



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

Feb 28, 2023 5:30 PM - Feb 28, 2023 8:30 PM EST

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BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

January 24, 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. Abby-White, Trustee	Dr. Joan Scocco
	Ms. Mary Pat Angelini, Trustee	Ms. Patricia Sensi
	Ms. Latonya Brennan, Trustee	Ms. Teresa Manfreda
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Trustee	
	Mr. Bret Kaufmann, Vice-Chair	
	Ms. Taïphane Orange, Trustee	Dr. Anita Voogt
	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. Marta Rambaud, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	Ms. Cynthia Gruskos, Recorder

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

On January 19, 2023 at 10:30 am advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

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 in memory of Dr. Nancy Kegelman's son, Henry Joseph Kegelman, V, who passed away at 40 years of age, Marcia Finn's husband, Michael Finn who passed away as a result of injuries sustained in an accident, and all Brookdale family members who have lost family members over the course of this past year.

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.

Trustee Abby-White read the vision statement

Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society. Brookdale plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire all community members to fulfill their aspirations to the best of their ability

Trustee Davis read our Values:

The following values guide the Brookdale community in the fulfillment of our Mission; each being of equal weight and importance:

1. **Educational excellence** through engagement, assessment and innovation
2. **Economic empowerment** through access, opportunity, and entrepreneurial partnerships
3. **Institutional integrity** through academic freedom, stewardship and accountability
4. **Diversity** through inclusivity, human equity and individual perspective

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda Chair Crupi announced we will be voting on the approval of tuition and fees for Fiscal Year 2024. The agenda has been revised to hold a public hearing on Tuition and Fees, and time will be added before Public	A motion to adopt the revised agenda with adding a public hearing on Tuition and Fees was made by Trustee Abby-White and seconded by Trustee Richens.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Comment to allow any comments on tuition and fees.	Motion Passed.	
<p>President's Report</p> <p>Academic Master Plan (AMP) - Dr. Scocco presented on the Academic Master Plan and highlighted the following:</p> <ul style="list-style-type: none"> • Objectives include: <ul style="list-style-type: none"> ○ Equity-Centered Education <ul style="list-style-type: none"> ▪ To cultivate a learning environment where all students have equal access to learning, feel valued and supported in their learning, and experience parity in achieving positive outcomes. ○ Student Academic Readiness <ul style="list-style-type: none"> ▪ To become more learning-centered by creating a student-ready ecosystem (McNair et al., 2016) that accounts for the learning needs of all students. ○ Curriculum <ul style="list-style-type: none"> ▪ To offer relevant courses and programs that prepare students for a lifetime of continued learning and success. ○ Pedagogy <ul style="list-style-type: none"> ▪ To ensure accessible, culturally relevant, and sustaining pedagogy by providing instructional resources that utilize state- of-the-art technology to facilitate learning and provide relevant experiential learning opportunities. ○ Assessment <ul style="list-style-type: none"> ▪ To establish a culture of continuous improvement. Assessment of course learning outcomes, program outcomes, and institutional outcomes and their forthcoming recommendations will lead to actionable goals and assignment of resources. • Strategic Goals and suggested initiatives were reviewed: <ul style="list-style-type: none"> ○ Cultivate a culture of belonging with the goal of acceptance and persistence for all students. ○ Increase resources for student academic support services. ○ Ensure relevant, innovative, and in-demand educational offerings. ○ Ensure teaching and learning practices that are innovative, culturally relevant and address barriers to learning. ○ Ensure appropriate measures and assessments that create a cycle of continuous improvement. • Immediate Next Steps <ul style="list-style-type: none"> ○ By June '23 <ul style="list-style-type: none"> ▪ Develop detailed tactical plans and immediate actionable items. Identify key initiatives for year one, year two, and year three. ▪ Integrate the AMP goals with the goals of the Student Affairs Master Plan, the Operations Optimization Plan, and the Advancement Master Plan. ▪ Review FY 24 budget priorities and align priorities with the goals of the AMP. Draft a reporting mechanism. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ul style="list-style-type: none"> ○ By Fall 2023 <ul style="list-style-type: none"> ▪ Work with the Collegial Governance Steering Committee and IPEC to align the AMP goals with the Governance Charges for FY 24. ▪ Use AMP as the basis for Department Planning in the fall of 23. ▪ Formalize a reporting mechanism for tracking progress and begin reporting. <p>Facilities Master Plan – Marcus Rosenau, SSP Architects and Donna Zalecky, DMZ Planners presented on the Facilities Master Plan and the highlighted the following:</p> <ul style="list-style-type: none"> • Objectives <ul style="list-style-type: none"> ○ Space Utilization and Optimization ○ Capital Needs ○ Identify Growth in programs and buildings ○ Create a plan to be used to plan over the next 10 years ○ Establish standards and guidelines to create consistency • Findings for space utilization was reviewed considering enrollment declines and recommendations were made to consolidate space, reevaluate the scheduling of spaces and the yielding of swing spaces to meet the needs of the College in the future. Room Inventory snapshots are provided in the FMP. • Building and classroom utilization are detailed in the FMP. • Capital Improvements – the facilities conditions were evaluated on numerous systems and they established a protocol for prioritizing capital improvements, both from a health and safety standpoint, and to prioritize the work based on useful life and condition. The reports outline priorities and estimated costs in a 10 year implementation plan by building, by system and is a tool for capital planning and to seek funding. • Wayfinding was evaluated and recommendations were made for traffic control, improving navigation, and consistency on how landscaping and site features are built out. • FMP Major Initiatives were reviewed which include: <ul style="list-style-type: none"> ○ Establish a Front Door One-Stop Center at Larrison Hall ○ Construct a Culinary Arts Building ○ Secondary Nursing programs relocated to the Wall location ○ Consolidate Business Department and Support programs to the CAR building ○ Establish/Expand a Business Training Venue in Main Academic North • Stormwater Guidelines are established in the FMP • Landscape and Building standards are provided in the FMP • An Implementation Plan is provided for capital improvements and programmatic level changes for over the next 10 year. <p>The Facilities Master Plan will be finalized and moved forward for approval at the February Board of Trustees Meeting. The FMP will be used as a planning tool to secure funding and as a reference tool when implementing the work.</p> <p>Trustee Brennan recommended that the FMP be shared with our Law Enforcement Officer as a tool for them to know the campus better, in order to ensure the best safety of our students and employees.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Trustee Davis recommended that our campus and locations be as accessible as possible and the FMP should take that into consideration and the perspective of our disabled students and employees.</p> <p>Dr. Stout thanked our consultants and the FMP Steering Committee for their yearlong work.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – January 17, 2023 - Trustee Brennan reported on the meeting held on January 17, 2023 and highlighted the following. She thanked the Committee and the Administration for their work in the planning for the fiscal budget FY24 and she wanted to ensure that everyone is aware of the amount of time and attention that was dedicated to ensuring that we have a realistic budget that will meet the needs of our students.</p> <ol style="list-style-type: none"> 1. Capital Project Update – Trustee Brennan highlighted some of the capital projects underway which include the ATEC/MAS drainage project, the Center of Excellence for Cybersecurity Education, and the Wellness Center. She stated that our capital improvement projects will keep us on the roadmap to success. 2. Monthly Financial Reporting – VP Manfreda reviewed the financial performance for October 2022 compared to the FY23 budget. The total operating revenue was \$45.3M which is 7.7% higher than the same time last year. Total operating expenditures were 6.6 % higher than last year. 3. Purchases – 10 purchases are recommended for approval for tonight. 4. Facilities Master Plan – was discussed at the committee meeting and we saw the presentation this evening. 5. Tuition and Fees and the FY24 Budgets – 4 operating models were reviewed by the Committee over the past couple of months and the Committee recommended supporting model 4, of which Dr. Stout will report later in the meeting. 6. HR – 2 positions were recommended to be filled. 7. Grants – The committee recommends the acceptance of grants for the Perkins grant and the Swipe-Out Hunger Grant and the application for the Mental Health Partnerships Grant. VP Kaari reported that grant revenue in FY23 is \$3 million with another \$20.5 million pending. 8. Foundation – VP Kaari reported on the Statement of Activities and Changes in Net Assets for the month ending November 2022. <p>B. Governance Committee – Trustee Davis highlighted the recommendations from the Governance Committee held on January 18, 2023. She reported that the Committee met and discussed the 10 policies listed in the materials and recommended lodging at tonight’s meeting. In addition, Policy 1.8000 Adoption, Review and Amendment of Mission, Vision and Values and Strategic Priorities of Brookdale Community College is recommended for waiving lodging and approval. She highlighted and encouraged participation in the 2 ACCT conferences which will be held this year. The Board Self-Evaluation was conducted in January and reviewed at the meeting. The Committee identified areas of growth and opportunity to improve communication amongst board members, and it was determined that all trustees will be able to access committee materials, so they can have more opportunity to review items that have been discussed, similarly to the Finance & Facilities materials. There was a discussion about difficulty in achieving high attendance at recent Board</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>retreats. It was determined that the Board will have two focused mini retreats following business meetings in lieu of a weekend Board Retreat. The retreat sessions will be held after Executive Session, and they will be focused on one topic with a clear outcome. Trustee Davis will send out Dr. Stout's self-evaluation tomorrow and requested feedback on his evaluation by February 8. She will work with Chair Crupi to draft an evaluation of Dr. Stout and provide it to the Trustees for their review prior to presenting it to Dr. Stout.</p> <p>C. Student's Perspective – Trustee Orange wished everyone a Happy New Year. She started the year by posting an Instagram post, which is one of the ways she connects with our students. On January 28, 2023, she attended a Zoom Meeting with the ACCT Student Trustees to prepare for the ACCT Legislative Summit in Washington D.C.</p> <p>D. NJCCC Update - Trustee Horl reported on her preparation and those of NJCCC representatives at the ACCT Legislative Summit. She attended the NJCCC State and Federal Policy and Legislative Committee on January 20, 2023 and their agenda covered 3 topics in addition to an update on bills. The 3 topics were on improving the purchasing process laws for community colleges, credit transfer issues for students who take online courses, and the support of increased operating aid to community colleges in the Governor's budget to cover increases in health care. She reported on a 3 bill package sponsored by Senators Joe Cryan and Vin Gopal and Assemblyman Milsa Jasey and Pam Lampitt. This package will allow the appointment of a fiscal monitor by the state with the power to override decisions of a college board, require new trustee training within 6 months of appointment and continuing trustees receive training every 2 years. The third will require financial information in understandable formats and time to graduation on each college website. The Financial Aid Award Letter bill, which requires the financial aid award letters to be consistent with the financial aid shopping sheet was approved by Governor Murphy on December 12, 2022. She also reported on additional bills still being considered by the Assembly and the Senate.</p> <p>E. Foundation Update – Trustee Abby-White reported on the Foundation Board meeting on January 19. President Stout gave an update on the college including the Academic Master Plan and the Facilities Master Plan. AVP Kaari shared the annual campaign results. The Annual golf outing has been moved to Sun Eagles Golf Club and will take place on September 20.</p> <p>F. Tuition and Fees Recommendation – Dr Stout provided information on our current Tuition and Fees, which he highlighted that our current cost is \$153 per credit for in county students and the maximum amount of 15 credits or more is \$2,295.00. He presented the proposed schedule of tuition and fees which would be effective July 1, 2023.</p> <ul style="list-style-type: none"> a. Residents of Monmouth County - \$158 per credit hour to not to exceed \$2370.00 per term. This is a \$5 tuition increase for In county students per credit. And a maximum of \$75 per term. b. Residents of other NJ Counties - \$262.50 per credit hour not to exceed \$3,937.50 per term; a \$4 per credit increase c. Out of State Students - \$287.50 per credit hour not to exceed \$4,312.50 per term; \$4 per credit increase <p>G. Fees will decrease from \$39.78 per credit to \$39.38 per credit, not to exceed \$590.70 per term – the college's goal is to decrease fees and make the cost of tuition transparent.</p> <p>Dr. Stout also compared and contrasted Brookdale's county wealth ranking and with the proposed tuition increase and he forecasted that the College will be ranked as 9 in cost, compared to the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>other community colleges; a number 1 ranking is the highest tuition cost in the state. He also stated that the College has a goal to keep their tuition and fees at less than 50% of the lowest NJ 4 year public college/university's tuition. Currently Thomas Edison State University is charging \$411.00 per credit for tuition and fees and they are ranked the lowest of the NJ public 4 year institutions. With this proposal our students will save on average \$20,601.27 compared to students who start off as freshmen at any of the our public 4 year colleges/universities.</p>		
<p>Public Hearing on Tuition and Fees</p> <p>Chair Crupi read the instructions on giving public comment in-person or via Zoom.</p> <p>No public comment was made on Tuition and Fees and Ms. Gruskos confirmed no written comment was submitted.</p>		
<p>Public Comment on Agenda Items</p> <p>Chair Crupi read the instructions on giving public comment in person or via Zoom.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Angelini seconded by Trustee Orange.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – December 13, 2022</p>	<p>A motion to approve the minutes from the public business meeting held on December 13, 2022 was made by Trustee Abby-White and seconded by Trustee Dyese.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	ABSTAIN: Trustees Horl and Kaufmann	
Consent Agenda A. Approval of Human Resources B. Acceptance of Grants and Budget Modifications C. Application for Grants D. Emergency Purchase 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 Purchase(s) E. 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 F. Open Invoice Payment Requests for Vendor, Student and Employee Payments G. Monthly Financial Reports H. Capital Project Update	<p>A motion to approve the consent agenda was made by Trustee Watson and seconded by Trustee Davis.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Approval of FY24 Schedule of Tuition and Fees	<p>A motion to adopt by resolution the Schedule of Tuition and Fees for the academic year 2023/2024 was made by Trustee Brennan and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed.	
Approval of FY24 Operating Budget	<p>A motion to adopt by resolution the annual operating budget for fiscal year 2024 was made by Trustee Brennan and seconded by Trustee Orange.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p> <p>Motion passed.</p>	
Approval of the FY24 Associated Students of Brookdale Community College (ASBCC) Budget	<p>A motion to ratify the FY 24 Associated Students of Brookdale Community College budget was made by Trustee Brennan and seconded by Trustee Watson.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p> <p>Motion Passed.</p>	
Approval of the FY24 Auxiliary Services Operating Statements	A motion to ratify the Auxiliary Services FY24 Operating Statements was made by Trustee Angelini and	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p> <p>Motion Passed.</p>	
<p>Approval to Waive lodging of Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College</p> <p>Chair Crupi announced that tonight we are ratifying our current mission, vision, values. The Policy 1.8000 Adoption, Review and Amendment of Mission, Values and Strategic Priorities of Brookdale Community College was reviewed by the Governance Committee and 2 recommended minor changes were made in the Policy to not dictate through policy on where and when the annual strategic priorities will be developed. If there is no objection he suggested to waive lodging of the policy.</p>	<p>A motion was made to waive lodging of Policy 1.8000 Adoption, Review and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College by Trustee Richens and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p> <p>Motion Passed.</p>	
<p>Approval of revised Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College</p>	<p>A motion was made to approve revised Policy 1.8000 Adoption, Review and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College by</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Trustee Richens and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p> <p>Motion Passed</p>	
<ol style="list-style-type: none"> 1. Policy 5.0000 Academic Freedom and Responsibility 2. Policy 5.1000 Standards for Granting Degrees and Certificates 3. Policy 2.4000 Clinical Facilities Contracts 4. Policy 2.8000 Promotion Advertising and Sponsorship 5. Policy 3.0003 Employees with Disabilities 6. Policy 3.1000 Adjunct Faculty Employment (previous title, Policy 3.1000 Adjunct Faculty Positions) 7. Policy 3.1001 Adjunct Faculty Terms and Conditions of Employment (previous title, Policy 3.1001 Adjunct Terms and Conditions of Employment) 	<p>A motion was made to lodge the follow Policies by Trustee Richens and seconded by Trustee Abby-White.</p> <ol style="list-style-type: none"> 1. Policy 5.0000 Academic Freedom and Responsibility 2. Policy 5.1000 Standards for Granting Degrees and Certificates 3. Policy 2.4000 Clinical Facilities Contracts 4. Policy 2.8000 Promotion Advertising and Sponsorship 5. Policy 3.0003 Employees with Disabilities 6. Policy 3.1000 Adjunct Faculty Employment (previous title, Policy 3.1000 Adjunct Faculty Positions) 7. Policy 3.1001 Adjunct Faculty Terms and Conditions of Employment (previous title, Policy 3.1001 Adjunct Terms and Conditions of Employment) 	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>8. Policy 3.0002 Non-Represented Employees</p> <p>9. Policy 3.3000 Employment Pending Board Approval</p> <p>10. Policy 7.0009 Engagement of Outside Speakers (previous title, Policy 7.0009 Outside Speakers)</p> <p>Chair Crupi suggested to vote to lodge all 10 policies in one motion. He asked if any Trustee would like to pull out any policy for a separate discussion and vote and there was no objection to moving all the policies together.</p>	<p>8. Policy 3.0002 Non-Represented Employees</p> <p>9. Policy 3.3000 Employment Pending Board Approval</p> <p>10. Policy 7.0009 Engagement of Outside Speakers (previous title, Policy 7.0009 Outside Speakers)</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Kaufmann, Orange, Richens, Watson and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: None</p> <p>Motion Passed</p>	
<p>Public Comment</p> <p>Mr. Jacobs read the directions for giving public comment in person and via Zoom. No public comment was given.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p>Old/New Business -</p> <p>Trustee Horl announced that ACCT appointed her to the Communications and Education Committee, and she will be proud to serve and represent Brookdale Community College.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Resolution to Hold a Closed Meeting <i>Attachment A</i>	A motion to approve by resolution to hold an Executive Session was made by Trustee Horl and seconded by Trustee Abby-White. Motion Passed.	
Motion to Re-Open the Meeting to the Public	A motion to re-open the meeting to the public was made by Trustee Brennan and seconded by Trustee Horl. Motion Passed.	
Adjournment Meeting adjourned at 8:15 PM	A motion to adjourn the meeting was made by Trustee Abby-White and seconded by Trustee Horl. Motion Passed.	

