



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
May 30, 2023 5:30 PM - 7:30 PM EDT

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Authorization to Enter into a Memorandum of Agreement with Penske Automotive Group, Inc.

Background

Brookdale Community College (Brookdale) and Penske Automotive Group, Inc. (PAG) are seeking to enter into a Memorandum of Understanding (MOU), which provides the opportunity for students to participate in an Automotive Technician Career Program. Penske Automotive Group and Brookdale are guided by similar visions, missions, and values with respect to the commitment in providing educational services and training programs designed to enable students, as technicians, to succeed in the automotive industry. As a partner in this Program, Brookdale will provide state-of-the-art facilities and a rigorous AAS in Automotive Technology curriculum designed to develop automotive skills and knowledge. Students who successfully complete Brookdale's educational program are eligible to apply for job placement post-graduation with an internationally recognized transportation services company and one of the world's premier automotive and commercial truck retailers, PAG, who is willing to provide tuition reimbursement, a new hire bonus, and other valuable workplace incentives to successful students.

The Program

If students are selected for full-time employment with PAG through one of its Dealerships, upon graduation with an AAS in Automotive Technology and minimum GPA of 3.0, they are eligible for reimbursement of up to \$13,140 of their tuition and fees, \$2,000 in tools, and a \$5,000 employment bonus. Tool funding occurs after 90 days of continuous employment post-graduation. Tuition reimbursement also begins after 90 days of continuous employment post-graduation, at a rate of \$365 per month for 36 months. The employment bonus is paid after 36 months of employment post-graduation.

The students who are accepted into this program and receive the tools, sign-on bonus and tuition reimbursement commit to regular full-time service as employees of a PAG East Dealership immediately following completion of their AAS degree.

This MOU will be in effect as of the signing date, April 25, 2023, for students entering or already enrolled in an Automotive Technician Career Program as of this time. This MOU will be in effect through May 31, 2024 and will be reviewed annually with the option to renew at the end of the initial term.

Conclusion

It is our recommendation that the Board of Trustees approve the MOA at the April 25, 2023, Public Meeting.

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, Brookdale Community College has maintained an Automotive Technologies curriculum and AAS Degree Program for several years; and

WHEREAS, the College and Penske Automotive Group, Inc. (PAG) are committed in providing educational services, training programs and job placement opportunities designed to enable students, as technicians, to succeed in the automotive industry; and

WHEREAS, Brookdale students who successfully complete the College's Automotive Technician program would be eligible to apply for job placement post-graduation with PAG who is willing to provide tuition reimbursement, a new hire bonus and other valuable workplace incentives to successful Brookdale students; and

WHEREAS, the College wishes to enter into an one (1) year Memorandum of Understanding with PAG in which the duration of the MOU may be extended via a writing signed by both entities, and;

WHEREAS, the terms and conditions of the MOU have been reviewed by the Board of Trustees and the business relationship with PAG would be beneficial to the College and its students.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Memorandum of Understanding with Penske Automotive Group, Inc. has been reviewed and has been approved by the Board of Trustees thereby authorizing the President to execute the MOU effective April 25, 2023.

April 25, 2023: Legal Affairs Officer, Bonnie Passarella, Esq.

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

April 25, 2023

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

And Zoom Webinar

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

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

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

On April 19 at 2pm advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Crupi announced that the meeting is being recorded.

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

Chair Crupi led the Pledge of Allegiance.

Chair Crupi 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

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda</p> <p>The Agenda was NOTICED with the approval of the MOU with the Brookdale Community Professional Staff Association in anticipation that PSA would ratify their agreement last week. The agreement was not ratified and will be removed from the Agenda. The agenda item for the approval of an agreement with Penske Automotive Group will be removed from the Agenda and we look forward to considering this agreement in May when they can join us.</p> <p>An agenda item has been added for consideration after the Executive Session. Approval of Resolution to authorize Dr. Stout to negotiate and execute a lease agreement with the Monmouth Ocean Foundation for Children to lease space in the Wall East Building to establish and operate the Monmouth Ocean Foundation for Children’s Academy for adults with autism will be considered this evening.</p>	<p>A motion to adopt the revised agenda was made by Trustee Orange and seconded by Trustee Angelini.</p> <p>Motion passed.</p>	
<p>Swearing in of Trustee Steven Clayton</p> <p>Mr. Jacobs performed the swearing in ceremony of Trustee Steven Clayton. (Attachment A). He was appointed by the Monmouth County Commissioners on May 20, 2023.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>County and Community Update - Commissioner Director Thomas Arnone addressed the Board of Trustees and the college community. He is currently serving as the new liaison to Brookdale. He congratulated Trustee Steven Clayton on his appointment to the Board of Trustees and the employees being recognized for promotion and employee recognition. In addition, he thanked the Board of Trustees for all the hard work they have done to make this the best community college in New Jersey. He commented on the agenda item to be considered tonight regarding the negotiation of a lease agreement with the Monmouth Ocean Foundation for Children, which is funded through private donors, and has a mission to provide continuing education to adults with autism. He conveyed that the County and his fellow Commissioners are 100% supportive of the College and the mission of the College.</p>		
<p>Public Comment on Agenda Items</p> <p>Assistant Professor, Jack Ryan – commented on the lockdown in March. He had no issue with the efficacy of the lockdown response and was thankful that nothing happened; however, he is concerned that the Leadership of the College is unconcerned about correcting failures in communication that occurred that day or addressing issues that employees and students encountered. He created a survey that was administered at the Governance Forum and was sent out by the Staff and Faculty Associations to capture concerns or issues experienced during the lockdown and highly encouraged them to be addressed.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p>Approval of HR Recommendations</p>	<p>A motion to approve HR recommendations was made by Trustee Angelini and seconded by Trustee Richens.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton, Davis, Horl, Kaufmann, Orange, Rambaud, Richens and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Recognition</p> <p>A. Faculty Tenure Promotion & Recognition – Dr. Scocco described the faculty promotion process as an extremely rigorous one, where there is a college-wide promotion committee composed of faculty that oversees the process for other faculty. Professor Jonathan Moshberger chaired the committee this year, the promotion packets go directly to the committee for their review and the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>committee meets in a daylong meeting where they introduce the candidates and make their recommendations. .</p> <p>1. Faculty Promotion Recognition – Professor Jonathan Moshberger, Chair College Wide Promotion Committee recognized the following 12 faculty members who garnered successful promotion and highlighted their accomplishments:</p> <p>Brooke Batchler, Reading & Academic Access, Professor Michael Broek, English, Professor Nathalie Darden, Mathematics, Professor Hanli Huang, Mathematics, Professor AnnMarie Hughes, Fashion/Merchandising/Marketing, Associate Professor Abdul Rahman Kamara, Mathematics, Associate Professor Michele Locandro, English, Associate Professor Susan Monroe, Mathematics, Professor Cameron Mount, English, Associate Professor Karina Ochs, Mathematics, Associate Professor Claire Smuga, Fine Art, Professor Michael Sullivan, Paralegal, Professor</p> <p>He thanked Dr. Stout and the Board of Trustees for their support and the following College Wide Promotion Committee members for their participation in the process:</p> <p>Jonathan Moschberger, Chair – Political Science Eric Goll, Union Rep – Chemistry Brent Costleigh - Psychology Brian Oland - Psychology Joseph Boyle - Anthropology/Sociology/Geography Linda Servidio – Nursing Barbara Barrella – Reading & Academic Access John Bukovec - Theater Dara Evans – English Angela Saragusa – English Amy Clark – Library Michael Qaissaunee – Engineering/Technologies Brian McKeon – Math Glenn Noe - Math</p> <p>.</p> <p>1. Tenure Recognition - Dr. Joan Scocco, Acting Chief Academic Officer recognized the following faculty with Tenure with Promotion, highlighting their educational background and accomplishments at the College:</p> <p>Charlotte Cole, Nursing, Assistant Professor Caitlin Raiten, Nursing, Assistant Professor</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p style="text-align: center;">Chad Schoonveld, Culinary Arts, Assistant Professor Trent Welcome, Graphic Design, Assistant Professor</p> <p>B. Professional Staff Association Performance Recognition– Ms. Sensi described the process for Professional Staff Association Performance recognition which requires applicants to submit their accomplishments over at least a four-year period, which includes contributions to their job, department and the college. Christian Perez, Co-chair for the Professional Staff Association thanked the Board for the opportunity to speak. He recognized the following award recipients and highlighted their accomplishments:</p> <p style="padding-left: 40px;">Cynthia Bradbury, Humanities Office Daniel Hoosein, Chemistry Kenneth McGee, Teaching & Learning Center Jennifer Riley, Chemistry Ahmed Said, Mathematics Lisa Savage, Continuing & Professional Studies</p> <p>Dr. Stout acknowledged the Professional Staff Association Performance Recognition Committee and the Co-Chairs, Christian Perez and Denise Vigil for their volunteer service to ensure staff members get properly recognized.</p>		
<p>Recess – Photos and Cake Chair Crupi invited all those who were recognized to remain for photos and invited all to stay for refreshments.</p> <p>A motion to have a twenty-minute recess was made by Trustee Angelini and second by Trustee Horl. Motion passed.</p> <p>Meeting was reconvened.</p>		
<p>President’s Report Dr. Stout recognized the service to the College of Professor Joseph Robinson and Elizabeth Lehmann upon their retirements, as well as Anthony Perrella and Tarin Varvar who are leaving the College.</p> <p>Dr. Stout announced that the Emeritus Committee had made their selection of emeriti employees for this year, and he recognized the following:</p> <p style="padding-left: 40px;">Ethel Brandon, Sui Chang Loise Higbie Eric Johanson Joseph King Irma Lester Arthur Marshall</p> <p>He congratulated Trustee Layton on his appointment to the Board and as he is a former Brookdale student, he welcomed him back.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of MOU with Monmouth Ocean Educational Services Commission – Middle College Program with Virtual High School</p> <p>Dr. Stout explained that this articulation agreement will allow Brookdale to offer completely asynchronous online courses through the New Jersey Virtual School. There are 3000 prospective students who attend the New Jersey Virtual School, and they will have the opportunity to accelerate their education by attending Brookdale while in High School</p>	<p>A motion to approve by resolution the memorandum of agreement with the Monmouth Ocean Educational Services Commission was made by Trustee Richens and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton, Davis, Horl, Kaufmann, Orange, Rambaud, Richens and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval of MOU with Kean University – University Partnership – Bachelor Degree Completion Pathway and Lease Agreement</p> <p>Dr. Stout advised the Board that with the approval of this agreement, Kean University will be offering Bachelor completion programs on the Lincroft campus starting this fall. Kean University will be offering a psychology degree and the previously signed articulation agreements will be reviewed to determine which ones would be appropriate for them to offer here on the Lincroft campus. They are paying attention to ensure that we are not creating competition with our partners, Rutgers University and Georgian Court University. The terms of this agreement will include a lease agreement on the Lincroft campus.</p>	<p>A motion to approve MOU with Kean University – University Partnership – Bachelor Degree Completion Pathway and Lease Agreement was made by Trustee Richens and seconded by Trustee Angelini.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton, Davis, Horl, Kaufmann, Orange, Rambaud, Richens and Chair Crupi</p> <p>NO: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	ABSTAIN: None	

