



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

Mar 28, 2023 5:30 PM - 7:30 PM EDT

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Board of Trustees Brief Honorary Degree 2023

Board of Trustees Brief Honorary Degree 2023

Topic: Honorary Degree

General Issue Overview:

In accordance with college regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, nominations for honorary degree recipients were solicited and evaluated, after which the Committee voted on proposed candidates.

The public and the college community (Employees, Students, Trustees, and Alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was February 3, 2023.

To be eligible for consideration, a nominee needs to have achieved excellence in one or more of the following:

- ✓ Professional Accomplishments
- ✓ Community/Public Service
- ✓ Personal Accomplishments
- ✓ Inspirational Life Achievements: whereby the candidate would serve to inspire Brookdale students.

Honorary Degree Committee Members are Eric Goll (Faculty); Dinneen Jackson, (Administration); Lauren Concar Sheehy, (Alumna).

Recommendation:

The President recommends to the Board of Trustees that he be authorized to present to candidates Stephanie Hueston-Paden & Douglas Quinn for an honorary associate degree at Commencement 2023.

Stephanie Hueston-Paden

Stephanie is the founder of Copying with Laryngmalacia, a nonprofit organization that was awarded the 2022 Great Non-Profits Award. The organization sends care packages all over the world to families of infants and children who suffer from air-way disorders. The organization also offers support for, as well as information and education about laryngomalacia, tracheomalacia, bronchomalacia, and pharyngomalacia. As a mother of an infant who suffered from an airway disorder, Stephanie felt uneducated and unprepared to deal with all the health issues her daughter was born with. She decided to create this nonprofit to help other families dealing with the same issues. The organization sends care-packages including educational information and needed baby items to every family who registers. The all-volunteer organization has been recognized by Middletown Township and GuideStar.org for their help and support of children and families going through health crises. Stephanie's compassion and dedication to helping others become educated about these disorders is an example of the type

Board of Trustees Brief Honorary Degree 2023

of person Brookdale wants as part of their community.

In 2017, Stephanie co-wrote the first-ever Malacia E-Book with Dr. Prasad Thottam D.O, FAAP, and Dr. Suzanne Forman, D.O

Stephanie has also studied Nonprofit Management and Financial Management For Nonprofits at Brookdale Community College.

For more information visit her website at: <https://www.copingwithlm.org/>

Douglas Quinn

Douglas works in insurance, investment planning, sales, and policyholder services. He designs and implements innovative financial solutions for businesses, organizations, and families to maximize wealth accumulation while managing risk, minimizing tax liability and facilitating philanthropic activities through planned charitable gifting strategies.

He works with families of special needs children and adults to address this community's unique challenges and planning needs. In his work he offers creative use of life insurance to leverage and maintain family wealth, implement tax saving strategies and fund charitable giving. He helps businesses maximize savings, tax benefits, and retention of key employees through qualified and non-qualified retirement plans and pensions.

His Community Service:

**U.S. Senator Robert Menendez Veterans Affairs
Committee Co-Chair
2018-present**

**New Jersey
Organizing Project
2016- Present**

Engaged with State & Federal elected officials to enact legislation and policy changes that better serve the needs of the community, interacting with both the press and the community to facilitate this agenda. Worked with Congressional leaders to reform the National Flood Insurance Program to optimally benefit policyholders, and not just insurance companies and politically connected corporations. Initiated and was instrumental in ratifying into law several important pieces of state legislation for Sandy survivors, including the Foreclosure Protection Bill and Rental Assistance Program for displaced storm victims.

Board of Trustees Brief Honorary Degree 2023

Jersey Shore Food Not Bombs

Founding Member

2014 - Present

Participates in organization's work in the following ways: rescue of food that would otherwise be wasted by serving hot meals, distribution of fresh produce, winter clothing, and children's books in economically disadvantaged neighborhood, and the offering of support to other organizations that serve the community such as Habitat for Humanity and local battered women's shelter.

Toms River

Lacrosse Club

2000-2019

Head Coach, former Board Member, former Head of Coaching Staff. Applied for and awarded grant to fund pilot program for Positive Coaching Alliance; a Stanford University based nonprofit that redirects the emphasis of youth sports to teach positive values and useful life lessons to children in the community.

Howling Woods Farm

Animal Rescue 2010-2018

Rescued, socialized, and rehomed Wolf-dog hybrids. Specialized in working with difficult animals classified as safety risks that would traditionally be euthanized.

Ocean Area Convention

Corporation Chairman;

Board of Trustees

2010-2014

Raised funds to support organizations that assist those recovering from drug addiction. Was Chair of BOT that produced the two most financially successful events since the founding of the corporation.

Other Volunteer Work/Community Activism:

Autism Speaks

Cancer Care

Habitat For Humanity

Ocean County Long Term Recovery Group

Prepared by: Lauren Quint, Associate of Foundation & Alumni Affairs Office

Nominations Submitted by: The Honorary Degree Committee

Board Brief - 2023 Brookdale Community College Distinguished Alumni

General Issue Overview:

This prestigious award is presented to selected alumni (graduates/attendees) whose professional, personal and/or civic accomplishments and service to the community have earned them unquestionable recognition. The award is presented at the College Commencement ceremonies on May 11, 2023.

A "Call for Nominations" was distributed by the Brookdale Community College Alumni Association to the college community and the community at large with a nomination deadline of January 27, 2023. The award recognizes alumni for:

- Professional achievements-demonstrated accomplishment(s) in any field of professional endeavor.
- Personal achievements-demonstrated accomplishment in any field of community service or any area where active participation demonstrates that the nominee is a shining example for others.

Two alumnae have been selected for 2023, **Sean P. O'Halloran & Dana Tango**

Sean P. O'Halloran

A 1999 graduate of Brookdale Community College, Sean Patrick O'Halloran is a great example of someone who Brookdale helped "take from here to there." As a young man he demonstrated a strong desire to enter law enforcement, which led him to Brookdale. He chose to major in Business. Following personal advice he was given to major in something other than criminal justice before going into the police academy, he chose to major in Business Administration. This beginning planted the seeds for an educational and career path that continues to this day. This includes a Bachelor of Arts Degree in Individualized Studies, and a Master of Administrative Science Degree, both earned at Farleigh Dickenson University in Madison. He is a graduate of the New Jersey Chiefs of Police Command and Leadership Academy; and a 2022 graduate of the FBI National Academy in Quantico, VA (a prestigious training program offered only to those who are worthy of the opportunity). From his early days of being a patrolman in Spring Lake, to his quick selection to join the Wall Police Department, Sean has continued to prepare himself for the role he plays as Chief of Police of Wall Township. His training and volunteer efforts demonstrate a strong desire to learn, and be a voice and a presence in all areas of importance in his Monmouth County community, the state of New Jersey and our country, and makes him a terrific role model for the young folks of his community.

Whether he is conducting investigations, responding to unlawful activity, or collaborating with the community there is no doubt that Monmouth County is a safer place to live, work and raise families because of the work ethic, bravery, and dedication of Sean O'Halloran.

Board Brief - 2023 Brookdale Community College Distinguished Alumni (Contd.)

Personal Achievements:

2019- Present Wall Township Recreation Advisory Committee

2013 - Present Wall Helps Its People: Charitable organization established to help individuals and families during a crisis in Wall Township

2015 - 2019 Wall Soccer Club: Head coach girl's recreation team.

2016 - 2019 Wall Soccer Club: Head coach and manager of the 2008 boys travel soccer team. 2017 - 2020 Wall Soccer Club: Board Member, Recreation Director.

Dana Tango

Dana has worked in biomechanics, motion analysis, and wound care research funded by NIH at Temple University School of Podiatric Medicine. She has worked in occupational environmental epidemiology health-care associated infectious disease prevention research funded by CDC at University of Pennsylvania School of Podiatric Medicine. She is certified in Clinical Research Coordination by Association of Clinical Research Professionals. She has lectured in Community Health and Infectious Diseases Epidemiology at Temple University School of Podiatric Medicine and University of Pennsylvania Perelman School of Medicine.

Personal Achievements:

Ambassador- Diversity, Equity, & Inclusion Committee, Association of Alumnae, University of Pennsylvania, 2022.

Member- American Women in Science (AWIS),

2022. Member- American Medical Writers Association, 2022.

Member-American Association for Cancer Research (AACR), 2022.

Member-Diversity, Equity, & Inclusion Committee, Pennsylvania Public Health Association (PPHA), 2022.

Member-American Health Information Management Association (AHIMA), 2021-present.

***Prepared by: Lauren Quint, Associate of The Foundation & Alumni Affairs Office Nominations
Submitted by: Alumni Association of Brookdale Community College Board of Trustees***

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

February 28, 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:
	Mr. Paul Crupi, Chair	Dr. Yesenia Madas
	Ms. Mary Pat Angelini, Trustee	Ms. Patricia Sensi
	Ms. Latonya Brennan, Trustee	Ms. Teresa Manfreda
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelman
	Ms. Taïphane Orange, Trustee	Dr. Anita Voogt
	Ms. Barbara Horl, Trustee	Dr. Joan Scocco
	Mr. Bret Kaufmann, Trustee	
	Ms. Marta Rambaud, Trustee	Ms. Bonnie Passarella
	Dr. Les Richens, Trustee	Dr. William Burns
	Dr. David Stout, Secretary	Ms. Nancy Kaari
	Ms. Natalie Watson, Trustee	Mr. Edward Johnson
		Ms. Kathy Kamatani
Absent	Ms. Abby-White, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	Ms. Cynthia Gruskos, Recorder
College 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 February 22 at noon 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.

Dr. Stout led a moment of silence after providing a tribute to the following:

I'm once again saddened to report the passing of a Brookdale family member, Karen O'Neill. After earning a Master of Science degree in Education Counseling at Monmouth University in 2012, Karen began working at Brookdale as an hourly staff member in the Educational Opportunity Fund and Continuing & Professional Studies offices. She was then hired in 2014 as an Adjunct Faculty member in the Counseling Department. Most recently, Karen served as a grant funded Program Coordinator/Administrator from 2016 until November 2021.

I'm so sorry to report the passing of Ken Duffie, Retired Professor of Accounting. Ken earned a Bachelor of Science degree at Monmouth College in 1959 and a Master of Business Administration degree from Monmouth in 1983. He was hired to teach Accounting as an Adjunct Instructor at Brookdale in 1984 and then as a full-time Assistant Professor of Accounting in 1986. During his tenure, Professor Duffie served as a mentor to new faculty, Department Chair, and a member of the Academic Standards and Honors committees. It was my honor to work closely with Professor Duffie until his retirement in 2021.

On behalf of the entire College community, I offer condolences to the families of Karen O'Neil and Ken Duffie.