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 1 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **January 24, 2023 at approximately 7:10 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION
Approved January 24, 2023

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

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

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

☒ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **Contract Negotiations:** Law Enforcement Contracting Agreement with the Monmouth County Sheriff's Office

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

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

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

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

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

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

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

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Special Public Business Meeting Minutes

February 16, 2023

**Brookdale Community College
BAC, President's Conference Room
765 Newman Springs Rd.
Lincroft, NJ 07733**

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

Present	Trustees	Administration:
	Ms. Mary Pat Angelini, Trustee	Ms. Patricia Sensi
	Ms. Latonya Brennan, Trustee	Ms. Teresa Manfreda
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelmann
	Mr. Paul Crupi, Chair	Dr. Jacob Farbman
	Ms. Barbara Horl, Trustee	Ms. Nancy Kaari
	Dr. Les Richens, Trustee	Dr. Joan Scocco
	Dr. David Stout, Secretary	
	Ms. Natalie Watson, Trustee	
Absent	Ms. Tracey Abby-White, Trustee	
	Mr. Bret Kaufmann, Vice-Chair	
	Ms. Taïphane Orange, Trustee	
	Ms. Marta Rambaud, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	Ms. Cynthia Gruskos, Recorder

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

On February 10, 2023 at 5 pm advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Crupi confirmed this meeting is being recorded.

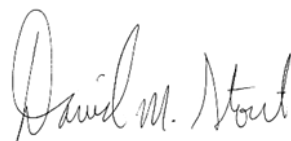
Mr. Jacobs confirmed no written public comment was submitted, and since no members of the public were in attendance via Zoom, he did not read the detailed instructions on giving public comment via Zoom.

Chair Crupi led the Pledge of Allegiance.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee Angelini. Motion passed.	
Public Comment on Agenda Items Mr. Crupi gave instructions on giving public comment. No public comment was given, and Ms. Gruskos confirmed no written comments were submitted.		
Approval of Law Enforcement Services Agreement Between the Monmouth County Sheriff's Office and Brookdale Community College	A motion to approve by resolution the Law Enforcement Services Agreement with the Monmouth County Board of Commissioners and the Monmouth County Sheriff's Office was made by Trustees Richens and seconded by Trustee Watson. YES: Trustees Angelini, Brennan, Davis, Horl, Richens, Watson and Chair Crupi NO: None ABSTENTIONS: None Motion Passed.	
Public Comment Chair Crupi gave instructions on giving public comment. Pat Sensi, AVP Human Resources & Organizational Safety – AVP Sensi thanked Chief Kimler, Lieutenant Halpin and the other members of the Brookdale Community College Police Department for their many years of service to the College. They created a professional Police Department which she credits to their accreditation efforts led by Chief Kimler and Lieutenant Halpin. She commended them on their hard work which continues to this day, and highlighted that they have always been very respectful to our students, and they did their best to be a great department. Chair Crupi acknowledged the Departments' professionalism over the years.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Old/New Business No old or new business discussed.		
Adjournment <i>The meeting was adjourned at 5:39 PM.</i>	A motion to adjourn the meeting was made by Trustee Angelini and seconded by Trustee Richens. Motion passed.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 28 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Non-Supervisor – Administrative Operations

2

Support Staff

4

Adjunct Faculty

7

B. Change of Status**Recommendations**

Faculty

3

Supervisor – Direct Student Contact

1

Supervisor – Administrative Operations

1

Support Staff

6

C. Separations**Recommendations**

Faculty

1

Supervisor – Administrative Operations

1

Support Staff

1

Police

1

A. HIRES**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Asya Darbinyan
Department: Center for Holocaust, Human Rights & Genocide Education
Position: Director, Chhange
Salary: \$93,457, to be prorated accordingly
Effective: 5/16/23, pending completion of all final contingencies
2. Name: Paige Eckert
Department: Athletics
Position: Administrative Assistant, Athletics
Salary: \$54,094, to be prorated accordingly
Effective: 3/1/23, pending completion of all final contingencies

SUPPORT STAFF

1. Name: Ryan DiBella
Department: Events Management
Position: Specialist, Events Management
Salary: \$43,655, subject to current contract negotiations
Effective: 3/1/23, pending completion of all final contingencies
2. Name: Danielle Garritt
Department: Performing Arts Center
Position: Associate, Box Office
Salary: \$43,655, subject to current contract negotiations
Effective: 3/1/23, pending completion of all final contingencies
3. Name: Ryan Marlowe
Department: Veteran's Center
Position: Associate, Veteran's Center
Salary: \$43,655, subject to current contract negotiations
Effective: 3/1/23, pending completion of all final contingencies
4. Name: Thomas Yacullo
Department: Government Affairs & Community Relations
Position: Confidential Associate, Government Affairs & Community Relations
Salary: \$43,655, subject to current contract negotiations
Effective: 3/1/23, pending completion of all final contingencies

ADJUNCT FACULTY

1. Name: Christine Alber্ন
Department: Nursing
2. Name: Veronica Aldana
Department: Design
3. Name: Kristin Barone
Department: NURS
4. Name: Vicma Cac
Department: Nursing
5. Name: Margaret Dikovitskaya
Department: Fine Arts
6. Name: Danielle Goodbody
Department: Radiologic Technology
7. Name: Julianne Santori
Department: Radiologic Technology

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors	Associates
2	3	1	1

B. CHANGE OF STATUS**FACULTY**

1. Name: Bryan Cocchiara
Department: Philosophy
Position: Instructor
Action: Extension of temporary position, full-time, one year
New Salary: \$70,397.91
Effective: 9/1/23 – 6/30/24

2. Name: Christy DeVito
 Department: Education
 Position: Instructor
 Action: Extension of temporary position, full-time, one year
 New Salary: \$67,761.94
 Effective: 9/1/23 – 6/30/24

3. Name: Elisabeth Eittreim
 Department: History
 Position: Instructor
 Action: Extension of temporary position, full-time, one year
 New Salary: \$70,397.91
 Effective: 9/1/23 – 6/30/24

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Prem Prakash Patel
 Department: Student Accounts
 Position: Manager, Student Accounts
 Action: Change in title & department name
 New Salary: No Change
 Effective: 2/1/23

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Dawn Murray
 Department: Common Services, Administration
 Position: Supervisor, Common Services
 Action: Change in status from interim to regular A3 position, through bona fide search
 New Salary: No change
 Effective: 3/1/23

SUPPORT STAFF

1. Name: Sanna Chin
 Department: Student Accounts
 Position: Specialist, Student Accounts
 Action: Change in title & department name
 New Salary: No Change
 Effective: 2/1/23

2. Name: Robert Cuoccio
 Department: Facilities
 Position: Senior Specialist, Facilities
 Action: Change in status from N1 to N4 position through bona fide search
 New Salary: \$43,655, subject to current contract negotiations
 Effective: 3/1/23, pending completion of all final contingencies

3. Name: Frank DeVita
 Department: Student Accounts
 Position: Specialist, Student Accounts
 Action: Change in title & department name
 New Salary: No Change
 Effective: 2/1/23

4. Name: Donna Fallin
 Department: Student Accounts
 Position: Specialist, Student Accounts
 Action: Change in title & department name
 New Salary: No Change
 Effective: 2/1/23

5. Name: Jesus Rodulfo-Leon
 Department: Facilities
 Position: Senior Specialist, Facilities
 Action: Change in status from N1 to N4 position through bona fide search
 New Salary: \$43,655, subject to current contract negotiations
 Effective: 3/1/23, pending completion of all final contingencies

6. Name: Maria Vespa
 Department: Student Accounts
 Position: Specialist, Student Accounts
 Action: Change in title & department name
 New Salary: No Change
 Effective: 2/1/23

C. SEPARATIONS**FACULTY**

1. Name: Margo Wolfson
Department: Biology
Position: Assistant Professor
Action: Retirement
Effective: 6/30/23, with retirement on 7/1/23

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Laura Qaissaunee
Department: Grants Development
Position: Director, Grants & Institutional Development
Action: Retirement
Effective: 6/30/23, with retirement on 7/1/23

SUPPORT STAFF

1. Name: Stephen Finnegan
Department: Police
Position: Security Guard
Action: Retirement
Effective: 4/30/23, with retirement on 5/1/23

POLICE

1. Name: Matthew Esposito
Department: Police
Position: Probationary Police Officer
Action: Resignation
Effective: 2/28/23

**1.51 Acceptance of Gifts
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month.

The College continues to receive a variety of useful and welcome gifts from many sources. These are generally donated by private individuals, business firms, students, and staff whose continued interest and support are evinced in these actions.