Reports from the Board Committees and Liaisons

- A. **Finance & Facilities Committee – April 18, 2023** – Trustee Brennan welcomed Trustee Clayton to the Board. She congratulated all the employees who received recognition tonight. She reported on the meeting held on April 18, 2023 (**Attachment B**).

- B. **Student Success & Educational Excellence Committee – April 12, 2023** – Trustee Abby-White welcomed Trustee Clayton to the Board. She reported on the Student Success & Educational Excellence Committee meeting held on April 12, 2023. She highlighted the following:
 - a. **Update on the Academic Master Plan (AMP)** – Dr. Scocco provided an update on the AMP next steps and Trustee Abby-White was impressed with the Dean’s commitment to the process and the innovation exercised in the plan. Dr Scocco reminded the committee that the Middle States standards are incorporated into the AMP to allow the College to be prepared for our next accreditation visit. The AMP incorporates feedback from Governance, the NACUBO recommendations and the work informed through Achieving the Dream. A New Horizons Committee has been established to allow students to be awarded credit for prior life and work experience which will assist students who have some college and no degree.
 - b. Dr. Stout provided an update on The College of New Jersey partnership. TCNJ invited Dr. Stout, Dr. Scocco, admissions personnel, and the Institute Deans to a meeting on their main campus to finalize the articulation agreements which are part of the agreement approved by the Board of Trustees at the March meeting. An additional phase which will include dual enrollment course work is planned for future implementation. TCNJ President Kathryn Foster will retire as of June 30, and she assured Dr. Stout that the partnership will continue past her presidency.
 - c. **Academic Advising** – Dr. Madas provided an update on Academic Advising to address the question of whether we have enough Advisors and do they have enough professional development. She reported that we have 10,000 students and 7 full-time Advisors. She explained that there was planned professional development to take place in 2020 which was delayed by Covid, however the College is becoming a member of the National Association of Academic Advisors to leverage the training they provide for our Student Success Coaches.
 - d. **Tenure and Promotion and Professional Staff Performance Recognition** - candidates were previewed at the meeting.
 - e. **Clinical Contracts** – clinical contracts are updated each year and were reviewed at the meeting.

- C. **Student’s Perspective** – Trustee Orange reported that the National Student Employment Appreciation week was very well received. The students who attended the PTK induction ceremony appreciated that the Faculty challenged them to be better students and the information provided on the leadership and academic opportunities available through PTK. The students enjoyed bingo and appreciated the prizes they received. Trustee Orange took upon

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>herself to create a poster for the duties and responsibilities of Graduate Trustee which can be used in years to come to help to better inform the students on the opportunity to serve as Graduate Trustee. She also welcomed Trustee Clayton to the Board.</p> <p>D. NJCCC Update – Trustee Horl informed the Board that the NJCCC Legislative Committee she sits on did not meet this month, so she will provide an update in May. She encouraged everyone to fill out the Take Action link on the NJCCC Legislative Action Center on their website. This link will allow you to advocate for the State Legislature to fully support community colleges in the state’s FY 2024 budget by increasing state operating aid for community colleges. She reported that this time of year Executive Director Ed Johnson schedules legislative visits with our Monmouth County delegation, and she attended 3 of them with Dr. Stout and Ed Johnson. She said their conversations are focused on the disappointing news about the Bond for the Culinary Center and that the NJCCC ask to increase the State FY2024 budget by \$20M of state operating aid for the entire community college sector was not included in the FY2024 budget. She reported that all the delegations felt that the College was a contributing member to our Monmouth County life, and they were advocating that they support an action to add appropriation for the community college sector. She will be attending a NJ Scholar Celebration tomorrow with Dr. Stout at the NJ State Museum. She welcomed Trustee Clayton to the Board and congratulated all those receiving recognition this evening.</p> <p>E. Foundation Update – Trustee Abby-White announced that Trustee Brennan designed an ad on behalf of the entire Board of Trustees and she thanked Trustee Brennan for underwriting the ad for the Scholarship Bash.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Horl and seconded by Trustee Richens.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – March 28, 2023</p>	<p>A motion to approve the minutes from the public business meeting held on March 28, 2023 was made by</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Trustee Angelini and seconded by Trustee Rambaud.</p> <p>Motion passed.</p> <p>ABSTAIN: Trustee Crupi</p>	
<p>Approval of Executive Session Meeting Minutes – March 28, 2023</p>	<p>A motion to approve the minutes from the Executive Session Meeting held on March 28, 2023 was made by Trustee Angelini and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>ABSTAIN: Trustee Crupi</p>	
<p>Approval of Consent Agenda</p> <p>A. Submission of Grants</p> <p>B. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>C. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>D. Monthly Financial Reports</p> <p>E. Spring Semester Financial Forecast</p> <p>F. Capital Project Update</p>	<p>A motion to approve the consent agenda was made by Trustee Angelini and seconded by Trustee Richens.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton, Davis, Horl, Kaufmann, Orange, Rambaud, Richens and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Contract Modification Request</p>	<p>A motion to approve the Contract Modification Request was made by Trustee Richens and seconded by Trustee Angelini.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton, Davis, Horl, Kaufmann, Orange, Rambaud, Richens and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval of Revised Policies</p> <p>A. Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations</p> <p>B. Policy 2.0001 Naming Rights</p> <p>C. Policy 2.7000 Fundraising</p> <p>D. Policy 4.1004 Grants and Loans for Student Aid</p>	<p>A motion to approve the following policies was made by Trustee Horl and seconded by Trustee Angelini.</p> <p>A. Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations</p> <p>B. Policy 2.0001 Naming Rights</p> <p>C. Policy 2.7000 Fundraising</p> <p>D. Policy 4.1004 Grants and Loans for Student Aid</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Davis, Horl, Kaufmann, Orange, Rambaud, Richens and Chair Crupi NO: None ABSTAIN: None	
<p>Public Comment</p> <p>Mr. Jacobs read the public comment statement and the directions for making public comment in person or via Zoom.</p> <p>Assistant Professor, Jack Ryan, English – congratulated all those who were promoted and those who received performance recognition, especially Cynthia Bradbury. He thought the Spring Open House was a wonderful success and gave credit to all who were involved. Regarding the March lockdown, the results of the survey indicated that the issues with the phone system need to be addressed as well as improving messaging during a lockdown. In addition, he felt that the College did not reach out to the students to solicit their feedback from the lockdown experience. During the Governance meeting, a Sheriff’s Officer. and Anthony Ceglie attended and provided information about the lockdown and general security and safety information. He communicated that he felt that few people realized that the Sheriff’s Office has two offices on campus and that needs to be shared campus wide. He encouraged that we utilize what happened at the March lockdown to be used to our benefit to improve the safety and security during a lockdown and the campuswide confidence in our procedures.</p> <p>Ms. Gruskos confirmed no written comments were submitted.</p>		
<p>Old/New Business -</p> <p>No old or new business was discussed.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>Mr. Jacobs read the resolution to hold an Executive Session (Attachment C)</p>	<p>A motion to approve by resolution to hold an Executive Session was made by Trustee Horl and seconded by Trustee Richens.</p> <p>Motion passed.</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion to reopen the meeting to the public was made by Trustee Richens and seconded by Trustee Horl.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed.	
<p>Approval of MOU with Monmouth Ocean Foundation for Children</p>	<p>A motion to approve by resolution to authorize Dr. Stout to negotiate and execute a lease agreement with the Monmouth Ocean Foundation for Children was made by Trustee Horl and seconded by Trustee Richens.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Clayton, Davis, Horl, Kaufmann, Orange, Rambaud, Richens and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Adjournment</p> <p>Meeting adjourned at 9:15 pm</p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Orange.</p> <p>Motion passed.</p>	

OATH OF OFFICE

**Member of the Board of Trustees
of
Brookdale Community College**

“I, Steven Clayton solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability.”



Steven Clayton

Sworn and subscribed to:
Before me this 25th day :
of April, 2023



Mitchell B. Jacobs
Attorney at Law of New Jersey

BROOKDALE COMMUNITY COLLEGE
Finance & Facilities Meeting (April 18, 2023)

Engineer of Record Bill White reviewed status of the facility projects managed by his firm, which was then followed by Mr. Naparło's report of major projects in-progress under his supervision.

