



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

Jan 23, 2024 5:30 PM - Jan 23, 2024 8:00 PM EST

Table of Contents

I. Call to Order, Reading of Statement, Roll Call and Announcement of Procedures for

Making Public Comment

II. Pledge of Allegiance

III. Moment of Silence

IV. Adoption of Agenda

V. Recognition of Trustee Watson for her service to the Board of Trustees

VI. Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee - January 16, 2024

1. Capital Project Update

2. Monthly Financial Reporting

B. Governance Committee - January 17, 2024

C. Student's Perspective

D. NJCCC Update

E. Foundation Update

VII. President's Report

VIII. Public Comment on Agenda Items

IX. Review of Consent Agenda

*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.

A. Acceptance of Consent Agenda

X. Approval of Public Business Meeting Minutes - December 19, 2023.....4

BOT PBM Minutes December 19 2023 DRAFT .docx.....4

Attachment A - Min BOT PBM December 19 2023.docx.....14

Attachment B - Min BOT PBM December 19 2023.docx.....15

Attachment C - Min BOT PBM December 19, 2023.docx.....16

Attachment D - Min BOT PBM December 19, 2023.docx.pdf.....18

XI. Approval of Executive Session Meeting Minutes21

XII. Approval of Consent Agenda	
A. Approval of Human Resources.....	25
BOT HR Jan 2024.docx.....	25
B. Acceptance of Gifts.....	32
Acceptance of Gifts_January 2024.docx.....	32
C. Acceptance of Grants.....	33
Acceptance of Grants_January 2024.docx.....	33
D. Purchases in Excess of \$41,600 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500.....	36
1-23-24 4 2.pdf.....	36
E. Open Invoice Payment Requests for Vendor, Student and Employee Payments.....	39
1-23-24 4 2c AP Check Register Summary.pdf.....	39
F. Monthly Financial Reports.....	40
1-23-24 4 1 Financial Report .doc.....	40
G. Capital Project Update.....	46
1-23-24 Brookdale Engineer Status Report 1-4-24.pdf.....	46
1-23-24 Facilities Brief - M Naparło.pdf.....	48
XIII. Lodging of Policies	
A. Revision of Policy 3.9006 Drug Free Workplace and Campus (previously titled - 3.9006 Drug Free Workplace).....	49
3.9006 Drug-Free Workplace and Campus marked up for lodging 01-23-24.docx....	49
3.9006 Drug-Free Workplace and Campus Clean for lodging 01-23-24.docx.....	50
B. New Policy - 2.1004 Title VI Non-Discrimination Policy and Procedures Pertaining to Transportation Services.....	51
2.1004 Title VI Non Discrimination Policy and Procedures -Transportation Services for lodging 01-23-24.docx.....	51
XIV. Change Order Request - MTB Contracting LLC.....	54
1-23-24 4 2b Change Order Request.doc.....	54
XV. Public Comment	
XVI. Old/New Business	
XVII. Resolution to Hold a Closed Meeting	
XVIII. Motion to Re-Open the Meeting to the Public	

XIX. Approval of Resolution of Settlement Agreement with MTB Contracting.....	57
01-23-24 Settlement Resolution MTB Contracting.doc.....	57
XX. Adjournment	
XXI. Appendix	59
Board Schedule, Board Committees	
Committees 2024 v2 12-15-23.docx.....	59
2024 BOT Annual Calendar 12-15-23.docx.....	60

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

December 19, 2023

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

And Zoom Webinar

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

Present	Trustees	Administration:
		Dr. Yesenia Madas
	Ms. Mary Pat Angelini, Trustee, 5:40 PM	Dr. Joan Scocco
	Ms. Latonya Brennan, Trustee	Ms. Nancy Kaari
	Mr. Steve Clayton, Trustee	Ms. Patricia Sensi
	Ms. Dyese Davis, Trustee	Ms. Bonnie Passarella, Esq.
	Ms. Rebekah Fischhoff, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Vice-Chair	Ms. Teresa Manfreda- Foley
	Mr. Bret Kaufmann, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	
	Ms. Natalie Watson, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. David Stout, Secretary	
Absent	Ms. Abby-White, Trustee	
	Mr. Paul Crupi, Chair	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	

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

On December 13 at 1 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.

Mr. Jacobs read the statement on procedures and requirements for making public comment during the public meeting.

Vice-Chair Horl read our mission statement:

