agreed to consider alternatives.

The F&F Committee is recommending approval of an extension of the Lease Agreement with Neptune Township. The last freshman class of the Poseidon program was admitted and should graduate in 2027.

### **Human Relations**

The Committee recommends approval of requests to move forward with searches for 4 positions submitted by Associate Vice President, Sensi. Ms. Sensi also recommended that 25 personnel action items to be approved in June, which include new hires, change of status and 4 separations.

### **Grants/Foundation**

VP Kaari reports \$5.8 million in grant money has been awarded in FY23.

VP Kaari highlighted that our annual campaign continues to trend upward, which is significant as inflation has had a tremendous negative impact on individual giving. The Scholarship Bash revenue is up 31% and expenses are down 37% compared to last year.

Change in net assets is \$640, 847 compared to a negative \$37,235, which is attributable to market changes, reduced expenses and an increase in revenue from the Scholarship Bash.

### **Discussion Items**

The Secretary of Higher education proposed to award Brookdale \$1.7M rather than the \$18M we applied for to relocate the Culinary Center from Asbury Park to Lincroft. This reduction in funding jeopardizes Brookdale's ability to complete the move. The \$1.7M would fund the equipment only, and we could not build a new Culinary Center. Nonetheless, the Committee has asked the administration to formulate a plan to complete the project with the 1.7M proposed funding and report back to F&F.

This concludes my report

**BOARD OF TRUSTEES**

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Submitted: Trustee Barbara Horl

Dr. Stout, Nancy Kegelman and I attended the June 13th meeting of NJCCC, at their new headquarters in Hamilton, NJ. Before the business meeting, they had a welcome reception and NJ Community College .An Awards dinner was held and presentations and Visionary Leadership awards were given to Assemblywoman Mila Jasey and Senator Sandra Cunningham, Chairs of their respective houses' Higher Education committees, both of whom are retiring at the end of this legislative session. A Partnership Award was given to the New Jersey Business and Industry Association.

Our meeting agenda contained a Budget Update, Legislative Update, Acceptance of the FY22 Audit, and approval of proposed bylaw amendments to the NJ Colleges Workforce Consortium for Economic and Workforce Development. These lengthy amendments bring the Consortium's bylaws in line with the current mission and practices. Unfortunately, due to a lack of quorum, we had to convene another meeting the following week to pass all the action items.

Last Tuesday, the Senate was in session and Tai Orange and I went to it. Trustee Davis got us onto the floor, and Tai actually got to vote for Senator Gopal, when he momentarily left the chamber .The Legislature has one more voting session scheduled for each house, Friday, June 30th, which I am sure will be a very long day, and the day they will hopefully pass the budget, with a \$20 million dollar increase for community colleges. Without the \$20 million, State Operating Aid will remain the same as last year at \$149 million. CCOG will increase by almost \$5 million, meaning that about 2500 additional students will be eligible for this benefit.

I want to report on a few important bills that I mentioned months ago, when they were moving through committees, and which have been inactive.

Three are part of a higher education oversight package which were discussed at two hearings, and officially released by the Higher Ed Committee on May 18. The first required public institutions of higher education to submit annual fiscal monitoring reports and authorizes the Secretary of OSHE to appoint a State monitor. It was amended to mandate that the audit of each shall not occur more frequently than 5 years.

The second bill was much more onerous for community colleges because it requires all public institutions of higher education to post certain information on their websites, such as "average time-to-degree completion," the fiscal monitoring report, the internal audit, in summaries that are clear, simple and understandable. As you know community colleges' time-to-degree completion can be very different than traditional four year colleges. The bill was amended to say that county colleges can provide on their websites an appropriate measure of student outcomes, as determined by the Secretary of OSHE in consultation with NJCCC for each associate degree awarded by the institution.

The third bill raises the training requirements of governing board members of public institutions of higher education total place within 6 months of a member's appointment and within 6 months of each successive term thereafter. Any member out of compliance, after a 30 grace period by the OSHE Secretary, will be considered to have resigned.

All three bills have been referred to the Assembly Appropriations Committee for the present.

Two other bills, the College Mental Health Act has recently moved and The Suicide Prevention Act, which requires IHE's to implement suicide prevention programs and raise awareness of mental health passed in the senate yesterday and is on the way to the governor's desk for signature.

That concludes my report.

**BROOKDALE COMMUNITY COLLEGE**

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

**August 8, 2023**

**Brookdale Community College  
Brookdale Administrative Center  
765 Newman Springs Rd.  
Lincroft, NJ 07733**

Chair Cram called the meeting to order at 3:30 PM and roll call was taken.

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Tracey Abby-White, Trustee</b>	Mr. James Episcopia, VP Operations
	<b>Ms. Mary Pat Angelini, Trustee</b>	Mr. Mike Naparlo, Director Facilities Operations
	<b>M. Latonya Brennan, Trustee</b>	Ms. Cynthia Gruskos, Recorder
	<b>Mr. Steven Clayton, Trustee</b>	
	<b>Mr. Paul Crupi, Trustee</b>	
	<b>Ms. Barbara Horl, Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	
	<b>Dr. David M. Stout, Secretary</b>	
<b>Absent</b>		
	<b>Ms. Dyese Davis, Trustee</b>	
	<b>Ms. Rebekah Fischhoff, Trustee</b>	
	<b>Mr. Bret Kaufmann, Trustee</b>	
	<b>Ms. Marta Rambaud, Trustee</b>	
	<b>Ms. Natalie Watson, Trustee</b>	

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

On July 28, 2023 at 5:30 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Crupi led the Pledge of Allegiance.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee Abby-White.  Motion passed.	
Public Comment on Agenda Items  No public comment was made.		
<b>Tour of Facilities on the Lincroft Campus</b> – the Trustees took a tour of the updated facilities on the Lincroft campus which included the K.E.Y.S. Academy, the Caroline Huber Holistic Wellness Center, the Bankier Library, the E-sports Arena and the Center of Excellence for Cybersecurity Education which was led by Mr. Naparolo and Mr. Episcopia.		
<b>Public Comment</b>  No public comment was made.		
<b>Old/New Business</b> No old or new business was discussed.		
<b>Adjournment at 5 PM</b>	A motion to adjourn the meeting was made by Trustee Trustee Richens and seconded by Trustee Abby-White.  Motion passed.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

### 3.1 Human Resources Recommendations

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

**A. Hires****Recommendations**

Executive	1
Faculty	1
Non-Supervisor – Direct Student Contact	1
Support Staff	4
Adjunct Faculty	3
Coaches	1

**B. Change of Status****Recommendations**

Faculty	3
Non-Supervisor – Administrative Operations	2
Support Staff	3
Coaches	1

**C. Separations****Recommendations**

Faculty	1
Non-Supervisor – Administrative Operations	1
Support Staff	1

**A. HIRES****EXECUTIVE**

1. Name: Joselyn Quezada  
Department: College Relations  
Position: Executive Director  
Salary: \$107,829, to be prorated accordingly  
Effective: 9/18/23, pending completion of all final contingencies