VP Manfreda reported on the financial performance for February 2023 compared to the FY23 budget. Total operating revenue was 7.8% higher than the same time last year or an equivalent of \$4.7M. Total operating expenditures were 10.7% higher than last year, or \$4.6M, mainly attributed to increases in salary and benefits and contracted services. Total cash balance as of February 28, 2023 was \$35.1M. Ms. Manfreda then reported that investment income was higher than last year due to changes in our investment portfolio.

Mr. Siuzdak (pronounced Sue's Dack) then discussed protection of our financial investments. According to Mr. Siuzdak, we are insured up to \$750k by FDIC insurance (three banking relationships). As a public entity, any funds over \$750k are protected under the Government Unit Deposit Protection Act (GUDPA), as long as the bank is GUDPA compliant. He requested all GUDPA letters from all of our banking relationships as of December 2022 and they are all GUDPA compliant. Finally, Mr. Siuzdak noted that he is continuing to manage our investment portfolio and is considering adding an additional banking relationship to take advantage of increased interest rates.

VP Manfreda reviewed the FY23 Spring Semester Financial Forecast which contains an analysis of enrollment, revenue and expenses for the operating, auxiliary, ASBCC and capital funds, as well as the impact of bond debt and interest on our financial statements. The budget was built on a reliance of \$3M of reserves and it is projected that at year end that we will only need to use just over \$700,000 of reserves.

VP Manfreda then reviewed 34 recommended purchases funded by Auxiliary, Chapter 12, Grants and Operating Budgets, which include many annual renewals. Noteworthy purchases include a bid for the Bookstore Operations and Management, furniture for the Cyber Security Center, the supply and installation of wireless access points, student recruitment advertising, and independent and external audit services.

Finally, VP Manfreda recommended a contract modification of \$13,980 to pay for additional services rendered by SSP Architectural Group which were outside the original scope of work for the Facilities Master Plan. The additional work included space utilization analysis and attendance at additional meetings.

Associate Vice President Pat Sensi reviewed 5 positions that were recommended to be filled, two of which are new positions. The Committee approved the requests to move forward with the searches. Ms. Sensi then informed the committee that there are 189 recommended human resources action items to be approved by the Board of Trustees in April, which include reappointment of Faculty, non-tenured Faculty and reappointments with Faculty Promotion and Faculty Tenure. In addition, there are 6 recommended Performance Recognitions, 1 hire and 4 separations.

Vice President Kaari reviewed two grants recommended for submission, including the “Centers for Adult Transition; Student Achieving Independent Lives” grant for \$500,000 and the “Level Up Your Library” grant to revitalize the Library Special Collection Room in the amount of \$5,000.

VP Kaari then noted that \$4.2 million in grant funds have been awarded in FY23 with another \$21 million pending of which \$18M of the pending funding is for the grant for the construction of the Culinary building on the Lincroft Campus.

Finally, VP Kaari reviewed the Foundation’s Statement of Activities and Changes in Net Assets for the month ending February 2023. Expenses continue to trend downward and the change of net assets is down 39% which is attributable to the timing of the Scholarship Ball. Net assets are expected to rebound after the Scholarship Bash. As of February, the Foundation was up 27% over last year in solicitation of annual gifts.

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 1 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **April 25, 2023 at approximately 7:40 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

Approved: April 25, 2023

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

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

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

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **Lease agreement with the Monmouth Ocean Foundation for Children**

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

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

WHEREAS, the length of the Executive Session is estimated to 30 minutes after which the public (select one) meeting of the Brookdale Community College Board of Trustees shall reconvene and immediately adjourn or reconvene and proceed with business where formal action may be taken.

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

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

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

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

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 169 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Supervisor – Administrative Operations	1
Non-Supervisor – Direct Student Contact	1
Support Staff	1
Adjunct Faculty	1
B. Reappointment of Executive Administration	15
C. Reappointment of Administrators	139
D. Change of Status	Recommendations
Executive	2
Supervisor – Administrative Operations	1
Non-Supervisor – Direct Student Contact	1
Non-Supervisor – Administrative Operations	1
Support Staff	1
E. Separations	Recommendations
Supervisor – Administrative Operations	2
Non-Supervisor – Direct Student Contact	2
Non-Supervisor – Administrative Operations	1

A. HIRES**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Melissa Arthur
Department: Purchasing
Position: Administrator, Purchasing
Salary: \$61,123, to be prorated accordingly
Effective: 6/1/23, pending completion of all final contingencies

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Erin McCarron
Department: Student Conduct & Compliance
Position: Director, Student Conduct & Compliance
Salary: \$69,893, to be prorated accordingly
Effective: 6/1/23, pending completion of all final contingencies

SUPPORT STAFF

1. Name: Melanie O’Dowd
Department: Common Services Administration
Position: Associate, Inventory Control/Fixed Asset
Salary: \$43,655, pending current contract negotiations
Effective: 6/1/23 pending completion of all final contingencies

ADJUNCT FACULTY

1. Name: James R. Uliston
Department: Culinary

ADJUNCT DEGREE SUMMARY

Associates

1

B. REAPPOINTMENT OF EXECUTIVE ADMINISTRATION – JULY 1, 2023 – JUNE 30, 2024

	Associate Vice President, Educational Access & Innovation	Educational Access & Innovation
William Burns		
James Crowder	Institute Dean, STEM	STEM Office
Jayne Edman	Institute Dean, Health Sciences	Health Sciences Office
James Episcopia	Associate Vice President, Operations	Finance & Operations Office
	Executive Director, Governmental Affairs & Community Relation	Govt. Affairs & Community Relations
Edward Johnson		
Nancy Kaari	Vice President, Advancement	Advancement
	Associate Vice President, Planning & Institutional Effectiveness	Planning & Institutional Effectiveness
Nancy Kegelman		
Norah Kerr-McCurry	Institute Dean, Business & Social Sciences	Business & Soc Science Office
Yesenia Madas	Vice President, Student Affairs	Student Affairs
Teresa Manfreda	Vice President, Finance & Operations	Finance & Operations Office
Bonnie Passarella	Legal Affairs Officer	President's Office
Joan Scocco	Dean, Continuing & Professional Studies	Continuing & Professional Studies
Patricia Sensi	Associate Vice President, Human Resources	Human Resources
Anita Voogt	Associate Vice President, Strategic Partnerships	Strategic Partnerships
Christine Webster-Hansen	Institute Dean, Humanities	Humanities Office

C. REAPPOINTMENT OF ADMINISTRATORS – This year, annual contracts are to be issued to 130 administrators
Grant-Funded Administrators
Grant-funded through 6/30/24

Melissa Borre	Program Manager, ABE/GED	ABE/GED
	Program Administrator, Displaced Homemaker Services	
Cox, Euniqha		Displaced Homemaker Services
Kariotis Kotsonis, Angela	Director, Diversity & Inclusion/CCOG	Gov Affairs & Community Relations
Menza, Gregory	Job Developer, HealthWorks/ABE	CPS HealthWorks
Mejias-Fuertes, Jackeline	Director, Small Business Development	Small Business Development Center
Nolan, Kevin	Student Success Coach, EOF	EOF Office
Osmulski, Susan	Assistant Director-Small Business Development	Small Business Development Center
Pattee, Juleigh	Program Administrator, Youth GED	ABE/GED
	Program Administrator, Displaced Homemaker Services	
Wright, Myrna		Displaced Homemaker Services

Non-Grant Funded Administrators

Agha, Ana Margaret	Confidential Assistant to the Vice President	Advancement
Alfieri, Ann Marie	Director, Academic Affairs Operations	Academic Affairs
Almeida, Deborah	Manager, Accounts Payable	Accounts Payable
Amundson, Katelyn	Director, Athletics & Recreation	Athletics
Arnold, Karyn	Associate Director, Financial Aid	Financial Aid
Austin, Peggy	Administrator, One Stop Services & Regional Locations	Enrollment Services
Barker, Jennifer	Coordinator, Accounts Payable	Accounts Payable
Bauer, Christopher	Administrator, Storeroom Operations	Culinary Arts
Begley, Meghan	Confidential Assistant to the Vice President	Student Affairs
Boehmer, Christopher	Director, ESports	Esports
Boutote, Mary Rose	Institute Administrator	STEM Office
Branagan, Michelle	Conf Admin, Facilities Operations & Capital Projects	Facilities Administration
Brennan, Thomas	Manager, Radio Station	Radio Station
Brown, Richard	Manager, Print Shop	Print Shop
Brutsman, Lauren	Director, Student Life & Activities	Student Life & Activities
Burke, Ellen	Director, Grants & Institutional Development	Grants Development
Burkhard, Mary Jo	Administrative Assistant, Student Life	Student Life & Activities
Carroll, Christopher	Program Administrator, Business & Career Training	Continuing & Professional Studies
Caruso, Joseph	Student Success Coach/Advisor	Academic Advising
Cattelona, Barbara	Coordinator, Auto Lab	Automotive
Ceglie, Anthony	Director, Security and Public Safety	Security and Public Safety
Chiarella, Edna Mary	Program Administrator, Lifelong Learning Program	Continuing & Professional Studies
Clark, Eunice	Associate Director, Regional Locations Neptune	Brookdale At Neptune
Cosentino, Joyce	Program Administrator, Healthcare Training	CPS Healthcare Training
Cosme, Kevin	Graphic Artist/Design Coordinator	Marketing & Creative Service
Cuddy, Donna	Associate Director, Dual Enrollment	Educational Partnerships
D'Aloia-Gandolfo, Patricia	Director, Nursing	Health Sciences Office
DeButts, Linda	Program Manager, Professional Development	Human Resources
DeLosSantos, Vivian	Administrative Assistant, Facilities	Facilities Administration
Deptula, Shannen	Assistant Director, Admissions	Admissions
Devine, Barbara	Program Administrator, Teacher Training	Career Pathways
DeVoe, William	Manager, Testing Services	Testing Services
DiBuccio, Carol	Institute Administrator	Humanities Office
Dillon, Molly	Manager, Employment	Human Resources
Donovan, Jill	Director, Career, Leadership and Transfer Pathways	Career, Leadership & Transfer