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

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda</p> <p>Vice-Chair Horl announced that the agenda was noticed with a closed session at the beginning of the meeting. The agenda has been revised to move the closed session to the end of the meeting.</p>	<p>A motion to adopt the revised agenda was made by Trustee Clayton and seconded by Trustee Watson.</p> <p>Motion passed.</p>	
<p>President's Report –</p> <p>A. Recognition of Stephanie Fitzsimmons on her Retirement – Dr. Stout recognized Stephanie Fitzsimmons on her retirement with a reading of a resolution honoring her service to the College (Attachment A).</p> <p>Ms. Fitzsimmons addressed the Board after her recognition. She thanked the Board of Trustees for this honor and the opportunity to serve in the position of Financial Aid Director. In addition, she thanked her staff, Mary Beth Reilly, Dr. Madas, Dr. Stout, and her husband, Lloyd Fitzsimmons for his support</p> <p>B. Recognition of Dr. Joan Scocco for her service as Interim Vice President Acting Chief Academic Officer – Dr. Stout recognized Dr. Joan Scocco on her service to the College while serving as the Interim Vice President of Academic Affairs (Attachment B).</p> <p>C. Presentation - Brookdale Community College Marketing Plan and Strategic Enrollment Management Plan - Presenters: Joselyn Quezada, Executive Director, College Relations, Mary Beth Reilly, Executive Director Enrollment Services</p> <ol style="list-style-type: none"> 1. Ms. Reilly explained that The college contracted with Dr. Jim Black, SEM Works to develop a Strategic Enrollment Plan that would align with our strategic plans. She reviewed the process that Dr. Black employed to develop the plan which involved analysis of enrollment and county data, and in person interviews with key stakeholders over 2 days. 2. 6 Strategic Opportunities were identified in the Strategic Enrollment Plan.: <ol style="list-style-type: none"> a. Adult Learner Market – recruitment and providing an infrastructure to support the adult learner b. Academic Program Marketing – for selected programs c. Integrated Student Retention – aligning all efforts 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p> d. Class Availability – meeting the needs of our students - balance modality and the courses student’s need to graduate e. Value Propositions – showcase our true value f. Enrollment Metrics Dashboard – allow us to track students and cohorts from inquiry through graduation 3. Ms. Quezada outlined the College’s new marketing plan 2023-2025, which is a multi-level plan, and she focused her presentation on the Advertising Plan. <ul style="list-style-type: none"> a. Our advertising plan will be a two-phase approach. Phase 1 will utilize funds remaining in the 2023 budget to launch a three-tiered advertising plan: brand, acquisition, and events. They will shift utilizing funds to purchase 2 large media buys throughout the year to strategic ad placement for the next 5 months. Phase 2 will launch a 12-month plan where Brookdale is consistently marketed throughout the year via various mediums to establish the Brookdale brand story, increase enrollment and strengthen partnerships. b. Budget categories were reviewed and funding. The 3 campaigns are Brand, Events and Acquisition. c. Brand Campaign – will focus on creating familiarity and awareness of Brookdale among Monmouth county residents and college stakeholders. The channel, placement and budget of each category was reviewed. d. Acquisition Campaign – will drive high school students to the College website to apply for the Spring and Fall semesters. The channel, placement and budgets of each tactic were reviewed. e. Events Campaign - Spring 2024 Open House advertising campaign placement was reviewed. 4. Trustees followed up with questions on measuring effectiveness of the Advertising Plan, and suggestions that included advertising in multiple languages including Creole, ensuring that our students in the advertisements represent our diverse student body, expanding market penetration for visiting students in the summer, and attracting and supporting adult learners. </p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – December 12, 2023 -Trustee Brennan provided an update (<i>Attachment C</i>) on the Finance & Facilities committee which was held on December 12. Trustee Brennan was elected as Committee Chair, and she welcomed Trustee Clayton to the committee.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>B. Audit Committee – December 18, 2023 – Trustee Rambaud reported on the meeting held on December 18. She reported on the following:</p> <ul style="list-style-type: none"> a. Internal Audit Update <ul style="list-style-type: none"> i. VP Manfreda-Foley reported that the internal audit work being performed by Cohn Reznick is focused on performing a risk assessment and enterprise risk management framework design. Cohn Reznick met with key stakeholders and are expected to have a meeting this week to provide an update on their progress b. Acceptance of Brookdale Community College’s FY23 Financial Statement Audit <ul style="list-style-type: none"> i. The Audit Committee met with our External Auditors, Todd Merriam and David Coppola, Withum, Smith, & Brown. They reviewed their required communications regarding the FY23 financial statement audit and the highlights of the financial statements. They issued an unmodified opinion on the financial statements and reported their were no material weaknesses identified, no findings or anything significant to report ii. They reported in 2023 a new accounting policy was adopted, GASB 96 - Subscription Based Information Technology Agreements and determined there was nothing material that would impact the College this year. iii. They accounted for significant transactions which included the College expending \$13.2M of the Higher Education Relief Funds (HEERF) last year and reported these funds have been exhausted and will not continue to be available in the future. iv. They also noted that no transactions were entered into during the year where there wasn't proper approval, and that all significant transactions had been recognized in the proper period. v. They reported that during the audit, there were no disagreements with management, no difficulties encountered in performing the audit, and there were no uncorrected misstatements. c. Financial Statements – David Coppola, presented on the financial statements and Trustee Rambaud highlighted the following: <ul style="list-style-type: none"> i. Current assets increased by \$700,000; the largest change between years was in Account Receivable. ii. Total Non-current Assets (capital assets) decreased by \$4M. Overall liabilities were consistent. There were no significant changes between payables and accrued expenses. The College did not enter into any new long-term debts in year 2023. iii. The overall net position of the College increased by \$2.4M. iv. \$3M increase in overall expenses which is a result of Federal awards or other grant funding d. The Audit Committee recommends the approval of the FY23 Financial Audit. e. The Foundation’s Financial Audit was provided for the committee’s review and VP Manfreda-Foley reported that the Foundation’s Board has approved the FY23 Foundation Audit. f. Ethics Hotline – no new ethics reports were submitted in December. The anonymous complaint filed in November was investigated and closed out with no ethical violations 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>found.</p> <p>C. Student's Perspective – Trustee Fischhoff recognized Stephanie Fitzsimmons and her dedication to the College. She provided an update on the following:</p> <ul style="list-style-type: none"> a. Honors Program Marketing Plan <ul style="list-style-type: none"> i. Professor Jonathan Moshberger and the marketing director developed a comprehensive marketing plan for the Honors program which is scheduled to be implemented this spring. ii. The plan includes social media promotion, information sessions, monthly bulletins, and videos featuring current honors students and alumni. iii. An online application component will be added to the program's website. b. Transferability Initiatives <ul style="list-style-type: none"> i. Dr. Sarah McElroy reported progress in the transferability initiative. ii. A new Associate Director of Transfer Pathways has been hired to assist students in understanding transfer options and goals. iii. Brookdale participated in virtual transfer events and sponsored a transfer visit to Rutgers University and will participate in the NJ Transfer Fair at TCNJ. c. Advising Department Improvements <ul style="list-style-type: none"> i. Discussions were held with Dr. Madas and Dr. Stout to explore various advising models to enhance enrollment, graduation and retention rates, as well as overall student satisfaction with advising at Brookdale. d. Graduate Trustee Advisory Committee: <ul style="list-style-type: none"> i. A substantial number of applications (20) were received for the Graduate Trustee Advisory Committee. ii. An interview component has been added to the application process to ensure fairness. iii. The committee's permanent establishment is expected to have a transformative impact on the graduate Trustee position. e. Peer Mentoring Program <ul style="list-style-type: none"> i. Sabrina Matthews is preparing a proposal for a course-embedded peer mentoring program. ii. The program aims to provide students with both academic knowledge and essential soft skills demanded by employers. f. Soft Skills Workshop <ul style="list-style-type: none"> i. Trustee Fischhoff and Jill Donovan, Director Career Center participated in a workshop on teaching community college student's employability skills. ii. The webinar covered the importance of soft skills such as effective listening, critical thinking, and adaptability. g. Special Guest Visit <ul style="list-style-type: none"> i. Governor Christine Todd Whitman visited Brookdale Community College, and Trustee Fischhoff had the honor of escorting her on campus. ii. Special thanks were extended to Professor Jonathan Moshberger for hosting the event. <p>D. NJCCC Update – Trustee Horl attended 2 meetings which focused on strategizing for the ACCT National Legislative Summit in Washington D.C.; 12 NJ colleges will be attending and lobbying</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>together. They are organizing the NJ session and preparing the students to speak to the legislators.</p> <p>E. Foundation Update – Dr. Stout provided an update on the Foundation. As of this evening, 90% of the Board of Trustees has donated to the Foundation Annual End-Year campaign. The Scholarship Bash committee is looking for volunteers.</p>		
<p>Public Comment on Agenda Items -</p> <p>Vice-Chair Horl opened the meeting to public comment on agenda items only. She announced that anyone wishing to make public comment may do so in accordance with the instructions provided by Mr. Jacobs at the beginning of the meeting.</p> <p>No public comments were made.</p> <p>Ms. Gruskos confirmed there were no submitted written comments.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Brennan and seconded by Trustee Richens.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – November 28, 2023</p>	<p>A motion to approve the minutes from the public business meeting held on November 28, 2023 was made by Trustee Davis and seconded by Trustee Richens.</p> <p>Minutes approved.</p> <p>ABSTAIN: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Consent Agenda <ul style="list-style-type: none"> A. Approval of Human Resources B. Acceptance of Gifts C. Acceptance of Grants D. Application for Grants E. Purchases in Excess of \$41,600 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500 F. Open Invoice Payment Requests for Vendor, Student and Employee Payments G. Monthly Financial Reports H. FY24 Fall Semester Financial Forecast I. Capital Project Update 	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Davis.</p> <p>YES: Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Kaufmann, Rambaud, Richens, Watson, and Vice-Chair Horl</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Acceptance of Brookdale Community College's FY23 Financial Statement Audit	<p>A motion to accept the FY23 Financial Statement Audit was made by Trustee Rambaud and seconded by Trustee Brennan.</p> <p>YES: Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Kaufmann, Rambaud, Richens, Watson, and Vice-Chair Horl</p> <p>NO: None</p> <p>ABSTAIN: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Brookdale Community College's FY24 Revised Budget	<p>A motion to approve the FY24 Revised Budget was made by Trustee Brennan and seconded by Trustee Clayton.</p> <p>YES: Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Kaufmann, Rambaud, Richens, Watson, and Vice-Chair Horl</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Approval of New or Revised Policy <ul style="list-style-type: none"> A. Revised Policy - 2.3000 Services to Public and Nonprofit Organizations B. Revised Policy - 2.5000 Election of a Graduate to the Board of Trustees C. Revised Policy - 3.9002 Grant Funded Positions D. Revised Policy - 3.9008 Code of Ethics for Employees E. Revised Policy - 5.0018 Student Produced College Media F. New Policy - 6.3500 Academic Integrity G. New Policy - 2.9004 Assessment of Institutional Effectiveness 	<p>A motion to approve the new and revised policies listed below was made by Trustee Davis and seconded by Trustee Rambaud.</p> <ul style="list-style-type: none"> -Revised Policy - 2.3000 Services to Public and Nonprofit Organizations -Revised Policy - 2.5000 Election of a Graduate to the Board of Trustees -Revised Policy - 3.9002 Grant Funded Positions -Revised Policy - 3.9008 Code of Ethics for Employees -Revised Policy - 5.0018 Student Produced College Media -New Policy - 6.3500 Academic Integrity -New Policy - 2.9004 Assessment of Institutional Effectiveness <p>YES: Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Kaufmann,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Rambaud, Richens, Watson, and Vice-Chair Horl NO: None ABSTAIN: None	
Public Comment Jeremy Baratta – Student – is dependent on public transportation and prefers to attend his courses at the Freehold Higher Education Center due to proximity to his home and the dependability of bus service to the Freehold campus from western Monmouth County. He strongly encouraged that the Higher Education Centers should expand their course offerings to allow students with transportation issues to be able to take their courses at a location near them. He further explained that there is bus transportation from Freehold to Lincroft, but the transportation schedule limits the number of courses a student can take at Lincroft and the unreliability of the bus service causes undue stress on students. He also pointed out the third floor of the Freehold Higher Education Center was not utilized this past year. He requested that the Freehold Higher Education Center be restored to a campus with more course offerings and services. Dr. Stout thanked Mr. Baratta for commenting on transportation issues. He explained why the third floor was not utilized this year and he would like to see full utilization of the entire building in the future.		
Old/New Business - Vice Chair Horl announced that the Board Self-Evaluation will be administered in the first week of January. She confirmed the Board Retreat will be held on the evening of March 22 and on Saturday, March 23. In the spirit of the holiday, Trustee Richens led a rendition of jingle bells.		
Resolution to Hold a closed Meeting Mr. Jacobs read the resolution (Attachment D) to hold an Executive Session.	A motion to approve by resolution to hold an Executive Session was made by Trustee Richens and seconded by Trustee Rambaud.	
Motion to Re-Open the Meeting to the Public	A motion to reopen the meeting to the public was made by Trustee Angelini and seconded by Trustee Clayton. Motion passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adjournment Meeting adjourned at 7:56 PM	A motion to adjourn the meeting was made by Trustee Clayton and seconded by Trustee Angelini. Motion passed.	