**FACULTY**

1. Name: Reinhard Haeusser  
Department: Automotive Technology  
Position: Instructor  
Salary: \$72,165  
Effective: 9/1/23, pending completion of all final contingencies

**FACULTY DEGREE SUMMARY**

Certification

1

**NON-SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Karina Jolley  
Department: Admissions  
Position: Transfer Credit Evaluator  
Salary: \$62,712, to be prorated accordingly  
Effective: 9/1/23, pending completion of all final contingencies

**SUPPORT STAFF**

1. Name: Lindsay Arnold  
Department: Teaching & Learning Center  
Position: Learning Space Specialist  
Salary: \$43,655, subject to current contract negotiations  
Effective: 9/1/23, pending completion of all final contingencies
2. Name: Larissa Eteson  
Department: Visual & Performing Arts  
Position: Laboratory/Studio Assistant, 10-month ongoing position  
Salary: \$39,194, subject to current contract negotiations  
Effective: 9/1/23, pending completion of all final contingencies



3.     Name:                     Daniel Guerra  
       Department:         Common Services Administration  
       Position:             Common Services Assistant  
       Salary:               \$36,901, subject to current contract negotiations  
       Effective:           9/1/23, pending completion of all final contingencies
4.     Name:                     Caela Reilly  
       Department:         Admissions  
       Position:             Associate, Student Services  
       Salary:               \$43,655, subject to current contract negotiations  
       Effective:           9/1/23, pending completion of all final contingencies

**ADJUNCT FACULTY**

1.     Name:                     Tara Denardo  
       Department:         Hospitality
2.     Name:                     Saira Farooqi  
       Department:         Business
3.     Name:                     Dana Wagner  
       Department:         Sociology

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters	Bachelors
1	1	1

**COACHES**

1.     Name:                     Jada Trotta  
       Department:         Athletics  
       Position:             Assistant Coach, Women's Soccer  
       Compensation:       \$4,400  
       Effective:           8/23/23, pending completion of all final contingencies

**B. CHANGE OF STATUS****FACULTY**

1. Name: Scott Gibson  
Department: Computer Science  
Position: Instructor  
Action: Change in position from PSA to faculty through bona fide search  
New Salary: \$70,424  
Effective: 9/1/23, pending completion of all final contingencies
2. Name: George Poosikian  
Department: Automotive Technology  
Position: Instructor  
Action: Change in position from PSA to faculty through bona fide search  
New Salary: \$72,165  
Effective: 9/1/23, pending completion of all final contingencies
3. Name: Kevin Squires  
Department: Computer Science  
Position: Instructor  
Action: Salary correction  
New Salary: \$71,285  
Effective: 9/1/23, pending completion of all final contingencies

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Gina Giannattasio  
Department: Strategic Partnerships  
Position: Confidential Administrator, Strategic Partnerships  
Action: Change in status from A2 to A3 position through bona fide search  
New Salary: \$62,712, to be prorated accordingly  
Effective: 9/1/23, pending completion of all final contingencies
2. Name: Catherine King  
Department: Financial Aid  
Position: Coordinator, Financial Aid  
Action: Change in status from temporary to regular position through bona fide search  
New Salary: No change  
Effective: 8/23/23

**SUPPORT STAFF**

1.     Name:                     Paul McCue  
       Department:         Print Shop  
       Position:             Senior Technician  
       Action:               Administrative leave without pay  
       Effective:            7/17/23
  
2.     Name:                     Frank McGaughran  
       Department:         Conference Services  
       Position:             Technology Operations Specialist, Special Events  
       Action:               Change in title & department  
       New Salary:         No change, but subject to current contract negotiations  
       Effective:            7/1/23
  
3.     Name:                     Joanna Normandia  
       Department:         Mathematics  
       Position:             Academic Tutor, full-time, temporary position  
       Action:               Change in start date from 9/1/23  
       Effective:            9/18/23

**COACHES**

1.     Name:                     Brendon Bailey  
       Department:         Athletics  
       Position:             Assistant Coach, Men's Volleyball  
       Action:               Additional Assistant Coaching position  
       Compensation:       \$4,400  
       Effective:            8/23/23

**C.     SEPARATIONS****FACULTY**

1.     Name:                     Michele Halat  
       Department:         Nursing  
       Position:             Assistant Professor  
       Action:               Retirement  
       Effective:            9/30/23, with retirement on 10/1/23

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Mary Jo Burkhard  
Department: Student Life & Activities  
Position: Administrative Assistant, Student Life  
Action: Retirement  
Effective: 9/30/23, with retirement on 10/1/23

**SUPPORT STAFF**

1. Name: Emily Potts  
Department: Continuing & Professional Studies  
Position: Associate, CPS  
Action: Resignation  
Effective: 8/1/23

**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
July 11, 2023	Digital Promise 1001 Connecticut Avenue NW Ste 935 Washington DC 20036	Donation of a \$50 Amazon ecard for EdCamp event on August 17, 2023.

## 2.2 Acceptance 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, Continuing and Professional Studies

**Grant Period:** July 1, 2023 – June 30, 2024

- 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 (Supplemental funding)

**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.

**Total \$ Requested:** \$37,742

**Date Submitted:** 6/15/2023

**Program Administrator:** Linda Roma, Continuing and Professional Studies

**Grant Period:** April 11, 2023 – October 30, 2023

**C. Funding Agency:** State of New Jersey Department of Children and Families**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.

**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**Program Administrator:** Linda Roma, Continuing and Professional Studies**Grant Period:** July 1, 2023 – June 30, 2024**D. Funding Agency:** US Department of Labor Education and Training Division, Subcontract through Bergen Community College

**Program Title:** Scaling Apprenticeship Through Sector Based Strategies Project  
Subcontract through Bergen Community College (Year 4/5)

**Short Title:** HealthWorks

**Goal/Purpose:** To place apprentices, many of whom are unemployed and underemployed, in a training and education program with the goal of leading to gainful employment.

**Total \$Requested:** \$421,964

**Date Submitted:** July 15, 2019 (original contract)**Program Administrator:** Linda Roma, Continuing and Professional Studies**Grant Period:** July 15, 2023 – July 14, 2024

- E. **Funding Agency:** NJ Educational Facilities Authority (Higher Education Equipment Leasing Fund (ELF) and Higher Education Technology Infrastructure Fund (HETI))

**Program Title:** The Culinary and Hospitality Center

**Short Title:** ELF and HETI

**Goal/Purpose:** Brookdale Community College will purchase equipment and related technology for the Culinary and Hospitality programs. The equipment and technology will enhance opportunities for non-credit to credit pathways, internships, and workplace learning to enhance the state's academic and economic competitiveness by preparing a highly skilled workforce.