BOARD OF TRUSTEES

General Functions

Administration

HUMAN RESOURCES

Finance & Facilities

Policy & Education

Eckert, Paige	Administrative Assistant II	Athletics
Edward, Katherine	Director, Educational Services Outcome Assessment	Educational Access/Innovation
Fitzsimmons, Stephanie	Director, Financial Aid	Financial Aid
Flood, Anna	Administrative Assistant, International Center	International Education Center
Florio, Kristin	Manager, Sales & Development	College Relations
Foglia, John	Manager, Information Commons & Library Systems	Library
Fowler, Stephen	Instructional Designer, Teaching & Learning Center	Teaching & Learning Center
Furlong, Kathryn	Coordinator, Financial Aid	Financial Aid
Giannattasio, Gina	Coordinator, Caroline Huber Holistic Wellness Center	Wellness Center
Gingold, Amy	Student Success Coach/Advisor	Academic Advising
Glazewski, Eleanor	Registrar	Registration & Records
Goscinski, Ryan	Manager, TLC Systems	Teaching & Learning Center
Gruskos, Cynthia	Senior Assistant to the President & BOT	President's Office
Henn, Patricia	Confidential Assistant to the VP	Academic Affairs
Jackson, Dinneen	Director, Wellness Center	Wellness Center
Jeune, Christopher	Executive Director, Student Services	Student Affairs
Johnson, AnnMarie	Coordinator, Research	Planning & Inst Effectiveness
Jones, Marie	Student Success Coach/Advisor	Academic Advising
Jordan, Jennifer	Associate Director, Financial Aid Technology	Financial Aid
Kamphuis, Joir	Bilingual Student Success Coach, Advising	Academic Advising
Kane, Noreen	Program Manager, Lifelong Learning	Continuing & Professional Studies
Kanthajan, Kornpipob	Manager, HR Services	Human Resources
Kaufman, Synde	ESL Administrator	Languages/ESL
Kelly, William	Asst Dir, Career, Leadership and Transfer Pathways	Career, Leadership & Transfer
Kirkwood, Laura	Administrator, Academic Access Program	Academic Access Program
Kneute, Michelle	Manager, Benefits	Human Resources
Kosulavage, Betty	Administrator, Scheduling & Operations	Registration & Records
Kruijssen, Elizabeth	Director, Curriculum	Academic Affairs
LaGaipa, Anthony	Graphic Artist/Design Coordinator	Marketing & Creative Service
LaPorta, Anne	Asst Dir, Career, Leadership and Transfer Pathways	Career, Leadership & Transfer
Longo, Laura	Director, Institutional Research & Evaluation	Planning & Inst Effectiveness
Loori, Helen	Assistant to the Vice President, Finance & Operations	Finance & Operations Office
Luke, Ivory	Assistant Director, EOF	EOF Office
Mangold, Jessica	Student Success Coach/Advisor	Academic Advising
Mannino, Susan	Assistant Director, Financial Aid	Financial Aid
Marius, Louis	Director, Academic Advising	Academic Advising
Massa, Victori	Staff Accountant	Finance & Operations Office

BOARD OF TRUSTEES

General Functions

Administration

HUMAN RESOURCES

Finance & Facilities

Policy & Education

Mattsson, Erin	Operations Manager	Continuing & Professional Studies
McCarthy, James	Interim Director, Special Projects	President's Office
McCoy, Kara	Institute Administrator	Business & Soc Sci Office
McElroy, Sarah	Executive Director, Career & Transfer Pathways	Career & Transfer Pathways
McNelis, William	Director, Library	Library
Messina, Joan	Manager, Payroll	Payroll
Moltisanti, Jenna	Associate Director, Regional Location Wall	Brookdale At Wall
Mondesir, Birgit	Assistant Director, Admissions	Admissions
Murray, Dawn	Supervisor, Common Services	Common Services-Administration
Naparlo, Michael	Director, Facilities Operations	Facilities Administration
Novak, Cara	Assoc Dir, ECHS & Edu Partnerships	Educational Partnerships
Oncea, Laura	Director, Communications	College Relations
Onder, Nilufer	Supervisor, Event Management	Events Management
Otis, Christopher	Manager, Fire, Safety, & Environmental Compliance	Fire Safety & Envi Compliance
Oversen, Ernest	Director, Disability Services	Disability Services
	Program Manager, Business, Career & Technology	
	Training	Continuing & Professional Studies
Pagano, Susan	Manager, Student Accounts	Student Accounts
Patel, Prem Prakash	Coordinator, Testing Services	Testing Services
Patterson, Julie	Multimedia Developer	Teaching & Learning Center
Petak, Victor	Administrator, Office of Innovation & Learning	
	Resources	Innovation & Learning Resources
Popovich, John	Administrator, Enrollment & Student Services	Student Affairs
Provine, Alyssa	Associate Director, Academic Advising	Academic Advising
Rauso, Suzanne	Executive Director, Enrollment Services	Student Affairs
Reilly, Mary Beth	Programming Coordinator	Radio Station
Robinson, Richard	Director, Workforce Training	Continuing & Professional Studies
Roma, Linda	Student Success Coach/Advisor	Academic Advising
Ross, Nicole	Associate Registrar	Registration & Records
Rudinski, Joan	Coordinator, Workforce Development	Continuing & Professional Studies
Rudinski, Nicholas	Supervisor, Conference Services	Conference Services
Sanders, Kelli	Institute Administrator	Health Sciences Office
Scarangella, Susan	Associate Director	Enrollment Services
Shaffery, Lynne	Director, Teaching and Learning Center	Teaching & Learning Center
Shaloum, Jonathan	Manager, Healthcare Training	CPS Healthcare Training
Shanes, Scott	Assistant Director, Admissions	Admissions
Shea, Kathleen	Confidential Administrator, CPS	Continuing & Professional Studies
Silletti, Teresa	Executive Director, Finance	Finance & Operations Office
Siuzdak, Matthew		

Stamboni, Kathleen	Confidential Administrator, Human Resources	Human Resources
Stanford, Sheri	Assistant Director, College Readiness	Educational Partnerships
	Confidential Admin, Govt. Affairs & Community	Govt. Affairs & Community
	Relations	Relations
Stathum, Michelle	Confidential Administrative Assistant II	Planning & Inst Effectiveness
Stengel, Maryann	Administrator, Payroll	Payroll
Sullivan, Emily	Student Success Coach/Advisor	Academic Advising
Taylor, Ashley	Assistant Director, Athletics & Recreation	Athletics
Taylor, Tricia	Associate Director, Regional Locations Freehold	Brookdale At Freehold
Terreros, Jorge	Director, International Education Center	International Education Center
Thomas, Janice	Supervisor, Library	Library
Thulen, Kelly	Assistant Director, Student Life & Activities	Student Life & Activities
Tierney, ErinMarie	Associate Director, Admissions	Admissions
Torres, Jisena	Manager, Purchasing	Purchasing
Van Lew, Kim	Supervisor, Performing Arts Center	Performing Arts Center
Vanderspiegel, Sherri	Director, EOF	EOF Office
Vanzant, Carla	Assistant Director, International Education Center	International Education Center
Wadych-Ketley, Lucyna	Associate Director, Regional Locations Freehold	Brookdale At Freehold
Watts, Candice	Associate Director, Information Systems	Registration & Records
Williams, Nicole	Assistant Director, Communications	College Relations
Williams, Shanna	Director, One Stop Services & Regional Locations	Enrollment Services
Wilson, Fidel	Director, Admissions	Admissions
Worthley, Kristin	Supervisor, BCCTV & Event Production Services	Event Production Services
Zerbe, Nathan		

D. CHANGE OF STATUS
EXECUTIVE

1.	Name:	Susan Pagano
	Department:	Continuing & Professional Studies
	Position:	Acting Dean
	Action:	Extension of acting assignment
	New Salary:	\$120,173
	Effective	7/1/23 until further notice, but not later than 6/30/24

2. Name: Joan Scocco
Department: Academic Affairs
Position: Interim Vice President
Action: Extension of interim assignment
New Salary: \$155,267
Effective: 7/1/23 until further notice, but not later than 6/30/24

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Ellen Burke
Department: Grants Development
Position: Director, Grants & Institutional Development
Action: Change in position from A4 to A5 position through bona fide search
New Salary: \$83,380
Effective: 7/1/23

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Susan Mannino
Department: Financial Aid
Position: Assistant Director, Financial Aid
Action: Change in status from A2 to A3 position through bona fide search
New Salary: \$61,127 to be prorated accordingly
Effective: 6/1/23, pending completion of all final contingencies

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Asya Darbinyan
Department: Center for Holocaust, Human Rights & Genocide Education Center
Position: Director, Chhange
Action: Change in start date from 5/16 to 5/18
New Salary: \$93,457, to be prorated accordingly
Effective: 5/18/23

SUPPORT STAFF

1. Name: Matthew Ratcliffe
Department: Educational Partnerships
Position: Associate, Educational Partnerships
Action: Change in status from temporary N3 to regular N4 position, through bona fide search, pending completion of all final contingencies
New salary: \$43,655, subject to current contract negotiations
Effective: 6/1/23

E. SEPARATIONS**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Sue Desiderato
Department: Academic Affairs
Position: Director, Academic Programs
Action: Resignation
Effective: 6/30/23
2. Name: Kathleen Kamatani
Department: College Relations
Position: Executive Director
Action: Resignation
Effective: 6/15/23

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Lauren Langford
Department: Advising
Position: Student Success Coach/Advisor
Action: End of temporary position
Effective: 6/30/23
2. Name: Charanne Smith
Department: Student Basic Needs
Position: Director, Student Basic Needs
Action: Separation
Effective: 6/30/23

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Patrick Zavorskas
Department: College Relations
Position: Media Coordinator
Action: End of temporary position
Effective: 6/30/23



BOARD OF TRUSTEES

General Functions

Administration

HUMAN RESOURCES

Finance & Facilities

Policy & Education

SUBJECT: Adoption of FY2024
Executive Compensation

DATE: May 30, 2023

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: Approval

ENCLOSURE(S): Resolution

3.2 Executive Compensation

General wage increases are determined each year in one of several ways – they are negotiated through collective bargaining agreements for unionized employees, implemented consistent with Policy 3.0002 for non-represented employees up to the level of Dean, and recommended by the President for executive level positions. The following resolution is presented on behalf of the President for the Board’s approval for FY2024 compensation.