RESOLUTION

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

WHEREAS, Stephanie Fitzsimmons has diligently served in various capacities, contributing significantly to the field of Financial Aid Administration over a professional career that has spanned over 48 years; and

WHEREAS, Ms. Fitzsimmons joined the Brookdale family as Associate Director of Financial Aid in November 2000 and served with unwavering dedication and commitment for more than 23 years; and

WHEREAS, Ms. Fitzsimmons has successfully led the Office of Financial Aid as Director since 2009, serving our current and prospective students with distinction as she executed financial aid awards, provided invaluable counseling to students with special circumstances, administered the New Jersey STARS Program, and participated in Open House presentations; and

WHEREAS, Ms. Fitzsimmons optimized the operations of the Financial Aid Office by developing crucial financial aid policies and procedures, streamlining processes, enhancing efficiencies, filing annual reconciliation of Federal Pell and Academic Competitiveness Grant reports, effectively managing support staff and providing essential training, serving as liaison for the annual audit, and maintaining professional memberships in the New Jersey Association of Student Financial Aid Administrators (NJASFAA) and the Eastern Association of Student Financial Aid Administrators; and

WHEREAS, Ms. Fitzsimmons’ notable service at Brookdale has included co-chair of the One Stop Task Force, co-chair of the Middle States committee for Assessment and Budget, and co-chair of the President's Commission on Student Development Model; and

WHEREAS, Ms. Fitzsimmons’ outstanding service beyond Brookdale has included chair of NJASFAA Committee, federal trainer for NASFAA annual financial aid training sessions, President of Monmouth Reform Temple, and Unofficial therapist for the Financial Aid Affinity Community College Sector Group; and

WHEREAS, Ms. Fitzsimmons’ professional excellence has been recognized with awards that have included the Outstanding Administrator Award and the Champion for EOF Award; and

WHEREAS, Ms. Fitzsimmons’s accomplishments have notably contributed to the advancement of Financial Aid Administration, setting a commendable standard for professional excellence, and have helped to establish Brookdale Community College as one of the finest community colleges in the United States of America;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Brookdale Community College, on this 19th day of December 2023, do hereby recognize and thank Stephanie Fitzsimmons for serving as a model of excellence, for demonstrating passionate commitment to the success of our students, and for her relentless commitment to advancing the mission and values of Brookdale Community College.

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Stephanie Fitzsimmons so that she can have a permanent reminder of the high esteem she has earned among her peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

Dr. David M. Stout
President
Brookdale Community College

Mr. Paul Crupi
Chair
Brookdale Community College

December 18, 2023

RESOLUTION

WHEREAS, Brookdale Community College recognizes the critical role of the Vice-President of Academic Affairs in fostering academic excellence, student success and leadership within the institution; and

WHEREAS, unforeseen circumstances led to the absence of the incumbent Vice President of Academic Affairs, creating the need for an interim appointment to ensure continued smooth operation of the College; and

WHEREAS, Dr. Joan Scocco was identified as an exemplary candidate for the interim position and was appointed to serve in this new role on June 28, 2022 and has served for the last 18 months as the Interim Vice President of Academic Affairs; and

WHEREAS, while serving as Interim Vice President of Academic Affairs she has demonstrated unwavering commitment to the mission, vision, and values of Brookdale Community College, fostering academic excellence, innovation, and collaboration within the Academic Affairs Division; and

WHEREAS, she displayed perseverance and resilience in the face of challenges, navigating the complexities of the academic environment with a focus on finding solutions and driving positive change; and

WHEREAS, during her tenure as Interim Vice President of Academic Affairs she led the collaborative effort to develop the Academic Master Plan with a team of over 30 Brookdale professionals, which is the cornerstone of Strategic Plan 2025; and

WHEREAS, she will be remembered by her upmost belief that all students have the capacity to learn; and

WHEREAS, Dr. Scocco has shown genuine care for the welfare and success of our students, actively engaging in efforts to cultivate equity-centered education and an inclusive learning environment that promotes student success; and

WHEREAS, we think it is no coincidence that while serving as Interim Vice President that Brookdale Community College has been recognized as the Best Community College in New Jersey according to the 2024 Best Colleges Rankings released by Niche; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, the President, and the entire College community extends their appreciation to Joan Scocco for her dedication, diligence, and unwavering commitment to Brookdale Community College while serving as the Interim Vice President of Academic Affairs; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Dr. Scocco so that she has a permanent reminder of the high esteem she has earned among her colleagues and the Board of Trustees

Dr. David M. Stout
President
Brookdale Community College

Mr. Paul Crupi
Chair
Brookdale Community College

December 18, 2023

BROOKDALE COMMUNITY COLLEGE
Finance & Facilities Meeting
December 12, 2023

The committee selected Trustee Brennan to serve as Committee Chair. Trustee Brennan welcomed Trustee Clayton to the committee.

Engineer of Record Bill White reported that they are accessing the developability of the Toop property which is adjacent to Phalanx Road. Dr. Stout explained that the property was donated to the College in the early 2000s and is being considered for development by a university partner. Mr. White also held the kickoff meeting for the preliminary design of the Culinary & Hospitality building on the Lincroft campus and they will now create a concept plan. Lastly, Mr. White explained that select upgrades for the Children's Learning Center are on hold as the building became occupied earlier than expected.

Mike Naparolo then reported that the elevator modernization project is ongoing. One elevator in Freehold and the MAS elevator in Lincroft will be completed by the end of December. The next elevator to be modernized is the second elevator in Freehold. Mr. Naparolo also noted that he is working with Mr. White on the final phase of the drainage project.