**Total \$Requested:** \$117,958.58 (HETI) and \$1,646,922 (ELF)

**Date Submitted:** October 27, 2022

**Program Administrator:** Michelle Zuppe, Culinary and Hospitality Management

**Grant Period:** July 10, 2023 - TBD

**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:

<b>Funding Agency</b>		<b>Amount</b>
NJ DOL and WD: ABE/GED		\$669,090
NJ DOL and WD: ABE/GED Supplemental		\$37,742
State of NJ Dept. of Children and Families		\$150,000
UD Dept. of Labor Education and Training Division, Subcontract through Bergen CC		\$421,964
Higher Education Equipment Leasing Fund (ELF)		\$1,646,922
Higher Education Technology Infrastructure Fund (HETI)		\$117,958

**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.

**2.2 Acceptance of Grants****Executive Summary****A. NJ Department of Community Affairs, Division on Women****Program Title:** Displaced Homemakers COLA**Short Title:** DH Services COLA

**Goal/Purpose:** This is a cost of living adjustment added to the training line of the Displaced Homemakers grant 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 \$ Award:** \$10,500**Award Period:****Recommendation:**

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

August 22, 2023: Director of Grants and Institutional Development, Ellen Burke

**RESOLUTION**

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

	<u><b>Amount</b></u>
<b>NJ Department of Community Affairs, Division on Women:</b>	
Displaced Homemakers COLA	\$10,500

**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.

## 2.1 Submission of Grants

### Executive Summary

#### A. **Funding Agency:** NJ Space Grant Consortium (subcontract with Rutgers University)

**Program Title:** NJ Space Grant Consortium at Brookdale Community College

**Short Title:** NJ Space Grant Consortium (NJSGC)

**Goal/Purpose:** To continue BCC's relationship with the New Jersey Space Grant Consortium through Rutgers University which is now in its 10<sup>th</sup> year. The subaward will fund release time for the program administrators to oversee the grant activities which will include the creation of a STEM Series seminar, hiring and managing of peer tutors for the STEM lounge, creation and maintenance of a Brookdale website with NJSGC information, STEM outreach and co-curricular activities, and mentoring and managing of four student interns.

**Total \$ Requested:** \$13,000 with a \$26,268 match (in-kind)

**Date Submitted:** Upon board approval

**Program Administrators:** Ana Teodorescu and Karina Ochs

**Timeframe:** 2023-2024 academic year

#### B. **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:** This subcontract will go into effect after the board meeting with the approval of a project plan and timeline by COCC and a signed MOU. The end date will be June 30, 2026.

July 19, 2023: Director of Grants and Institutional Development, Ellen Burke

**C. Funding Agency:** US Economic Development Administration**Program Title:** Build to Scale 2023 Ignite**Short Title:** Social Impact Collaborative (SIC)

**Goal/Purpose:** This grant will provide Brookdale with seed money to begin to create a Social Impact Collaborative with the intent of building and sustaining an entrepreneurial ecosystem in Monmouth County. The Collaborative will build partnerships and establish structure in support of the economic development needs of the County. Specifically, the pathfinder project is to support technology-based economic development initiatives that accelerate high-skill and high-wage job growth, foster a talent pipeline, create economic opportunities, and support the needs of the County's growing IT and cybersecurity industry sector. The goal is to amplify new approaches to support underrepresented innovators in startup teams and to demonstrate how diverse ecosystems drive economic growth and help create a more prosperous and equitable future for everyone.

SIC will function as a hub for county development, both physically and virtually. Through this grant, SIC will do the following:

- 1) Conduct a needs assessment and collaborate with the county government and private industry in order to create an economic development plan.
- 2) Offer a scalable support and training program for new and incumbent workers both in-person and virtually.
- 3) Develop and operate a startup accelerator featuring trained staff, programming, physical space, and industry partners devoted to supporting new enterprises.
- 4) Support a virtual ecosystem dashboard to provide guidance and resources as well as serve as a platform for networking.

**Total \$ Requested:** \$300,000 with a \$300,000 match (\$250K state appropriation and \$50K as an in-kind contribution allocated from current staffing, TBD).

**Date Submitted:** July 28, 2023

**Program Administrators:** Jackeline Mejias-Fuertes

**Timeframe:** Approx. October, 2023 – April, 2025 (18 month duration)

July 19, 2023: Director of Grants and Institutional Development, Ellen Burke

**Recommendation:**

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

**2.1 Submission of Grants****Executive Summary****A. Funding Agency:** National Association for Community College Entrepreneurship (NACCE)**Program Title:** Everyday Entrepreneurship Venture Fund grant (EEVF) Phase I**Short Title:** N/A

**Goal/Purpose:** This grant will allow the BCC- SIC to plan for the launch and growth of Brookdale's entrepreneurship program and the establishment of a venture fund. There is a second phase of funding available once a plan is written.

**Total \$ Requested:** \$5,000 with no required match**Date to be Submitted:** End of August 2023**Program Administrators:** Dr. Jackeline Mejias-Fuertes**B. Funding Agency:** New Jersey Department of Education**Program Title:** K-12 Workforce Diversity Program**Short Title:** N/A

**Goal/Purpose:** The K-12 Workforce Diversity Program's goal is to increase the number of males of color in teacher preparation programs and increase mentorship support for these candidates. The grant would allow Brookdale's two Department of Education approved educator preparation programs, Alternate Route to Teaching (ART) and Career and Technical Education (CTE), to participate in the pilot program and partner with at least six underperforming schools across the state to place at least 21 males of color as educators each year.

**Total \$ Requested:** \$475,000 per year for 2 years (\$950,000 total)**Date to be Submitted:** September 8, 2023**Program Administrator:** Susan Pagano**C. Funding Agency:** NJ State Department of Education

**Program Title:** Perkins Strengthening Career and Technical Education for the 21<sup>st</sup> Century

**Short Title:** Perkins V

**Goal/Purpose:** Brookdale submitted a proposal to the New Jersey State Department of Education, Office of Career Readiness, for funding under Perkins V Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act on August 1, 2023. Funding for FY24 will enable the College to update equipment and technology in several career and technical education programs including automotive technology, business, nursing, radiography technology, respiratory care therapy; increase or maintain performance levels in skill proficiency, program completion and retention, career placement and participation in non-traditional programs; and integrate academic and career and technical instruction.