RESOLUTION

WHEREAS, Policy 3.0002 states that the President shall make recommendations to the Board of Trustees on proposed compensation for individuals in positions at the Dean's level and above; and

WHEREAS, the members of the executive team have performed with excellence and dedication through the past year; and

WHEREAS, the President recommends and strongly supports salary adjustments equivalent to 3.25% in FY24 for the executive team, consistent with all other college administrators;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves salary adjustments for the executive staff consistent with the above recommendations; and

BE IT FURTHER RESOLVED that the Board of Trustees wishes to acknowledge the commitment and leadership of said employees and thanks them for their service and dedication to the College and our students.

Respectfully submitted, Dr. David Stout, President

- 1 General Functions
- 2 Administration**
- 3 Human Resources
- 4 Business & Finance

2.2 Acceptance of Grants Executive Summary

A. NJ Department of Labor and Workforce Development, Division of Workforce Development

Program Title: WIOA Title II – Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE)

Short Title: ABE/GED/ESL

Goal/Purpose: The College has been awarded supplemental State funding for its current FY23 Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program. Funds for this initiative must be fully expended by October 30, 2023.

Program Administrator: . Linda Roma, Director Workforce Training, CPS

Total \$ Award: \$37,742

Date Awarded: 4/18/2023

Recommendation:

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

RESOLUTION

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

	<u>Amount</u>
NJ Department of Labor and Workforce Development, Division of Workforce Development	\$37,742
Title II – Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education	

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.

- 1 General Functions
- 2 **Administration**
- 3 Human Resources
- 4 Business & Finance

B. NJ Office of the Secretary of Higher Education**Program Title:** Center for Adult Transition**Short Title:** CAT - SAIL

Goal/Purpose: The purpose of the funding is for Brookdale to continue to operate a center for transition of adults with intellectual and developmental disabilities. Specifically, it will provide students (up to the age of 24) who have developmental disabilities the support and resources necessary to experience more successful transitions from secondary school to postsecondary education and adult employment, and to promote independent living opportunities by providing appropriate skills to be successful.

Program Administrator: . Noreen Kane, Program Manager Lifelong Learning, CPS**Total \$ Award:** \$269,621**Date Awarded:** 5/16/2023**Recommendation:**

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

RESOLUTION

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

	<u>Amount</u>
NJ Office of the Secretary of Higher Education Center for Adult Transition – Project S.A.I.L.	\$269,621

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.

- 1 General Functions
- 2 Administration**
- 3 Human Resources
- 4 Business & Finance

C. NJ Office of the Secretary of Higher Education**Program Title:** Educational Opportunity Fund**Short Title:** EOF

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

Program Administrator: Carla Vanzant, Director EOF**Total \$ Award:** \$797,042**Date Awarded:** 5/17/2023**Recommendation:**

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

RESOLUTION

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

	<u>Amount</u>
NJ Office of the Secretary of Higher Education Equal Opportunity Fund (EOF)	\$797,042

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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

4.2 Purchases in Excess of \$37,500 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process in Excess of \$17,500

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held May 23, 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
May 30, 2023**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	Cooper Freidman Electric Supply Co.	Emergency and Exit Lighting / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of emergency and exit lighting fixtures. This contract is funded by Chapter 12.	Exempt	\$ 30,000.00 *
2	Allstate Office Interiors	Flooring Replacement / Exempt 18A:64A.25.9 (State Contract). This State Contract is for flooring replacement in various rooms in the Bankier Library and Student Life Center. This contract is funded by Chapter 12.	Exempt	\$ 50,548.14
3	Rich Tree Service, Inc.	Tree Removal Services / Exempt 18A:64A.25.9 (NJ State Contract). This State Contract is for the removal and stump grinding of trees on the Lincroft Campus. This contract is funded by Chapter 12.	Exempt	\$ 26,880.50
4	William J. Guarini, Inc.	Plumbing Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the boiler replacement at the Freehold Regional Location and is funded by Chapter 12.	Exempt	\$ 70,800.00
5	**See attached list of Engineers, Architects and Other Professionals	Architectural, Engineering and Other Professional Services, RFQ No. 05-2022 (FY24) / This is the 2nd year of a 2 year contract for pre-qualified firms to provide architectural, engineering, and other professional services. These contracts will be funded by Chapter 12 and various capital budgets.	RFQ	
6	Ascend Construction Management, Inc.	Carpentry Services T&M, Bid No. 22-19 (FY24) / This is the 2nd year of a 2 year contract for carpentry services. This contract is funded by Chapter 12 and the Facilities Budget. FY23 YTD \$95,939.	Bid	\$ 125,000.00 *

7	Premier Enterprises, LLC dba Premier Roofing	Roof Repairs and Replacement Services, Bid No. 22-18 (FY24) / This is the 2nd year of a 2 year contract for roof repairs and replacement services. This contract is funded by Chapter 12 and the Facilities Budget. FY23 YTD \$46,039.	Bid	\$	145,000.00	*
8	TEC Elevator Inc.	Elevator Maintenance Services and Repairs, Bid No. 22-16 (FY24) / This is the 2nd year of a 2 year contract for elevator maintenance services and repairs. This contract is funded by Chapter 12 and the Facilities Budget. FY23 YTD \$35,833.	Bid	\$	125,000.00	*
9	Sal Electric Co., Inc.	Electrical Services T&M, Bid No. 22-21 (FY24) / This is the 2nd year of a 2 year contract for on-call electrical services. This contract is funded by Chapter 12 and the Facilities Budget. FY23 YTD \$140,560.	Bid	\$	175,000.00	*
10	Automated Building Controls, Inc.	Building Automation and Control System Service, Maintenance, and Repairs T&M, Bid No. 22-20 (FY24) / This is the 2nd year of a 2 year contract for building automation and control system service, maintenance, and repairs. This contract is funded by Chapter 12 and the Facilities Budget. FY23 YTD \$296,112.	Bid	\$	413,120.00	*
11	Trane U.S. Inc.	Chiller Maintenance Services and Repairs (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for chiller maintenance services and repairs for the Lincroft Campus, Wall and Freehold Regional Locations. This contract is funded by Chapter 12 and the Facilities Budget. FY23 YTD \$149,095.	Exempt	\$	220,000.00	*
12	William J. Guarini, Inc.	Plumbing Services T&M (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for plumbing services through the Monmouth County Purchasing Co-op Contract. This contract is funded by Chapter 12 and the Facilities Budget. FY23 YTD \$105,775.	Exempt	\$	190,000.00	*

13	Garden State Sealing Inc.	Masonry Services T&M (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for masonry services to include general paving and curb replacement. This contract is funded by Chapter 12 and the Facilities Budget. FY23 YTD \$63,475.	Exempt	\$	275,000.00	*
14	GPC, Inc.	Painting Services T&M (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for painting services. This contract is funded by Chapter 12 and the Facilities Budget. FY23 YTD \$40,832.	Exempt	\$	100,000.00	*
15	Cooper Freidman Electric Supply Co.	Electrical Supplies (FY24) / 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 supplies through the Monmouth County Purchasing Co-op Contract. This contract is funded by Chapter 12 and the Facilities Budget. FY23 YTD \$36,780.	Exempt	\$	50,000.00	*
16	Grainger Inc.	Facilities Supplies (FY24) / Exempt 18A:64A-25.9 (State Contract). This is a one year State Contract for the supply and delivery of facilities supplies. This contract is funded by Chapter 12 and the Facilities Budget. FY23 YTD \$40,587.	Exempt	\$	45,000.00	*
	Grants					
17	SurfaceWorks	Wiring Fixture for Student Workstations at the Center of Excellence for Cybersecurity Education (CECE) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery, and installation of wiring fixtures to the student workstations in the Center of Excellence for Cybersecurity Education (CECE) building. This contract is funded by the County College Career and Technical Education Program Expansion Grant.	Exempt	\$	17,500.00	*
18	Garden State Sealing Inc.	Concrete ADA Ramp Replacement at the Center of Excellence for Cybersecurity Education (CECE) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of an ADA concrete ramp at the Center of Excellence for Cybersecurity Education (CECE) building. This contract is funded by the County College Career and Technical Education Program Expansion Grant.	Exempt	\$	83,578.34	