The following gifts have been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
February 8, 2023	Fidelity Memorial Group Corp 2794 US Highway 80 W Garden City, GA 31408-2930	Donation of prop vehicle for Haunted Theater

**2.2 Acceptance of Grants
Executive Summary****A. U.S. Small Business Administration through a subcontract with Rutgers, The State University of New Jersey****Program Title:** Small Business Development Center-Business Action Center**Short Title:** SBDC

Goal/Purpose: SBDC funding enables the SBDC to guide established small business owners and aspiring entrepreneurs to create and expand their business enterprises which will, result in sustainable growth, job creation and statewide economic development and prosperity in Monmouth and Ocean Counties. The SBDC is part of America's SBDCs, a national network of university and college-based centers that deliver nationwide educational assistance to strengthen small/medium business management, thereby contributing to the growth of local, state and national economies.

Program Administrator: . Dr. Jackeline Mejias-Fuertes, Director NJSBDC**Total \$ Award:** \$167,649**AwardPeriod:** January 1, 2022 through December 31, 2022**B. Office of the Secretary of Higher Education****Program Title:** Educational Opportunity Fund**Short Title:** EOF

Goal/Purpose: The Educational Opportunity Fund assists low-income New Jersey residents access higher education by offering supplemental financial aid and a wide array of campus-based outreach and support services for program students. Two EOF special projects were also funded in FY23: The Wholeness Project and Recruitment Project.

Program Administrator: Carla Vanzant, Director EOF**Total \$ Awarded:** \$856,710 -Includes financial aid and program support

\$100,983 –the EOF Wholeness Project

\$ 73,944—the Recruitment Project

Date Awarded: Fall 2022

Recommendation:

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

RESOLUTION

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

	<u>Amount</u>
US Small Business Administration through a subcontract with Rutgers: Small Business Development Center (SBDC)	\$167,649
Office of the Secretary of Higher Education: Educational Opportunity Fund	\$1,031,637

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held February 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
February 28, 2023

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	Trane U.S. Inc.	Replacement of Variable Frequency Drive (VFD) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of the VFD at the Student Life Center and is funded by Chapter 12.	Exempt	\$ 20,120.00
2	Rich Tree Service Inc.	Tree Removal Services / Exempt 18A:64A.25.9 (State Contract). This State Contract is for tree removal services and is funded by Chapter 12.	Exempt	\$ 60,000.00 *
3	Allstate Office Interiors	Flooring Replacement / Exempt 18A:64A.25.9 (State Contract). This State Contract is for flooring replacement for various projects on the Lincroft Campus and the Regional Locations. This contract is funded by Chapter 12.	Exempt	\$ 45,000.00 *
4	Cooper Freidman Electric Supply Co.	Electrical Supplies / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract for the supply and delivery of electrical supplies through the Monmouth County Purchasing Co-op Contract for various projects on the Lincroft Campus and the Regional Locations. This contract is funded by Chapter 12 and the Facilities Budget.	Exempt	\$ 30,000.00 *
5	Kappa Construction Corp.	Children's Learning Center (CLC) Mechanical and Fire Support Systems Replacement, Bid No. 23-10 / Notice was sent to 15 vendors, received 4 replies. This contract is for the replacement of the mechanical and fire support systems at the former Children's Learning Center. This contract is funded by Chapter 12.	Bid	\$ 866,702.00
Grants				
6	Academy Source Professor Kyle Jones Envision Innovative Solutions	Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). These contracts will provide various consulting services for the development of the Center of Excellence for CyberSecurity Education. These contracts are funded by the National Security Agency (NSA) Curriculum to Augment the NCAE K12 RING Project: K12 Cybersecurity Curriculum Expansion Grant.	Exempt	\$ 270,000.00 *

Operating

7	CBRE, Inc.	Real Estate Brokerage Services, RFP No. 02-22 / This is the 2nd year of a 2 year contract for real estate brokerage services. This contract is funded by the Operating Budget.	RFP	Commission Rate 5%
8	VirtuIT Systems	Disaster Recovery and Data Restoration Replacement / Exempt 18A:64A-25.9 (State Contract). This NJ State Contract is for the supply and delivery of hardware and maintenance services to replace the current data backup and restoration solution in the Gorman Hall Data Center and the Monmouth County IT Data Center. The replacement solution leverages both virtual media agent servers and physical servers to balance performance and costs. The new solution will provide the same level of redundancy and resilience of existing external tape, internal storage, and physical server approach while greatly improving the recovery time needed in the event of a catastrophic failure of production servers and services. This contract is funded by the IT Budget.	Exempt	\$ 85,470.74
9	SHI International	Uninterruptible Power Supply (UPS) Lifecycle Replacement / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of 11 UPS units, 7 external batteries, and is part of the annual UPS lifecycle process. UPS units are utilized in the distributed network closets throughout the Lincroft Campus and Regional Locations. They provide both conditioned power and minimum of 45 minutes of runtime in the event of a loss of power to support life safety measures including, emergency communications. The average lifespan of a device and battery is 5 years. This contract is funded by the IT Budget.	Exempt	\$ 28,960.87
10	Transact Campus Inc.	Point of Sale (POS) System / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the supply and delivery of a POS system for the Culinary Education Center. This contract is funded by the Culinary Education Center Budget.	Exempt	\$ 20,656.01

11	Monmouth County Board of Commissioners	Law Enforcement Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is the 1st year of a 10 year shared services contract for law enforcement services provided by the Sheriff's Office. This contract is funded by the Operating Budget.	Exempt	\$ 766,713.30
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* Estimated expense based on historical data

** Separate attachment - List of Vendors

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 December 31, 2022, which totaled \$2,764,786.80. 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 February 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 February 21, 2023.

Financial Overview at December 31, 2022

The following financial summary provides an overview of year-to-date financial performance at December 2022 compared to FY23 budget, and to the same period last year.

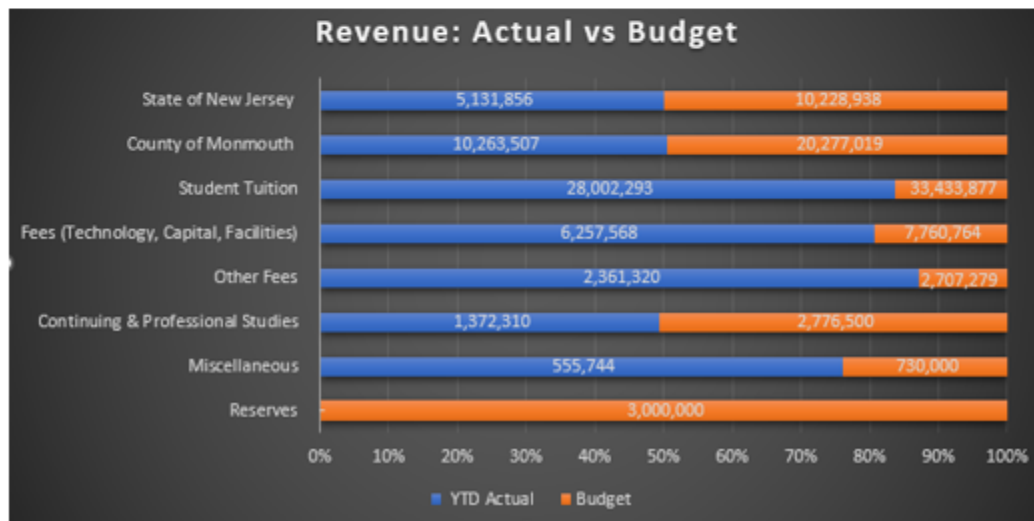
Revenue:

Compared to Budget

Total operating revenue through the month of December 2022 was \$53.9M and represents 66.7% of the FY23 budget of \$81M.

Compared to Prior Year

Operating revenue through December 2022 was 6.1% higher than the same time last year. Of the \$3.1M increase, \$2.4M is in tuition & fee revenue and \$750,000 from all other operating revenue sources.



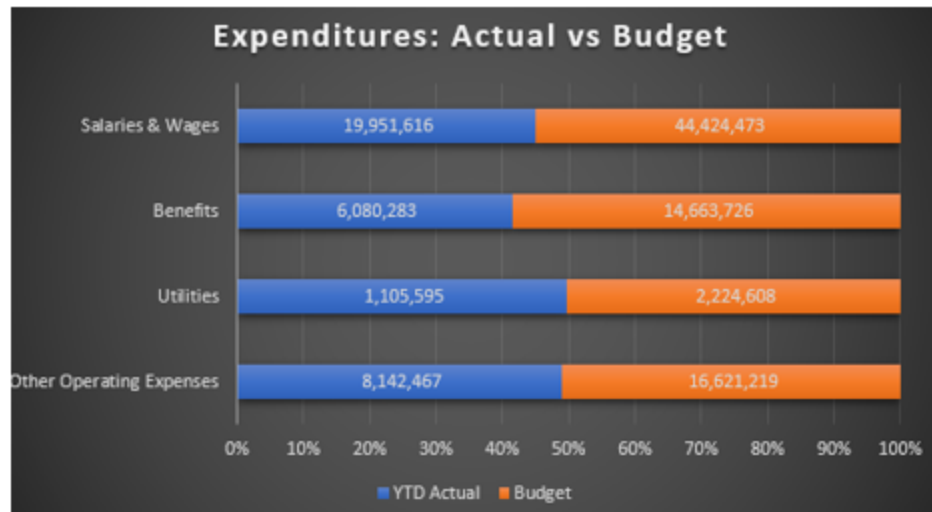
Expenditures:

Compared to Budget

Total operating expenditures through December 2022 were \$35.3M or 45.3% of the \$78M FY23 budget.

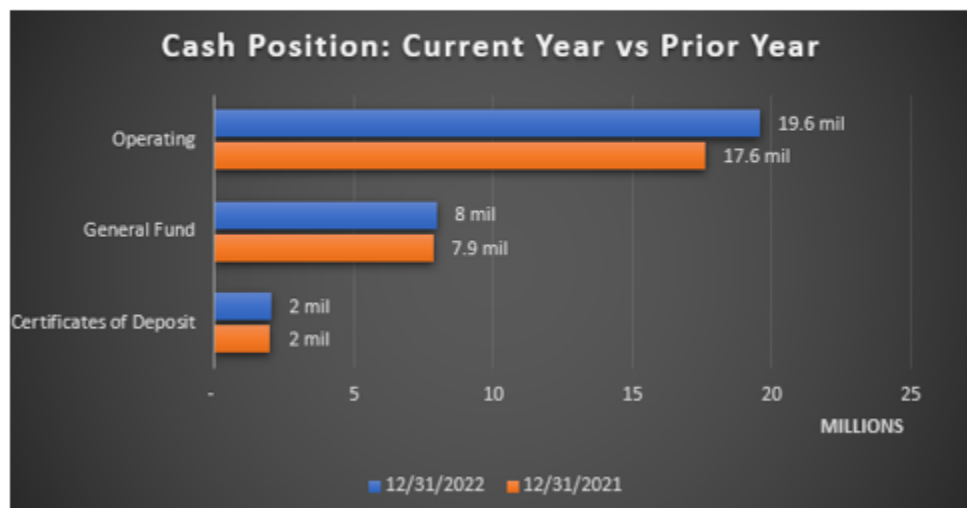
Compared to Prior Year

Total operating expenses for the same period last year were \$33.2M compared to \$35.3M this year indicating an increase of operating costs of 6.2% or \$2.1M. This increase is mainly attributed the increase of salary and benefit costs of \$1.2M and contracted services expense of \$490,000.



Cash Balance:

At December 30, 2022, the College's total cash position was \$29.6, which represents a \$2.1M increase over the same time last year. The College's total interest earned through December was \$115,735 compared to \$13,011 last year.