VP Manfreda-Foley reported on the financial overview for the period ending October 31, 2023. Total operating revenue for October was \$35.6M which is 6.9% higher than the same time last year largely due to the increase in enrollment. Total expenditures were \$23.8M which is an increase of \$2.4M or 11% compared to last year. The Cash Balance was \$30.3M and total interest earned was \$174,257 compared to \$60,554 at the same time last year.

VP Manfreda-Foley presented 8 recommended purchases funded by Chapter 12, Grants and the Operating Budgets. Noteworthy purchases include computers for our Graphic Design lab, a one-year license for our Learning Management System (CANVAS), student recruitment advertising, and online placement assessment software.

Vice President Manfreda-Foley explained the Fall semester forecast to predict how we will end the current fiscal year. The College is projected to end with a deficit of \$467,195 at this time. She highlighted that our enrollment is better than expected and we received an increase in state funding, which is offset by increased health insurance and costs associated with increased instruction. She further explained that revenue from annual rentals has been reclassified midyear from the Operating Budget to the Auxiliary Budget, with our Auditors support, which will impact the profit and loss of the Auxiliary Fund. The Auxiliary Fund was budgeted with a deficit of \$700,107, but is projected to have a deficit of \$467,107, accounting for nearly the entire projected deficit for the year.

Dr. Stout and VP Manfreda reminded the committee that, prior to the development of the FY24 budget, the College was aggressively rebuilding our depleted reserves in order to have a healthy financial position. Our reserves are currently at \$19M. The FY24 budget was built to be an aggressive budget with the expectation that it will realistically represent our revenue and expenses and not add to our reserves. While a small deficit is acceptable, the leadership team will continue to collectively manage budget decisions to minimize the anticipated deficit. The Finance Team will continue to monitor and will provide a Spring Semester Forecast.

Vice President Manfreda-Foley then presented the revised FY24 Budget to reflect FY24 revenue and expenditure adjustments. She recommended that the Board approve the FY24 Revised Budget. This revised budget accounts for the following:

- An increase of budgeted State aid of \$1.5M
- An increase of \$1.6M in tuition and fees
- A \$367,000 decrease in other operating revenue to move lease revenues to the Auxiliary budget
- A 1% increase in payroll for adjunct faculty expenses associated with the increase in enrollment.

- A 7% increase in health benefit costs effective in January, and
- An additional \$1.3M allocated to general expenses.

Associate Vice President Pat Sensi presented 11 proposed positions for posting and the committee approved the positions. Two of the positions are new, grant-funded positions, and three of the proposed positions are to move from temporary faculty positions to tenure track positions.

Ms. Sensi then informed the committee there are 37 recommended action items to be approved in December, which include new hires, change of status and separations. 16 of the recommendations are related to a reorganization of the Continuing and Professional Studies (CPS) Division. The reorganization of CPS is to advance the College's goal of better-aligning programs and services by further integrating noncredit and credit departments. With the new structure and reporting lines, CPS and Academic Affairs areas will be integrated and better positioned to enhance student access opportunities and pathways.

The reorganization includes the following changes: CPS will report to Academic Affairs, CPS access programs, including youth and adult GED, Adult Basic Education, ESL, and Displaced Homemaker Services, will be moving to the Educational Access area, reporting to the Pathways and Partnerships Department. In addition, the College Readiness Now program will report to the Director of Access and Literacy, reporting to the Dean of Pathways and Partnerships. The Small Business Development Center moves out of CPS and will report to the Dean of Business and Social Sciences, creating an alignment with business faculty to better serve students interested in starting their own businesses. The Director of Change will report to the newly created Chief Officer of Strategic Initiatives position. The redistribution of size and complexity of responsibility results in a rebalancing; the Dean of CPS position is transitioned to an Executive Director, and the Executive Director position of Pathways and Partnerships is now a Dean level.

Vice President Nancy Kaari presented proposals for acceptance of gifts, acceptance of grants, and submission of grants. Specifically, she proposed that the Board accept an Indy Pace Car donated by Contemporary Motor Cars to our Auto Technology Program, submission of a cybersecurity grant that will allocate funds to cover cybersecurity training and software licensing, and the acceptance of grants awarded by the Community College Consortium for Workforce and Economic Development for healthcare and the film industry. VP Kaari noted that \$3.8 million in grants have been awarded in FY24 with another \$4.3M pending. Compared to last year, we are up \$851,000 in grant awards.

Finally, Vice President Kaari reported on the financial summary for the Foundation for the period up to October 31, 2023. She highlighted only the revenue we control which includes the Annual Campaign which is up 106% compared to last year at this time and contributions restricted to endowments and scholarships are up 122% compared to last year. Overall, both investment income and expenditures are less than last year.

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 2 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 **December 19, 2023 at approximately 7:15 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: December 19, 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: **attorney client privilege on multi-year contracts for Administrators and sale of property**

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

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

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

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

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

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

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

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 20 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Supervisor – Direct Student Contact

1

Adjunct Faculty

11

B. Change of Status**Recommendations**

Faculty

1

C. Separations**Recommendations**

Faculty

2

Non-Supervisor – Administrative Operations

1

Support Staff

4

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

1. Name: Summer Deaver
Department: Caroline Huber Holistic Wellness Center
Position: Director, Caroline Huber Holistic Wellness Center
Salary: \$83,380, to be prorated accordingly
Effective: 2/16/24, subject to completion of all final contingencies

ADJUNCT FACULTY

1. Name: Angela Allora
Department: Nursing
2. Name: Laura Brooks
Department: Nursing
3. Name: Arielle Brown
Department: Culinary
4. Name: Melanie DeNardo
Department: Nursing
5. Name: Natalie Gennusa
Department: Nursing
6. Name: Alfred Donald Katen
Department: Fashion/Marketing
7. Name: Kathleen Mahoney
Department: Nursing
8. Name: Zurab Mushkudiani
Department: Fashion/Marketing
9. Name: Ursula Powell
Department: Nursing

10. Name: Margaret Seckar
Department: Nursing

11. Name: Aura Velasco
Department: Nursing

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
2	8

B. CHANGE OF STATUS**FACULTY**

1. Name: Jennifer Lipp
Department: Criminal Justice
Position: Instructor, temporary spring semester
Action: Scheduling conflict, full-time temporary position cancelled, return to adjunct position
Effective: 1/10/24

C. SEPARATIONS**FACULTY**

1. Name: Maria Bouchard
Department: Culinary
Position: Instructor
Action: Resignation
Effective: 1/15/24

2. Name: Thomas Kapsak
Department: Criminal Justice
Position: Assistant Professor
Action: Resignation
Effective: 12/31/23

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Michele Stathum
Department: Governmental Affairs & Community Relations
Position: Confidential Assistant, Governmental Affairs & Community Relations
Action: Retirement
Effective: 6/30/24, with retirement on 7/1/24

SUPPORT STAFF

1. Name: Mary Egan
Department: Enrollment Services
Position: Specialist, One Stop
Action: Resignation
Effective: 12/22/23
2. Name: Dolores LaCosta
Department: Continuing & Professional Studies
Position: Account Associate
Action: Separation
Effective: 1/3/24
3. Name: Bruce Thompson
Department: Brookdale at Freehold
Position: Specialist, One Stop
Action: Retirement
Effective: 3/31/24, with retirement on 4/1/24
4. Name: Robert Yamello
Department: Innovation Center
Position: Specialist, Electronics Technology
Action: Retirement
Effective: 2/29/24, with retirement on 3/1/24

**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 gift has been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
12/22/2023	Stacey Kaelin	Collection of books for the Digital Animation suite.