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
Adoption of Agenda Chair Crupi announced that there is no need to hold an Executive Session this evening An agenda item has been added to approve the dissolution of the Brookdale Community College Police Department.	A motion to adopt the revised agenda was made by Trustee Richens seconded by Trustee Horl. Motion passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>President's Report – Dr. Stout acknowledged the upcoming retirements of Professor Margo Wilson, Biology, Laura Qaissaunee, Director Grants & Institutional Development, and Security Guard, Stephen Finnegan. In addition, he extended appreciation on behalf of the entire Board of Trustees and the entire College for the many years of service to the Police Officers who have chosen to transfer to the Monmouth County Sheriff's Office and those who chose to retire.</p> <p>A. Advancement Master Plan Presentation - - VP Kaari presented on the work of the Advancement Team on the Advancement Master Plan. She highlighted the following:</p> <ul style="list-style-type: none"> a. The Advancement Mission Statement b. The Advancement Plan corresponds most closely with Evergreen Priority – Promote Community Success c. Beginning in August 2022 – The Advancement Team identified the internal and external stakeholders and narrowed down to 10 groups that broadly represent the stakeholders and they gathered information to answer the question on what does community success mean to you and what can the College do to support you in those efforts?. 4 Themes emerged: <ul style="list-style-type: none"> i. Degree and Non-Degree pathways that lead to jobs and careers that provide family sustaining wages. ii. Strengthen delivery of innovative learning that provides skills and abilities that our employers and community need. iii. Opportunities for adult learners iv. Reduce barriers of student success by connecting students to the services provided in the County. d. The Advancement Plan is now in the Strategy Design Phase and the Plan will be completed by June 30, 2023. <p>B. Strategic Goals Reviewed:</p> <ul style="list-style-type: none"> a. Promote Community Success by identifying and addressing emerging needs through access, inclusion and equity. b. Integrate Enrollment Efforts to Ensure Equitable Access to Higher Education c. Develop Relationships: Government & Community Relations, Strategic Partnerships, Foundation & Alumni Affairs. d. Generate Alternate Revenue: Grant Development, Strategic Partnerships and Fundraising. <p>C. Key Initiatives for the Advancement Master Plan and the linkages to the Academic Master Plan Goals were reviewed. (<i>Attachment A – Presentation Slides</i>)</p> <p>D. Next Steps were reviewed.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – February 21, 2023 - Trustee Brennan reported on the meeting held on February 21, 2023 and highlighted the following:</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ol style="list-style-type: none"> 1. Capital Project Update – Engineer of Record Bill White reviewed his capital projects report and provided an update on a recommendation to award a bid for the replacement of the Children’s Learning Center’s HVAC, fire protection system and sewer pump. Mike Naparlo then reviewed his facilities report and provided an update on the projects such as the Center of Excellence for Cybersecurity Education project, Esports and the Wellness Center. Most of these projects will be completed in March or April. 2. Monthly Financial Reporting – VP Teresa Manfreda reported the financial performance for December 2022 compared to the FY23 budget. Total operating revenue was 6.1% higher than the same time last year, mostly due to the increase in tuition and fees driven by the increase in enrollment. Total operating expenditures were also 6.2% higher than last year. Total cash position was \$29.6M, including \$8M invested in an interest-bearing account which has earned \$115,735 in interest through December. The College is not relying on that cash to cover operating expenses. 3. Purchases - VP Manfreda reviewed nine recommended purchases funded by Chapter 12, Grants and the Operating Budgets. Noteworthy purchases are the law enforcement shared services contract and a data backup and restoration solution to replace our current system. 4. Approval of the FY24 Chapter 12 Project Authorization: The College is seeking approval tonight for the use of Chapter 12 funds in the amount of \$4.6M. 5. Approval of the 2023 Facilities Master Plan (FMP) - a presentation was provided last month. 6. HR Items: Ms. Pat Sensi reviewed 7 recommended positions and the Committee approved the requests to move forward with the searches. Ms. Sensi also presented 28 recommended HR items to be approved this evening, including hires, changes of title or status, and separations. 7. Revenue: VP Nancy Kaari requested the acceptance of a prop vehicle for our Haunted Theater. She also requested approval to submit the Small Business Development Center grant and the Educational Opportunity Fund grant which includes expanded funding for an EOF wellness project and a recruitment project. All recommendations were supported by the Committee. 8. Regarding FY23 Grant Revenue, VP Kari noted that \$4.2 million has been awarded and \$20.3 million is pending, of which \$18M is for the grant for the new Culinary Education Center in Lincroft. . 9. Foundation Report - VP Kaari reviewed the Foundation’s Statement of Activities and Changes in Net Assets for December. 10. Cyber Security – CIO, George Sotirion provided information on the College’s Information Security Program and next month he will provide more information on our security programs. <p>B. Student Success & Educational Excellence Committee – February 22, 2023 – Trustee Angelini reported on the meeting held on February 22, 2023 and highlighted the following:</p> <ol style="list-style-type: none"> a. -Achieving the Dream (ATD) - The meeting began with an update by Dr. Farbman on Achieving the Dream (ATD). He reviewed the breakdown of the 3 teams which is comprised of 40 faculty, staff and administrators who have all volunteered to participate 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>on 1 of the 3 Teams. The Teams are focusing on addressing equity gaps in access, persistence or outcomes for our students. The Teams are meeting twice a week and will participate in a Design thinking approach workshop and a workshop to better recognize the social economic mobility issues our students are experiencing.</p> <ul style="list-style-type: none"> b. ATD Dreams Conference - Dr. Burns attended the ATD Dreams Conference with 3 other ATD Co-Chairs and enthusiastically reported on the workshops they attended. While they were there, they also met with our ATD Coaches. c. College Website Refresh - Kathy Kamatani provided an update on the College website refresh of the home page which took place the first week in January. The new homepage is cleaner, highlights academic choices and is easier to navigate. d. Multimedia Production Option, Humanities, Associate in Arts - Dr. Burns reviewed the new Multimedia Production Option, Humanities, Associate in Arts degree which takes existing courses and packages them into a transferable degree while providing our students with real career experiences in multimedia production. The students will take a multimedia production capstone course which will allow them to create content for a real client, who is our own Brookdale Public Radio. The Committee supports the approval of the new degree option. e. Administrative Unit Review – Student Conduct & Compliance - Christopher Jeune presented on an Administrative Unit Review on Student Conduct & Compliance and the Committee recommended he present to the full Board in March. f. Advancement Master Plan - VP Kaari gave the committee a preview of the Advancement Master Plan which was presented this evening. g. Faculty Sabbaticals - Dr. Scocco informed the Committee that 4 Faculty sabbaticals will be recommended for approval at the March Board of Trustees meeting. <p>C. Audit Committee – February 23, 2023 – Trustee Rambaud reported on the Audit Committee held on February 23 and highlighted the following:</p> <ul style="list-style-type: none"> a. The External Auditors, Withum which merged with O’Connor and Drew on January 1, 2023 reviewed their required communications about the College financial audit.. They issued an unmodified opinion clean report on the FY22 financial statement and Single Audit. They also reported no material weaknesses, no findings or significant deficiencies were reported. They accounted for significant and unusual transactions which include the Higher Education Relief Fund (HEERF) in fiscal year 2022. The College expended a total of \$18.4M from the allocated HEERF funds of \$43M, and there was \$13.2M left to spend as of June 30, 2022. b. Mr. Coppola reviewed the financial statements. c. The Committee recommends the acceptance of the financial statements. d. VP Manfreda reviewed the upcoming internal audit of Student Accounts and will be reported at the May Audit Committee. e. VP Manfreda reported on the status on the State Comptroller Audit and the Finance Department continues to implement the corrective action plan and is updating regulations and the Internal Control Manual to implement the plan. f. Ethics Hotline – Dr. Stout reported that an ongoing investigation in the print shop led by Bonnie Passarella is completed and did not yield any findings or ethical violations. An 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>ethics complaint was reported by an employee against another employee through Monmouth County and is being treated as if it was reported via our Ethics Hotline. Dr. Stout has requested to have an outside counsel investigate the complaint, and Gregory Franklin, Cleary Giacobbe Alfieri Jacobs is assigned to perform the investigation which is ongoing.</p> <p>D. Student's Perspective – Trustee Orange reported that she attended the ACCT Legislative Summit with Dr. Stout, Trustee Horl and Cynthia. She met with Senator Cory Booker, Congressman Andy Kim and the staff of Senator Menendez and Congressman Pallone. The conversations were meaningful and focused on the demographics of the student body and what is the future of community colleges. She was grateful to have the opportunity to go to the conference and to meet new people. She encouraged this opportunity to be extended to other students. At the Conference she met with the ACCT Student Advisory Committee and their guest speaker was PTK CEO, Dr. Lynn Tinchler-Ladner and she spoke about CCSMART, which is a website that assists students who are interested in attending a community college. On February 23th she attended a WILL and TIN meeting. She encouraged the students to apply to be a student graduate trustee for the next academic year. Will also mentioned they will soon have a meeting with the college Vice President to continue the discussion about the placement of the menstrual products.</p> <p>E. ACCT National Legislative Summit –Trustee Horl thanked Trustee Orange for her participation at the Conference and for advocating on behalf of the College and students at the legislative visits. We also had a productive meeting with Congressman Chris Smith... Advocacy focused on the importance of Pell and Perkins. Trustee Horl stressed the importance of building relationships with our legislators. She was assigned to the ACCT Communications and Education Committee and attended a meeting at the conference, which focused on what can they do to enhance membership and new initiatives to improve relationships with ACCT and Trustees.</p> <p>F. NJCCC Update –Trustee Horl provided an update on Governor Murphy's FY24 Budget address and what the budget contains that relates to higher education:</p> <ol style="list-style-type: none"> a. The Budget contains funding to assist in meeting the goal of 65% of New Jersey's adults attaining a post-secondary degree or certification by 2025 in the following ways: <ol style="list-style-type: none"> i. Increasing TAG by \$15 million ii. Expanding eligibility for both CCOG and GSP from income of \$80,000 to \$100,000 iii. Increasing the Some College No Degree Program, so that adults with some college credits can return and obtain their degrees iv. Providing an additional \$16 million for mental health services at institutions of higher education including funds to create a statewide Telehealth program to provide services both on and off campus. b. It does not appear that there will be an increase in Community College operational aid, which NJCCC has been advocating for. c. Lobbying will begin in the next few weeks with legislative visits with Dr. Stout, Ed Johnson and Trustee Horl. d. Trustee Horl also provided an update on the United States Supreme Court hearing of the legality of the Biden Administration's Student Loan Forgiveness Program and she will provide further updates. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>G. Foundation Update – Dr. Stout reported on the following:</p> <ul style="list-style-type: none"> a. The Foundation is accepting applications for the Foundation Board of Trustees. b. The Scholarship Bash is on April 28 at 6 PM at Branches in West Long Branch. There are tickets, sponsorships and ad journals available. We are inviting the community to join us to celebrate our honorees, Contemporary Cars, The Raine Foundation and Vito Cardinale and raise much needed funds for our students. Our Barringer awardee, Professor Jane Scimeca will also be honored at the event. 		
<p>Public Comment on Agenda Items Assistant Professor Jack Ryan – reviewed the history of the College Police Department via his personal recollections. He feels that the circumstances of today demand a more comprehensive security force at the College and he hopes that the Sheriff’s Department will have resources that are going to be used to develop a more sophisticated, proactive system of security for the institution to improve the overall security of the College. He appreciates the forward thinking of the change.</p> <p>Ms. Gruskos confirmed she received no written comments.</p>		
<p>Review and Acceptance of Consent Agenda</p> <p>Chair Crupi announced that the takeover of law enforcement services by the Monmouth County Sheriff’s Office is scheduled to take place on Thursday, March 2, 2023. An addendum has been added to the HR materials, which adds the separation of employees in the Police Department, as all our Officers have been offered positions with the Sheriff’s Office</p>	<p>A motion to adopt the revised consent agenda adding the addendum to the HR recommendations was made by Trustee Watson and seconded by Trustee Rambaud.</p> <p>Motion passed.:</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – January 24, 2023</p>	<p>A motion to approve the minutes from the public business meeting held on January 24, 2023 was made by Trustee Richens seconded by Trustee Brennan.</p> <p>ABSTAIN: Trustee Rambaud</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Executive Session Meeting Minutes – January 24, 2023	<p>A motion to approve the minutes from the Executive Session Meeting held on January 24, 2023 was made by Trustee Davis and seconded by Trustee Orange.</p> <p>Motion Passed.</p> <p>ABSTAIN: Trustee Rambdaud</p>	
Approval of Special Public Business Meeting Minutes – February 16, 2023	<p>A motion to approve the minutes from the Special Business Meeting held on February 16, 2023 was made by Trustee Brennan and seconded by Trustee Richens.</p> <p>Motion Passed.</p> <p>ABSTAIN: Trustees Orange, Rambdaud and Vice-Chair Kaufmann</p>	
Consent Agenda <ul style="list-style-type: none"> A. Approval of Human Resources B. Acceptance of Gifts C. Acceptance of Grants D. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 E. Open Invoice Payment Requests for Vendor, Student and Employee Payments F. Monthly Financial Reports 	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Brennan.</p> <p>Motion Passed.</p> <p>YES: Trustees Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Rambdaud, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
G. Capital Project Update		
Approval of the FY24 Chapter 12 Project Authorization	<p>A motion to approve by resolution the FY24 Chapter 12 Project Authorization was made by Trustee Brennan and seconded by Trustee Watson.</p> <p>Motion Passed.</p> <p>YES: Trustees Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Rambaud, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Approval of FY24 Capital Budget	<p>A motion to approve by resolution the FY24 Capital Budget was made by Trustee Watson and seconded by Trustee Brennan.</p> <p>Motion Passed.</p> <p>YES: Trustees Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Rambaud, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Acceptance of the FY22 Financial Audit	<p>A motion to accept the FY22 Financial Statement Audit was made by Trustee</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Rambaud and seconded by Trustee Angelini</p> <p>Motion Passed.</p> <p>YES: Trustees Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Rambaud, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Adoption of the 2023 Facilities Master Plan	<p>A motion to adopt by resolution the 2023 Facilities Master Plan was made by Trustee Brennan and seconded by Trustee Watson.</p> <p>Motion Passed.</p> <p>YES: Trustees Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Rambaud, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Approval of Multimedia Production Option, Humanities, A. A.	<p>A motion to approve by resolution the Humanities Associate in Arts, Multimedia Production Option was made by Trustee Richens and seconded by Trustee Rambaud.</p> <p>Motion Passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustees Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Rambaud, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval of Revised Policies</p> <p>A. Policy 5.0000 Academic Freedom and Responsibility</p> <p>B. Policy 5.1000 Standards for Granting Degrees and Certificates</p> <p>C. Policy 2.4000 Clinical Facilities Contracts</p> <p>D. Policy 2.8000 Promotion Advertising and Sponsorship</p> <p>E. Policy 3.0003 Employees with Disabilities</p> <p>F. Policy 3.1000 Adjunct Faculty Employment (previous title, Policy 3.1000 Adjunct Faculty Positions)</p> <p>G. Policy 3.1001 Adjunct Faculty Terms and Conditions of Employment (previous title, Policy 3.1001 Adjunct Terms and Conditions of Employment)</p> <p>H. Policy 3.0002 Non-Represented Employees</p> <p>I. Policy 3.3000 Employment Pending Board Approval</p> <p>J. Policy 7.0009 Engagement of Outside Speakers (previous title, Policy 7.0009 Outside Speakers)</p>	<p>A motion to approve the revised policies listed below was made by Trustee Davis and seconded by Trustee Watson.</p> <p>A. Policy 5.0000 Academic Freedom and Responsibility</p> <p>B. Policy 5.1000 Standards for Granting Degrees and Certificates</p> <p>C. Policy 2.4000 Clinical Facilities Contracts</p> <p>D. Policy 2.8000 Promotion Advertising and Sponsorship</p> <p>E. Policy 3.0003 Employees with Disabilities</p> <p>F. Policy 3.1000 Adjunct Faculty Employment (previous title, Policy 3.1000 Adjunct Faculty Positions)</p> <p>G. Policy 3.1001 Adjunct Faculty Terms and Conditions of Employment (previous title, Policy 3.1001 Adjunct Terms and Conditions of Employment)</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>H. Policy 3.0002 Non-Represented Employees</p> <p>I. Policy 3.3000 Employment Pending Board Approval</p> <p>J. Policy 7.0009 Engagement of Outside Speakers (previous title, Policy 7.0009 Outside Speakers)</p> <p>Motion Passed.</p> <p>YES: Trustees Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Rambaud, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Approval of Winding Up and Dissolution of the Brookdale Community College Police Department</p>	<p>A motion to approve by resolution that the business and legal affairs of the Brookdale Community College Police Department will be wound up and the Department dissolved no later than 12:59 pm on March 31, 12023 was made by Trustee Angelini and seconded by Trustee Rambaud.</p> <p>Motion Passed.</p> <p>YES: Trustees Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Rambaud, Richens, Watson and Chair Crupi</p>	

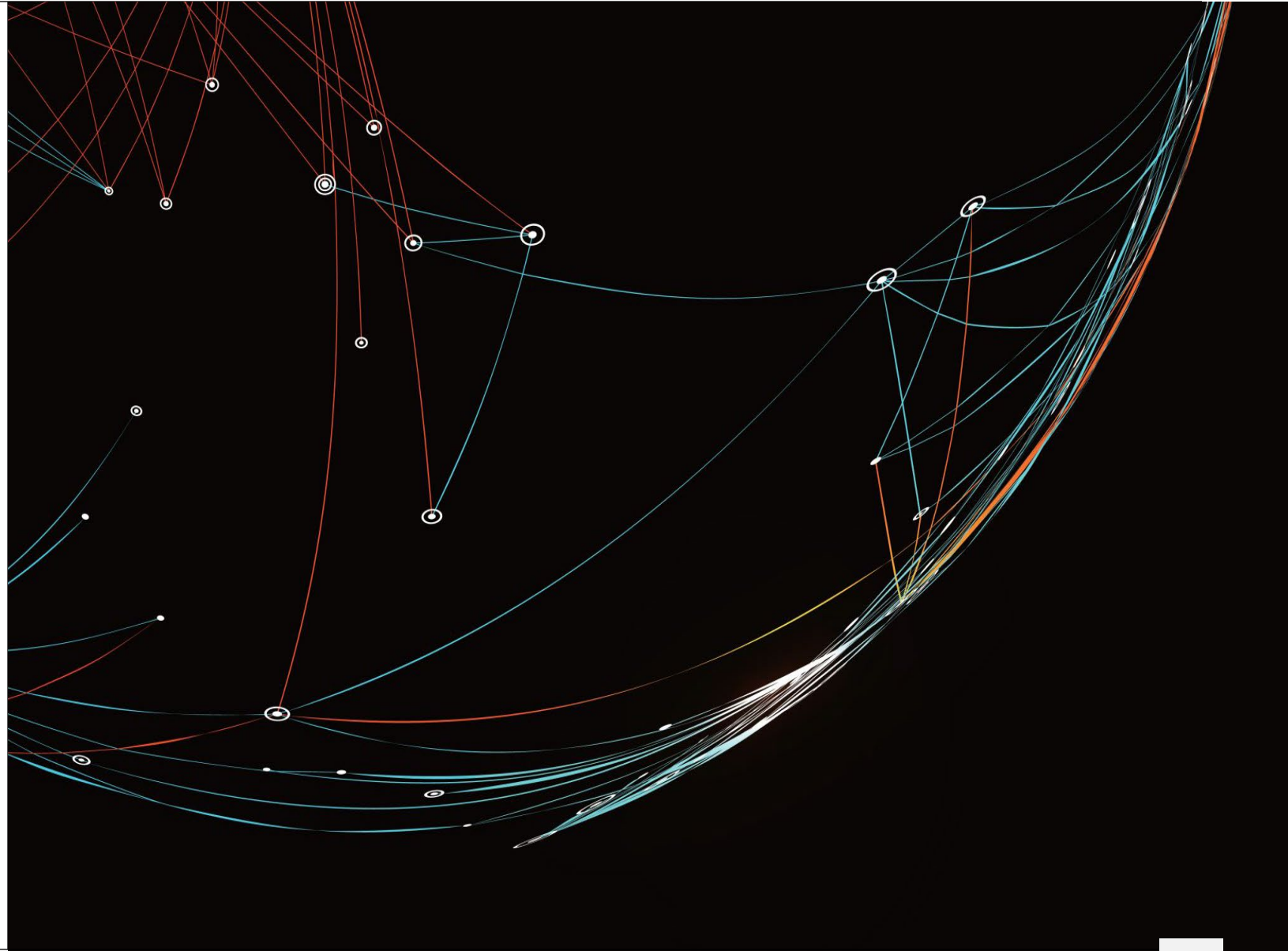
Topic and Discussion	Votes Taken	Action and Follow-up Actions
	NO: None ABSTAIN: None	
Public Comment Mr. Jacobs read the directions to giving public comment via in person or remotely. Leah Wasacz Coppola , Writing Center – as a member of the Professional Board Staff, she stressed the importance the staff has on the smooth operation of the College and the vital role they play in student success.. She stated that it is very distressing to her that the staff continues to work without a union contract, despite the fact that the College has settled their contracts with both the Faculty and Administrative unions. Their free fair and honest negotiation have failed, despite the fact that they have repeatedly reached out to the College’s negotiation team over the past 4 months, to conclude negotiations and complete our contract, but they have heard nothing. She urged the College to return to the negotiating table in the spirit of good faith and conclude the negotiations. Dr. Stout thanked the PSA members who attended the meeting and thanked them for their hard work and elevating their concerns to the Board of Trustees. He said they are committed to making sure the process moves forward.		
Old/New Business - Dr. Stout announced that we are in the Basketball Regional Finals tonight. Dr. Stout encouraged support of the teams. He also announced that Coach Chisek is Coach of the Year.		
Recess for Dinner	A motion to recess for dinner for 30 minutes was made by Trustee Richens and seconded by Trustee Brennan. Motion Passed.	
Reconvene	A motion to reconvene the meeting was made by Trustee Richens and seconded by Trustee Watson. Motion Passed.	
Retreat Session – Investing in Brookdale Dr. Stout described the process of developing Strategic Plan 2025, which began with college-wide input via 12 town hall meetings, where 7 guiding themes were identified. The Strategic Master Plan is further broken down into 4 master plans of which the Board of Trustees has viewed presentations on the Academic Master Plan and Advancement Master Plan. The Student Success Master Plan and Organizational Optimization Plans will be presented in March and May.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Dr. Stout provided an abridged version of the initiatives attached to the Academic Master Plan and Advancement Master Plan which outlined the connections with the Strategic Plan 2025 Themes (Attachment B). He recommended that the initiatives highlighted in green can be invested during this coming year. He clustered the initiatives into 7 Strategic Investment Areas and reviewed his recommendations on the prioritization of investments to meet the goals of the Strategic Plan 2025. At the end of the discussion, he recommended that the Board of Trustees view the Student Success Master Plan and the Organizational Optimization Plan and he would provide at their next Retreat Session a Budget that outlines the prioritized strategic investments from all 4 master plans and their funding sources.</p> <p>The Trustees commented and recommended based on Dr. Stout's presentation on the following:</p> <ul style="list-style-type: none"> • Develop an Honors College • Improve Alumni tracking and engagement with students • Ensure employee demographics match our student demographics • Invest in professional development to ensure that employees have the opportunity and incentive to advance in their careers at Brookdale • Expand access to the Nursing and Health Care programs • Improve utilization of the Wall Higher Education Center - undertake a utilization study • Follow through with featuring Trustees in the Brookdale Bulletin • Invest in Cohort Centers to improve persistence and success of students • Continue to Monitor and report on Strategic Plan 2025 		
<p>Adjournment</p> <p>Meeting adjourned at 7:56 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Watson.</p> <p>Motion passed.</p>	