Brookdale Community College
Operating Revenue Report
For the month ending December 31, 2022

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 5,131,856	\$ 10,228,938	\$ (5,097,082)	50.2%
County of Monmouth	10,263,507	20,277,019	(10,013,513)	50.6%
	15,395,363	30,505,957	(15,110,594)	50.5%
Student Tuition:				
Summer III	817,099	849,505	(32,406)	96.2%
Fall 15	14,814,783	14,439,422	375,361	102.6%
Fall 11	948,326	954,666	(6,340)	99.3%
Fall 7A & 7B	145,805	79,110	66,695	184.3%
Winterim	254,629	284,273	(29,645)	89.6%
Spring 15	10,735,479	12,730,986	(1,995,507)	84.3%
Spring 11	201,986	712,623	(510,637)	28.3%
Spring 7A & 7B	84,187	73,556	10,631	114.5%
	28,002,293	33,433,877	(5,431,584)	83.8%
Fees:				
Fees (Technology, Capital, Facilities)	6,257,568	7,760,764	(1,503,196)	80.6%
Application Fee	80,135	175,000	(94,865)	45.8%
Installment Plan Fee	74,020	140,000	(65,980)	52.9%
Lab Fees	2,175,004	2,319,529	(144,526)	93.8%
Late Fees	8,400	22,000	(13,600)	38.2%
Transcript Fee	23,051	50,000	(26,949)	46.1%
Bad Check Fee	710	750	(40)	94.7%
	8,618,887	10,468,043	(1,849,156)	82.3%
Continuing & Professional Studies:				
Contract Training Direct Pay	11,490	210,000	(198,510)	5.5%
Alternate Route	150,692	150,533	159	100.1%
Healthcare Services	622,922	1,249,005	(626,084)	49.9%
Business & Career Training	143,672	265,000	(121,328)	54.2%
Computer Training	59,926	144,500	(84,574)	41.5%
CTE Grant	170,250	381,004	(210,754)	44.7%
Trips / Excursions	28,535	75,000	(46,465)	38.0%
Misc. Open Enrollment Programs	106,373	205,375	(99,003)	51.8%
Summer Adventure Camps	48,729	55,083	(6,354)	88.5%
Accelerated Career & Technology	27,249	41,000	(13,752)	66.5%
	1,372,310	2,776,500	(1,404,190)	49.4%
Miscellaneous:				
Partnerships/Rent	235,935	-	235,935	0.0%
Indirect Cost Recovery	118,155	335,000	(216,845)	35.3%
Interest Income	115,735	85,000	30,735	136.2%
International Center	79,811	300,000	(220,189)	26.6%
Miscellaneous	6,107	10,000	(3,893)	61.1%
Reserves	-	3,000,000	(3,000,000)	0.0%
	555,744	3,730,000	(3,174,256)	14.9%
Total	\$ 53,944,597	\$ 80,914,376	\$ (26,969,779)	66.7%

Brookdale Community College
Operating Expenditure Report
For the month ending December 31, 2022

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	13,268,737	30,424,772	17,156,035	43.6%
Benefits	6,080,283	14,663,726	8,583,443	41.5%
Finance & Operations	5,681,385	11,966,890	6,285,505	47.5%
Student Affairs	2,949,689	6,521,892	3,572,203	45.2%
General Expenses	2,480,288	4,787,324	2,307,036	51.8%
Continuing & Professional Studies	1,218,326	2,475,267	1,256,941	49.2%
Utilities	1,105,595	2,224,608	1,119,013	49.7%
Human Resources & Organizational Safety	1,333,895	2,589,726	1,255,831	51.5%
Planning & Institutional Effectiveness	215,196	427,260	212,064	50.4%
President & Board of Trustees	269,497	530,771	261,274	50.8%
Advancement Division	677,070	1,321,790	644,720	51.2%
	35,279,961	77,934,026	42,654,065	45.3%
Salaries & Wages	19,951,616	44,424,473	24,472,857	44.9%
Other Expenses	15,328,345	33,509,553	18,181,208	45.7%
	\$ 35,279,961	\$ 77,934,026	\$ 42,654,065	45.3%

Brookdale Community College
Current Year vs Prior Year
For the month ending December 31, 2022

	12/31/22	12/31/21	Change	% Change
Operating Revenue				
State of New Jersey	\$ 5,131,856	\$ 5,064,328	\$ 67,529	1.3%
County of Monmouth	10,263,507	10,013,510	249,997	2.5%
Student Tuition	28,002,293	25,908,466	2,093,827	8.1%
Fees	8,618,887	8,345,222	273,666	3.3%
Continuing & Professional Studies	1,372,310	1,256,419	115,891	9.2%
Miscellaneous	555,744	238,947	316,797	132.6%
	53,944,597	50,826,891	3,117,706	6.1%
Operating Expenditures				
Academic Affairs	13,268,737	12,641,580	627,157	5.0%
Benefits	6,080,283	5,874,675	205,609	3.5%
Finance & Operations	5,681,385	5,517,571	163,814	3.0%
Student Affairs	2,949,689	2,721,912	227,777	8.4%
General Expenses	2,480,288	2,257,975	222,313	9.8%
Continuing & Professional Studies	1,218,326	1,032,927	185,400	17.9%
Utilities	1,105,595	943,453	162,141	17.2%
Human Resources & Organizational Safety	1,333,895	1,057,594	276,301	26.1%
Planning & Institutional Effectiveness	215,196	200,721	14,475	7.2%
President & Board of Trustees	269,497	284,736	(15,239)	-5.4%
Advancement Division	677,070	679,958	(2,888)	-0.4%
	35,279,961	33,213,101	2,066,860	6.2%
Surplus/(deficit) Operating	18,664,636	17,613,790	1,050,846	
Auxiliary				
Receipts	451,823	454,075	(2,251)	-0.5%
Disbursements	747,202	710,644	(36,558)	-5.1%
Surplus/(deficit) Auxiliary	\$ (295,378)	\$ (256,569)	\$ (38,809)	

BROOKDALE COMMUNITY COLLEGE
Engineering Status Report
February 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 2-3 weeks, 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. Our office will assist Brookdale staff in the review of the bids and provide a letter of recommendation.

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. Our office is currently preparing the engineering costs associated with the preparation of the construction documents which will be submitted next week.

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 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.

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 will be scheduled in the next 2-3 weeks 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 February 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 February 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"> Building communication system is being installed and glass windows to arrive 2nd week of February. Met with furniture contractor to begin selection process and ordering furniture. Glass windows installed on Monday, Feb 13
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> Lighting installation is ongoing. Flooring, railings for handicap ramp, and ceiling tiles are being installed. Millwork, HVAC split systems, cabinets, and glass expected to arrive end of February.
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> Anticipate the final document in February.
ATeC & MAS Drainage	Colliers	Shore Top Construction	<ul style="list-style-type: none"> Project is complete. Walk through with engineer to review work and develop punch list to be scheduled.
Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> Lincroft & Wall – Punch list in progress at both locations. Punch work continues.
Modernization of Lincroft Elevators	USA Architects	West End-KB Builders & Developers	<ul style="list-style-type: none"> Pre-construction meeting held 12/15. Expect the contractor to have submittals to the engineer by the 3rd week of January.

			<ul style="list-style-type: none"> • Material and parts will be ordered once the submittals are approved by the engineer. • Construction documents are being processed, updates to follow.
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> • HVAC finish work beginning over the next few weeks. • Electric installation continues.
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		<ul style="list-style-type: none"> • Construction document development is underway for the new HVAC and fire suppression installation. • Bid documents were advertised; bid opening is scheduled for February 21 for approval at February 28 Board Meeting. • Architectural inspection for ADA complete. • Development of construction documents continues.

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 *Approval of the FY24 Chapter 12 Projects*

It is estimated there will be Chapter 12 bonding capacity available in FY24, subject to the approval of the State Treasurer and the State's approved budget. All community colleges were invited to submit a request for Chapter 12 funding in an amount that is estimated at \$75.6M State and County combined.

The College Administration is recommending to the Board of Trustees that the College seek approval for the use of Chapter 12 funds in the amount of \$4,686,621 for projects which include site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives. The projects have been identified as top priorities in the 2023 Board approved Facilities Master Plan.

The College will seek approval for the matching funds from the County of Monmouth at the Board of School Estimate meeting to be held April 6, 2023.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held February 21, 2023, and the project list is recommended for approval at the Board of Trustees meeting February 28, 2023.

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives at all College locations and as identified as top priorities in the 2023 Board approved Facilities Master Plan; and

WHEREAS, the New Jersey Council of County Colleges will establish a deadline for the submittal of a Board of Trustee Resolution which identifies the approved projects for Chapter 12 funding; and

WHEREAS, the College will receive the commitment from the Monmouth County Board of School Estimate to be held April 6, 2023, and a resolution agreeing to match the necessary funds, prior to the deadline; and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971 for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives at all College locations and as identified as top priorities in the 2023 Board approved Facilities Master Plan.

FY24 Chapter 12 Projects

Brookdale Community College locations:

- Lincroft
- Freehold
- Wall
- Hazlet
- Neptune
- Long Branch

The College's Facilities Master Plan identified the following projects as a top priority for the locations noted above:

1.	Infrastructure improvements and renovations:	\$2,000,000
	To include, but not be limited to general infrastructure, utility improvements, bathroom upgrades, facade & roofing upgrades, upgrades to drainage systems, flooring replacement, demolition, and rehabilitation of unoccupied spaces and ADA door upgrades.	
2.	Electrical Upgrades:	\$1,000,000
	To include, but not be limited to upgrades to transformers, switch gears, electrical panels and LED retrofit fixtures.	
3.	HVAC/Plumbing:	\$500,000
	To include, but not be limited to, energy efficiency projects, rooftop and air handler upgrades, and upgrades and replacements of plumbing equipment, piping and variable frequency drives (VFDs).	
4.	Life Safety:	\$286,621
	To include, but not be limited to CO2 monitors, smoke detectors, fire alarm system, fire sprinkler system, and heat detectors.	
5.	Site Improvements:	\$400,000
	To include, but not be limited to landscape upgrades, replacement of curbs and Sidewalks and stormwater requirement updates.	
6.	Classroom Renovations:	<u>\$500,000</u>
	To include, but not be limited to, classroom flooring, wall finishes, and whiteboards.	
Total		<u>\$4,686,621</u>

4.4 *Approval of FY24 Capital Budget*

Following discussions and priorities defined by the Board of Trustees at the Finance & Facilities Committee, and subsequent approval of the 2023 Facilities Master Plan, the College prepared the Capital Budget for FY24. The proposed budget fosters the deferred maintenance priorities identified in the 2023 Facilities Master Plan of the College.

The FY24 budget is presented to the Board of Trustees at this time for approval. Following this approval, the budget will be forwarded to the Monmouth County Board of Chosen Commissioners' Board of School Estimate at a public hearing for certification of the County's share of the College's FY24 Chapter 12 Budget.

This budget was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at meetings held February 21, 2023.

RESOLUTION

WHEREAS, under the provisions of N.J.S. 18A:64A-17, the Board of Trustees of Brookdale Community College is required to prepare an annual budget itemizing the amount of money estimated to be necessary for Capital expenses for the ensuing year; and

WHEREAS, the Board of Trustees has caused to be duly prepared, such annual budget for the fiscal year 2024; and

WHEREAS, the Board of Trustees has reviewed the goals and objectives of Brookdale Community College and deems that said budget will provide the resources to meet these goals and objectives; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the annual Capital Budget for FY24, attached hereto and made a part hereof, be and the same is hereby adopted.

BE IT FURTHER RESOLVED that a copy of said budget shall be delivered to each member of the Board of School Estimate forthwith.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College will present this budget to the Board of Chosen Commissioners for the holding of a public hearing by the Board of School Estimate with respect to said budget.

BE IT FURTHER RESOLVED that notice of said public hearing and said budget shall be published in accordance with the provision of the State.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College does hereby call upon the Governor and the Legislature of the State of New Jersey to take due consideration of the policy and statutory commitment to higher education in the State of New Jersey and to provide and allocate the necessary funds to meet that commitment in the support of County Colleges.

**Brookdale Community College
FY24 Capital Budget Summary**

Revenue:	FY23 Budget	FY24 Budget
County Chapter 12	\$ 2,229,500.00	\$ 2,343,310.50
State Chapter 12	\$ 2,229,500.00	\$ 2,343,310.50
Total Revenue	<u><u>\$ 4,459,000.00</u></u>	<u><u>\$ 4,686,621.00</u></u>
Expenditures:		
Chapter 12 Projects	<u><u>\$ 4,459,000.00</u></u>	<u><u>\$ 4,686,621.00</u></u>

4.6 *Acceptance of Brookdale Community College's FY22 Financial Statement Audit*

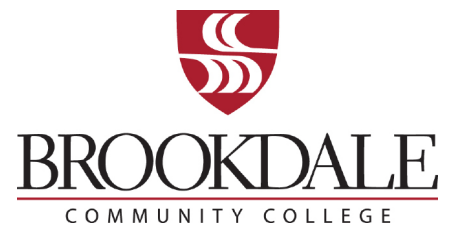
Pursuant to the requirements of the Higher Education Reorganization Act of 1994, the Board of Trustees authorized the appointment of external auditors, O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2022, at its May 31, 2022 meeting.

An audit of financial accounts has been completed, and the results of the College's FY22 Financial Statement audit are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held February 21, 2023.



CAMPUS FACILITIES MASTER PLAN CAMPUS FINDINGS REPORT



PRESENTED TO BROOKDALE COMMUNITY COLLEGE
February 2023





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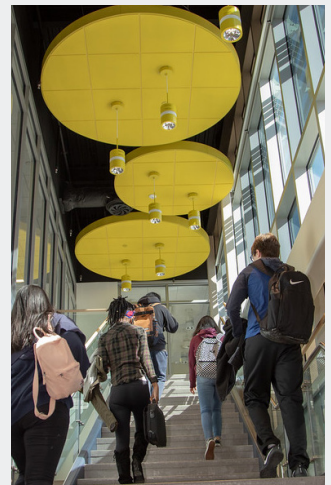
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Executive Summary

Executive Summary

Brookdale Community College is a public community college in Lincroft, New Jersey, that offers over 75 associate degree and certificate programs, as well as a variety of non-credit courses. The college has a diverse student body, with the most recent enrollment around 10,000 students (nearly 16,000 at its peak in 2011). Brookdale is known for its strong academic programs and student support services, including tutoring, counseling, and career services. The college also has a vibrant campus life with numerous clubs, organizations, and athletic teams, as well as cultural and educational events throughout the year.



Introduction

The Brookdale Community College Facilities Master Plan (FMP) is intended as a comprehensive guide for the physical maintenance and development of the college campus. The plan provides a framework for the future evolution of the College while supporting its mission:

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.

The Facilities Master Plan analyzes the utilization and quality of current facilities, along with demographic data, to identify areas of need for renovation, new construction, and maintenance. The plan also takes into account changes in technology and teaching methodologies, especially as a result of the COVID-19 pandemic, to ensure the campus can support modern educational practices.

Overall, the Brookdale Community College FMP is a critical document that provides a clear vision for the future of the college's physical infrastructure. By following this plan, the College can reach its goal of providing affordable and accessible education to the community.



Why Plan?

