



## **Board of Trustees Public Business Meeting Use this version**

Brookdale Community College

Warner Student Life Center, Navesink Rooms, 765 Newman Springs, Rd.,  
Lincroft, NJ 07738 or Zoom Webinar

Feb 27, 2024 5:30 PM - Feb 27, 2024 7:55 PM EST

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## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

January 23, 2024

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:
	Ms. Mary Pat Angelini, Trustee	Dr. Katie Lynch
	Ms. Latonya Brennan, Trustee	Ms. Nancy Kaari
	Mr. Steve Clayton, Trustee	Ms. Teresa Manfreda
	Mr. Paul Crupi, Chair	Ms. Bonnie Passarella, Esq.
	Ms. Dyese Davis, Trustee	Ms. Patricia Sensi
	Ms. Rebekah Fischhoff, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Vice-Chair	Dr. Joan Scocco
	Mr. Bret Kaufmann, Trustee	Dr. Yesenia Madas
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. David Stout, Secretary	
Absent	Ms. Tracey Abby-White, Trustee	
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 January 18 at 7:32 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 procedures and requirements for making public comment during the public meeting.

Vice-Chair Crupi 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.*

Dr. Stout led a moment of silence for two retired Brookdalians.

Rosalie La Porta first joined Brookdale as a student after graduating from Marlboro High School. In addition to volunteering in the library at Marlboro High School, she volunteered in the Distribution & Technical Services Department of Brookdale's Learning Resource Center. Rosalie was hired at Brookdale to serve as a Library Assistant in January 1977. She became a Senior Library Assistant in February 2002 and held that position until her retirement in June 2013 after 36 years of service. I'm confident that many of you have fond memories of Rosalie.

On behalf of the College, I offer condolences to Rosalie's friends, colleagues, and family, especially Anne La Porta, Rosalie's sister-in-law who works in our Career Center

I'm so sorry to report that retired Brookdalian Maria Fernandez passed away on January 18 in Miami, Florida.

Maria earned her Associate in Fine Arts degree at Miami Dade Community College, Bachelor of Arts in Fine Arts at Florida International University, Master of Arts and Master of Education degrees in Student Personnel at Teachers College/Columbia University, and Doctorate in Higher Education at Teachers College/Columbia University. Prior to coming to Brookdale, she worked at New York Institute of Technology, Union County College, The New World Institute, and Apec University in Santo Domingo.

Dr. Fernandez joined Brookdale in September 1995 as an Instructor and Student Development Specialist in the Counseling Department. In 2015, she moved into the Sociology Department where she taught Intercultural Communication until her retirement in 2020. During her tenure at Brookdale, she was the recipient of many letters of commendation for activities such as her appointment as the Vice President of the New Jersey Community College Counselor Association in 1999, her completion of the Academy for Leadership Training & Development in England in 2003, her presentation at the Day of Tolerance program at Brookdale in 2007, her participation in a faculty-led study abroad trip to Rwanda in 2012, and her presentation at Brookdale's Great Ideas for Teaching Students (GIFTS) program in 2014.

On behalf of the entire College, I offer condolences to Maria's family, loved ones, colleagues, and her many friends throughout the College who remember her so fondly