**Total \$ Requested:** \$646,746 with no required match

**Date Submitted:** July 31, 2023

**Program Administrators:** Elizabeth Kruijssen

**Recommendation:**

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



*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 July 18, 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**

**Executive Board**

**July 18, 2023**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Auxiliary</b>				
1	Culinart LLC Compass Group USA	<b>Management and Operation of Dining and Catering Services</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the management and operation of dining and catering services. This contract is funded by the Dining Services Budget.	Exempt	\$ 355,000.00 *
<b>Chapter 12</b>				
2	Trane U.S. Inc.	<b>Chiller Upgrades</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for chiller upgrades at the Central Utility Plant and is funded by Chapter 12.	Exempt	\$ 388,429.00
3	Cooper Power Systems	<b>Replacement Generators</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of generators at the ASB and ATEC buildings. This contract is funded by Chapter 12.	Exempt	\$ 143,347.00
<b>Grants</b>				
4	Veloce Group LLC	<b>Consulting Services</b> / Exempt 18A:64A-25.5.a.15 (Professional consulting services). This contract will provide consulting services to establish a workforce development and entrepreneurship ecosystem. This contract is funded by the State Treasury Social Impact Investment Fund.	Exempt	Not To Exceed \$157,500.00
5	Amazon Business	<b>Promotional/Recruitment Giveaways</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of promotional/recruitment giveaways. This contract is funded by the State Treasury Grant and EOF Grant.	Exempt	\$ 50,000.00 *

\* Estimated expense based on historical data

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

*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 August 15, 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  
August 22, 2023**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Chapter 12</b>				
1	Graybar	<b>Electrical and Lighting Supplies</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of electrical and lighting supplies for various projects. This contract is funded by Chapter 12 and the Facilities Budget.	Exempt	\$ 35,000.00 *
2	Allied Fire & Safety	<b>Fire Pump Replacement</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the fire pump replacement at the Freehold Regional Location and is funded by Chapter 12.	Exempt	\$ 72,500.00
<b>Grants</b>				
3	Aspire Technology Partners	<b>Uninterruptible Power Supply (UPS) System, Switches, and Small Form-Factor Pluggable (SFP)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of UPS systems, switches, and SFPs 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	\$ 24,920.52
4	Bloomberg Finance L.P.	<b>Software</b> / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year software license for two Bloomberg Anywhere subscriptions to be utilized by Business faculty and students to access Bloomberg Professional Services to monitor and analyze real-time financial market data. This contract is funded by the Perkins Grant.	Exempt	\$ 53,160.00

5	Voyager's Community School	<b>Consulting Services and Program Development</b> / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract will provide consulting services and program development for students (up to the age of 24) who have developmental disabilities. This program will provide support and resources necessary for these students to experience more successful transitions from secondary school to postsecondary education and adult employment. This contract is funded by the Adult Transition Grant.	Exempt	\$ 217,613.00	
<b>Operating</b>					
6	Sysco Metro New York, LLC	<b>Food Supplies</b> / Exempt 18:64A-25.5.a.(7) (Food supplies). This is a one year contract for the supply and delivery of food supplies for CPS' NJ Reentry Culinary Training program. This contract is funded by CPS' Revenue Generating Programs.	Exempt	\$ 25,000.00	*
7	Modern Campus	<b>System Solution for Course/Section Set-up, Student Registration &amp; Payment, RFP No. 13-21</b> / This is the 3rd year of a 3 year contract for a system solution (software) for course/section set up, registration, and payment for CPS courses and programs. This cost is based upon volume up to \$2.5M. This contract is funded by CPS' Revenue Generating Programs.	RFP	\$ 60,408.00	
8	SEM Works	<b>Consulting Services</b> / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract will provide consulting services to develop strategies to improve new student enrollment, retention, and completion. This contract is funded by the Enrollment Services Budget.	Exempt	\$ 21,000.00	
9	Luminace Aggregator LLC	<b>Solar Generator Utility</b> / 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 \$186,178.	Exempt	\$ 188,000.00	*
10	Arthur J. Gallagher & Co.	<b>Insurance</b> / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for Intercollegiate Athletic Accident and Catastrophic insurance policies. This contract is funded by the Operating Budget. FY23 \$46,526.	Exempt	\$ 45,526.00	

11	Balken Risk Management Services, LLC	<b>Insurance</b> / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract for the Cybersecurity insurance policy. This contract is funded by the Operating Budget. FY23 \$28,118.	Exempt	\$ 34,425.00
12	Study Abroad Association LLC	<b>Travel Services for Faculty-Led Short Term Program</b> / 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 London. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	\$ 70,594.00 *

\* 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 May 31, 2023, which totaled \$2,464,496.32. 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 July 18, 2023.

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

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending June 30, 2023, which totaled \$6,137,533.78. 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 August 15, 2023.

#### 4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting July 18, 2023.

### Financial Overview at May 31, 2023

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

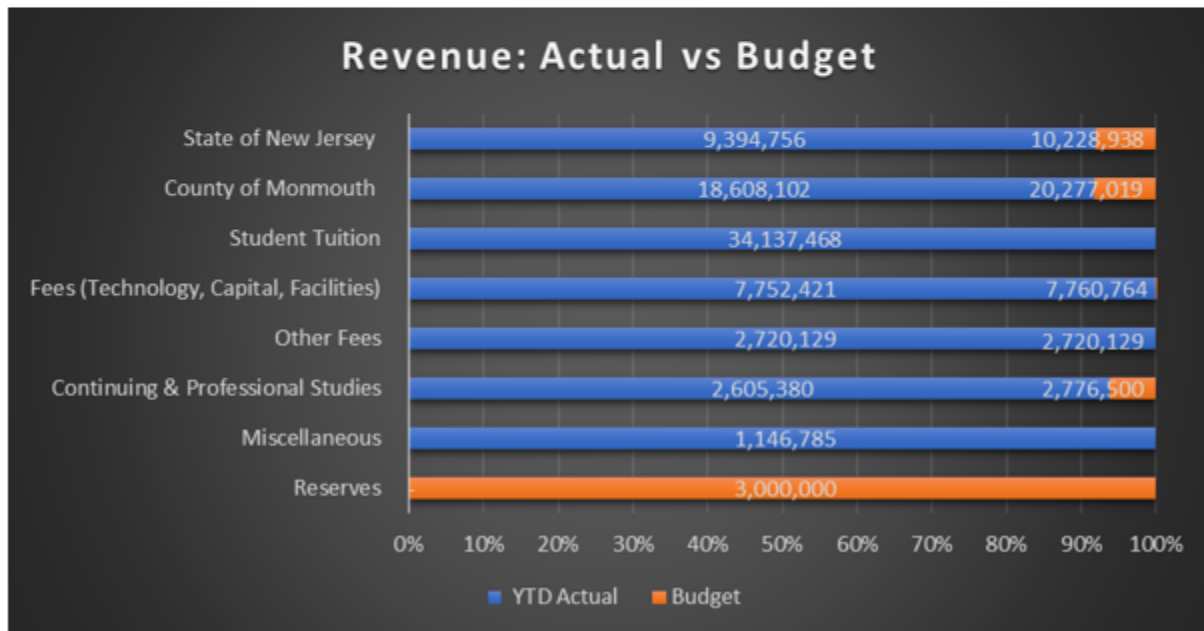
#### **Revenue:**

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

Total operating revenue through the month of May 2023 was \$76.4M and represents 94.4% of the FY23 budget of \$81M.

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

Operating revenue through May 2023 was 4.7% higher than the same time last year. Of the \$3.4M increase, \$2.7M is in tuition & fee revenue and \$1.1M from all other operating revenue sources.