2.2 Acceptance of Grants

Executive Summary

- A. Funding Agency:** New Jersey Office of the Secretary of Higher Education
Program Title: New Jersey GEAR UP Grant program
Short Title: NJ GEAR UP

Goal/Purpose: The mission of NJ GEAR UP is to increase the number of low-income New Jersey students who are prepared to enter and succeed in college. In partnership with Asbury Park High School and Martin Luther King, Jr. Middle School in Asbury Park, Brookdale will provide activities, workshops, and enrichment experiences for students in grades 7-12 and their parents through the academic year and summer months. The program will support academic achievement, student retention and the transition from high school to college through tutoring, test preparation, career exploration, financial aid workshops, college tours and cultural experiences.

Total \$ Received: \$400,648

Program Administrators: Dr. Sarah McElroy

Timeframe: August 23, 2023 – August 22, 2024

- B. Funding Agency:** County of Monmouth, Division of Workforce Development
Program Title: One Stop Operator
Short Title: One Stop

Goal/Purpose: The purpose of this program is to serve as the One-Stop Operator to the Monmouth County Workforce Development Board. As One-Stop Operator, Brookdale will partner with local employers to provide services for job seekers including employment training and job search assistance.

Total \$ Received: \$100,000 annually, with two one-year renewal options.

Program Administrators: Susan Pagano

Timeframe: January 1, 2024 – December 31, 2025

C. Funding Agency: New Jersey Office of the Secretary of Higher Education**Program Title:** County College Based Centers for Adult Transition**Short Title:** Centers for Adult Transition (CAT)

Goal/Purpose: Through the establishment of a Center for Adult Transition (CAT), Brookdale Community College is providing students with intellectual and developmental disabilities (ages 18-24) with the support, programming, and resources necessary to experience meaningful and successful transitions from secondary school to the next steps for becoming contributing members of society. Funding will be used to develop a designated space on campus to customize and expand program offerings. Part of the expansion will include the installation of a kitchen to provide personal development and job training skills.

Total \$ Received: \$492,266**Program Administrators:** Noreen Kane**Timeframe:** Date of MOU - June 30, 2024

Recommendation:

The President recommends that the Board of Trustees approve acceptance of the grant(s) listed.

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College has applied

for the grant funds listed below:

<u>Funding Agency</u>	<u>Name</u>	<u>Amount</u>
New Jersey Office of the Secretary of Higher Education	New Jersey GEAR UP Grant program	\$400,648
County of Monmouth, Division of Workforce Development	One-Stop Operator	\$100,000
New Jersey Office of the Secretary of Higher Education	County College Based Centers for Adult Transition	\$492,266

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 \$41,600 and New Jersey “Pay-to-Play” bids, and
Pursuant to the New Jersey “Pay to Play” Process in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$41,600. These proposed contracts have been bid on in accordance with “County College Contracts Law,” N.J.S. Chapter 64A-Title 18A, and Board of Trustees’ Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 16, 2024.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$41,600, or purchases with a combined total in excess of \$41,600; and

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

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

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

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

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

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

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

**Agenda for Purchases in Excess of \$41,600
January 23, 2024**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	Automatic Door Systems, LLC	Automatic Door Maintenance, Repair, and Replacement Services, Bid 24-03 / This contract is for the replacement of 3 automatic doors at the CVA and SLC Buildings. This contract is funded by Chapter 12.	Bid	\$ 45,510.00
Grants				
2	New Jersey X-Ray Service & Sales Corp.	X-Ray System, Bid 24-07 / Notice was sent to 12 vendors, received 3 replies. This contract is for the supply, delivery, and installation of an X-Ray System for the Radiology Department. This contract is funded by Perkins.	Bid	\$ 23,600.00
3	FutureTech Auto LLC	AutoTech Instructional Equipment, Software, and Training / Exempt 18A:64A-25.5.a.(3) (Sole Source). This is for the supply and delivery of an EVS (Electrified Vehicle Systems) powertrain, software, tools solution, and training for the AutoTech Department. This contract is funded by the NEVTEX NEXT Grant.	Exempt	\$ 65,642.28
Operating				
4	Aspire Technology Partners	Uninterruptible Power Supply (UPS) Replacements / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of UPS replacements and is funded by the IT Budget.	Exempt	\$ 98,415.55

* Estimated expense based on historical data

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending November 30, 2023, which totaled \$2,572,920.63. 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 Office.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 16, 2024.

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting January 16, 2024.

Financial Overview at November 30, 2023

The following financial summary provides an overview of year-to-date financial performance at November 2023 compared to FY24 revised budget, and to the same period last year.

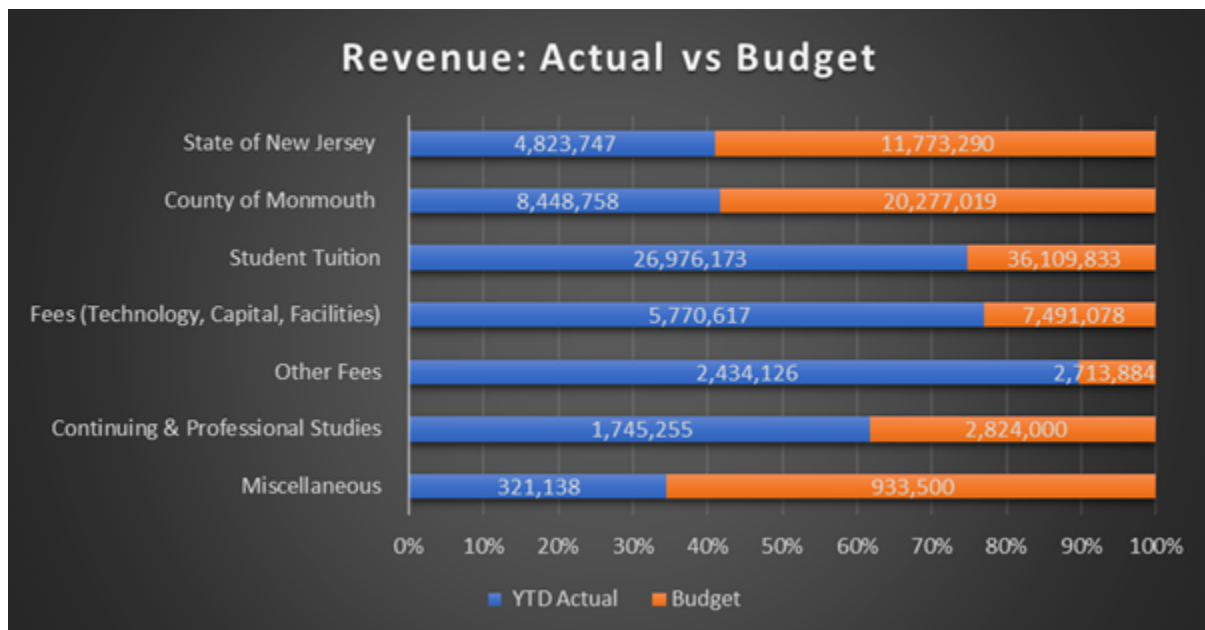
Revenue:

Compared to Budget

Total operating revenue through the month of November 2023 was \$50.7M and represents 61.5% of the FY24 budget of \$82M.

Compared to Prior Year

Operating revenue through November 2023 was 7.6% higher than the same time last year. Of the \$3M increase, \$2.4M is in tuition & fee revenue and \$1.1M from all other operating revenue sources.