Creating a campuswide Facilities Master Plan is an endeavor that attempts to **guide growth** and **prioritize enhancements** on campus. It is a visionary and strategic document that offers at least six important opportunities:

- Think big and explore new ideas – establish a vision
- Improve efficiencies and ensure that proper infrastructure is in place
- Provide a framework and rationale for the siting of new buildings and other design decisions on campus
- Create a ‘sense of place’ and weave connections across campus and into the community
- Identify needs, develop cost-effective solutions, and prioritize investment – provide a defensible basis for capital funding requests
- Align with the strategic goals of the College

Brookdale's Strategic Plan

During the process, Brookdale’s Strategic Initiatives, first established in 2015 and renewed regularly by the Board of Trustees, were used as guiding principles in the Plan’s development. These Strategic Initiatives are summarized as follows:

- Community Needs – We will respond to the emerging needs of our community.
- Student Success – We will expand access to high-quality and cost-effective educational opportunities. We will increase student success through excellent instruction, alternative learning, along with support services and engagement programs.
- Financial Stability – We will reduce the student cost burden and secure financial stability by diversifying revenue streams and optimizing operations.
- Facility Needs – We will improve facilities to increase safety, compliance, educational effectiveness, and revenues, while reducing liability and expenditures.
- Image Enhancement – We will develop and deliver on the promise of our brand.

While the fourth initiative – Facility Needs may be the obvious focus of the FMP, this plan has a direct impact on the other initiatives as well. For



example, quality educational spaces, with the latest technology and increased access, improves the College's positive image, which in turn helps to attract more students (increase enrollment). Having a clear plan with an implementation schedule allows the college to budget for the work and seek funding more effectively, thereby reducing the student cost burden. Ultimately, this means Brookdale can meet the needs of the community more comprehensively.

Focus on the Student

Taking the Strategic Initiatives one step further, the FMP Team captured the overall intent of these initiatives in the following theme and guiding principle:

ENHANCE THE STUDENT JOURNEY

This can be manifested in many ways, each of which can be directly or indirectly impacted by the facilities, leading to better student retention and success:

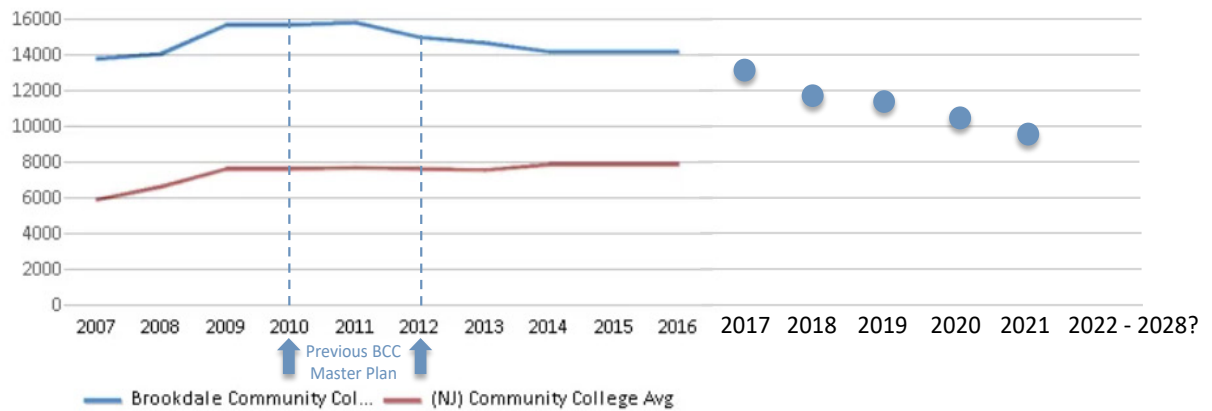
- Improve facilities to increase satisfaction and engagement on campus;
- Increase student involvement by providing opportunities for clubs, events, and volunteer work to foster a sense of community;

MORE THAN A PLAN. A CALL TO ACTION.

This 'living document' is about more than creating a Facilities Master Plan. It is about reinforcing a vision, establishing priorities, and enhancing campus identity. It is about maximizing the use of existing resources while fostering a physical environment to support academic goals for the future. It is about stewardship and respect for the land. It is about honoring the history and the heritage of the campus. It is about conceiving innovative approaches to campus improvement, ensuring student access and success.

Brookdale Community College is poised to play an ever-increasing role in the local community and beyond. It provides a broad and comprehensive range of foundational educational opportunities, and this Facilities Master Plan seeks to capitalize on the positive community impact by providing a roadmap to guide Brookdale Community College forward.

- Enhance student services by providing a range of student support (advising, counseling, tutoring, and career services) that are easy to access;
- Improve communication to allow students to stay informed and engaged with campus events and initiatives;
- Foster a diverse and inclusive community;
- Implement technology to provide students with convenient and accessible resources.



Enrollment and Space Utilization

Since its peak between 2009 and 2011, when enrollment reached nearly 16,000 students, the full- and part-time enrollment has been steadily declining at Brookdale. The COVID-19 pandemic exacerbated this downward trend to the point where enrollment in Fall 2021 was 9,566 full- and part-time students.

These numbers, along with Registrar and room scheduling data, were then used to evaluate the utilization of space throughout campus. Based on this data, the FMP Team found classrooms and labs were underutilized, even before the pandemic impact.

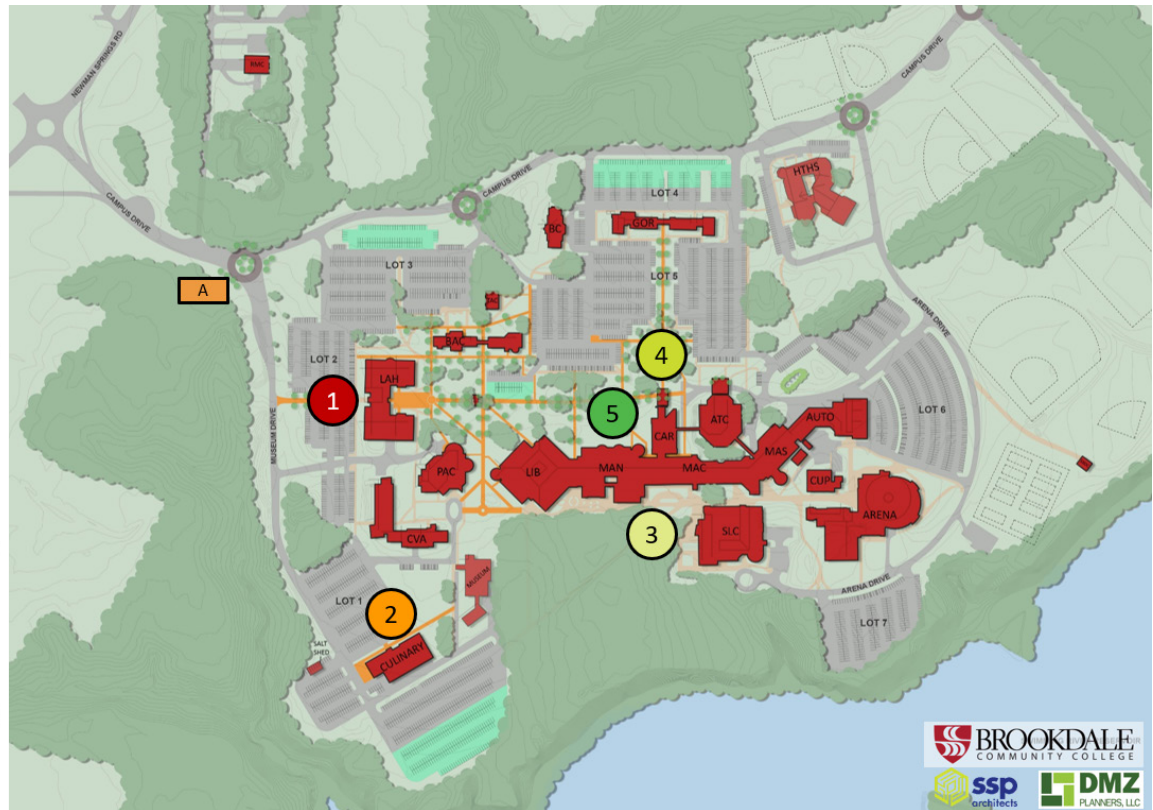


This creates the opportunity for as many as 23 classrooms throughout campus to be repurposed or used for swing space during the proposed/future renovations.



FMP Major Initiatives

- 1** Establish Front-Door ONE-STOP CENTER at Larrison Hall
 - 2** CULINARY ARTS Returns to Lincroft
 - 3** Secondary Nursing Programs Move to WALL CAMPUS
 - 4** Consolidate BUSINESS Department and Support Programs to CAR Building
 - 5** Establish/Expand BUSINESS TRAINING VENUE at Main Academic North
- A** Wayfinding, Roads & Pathways
 - B** Capital Improvements
 - C** Stormwater Management
 - D** Design Guidelines



Key FMP Initiatives, Proposals

The main initiatives identified through the Facilities Master Plan process and detailed in the following chapters are summarized as follows:

- Commit to **capital investment** in the existing facilities and infrastructure to improve operating efficiencies
- Improve **wayfinding** throughout campus, both for vehicles and pedestrians
- Establish a 'front door' **One-Stop Center** at Larrison Hall
- Bring **Culinary Arts** to the Lincroft Campus with construction of a new building
- Maximize use of the **Wall Campus** by relocating secondary nursing/medical programs to this campus
- Expand the reach and impact of the **Business Department** and related programs by consolidating in the CAR Building, with an adjacent **Business Training Venue** in the Main Academic North (MAN) Building
- Continued commitment to **sustainable, environmentally conscious practices**, design, construction, and maintenance



A Capital Plan

A team of architects and engineers walked through and evaluated various systems in and around each campus building (Lincroft and Wall). The condition of each system (from exterior walls, roofing, and windows, to mechanical, electrical, fire protection, and site utilities) were assessed for age, condition, functionality, and code compliance. From there, a list of needs (work to be done) was identified and prioritized based on seven criteria, and a cost for each item was established.

Across all of the buildings at Lincroft and Wall, the chart below summarizes the capital investment needed over the next 10 years. Costs are provided as a range due to uncertainty in the market and the need to refine the full scope of each project as the time to implement it nears.

Year 1	\$ 3,140,200 to \$ 3,387,500
Years 2-3	\$30,487,800 to \$32,063,200
Years 4-5	\$24,109,700 to \$25,309,100
Years 6-7	\$11,912,100 to \$12,541,100
Years 8-9	\$13,425,500 to \$14,156,500
Years 10+	\$21,437,000 to \$22,574,500
	\$104,512,300 to \$110,031,900
	Total CAPITAL Investment

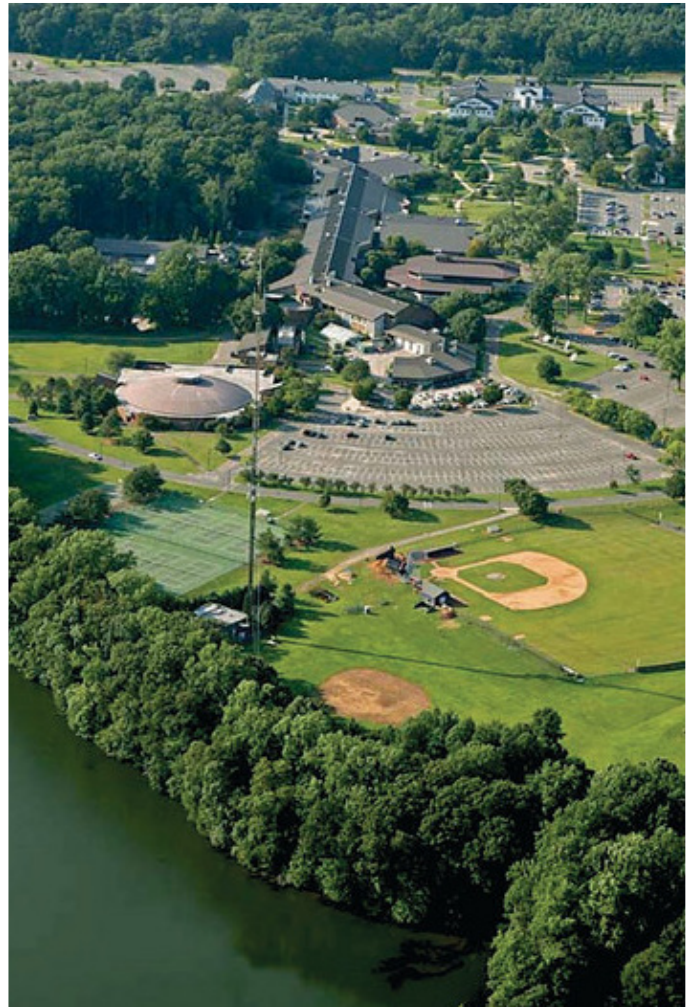
The First Impression

As one of the first places a potential student may visit in their journey at Brookdale, the orientation, registration, and counseling services want to be close to the ‘front’ of campus and easy to find. As such, Larrison Hall was identified the best location to consolidate these services.

Services included in this relocation include:

- Admissions / Registration
- Accounts Receivable / Financial Aid
- EOF Offices / Recruitment Services
- Counseling / Advising
- Veterans Services / Disabilities Services





Culinary Return

The existing leased space in Asbury Park (part of the Monmouth County Vocational School building) limits the College's ability to provide full service culinary education. By returning the program to the Lincroft campus, the College can expand the program and provide a more comprehensive learning experience.