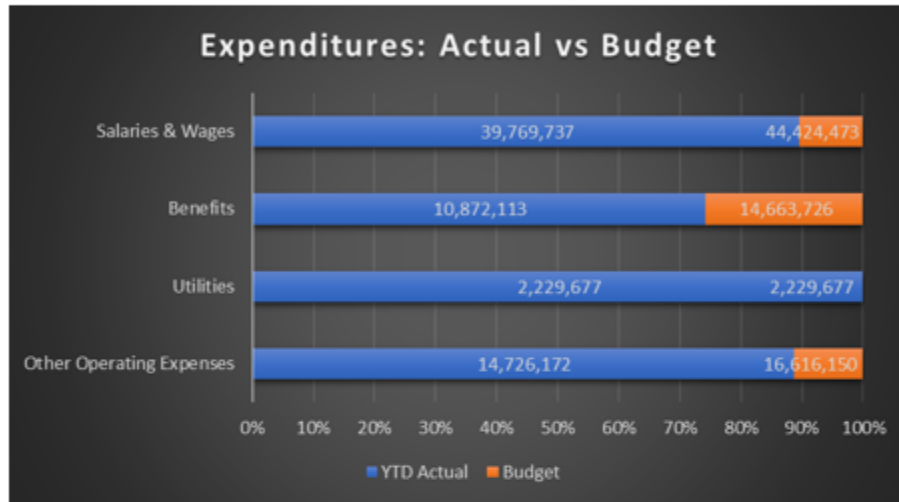
**Expenditures:**

***Compared to Budget***

Total operating expenditures through May 2023 were \$67.6M or 86.7% of the \$78M FY23 budget.

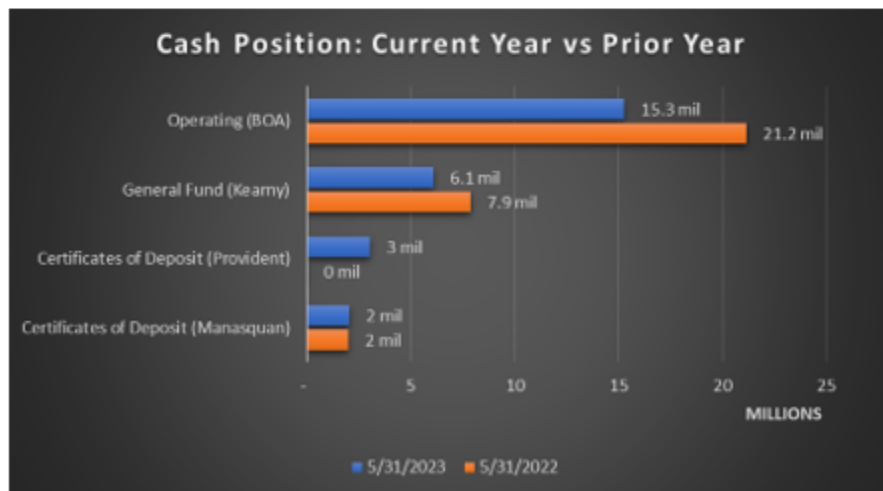
***Compared to Prior Year***

Total operating expenses for the same period last year were \$62.5M compared to \$67.6M this year, indicating an increase of operating costs of 8.2% or \$5.1M. This increase is mainly attributed to the increase of salary and benefit costs of \$2.7M and contracted services expense of \$1.2M.



**Cash Balance:**

At May 31, 2023, the College's total cash position was \$26.4M, which represents a \$4.7M decrease over the same time last year. This variance is due to the timing of receipt of County appropriation of \$1.7M. The College's total interest earned through May was \$318,151 compared to \$32,719 last year.



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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 9,394,756	\$ 10,228,938	\$ (834,182)	91.8%
County of Monmouth	18,608,102	20,277,019	(1,668,917)	91.8%
	<b>28,002,857</b>	<b>30,505,957</b>	<b>(2,503,100)</b>	<b>91.8%</b>
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	13,097,422	12,730,986	366,436	102.9%
Spring 11	1,022,253	712,623	309,630	143.4%
Spring 7A & 7B	176,781	73,556	103,225	240.3%
Summer I	1,415,663	1,605,186	(189,523)	88.2%
Summer II	1,441,281	1,704,550	(263,269)	84.6%
	<b>34,137,468</b>	<b>33,433,877</b>	<b>703,591</b>	<b>102.1%</b>
Fees:				
Fees (Technology, Capital, Facilities)	7,752,421	7,760,764	(8,343)	99.9%
Application Fee	161,385	175,000	(13,615)	92.2%
Installment Plan Fee	146,750	140,000	6,750	104.8%
Lab Fees	2,351,247	2,319,529	31,718	101.4%
Late Fees	19,890	22,000	(2,110)	90.4%
Transcript Fee	39,857	50,000	(10,143)	79.7%
Bad Check Fee	1,000	750	250	133.3%
	<b>10,472,549</b>	<b>10,468,043</b>	<b>4,506</b>	<b>100.0%</b>
Continuing & Professional Studies:				
Contract Training Direct Pay	118,571	210,000	(91,430)	56.5%
Alternate Route	271,162	150,533	120,629	180.1%
Healthcare Services	1,029,724	1,249,005	(219,282)	82.4%
Business & Career Training	308,031	265,000	43,031	116.2%
Computer Training	85,911	144,500	(58,589)	59.5%
CTE Grant	401,150	381,004	20,146	105.3%
Sandy Hook	2,474	-	2,474	0.0%
Trips / Excursions	37,480	75,000	(37,520)	50.0%
Misc. Open Enrollment Programs	246,909	205,375	41,534	120.2%
Summer Adventure Camps	48,729	55,083	(6,354)	88.5%
Accelerated Career & Technology	55,241	41,000	14,241	134.7%
	<b>2,605,380</b>	<b>2,776,500</b>	<b>(171,120)</b>	<b>93.8%</b>
Miscellaneous:				
Partnerships/Rent	372,689	-	372,689	0.0%
Indirect Cost Recovery	194,050	335,000	(140,950)	57.9%
Interest Income	318,151	85,000	233,151	374.3%
International Center	157,910	300,000	(142,090)	52.6%
Miscellaneous	103,985	10,000	93,985	1039.9%
Reserves	-	3,000,000	(3,000,000)	0.0%
	<b>1,146,785</b>	<b>3,730,000</b>	<b>(2,583,215)</b>	<b>30.7%</b>
Total	<b>\$ 76,365,040</b>	<b>\$ 80,914,376</b>	<b>\$ (4,549,336)</b>	<b>94.4%</b>