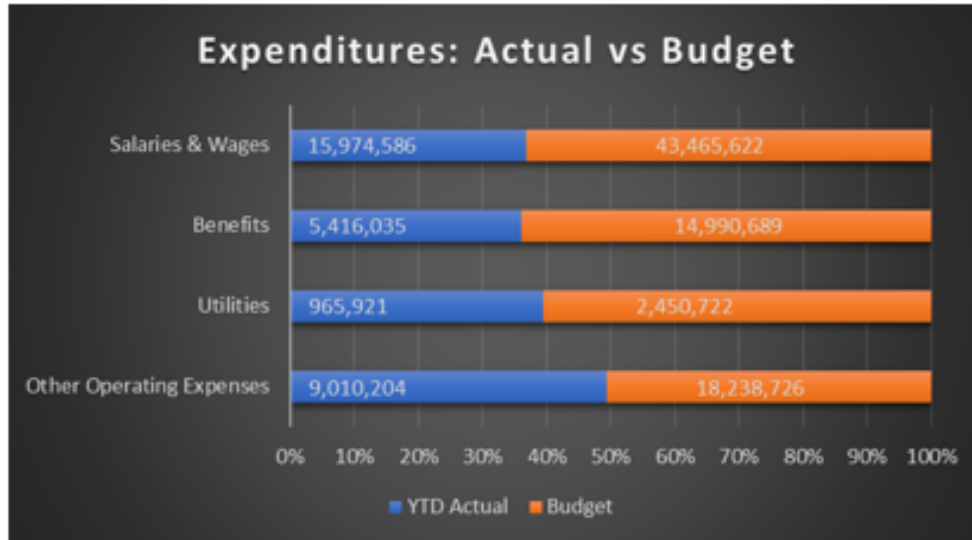
Expenditures:

Compared to Budget

Total operating expenditures through November 2023 were \$31.4M or 39.6% of the \$79M FY24 budget.

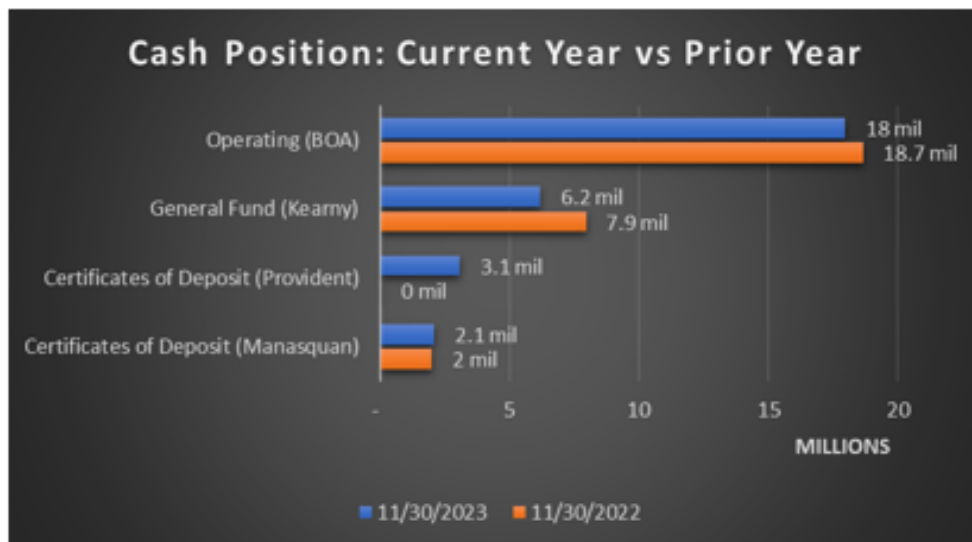
Compared to Prior Year

Total operating expenses for the same period last year were \$28.3M compared to \$31.4M this year, indicating an increase of operating costs of 10.8% or \$3.0M.



Cash Balance:

At November 30, 2023, the College's total cash position was \$29.3M, which represents a \$694K increase over the same time last year. The College's total interest earned through November was \$215,963 compared to \$85,235 last year.



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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 4,823,747	\$ 11,773,290	\$ (6,949,543)	41.0%
County of Monmouth	8,448,758	20,277,019	(11,828,261)	41.7%
	13,272,505	32,050,309	(18,777,804)	41.4%
Student Tuition:				
Summer III	929,375	929,375	-	100.0%
Fall 15	15,472,007	15,472,007	-	100.0%
Fall 11	1,220,365	1,220,365	-	100.0%
Fall 7A & 7B	192,416	196,956	(4,540)	97.7%
Winterim	230,280	282,893	(52,613)	81.4%
Spring 15	8,765,726	13,104,552	(4,338,827)	66.9%
Spring 11	126,154	867,791	(741,637)	14.5%
Spring 7A & 7B	39,852	126,512	(86,661)	31.5%
Summer I	-	1,925,334	(1,925,334)	0.0%
Summer II	-	1,984,048	(1,984,048)	0.0%
	26,976,173	36,109,833	(9,133,659)	74.7%
Fees:				
Fees (Technology, Capital, Facilities)	5,770,617	7,491,078	(1,720,461)	77.0%
Application Fee	64,025	149,400	(85,375)	42.9%
Installment Plan Fee	61,845	138,398	(76,553)	44.7%
Lab Fees	2,278,331	2,363,966	(85,636)	96.4%
Late Fees	7,860	19,203	(11,343)	40.9%
Transcript Fee	21,556	42,000	(20,444)	51.3%
Bad Check Fee	510	917	(407)	55.6%
	8,204,744	10,204,962	(2,000,218)	80.4%
Continuing & Professional Studies:				
Contract Training Direct Pay	34,365	215,000	(180,635)	16.0%
Alternate Route	329,409	325,000	4,409	101.4%
Healthcare Services	790,060	980,000	(189,940)	80.6%
Business & Career Training	166,090	275,000	(108,911)	60.4%
Computer Training	33,732	140,000	(106,268)	24.1%
CTE Grant	164,304	400,000	(235,697)	41.1%
Trips / Excursions	20,308	89,000	(68,692)	22.8%
Misc. Open Enrollment Programs	133,781	250,000	(116,219)	53.5%
Summer Adventure Camps	54,321	70,000	(15,679)	77.6%
Accelerated Career & Technology	18,887	80,000	(61,114)	23.6%
	1,745,255	2,824,000	(1,078,745)	61.8%
Miscellaneous:				
Indirect Cost Recovery	61,730	323,500	(261,770)	19.1%
Interest Income	219,849	300,000	(80,151)	73.3%
International Center	34,485	300,000	(265,515)	11.5%
Miscellaneous	5,074	10,000	(4,926)	50.7%
	321,138	933,500	(612,362)	34.4%
Total	\$ 50,519,815	\$ 82,122,604	\$ (31,602,788)	61.5%

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	10,691,243	32,168,892	21,477,649	33.2%
Benefits	5,416,035	14,990,689	9,574,654	36.1%
Finance & Operations	6,214,993	13,907,792	7,692,799	44.7%
Student Affairs	2,724,405	7,021,913	4,297,508	38.8%
General Expenses	2,693,917	2,658,917	(35,000)	101.3%
Continuing & Professional Studies	1,130,750	2,376,567	1,245,817	47.6%
Utilities	965,921	2,450,722	1,484,801	39.4%
Human Resources	427,405	933,359	505,954	45.8%
Planning & Institutional Effectiveness	206,024	514,714	308,690	40.0%
President & Board of Trustees	245,284	637,991	392,707	38.4%
Advancement Division	650,770	1,484,203	833,433	43.8%
	31,366,745	79,145,759	47,779,014	39.6%
Salaries & Wages	15,974,586	42,965,622	26,991,036	37.2%
Other Expenses	15,392,159	36,180,137	20,787,978	42.5%
	\$ 31,366,745	\$ 79,145,759	\$ 47,779,014	39.6%