A Vision for the Site

An overarching objective identified for the Lincroft site was improved movement and wayfinding on campus.

CHALLENGES

- Wayfinding – Driving
- Traffic Calming / Speed
- Wayfinding – Pedestrian
- Building and Entry Identification
- Lack of Continuity in Furnishings and Landscape
- Stormwater Management / Building Infiltration
- Oversized and underutilized parking lots

SOLUTIONS

New Campuswide Signage, Roadway Naming, Campus Color Coding/Hubs, Introduce Roundabouts
Introduce Roundabouts at Key Entry Points
New Campuswide Signage, New Pathway Configuration, Information Nodes
New Signage, New/Upgraded Building Entrances, including landscaping, entry doors, and canopies.
New Site Furnishings and Landscape Standard
Regrading around buildings, improved stormwater drainage, new bioretention swales
Reduce areas of parking and replace with natural features (lawn, bioretention swales) to help with stormwater management



Investing in Brookdale's Future

In addition to the capital costs outlined on the previous pages, costs have been projected for each of the major initiatives and the related work. These costs are detailed in Chapter 8 and summarized below – both by initiative and by implementation year (most initiatives can be implemented over a series of years).

By Initiative:

One-Stop Center at Larrison	\$ 4,796,125
Culinary Arts Building at Lincroft	\$17,110,000
Move Secondary Nursing to Wall	\$ 1,185,000
Consolidate Business at CAR	\$ 2,652,000
Business Training Venue	\$ 2,926,500
Other Initiatives	\$ 7,696,250

By Year:

Year 1	\$ 17,881,250
Year 2	\$ 4,723,625
Year 3	\$ 5,967,500
Year 4	\$ 2,969,500
Year 5	\$ 1,510,000
Year 6	\$ 742,750
Year 7	\$ 1,966,250
Year 8	\$ 655,000

This master plan honors the historic and cultural context of the College, and it reinforces existing campus centers while creating important new campus spaces. The plan strengthens the physical relationship with the College's communities by enhancing campus gateways and connections to outreach programs. The master plan is a guide, a living plan meant to be used and amended routinely by Brookdale Community College, weighing decisions against the planning principles and drivers, as well as strategic plan goals.

The 2023-2028 Facilities Master Plan is truly BCC's vision, balancing physical elements together with our Strategic Initiatives. It envisions a modern, sustainable campus environment where our accomplished faculty, staff, and students can fulfill our mission: providing open access to high-quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.



4.5 *Approval of the 2023 Facilities Master Plan*

Enclosed is a resolution approving the 2023 Facilities Master Plan (FMP).

SSP was approved by the Board of Trustees to develop the 2023 Facilities Master Plan (FMP) at the December 14, 2022 meeting. The first update was provided to the Finance and Facilities Committee at a meeting held May 24, 2022. Through a series of meetings conducted over the course of several months, the second update of the plan was presented to the Finance & Facilities Committee of the Board of Trustees at on September 20 and to the Board of Trustees at the September 28 meeting, and again at the November 8 meeting. The final plan is presented to the Board of Trustees for approval.

The plan was reviewed by College Administration, President, and the Finance and Facilities Committee of the Board of Trustees and accepted as the facilities planning document for the next ten years at a meeting on February 21, 2023.

RESOLUTION

WHEREAS, the duties and responsibilities of the Board of Trustees includes oversight over all matters pertaining to the educational programs and administration of Brookdale Community College; and

WHEREAS, the Board of Trustees has full faith and trust in the Chief Executive Officer and Chief Finance Officer of the College; and

WHEREAS, the President and the Vice President of Finance & Operations have recommended adoption of the 2023 Facilities Master Plan (FMP); and

WHEREAS, the President sought input, advice, and counsel from the Board of Trustees and all members of the campus community, appointed a Steering Committee and hired SSP, a facilities master planning firm to research, study and develop a ten-year plan; and

WHEREAS, SSP wrote the 2023 Facilities Master Plan and sought input from the entire campus community through the collegial process, inviting input from all concerned; and

WHEREAS, the Finance & Facilities Committee of the Board of Trustees received briefings and provided input during the process of writing the 2023 Facilities Master Plan,

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees of Brookdale Community College, that the 2023 Facilities Master Plan be adopted as the College's official Facilities Master Plan; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Brookdale Community College approves the vision of the 2023 Facilities Master Plan, and recommends it be used as the primary basis for seeking capital funds and establishing priorities for capital renewal and replacement projects.

5.2 Curriculum

The Faculty and Administration have proposed a Multimedia Production Option in the Humanities A.A. degree program.

The Humanities, A.A., Multimedia Production Option will prepare students for career as multimedia content creators who will produce video, audio, web, and text material for a variety of businesses and industries.

The Humanities, A.A., Multimedia Production Option will prepare students for transfer to four-year institutions that offer Bachelor's degrees in Multimedia or Audio/Video Production.

Students will gain a multifaceted skillset in pre-production, production and post-production. In this program, students will participate in a field experience as content creators for the College Radio Station, 90.5 The Night. Students will attend cultural and social events around the county and at the College to produce multimedia content that may be used on the station website or on the air.

The Humanities, A.A., Multimedia Production Option consists of coursework that will provide technical skills and understanding of aesthetic principles and appropriate editorial decision making.

The Multimedia Production Option has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving the Humanities A.A., Multimedia Production Option

RESOLUTION

WHEREAS, the Faculty and Administration have proposed a Multimedia Production Option in the Humanities A.A. degree program; and

WHEREAS, the Humanities, A.A., Multimedia Production Option will prepare students for careers as multimedia content creators who will produce video, audio, web, and text material for a variety of businesses and industries; and

WHEREAS, the Humanities, A.A., Multimedia Production Option will prepare students for transfer to four-year institutions that offer Bachelor's degrees in Multimedia or Audio/Video Production; and

WHEREAS, the Humanities, A.A., Multimedia Production Option consists of coursework that will provide technical skills and understanding of aesthetic principles and appropriate editorial decision making; and

WHEREAS, the Humanities A.A., Multimedia Production Option has been reviewed by the Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Humanities A.A., Multimedia Production Option be and is hereby approved.

February 28, 2023

Brookdale Community College
College Policy

5.0000 Academic Freedom -and & Responsibility

I. Title of Policy

Academic Freedom and Responsibility

II. Objective

To provide academic freedom guidelines for faculty and staff.

III. Authority

Board of Trustees Bylaws; N.J.S. Admin. Code 9A:1-1.8

IV. Statement of Policy

Academic Freedom is essential to the search for truth and to the free exercise of the right of expression by all members of the academic community. The College encourages a free exchange of ideas and opinions representing a broad spectrum of positions and points of view.

Academic Freedom ensures that the rights and beliefs of others are respected.

For faculty and staff, Academic Freedom provides:

1. Freedom to determine the content and methodology of instruction and student evaluation process consistent with course, program and institutional learning outcomes congruent with the course and program descriptions;
2. Freedom in the classroom to discuss controversial issues relating to their discipline, with an obligation to remember the extent of their influence on the opinions and values of the students;
3. Retention of all rights as a citizen to free speech and publication. Such rights are not subject to institutional censorship or discipline;
4. Freedom in research and publication where these activities do not interfere with the adequate performance of academic duties.

In accepting the right and obligation of Academic Freedom, faculty and staff acknowledge the sensitivity to the impact which the teacher/staff image exerts upon the public judgment of the profession and the College. accept these corollary responsibilities and will be held responsible:

1. To present material with clarity, fairness and accuracy.
2. To avoid introducing controversial issues ~~where such issues that~~ are not relevant to instruction.
3. To handle ~~relevant~~ controversial issues with respect for the expression of differing points of view.
4. To distinguish between facts, and opinions.
5. To avoid presenting personal philosophy as fact.
6. ~~To impart clearly to all that view points expressed in an academic setting do not represent the official position of the College. To be accurate at all times as they represent the learning of their disciplines and always show respect for the opinions of others.~~
7. To clearly impart to all that a faculty member is neither an official nor institutional spokesman for the College.

V. Responsibility for Implementation

President

Approved: May 1970

Revised: Jan 2002 and Feb 2016

Lodged: Feb 2016

Approved: March 2016 Updated: X/X/2023

Post SELT Review 1/12/2022 REDLINE – (no changes proposed)

V: 1/5/2023 (Post Cabinet Meeting 1/4/2023 review) MJ V1

**Brookdale Community College
College Policy**

5.0000 Academic Freedom and Responsibility

I. Title of Policy

Academic Freedom and Responsibility

II. Objective

To provide academic freedom guidelines for faculty and staff.

III. Authority

Board of Trustees Bylaws; N.J. Admin. Code 9A:1-1.8.

IV. Statement of Policy

Academic Freedom is essential to the search for truth and to the free exercise of the right of expression by all members of the academic community. The College encourages a free exchange of ideas and opinions representing a broad spectrum of positions and points of view.

Academic Freedom ensures that the rights and beliefs of others are respected. For faculty and staff, Academic Freedom provides:

1. Freedom to determine the content and methodology of instruction and student evaluation process consistent with course, program and institutional learning outcomes congruent with the course and program descriptions;
2. Freedom in the classroom to discuss controversial issues relating to their discipline, with an obligation to remember the extent of their influence on the opinions and values of the students;
3. Retention of all rights as a citizen to free speech and publication. Such rights are not subject to institutional censorship or discipline;
4. Freedom in research and publication where these activities do not interfere with the adequate performance of academic duties.

In accepting the right and obligation of Academic Freedom, faculty and staff acknowledge the sensitivity to the impact which the teacher/staff image exerts responsibilities upon the public judgment of the profession and the College and will be held responsible:

1. To present material with clarity, fairness and accuracy.
2. To avoid introducing controversial issues that are not relevant to instruction.
3. To handle relevant controversial issues with respect for the expression of differing points of view.
4. To distinguish between facts, and opinions.
5. To avoid presenting personal philosophy as fact.
6. To be accurate at all times as they represent the learning of their disciplines and always show respect for the opinions of others.
7. To clearly impart to all that a faculty member is neither an official nor institutional spokesman for the College.

V. Responsibility for Implementation

President

Approved: May 1970

Revised: Jan 2002 and Feb 2016

Lodged: Feb 2016

Approved: March 2016

Updated: X/X/2023

Brookdale Community College College Policy

5.1000 Standards for Granting Degrees and Certificates

I. Title of Policy

Standards for Granting Degrees and Certificates

II. Objective of Policy

To establish curriculum requirements for awarding degrees and certificates and ~~to~~ direct the President to develop appropriate College ~~regulations~~ Regulations to implement this ~~policy~~ Policy.

III. Authority

Office of the Secretary of Higher Education, N.J.S.A. 18A:68-3, N.J.A.C. 9A:1, ~~NJ~~ and the most recent NJ Presidents' Council: Academic Issues Committee Manual, ~~2014-2015~~ 2022.

IV. Policy Statement

The College is authorized to award degrees of Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Fine Arts, and to award certificates and ~~degrees~~ degrees to students who have successfully completed the curriculum requirements of approved programs as established by the Board of Trustees ~~and set forth in the College Catalog~~.

An Associate degree program shall consist of college courses totaling at least 60 but not more than 66 credit hours. The 66-credit hour maximum may be exceeded when required for licensure or accreditation by a recognized agency. Multiple degrees will be awarded as per the requirements listed in the Eligibility for Graduation Regulation, 6.1700R.

Requirements for ~~the~~ an Associate's degree shall include courses contributing to the student's acquisition of program and institutional learning outcomes, including appropriate levels of general education, in accordance with Regulation 5.0030R which emphasizes student acquisition of forms of expression, fields of knowledge, and methods of inquiry fundamental to intellectual growth and to a mature understanding of the world and of the human condition.

Academic credit certificates shall consist of 30-36 credits, including six credits of general education. Certificates of less than 30 credits must contain the following in their name "Certificate of Achievement."

Degree and certificate programs shall be consistent with the ~~mission~~Mission of the College.

The curriculum requirements, as set forth in the most recent College Catalog for the degree and certificate programs offered by Brookdale, are hereby made a part of the regulations implementing this policy. The College President is authorized to approve course revisions, ~~program changes~~, new courses, ~~and course and program discontinuance~~ and changes to program requirements. The Collee President, —and is responsible for submission of new academic degree, option and certificate offerings, changes including nomenclature, discontinuance and any other requirements of the the curriculum changes to the state-wide statewide Academic Issues Committee of the NJ President's Council, of the New Jersey Office of the Secretary of Higher Education, and to the Brookdale Board of Trustees, —as required for approval.

V. Responsibility for Implementation

President

Approved: May 1998
Revised: Sept 2010
Approved: Jan 2011
Revised: Feb 2016
Lodged: Feb 2016
Approved: March 2016

Updated: X/X/2023

V: 1-3-2023

JS BP 12-20-2022 Post Cabinet Review MJ V1 JS V2

Submitted for ~~Lodging~~Approval: January 24February 28, 2023

Brookdale Community College College Policy

5.1000 Standards for Granting Degrees and Certificates

I. Title of Policy

Standards for Granting Degrees and Certificates

II. Objective of Policy

To establish curriculum requirements for awarding degrees and certificates and to direct the President to develop appropriate College Regulations to implement this Policy.

III. Authority

Office of the Secretary of Higher Education, N.J.S.A. 18A:68-3, N.J.A.C. 9A:1, and the most recent NJ Presidents' Council: Academic Issues Committee Manual.