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	27,341,131	30,453,507	3,112,376	89.8%
Benefits	10,872,113	14,663,726	3,791,613	74.1%
Finance & Operations	10,749,795	11,971,452	1,221,657	89.8%
Student Affairs	5,652,424	6,555,270	902,846	86.2%
General Expenses	4,175,056	4,719,276	544,220	88.5%
Continuing & Professional Studies	2,362,612	2,475,267	112,655	95.4%
Utilities	2,229,677	2,224,608	(5,069)	100.2%
Human Resources & Organizational Safety	2,156,826	2,588,886	432,060	83.3%
Planning & Institutional Effectiveness	388,331	427,260	38,929	90.9%
President & Board of Trustees	485,077	532,805	47,728	91.0%
Advancement Division	1,184,657	1,321,969	137,312	89.6%
	<b>67,597,699</b>	<b>77,934,026</b>	<b>10,336,327</b>	<b>86.7%</b>
Salaries & Wages	39,769,737	44,424,473	4,654,736	89.5%
Other Expenses	27,827,962	33,509,553	5,681,591	83.0%
	<b>\$ 67,597,699</b>	<b>\$ 77,934,026</b>	<b>\$ 10,336,327</b>	<b>86.7%</b>

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

	5/31/23	5/31/22	Change	% Change
<b>Operating Revenue</b>				
State of New Jersey	\$ 9,394,756	\$ 9,368,170	\$ 26,586	0.3%
County of Monmouth	18,608,102	18,358,101	250,001	1.4%
Student Tuition	34,137,468	32,079,720	2,057,748	6.4%
Fees	10,472,549	10,186,601	285,948	2.8%
Continuing & Professional Studies	2,605,380	2,347,506	257,875	11.0%
Miscellaneous	1,146,785	576,859	569,926	98.8%
	<b>76,365,040</b>	<b>72,916,956</b>	<b>3,448,084</b>	<b>4.7%</b>
<b>Operating Expenditures</b>				
Academic Affairs	27,341,131	26,194,950	1,146,182	4.4%
Benefits	10,872,113	9,945,367	926,746	9.3%
Finance & Operations	10,749,795	10,137,354	612,441	6.0%
Student Affairs	5,652,424	5,189,122	463,302	8.9%
General Expenses	4,175,056	2,934,865	1,240,191	42.3%
Continuing & Professional Studies	2,362,612	2,053,353	309,259	15.1%
Utilities	2,229,677	2,001,312	228,365	11.4%
Human Resources & Organizational Safety	2,156,826	1,890,852	265,974	14.1%
Planning & Institutional Effectiveness	388,331	360,628	27,703	7.7%
President & Board of Trustees	485,077	495,719	(10,642)	-2.1%
Advancement Division	1,184,657	1,280,740	(96,084)	-7.5%
	<b>67,597,699</b>	<b>62,484,262</b>	<b>5,113,437</b>	<b>8.2%</b>
<b>Surplus/(deficit) Operating</b>	<b>8,767,341</b>	<b>10,432,694</b>	<b>(1,665,354)</b>	
<b>Auxiliary</b>				
Receipts	1,192,468	956,563	235,906	24.7%
Disbursements	1,778,918	1,413,504	(365,414)	-25.9%
<b>Surplus/(deficit) Auxiliary</b>	<b>\$ (586,449)</b>	<b>\$ (456,941)</b>	<b>\$ (129,508)</b>	



**BROOKDALE COMMUNITY COLLEGE**  
**Engineering Status Report**  
**August 4, 2023**

**A. CONSTRUCTION PROJECTS – CHAPTER 12 FUNDS**

**1. Bid No. 23-02, Drainage Improvements/General Site Work**

The project consists of replacement of the existing under-capacity drainage system with an expanded drainage system along with the regrading of the adjacent access cartway. The improvements are in the area adjacent to ATEC and MAC.

Construction is completed. Project is closed out and on Maintenance Bond.

**2. Children's Learning Center**

Colliers Engineering & Design (CED) developed two (2) distinct scopes of work. The first task is for the replacement of HVAC, Fire Protection System, and sewer ejector pump. The second task is an Architectural review for ADA/accessibility compliance and ingress/egress of the building. Our office prepared a recommended scope of improvements.

Construction Documents were completed for the first task, and the project advertised on January 27, 2023. The bids were received on February 22, 2023. Post Award Agreement was signed on March 2, 2023. A Preconstruction Meeting was held March 16, 2023. Work commenced the week of April 3, 2023. A punch list inspection was performed on July 27<sup>th</sup> and written report circulated on August 3<sup>rd</sup>. Contractor has already started to address the deficiencies.

The Architectural Report and recommendations to address the building accessibility was submitted on January 20, 2023. The findings were discussed with staff and a scope of work prepared. A proposal for the engineering costs associated with the preparation of the construction documents was submitted on February 21, 2023. On June 23, 2023, 95% plans were submitted for review and comment. Our office is finalizing the plans for bidding.

**3. Lincroft - Various Buildings**

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 and is under review by school staff.

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

#### **4. 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 summer 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. A letter report will be prepared outlining the investigation step.

#### **5. All Campuses**

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



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

WHW/dmm

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

R:\Projects\2022\22009865A\Reports\Status Reports\230804\_BrookdaleEngStatusRpt.docx

### Brief: Facilities Overview as of August 22, 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"> <li>Building inspections scheduled for week of August 15.</li> </ul>
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> <li>Punchlist items being worked on by contractor.</li> <li>CO inspection scheduled for week of August 15th</li> </ul>
ATeC & MAS Drainage	Colliers	Shore Top Construction	<ul style="list-style-type: none"> <li>Closeout documents being prepared.</li> <li>Punchlist items being worked on.</li> </ul>
Modernization of Lincroft Elevators	USA Architects	West End-KB Builders & Developers	<ul style="list-style-type: none"> <li>MAS – construction starts July 17.</li> <li>Freehold – construction started July 10 and expected to be completed by end of August.</li> </ul>
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> <li>Horizon started installation of gaming systems and expects full completion by August 15.</li> <li>Punchlist being worked on.</li> <li>Full completion final walk through expected on August 15.</li> </ul>
Culinary & Hospitality Center	SSP Architects		<ul style="list-style-type: none"> <li>The Board approved moving forward with the Grant application for the relocation of the Culinary school to the Lincroft Campus.</li> <li>Application submitted.</li> </ul>
Children's Learning Center	Colliers Engineering	Kappa Construction	<ul style="list-style-type: none"> <li>Waiting on final BCO inspection paperwork.</li> </ul>

Transformers and Switchgears	Colliers Engineering		<ul style="list-style-type: none"> <li>• Meeting scheduled with Colliers on August 16 to discuss findings in report.</li> </ul>
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**Projects in-planning stage:**

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

#### 4.2a *Utilization of Cooperative Purchasing Initiative*

The College participates in the New Jersey County College Joint Purchasing Consortium, Monmouth County Shared Services, E&I Cooperative, the Middlesex Regional Educational Services Commission (ESCNJ), the County of Somerset Cooperative, the National Intergovernmental Purchasing Alliance Company (National IPA)/ The Cooperative Purchasing Network (TCPN), the U.S. Communities Government Purchasing Alliance (OMNIA Partner), the Hunterdon County Educational Services Commission, the National Association of State Procurement Officials (NASPO) Value Point, National Cooperative Purchasing Alliance (NCPA), Sourcewell, and County of Bergen. Participation promotes the reduction in cost of goods or services by bidding or quoting in conjunction with other county colleges, the County of Monmouth, and other governmental agencies.