Operating

19	Universal Protection Service LLC dba Allied Universal Security Services	Armed Security Guard Services (FY24) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for armed security guard services for the Regional Locations. This contract is funded by the Operating Budget. FY23 YTD \$283,556.	Exempt	\$	330,000.00	*
20	Delta Dental of New Jersey, Inc.	Dental Insurance (FY24) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is the first year of a 2-year contract with a guaranteed zero percent rate increase from current plan rates in both contract years for basic and enhanced dental insurance for College employees. The basic coverage is funded by the Operating Budget; the enhanced insurance is provided as an option for employees who pay \$73,000 for the additional coverage. This is estimated for reference, as monthly payments vary on employee headcount. FY23 YTD \$365,992.	Exempt	\$	438,000.00	*
21	UNUM	Short Term Disability Insurance (FY24) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one year contract with a guaranteed zero percent rate increase from the current plan rate for short term disability insurance and is funded by the Operating Budget. This is estimated for reference, as monthly payments vary on employee headcount. FY23 YTD \$184,801.	Exempt	\$	187,000.00	*
22	PowerSchool Group LLC	Software License for Applicant Tracking and Performance Management (FY24) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for the renewal of the software license used by Human Resources to track job applicants' information. It also includes a new license subscription for PeopleAdmin Performance Management. This contract is funded by the Human Resources Budget. FY23 YTD \$41,340.34.	Exempt	\$	44,174.59	
23	Friedman Associates Advertising LLC	Personnel Recruitment and Advertising Services (FY24) / Exempt 18A:64A-25.5.a.(20) (Personnel recruitment and advertising). This is a one year contract for search and recruitment advertising services for executive level positions, as well as for faculty and management positions. This contract is funded by various departmental budgets. FY23 YTD \$9,217.	Exempt	\$	40,000.00	*

24	Pauly Group	Vice President of Academic Affairs/Provost Search Services / Exempt 18A:64A-25.5.a.(15) (Professional Consulting Services). This contract is for consulting services and direct expenses associated with the search. This contract is funded by the Academic Affairs Budget.	Exempt	\$	50,000.00 *
25	Kroll, LLC	Fixed Asset Accounting Services / Exempt 18A:64A-25.5.a.(15) (Professional Consulting Services). This contract will provide updated fixed asset accounting records for internal accounting control and financial reporting (as of June 30, 2023). This contract is funded by the Finance Budget.	Exempt	\$	46,000.00 *
26	Allied Account Services, Inc. HS Financial Group, LLC	Student Account Collection Services, RFP No. 11-22 (FY24) / This is the 2nd year of a 2 year contract for collection services of student accounts placed into collection for non-payment of tuition and fees. These contracts are funded by the Operating Budget.	RFP	\$	100,000.00 *
27	Nelnet Business Solutions, Inc.	Student Payment Gateway Services, RFP No. 11-23 (FY24) / Notice was sent to 16 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for student payment gateway services which include electronic payment processing, on-line student payments, electronic statements, and payment plan management. This contract is funded by Student Fees.	RFP		Revenue \$138,000.00
28	Groupe LaCasse; LIAT	Student Lounge Furniture / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the supply, delivery, and installation of student lounge furniture at the Performing Arts Center. These contracts are funded by the Student Life Budget.	Exempt	\$	19,118.30
29	OCLC Symbol	Replacement of Integrated Library System (ILS) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the replacement of the Integrated Library System which was installed in 1998. Wordshare Management ILS offers an updated system which includes software to manage the library budgets, maintain up-to-date digital databases, and provide access to academic resources for student use. This contract is funded by the Foundation Budget (Bankier Library Fund).	Exempt	\$	73,861.50

30	Access Resource LLC; Partners Interpreting, LLC; Karasch & Associates; Natural Languages LLC; Deafinitions & Interpreting, LLC; Classroom Captioning; SignGlasses, LLC; Hardeman Realtime, Inc.	Communication Access Realtime Translation (CART) Services, RFQ No. 02-2023 (FY24) / Notice was sent to 18 vendors, received 9 replies. This is a one year contract with an option for a 2nd year renewal for pre-qualified vendors to provide translation services for students who have requested this service through the Office of Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Disability Services Budget. FY23 YTD \$24,359.	RFQ	\$	50,000.00 *
31	Montrose Environmental Solutions, Inc.	Health, Safety, and Environmental Regulatory Compliance Services, RFP 12-23 (FY24) / Notice was sent to 7 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for health, safety, and environmental regulatory compliance services. This contract is funded by the Facilities Budget. FY23 YTD \$12,239.	RFP	\$	50,000.00 *
32	Allied Fire & Safety Equipment Co., Inc.	Fire Suppression Systems Service, Inspection, and Repairs, Bid No. 23-17 (FY24) / Notice was sent to 3 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for fire suppression systems service, inspection, and repairs. This contract is funded by the Facilities Budget. FY23 YTD \$9,639.	Bid	\$	35,000.00 *
33	Brightly Software, Inc. (formerly Dude Solutions, Inc.)	Facilities Maintenance Software Renewal (FY24) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is the 2nd year of a 3 year contract for Facilities' work order and equipment inventory software. This contract is funded by the Facilities Budget. FY23 \$18,400.10	Exempt	\$	19,504.10
34	Scientific Water Conditioning Co.	Water Treatment Services for the HVAC Systems (FY24) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for water treatment services for the HVAC systems and is funded by the Facilities Budget. FY23 YTD \$24,140.	Exempt	\$	30,000.00 *

35	J. Swanton Fuel Oil Co., Inc.	Unleaded and Diesel Fuel (FY24) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of unleaded and diesel fuel. This contract is funded by the Facilities Budget. FY23 YTD \$21,249.	Exempt	\$	35,000.00	*
36	Atlantic Plumbing Supply	Plumbing Supplies (FY24) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of plumbing supplies and is funded by the Facilities Budget. FY23 YTD \$936.	Exempt	\$	25,000.00	*
37	C-3 Technologies LLC	Fuel Tank Compliance Testing and Services (FY24) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for compliance testing and services for the fuel tanks located on the Lincroft Campus and is funded by the Facilities Budget. FY23 YTD \$37,085.	Exempt	\$	40,000.00	*
38	Allied Fire & Safety Equipment Co., Inc.	Fire Extinguisher Services (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for fire extinguisher services and is funded by the Facilities Budget. FY23 YTD \$0.	Exempt	\$	20,000.00	*
39	Monmouth County (Shared Services)	Treated Salt, Vehicle Repairs, Tree Removal and Road Repair Services (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for supplies and services provided by Monmouth County. This contract is funded by the Facilities Budget and various departmental budgets. FY23 YTD \$22,094.	Exempt	\$	65,000.00	*
40	ACB Services Inc.	Custodial Services, Bid No. 21-08 (FY24) / This is the 3rd year of a 3 year contract for custodial services. This contract is funded by the Facilities Budget and various departmental budgets. \$190,000* is included in cost for Special Events and other work. FY23 YTD \$1,525,045.	Bid	\$	1,938,410.00	*

41	Asbestos & Mold Services	Asbestos Abatement Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for asbestos abatement services at the Tackman House located on the Lincroft Campus. This contract is funded by the Facilities Budget.	Exempt	\$	54,140.00 *
42	Kaltura, Inc.	Streaming Media Repository License Subscription (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a three-year license agreement for Kaltura Video Platform. Kaltura will replace Mediasite and in addition to offering video streaming capabilities and integration with the learning management system, Kaltura supports video assignments and video quizzes. Year 1 Cost: \$20,000. Years 2 and 3 Cost: \$16,500/Year. This contract is funded by the IT Budget	Exempt	\$	53,000.00
43	Ellucian Inc.	IT Managed Services, RFP No. 11-21 (FY24) / This is a 3 year contract for IT Managed Services to deploy and monitor CrowdStrike's Next-Generation AntiVirus (NGAV) and Endpoint Detection & Response (EDR). This contract includes the licensing of CrowdStrike's Falcon Complete, CrowdStrike Overwatch, and CrowdStrike Insights for 109 servers. Year 1 Cost: \$9,810. Years 2 and 3 Cost: \$10,256/Year. This contract is funded by the IT Budget.	RFP	\$	30,322.00
44	Ellucian Inc.	IT Managed Services, RFP No. 11-21 (FY24) / This is the 3rd year of a 5 year contract for IT Managed Services and is funded by the IT Budget. FY23 \$2,808,876.	RFP	\$	2,865,048.00
45	Hyland LLC	Image Now Software, Services and Maintenance (FY24) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for software and technical services for ImageNow, CaptureNow and Adrenaline users in Admissions & Records, Recruitment, Counseling, Human Resources, and Finance & Operations. This contract is funded by the IT Budget. FY23 \$25,092.97.	Exempt	\$	24,552.68

46	CDW Government LLC	Maintenance Renewal for APC In-Row Cooling System (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the maintenance and service of the APC In-Row cooling system located in Brookdale's datacenter. This contract is funded by the IT Budget. FY23 \$18,009.56.	Exempt	\$	22,026.56
47	Dell Inc.	Software and Maintenance Renewal for KACE Systems Management Appliance (FY24) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the software and maintenance renewal of the KACE Systems Management Appliance. KACE SMA provides IT asset and inventory management, software license management, and patch management for all College managed computers. This contract is funded by the IT Budget. FY23 \$17,173.61.	Exempt	\$	18,477.16
48	Transact Campus Inc. (formerly Blackboard)	Maintenance Renewal for Brookdale OneCard Solution (FY24) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is the 4th year of the contract with an option for a 5th year renewal for the software and hardware maintenance agreement for the OneCard solution and the new cloud-based point of sale (POS) solution throughout the campus. This contract also includes the purchase of ID cards and other related supplies. This contract is funded by the IT, Student Life & Activities, and Auxiliary Services Budgets. FY23 YTD \$ 69,024.	Exempt	\$	100,000.00 *
49	N.J. Institute of Technology NJEdget.net	Internet Service Provider and Membership Dues Renewal (FY24) / Exempt 18A:64A-25.10 (Joint purchases by County colleges, municipalities, or counties; authority). This is an annual contract for internet services. NJ Institute of Technology/NJEdge.Net is a non-profit corporation of the New Jersey's Colleges and Universities President's Council and provides New Jersey's Statewide high-speed internet network for colleges and universities. This contract provides an ISP bandwidth from each Regional Location to Lincroft, and includes membership dues for NJEdge.Net co-op pricing, and other services. This contract is funded by the IT Budget. FY23 \$281,510.28.	Exempt	\$	227,904.00

50	N.J. Institute of Technology NJEdget.net	Zoom Videoconferencing and Webinar License Renewal (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply of Zoom videoconferencing and webinar licenses. This contract is funded by the IT Budget. FY23 \$35,151.00	Exempt	\$	37,959.50
51	International Business Machines Corporation	Software License Subscription (FY24) / Exempt 18A:64A-25.5.a.(3) (Sole Source). This is a one year contract for the IBM SPSS Statistics Campus Edition license subscription and support. This contract is funded by the IT and Academic Affairs Budgets. FY23 \$42,840.	Exempt	\$	46,305.00
52	SHI International Corporation	Microsoft EES Agreement Renewal (FY24) / Exempt 18A:64A-25.10 (Joint purchases by County colleges, municipalities or counties; authority). This is a one year contract for Microsoft Windows Operating Systems, Office 365, Azure Active Directory, Visual Studio, Project Pro, SQL Servers, Windows Servers, Defender End Point Detection and Response Security, and Office 365 A5 Security licenses. This contract is funded by the IT Budget. FY23 \$148,527.57.	Exempt	\$	143,456.92
53		Naming Rights, RFP No. 09-23 / Notice was sent to 4 vendors, received 2 replies. This RFP is being rejected due to budget constraints and changes in the scope of work.			