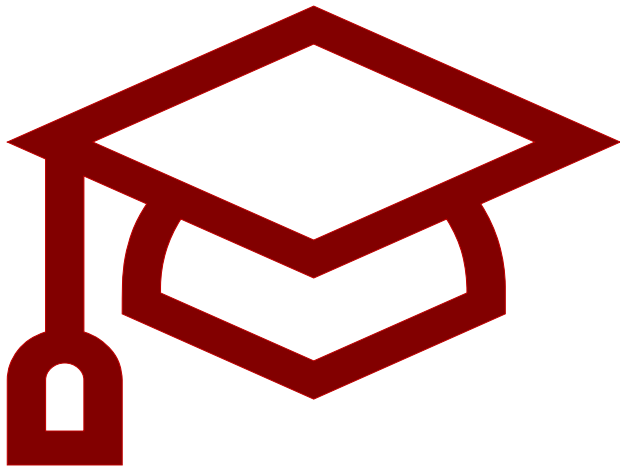
Advancement Master Plan 2023–2026



EXECUTIVE SUMMARY

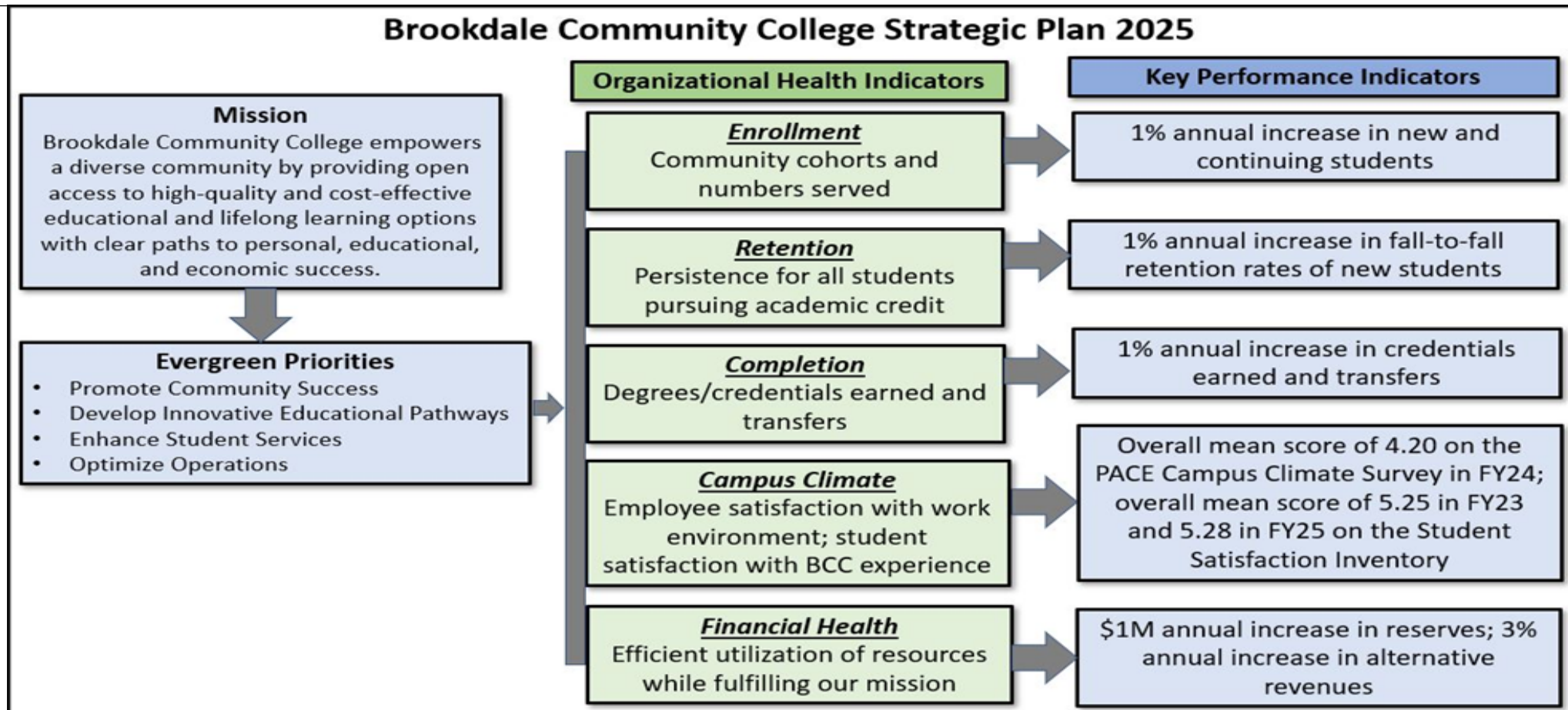


Mission Statement

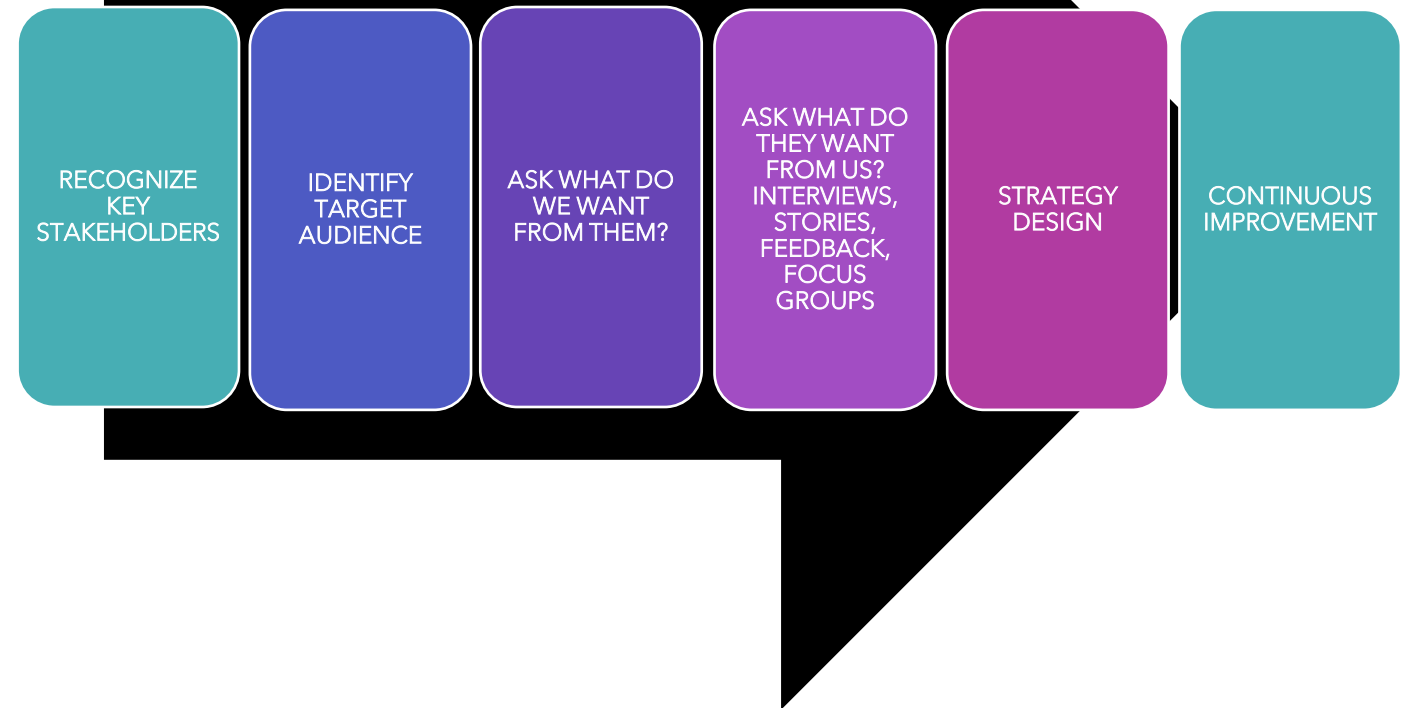


The Office of Advancement furthers the mission, values and educational objectives of the College by building and strengthening internal and external relationships that encourage advocacy, support for, and investment in student success.

Advancement Master Plan



August 22-June 23



The Process

Strategic Goals

1. Promote Community Success by identifying and addressing emerging needs through access, inclusion and equity
2. Integrate Enrollment Efforts to Ensure Equitable Access to Higher Education
3. Develop Relationships : Government & Community Relations, Strategic Partnerships, Foundation, & Alumni Affairs
4. Generate Alternate Revenue: Grant Development, Strategic Partnerships, and Fundraising

Promote Community Success

KEY INITIATIVES FOR ADVANCEMENT	LINKAGES TO ACADEMIC MASTER PLAN GOALS/INITIATIVE
<ul style="list-style-type: none"> (1) Expand pathways that lead to credentials and careers in collaboration with the Dept. of Human Services and RWJ. 	<ul style="list-style-type: none"> (1) Supports Goal 3 of the AMP: Create pathways for adult learners and nontraditional returning students.
<ul style="list-style-type: none"> (2) Host the "Cost of Poverty Experience" program for the ATD team as an innovative learning experience to establish equity in access, persistence and outcomes. 	<ul style="list-style-type: none"> (2) Supports Goal 4 of the AMP: Work closely with the ATD teams on gathering data and efforts to establish equity in access, equity in persistence, and equity in outcomes.
<ul style="list-style-type: none"> (3) Implement the Jersey Blues transportation grant with the DOT to address the significant transportation barriers that prevent students from accessing higher education. 	<ul style="list-style-type: none"> (3) Supports Goal 1 of the AMP: Provide continued support to help students overcome barriers to access
<ul style="list-style-type: none"> (4) Complete development of the Caroline Huber Wellness Center to connect students, faculty and the community to social services to address mental health and wellness needs 	<ul style="list-style-type: none"> (4) Supports Goal 4 of the AMP: Provide continued support to help students overcome barriers to academic success

Integrate Enrollment Efforts to Ensure Equitable Access to Higher Education

KEY INITIATIVES FOR ADVANCEMENT	LINKAGES TO ACADEMIC MASTER PLAN GOALS/INITIATIVE
<ul style="list-style-type: none"> • (1) Optimize website homepage (completed January 2023) <ul style="list-style-type: none"> - Enhance ease of navigation - Surface key academic content - Improve effectiveness for marketing purposes - <i>Next step is to streamline and consolidate pages to improve speed and efficiency of overall site</i> 	<ul style="list-style-type: none"> • 1) Supports Goal 4 of AMP: Cultivate a culture of belonging with the goal of acceptance and persistence for all students.
<ul style="list-style-type: none"> • (2) Continued partnership and alignment with enrollment management – operationally and strategically. 	<ul style="list-style-type: none"> • (2) Supports Goal 4 of the AMP: Cultivate a culture of belonging with the goal of acceptance and persistence for all students
<ul style="list-style-type: none"> • (3) Implement market segmentation strategies for specialized constituencies (veteran's, adult learners, first generation students) 	<ul style="list-style-type: none"> • (3) Supports Goal 4 of the AMP: Cultivate a culture of belonging with the goal of acceptance and persistence for all students

Relationship Development: Government & Community Relations, Strategic Partnerships, Foundation, & Alumni Affairs

KEY INITIATIVES FOR ADVANCEMENT	LINKAGES TO ACADEMIC MASTER PLAN GOALS/INITIATIVE
<ul style="list-style-type: none"> (1) Brookdale President's Community Advisory Council promotes collaborative partnerships with community employers and stakeholders 	<ul style="list-style-type: none"> (1) Supports Goal 3 of the AMP: Ensure relevant, innovative, and in-demand educational offerings.
<ul style="list-style-type: none"> (2) Community-based sponsorships and events enhances college's image and creates community connections 	<ul style="list-style-type: none"> (2) Supports Goal 1 of the AMP: Cultivate a culture of belonging with the goal of acceptance and persistence for all
<ul style="list-style-type: none"> (3) Leverage and engage Foundation and Alumni Boards to increase community awareness and financial support 	<ul style="list-style-type: none"> (3) Supports Goal 2 of the AMP: Increase Brookdale Foundation and Grant Support
<ul style="list-style-type: none"> (4) Participation in Monmouth ACTS, the county-wide public, private partnership of social service agencies, provides Advisory Board members, internship opportunities and program recommendations 	<ul style="list-style-type: none"> (4) Supports Goal 3 of the AMP: Ensure relevant, innovative and in-demand educational offerings

Alternate Revenue Generation: Grants, Strategic Partnerships, & Fundraising

KEY INITIATIVES FOR ADVANCEMENT	LINKAGES TO ACADEMIC MASTER PLAN GOALS/INITIATIVE
<ul style="list-style-type: none"> (1) Destination Brookdale promotes college facilities rental and fee-based event support resources 	<ul style="list-style-type: none"> (1) Supports Goal 1 of the AMP: Increase resources for student academic support services.
<ul style="list-style-type: none"> (2) Partnership/rental agreement with Lunchbreak "Clara's Closet" provides on-campus access to basic needs resources for students & community members 	<ul style="list-style-type: none"> (2) Supports Goal 1 of the AMP: Provides continued support to help students overcome barriers to academic success.
<ul style="list-style-type: none"> (3) CCOG SIG supports recruitment outreach and student success services & support resources (Recruitment, FAFSA Completion, Pathway Mentors) 	<ul style="list-style-type: none"> (3) Supports Goals 1 & 2 of the AMP: Supports Goal 1: Cultivate a culture of belonging with the goal of acceptance and persistence for all students. Goal 2: Increase resources for student academic support services.
<ul style="list-style-type: none"> (4) The Wellness Center \$550,000 Line-Item Grant in FY 23 NJ State Budget 	<ul style="list-style-type: none"> (4) Supports Goal 1 of the AMP: Goal 1: Increase resources for student academic support services.
<ul style="list-style-type: none"> (5) Increase Year Over Year Giving, Average Gift and Endowments 	<ul style="list-style-type: none"> (5) Supports Goal 2 of the AMP: Increase Brookdale Foundation and Grant Support

Alternative Revenue Generation: Grant Development, Strategic Partnership, and Fundraising

KEY INITIATIVES FOR ADVANCEMENT	LINKAGES TO ACADEMIC MASTER PLAN GOALS/INITIATIVES
<ul style="list-style-type: none">• (1) October 2023, submit a competitive grant proposal to the National Science Foundation to support a technician training program in Electric Vehicle Technology to meet New Jersey's growing demand for technicians (\$350,000)• (2) March 2023, request Federal Legislative support not to exceed \$1M for a project to provide student services and/or workforce Development. Previous legislative support includes \$450,000 for the Center of Excellence in Cyber Security.• (3) July 1, 2023, Fund the Brookdale Innovation Grants in collaboration with the Foundation to develop small projects to promote diversity, equity, and inclusion (DEI), Mentoring, Wellness, and additional College initiatives	<ul style="list-style-type: none">• (1) Supports Goal 3 of the AMP: Ensure relevant, innovative, and in-demand educational offerings• (2) Supports Goal 2 of the AMP: Increase Brookdale Foundation and Grant Support• (3) Supports Goal 1 of the AMP: Mentoring Program

Next Steps



Acknowledgements



Thank You!