The College has investigated the feasibility and fit with the National Association of Educational Procurement (NAEP) and determined that this would be of great benefit to the College. The resolution that follows will serve as the Board's approval to engage the contract for participation.

**This report was reviewed by the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held August 15, 2023**

## **RESOLUTION**

**WHEREAS**, Brookdale Community College is entering into a Cooperative Pricing Agreement with the National Association of Educational Procurement (NAEP); and

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the National Association of Educational Procurement (NAEP), hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

**WHEREAS**, the Board of Trustees of the Brookdale Community College, County of Monmouth, State of New Jersey approves participation in a Cooperative Pricing System for the provision and performance of goods and services; and

**NOW, THEREFORE BE IT RESOLVED** that the National Association of Educational Procurement (NAEP) and Brookdale Community College enter into the following cooperative pricing agreement.

**RESOLUTION FOR MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM**

**A RESOLUTION AUTHORIZING Brookdale Community College  
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT**

**RESOLUTION DATED August 22, 2023**

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the National Association of Educational Procurement (NAEP), hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

**WHEREAS**, on August 22, 2023, the governing body of Brookdale Community College, County of Monmouth, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

**NOW, THEREFORE BE IT RESOLVED** as follows:

**Brookdale Community College**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of Brookdale Community College.

**AUTHORITY**

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the President, or Vice President for Finance & Operations) is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

**CERTIFICATION**

BY:

\_\_\_\_\_  
Dr. David Stout, President, Brookdale Community College

ATTEST BY:

\_\_\_\_\_  
Teresa Manfreda, Vice President, Finance & Operations

#### 4.2b *Utilization of Shared Services Purchasing Initiatives*

The College is a current participant in the New Jersey County College Joint Purchasing Consortium and Monmouth County Shared Services to promote the reduction in cost of goods or services by bidding or quoting in conjunction with other county colleges and/or the County of Monmouth. The College has investigated the feasibility and fit for services offered by the County and seeks to expand its participation to include more services offered.

The resolutions that follow will serve as the Board's approval to engage the contracts for participation.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held August 15, 2023.



## **RESOLUTION**

### **AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE COUNTY OF MONMOUTH**

**WHEREAS**, the New Jersey Uniform Shared Services and Consolidation Act (C.40A:65-1, et seq.) authorizes local contracting units such as Brookdale Community College (hereafter, the “College”) to enter into Shared Service Agreements with other local contracting units; and

**WHEREAS**, the County of Monmouth, a local contracting unit, has offered to provide shared services to the College through September 30, 2028; and

**WHEREAS**, it is in the best interest of the College to enter into the proposed Shared Services Agreement with the County of Monmouth.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the Board Chair or Vice Chair and Board Secretary are hereby authorized to execute the attached Shared Services Agreement with the County of Monmouth; and

**BE IT FURTHER RESOLVED**, that the Finance Office shall forward a certified copy of this resolution, along with the executed Shared Services Agreement to:

County of Monmouth  
1 E. Main Street  
Freehold, New Jersey 07728  
Attn: Office of Shared Services  
Sharedservices@co.monmouth.nj.us

## **EXHIBIT "A"**

### **MONMOUTH COUNTY MUNICIPAL ASSISTANCE / SHARED SERVICES AGREEMENT**

#### Services available:

The municipal assistance / shared services available from the County include, but are not limited to, the following:

- Catch basin cleaning
- Culvert repairs
- Diesel inspections
- Electrical Supplies
- Equipment use (with equipment operator)
- Guiderail installation
- Mowing
- Paving
- Plowing
- Plumbing
- Salting and sanding
- Street sign installation
- Street sweeping
- Towing
- Traffic signal installation
- Vehicle painting
- Vehicle repairs
- Vehicle washing
- 911 Dispatch Services

#### Pricing:

It is the intent that the County will recoup its actual costs in providing the services, but no profit. Therefore, the cost of the services shall be the estimated actual cost to the County for the requested (a) equipment, (b) materials and (c) labor, as quoted by the County.

#### Procedure:

If the College is interested in procuring services through the Shared Services Agreement, the College will submit a completed Request Form to the County. If the County is able to honor the request, the County will approve the request and issue either a fixed or an estimated price quotation. The College will then decide, at its option, whether or not to accept the services offered by the County.

## **RESOLUTION**

### **AUTHORIZING THE EXECUTION OF A COMMODITY RESALE AGREEMENT WITH THE COUNTY OF MONMOUTH**

**WHEREAS**, N.J.A.C. 5:34-7.15 authorizes local contracting units such as Brookdale Community College (hereafter, the “College”) to enter into Commodity Resale Agreements for the purchase of certain commodities from other contracting units; and

**WHEREAS**, the County of Monmouth, a local contracting unit, has authorized the renewal of the Monmouth County Commodity Resale System (SYSTEM IDENTIFIER 99174 – MCCRS) through September 30, 2028; and

**WHEREAS**, it would be in the best interest of this College to become or remain a member of the Monmouth County Commodity Resale System for that period; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Brookdale Community College that the Board Chair or Vice Chair and Board Secretary are hereby authorized to execute the attached Commodity Resale Agreement with the County of Monmouth.

**BE IT FURTHER RESOLVED** that the Board Secretary forward a certified copy of this resolution, along with the executed Commodity Resale Agreement to:

County of Monmouth  
1 E. Main Street  
Freehold, New Jersey 07728  
Attn: Office of Shared Services  
sharedservices@co.monmouth.nj.us

**EXHIBIT "A"**  
**MONMOUTH COUNTY COMMODITY RESALE SYSTEM**

Commodities available:

- Gasoline
- Diesel fuel
- Snow removal chemicals
- Public works materials and supplies, including road and roadway construction materials
- Such other materials as may be approved by the Director of the Division of Local Government Services

Pricing:

It is the intent that the County will recoup its actual costs, but no profit. Therefore, the cost of the commodities shall be the actual cost paid by the County for the commodities plus a modest administrative fee, as quoted by the County.

Procedure:

If the College is interested in purchasing a commodity through the County's Commodity Resale System, the College will submit a completed Request Form to the County. If the County is able to honor the request, the County will approve the request and issue a price quotation. The College will then decide, at its option, whether or not to complete the requested purchase, at the price(s) quoted by the County.

**Topic:**

Brookdale Community College seeks to sell its property specifically known as 1 Crown Plaza, Lot 76, Block 194.01, in the Township of Hazlet, County of Monmouth, State of New Jersey (“Hazlet”) to Four Brothers Properties LLC (“Buyer”) pursuant to a Purchase and Sale Agreement for Real Property (“PSA”). Under the terms of the PSA, the purchase price is recited as \$5,500,000 with the closing of title to take place on or before thirty days after the conclusion of the due diligence period.