* Estimated expense based on historical data

**List of Vendors

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

**** Item No. 5**

**RFQ No. 05-2022, Architectural, Engineering and Other Professionals
2nd Year of a 2 Year Contract**

- EI Associates
- Settembrino Architects
- RSC Architects
- PS&S, LLC
- The Architects Alliance
- Tectonic Engineering
- On Board Engineering Corp.
- Pinnacle Consulting & Construction Services
- French & Parrello Associates (FPA), PA
- Suburban Consulting Engineers
- R2Architects
- DiCara Rubino Architects
- O&S Associates
- Montrose Environmental
- USA Architects
- H2M Architects & Engineers Inc.
- T&M Associates
- Vanasse Hangen Brustlin, Inc.
- E2 Project Management LLC
- Anser Advisory
- SSP Architects
- Maitra Associates, PC
- Remington & Vernick Engineers
- Netta Architects
- Colliers Engineering & Design
- Clarke Canton Hintz
- DRG Architects
- Becht Engineering
- DMR Architects
- CME Associates
- Matrix New World Engineering
- FKA Architects
- FVHD Architects-Planners
- LAN Associates

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending March 30, 2023, which totaled \$2,228,734.89. 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 May 23, 2023.

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting May 23, 2023.

Financial Overview at March 31, 2023

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

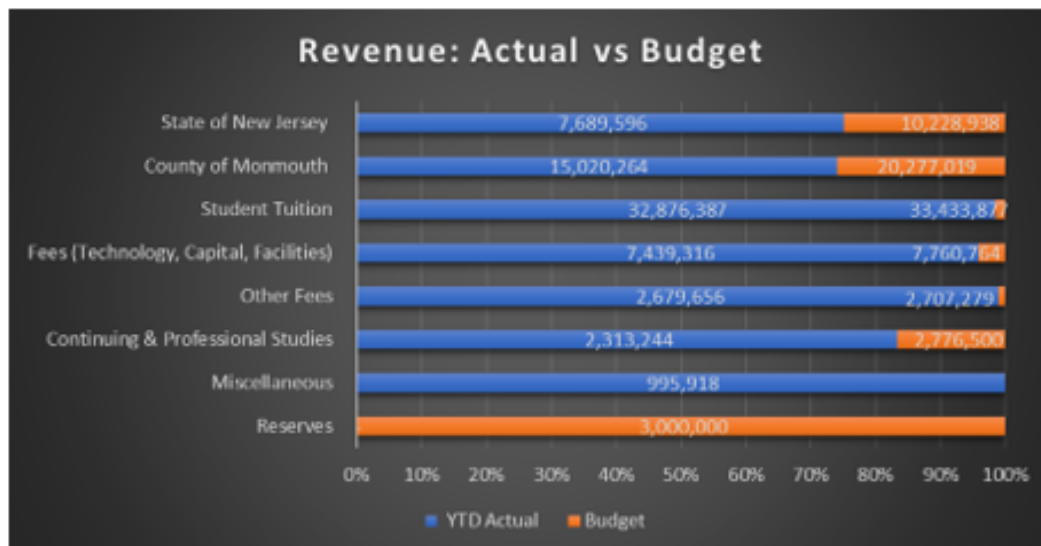
Revenue:

Compared to Budget

Total operating revenue through the month of March 2023 was \$69.0M and represents 85.3% of the FY23 budget of \$81M.

Compared to Prior Year

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



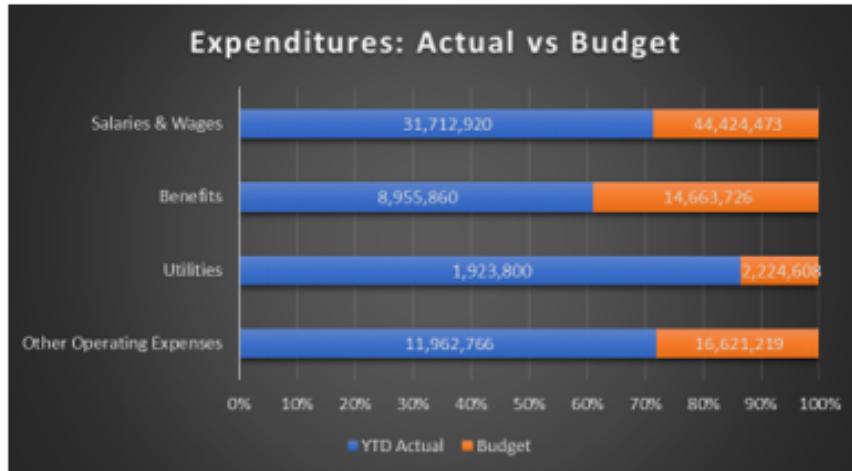
Expenditures:

Compared to Budget

Total operating expenditures through March 2023 were \$54.6M or 70% of the \$78M FY23 budget.

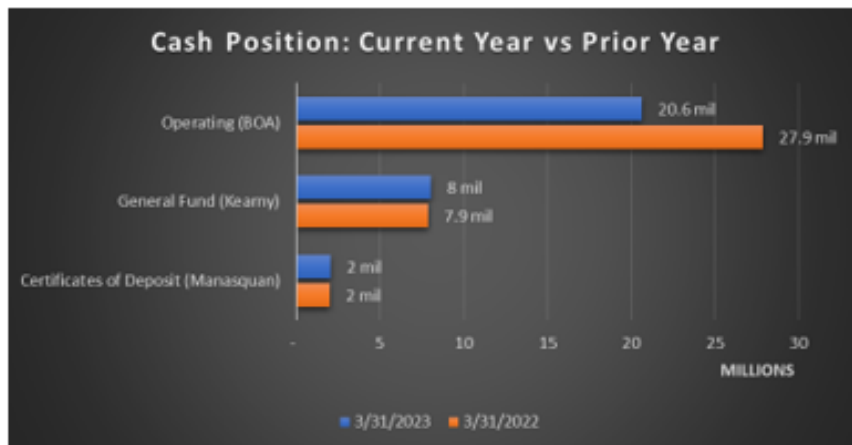
Compared to Prior Year

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



Cash Balance:

At March 31, 2023, the College's total cash position was \$20.6M, which represents a \$7.0M decrease over the same time last year. This variance is due to the timing of PERS/PFERS payment \$2.1M, receipt of State appropriation \$1.7M, and receipt of FA funds of \$500k. The College's total interest earned through March was \$229,315 compared to \$24,755 last year.



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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 7,689,596	\$ 10,228,938	\$ (2,539,342)	75.2%
County of Monmouth	15,020,264	20,277,019	(5,256,755)	74.1%
	22,709,860	30,505,957	(7,796,097)	74.4%
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	13,090,765	12,730,986	359,779	102.8%
Spring 11	1,025,048	712,623	312,425	143.8%
Spring 7A & 7B	176,781	73,556	103,225	240.3%
Summer I	976,187	1,605,186	(628,999)	60.8%
Summer II	623,539	1,704,550	(1,081,011)	36.6%
Prior Year Tuition Adj	-	-	-	0.0%
	32,876,387	33,433,877	(557,490)	98.3%
Fees:				
Fees (Technology, Capital, Facilities)	7,439,316	7,760,764	(321,448)	95.9%
Application Fee	160,885	175,000	(14,115)	91.9%
Installment Plan Fee	124,350	140,000	(15,650)	88.8%
Lab Fees	2,341,623	2,319,529	22,094	101.0%
Late Fees	18,300	22,000	(3,700)	83.2%
Transcript Fee	33,563	50,000	(16,437)	67.1%
Bad Check Fee	935	750	185	124.7%
	10,118,972	10,468,043	(349,071)	96.7%
Continuing & Professional Studies:				
Contract Training Direct Pay	60,172	210,000	(149,829)	28.7%
Alternate Route	267,327	150,533	116,794	177.6%
Healthcare Services	947,939	1,249,005	(301,067)	75.9%
Business & Career Training	291,844	265,000	26,844	110.1%
Computer Training	83,206	144,500	(61,294)	57.6%
CTE Grant	316,347	381,004	(64,657)	83.0%
Sandy Hook	2,474	-	2,474	0.0%
Trips / Excursions	41,418	75,000	(33,582)	55.2%
Misc. Open Enrollment Programs	207,585	205,375	2,210	101.1%
Summer Adventure Camps	48,729	55,083	(6,354)	88.5%
Accelerated Career & Technology	46,204	41,000	5,204	112.7%
	2,313,244	2,776,500	(463,256)	83.3%
Miscellaneous:				
Partnerships/Rent	338,111	-	338,111	0.0%
Indirect Cost Recovery	170,056	335,000	(164,944)	50.8%
Interest Income	229,315	85,000	144,315	269.8%
International Center	155,027	300,000	(144,973)	51.7%
Miscellaneous	103,408	10,000	93,408	1034.1%
Reserves	-	3,000,000	(3,000,000)	0.0%
	995,918	3,730,000	(2,734,082)	26.7%
Total	\$ 69,014,381	\$ 80,914,376	\$ (11,899,995)	85.3%