President's Advisory Council
Workforce Development
Monmouth County Planning Board
Faculty Advisory Boards
Superintendents
Student Diversity Committee
IPEC
NJCCC
Monmouth Medical
CPS

The Advancement Team:

Kathleen Kamatani
Edward Johnson
Laura Qaissaunee
Anita Voogt

	Access	Retention/Completion	Campus Climate	Financial Health
Academic Affairs	<ul style="list-style-type: none"> Establish New Horizons Committee; recommend innovative programs. (NACUBO; SP 1&7) Develop Prior Learning Assessment process; Awarding college credit for life and work experience. (SP 1,2,4,7) Add representation from CPS to Academic Council. (SP 1,2,7) Create pathways for adult learners and returning students. (SP 4&6) Sunset courses that are no longer available. (SP 1&6) Invest in professional development for PLA. (SP 2,5,7). 	<ul style="list-style-type: none"> Explore innovative co-requisite models for foundational education. (SP 2,6,7) Offer summer boot camps. (SP 2&6) Develop early interventions. (SP 1-3,6) Assess effectiveness of online vs. in-person tutoring. Invest in results (SP 1) Mandatory freshman seminar for all new students. (SP 3&6) Expand use of instructional technology in Distance Ed courses. (SP 2,6,7) Increase support for Disability Services Office. (SP 4-6) Integrate UDL into courses. (SP 2,4-7) Develop interdisciplinary courses that address equity/social justice. (SP 2&7) Work closely with the ATD teams on efforts to establish equity in access, persistence, and outcomes. (SP 1-7) Invest in faculty prof. dev. (SP 5) Maintain MSCHE Requirements for Accreditation and program-specific accreditations. (SP 1-7) Ensure appropriate and transparent availability of data. (SP 1&5) Include equity goals in program plans and assessments. (SP 2&5) Institutionalize a culture of continuous improvement. (SP 1-7) Map existing assessments. (SP 2-7) Evaluate assessment tools to integrate computer programs for ease of use across the college. (SP 2,5,7) Invest in faculty professional dev. in assessment methods. (SP 5) 	<ul style="list-style-type: none"> Support classroom practices that cultivate belonging to increase persistence. (SP 2&6) Help students overcome barriers to success. (SP 1,3-6) Explore intrusive interventions for academic support. (SP 3-7) Establish student mentoring. (SP 3) Invest in professional development. (SP 5) 	<ul style="list-style-type: none"> Increase grant and Foundation support for operating expenses. (OOMP)

Advancement	<ul style="list-style-type: none"> • Expand pathways that lead to credentials and careers in collaboration with community partners. (SP 2,4,7) • Host “Cost of Poverty Experience” program for ATD teams. (SP 4-6) • Implement transport. grant to improve access to higher education. (SP 4,6,7) • Complete development of Wellness Center to connect community to mental health and wellness services. (SP 2,5-7) • Optimize homepage to enhance navigation, surface key academic content, improve effectiveness for marketing, and streamline and consolidate pages to improve speed/efficiency. (SP 1,4-7) • Operationally and strategically align with enrollment mgmt. (SP 1,4,6,7) • Implement market segmentation strategies for specialized groups (veteran’s, adult learners, first gen. students). (SP 4&6) • Promote collaborative partnerships with community employers and stakeholders through Brookdale President’s Community Advisory Council. (SP 2-7) • Enhance image and create community connections through community-based sponsorships and events. (SP 2,6,7) • Leverage Foundation and Alumni Boards to increase community awareness and financial support. (SP 2,6,7) • Participate in Monmouth ACTS. (SP 2&7) 	<ul style="list-style-type: none"> • Develop partnerships to provides on-campus access to basic needs resources. (SP 4,6,7) • Support CCOG recruitment outreach and student support resources (Recruitment, FAFSA Completion, Pathway Mentors). (SP 3-7) 	<ul style="list-style-type: none"> • Promote facility rental and fee-based event support. (OOMP) • Increase annual giving, average gift, endowments. (SP 4) • Submit NSF grant proposal to support EV Tech training program. (SP 2&7) • Request Federal support for a project to provide student services and/or workforce dev. (SP 2,4,6,7) • Fund BIG Grants to promote equity, diversity, inclusion, mentoring, wellness, and additional initiatives. (SP 2-7)
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Evergreen Priorities

1. Promote Community Success | 2. Develop Innovative Educational Pathways
3. Enhance Student Services | 4. Optimize Operations.

Strategic Plan 2025 Themes

1. Map processes. | 2. Develop resources for program development and enhancement. | 3. Design Mentorship opportunities.
4. Ease Access. | 5. Expand Internal Education. | 6. Enhance the User's Journey. | 7. Promote Innovation and Collaboration.

Organizational Health Indicators

1. Access | 2. Retention/Persistence | 3. Completion | 4. Campus Climate | 5. Financial Health

Strategic Investments

- Achieving the Dream interventions (e.g., enhanced data capacity, peer mentoring, transportation, ATD recommendations).
- Innovative Program Development (e.g., prior learning assessment, Foundational co-requisite models, summer boot campus,
- External consulting services to assist with mapping processes from student first contact through alumni engagement
- Pathway programs for specialized groups (e.g., college-readiness, early college, first-gen.) and adult learners/non-traditional returners (e.g., veterans, parents preparing to re-enter the workforce, upskilling adults).
- Professional Development for all employees.
- Facility Master Plan moves, prioritizing new welcome center and business incubator.
- Advancement capacity (e.g., grant development, sponsorships, alumni relations).
- Student Success Master Plan and Organizational Optimization Master Plan Initiatives

3.1 Human Resources Recommendations

Hires, Change of Status, Separations, & Sabbaticals - This month there are a total of 15 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

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

B. Change of Status

Supervisor – Administrative Operations	1
Non-Supervisor – Direct Student Contact	1

C. Separations**Recommendations**

Faculty	2
Non-Supervisor – Direct Student Contact	1
Support Staff	1

D. Sabbaticals**Recommendations**

Faculty	4
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A. HIRES**FACULTY**

1. Name: Catherine Mandel
Department: Culinary
Position: Instructor, full-time, temporary fall semester
Salary: \$31,597, prorated from an annual base of \$65,246
Effective: 9/1/23 – 12/22/23, pending completion of all final contingencies

FACULTY DEGREE SUMMARY

Baccalaureate

1

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Lauren Langford
Department: Advising
Position: Student Success Coach/Advisor, full-time temporary position
Salary: \$61,123 to be prorated accordingly
Effective: 4/3/23 until further notice, but not later than 6/30/23 pending completion of all final contingencies

SUPPORT STAFF

1. Name: Tiffany Carey
Department: Teaching & Learning Center
Position: Learning Space Specialist
Salary: \$43,655, subject to current contract negotiations
Effective: 4/17/23, pending completion of all final contingencies

ADJUNCT FACULTY

1. Name: Joeleen Napoli
Department: Nursing

ADJUNCT DEGREE SUMMARY

Doctoral

1

COACHES

1. Name: Patrick Lombardi
Department: Athletics
Position: Assistant Men's Tennis Coach
Compensation: \$2,250
Date: 3/29/23

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

1. Name: Anthony Ceglie
Department: Security and Public Safety
Position: Director, Security and Public Safety
Action: Change in position from Sergeant to A5 position through reorganization transfer
New Salary: No change
Effective: 4/1/23

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Paige Eckert
Department: Athletics
Position: Administrative Assistant II
Action: Reclassification from A1 to A2 position
New Salary: \$57,379, to be prorated accordingly
Effective: 4/1/23

C. SEPARATIONS**FACULTY**

1. Name: Rosemarie Bello-Truland
Department: Sociology
Position: Assistant Professor
Action: Retirement
Effective: 3/31/23, with retirement on 4/1/23
2. Name: Stephen Curto
Department: Counseling
Position: Professor
Action: Retirement
Effective: 6/30/23, with retirement on 7/1/23

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: David Tomkins
Department: Athletics
Position: Coordinator, Athletics & Recreation
Action: Resignation
Effective: 3/15/23

SUPPORT STAFF

1. Name: Gene Citarella
Department: Physical Plant
Position: Operating Engineer
Action: Retirement
Effective: 2/28/23, with retirement on 3/1/23

D. SABBATICALS**FACULTY**

1. Name: Amy Clark
Department: Library
Length of Sabbatical: One-Half Year
Effective: Fall 2023
2. Name: Jennifer Kaminski
Department: English
Length of Sabbatical: One-Half Year
Effective: Spring 2024
3. Name: Laura McCullough-Thoms
Department: English
Length of Sabbatical: One-Half Year
Effective: Spring 2024
4. Name: Spyro Roubos
Department: Mathematics
Length of Sabbatical: One-Half Year
Effective: Fall 2023

FACULTY SABBATICAL

CANDIDATE: Amy Clark
DEPARTMENT: Library
LENGTH OF SABBATICAL: Fall 2023

The purpose of Professor Amy Clark's sabbatical is to participate in the Community College Faculty Program (formerly known as the Mid-Career Fellowship Program) at Princeton University, where, as a part of a unique academic community, she will take courses to enrich and deepen her understanding of the disciplines with whom she liaises as a faculty librarian.

Amy was hired full-time at Brookdale Community College in 2005. She earned a bachelor's degree in Interdisciplinary Social Science, with minors in Psychology and English, from James Madison University, and a master's degree in Library and Information Science from Rutgers University.

CANDIDATE: Jennifer Kaminski
DEPARTMENT: English
LENGTH OF SABBATICAL: Spring 2024

The purpose of Jennifer Kaminski's sabbatical is to build an archive of information pertaining to slave labor in Antebellum Monmouth County. The collection will include interviews with historians, photographed artifacts, connective writing, copies of primary documents from county and local archives, and formatted existing research. Housed at Brookdale, this archive will be a central place for these resources to be easily accessed, navigated, processed and discussed collectively in a community of higher education. It will serve as a platform for a multi-disciplinary college and community-wide humanities symposium on the subject.

Jennifer was hired full-time at Brookdale Community College in 2004. She earned a bachelor's degree in Writing and Fine Arts from Loyola College of Maryland and an master of fine arts in Creative Writing from California State University, Fresno.

CANDIDATE: Laura McCullough-Thoms
DEPARTMENT: English
LENGTH OF SABBATICAL: Spring 2024

The purpose of Laura McCullough-Thoms' sabbatical is to address the changing nature and stress level of our students and consider ways educational practices need to shift in response to the changes in our student body. She will conduct focus groups with students as well as faculty, do a full review of the existing literature in trauma informed education, create an annotated bibliography of those materials, develop trauma informed, emotional literacy practices for use across discipline areas in the classroom, and create a document of classroom management techniques, assignments, book lists, and the pedagogical underpinnings for them that would be usable by faculty, as well as make a list of recommendations for consideration by Brookdale Leadership.

Laura was hired full-time at Brookdale Community College in 2000. She earned a bachelor's degree in English from The Richard Stockton College of NJ and a master's degree in Writing and Literature from Goddard College.

CANDIDATE: Spyro Roubos
DEPARTMENT: Mathematics
LENGTH OF SABBATICAL: Fall 2023

The purpose of Spyro Roubos' sabbatical is to write an Open Educational Resource (OER) textbook for Brookdale's MATH 136 course – "Math for Liberal Arts Majors". This project will benefit the department by providing a high-quality textbook, tailored specifically to the needs of this class as per department standards, over which the department will have total control of content, future editions, and availability. We currently have three general education mathematics courses at Brookdale: Statistics (MATH 131), Algebraic Modeling (MATH 145), and MATH 136. Of these, the first two utilize OER books; upon completion of this project, all general education math courses will be OER.

Spyro was hired full-time at Brookdale Community College in fall 2011. He earned a bachelor's degree of science in pure mathematics from the University of Rochester and a master's degree of science in mathematics from Lehigh University.

2.2 Application for Grants

Executive Summary

A. Labor, Health, Human Services, and Education Appropriations Committee

Title: Federal Community Project

Short Title: EV-E New Jersey

Goal/Purpose: Brookdale Community College is developing an automotive technician education program in the high-growth field of Electric Vehicle (EV) Technology to update the skills of incumbent automotive professionals and to strengthen the workforce preparation of new automotive technicians thus meeting the rapidly growing demand for technicians trained in EV repair and maintenance. The proposed Electric Vehicle Education New Jersey (EV-E New Jersey) program will be designed to fuel economic growth and fill a critical need for trained EV technicians throughout New Jersey. Brookdale will disseminate the curriculum to other community colleges and provide workshops to technical schools with automotive technology programs.