**General Issue Overview:**

During the due diligence period, the Buyer is to conduct a feasibility study within sixty days from the Buyer’s receipt of a survey prior site plan approval, architectural plans, and prior environmental reports, and conduct environmental and other studies the Buyer may deem as necessary. The PSA is also contingent upon the Buyer obtaining financing from an institutional lender in the amount of \$3,575,000, which the Buyer is to pursue within sixty days from the date of execution of the PSA. Standard representations and warranties from both the Buyer and the College, as Seller, are contained in the PSA. A Broker’s Commission would be due and payable to CBRE and Lance Bram Commercial Brokerage as the real estate brokers involved in and responsible for the transaction.

The PSA has been fully vetted and the consideration to be received represents a substantial monetary value, which is in the best interests of the College and consistent with the intention to increase revenue while finding alternative locations to continue to provide educational programs and services to the Bayshore Community and surrounding areas.

**Recommendation**

The College recommends the Board of Trustees approve the sale of the Hazlet Regional Location property and authorize the President to execute the PSA and all related documentation to effectuate the transaction and conclude the sale of the Hazlet Regional Location property.

*4.3 Approval to Enter into a Purchase and Sale Agreement for 1 Crown Plaza, Hazlet, NJ  
with Four Brothers Properties LLC*

Brookdale Community College seeks the approval of the Board of Trustees to sell its property specifically known as 1 Crown Plaza, Lot 76, Block 194.01, in the Township of Hazlet, County of Monmouth, State of New Jersey ("Hazlet") to Four Brothers Properties LLC ("Buyer").

Pursuant to a Purchase and Sale Agreement for Real Property ("PSA") the purchase price is recited as \$5,500,000 with the closing of title to take place on or before thirty days after the conclusion of the due diligence period.

The PSA has been fully vetted and the consideration to be received represents a substantial monetary value, which is in the best interests of the College.

The College recommends that the Board of Trustees approve the sale of the Hazlet Regional Location property and authorize the President to execute the PSA and all related documentation to effectuate the transaction and conclude the sale.

**This summary and proposed resolution were reviewed by the President and Finance & Facilities Committee at the meeting held August 15, 2023.**

## **RESOLUTION**

**WHEREAS**, in connection with the April 15, 2022, Broker Agreement, approved by the Board of Trustees, by and between CBRE and the College, CBRE produced a Purchase and Sale Agreement for Real Property (PSA) for the College's Hazlet Regional Location property at 1 Crown Plaza, Hazlet, NJ; and

**WHEREAS**, the PSA was negotiated by and between the attorneys representing the Buyer and the College which sets forth the terms and conditions of the transaction; and

**WHEREAS**, the PSA identifies the Buyer as Four Brothers Properties LLC of Perth Amboy, NJ who is willing to purchase the Hazlet Regional Location property for \$5,550,000, following due diligence inspections and procurement of a \$3,750,000 mortgage at prevailing rates and terms; and

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

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

**WHEREAS**, the benefits for entering into the PSA and its terms and conditions have been reviewed favorably by the Board of Trustees; and

**WHEREAS**, the College seeks BOT approval to authorize the President to execute the PSA and any and all related documentation to effectuate the transaction and conclude the sale of the Hazlet Regional Location property.

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

**Topic:**

The Voyagers' Community School, a progressive toddler through Grade 12 School, was identified as a good fit with the College and the Community. Voyagers' School has 20 years of excellence in educating future leaders and innovators. The Brookdale Community College Main Campus offers them the opportunity for them to expand their offerings to serve a broader community with STEAM and Nature-Based Adventures, Micro School and Learning Pods, and S.A.I.L. – serving students with intellectual disabilities.

**General Issue Overview:**

Rent shall be \$170,100.00 for the first lease year of the Term of the Lease. Voyagers' shall pay Base Rent without notice, abatement, setoff, deduction, or demand. Base Rent shall be paid in equal monthly installments on the first day of each month in accordance with or as specified in the terms of the lease agreement during the term hereof. At the start of the renewal of each successive three-year term, the amount paid as Base Rent will be increased by 3% per renewal period, payable in equal monthly installments and payable in advance on the first day of each month of the lease year.

The Lease Agreement has been fully vetted and the agreed upon sum was determined to be in line with market conditions and an acceptable monetary value. The agreement is in the best interests of the College and consistent with the intention to increase revenue while finding alternatives to continue to provide educational programs and services to the Community and surrounding areas.

**Recommendation**

The College recommends the Board of Trustees Accept this Lease Agreement with Voyagers' Community School and authorize the President to execute all related documentation.



#### *4.4 Acceptance of the Voyagers' School Lease Agreement*

In accordance with the College's Strategic Plan, which includes maximizing revenue streams and space utilization initiatives, the College identified the Children's Learning Center building as an opportunity to increase Brookdale's visibility footprint and open the campus to a broader community. Formerly a day care center, the building has been vacant since serving as a clinic during the pandemic.

The Voyagers' Community School, a progressive toddler through Grade 12 School, was identified as a good fit with the College and the Community. Voyagers' School has 20 years of excellence in educating future leaders and innovators. The Brookdale Community College Main Campus offers them the opportunity to expand their offerings to serve a broader community with STEAM and Nature-Based Adventures, Micro School and Learning Pods, and S.A.I.L. – serving students with intellectual disabilities.

The Voyagers' Community School Founding Director met with College representatives and worked out a mutually beneficial three-year lease agreement, with two renewable three-year options.

## **RESOLUTION**

**WHEREAS**, it is inherent with the College's Philosophy and Mission to provide the Monmouth County Community with maximum access to quality educational programs and services; and

**WHEREAS**, the College entered into an agreement with The Voyagers' Community School for toddlers to Grade 12, and;

**WHEREAS**, the current location has proven satisfactory in terms of access and general accommodations for providing the community with the opportunity for accessible Toddler through Grade 12 education; and

**WHEREAS**, the general conditions for entering into the current agreement have been reviewed by the Executive Committee of the Board of Trustees; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the Lease Agreement with The Voyagers' Community School, as indicated, has been reviewed for the period commencing July 1, 2023, and extending through June 30, 2026, and has been accepted.

# 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 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

# **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.

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

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

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

<b>2023 Public Business Meetings (PBM)</b>	<b>Executive</b>	<b>Finance &amp; Facilities</b>	<b>Governance</b>	<b>Student Success &amp; Educational Excellence</b>	<b>Audit</b>	<b>NJCCC Council</b>	<b>Foundation</b>
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held in SLC/Navesink Rooms and Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.		
Tuesday, January 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 <b>Follows F &amp; F</b>	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	<del>Sept. 21</del> <del>5:30 PM</del>	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 18 5:30 PM		Oct. 16 5:30 PM		
Tuesday, November 28, 2023	November 8 5:15 PM	November 8 5:30 PM	Nov. 6 5:30 PM	Nov. 9 5:30 PM		Nov. 20 5 PM	Nov. 9
Tuesday, December 19, 2023	December 12 5:15 PM	December 12 5:30 PM			December 13 5:30 PM		

Human Resources is a Committee of the whole

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