IV. Policy Statement

The College is authorized to award degrees of Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Fine Arts, and to award certificates and degrees to students who have successfully completed the curriculum requirements of approved programs as established by the Board of Trustees.

An Associate degree program shall consist of college courses totaling at least 60 but not more than 66 credit hours. The 66-credit hour maximum may be exceeded when required for licensure or accreditation by a recognized agency or industry association. Multiple degrees will be awarded as per the requirements listed in the Eligibility for Graduation Regulation, 6.1700R.

Requirements for an Associate's degree shall include courses contributing to the student's acquisition of program and institutional learning outcomes, including appropriate levels of general education, in accordance with Regulation 5.0030R which emphasizes student acquisition of forms of expression, fields of knowledge, and methods of inquiry fundamental to intellectual growth and to a mature understanding of the world and of the human condition.

Academic credit certificates shall consist of 30-36 credits, including six credits of general education. Certificates of less than 30 credits must contain the following in their name "Certificate of Achievement".

Degree and certificate programs shall be consistent with the Mission of the College.

The curriculum requirements, as set forth in the most recent College Catalog for the degree and certificate programs offered by Brookdale, are hereby made a part of the regulations implementing this Policy. The College President is authorized to approve course revisions, new courses, course discontinuance and changes to program requirements. The College President is responsible for submission of new academic degree, option and certificate offerings, changes including nomenclature, discontinuance and any other requirements of the statewide Academic Issues Committee of the NJ President's Council of the New Jersey Office of the Secretary of Higher Education, and to the Brookdale Board of Trustees for approval.

V. Responsibility for Implementation

President

Approved: May 1998

Revised: Sept 2010

Approved: Jan 2011

Revised: Feb 2016

Lodged: Feb 2016

Approved: March 2016

Updated: X/X/2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.4000 Clinical Facilities Contracts

I. Title of Policy

Clinical Facilities Contracts

II. Objective of Policy

To authorize the President to enter into contracts with hospitals, laboratories, and other facilities for the use of their clinical facilities for on-site student learning programs and educational experiences.

III. Authority

Bylaws of the Board of Trustees, Section 1.3054.

IV. Policy Statement

The President may, on behalf of the Board of Trustees, negotiate and enter into contracts for the use of clinical facilities in conjunction with courses and programs of study. ~~All clinical~~ Clinical facilities contracts will be reviewed annually by the Legal Affairs Officer and Chief Academic Affairs Officer. ~~Manager-Contract Administration.~~

V. Responsibility for Implementation

President

Approved: Board of Trustees, 4/22/1976

Reviewed and Revised: 4/17/2017

Approved: Board of Trustees, 2/27/2018

Updated: X/X/2023

V: POST CABINET REVIEW 1-5-2023 MJ V1

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.4000 Clinical Facilities Contracts

I. Title of Policy

Clinical Facilities Contracts

II. Objective of Policy

To authorize the President to enter into contracts with hospitals, laboratories, and other facilities for the use of their clinical facilities for on-site student learning programs and educational experiences.

III. Authority

Bylaws of the Board of Trustees, Section 1.3054.

IV. Policy Statement

The President may, on behalf of the Board of Trustees, negotiate and enter into contracts for the use of clinical facilities in conjunction with courses and programs of study. Clinical facilities contracts will be reviewed annually by the Legal Affairs Officer and Chief Academic Affairs Officer.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 4/22/1976

Reviewed and Revised: 4/17/2017

Approved: Board of Trustees, 2/27/2018

Updated: X/X/2023

BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY
DRAFT REVISED DECEMBER 2022

2.8000 Promotion, Advertising and Sponsorships

I. Title of Policy

2.8000 Promotion, Advertising and Sponsorships

II. Objective of Policy

To authorize the President, or his/her Designee, OR DESIGNEE to develop College Regulations to define the nature and scope of permissible promotions, advertising, and sponsorship opportunities at Brookdale Community College by internal or external entities ~~BY INTERNAL OR EXTERNAL ENTITIES~~, and to establish appropriate guidelines for same.

III. Authority

N.J.S.A. 18A:64A-12 and N.J.S.A. 18A:64A-25.1, et seq.

IV. Policy Statement

To establish College ~~Guidelines~~ guidelines for ~~Promotion~~ promotion, ~~Advertising~~ advertising and ~~Sponsorship~~ sponsorship opportunities to include all communications, facilities use and collaborative agreements, and to prevent the misuse of same, the President is authorized to establish rules, procedures and guidelines for the promotion, advertising and sponsorship agreements associated with Brookdale Community College by internal and external individuals and entities.

~~Except for ads promoting College services~~ OR EVENTS FROM COLLEGE RELATIONS, advertising does not constitute an endorsement by the College for the contents of any ad. Advertising is not a free speech issue whereby unsolicited advertisers may demand the right to pay for ads to be placed in or on any particular publication, web site, or signage. ~~The college supports the promotion of activities, events or announcements by internal or external entities that are judged to benefit the college community. However, Advertising~~ In accordance with law, any may be denied or limited at the College's sole discretion and subject to federal and state law. ~~Except for those advertisements, promotions and sponsorships initiated by the College, any permissible third party advertisement, promotion or sponsorship does not constitute an endorsement thereof by the College. The College, in accordance with law, reserves the right to reject, in its sole discretion, any advertisement, promotion or sponsorship it~~

deems unsuitable or contrary to the College's Mission, Values and rules and regulations.

V. Responsibility for Implementation

President

Approved: 5/10/2001

Effective: 5/10/2001

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

Updated: X/X/XXXX

V: KK BP 12-21-2022 MJ V1 POST GOVERNANCE MEETING 1-18-2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.8000 Promotion, Advertising and Sponsorships

I. Title of Policy

Promotion, Advertising and Sponsorships

II. Objective of Policy

To authorize the President, or his/her designee, to develop College Regulations to define the nature and scope of permissible promotions, advertising, and sponsorship opportunities at Brookdale Community College by internal or external entities, and to establish appropriate guidelines for same.

III. Authority

N.J.S.A. 18A:64A-12 and N.J.S.A. 18A:64A-25.1, et seq.

IV. Policy Statement

To establish College guidelines for promotion, advertising and sponsorship opportunities to include all communications, facilities use and collaborative agreements, and to prevent the misuse of same, the President is authorized to establish rules, procedures and guidelines for the promotion, advertising and sponsorship agreements associated with Brookdale Community College by internal and external individuals and entities.

Except for advertisements, promotions and sponsorships initiated by the College, any permissible third-party advertisement, promotion or sponsorship does not constitute an endorsement thereof by the College. The College, in accordance with law, reserves the right to reject, in its sole discretion, any advertisement, promotion or sponsorship it deems unsuitable or contrary to the College's Mission, Values and rules and regulations.

V. Responsibility for Implementation

President

Approved: 5/10/2001

Effective: 5/10/2001

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

Updated: X/X/2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.0003 Employees with Disabilities

I. Title of Policy

Employees with Disabilities

II. Objective of Policy

To state and confirm the College's strongest commitment to position on providing equal employment opportunities and reasonable accommodations to individuals with disabilities.

III. Authority

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendment of 2008 (P.L. 110-325), New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a).

IV. Policy Statement

Brookdale Community College will employ, and advance in employment, qualified individuals with disabilities. The College will provide reasonable accommodations (as defined in Section 12111 of the Americans with Disabilities Act of 1990, as amended) to individuals with disabilities who are qualified for the positions for which they are applying or in which they are employed so long as the individuals can perform the essential elements of the position, with or without reasonable accommodations.

V. Responsibility for Implementation

President and Board of Trustees

Approved: 6/27/1996

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

Revised: Board of Trustees, 12/19/2017

Reviewed and Reaffirmed: X/X/2023

V POST CABINET REVIEW 1-5-2023 MJ V1

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.0003 Employees with Disabilities

I. Title of Policy

Employees with Disabilities

II. Objective of Policy

To state and confirm the College's strongest commitment to providing equal employment opportunities and reasonable accommodations to individuals with disabilities.

III. Authority

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendment of 2008 (P.L. 110-325), New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a).

IV. Policy Statement

Brookdale Community College will employ, and advance in employment, qualified individuals with disabilities. The College will provide reasonable accommodations (as defined in Section 12111 of the Americans with Disabilities Act of 1990, as amended) to individuals with disabilities who are qualified for the positions for which they are applying or in which they are employed so long as the individuals can perform the essential elements of the position, with or without reasonable accommodations.

V. Responsibility for Implementation

President and Board of Trustees

Approved: 6/27/1996

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

Revised: Board of Trustees, 12/19/2017

Approved: Board of Trustees, X/X/2023

I. Brookdale Community College College Policy

I. Title of Policy

3.1000 Adjunct Faculty ~~Positions~~Employment

II. Objective of Policy

To provide authority to the President, subject to approval by the Board of Trustees, to appoint individuals to adjunct faculty positions.

III. Authority

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards.

IV. Policy Statement

Definitions as used in this Policy:

Semester. The officially recognized 15-week Fall or Spring academic course offering period.

Term. Officially recognized academic course offering periods of less than 15 weeks.

The President authorized to appoint adjunct faculty, subject to ratification by the approval of the Board of Trustees at its next regularly scheduled meeting. Adjunct faculty are individuals who do not hold academic rank. Adjunct faculty, but may be qualified current Brookdale full time officers or employees. Normally, external adjunct faculty shall not be assigned more than 9 credits during any long academic ~~semester~~Semester. Fewer credits will be permitted in Terms to ensure that adjuncts do not cross the threshold to full-time employment hours. Exceptions to the assignment of additional credits must be pre-approved by the President or the Associate VP, Human Resources & Organizational Safety, as the President's designee.

~~All applicable provisions of the state administrative code and statutes shall govern the employment relationship with adjuncts with regard to pension contributions.~~

V. Responsibility for Implementation

President and Board of Trustees

Approved: 5/20/1996
Reviewed and Revised: 1/28/2018
Approved: Board of Trustees, 2/27/2018

Revised: ~~12/2022~~ X/X/2023

V: 1-5-2023 POST CABINET REVIEW on 1-4-2023 MJ V1

Submitted for Lodging Approval: ~~January 24~~ February 28, 2023

Brookdale Community College College Policy

3.1000 Adjunct Faculty Employment

I. Title of Policy

Adjunct Faculty Employment

II. Objective of Policy

To provide authority to the President, subject to approval by the Board of Trustees, to appoint individuals to adjunct faculty positions.

III. Authority

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards.

IV. Policy Statement

Definitions as used in this Policy:

Semester. The officially recognized 15-week Fall or Spring academic course offering period.

Term. Officially recognized academic course offering periods of less than 15 weeks.

The President authorized to appoint adjunct faculty, subject to ratification by the Board of Trustees at its next regularly scheduled meeting. Adjunct faculty are individuals who do not hold academic rank. Adjunct faculty may be qualified current Brookdale full time employees. Normally, external adjunct faculty shall not be assigned more than 9 credits during any academic Semester. Fewer credits will be permitted in Terms to ensure that adjuncts do not cross the threshold to full-time employment hours. Exceptions to the assignment of additional credits must be pre-approved by the President or the Associate VP, Human Resources & Organizational Safety, as the President's designee.

V. Responsibility for Implementation

President and Board of Trustees

Approved: 5/20/1996

Reviewed and Revised: 1/28/2018

Approved: Board of Trustees, 2/27/2018

Revised: X/X/2023

Brookdale Community College
College Policy

3.1001 Adjunct Faculty Terms and Conditions of Employment

I. Title of Policy

Adjunct Faculty Terms and Conditions of Employment

II. Objective of Policy

To establish working conditions/terms of employment for individuals selected for adjunct faculty positions.

III. Authority

New Jersey Statutes 18A:3B-6(b) Powers, duties of governing board of institutions of higher education and New Jersey Statutes 18A:64A-12 General Powers of Boards.

IV. Policy Statement

Consistent with New Jersey Statute, the Brookdale Community College Board of Trustees hereby establishes adjunct faculty terms and conditions of employment.

Definitions as used in this Policy: ~~(per Article 3 of the United Adjunct Faculty Union Agreement ("Agreement")):~~

Semester. —The officially recognized 15-week Fall or Spring academic course offering period.

Term. —Officially recognized academic course offering periods of less than 15 weeks.

—— A. —“College” as used in the Agreement refers to Brookdale Community College.

—— B. —“Board” as used in the Agreement refers to the Board of Trustees of Brookdale Community College.

—— C. —“Chapter” as used in the Agreement refers to the Brookdale Community College Chapter of the United Adjunct Faculty of New Jersey, Local 2222, American Federation of Teachers (AFT), AFT-NJ, AFL-CIO.

—— D. —“Bargaining Unit” as used in the Agreement refers to all adjunct teaching faculty employees represented by the Chapter as defined in Article 1, Recognition.

~~_____ E. “Bargaining Unit Members” as used in the Agreement refers to each adjunct faculty employee who is eligible for membership in the Bargaining Unit as defined in Article 1, Recognition.~~

~~_____ F. “Semester as used in the Agreement refers to the fifteen week Fall and Spring semesters of the academic year.~~

~~_____ G. “Term” as used in the Agreement refers to a time period of less than fifteen weeks.~~

Adjunct faculty are employed on an as-needed basis during a given semester or term and are at-will employees. The assignment does not constitute an agreement for future employment of any kind with the institution. Adjunct faculty assignments are not final until after the 10th day of the semester or term. If an assignment changes through no fault of the adjunct faculty member, he/she will be paid on a pro-rata basis for classes taught.