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

	11/30/23	11/30/22	Change	% Change
Operating Revenue				
State of New Jersey	\$ 4,823,747	\$ 4,279,276	\$ 544,471	12.7%
County of Monmouth	8,448,758	8,344,591	104,167	1.2%
Student Tuition	26,976,173	24,824,222	2,151,951	8.7%
Fees	8,204,744	7,950,900	253,843	3.2%
Continuing & Professional Studies	1,745,255	1,209,112	536,143	44.3%
Miscellaneous	321,138	360,415	(39,277)	-10.9%
	50,519,815	46,968,517	3,551,297	7.6%
Operating Expenditures				
Academic Affairs	10,691,243	10,013,742	677,501	6.8%
Benefits	5,416,035	4,985,539	430,495	8.6%
Finance & Operations	6,214,993	4,823,500	1,391,493	28.8%
Student Affairs	2,724,405	2,442,709	281,696	11.5%
General Institutional	2,693,917	2,140,922	552,995	25.8%
Continuing & Professional Studies	1,130,750	993,418	137,332	13.8%
Utilities	965,921	848,228	117,693	13.9%
Human Resources	427,405	1,087,424	(660,019)	-60.7%
Planning & Institutional Effectiveness	206,024	182,199	23,825	13.1%
President & Board of Trustees	245,284	227,637	17,647	7.8%
Advancement Division	650,770	576,534	74,236	12.9%
	31,366,745	28,321,852	3,044,893	10.8%
Surplus/(deficit) Operating	19,153,070	18,646,665	506,405	
Auxiliary				
Receipts	470,851	319,575	151,276	47.3%
Disbursements	896,774	618,649	(278,125)	-45.0%
Surplus/(deficit) Auxiliary	\$ (425,923)	\$ (299,073)	\$ (126,849)	

BROOKDALE COMMUNITY COLLEGE

Engineering Status Report

January 4, 2024

A. CONSTRUCTION PROJECTS – CHAPTER 12 FUNDS

1. Children's Learning Center

The replacement of HVAC, Fire Protection System, and sewer ejector pump is complete. The controls are still being adjusted to address minor humidity and temperature issues. The second task are the design of improvements for ADA/accessibility compliance and ingress/egress of the building. This design work has been placed on hold.

2. Lincroft - Various Buildings

Our office performed a due diligence review of the available information for the 60 Phalanx Road tract. The parcel contains approximately 10 acres and is located in the R-220 Rural Estate Residence Zone. A concept plan was developed to determine the maximum classroom/office space that could be developed on the property. The narrative provides additional information as to the environmental constraints, permitted uses and zoning requirements. Both documents have been submitted for review.

A kickoff meeting for the Preliminary Design of a Culinary Facility at the Lincroft Campus was conducted on December 1, 2023, with Brookdale and Culinary representatives to confirm the types/quantity of spaces, sizes (sf), adjacencies and any specific requirements. Subsequently our office developed an extensive list of the requested equipment and associated sizes. The list has been submitted for review and approval by staff. The next step is to finalize the Culinary Kitchen Program to properly capture the requirements and desired additional facilities that were discussed. Upon approval of the program then conceptual diagrams (layouts) will be prepared.

The inspection of the seven (7) interior transformers and switch gear was performed on June 14, 2023. Available documentation has been reviewed. Report of observations and recommendations was issued on July 14, 2023. The findings were discussed with staff, and it was determined the best course of action would be to tackle one installation at a time. The replacement of the Performing Arts Center Transformer which was determined to be the #1 priority. Our office submitted a proposal on October 23, 2023 for engineering services for the preparation of construction documents and limited construction administration. We are awaiting the College's authorization to proceed if they so desire.

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

3. Freehold

The Manufacturer Stormwater Treatment Device associated with the previous parking lot expansion requires maintenance which consists of replacement of the numerous filter cartridges at a substantial cost per the two (2) quotes that were obtained. CED is preparing specification documents to go out to bid as the cost will exceed the bid threshold. The project is anticipated to be bid out the middle of February 2024 with construction to follow shortly afterward.

An inspection of the building's basement and the outside perimeter was conducted by the CED team on June 26, 2023 to determine possible causes and mitigation methods for the water infiltration from a number of locations into the basement. All available documents were reviewed. Our office awaits direction from the Board as to if we should continue the investigation into the source(s) of the infiltration and remedial actions to mitigate the issue.

4. All Campuses

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



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

WHW/dmm

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

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Brief: Facilities Overview as of January 23, 2024

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"> • AV equipment being installed.
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> • Closeout documents being worked on.
Modernization of Lincroft Elevators	USA Architects	West End-KB Builders & Developers	<ul style="list-style-type: none"> • MAS elevator has been completed and is up and running as of January 9. Freehold elevators are still being worked on.
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> • Closeout documents being worked on.
Culinary & Hospitality Center	SSP Architects		<ul style="list-style-type: none"> • The Board approved moving forward with the Grant application for the relocation of the Culinary school to the Lincroft Campus. • Application submitted. • Working with Colliers to develop assessment and layout for culinary modulars at Lincroft. • Met with Colliers on December 1 in Asbury to review requirements of Culinary school.
Transformers and Switchgears	Colliers Engineering		<ul style="list-style-type: none"> • Safety items being addressed, and an assessment of the Performing Arts Center will be first.

Projects in-planning stage:

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

January 23, 2024: Director Facilities Operations, Mike Naparło

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.9006 Drug-Free Workplace and Campus

I. Title of Policy

3.9006 Drug -Free Workplace and Campus

II. Objective of Policy

To comply with the requirements of the Federal Government's directive to create a drug-free workplace and campus and to promulgate ~~policies~~ Policies and ~~regulations~~ Regulations regarding same.

III. Authority

Drug-Free Workplace Act of 1988, P.L. 100-690, 52 Fed. Reg. 4946 and H.R. 3614 - the Drug-Free Schools and Communities Act of 1989, as amended. amendments of 1989

IV. Policy Statement

Brookdale Community College affirms its desire to create a drug-free workplace and campus and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act ~~amendments of 1989~~. The President shall develop a College Regulation to include the appropriate steps necessary to implement this Act.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 4/27/1989

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

Updated: X/X/2024

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V. Responsibility for Implementation

President

Approved: Board of Trustees, 4/27/1989

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

Approved: Board of Trustees, XX/XX/XXXX

Brookdale Community College College Policy

2.1004 TITLE VI NON-DISCRIMINATION POLICY AND PROCEDURES PERTAINING TO TRANSPORTATION SERVICES

I. Title of Policy

Title VI Non-Discrimination Policy and Procedures Pertaining to Transportation Services

II. Objective of Policy

This Policy reiterates the College's position against discrimination in all areas of the College's employment and educational practices at Brookdale Community College. Additionally, this Policy affirms the College's commitment to create and maintain an environment that is free from discrimination relating to transportation services provided by the College or a partnering entity to ensure access to the College's educational activities and programs as well as offering procedural guidance if discrimination has been experienced by any individual utilizing transportation services pursuant to federal grant requirements and/or Federal and State law.

III. Authority

Title VI of the Civil Rights Act of 1964; Federal Transit Administration 20 Section 5311 (Program Requirements); 49 U.S.Code 5310; the Congestion Mitigation Air Quality (CMAQ) Improvement Program; the New Jersey Law Against Discrimination; the New Jersey Civil Rights Act; Title 18A of the New Jersey Statutes; and other applicable State and Federal law.

IV. Policy Statement

Brookdale Community College operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964, as amended. Therefore, any person who believes that they have been aggrieved by an unlawful discriminatory practice under Title VI while accessing or utilizing transportation or bus services may file a complaint in writing or make an oral statement to the AVP, HR, at psensi@brookdalecc.edu telephone: 732 224 2234.

For more information on the College's obligations under Title VI, individuals can (i) write to the AVP, HR at Brookdale Community College, 765 Newman Springs Road, Lincroft, NJ 07738; (ii) visit www.brookdalecommunitycollege.com; or (iii) follow the Title VI Complaint Procedure.