Program Administrator: Ivan Anderson

Total Requested: \$750,000

Date Submitted: March 17, 2023

Recommendation:

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

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held March 21, 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

March 28, 2023

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	Colliers Engineering & Design	Professional Engineering Services, RFQ No. 05-2022 / This contract is for professional engineering and design services for accessibility upgrades at the former Children's Learning Center on the Lincroft Campus. This contract is funded by Chapter 12.	RFQ	\$ 83,325.00
Operating				
2	Ascend Learning Holdings, LLC	Nursing Comprehensive Assessment & Review Program, Student Exams, and Other Assessment Exams (FY24) / Exempt 18A:64A-25.5.a.(19)(Software peripherals). This is a one year contract for an on-line comprehensive assessment, tutorial review programs, and EHR Tutor for nursing students. This contract also includes various assessment exams for other areas of the College. This contract is funded by Student Lab Fees, Testing Center's Revenue Generating Programs, and the Testing Center's Operating Budget. FY23 YTD \$179,290.	Exempt	\$ 270,000.00 *
3	NCS Pearson, Inc.	Exam Forms, Testing Material, and Online Testing Software (FY24) / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This is a one year contract for the supply and delivery of CompTIA exam vouchers, GED testing forms, other test/voucher forms, and software for online testing. This contract is funded by CPS' Revenue Generating Programs; Testing Center's Revenue Generating Programs; Testing Center's Operating Budget; and various grants. FY23 YTD \$18,350	Exempt	\$ 35,000.00 *
4	Instructure, Inc.	Learning Management System (LMS), RFP No. 02-19 (FY24) / This is the 5th year of a 5 year contract for a hosted Learning Management System (LMS). The LMS (Canvas) supports a range of applications that supplement traditional classroom instruction, integrate into the College's online and face-to-face instruction, and deliver online courses and programs. This contract is funded by the IT Budget. FY23 \$204,848.	RFP	\$ 215,114.00

5	W.B. Mason Co., Inc.	Office Supplies (FY24) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of office supplies and is funded by various departmental budgets. FY23 YTD \$24,371.	Exempt	\$	50,000.00	*
6	W.B. Mason Co., Inc.	Copy Paper (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 copy paper and is funded by the Printing Services Budget. FY23 YTD \$6,224.	Exempt	\$	25,000.00	*
7	Amazon Business	Books and Miscellaneous Merchandise (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of books and miscellaneous merchandise college-wide and is funded by various departmental budgets. FY23 YTD \$52,386.	Exempt	\$	78,000.00	*
8	Bank of America Kearny Bank	Banking Services, RFP No. 04-21 (FY24) / This is a one year extension for banking services and is funded by the Operating Budget.	RFP			
9	Consolidus Inc. NJCCPROMOS.com	Promotional/Recruitment Giveaways (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op agreement with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of promotional/recruitment giveaways. This contract is funded by various grants, College Relations, Institutional Marketing, and various departmental budgets. FY23 YTD \$44,834.	Exempt	\$	85,000.00	*
10	ProEducation Solutions LLC	Student Financial Aid Verification Services, RFP No. 15-21 (FY24) / This is the 3rd year of a 3 year contract for student financial aid verification services. This contract is funded by the Financial Aid Budget. FY23 YTD \$18,250.	RFP	\$	39,500.00	*

11	Konica Minolta Business Solutions USA, Inc.	Lease of Multifunctional Devices and Production Equipment, Maintenance, Supplies, Print Management, RFP No. 03-23 (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). Notice was sent to 7 vendors, received 7 replies. This is the 1st year of a 5 year contract for the lease of multifunctional devices (copiers) and production equipment, maintenance, supplies, and print management services. This contract is funded by the Printing Services Budget. FY23 YTD \$155,192.	RFP	\$ 284,776.00
12	Cengage Learning, Inc. (ed2go)	Continuing Education Online Certification Programs, RFP No. 05-23 (FY24) / Notice was sent to 9 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for continuing education online certification programs and is funded by CPS' Revenue Generating Programs. FY23 YTD \$6,330.	RFP	\$ 33,000.00 *
13	Promineo Education LLC	Online Certificate Program for Coding and Data Engineering, RFP No. 06-23 (FY24) / Notice was sent to 11 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for an online certificate program for coding and data engineering. This contract is funded by CPS' Revenue Generating Programs. FY23 YTD \$29,000.	RFP	\$ 60,000.00 *
14	Mazza Recycling Services, Ltd.	Trash Disposal and Recycling Services, Bid No. 23-11 (FY24) / Notice was sent to 5 vendors, received 4 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for trash disposal and recycling services. This contract is funded by the Facilities Budget. FY23 YTD \$52,076.	Bid	\$ 139,893.90 *
15	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing, and Repairs, Bid No. 23-12 (FY24) / Notice was sent to 4 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for fire alarm inspection, testing, and repairs. This contract is funded by the Facilities Budget. FY23 YTD \$18,333.	Bid	\$ 89,730.00 *

* Estimated expense based on historical data

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending January 31, 2023, which totaled \$3,757,654.83. 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 March 21, 2023.

4.1 *Financial Report*

The following is the unaudited Financial Report for the month December 31, 2022.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting March 21, 2023.

Financial Overview at January 31, 2023

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

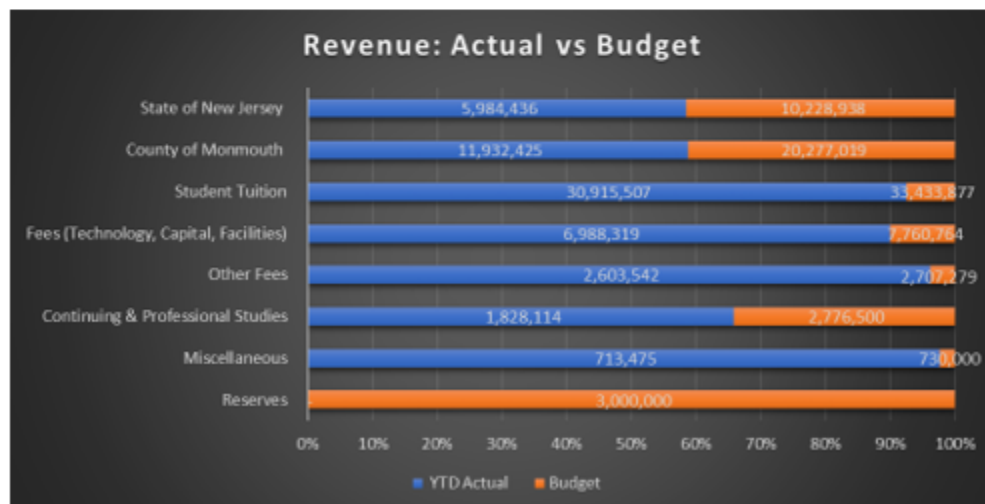
Revenue:

Compared to Budget

Total operating revenue through the month of January 2023 was \$61.0M and represents 75.3% of the FY23 budget of \$81M.

Compared to Prior Year

Operating revenue through January 2023 was 6.0% higher than the same time last year. Of the \$3.4M increase, \$2.2M is in tuition & fee revenue and \$1.3M from all other operating revenue sources.



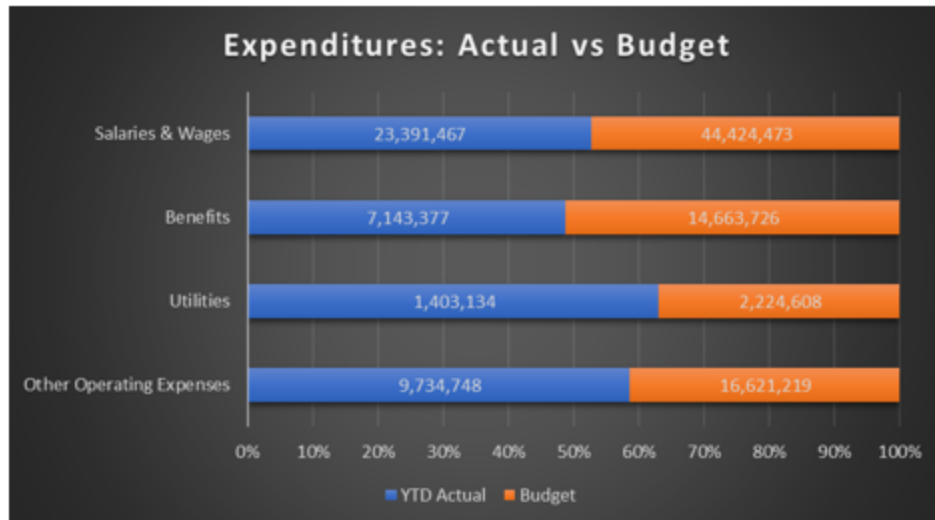
Expenditures:

Compared to Budget

Total operating expenditures through January 2023 were \$41.7M or 53.5% of the \$78M FY23 budget.

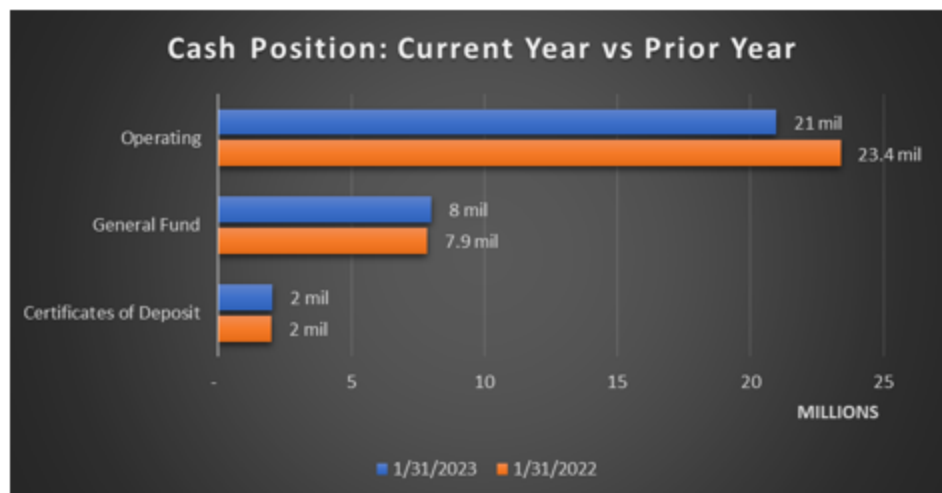
Compared to Prior Year

Total operating expenses for the same period last year were \$38.4M compared to \$41.7M this year indicating an increase of operating costs of 8.6% or \$3.3M. This increase is mainly attributed the increase of salary and benefit costs of \$1.5M and contracted services expense of \$662k.



Cash Balance:

At January 31, 2023, the College's total cash position was \$31.0M, which represents a \$2.4M decrease over the same time last year. This variance is due to the timing of receipt of County Appropriation of \$1.7M and drawdown of HEERF funds of \$958,000. The College's total interest earned through January was \$152,858 compared to \$17,040 last year.



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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 5,984,436	\$ 10,228,938	\$ (4,244,502)	58.5%
County of Monmouth	11,932,425	20,277,019	(8,344,594)	58.8%
	17,916,861	30,505,957	(12,589,096)	58.7%
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	12,911,380	12,730,986	180,394	101.4%
Spring 11	876,259	712,623	163,636	123.0%
Spring 7A & 7B	143,801	73,556	70,245	195.5%
Summer I	-	1,605,186	(1,605,186)	0.0%
Summer II	-	1,704,550	(1,704,550)	0.0%
	30,915,507	33,433,877	(2,518,370)	92.5%
Fees:				
Fees (Technology, Capital, Facilities)	6,988,319	7,760,764	(772,445)	90.0%
Application Fee	120,910	175,000	(54,090)	69.1%
Installment Plan Fee	115,845	140,000	(24,155)	82.7%
Lab Fees	2,323,241	2,319,529	3,712	100.2%
Late Fees	16,500	22,000	(5,500)	75.0%
Transcript Fee	26,111	50,000	(23,889)	52.2%
Bad Check Fee	935	750	185	124.7%
	9,591,861	10,468,043	(876,182)	91.6%
Continuing & Professional Studies:				
Contract Training Direct Pay	18,990	210,000	(191,010)	9.0%
Alternate Route	243,092	150,533	92,559	161.5%
Healthcare Services	738,575	1,249,005	(510,431)	59.1%
Business & Career Training	212,159	265,000	(52,842)	80.1%
Computer Training	71,889	144,500	(72,611)	49.7%
CTE Grant	262,650	381,004	(118,354)	68.9%
Trips / Excursions	45,660	75,000	(29,340)	60.9%
Misc. Open Enrollment Programs	156,649	205,375	(48,726)	76.3%
Summer Adventure Camps	48,729	55,083	(6,354)	88.5%
Accelerated Career & Technology	27,249	41,000	(13,752)	66.5%
	1,828,114	2,776,500	(948,386)	65.8%
Miscellaneous:				
Partnerships/Rent	259,646	-	259,646	0.0%
Indirect Cost Recovery	128,187	335,000	(206,813)	38.3%
Interest Income	152,858	85,000	67,858	179.8%
International Center	71,558	300,000	(228,442)	23.9%
Miscellaneous	101,227	10,000	91,227	1012.3%
Reserves	-	3,000,000	(3,000,000)	0.0%
	713,475	3,730,000	(3,016,525)	19.1%
Total	\$ 60,965,817	\$ 80,914,376	\$ (19,948,559)	75.3%

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	15,541,853	30,432,274	14,890,421	51.1%
Benefits	7,143,377	14,663,726	7,520,349	48.7%
Finance & Operations	6,870,090	11,966,890	5,096,800	57.4%
Student Affairs	3,499,270	6,524,625	3,025,355	53.6%
General Expenses	2,918,131	4,775,060	1,856,929	61.1%
Continuing & Professional Studies	1,422,193	2,475,267	1,053,074	57.5%
Utilities	1,403,134	2,224,608	821,474	63.1%
Human Resources & Organizational Safety	1,518,998	2,589,726	1,070,728	58.7%
Planning & Institutional Effectiveness	247,769	427,260	179,491	58.0%
President & Board of Trustees	312,587	532,800	220,213	58.7%
Advancement Division	795,326	1,321,790	526,464	60.2%
	41,672,727	77,934,026	36,261,299	53.5%
Salaries & Wages	23,391,467	44,424,473	21,033,006	52.7%
Other Expenses	18,281,260	33,509,553	15,228,293	54.6%
	\$ 41,672,727	\$ 77,934,026	\$ 36,261,299	53.5%

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

	1/31/23	1/31/22	Change	% Change
Operating Revenue				
State of New Jersey	\$ 5,984,436	\$ 5,925,096	\$ 59,340	1.0%
County of Monmouth	11,932,425	11,682,428	249,997	2.1%
Student Tuition	30,915,507	28,745,718	2,169,789	7.5%
Fees	9,591,861	9,297,885	293,976	3.2%
Continuing & Professional Studies	1,828,114	1,606,713	221,402	13.8%
Miscellaneous	713,475	263,349	450,126	170.9%
	60,965,817	57,521,187	3,444,630	6.0%
Operating Expenditures				
Academic Affairs	15,541,853	14,846,781	695,071	4.7%
Benefits	7,143,377	6,755,913	387,464	5.7%
Finance & Operations	6,870,090	6,318,327	551,763	8.7%
Student Affairs	3,499,270	3,216,952	282,318	8.8%
General Expenses	2,918,131	2,414,887	503,243	20.8%
Continuing & Professional Studies	1,422,193	1,203,738	218,454	18.1%
Utilities	1,403,134	1,025,002	378,132	36.9%
Human Resources & Organizational Safety	1,518,998	1,209,349	309,649	25.6%
Planning & Institutional Effectiveness	247,769	229,954	17,815	7.7%
President & Board of Trustees	312,587	328,199	(15,612)	-4.8%
Advancement Division	795,326	806,683	(11,357)	-1.4%
	41,672,727	38,355,787	3,316,941	8.6%
Surplus/(deficit) Operating	19,293,090	19,165,400	127,690	
Auxiliary				
Receipts	823,951	501,000	322,951	64.5%
Disbursements	890,790	929,818	39,028	4.2%
Surplus/(deficit) Auxiliary	\$ (66,838)	\$ (428,818)	\$ 361,980	

BROOKDALE COMMUNITY COLLEGE

Engineering Status Report

March 10, 2023

A. CONSTRUCTION PROJECTS – CHAPTER 12 FUNDS

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

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

Status: Construction is now substantially complete. The only remaining work is minor punch list items. Work should be completed in the next week, weather dependent.

2. Children's Learning Center

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

Construction Documents were completed for the first task, and the project advertised on January 27, 2023. The bids are to be received on February 22, 2023. Post Award Agreement was signed on March 2nd. A Preconstruction Meeting is scheduled for March 16th.

The Architectural Report and recommendations to address the building accessibility was submitted on January 20, 2023. The findings were discussed with staff and a scope of work prepared. A proposal for the engineering costs associated with the preparation of the construction documents was submitted on February 21st.