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	21,423,887	30,453,507	9,029,620	70.3%
Benefits	8,955,860	14,663,726	5,707,866	61.1%
Finance & Operations	8,638,809	11,971,452	3,332,643	72.2%
Student Affairs	4,580,654	6,539,605	1,958,951	70.0%
General Expenses	3,478,596	4,735,120	1,256,524	73.5%
Continuing & Professional Studies	1,878,440	2,475,267	596,827	75.9%
Utilities	1,923,800	2,224,608	300,808	86.5%
Human Resources & Organizational Safety	1,896,830	2,588,886	692,056	73.3%
Planning & Institutional Effectiveness	324,152	427,260	103,108	75.9%
President & Board of Trustees	404,077	532,805	128,728	75.8%
Advancement Division	1,050,242	1,321,790	271,548	79.5%
	54,555,346	77,934,026	23,378,680	70.0%
Salaries & Wages	31,712,920	44,424,473	12,711,553	71.4%
Other Expenses	22,842,426	33,509,553	10,667,127	68.2%
	\$ 54,555,346	\$ 77,934,026	\$ 23,378,680	70.0%

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

	3/31/23	3/31/22	Change	% Change
Operating Revenue				
State of New Jersey	\$ 7,689,596	\$ 7,646,633	\$ 42,963	0.6%
County of Monmouth	15,020,264	15,020,264	-	0.0%
Student Tuition	32,876,387	30,744,337	2,132,050	6.9%
Fees	10,118,972	9,780,799	338,174	3.5%
Continuing & Professional Studies	2,313,244	2,044,103	269,141	13.2%
Miscellaneous	995,918	524,733	471,185	89.8%
	69,014,381	65,760,869	3,253,512	4.9%
Operating Expenditures				
Academic Affairs	21,423,887	20,227,644	1,196,243	5.9%
Benefits	8,955,860	8,082,110	873,750	10.8%
Finance & Operations	8,638,809	8,147,253	491,556	6.0%
Student Affairs	4,580,654	4,170,803	409,851	9.8%
General Expenses	3,478,596	2,703,298	775,298	28.7%
Continuing & Professional Studies	1,878,440	1,588,069	290,371	18.3%
Utilities	1,923,800	1,545,727	378,072	24.5%
Human Resources & Organizational Safety	1,896,830	1,555,342	341,488	22.0%
Planning & Institutional Effectiveness	324,152	299,750	24,402	8.1%
President & Board of Trustees	404,077	415,797	(11,721)	-2.8%
Advancement Division	1,050,242	1,029,217	21,025	2.0%
	54,555,346	49,765,011	4,790,335	9.6%
Surplus/(deficit) Operating	14,459,036	15,995,859	(1,536,823)	
Auxiliary				
Receipts	1,140,077	812,515	327,561	40.3%
Disbursements	1,344,121	1,095,170	(248,951)	-22.7%
Surplus/(deficit) Auxiliary	\$ (204,044)	\$ (282,655)	\$ 78,611	

Brief: Facilities Overview as of May 30, 2023

Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Center of Excellence for Cybersecurity Education (formerly Gorman Hall South)	Posen Architects	Shoreland Construction Inc.	<ul style="list-style-type: none"> • Waiting on proposal for cameras. • Quotes for Audio/visual were received and reviewed by OIT. Awaiting confirmation of funding availability.
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> • Millwork installation is still in progress. • Furniture expected to arrive in June. • Signage for exterior and interior is being ordered.
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> • Final document received by Facilities. Requested modifications - expecting the revised final document.
ATeC & MAS Drainage	Colliers	Shore Top Construction	<ul style="list-style-type: none"> • Project completed. • Closeout documents being prepared.
Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> • Charging stations expected to be commissioned in May.
Modernization of Lincroft Elevators	USA Architects	West End-KB Builders & Developers	<ul style="list-style-type: none"> • MAS elevator parts ordered; estimate 8 – 10 weeks for delivery. • Freehold elevator parts ordered; estimate 12 – 14 weeks for delivery. • All remaining submittals were sent back to the GC.

Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> • Lights were installed. • Waiting for Horizon to return to install gaming systems.
Culinary & Hospitality Center	SSP Architects		<ul style="list-style-type: none"> • The Board approved moving forward with the Grant application to relocate the Culinary school to the Lincroft Campus. • Application submitted.
Children’s Learning Center	Colliers Engineering	Kappa Construction	<ul style="list-style-type: none"> • Fire suppression piping is being installed. • HVAC equipment arrived; still waiting on duct work and piping.

Projects in-planning stage:

- Drainage Phase 2 – Lincroft and Freehold
- Interior transformer and switch gear replacement in various buildings

BACKGROUND

Board of Trustees **Policy #2.4000** authorizes the President to enter into contracts with hospitals, laboratories and other facilities for the use of their clinical facilities to enhance the educational process for students enrolled in credit and non-credit medical programs. A list of the clinical facilities is presented to the Board of Trustees annually for the Board's information.

**AGENCIES WHERE THE COLLEGE HAS CONTRACTS AND MOU'S
FOR CREDIT AND PROFESSIONAL STUDIES, CLINICALS AND
INTERNSHIPS-2023**

Adler's Pharmacy

AtlantiCare Regional Medical Center

Arthritis and Osteoporosis Associates, P.A.

Atlantic Medical Imaging

Care One at Holmdel, Care One at King James, Care One at St. Peter's University Hospital, Care One at Wall

CentraState Medical Center (*Includes The Manor, Applewood Estates, Family Medicine Center, and Health Awareness Center*)

Colts Neck Pharmacy

Deborah Heart and Lung Center (*Respiratory Care Only*)

Hackensack Meridian Health:

- Bayshore Medical Center
- Bayshore Health Care Center
- Jersey Shore University Medical Center
- JFK Medical Center
- Meridian Home Care Services, Inc.
- Meridian Nursing and Rehab Center (Wall, Shrewsbury, and Holmdel locations)
- Meridian Subacute Rehabilitation at Wall
- Ocean University Medical Center
- Raritan Bay Medical Center
- Riverview Medical Center
- Southern Ocean Medical Center Stafford Township

Hawkswood School

Immediate Care Walk-In Management, LLC

IPPC Pharmacy

Marlboro Podiatry Center

Massage Envy

Monmouth County Board of Health

Monmouth Ocean Pulmonary Medicine

MultiCare Therapy Center

Penn Medicine Princeton Medical Center

ReUnion Rx

RWJ Barnabas Health:

- Children's Specialized Hospital
- Community Medical Center
- Monmouth Medical Center
- Monmouth Medical Southern Campus
- Robert Wood Johnson University Hospital (*New Brunswick and Hamilton Locations*)
- Somerset Medical Center

Red Bank Veterinary Hospital

Shrewsbury Pediatric Dentistry

Texas Road Pharmacy

Urology Associates

Visiting Nurses and Health Services

VNA Health Group

Walgreens Co.

Board of Trustees Brief

Mary A. Ehret Nursing Lab

Background:

After a decade of working as a trauma nurse in Manhattan and New Jersey, Mary Ehret became an adjunct Professor of Nursing at Brookdale Community College in 1993. She spent the rest of her career at Brookdale with her beloved nursing students, where she worked her way up to the role of tenured professor, until finally, Mary became Brookdale's first Director of Nursing in 2013, a position she held until her early retirement following her ASL diagnosis in 2020. Mary taught thousands of nurses over her career and was always proud to see them thriving whenever she inadvertently ran into them at her own medical appointments at the hospital or doctor's office.

Current status:

Sadly, Mary passed away on April 18th, 2022. Her family, friends and colleagues established an endowed nursing scholarship in her honor so that she can continue to help future generations of nursing students thrive.

Recommendation:

It is our recommendation that as of May 8th, 2023, the nursing lab be named the Mary A. Ehret Nursing Lab to honor the woman whose commitment to Brookdale's nursing students continues to this day.

May 30, 2023: Vice President of Advancement, Nancy Kaari

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2023 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole

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

2023 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	NJCCC Council	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held in SLC/Navesink Rooms and Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.		
Tuesday, January 24, 2023 SLC, Twin Lights Rooms	January 17 5:15 PM	January 17 5:30 PM	January 18 5:30 PM		January 23 5:30 PM		January 19
Tuesday, February 28, 2023	February 21 5:15 PM	Feb. 21 5:30 PM		Feb. 22 5:30 PM	Feb. 23 5:30 PM		
Tuesday, March 28, 2023	March 21 5:15 PM	March 21 5:30 PM	March 22 5:30 PM			March 20 5 PM	March 16
Tuesday, April 25, 2023	April 18 5:15 PM	April 18 5:30 PM		April 12 5:30 PM			
Tuesday, May 30, 2023	May 23 5:15 PM	May 23 5:30 PM					May 18
Tuesday, June 27, 2023 f	June 20 5:15 PM	June 20 5:30 PM			June 19 5:30 PM	June 12 5 PM	
NO Public Board Meeting	July 18 Follows F & F	July 18 5:30 PM					
Tuesday, August 22, 2023	August 15 5:15 PM	August 15 5:30 PM					
Tuesday, September 26, 2023	September 19 5:15 PM	Sept.19 5:30 PM	Sept. 21 5:30 PM	Sept 20 5:30 PM		Sept. 18 5 PM	Sept. 21 or 28
Tuesday, October 24, 2023	October 17 5:15 PM	October 17 5:30 PM			Oct. 18 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	December12 5:30 PM			December 13 5:30 PM		

Human Resources is a Committee of the whole