Title VI Complaint Procedure

Any person who believes they have been discriminated against on the basis of race, color, or national origin by the College while accessing or utilizing shuttle bus or transportation services should file a Title VI Complaint by completing and submitting a Title VI Complaint Form or provide an oral statement necessary to complete a thorough investigation of the complaint to the AVP, HR, or designee. The College will investigate complaints received no more than 180 days after the alleged incident.

Once the complaint is received, the College will review it to determine if it has jurisdiction. The complainant will receive an acknowledgement letter informing whether the complaint will be investigated by the College within five (5) business days after a formal or informal complaint has been made.

Absent extraordinary circumstances, the College has 60 days to investigate the complaint. If more information is needed to resolve the case, the College may contact the complainant. The complainant has seven (7) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within seven (7) business days, the College can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, the investigator will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, required training, or other action will occur. If the complainant wishes to appeal the decision to the President of the College, the complainant has ten (10) business days after the date of the closure letter or the LOF to do so.

Since transportation services provided by Brookdale Community College or a third party service provider may be funded, in whole or in part, through federal funds received through the North Jersey Planning Authority and/or NJ TRANSIT, individuals have the right to file a complaint with both the College as well as the Federal Transit Administration.

Complaints filed with the Federal Transit Administration may be addressed to:

Federal Transit Administration
Office of Civil Rights
1200 New Jersey Avenue, SE
Washington, DC 20590
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR, U.S. Department of Transportation

If information is needed in another language, contact 732 224 2234.

V. Responsibility for Implementation

President

Approved: X/X/2024

LINK: Complaint Form

LINK: Authorization Letter/Form

4.2b *Change Order*

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

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

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

This item was discussed with the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held January 16, 2024.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$41,600, or purchases with a combined total in excess of \$41,600; and

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

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

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

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

Brookdale Community College
Change Order
January 23, 2024

			Change Orders	Current Contract	Proposed	Contract	Proposed %
Vendor Name	Description	Contract Award	Approved	Value	C/Os	Total	Increase
1 MTB, LLC	Replacement of deteriorated decking and installation of standing seam panels at the southwest corner of the MAN Building (Bid 21-07, Roof Related Projects - Phase 3). This contract is funded by Chapter 12.	\$ 1,344,400.00	\$ 124,791.50	\$ 1,469,191.50	\$ 63,166.00	\$ 1,532,357.50	4%
		<u>\$ 1,344,400.00</u>	<u>\$ 124,791.50</u>	<u>\$ 1,469,191.50</u>	<u>\$ 63,166.00</u>	<u>\$ 1,532,357.50</u>	

**RESOLUTION OF THE BOARD OF TRUSTEES OF BROOKDALE
COMMUNITY COLLEGE, AUTHORIZING THE SETTLEMENT OF
LITIGATION ENTITLED MTB CONTRACTING, LLC V. BROOKDALE
COMMUNITY COLLEGE, SUPERIOR COURT OF NEW JERSEY, MONMOUTH
COUNTY, LAW DIVISION, DOCKET NUMBER MON-L-3641-2023**

WHEREAS, Brookdale Community College (“College”) is a Defendant in a lawsuit (Docket No. MON-L-3641-2023) (the “Lawsuit”) filed by Plaintiff, MTB Contracting, LLC, (“Plaintiff”); and

WHEREAS, the Plaintiff has asserted various claims in the Lawsuit relating to a certain Contract between the College and Plaintiff entered into pursuant to a public bid for project known as “Roof related projects at Brookdale Community College Lincroft Campus, Phase 3-2021 (the “Contract”); and

WHEREAS, Plaintiff has alleged that it is due monies from the College under the terms of the Contract; and

WHEREAS, the College is desirous of avoiding the cost and expense of further litigation; and

WHEREAS, the Trustees of the College desire to approve a settlement upon the receipt of a fully executed General Release (“Release”) and Stipulation of Dismissal from the Plaintiff; and

WHEREAS, the settlement is not an admission of fault or wrongdoing by the College, but it is proposed to fully resolve all disputed claims between the parties without the cost and expense of a trial and potential exposure to the College to significant legal fees, costs, and a potential award for damages; and

WHEREAS, the Chief Financial Officer of the College certifies that there are sufficient and legally appropriated funds available to satisfy the College’s obligation for payment of the settlement sum of \$123,866.88 (one hundred twenty-three thousand eight hundred sixty-six and ⁸⁸/₁₀₀ dollars).

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the College as follows:

1. The above recitals are hereby incorporated as if restated herein in full.
2. The Board of Trustees of Brookdale Community College determines that it is in the best interests of the College to settle the Lawsuit.
3. The settlement of the Lawsuit and the terms of the Settlement are hereby approved and accepted in satisfaction of all claims, subject to such additions, deletions, modifications or amendments deemed necessary by the Board of Trustees in their discretion in consultation with counsel, which additions, deletions, modifications or amendments shall not alter the substantive rights and obligations of the parties thereto. The Board of

Trustees authorizes David Stout, the President of the College, to take all other necessary and appropriate action to effectuate the Settlement.

4. This Resolution shall take effect immediately.

**CERTIFIED TO BE A TRUE COPY OF THE RESOLUTION PASSED AT
THE BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES
PUBLIC MEETING HELD ON JANUARY 23, 2024.**

Dr. David M. Stout, Secretary

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2024 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

Membership on standing committees of the Board of Trustees, shall consist of the number of Trustees set forth in the provisions applying to each Committee as hereafter provided and shall include in such number, a Chair of such Committee. For each Committee, the Board Chair shall be an ex officio member and the Vice Chair serve 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 Ms. Barbara Horl, Vice-Chair SS & EE Chair F& F Chair Governance Chair		<u>Finance and Facilities (5)</u> Ms. Latonya Brennan, Chair Ms. Barbara Horl Mr. Steve Clayton Mr. Bret Kaufmann
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Ms. Tracey Abby-White Dr. Les Richens Ms. Rebekah Fischhoff Ms. Dyese Davis	<u>Governance (5)</u> Ms. Mary Pat Angelini Ms. Dyese Davis Mr. Steve Clayton Ms. Natalie Watson	<u>Audit Committee (4)</u> Ms. Tracey Abby-White Ms. Rebekah Fischhoff Ms. Marta Rambaud Ms. Mary Pat Angelini
Liaisons	<u>Liaisons</u> <u>Liaison to New Jersey Council of County Colleges (NJCCC) (Board Alternate)</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 2024 -

2024 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 23, 2024	January 16 5 PM	January 16 5:30 PM	January 17 5:30 PM				January 18 4 PM
Tuesday, February 27, 2024	February 20 5 PM	Feb. 20 5:30 PM		February 21 5:30 PM			
Board Retreat – March 22 & 23, 2024 – Location (TBD)							
Tuesday, March 26, 2024	March 19 5 PM	March 19 5:30 PM	March 20 5:30 PM			March 18	March 21 4 PM
Wednesday , April 24, 2024	April 16 5 PM	April 16 5:30 PM		April 10 5:30 PM	April 17 5:30 PM		
Tuesday, May 28, 2024	May 14 5 PM	May 14 5:30 PM					
Tuesday, June 25, 2024	June 18 5 PM	June 18 5:30 PM			June 19 5:30 PM		
NO Public Board Meeting	July 16 6:30 PM	July 16 5:30 PM					
Tuesday, August 27, 2024	August 20 5 PM	August 20 5:30 PM					
Tuesday, September 24, 2024	September 17 5 PM	Sept. 17 5:30 PM		Sept. 18 5:30 PM			September 19 4 PM
Tuesday, October 29, 2024	October 15 5 PM	October 15 5:30 PM	October 9 5:30 PM		October 16 5:30 PM		
Tuesday, November 26 2024	November 18* Monday 5 PM	November 18 Monday 5:30 PM		November 20 5:30 PM			
Tuesday, December 17, 2024	December 10 5 PM	December 10 5:30 PM	December 9 5:30 PM		December 16 5:30 PM		