3. Lincroft - Various Buildings

Our office is scheduling a site inspection regarding potential upgrading/replacement of interior transformers and associated switch gear in seven (7) locations within various buildings, as most are the original equipment. A proposal for the inspection was submitted on February 23rd.

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

Michael Naparlo and I walked the entire campus to discuss the various drainage issues. We will be further assessing the cause and mitigation methods which will be addressed with a project like the ATEC drainage project.

Our office was requested to review the hanger system proposed for the Esports monitor wall. The building can support the additional load. Since the designer can not supply signed and sealed plan we are also reviewing the hanger system. Additional information was requested from the supplier.

4. Freehold

The Manufacturer Stormwater Treatment Device associated with the previous parking lot expansion requires maintenance which consists of replacement of the numerous filter cartridges at a substantial cost per the two (2) quotes that were obtained. CED will review the proposals and research possible lower cost alternate(s). CED will prepare specifications to go out to bid as the cost will exceed the bid threshold. The project is anticipated to be bid out late spring with construction to follow shortly afterward.

The Fire Pump located on the basement requires replacement. CED has reviewed the quotes that were solicited. CED is reviewing available information to prepare a specification to go out to bid as the cost will exceed the bid threshold. A field inspection is scheduled on March 16th to develop the scope of work.

A preliminary inspection of the building's basement and the outside perimeter was conducted in response to water infiltration from numerous locations into the basement. A follow up inspection with the CED team of a structural engineer, geotechnical engineer, and an architect specializing in building envelopes will be scheduled for March 2023.

5. All Campuses

A meeting was held on December 7, 2022 to discuss the installation of Carbon Monoxide sensors through the entire school. Our office is currently reviewing and assembling available plans to assess the scope of work. The plan is to bid the project for construction in Summer 2023.



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

WHW/dmm

cc: Michael Naparlo, Manager of Facilities (via email)
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Brief: Facilities Overview as of March 28, 2023

Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Center of Excellence for Cybersecurity Education (formerly Gorman Hall South)	Posen Architects	Shoreland Construction Inc.	<ul style="list-style-type: none"> • Communication system installation underway. • Furniture design under development. • Met with audio/visual vendor March 7 to review requirements.
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> • Installation of millwork lockers and glass walls underway.
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> • Final document approved at the February Board meeting.
ATeC & MAS Drainage	Colliers	Shore Top Construction	<ul style="list-style-type: none"> • Project is complete. • Engineer walk through review for punch list work to be scheduled.
Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> • Punch work continues at both locations. • Painting steel in progress.
Modernization of Lincroft Elevators	USA Architects	West End-KB Builders & Developers	<ul style="list-style-type: none"> • Submittals were sent to Architect for review.
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> • Electric installation continues; HVAC near completion.
Culinary & Hospitality Center	SSP Architects		<ul style="list-style-type: none"> • Board approved moving forward with Grant application for the relocation of the Culinary school to the Lincroft Campus. • Application submitted. Waiting for award notification - expected spring '23.

Children's Learning Center	Colliers Engineering	Kappa Construction	<ul style="list-style-type: none"> • Board approved Kappa Construction February 28. • Proposal from Colliers for the improvements to ADA / Accessibility for approval at March 28 Board meeting. • Pre-construction meeting held March 16; expect work to start March 29.
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Projects in-planning stage:

- Drainage Phase 2 – Lincroft and Freehold
- Miscellaneous door replacement (fire, handicapped, and egress) at ATeC, CVA, LIB, and LAH.
- Interior transformer and switch gear replacement in various buildings

4.3 *Acceptance of Brookdale Community College's FY22 Radio Station (WBJB-FM) Audit*

Pursuant to the requirements of the grantor, Corporation for Public Broadcasting (CPB), an audit was performed on the financial accounts of the College's Radio Station, WBJB-FM, for fiscal year ending June 30, 2022. The Board of Trustees authorized, O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2022, at the May 25, 2021 meeting. On January 1, 2023, O'Connor & Drew, PC announced it joined its practice with WithumSmith+Brown, PC who performed the required audit.

An audit of the College's radio station for the year ended June 30, 2022, is herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and members of the Audit Committee of the Board of Trustees.

WBJB-FM RADIO
(a Public Radio Station Operated by
Brookdale Community College)

FINANCIAL STATEMENTS AND
MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2022

WBJB-FM RADIO
(a Public Radio Station Operated by Brookdale Community College)

**Financial Statements and Management's
Discussion and Analysis**

June 30, 2022 and 2021

C O N T E N T S

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
WBJB-FM Radio
A Public Radio Station Operated by Brookdale Community College
Lincroft, New Jersey

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) (the "Station"), which comprise the statements of net position as of June 30, 2022 and 2021, the related statements of revenues, expenses, and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Station as of June 30, 2022, and respective change in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis of Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audit contained in Government Auditing Standards, issued by the Comptroller General of the United States ("Government Auditing Standards"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Station, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

The Station's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Station's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Station's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Other Matters

The financial statements as of and for the year ended June 30, 2021 were previously audited by O'Connor & Drew, P.C., who joined with WithumSmith+Brown, PC on January 1, 2023 and stated that they were not aware of any material modifications that should be made to those financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America. O'Connor & Drew, P.C.'s report on the financial statements was dated May 31, 2022. Neither O'Connor & Drew, P.C. nor WithumSmith+Brown, PC have performed any procedures since the date with respect to the 2021 financial statements.

As more fully discussed in Note 1, the financial statements of the Station are intended to present the net position, revenues, expenses and changes in net position and cash flows that are attributable to the transactions of one department of Brookdale Community College. They do not purport to, and do not, present fairly the financial position of Brookdale Community College as of June 30, 2022 and 2021, and the changes in its financial position and its cash flows for each of the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated **DATE** on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Station's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Station's internal control over financial reporting and compliance.

DATE

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited)
For the Years Ended June 30, 2022, 2021, and 2020

Introduction and Reporting Entity

The following Management's Discussion and Analysis is an overview of the financial condition and operations of WBJB-FM Radio (the "Station") for the years ended June 30, 2022, 2021, and 2020. This discussion is supplemental to, and should be read with, the financial statements and related footnotes that follow this section.

WBJB-FM Radio is a public radio station operated by Brookdale Community College (the "College"). The Station first broadcasted on January 13, 1975. The Station currently reaches approximately 20,000 listeners on a weekly basis, featuring informational top of the hour National Public Radio ("NPR") newscasts and local features which include traffic, news, weather, community bulletin boards, public service announcements, and pertinent College information – all of which is integrated into the Adult, Album Alternative musical format, publicly providing informative, educational and artistic programming. As of March 2010, the Station broadcasts three multicast HD channels: 90.5 The NIGHT, FM Flashback, and student-run Brookdale Student Radio, along with an online-only stream, Altrok Radio.

General Financial Information

The Station's basic financial statements include the statements of net position, statements of revenues, expenses and changes in net assets, and statements of cash flows. The financial statements are prepared in accordance with the accounting principles established by the Governmental Accounting Standards Board ("GASB").

Summary of Assets and Liabilities

Assets and liabilities for the years ended June 30, were as follows:

	2022	2021	2020	Change 2022-2021
Assets				
Current Assets	\$ 2,720	\$ 6,565	\$ 34,222	\$ (3,845)
Net Capital Assets	29,491	-		29,491
Total Assets	<u>\$ 32,211</u>	<u>\$ 6,565</u>	<u>\$ 34,222</u>	<u>\$ 25,646</u>
 Current Liabilities	 <u>\$ 408,323</u>	 <u>\$ 198,282</u>	 <u>\$ 26,255</u>	 <u>\$ 210,041</u>

The increase in current liabilities of \$210,041 was due to an increase in unearned revenue. The increase in current assets of \$25,646 was due to the following:

- A decrease of \$6,565 in the due from customers account.
- An increase of \$2,720 in various prepaid expenses.
- An increase of \$29,491 in net capital assets.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited) - Continued
For the Years Ended June 30, 2022, 2021, and 2020

Summary of Revenues, Expenses, and Changes in Net Position

The Station receives its revenue from three major sources: College Support and Appropriation, Service Revenue (membership and underwriting), and Corporation for Public Broadcasting Grants.

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>Change</u> <u>2022-2021</u>
Operating Revenues:				
CPB Grant	\$ 82,274	\$ 91,575	\$ 100,132	\$ (9,301)
ARPA Grant	71,046	—	—	71,046
Songwriters on the Beach	7,500	—	—	7,500
Underwriting Revenue	51,118	36,005	56,160	15,113
Contributions	118,315	145,107	90,387	(26,792)
Contribution In-Kind	75,250	75,250	71,822	—
Institutional & Administrative College Support	17,072	15,892	16,562	1,180
Total Operating Revenues	<u>422,575</u>	<u>363,829</u>	<u>335,063</u>	<u>58,746</u>
Operating Expenses:				
Programming and Production	420,984	410,357	402,483	10,627
Broadcasting	264,307	220,617	218,901	43,690
Program Information	4,444	13,578	11,341	(9,134)
Management and General	80,531	99,755	94,525	(19,224)
Fundraising & Membership Development	11,054	8,100	8,856	2,954
Depreciation	3,277	—	2,005	3,277
Total Operating Expenses	<u>784,597</u>	<u>752,407</u>	<u>738,111</u>	<u>32,190</u>
Operating Loss	(362,022)	(388,578)	(403,048)	26,556
Nonoperating Revenues:				
Federal Grant	—	—	75,000	—
General College Appropriation	177,627	188,894	178,582	(11,267)
Net Nonoperating Revenues	<u>177,627</u>	<u>188,894</u>	<u>253,582</u>	<u>(11,267)</u>
Change in Net Position	(184,395)	(199,684)	(149,466)	15,289
Net Position:				
Net Position as of Beginning of Year	<u>(191,717)</u>	<u>7,967</u>	<u>157,433</u>	<u>(199,684)</u>
Net Position as of End of Year	<u>\$ (376,112)</u>	<u>\$ (191,717)</u>	<u>\$ 7,967</u>	<u>\$ (184,395)</u>

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited) - Continued
For the Years Ended June 30, 2022, 2021, and 2020

Results of Operations

In year 2022, total operating revenues increased by \$58,747 or 14.94% over year 2021 total operating revenues. CPB grant revenue decreased by \$9,301 or 10.70%. American Rescue Plan Act Stabilization increased by \$71,046. Songwriters on the Beach increased by \$7,500. Other service revenue decreased by \$10,499 or 3.93%.

Operating expenses increased by \$64,958 or 8.28%. The operating loss increased by \$6,212 or 1.59%.

As a public radio station and National Public Radio member station, 90.5 the Night's mission is to broadcast local news, music and information in the interest of its community of local listeners. Similar to many public radio stations around the country, 90.5 the Night holds two on-air membership campaigns per year for the purpose of generating member donations to help support programming and operations.

90.5 the Night's member dollars and a community service grant, awarded by CPB, affords the station the opportunity to continue to bring a unique mix of music and local news to the Jersey Shore area.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Statements of Net Position
As of June 30,

	<u>2022</u>	<u>2021</u>
ASSETS		
Current assets:		
Accounts receivable	\$ —	6,565
Prepaid expenses	<u>2,720</u>	<u>—</u>
Total current assets	<u>2,720</u>	<u>6,565</u>
Noncurrent asset:		
Capital assets, net	<u>29,491</u>	<u>—</u>
Total Assets	<u>32,211</u>	<u>6,565</u>
LIABILITIES		
Current liabilities:		
Due to Brookdale Community College	320,936	39,517
Unearned revenue	<u>87,387</u>	<u>158,765</u>
Total current liabilities	<u>408,323</u>	<u>198,282</u>
NET POSITION		
Net investment in capital assets (note 2)	29,491	—
Unrestricted	<u>(405,603)</u>	<u>(191,717)</u>
Total net assets	<u>(376,112)</u>	<u>(191,717)</u>
Total Liabilities and Net Position	<u>\$ 32,211</u>	<u>6,565</u>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Statements of Revenues, Expenses, and Changes in Net Position
For the Years Ended June 30,

	<u>2022</u>	<u>2021</u>
Operating revenues:		
CPB Grant	\$ 82,274	91,575
ARPA Grant	71,046	—
Songwriters on the Beach	7,500	—
Underwriting	51,118	36,005
Contributions	118,315	145,107
Contributions in-kind	75,250	75,250
Institutional and administrative College support	17,072	15,892
	<u>422,575</u>	<u>363,829</u>
Total operating revenues	422,575	363,829
Operating expenses:		
Programming and production	420,984	410,357
Broadcasting	264,307	220,617
Program information	4,444	13,578
Management and general	80,531	99,755
Membership development	11,054	8,100
Depreciation	3,277	—
	<u>784,597</u>	<u>752,407</u>
Total operating expenses	784,597	752,407
Operating loss	(362,022)	(388,578)
Nonoperating revenues:		
General College appropriation	177,627	188,894
	<u>177,627</u>	<u>188,894</u>
Total nonoperating revenues	177,627	188,894
Change in net position	(184,395)	(199,684)
Net position:		
Net position as of beginning of year	(191,717)	7,967
	<u>(191,717)</u>	<u>7,967</u>
Net position as of end of year	\$ <u>(376,112)</u>	<u>(191,717)</u>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Statements of Cash Flows
For the Years Ended June 30,

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities:		
Payments to suppliers	\$ (136,664)	(181,112)
Payments for employee salaries and benefit:	(575,270)	(575,022)
Underwriting	51,118	36,005
Contributions	338,063	423,768
Institutional and administrative College support	17,073	15,892
CPB Grant	82,275	91,575
ARPA grant	71,046	—
Songwriters on the Beach	7,500	—
	<u>(144,859)</u>	<u>(188,894)</u>
Net cash used in operating activities		
Cash flows from noncapital financing activities:		
General College appropriation	<u>177,627</u>	<u>188,894</u>
Cash flows from capital financing activities:		
Purchases of equipment	<u>(32,768)</u>	<u>—</u>
	<u>—</u>	<u>—</u>
Net change in cash and equivalents		
Cash and equivalents as of beginning of year	<u>—</u>	<u>—</u>
Cash and equivalents as of end of year	<u><u>\$ —</u></u>	<u><u>—</u></u>
Reconciliation of operating loss to net cash used in operating activities:		
Operating loss	\$ (362,022)	(388,578)
Adjustment to reconcile operating loss to net cash used in operating activities:		
Depreciation	3,277	—
Change in assets and liabilities:		
Prepaid expenses	(2,720)	6,065
Accounts receivable	6,565	(3,400)
Unearned revenue	(71,378)	132,510
Due from Brookdale Community College	281,419	64,509
	<u>(144,859)</u>	<u>(188,894)</u>
Net cash used in operating activities		
Supplemental Information:		
Contributions in-kind	<u><u>\$ 75,250</u></u>	<u><u>75,250</u></u>

See accompanying notes to the financial statements. 9

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Notes to the Financial Statements
For the Years Ended June 30, 2022 and 2021

(1) Organization and Summary of Significant Accounting Policies

Organization

WBJB-FM Radio (the “Station”) is a department of Brookdale Community College (the “College”). The College does not routinely produce separate financial statements for its departments; however, for purposes of complying with the Corporation for Public Broadcasting’s financial reporting guidelines, the accompanying financial information is presented as if the Station is a separate entity. In order to obtain the accounting information necessary to produce the accompanying financial statements, common expense items of the College were allocated to the Station.

Summary of Significant Accounting Policies

Basis of Presentation

The accounting policies of the Station conform to accounting principles generally accepted in the United States of America as applicable to colleges and universities, along with all applicable Governmental Accounting Standards Board (“GASB”) pronouncements.