Adjunct faculty employed by the College are paid the same rate as the full-time faculty overload rate and may be assigned up to a maximum of 9 credit hours, not to exceed 24.5 working hours, as determined solely by the College, in all combined capacities in any week of any semester or term.

Adjunct faculty s are enrolled in the state’s retirement plan, which includes life insurance, as provided by law and may participate, at their own expense, in the State Employee’s Health Benefits Plan (SEHBP), or similar plan of the College’s choice, as long as this benefit is also as provided by law.

With the prior approval of the supervisor, ~~an~~ adjunct faculty may substitute one in-person/synchronous class meeting per semester, per or -term, per section, with an online or other acceptable assignment.

~~Payments are made each semester in accordance with the negotiated Agreement with is to be processed per the United Adjunct Faculty Union, Agreement approved by the Board of Trustees. as determined by the College; currently adjuncts are paid on a semi-monthly basis beginning Oct 15 for the 15 week Fall semester and beginning March 15February 28 for the 15 week Spring semester. Direct deposit is required. Direct deposit is required.~~

V. Responsibility for Implementation

Vice President for Learning Chief Academic Officer President

Approved: Board of Trustees 10/17/2017

Revised 12X/X/20223

Submitted for Approval: February 28, 2023

V: 1-5-2023 POST CABINET MEETING REVIEW on 1-4-2023 MJ V1

Brookdale Community College College Policy

3.1001 Adjunct Faculty Terms and Conditions of Employment

I. Title of Policy

Adjunct Faculty Terms and Conditions of Employment

II. Objective of Policy

To establish working conditions/terms of employment for individuals selected for adjunct faculty positions.

III. Authority

New Jersey Statutes 18A:3B-6(b) Powers, duties of governing board of institutions of higher education and New Jersey Statutes 18A:64A-12 General Powers of Boards.

IV. Policy Statement

Consistent with New Jersey Statute, the Brookdale Community College Board of Trustees hereby establishes adjunct faculty terms and conditions of employment.

Definitions as used in this Policy:

Semester. The officially recognized 15-week Fall or Spring academic course offering period.

Term. Officially recognized academic course offering periods of less than 15 weeks.

Adjunct faculty are employed on an as-needed basis during a given semester or term and are at-will employees. The assignment does not constitute an agreement for future employment of any kind with the institution. Adjunct faculty assignments are not final until after the 10th day of the semester or term. If an assignment changes through no fault of the adjunct faculty member, he/she will be paid on a pro-rata basis for classes taught.

Adjunct faculty employed by the College are paid the same rate as the full-time faculty overload rate and may be assigned up to a maximum of 9 credit hours, not to exceed 24.5 working hours, as determined solely by the College, in all combined capacities in any week of any semester or term.

Adjunct faculty are enrolled in the state's retirement plan, which includes life insurance, as provided by law and may participate, at their own expense, in the State Employee's

Health Benefits Plan (SEHBP), or similar plan of the College's choice, as long as this benefit is provided by law.

With the prior approval of the supervisor, adjunct faculty may substitute one in-person/synchronous class meeting per semester or term, per section, with an online or other acceptable assignment.

Payments are made each semester in accordance with the negotiated Agreement with the United Adjunct Faculty Union, approved by the Board of Trustees. Direct deposit is required.

V. Responsibility for Implementation

President

Approved: Board of Trustees: 10/17/2017
Revised: X/X/2023

Brookdale Community College
College Policy

3.0002 Non-Represented Employees Policy

I. Title of Policy

3.0002 Non-Represented Employees

II. Objective of Policy

To create a policy that ensures that non-represented employees are accorded the same level of benefits as similarly classified represented employees whenever possible.

III. Authority

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards; and N.J.S.A. 34:13A-3 (g).

Definition. Non-represented employees are confidential employees of the College whose functional responsibilities or knowledge in connection with the issues involved in the collective negotiations process would make their membership in any appropriate negotiating unit incompatible with their official duties.

IV. Policy Statement

All similarly classified non-represented employees shall receive the same benefits as those provided to represented employees whenever possible ~~except as determined by the President.~~

Certain provisions of the negotiated agreements do not apply to non-represented employees. ~~Specifically~~ specifically, provisions regarding union membership or access ~~to~~ union representatives are not applicable to non-represented employees. And, while non-represented employees may initiate grievances, they are not entitled to union representation nor are such disputes subject to arbitration. The grievance procedure for non-represented employees shall follow the same time line and reporting structure as used for similarly classified represented counterparts.

The College Administration will utilize the applicable sections of the collective bargaining unit agreements that specifically relate to employee benefits (e.g., health insurance, enumerated holidays, vacation leave, sick leave, etc.) ~~as a guide~~ for non-represented employees. ~~The grievance procedure for non-represented employees shall follow the same time line and reporting structure as used for similarly classified represented counterparts, except that non-represented employees do not have the right to request and/or proceed to arbitration in any circumstance.~~

This ~~policy~~ Policy does not apply to employees classified at the level of Dean ~~or Executive or above~~. Deans and Executives are considered Managerial Executives, a category different from confidential employees. As such, the President shall make annual recommendations to the Board on proposed compensation for individuals ~~so~~ designated ~~at the level of Dean or Executive annually~~. Deans and Executives will receive benefits consistent with the negotiated union contract for Administrators; however, they are at-will employees subject to annual reappointment and are not afforded ~~union representation~~, and/or cannot avail themselves of any grievance procedure culminating in disciplinary processes ~~arbitration~~. Deans and Executives are afforded all legal rights as set forth in N.J.S.A. 18A:64A-13.

V. Responsibility for Implementation

President

Approved: 6/27/96
Revision Lodged: Board
of Trustees, 11/14/2017
Approved: Board of
Trustees, 12/19/2017

Revised: X/X/202312/2022

V: POST CABINET REVIEW 1-5-2023 MJ V23

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.0002 Non-Represented Employees

I. Title of Policy

Non-Represented Employees

II. Objective of Policy

To create a policy that ensures that non-represented employees are accorded the same level of benefits as similarly classified represented employees whenever possible.

III. Authority

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards; and N.J.S.A. 34:13A-3 (g).

Definition. Non-represented employees are confidential employees of the College whose functional responsibilities or knowledge in connection with the issues involved in the collective negotiations process would make their membership in any appropriate negotiating unit incompatible with their official duties.

IV. Policy Statement

All similarly classified non-represented employees shall receive the same benefits as those provided to represented employees whenever possible. except as determined by the President.

Certain provisions of the negotiated agreements do not apply to non-represented employees. Specifically, provisions regarding union membership or access to union representatives are not applicable to non-represented employees. And, while non-represented employees may initiate grievances, they are not entitled to union representation nor are such disputes subject to arbitration. The grievance procedure for non-represented employees shall follow the same time line and reporting structure as used for similarly classified represented counterparts.

The College Administration will utilize the applicable sections of the collective bargaining unit agreements that specifically relate to employee benefits (e.g., health insurance, enumerated holidays, vacation leave, sick leave, etc.) for non-represented employees.

This Policy does not apply to employees classified at the level of Dean_or Executive_

Deans and Executives are considered Managerial Executives, a category different from confidential employees. As such, the President shall make annual recommendations to the Board on proposed compensation for individuals so designated at the level of Dean or Executive. Deans and Executives will receive benefits consistent with the negotiated union contract for Administrators; however, they are at-will employees subject to annual reappointment and are not afforded union representation, and/or cannot avail themselves of any grievance procedure culminating in arbitration. Deans and Executives are afforded all legal rights as set forth in N.J.S.A. 18A:64A-13.

V. Responsibility for Implementation

President

Approved: 6/27/96

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

Approved: Board of Trustees, 12/19/2017

Approved: Board of Trustees, XX/XX/XXX

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.3000 Employment Pending Board Approval

I. Title of Policy

3.3000 Employment Pending Board Approval

II. Objective of Policy

The authority to appoint full-time personnel on a contingent basis pending Board approval shall be given to the President.

III. Authority

New Jersey Statutes: County Colleges, 18A-~~64A-1~~ et. seq; and Bylaws Section 1.3054.

IV. Policy Statement

The President is authorized to commence temporary employment of personnel, contingent on Board of Trustees approval at its next regularly scheduled meeting, whenever the President, in his/her sole discretion, deems such employment necessary for educationally sound reasons and or the smooth and efficient operation of the College. Compensation for such employment shall be paid-at on a per diem rate consistent with the salary to be recommended to the Board. No offer of employment, letter of appointment, or benefits associated with full-time personnel shall become effective until the date of appointment by the Board of Trustees unless governed by law. Should the Board not approve the recommendation of full-time employment, the temporary employment relationship shall cease.

V. Responsibility for Implementation

President and Board of Trustees

Approved: 5/18/1970

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

Revised: Board of Trustees, 12/19/2017

Updated: X/X/2023

V: POST CABINET REVIEW 1-5-2023 MJ V1

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.3000 Employment Pending Board Approval

I. Title of Policy

3.3000 Employment Pending Board Approval

II. Objective of Policy

The authority to appoint full-time personnel on a contingent basis pending Board approval shall be given to the President.

III. Authority

New Jersey Statutes: County Colleges, 18A:64A-1 et. seq; and Bylaws Section 1.3054.

IV. Policy Statement

The President is authorized to commence temporary employment of personnel, contingent on Board of Trustees approval at its next regularly scheduled meeting, whenever the President, in his/her sole discretion, deems such employment necessary for educationally sound reasons and/or the smooth and efficient operation of the College. Compensation for such employment shall be paid on a per diem rate consistent with the salary to be recommended to the Board. No offer of employment, letter of appointment, or benefits associated with full-time personnel shall become effective until the date of appointment by the Board of Trustees unless governed by law. Should the Board not approve the recommendation of full-time employment, the temporary employment relationship shall cease.

V. Responsibility for Implementation

President and Board of Trustees

Approved: 5/18/1970
Revision Lodged: Board of Trustees, 11/14/2017
Revised: Board of Trustees, 12/19/2017
Updated: X/X/2023

Brookdale Community College College Policy

7.0009 Engagement of Outside Speakers

I. Title of Policy ~~7.0009~~

Engagement of Outside Speakers

II. Objective of Policy

~~To affirm~~outline the College's support of the free-flowing, civil exchange of ideas and discussion by individuals ~~the College engaged~~ to foster an understanding of diverse points of view.

III. Authority

Board of Trustees Bylaws, 1.3054

IV. Policy Statement

Civility Statement. Brookdale Community College is committed to freedom of expression while maintaining a civil and ethical learning environment. We believe that a community composed of people with diverse backgrounds, perspectives, and abilities promotes learning and engagement. We are responsible for treating one another with respect and kindness regardless of our differences.

~~The College adopts the position that~~ In an environment of constant change and recurrent crisis global interconnectivity and shared challenges, ~~the~~ The College can best serve its community by encouraging the free exchange of ideas and opinions in an open intellectual forum where a broad spectrum of positions and points of view may be freely expressed and broadly debated in a polite, lawful and cultured manner. Values and beliefs are determined as the result of the free exchange of ideas among broadly informed citizens communities. ~~and the progressive~~ The continued development of American globally connected educational institutions may depend upon their quality of flexibility in keeping abreast of changing social, political and economic needs. The objective in all cases shall be that of supporting the philosophy of the College to foster an understanding of diverse points of view.

~~In support of these beliefs, the College adopts the following policy relating to the discussion on controversial issues~~ free-flowing exchange of ideas and discussion.

In support of these beliefs and consistent with the College's Values, the ~~The~~ College may ~~permit engage~~ speakers representative of diverse points of view, to address the College community, internal groups and constituencies and/or community audience, while reserving the right to impose specific conditions in an effort to ensure an orderly and safe environment to attendees.

V. Responsibility for Implementation

President

Approved: Board of Trustees 9/21/71

Updated: X/X/2023 9/21/71

V: POST CABINET REVIEW 1-6-2023 MJ V1

Brookdale Community College College Policy

7.0009 Engagement of Outside Speakers

I. Title of Policy

Engagement of Outside Speakers

II. Objective of Policy

To affirm the College's support of the free-flowing, civil exchange of ideas and discussion by individuals engaged to foster an understanding of diverse points of view.

III. Authority

Board of Trustees Bylaws, 1.3054.

IV. Policy Statement

Civility Statement. *Brookdale Community College is committed to freedom of expression while maintaining a civil and ethical learning environment. We believe that a community composed of people with diverse backgrounds, perspectives, and abilities promotes learning and engagement. We are responsible for treating one another with respect and kindness regardless of our differences.*

The College can best serve its community by encouraging the free exchange of ideas and opinions in an open intellectual forum where a broad spectrum of positions and points of view may be freely expressed and broadly debated in a polite, lawful and cultured manner. Values and beliefs are determined as the result of the free exchange of ideas among broadly informed communities. The continued development of globally connected educational institutions may depend upon their quality of flexibility in keeping abreast of changing social, political and economic needs. The objective in all cases shall be that of supporting the philosophy of the College to foster an understanding of diverse points of view.

In support of these beliefs and consistent with the College's Values, the College may engage speakers representative of diverse points of view, to address the College community, internal groups and constituencies and/or community audience, while reserving the right to impose specific conditions in an effort to ensure an orderly and safe environment to attendees.

V. Responsibility for Implementation

President

Approved: Board of Trustees 9/21/71

Updated: X/X/2023; previous title (7.0009 Outside Speakers)

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	December12 5:30 PM			December 13 5:30 PM		

Human Resources is a Committee of the whole