Net Position

The College classifies its resources into three net position categories:

- ***Net Investment in Capital Assets*** – Capital assets, net of accumulated depreciation.
- ***Unrestricted*** – All other categories of net position. Unrestricted net position may be designated by actions of the Station’s Board of Trustees.
- ***Restricted:***

Nonexpendable- Net position subject to externally-imposed stipulations that must be maintained permanently by the Station.

Expendable- Net position whose use by the Station is subject to externally-imposed stipulations that can be fulfilled by actions of the Station pursuant to the stipulations or that expire by the passage of time.

The Station did not have any restricted net position as of June 30, 2022 or 2021.

Equipment

Equipment is recorded at cost or, in the case of donated equipment, at estimated fair value at date of receipt. Depreciation is recorded on a straight-line basis over the estimated useful lives of the respective assets, which range from 5 to 10 years.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Notes to the Financial Statements - Continued
For the Years Ended June 30, 2022 and 2021

(1) Organization and Summary of Significant Accounting Policies (continued)

Summary of Significant Accounting Policies (continued)

Cash and Equivalents

Cash and equivalents include all highly liquid investments with maturities of three months or less.

Accounts Receivable

The adequacy of the allowance for doubtful accounts is reviewed on an ongoing basis by the Station's management and adjusted as required. The policy for determining past due or delinquency status of accounts receivable is based upon how recently payments have been received. Management believes all amounts are collectable and, as a result, has not reflected an allowance for doubtful accounts for the years ended 2022 and 2021.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of support and revenue and expenses during the reporting period. Actual results could differ from these estimates.

Financial Dependency

The Station receives appropriations and support from the College, and is economically dependent on these amounts to carry on its operations.

Unearned Revenue

Amounts received from grants which have not yet been earned under the terms of the agreements are recorded as unearned grant revenue in the accompanying statements of net position. Unearned revenue will be recorded as revenue as the services are provided.

Contributions

Contributions are recognized as revenue when the conditions contained in the respective agreements have been met. Contributions are conditional if there is a barrier that must be overcome before the recipient is entitled to the asset transferred and the donor has the right to request the asset back if it was not properly used.

Unconditional contributions received are recorded as unrestricted or restricted, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in unrestricted net position if the restrictions expire in the reporting period in which the contribution is recognized. All other donor-restricted contributions are reported as an increase in restricted net position.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Notes to the Financial Statements - Continued
For the Years Ended June 30, 2022 and 2021

(1) Organization and Summary of Significant Accounting Policies (continued)

Summary of Significant Accounting Policies (continued)

Service Revenue

Service revenue is recognized once the services have been provided.

Classification of Revenues

The Station has classified its revenues as either operating or nonoperating revenues in accordance with the guidelines established by GASB Statement No. 34.

Income Taxes

The College is exempt from income taxes under Section 115 of the Internal Revenue Code, as amended. As a department of the College, the Station is also exempt from income taxes.

(2) Capital Assets

The following is a summary of capital assets as of June 30,:

	<u>Balance</u> <u>June 30, 2021</u>	<u>Additions</u>	<u>Balance</u> <u>June 30, 2022</u>
Capital asset:			
Equipment	\$ 689,748	32,768	\$ 722,516
Less accumulated depreciation:			
Equipment	689,748	3,277	693,025
Total	\$ -	29,491	\$ 29,491
	<u>Balance</u> <u>June 30, 2020</u>	<u>Additions</u>	<u>Balance</u> <u>June 30, 2021</u>
Capital asset:			
Equipment	\$ 689,748	-	\$ 689,748
Less accumulated depreciation:			
Equipment	689,748	-	689,748
Total	\$ -	-	\$ -

Depreciation expense for the year ended June 30, 2022 was \$3,277. There was no depreciation expense during the year ended June 30, 2021.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Notes to the Financial Statements - Continued
For the Years Ended June 30, 2022 and 2021

(3) Fringe Benefits

Fringe benefits for the Station employees are included in the College appropriation for the years ended June 30, 2022 and 2021.

(4) Contributions

Contributions represent the valuation of the rental costs associated with the commercial FM radio facilities similar to those operated by WBJB-FM and installed on the Crown Castle Transmission Facility located on the College's Lincroft campus. Contributions were \$75,250 for the years ended June 30, 2022 and 2021.

(5) Operating Expenses

The Station's operating expenses, on a natural classification basis, are composed of the following for the years ended June 30,:

	<u>2022</u>	<u>2021</u>
Compensation and benefits	\$ 575,270	\$ 575,022
Supplies and services	206,050	177,385
Depreciation	<u>3,277</u>	<u>-</u>
	<u>\$ 784,597</u>	<u>\$ 752,407</u>

(6) Contingencies

All funds expended by the Station in connection with government grants are subject to review or audit by governmental agencies. In the opinion of management, any liability resulting from a review or audit would not have a significant impact on the financial statements of the Station.

(7) Operating Activities and Management Plans

In fiscal years 2022 and 2021, the Station has experienced operating losses and had a net deficiency in assets at June 30, 2022 of approximately \$376,000. As of June 30, 2022, the Station's current liabilities exceeded its current assets by approximately \$406,000. These factors indicate that future cash flows would be not sufficient for the Organization to meet its obligations as they become due in the ordinary course of business for a period of 12 months following the date that the financial statements were available to be issued.

As mentioned in Note 1, the Station is a department of the College. As such, the College allocates certain appropriations each fiscal year. Management has determined that the College would increase appropriations to meet payment on current liabilities. As a result, concerns over the Station's operating activities were alleviated at June 30, 2022.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING AND
COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH
*GOVERNMENT AUDITING STANDARDS***

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
WBJB-FM Radio
A Public Radio Station Operated by Brookdale Community College
Lincroft, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) (the "Station"), which comprise the statement of net position as of June 30, 2022, and the related statements of revenues, expenses, and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements, and have issued our report thereon dated **DATE**.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Station's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Station's internal control. Accordingly, we do not express an opinion on the effectiveness of the Station's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Station's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Station's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Station's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Station's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

DATE

DRAFT

Authorization to Enter into an Articulation and Dual Enrollment Agreement Memorandum of Understanding (MOU) with The College of New Jersey

Background

Being guided by similar visions, missions and values and the commitment to helping students succeed in their educational journeys, Brookdale Community College (Brookdale) and The College of New Jersey (TCNJ) seek to establish an Articulation and Dual Enrollment Agreement by entering into a Memorandum of Understanding (MOU) that is designed to provide students with a seamless pathway from Brookdale to TCNJ. This MOU includes articulation agreements for specific high demand majors listed below. In addition to these articulations, this MOU also includes a provision for Dual Enrollment which offers incentives including attendance to select campus activities, application and deposit fee waivers, advising from both institutions, and designated scholarships.

The Program

This MOU will provide students with one of two pathways to seamlessly transfer to TCNJ. Current Brookdale students can take advantage of the articulation pathways that have been developed and outlined in the MOU. This comprehensive list of in-demand majors serve as transfer pathways for a variety of majors into TCNJ's School of the Arts & Communication, School of Business, School of Education, School of Engineering, School of Humanities and Social Sciences, School of Nursing & Health Sciences, and School of Science. These articulation pathways are meant for students who choose to begin their college coursework at Brookdale and subsequently transfer to TCNJ once they have earned either their Associate of Arts, Associate of Science, or if entering the School of Arts & Communication, their Associate of Applied Science or Associate of Fine Arts. Students will need to graduate from Brookdale Community College with their Associate Degree, meet the required GPA for their major of interest, complete the admissions application, be in good academic and disciplinary standing, and complete any other pertinent admissions requirements (portfolio review, audition requirements, etc.).

The second pathway for students to seamlessly transfer to TCNJ is via the Dual Enrollment Program. All freshman applicants who apply to TCNJ but are denied direct admission will receive notification of conditional Dual Enrollment to TCNJ in partnership with Brookdale through the MOU. Students will need to complete a Dual Admission Application and Academic Release form, which will be made available online, and matriculation will be tracked by both Institutions. Available programs, minimum cumulative GPA, and transferable credit requirements are detailed in the MOU. Students who are denied direct admission will be encouraged to complete their Associate Degree with Brookdale Community College as a condition of enrollment at TCNJ to complete a Baccalaureate Degree.

Brookdale and TCNJ agree to offer programs in a cooperative and efficient manner so as to provide equal opportunities in compliance with all appropriate Federal and State statutes and regulations and pursuant to the provisions outlined in the MOU.

The MOU will be in effect as of the signing date, March 26, 2023 for students entering TCNJ as of August 2023 and beyond. This MOU will be reviewed annually by each institution and automatically renewed until superseded by a new agreement or formally terminated. There will be no monetary exchange between Brookdale and TCNJ. Each Institution will collect and retain the appropriate tuition and other fees from the student for the period of time that the student is enrolled in each individual Institution.

Academic Majors Included in this MOU

School of the Arts & Communication

- Art Education
- Art History and Visual Culture
- Communication Studies
- Interactive Multimedia
- Journalism and Professional Writing
- Music Education
- Music Performance
- Visual Arts (Fine Arts, Photography, and Video)
- Visual Arts (Graphic Design)

School of Business

- Accountancy
- Finance
- Interdisciplinary Business
- Management
- Marketing
- Economics (BA and BS)

School of Education

- Early Childhood Education
- Education of the Deaf and Hard of Hearing
- Elementary Education
- Secondary Education
- Special Education
- Speech Pathology and Audiology
- Urban Education

School of Engineering

- Biomedical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Integrative STEM Education
- Mechanical Engineering
- Engineering Science
- Technology/Engineering Education

School of Humanities and Social Sciences

- African American Studies
- Anthropology
- Criminology
- English
- History

- Interdisciplinary Studies
- Philosophy
- Political Science
- Psychology
- Sociology
- Spanish
- Women's Gender, and Sexuality Studies
- World Languages and Linguistics

School of Nursing and Health Sciences

- Kinesiology and Health Sciences
- Public Health
- Nursing (RN to BSN)

School of Science

- Biology
- Chemistry
- Computer Science
- Mathematics
- Mathematics – Statistics
- Physics

Conclusion

It is our recommendation that the Board of Trustees approve the MOU at the March 28, 2023 Public Meeting.

RESOLUTION

WHEREAS, it is Brookdale Community College's (the "College") fundamental philosophy and Mission to provide the Monmouth County community with maximum access to quality educational programs and services; and

WHEREAS, the College is desirous to enter into an educational relationship with The College of New Jersey ("TCNJ") pursuant to an Articulation and Dual Enrollment Agreement ("Agreement") whereby the institutions agree to provide opportunities for students completing their associate degrees at the College to transfer seamlessly to TCNJ subject to admissions requirements, grade point average requisites and satisfactory application, and;

WHEREAS, the Agreement will be in effect as of the date of signing for students entering TCNJ from the College for the Fall 2023 semester and beyond; and

WHEREAS, the terms and conditions, for the College to enter into this Agreement with TCNJ, have been favorably reviewed by the Board of Trustees.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the President is hereby authorized and directed to execute the Articulation and Dual Enrollment Agreement with The College of New Jersey and which Agreement has been approved by the Board of Trustees.

Board of Trustees Brief Honorary Degree 2023

Board of Trustees Brief Honorary Degree 2023

Topic: Honorary Degree

General Issue Overview:

In accordance with college regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, nominations for honorary degree recipients were solicited and evaluated, after which the Committee voted on proposed candidates.

The public and the college community (Employees, Students, Trustees, and Alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was February 3, 2023.

To be eligible for consideration, a nominee needs to have achieved excellence in one or more of the following:

- ✓ Professional Accomplishments
- ✓ Community/Public Service
- ✓ Personal Accomplishments
- ✓ Inspirational Life Achievements: whereby the candidate would serve to inspire Brookdale students.

Honorary Degree Committee Members are Eric Goll (Faculty); Dinneen Jackson, (Administration); Lauren Concar Sheehy, (Alumna).

Recommendation:

The President recommends to the Board of Trustees that he be authorized to present to candidates Stephanie Hueston-Paden & Douglas Quinn for an honorary associate degree at Commencement 2023.

Stephanie Hueston-Paden

Stephanie is the founder of Copying with Laryngmalacia, a nonprofit organization that was awarded the 2022 Great Non-Profits Award. The organization sends care packages all over the world to families of infants and children who suffer from air-way disorders. The organization also offers support for, as well as information and education about laryngomalacia, tracheomalacia, bronchomalacia, and pharyngomalacia. As a mother of an infant who suffered from an airway disorder, Stephanie felt uneducated and unprepared to deal with all the health issues her daughter was born with. She decided to create this nonprofit to help other families dealing with the same issues. The organization sends care-packages including educational information and needed baby items to every family who registers. The all-volunteer organization has been recognized by Middletown Township and GuideStar.org for their help and support of children and families going through health crises. Stephanie's compassion and dedication to helping others become educated about these disorders is an example of the type

Board of Trustees Brief Honorary Degree 2023

of person Brookdale wants as part of their community.

In 2017, Stephanie co-wrote the first-ever Malacia E-Book with Dr. Prasad Thottam D.O, FAAP, and Dr. Suzanne Forman, D.O

Stephanie has also studied Nonprofit Management and Financial Management For Nonprofits at Brookdale Community College.

For more information visit her website at: <https://www.copingwithlm.org/>

Douglas Quinn

Douglas works in insurance, investment planning, sales, and policyholder services. He designs and implements innovative financial solutions for businesses, organizations, and families to maximize wealth accumulation while managing risk, minimizing tax liability and facilitating philanthropic activities through planned charitable gifting strategies.

He works with families of special needs children and adults to address this community's unique challenges and planning needs. In his work he offers creative use of life insurance to leverage and maintain family wealth, implement tax saving strategies and fund charitable giving. He helps businesses maximize savings, tax benefits, and retention of key employees through qualified and non-qualified retirement plans and pensions.

His Community Service:

**U.S. Senator Robert Menendez Veterans Affairs
Committee Co-Chair
2018-present**

**New Jersey
Organizing Project
2016- Present**

Engaged with State & Federal elected officials to enact legislation and policy changes that better serve the needs of the community, interacting with both the press and the community to facilitate this agenda. Worked with Congressional leaders to reform the National Flood Insurance Program to optimally benefit policyholders, and not just insurance companies and politically connected corporations. Initiated and was instrumental in ratifying into law several important pieces of state legislation for Sandy survivors, including the Foreclosure Protection Bill and Rental Assistance Program for displaced storm victims.

Board of Trustees Brief Honorary Degree 2023

Jersey Shore Food Not Bombs

Founding Member

2014 - Present

Participates in organization's work in the following ways: rescue of food that would otherwise be wasted by serving hot meals, distribution of fresh produce, winter clothing, and children's books in economically disadvantaged neighborhood, and the offering of support to other organizations that serve the community such as Habitat for Humanity and local battered women's shelter.

Toms River

Lacrosse Club

2000-2019

Head Coach, former Board Member, former Head of Coaching Staff. Applied for and awarded grant to fund pilot program for Positive Coaching Alliance; a Stanford University based nonprofit that redirects the emphasis of youth sports to teach positive values and useful life lessons to children in the community.

Howling Woods Farm

Animal Rescue 2010-2018

Rescued, socialized, and rehomed Wolf-dog hybrids. Specialized in working with difficult animals classified as safety risks that would traditionally be euthanized.

Ocean Area Convention

Corporation Chairman;

Board of Trustees

2010-2014

Raised funds to support organizations that assist those recovering from drug addiction. Was Chair of BOT that produced the two most financially successful events since the founding of the corporation.

Other Volunteer Work/Community Activism:

Autism Speaks

Cancer Care

Habitat For Humanity

Ocean County Long Term Recovery Group

Prepared by: Lauren Quint, Associate of Foundation & Alumni Affairs Office

Nominations Submitted by: The Honorary Degree Committee

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations

I. Title of Policy

Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations

II. Objective of Policy

Outlining the authority of ~~To establish the authority of the~~ Brookdale Community College ~~Board of Trustees, in conjunction with working through~~ the President and/or the, Vice President of Advancement and the Brookdale Foundation, working through the Executive Director of the Foundation and Alumni Association, ~~to coordinate the to~~ solicitation of gifts or donations of individuals, and the public and private sector, for gifts in support of the College, and to deaccession previously donated gifts and/or donations materials (i.e. books, collections, art works) in a transparent, ethical and legal manner, based on legal requirements, necessities, their current and potential usefulness, and management requirements and consistent with the Mission, Vision, Values and Strategic Priorities and Goals of the College.

III. Authority

New Jersey State Statutes — County Colleges, 18A:64A-12K (General Powers of Boards); United States Office of Management and Budget Circular A-133; Public Law 101-121.

IV. Policy Statement

A gift or donation is a voluntary and irrevocable transfer of money, property or other assets made by a donor (individual, organization, business corporations, or other legal entity) without any expectation or receipt of direct economic benefit or any other tangible compensation (i.e. goods and services) from the donee, that is commensurate with the worth of the donation; or subject to any conditions or restrictions as the donor may prescribe. A gift or donation may be restricted for a limited use (e.g. Scholarships; Athletics; Radio Station).

The gift or donation must not be in conflict with any provision of College policy Policy, or public law or the Mission, Vision, Values and Strategic Priorities and Goals of the College. Under no circumstance will the College accept a gift or donation from any donor who engages in practices or policies which discriminate against any person defined to be in a protected class under any federal or state statute or regulation on the basis of race, creed, color, nationality, national origin, ancestry, age, sex, marital status,

~~civil union status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability, or other protected category or activity (i.e. opposition to prohibited discrimination or participation in the complaint process).~~ Gifts and donations will be accepted on behalf of the College by the President and/or the Vice President of Advancement, Foundation Board, and require approval of the Board of Trustees before being accepted on behalf of the College. ~~the College Board of Trustees, and/or the President. The "Gift Acceptance" form must be completed and submitted to the Advancement office with a recommendation made to the President to accept the gift or reject it.~~ Gifts and donations bestowed to the Foundation will be accepted by the VP, Advancement.

The Office of Advancement is responsible for all gift and donation activities, therefore ~~The solicitation all gift or donation solicitation activities affiliated with the Brookdale Community College shall be coordinated through the Office of Advancement of all gifts or donations must be coordinated through the Advancement Office.~~ This encompasses all forms of solicitation including written grant applications, direct-mail campaigns, and verbal requests by faculty, staff, ~~students~~ students, and student organizations.

~~Acceptance of a gift or donation is not automatic but based on the desirability of the gift or donation in relation to College needs, and the nature and degree of obligation that acceptance of the gift or donation imposes on the College. If a donor approaches any employee of the College with a gift or donation, or other forms of private support in the name of Brookdale Community College, the employee must contact the Advancement Office to aid in coordinating the gift or donation process.~~

~~An annual audit of the Foundation's fiscal affairs will be conducted and subsequently approved by the College Board of Trustees. The College and the Foundation will make available to the College and the general public an annual report of major activities and fiscal procedures.~~

Deaccessioning of Gifts and/or Donations

Deaccessioning is the process by which objects of value (such as works of art, artifacts, rare books, historical documents, and other similar materials) are permanently removed from the College's collections. Deaccessioning is a necessary component of collections management and development. Deaccessioning, in certain circumstances, is a continuum of archival practice, and a regular part of the College's collections management. Its purpose is to enhance the quality, integrity, and identity of a collection without violating legal or ethical obligations.

~~The basic principles guiding d~~The deaccessioning process will include, but not be limited to, are transparency of reasons and , consistency, documentation of receipt and/or transfer, and ethical, responsible practice. ~~Legal issues of ownerships and promises made in donor agreements will be taken into account~~considered.

~~Deaccessioning for the primary purpose of generating operating income; satisfying personal interests, aversions, or prejudices; and pleasing donors or resource allocators are not consistent with Best Practices. For~~All records regarding deaccessioned materials in the College archives~~property, dispositions shall be kept in accordance with will be regulated by~~ the records retention schedules of the New Jersey Division of Archives & Records Management, Trenton, New Jersey.

V. Responsibility for Implementation

President and/-or Vice President of Advancement

Approved: Board of Trustee
3/23/70

Original title: Development and Acceptance of Gifts and Grants

Revised: 11/1/79

9/23/82

4/23/92

Approved:

19 November 2015

Original title: Development and Acceptance of Gifts and Grants:

The original policy has been split into two separate policies:

2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or
Donations, and, 2.0000-B Application and Acceptance of Grants

2.0000-A Updated: X/X/2023

See also:

Brookdale Community College Foundation Gifts Procedures

2.0000-B Application and Acceptance of Grants

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations

I. Title of Policy

Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations

II. Objective of Policy

Outlining the authority of Brookdale Community College, in conjunction with the President and/or the Vice President of Advancement and the Brookdale Foundation, to solicit gifts or donations in support of the College, and to deaccession previously donated gifts and/or donations (i.e. books, collections, art works)-based on legal necessities, their current and potential usefulness, and management requirements and consistent with the Mission, Vision, Values and Strategic Priorities and Goals of the College.

III. Authority

New Jersey State Statutes — County Colleges, 18A:64A-12K (General Powers of Boards); United States Office of Management and Budget Circular A-133; Public Law 101-121.

IV. Policy Statement

A gift or donation is a voluntary and irrevocable transfer of money, property or other assets made by a donor (individual, organization, business corporations, or other legal entity) without any expectation or receipt of direct economic benefit or any other tangible compensation (i.e. goods and services) from the donee.

The gift or donation must not be in conflict with any provision of College Policy, public law or the Mission, Vision, Values and Strategic Priorities and Goals of the College. Under no circumstance will the College accept a gift or donation from any donor who engages in practices or policies which discriminate against any person defined to be in a protected class under any federal or state statute or regulation. Gifts and donations will be accepted on behalf of the College by the President and require approval of the Board of Trustees before being accepted on behalf of the College. Gifts and donations bestowed to the Foundation will be accepted by the VP, Advancement.

The Office of Advancement is responsible for all gift and donation activities, therefore all gift or donation solicitation activities affiliated with the Brookdale Community College shall be coordinated through the Office of Advancement. This encompasses all forms

of solicitation including written grant applications, direct-mail campaigns, and verbal requests by faculty, staff, students, and student organizations.

Deaccessioning of Gifts and/or Donations

Deaccessioning is the process by which objects of value (such as works of art, artifacts, rare books, historical documents, and other similar materials) are permanently removed from the College's collections. Deaccessioning is a necessary component of collections management and development. Deaccessioning, in certain circumstances, is a continuum of archival practice, and a regular part of the College's collections management. Its purpose is to enhance the quality, integrity, and identity of a collection without violating legal or ethical obligations.

The deaccessioning process will include, but not be limited to, transparency of reasons and documentation of receipt and/or transfer. All records regarding deaccessioned property shall be kept in accordance with the records retention schedules of the New Jersey Division of Archives & Records Management, Trenton, New Jersey.

V. Responsibility for Implementation

President and/or Vice President of Advancement

Approved: Board of Trustee

3/23/70

Original title: Development and Acceptance of Gifts and Grants

Revised: 11/1/79

9/23/82

4/23/92

Approved:

19 November 2015

Original title: Development and Acceptance of Gifts and Grants:

The original policy has been split into two separate policies:

2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or

Donations, and, 2.0000-B Application and Acceptance of Grants

Approved: Board of Trustees, XX/XX/XXXX

See also:

Brookdale Community College Foundation Gifts Procedures

2.0000-B Application and Acceptance of Grants

Brookdale Community College College Policy

2.0007 Naming Rights

I. Title of Policy

Naming Rights

II. Objective of Policy

To set standards to ensure that all College buildings, facilities, grounds, spaces, ~~equipment, property~~, awards, programs or other College assets are named in a manner consistent with the ~~vision, mission~~ Mission, Vision, and values Values and Strategic Priorities and Goals of the College.

III. Authority

New Jersey Statutes: County Colleges, N.J.S.A. 18A-64A-12.

IV. Policy Statement

The College seeks to generate private financial support through the Brookdale Community College Foundation by providing opportunities for naming rights in the form of 1) philanthropic support and 2) sponsorships. An articulated Naming Rights Policy will ensure that the reputation and integrity of the College are maintained, and that a fair, equitable and transparent process is in place ~~An articulated revised and updated Naming Rights Policy~~ that provides a framework for seizing new opportunities to generate philanthropic and sponsorship financial support. ~~through the Brookdale Community College Foundation and provide significant financial support for College programs, projects and initiatives including but not limited to scholarships, professional staff and faculty development, Brookdale Innovation Grants, and deferred maintenance.~~

The College Board of Trustees authorizes the President to develop regulations to implement ~~define transparent and consistent rules, standards, and guidelines in for the naming of College buildings, facilities, grounds, spaces, property, awards, programs or other assets.~~ The College Board of Trustees, the President, and the Brookdale Community College Foundation shall follow defined, transparent and consistent processes/guidelines in the naming of buildings, facilities, grounds, equipment, property, awards, programs or other assets. These processes/guidelines will define the scope of permissible naming areas assets and programs; compatibility with the College Promotion, Advertising and Sponsorship Regulation (2.8000R); consistency with the College Acceptance of Gifts and Grants Regulation (2.000R); philanthropic donations; time-limited sponsorships; "de-naming" procedures and protocols, and more.

V. Responsibility for Implementation

President, Vice President of Advancement and Board of Trustees

Proposed: 2/21/2013

Approved: 2/21/2013

Replaces previous 2.0001 Naming of Buildings (effective 2/2013)

Approved: Board of Trustees, 10/27/2020

Updated: X/X/2023

Brookdale Community College College Policy

2.0007 Naming Rights

I. Title of Policy

Naming Rights

II. Objective of Policy

To set standards to ensure that all College buildings, facilities, grounds, spaces, property, awards, programs or other College assets are named in a manner consistent with the Mission, Vision, Values and Strategic Priorities and Goals of the College.

III. Authority

New Jersey Statutes: County Colleges, N.J.S.A.18A:64A-12.

IV. Policy Statement

The College seeks to generate private financial support through the Brookdale Community College Foundation by providing opportunities for naming rights in the form of 1) philanthropic support and 2) sponsorships. An articulated Naming Rights Policy will ensure that the reputation and integrity of the College are maintained that-provides a framework for seizing new opportunities to generate philanthropic and sponsorship financial support.

The College Board of Trustees authorizes the President to develop regulations to implement rules, standards, and guidelines for the naming of College buildings, facilities, grounds, spaces, property, awards, programs or other assets.

V. Responsibility for Implementation

President, Vice President of Advancement and Board of Trustees

Proposed: 2/21/2013

Approved: 2/21/2013

Replaces previous 2.0001 Naming of Buildings (effective 2/2013)

Approved: Board of Trustees, 10/27/2020

Approved: Board of Trustees, X/X/2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.7000 Fundraising

I. Title of Policy

2.7000 Fundraising

II. Objective of Policy

To define the scope of permissible fundraising activities at Brookdale Community College and to establish appropriate criteria for same.

III. Authority

N.J.S.A. 18A:64A-12 (General Powers of Boards)

IV. Policy Statement

A. The Office of Advancement is responsible for all fundraising activities, therefore, All fundraising activities affiliated with Brookdale Community College shall be coordinated through the Office of Advancement.

B. All fundraising efforts should be consistent with the Mission, Vision, Values and Strategic Priorities and Goals of the College.

C. Acceptance of gifts shall not impose upon the College any obligation or condition not within the College's best interest or permitted by statute, rule or regulation.

D. All gifts of cash, securities, real estate, equipment, services or other personal property shall be accepted in accordance with Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations by the Brookdale Community College Foundation or the Brookdale Community College Alumni Association as determined by the Office of Advancement.

E. The Office of Advancement shall annually report on all fundraising efforts to the Board of Trustees.

V. Responsibility for Implementation

President and Vice President of Advancement

Approved: 6/25/1992

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23 2018

Updated: X/X/2023

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Responsible, VP-Advancement

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.7000 Fundraising

I. Title of Policy

2.7000 Fundraising

II. Objective of Policy

To define the scope of permissible fundraising activities at Brookdale Community College and to establish appropriate criteria for same.

III. Authority

N.J.S.A. 18A:64A-12 (General Powers of Boards)

IV. Policy Statement

- A. The Office of Advancement is responsible for all fundraising activities, therefore, all fundraising activities affiliated with Brookdale Community College shall be coordinated through the Office of Advancement.
- B. All fundraising efforts should be consistent with the Mission, Vision, Values and Strategic Priorities and Goals of the College.
- C. Acceptance of gifts shall not impose upon the College any obligation or condition not within the College's best interest or permitted by statute, rule or regulation.
- D. All gifts of cash, securities, real estate, equipment, services or other personal property shall be accepted in accordance with Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations by the Brookdale Community College Foundation or the Brookdale Community College Alumni Association as determined by the Office of Advancement.
- E. The Office of Advancement shall annually report on all fundraising efforts to the Board of Trustees.

V. Responsibility for Implementation

President and Vice President of Advancement

Approved: 6/25/1992

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

Approved: Board of Trustees, XX/XX/XXXX

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

4.1004 Grants ~~& and~~ Loans for Student Aid

I. Title of Policy

Grants and Loans for Student Aid

II. Objective of Policy

To ensure compliance with legal requirements and to further student educational needs in a responsible, efficient manner.

III. Authority

Federal, state and local law and related regulations.

IV. Policy Statement

The College administration shall pursue and administer grants and loans for eligible students in compliance with applicable federal, state and local legal requirements and guidelines. Private grants will be processed through the Brookdale Community College Foundation and, to the extent feasible, in compliance with the terms and conditions set by the grantor.

Student awards shall be applied to their accounts in a timely manner. Procedures for determining and reviewing student eligibility and accountability shall be established by College ~~regulations~~ Regulations and in accordance with applicable laws.

Student ~~grants~~ awards and loans shall be audited annually by the College auditor, with copies of such audits provided to the Board of Trustees Audit Committee and presented to the Board of Trustees for acceptance.

V. Responsibility for Implementation

Vice President, Finance and Operations ~~Facilities~~ and/or Vice President, Advancement

Approved: 4/26/73

Revised: 10/24/96

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

Revised: Board of Trustees, 12/19/2017

Updated: X/X/2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

4.1004 Grants and Loans for Student Aid

I. Title of Policy

Grants and Loans for Student Aid

II. Objective of Policy

To ensure compliance with legal requirements and to further student educational needs in a responsible, efficient manner.

III. Authority

Federal, state and local law and related regulations.

IV. Policy Statement

The College administration shall pursue and administer grants and loans for eligible students in compliance with applicable federal, state and local legal requirements and guidelines. Private grants will be processed through the Brookdale Community College Foundation and, to the extent feasible, in compliance with the terms and conditions set by the grantor.

Student awards shall be applied to their accounts in a timely manner. Procedures for determining and reviewing student eligibility and accountability shall be established by College Regulations and in accordance with applicable laws.

Student awards and loans shall be audited annually by the College auditor, with copies of such audits provided to the Board of Trustees Audit Committee and presented to the Board of Trustees for acceptance.

V. Responsibility for Implementation

Vice President, Finance and Operations and/or Vice President, Advancement

Approved: 4/26/73

Revised: 10/24/96

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

Revised: Board of Trustees, 12/19/2017

Approved: Board of Trustees, xx/xx/xxxx

BROOKDALE COMMUNITY COLLEGE
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 New Trustee	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Ms. Mary Pat Angelini New Trustee 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 19 5:30 PM			
Tuesday, May 30, 2023	May 23 5:15 PM	May 23 5:30 PM			May 24 5:30 PM		May 18
Tuesday, June 27, 2023 f	June 20 5:15 PM	June 20 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	December 12 5:30 PM			December 13 5:30 PM		

Human Resources is a Committee of the whole