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>	A motion to adopt the agenda was made by Vice-Chair Horl and seconded by Trustee Brennan.  Motion passed.	
<p><b>Recognition of Trustee Watson for her service to the Board of Trustees</b></p> <p>Chair Crupi announced that tonight we congratulate Natalie Watson on her appointment to the Superior Court of New Jersey. She was confirmed by the New Jersey Senate on Monday, January 8 following her nomination by Governor Phil Murphy and will sit in Monmouth County. He stated that this is bittersweet for us, as a result, she has had to step down from the Board of Trustees.</p> <p>She was recognized for her service to the Board of Trustees and the College by the reading of a Board resolution (Attachment A)</p> <p>Ms. Watson stated that it has been an honor and a privilege to serve on the Board of Trustees. She recounted that her parents impressed upon her that the most important thing you can do in society is to help foster education, and her appointment to the Board of Trustees allowed her to fulfill this personal goal shaped by her parents' encouragement.</p>		
<p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Finance &amp; Facilities Committee – January 16, 2024</b> – Trustee Brennan provided an update on the Finance &amp; Facility Meeting held on January 15, 2024 (<i>Attachment B.</i>)</p> <p><b>B. Governance Committee – January 17, 2024</b> – Trustee Davis reported on the meeting held on January 17 and highlighted the following:</p> <ul style="list-style-type: none"> <li>a. <b>Committee Chair Selection</b> – Trustee Davis was unanimously selected as Committee Chair.</li> <li>b. <b>Policy Review</b> <ul style="list-style-type: none"> <li>i. <b>Policy 1.8000 Adoption, Review and Amendment of Mission, Vision, Values, and Strategic Priorities of Brookdale Community College</b> – was reviewed. The Committee directed the President to conduct a college-wide review of the mission statement and present a recommendation for a simplified mission statement. The timing of this review aligns well with the timing of our next Middle States Commission on Higher Education (MSCHE) reaccreditation visit.</li> <li>ii. <b>Revision of Policy 3.9006 Drug Free Workplace and Campus</b> – recommended for lodging tonight.</li> <li>iii. <b>New Policy – 2.1004 Title VI Non-Discrimination Policy and Procedures Pertaining to Transportation Services</b> – recommended for lodging. Trustee Davis requested that Dr. Stout report on progress of the Transportation Grant and seek input from the Board with the establishment of any transportation system to serve the community.</li> </ul> </li> </ul>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>c. <b>The Board of Trustees Self-Evaluation/Board Retreat</b> – was administered in early January, and there was 100 percent participation. The results of the self-evaluation will be utilized to guide the development of the Board Retreat to be held on March 22 and March 23 in the Carline Huber Wellness Center. Topics being considered are improved board governance and our MSCHE accreditation. Retreat topics are welcomed and should be shared by January 31, 2024.</p> <p>d. <b>Professional Development</b> – opportunities to participate in the ACCT National Legislative Summit and the National Leadership Congress in October were encouraged.</p> <p>e. <b>MSCHE Reaccreditation Timeline and Planning:</b> Dr. Stout reviewed the timeline for our next MSCHE reaccreditation visit which will take place in spring of 2027. The following timeline and steps were shared:</p> <ul style="list-style-type: none"> <li>i. Spring 2024 - Administration to identify the Chairs and Committee Chairs of each of the 7 Standards.</li> <li>ii. Fall 2024 - Chairs attend the MSCHE Fall Academy</li> <li>iii. Fall 2024 - Self-Study Design to be developed. Board of Trustees to identify Institutional priorities that the Self-Study will be designed around.</li> <li>iv. 2025 - Self-Study written</li> <li>v. Fall 2026 - Draft of Self-Study completed and submitted.</li> <li>vi. Spring 2027 - MSCHE Accreditation visit</li> </ul> <p>f. <b>President's Employment Timeline</b> – Trustee Davis reported that the president's employment agreement ends on June 30, 2024. The Board is responsible for making a decision to renew the contract at the executive session tonight.</p> <p><b>C. Student's Perspective</b> – Trustee Fischhoff reported that the Graduate Trustee Advisory Council is composed of 9 members, and she introduced the students who were carefully selected as the most qualified candidates. Members include Joey Scilia, Andrew Haren, Joshua Cabral, Ashleigh Kennedy, Samuel Tsai, Chris Pflaum, Lauren Carroll, Fernando Camerino, and Regina Eason. Dr. Stout and herself conducted an orientation session on January 18<sup>th</sup> and an in-depth explanation about the role of a Board of Trustees was provided and the role of the Council members. The next meeting is scheduled for February 13.</p> <p>Trustee Fishoff reported that she attended the ribbon-cutting ceremony for the Cybersecurity Center for Excellence with Vice-Chair Horl, Trustee Calyton and Dr. Stout. She highlighted that Brookdale is one of only two community colleges in the state to hold an NSA/Department of Homeland Security Designation as a National Center of Excellence in Cyber Defense Education. Distinguished guests included Congressman Chris Smith, Monmouth County Commissioner Director Tom Arnone and other legislative representatives.</p> <p>Trustee Fishoff presented at the Finance &amp; Facilities Committee where she emphasized the importance of holistic advising for student success based on personal experiences, student experiences shared with her, and evidence from the Student Satisfaction Inventory. She referenced a study prepared by the Community College Research Center who was contracted in the past to evaluate our advising model, and they noted to accommodate the number of students at Brookdale that we would need to address staffing challenges. She expressed gratitude for the support of Dr. Stout, the Board and the administration in fostering a supportive and enriching educational experience at Brookdale.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>D. NJCCC Update</b> – Trustee Horl provided an update on the changes to the Monmouth County delegation representing us in Trenton and the new chairs on the Assembly and Senate Higher Education Committees. She reported on new legislation signed by the Governor that is impactful to the community college sector:</p> <ul style="list-style-type: none"> <li>a. A5417 / S3890 - Prohibits limiting number of county college credits that may be applied towards educator preparation program and teacher certification requirements.</li> <li>b. S3897 - Authorizes Higher Education Student Assistance Authority to award annual summer tuition aid grants.</li> <li>c. A1181 - Requires high school students to complete financial aid applications. This bill will provide some financial support for county colleges to provide instruction to the high schools on filling out financial aid applications.</li> <li>d. S2242 - Establishes a Center for Career Relevant Education and Talent Evaluation of New Jersey at Thomas Edison State University. The center would be the State's central resource for the evaluation and translation of learning experiences into a validated record of academic credit, career credentials, pre-apprenticeship and apprenticeship credits, and pertinent knowledge, skills, and abilities. The validated record developed by the center, under the provisions of the bill, is to be known as the CreateNJ Workforce Transcript. A Steering Committee will be established and a representative from NJCCC will be included in the committee.</li> </ul> <p>She reported that Dr. Stout, Trustees Clayton and Fischhoff and Ms. Gruskos will be attending the ACCT Legislative Summit in Washington D.C. in February. She will also be attending the ACCT Federal Policy and Legislative Committee prior to the conference.</p> <p>She urged all to participate in the NJCCC Budget Letter Campaign to advocate for an increase of \$20 million for state funding for community colleges.</p> <p><b>E. Foundation Update</b> – Dr. Stout announced that the Scholarship Bash will be held on May 3<sup>rd</sup> at 6:30 PM at Branches. The following will be honored:</p> <ul style="list-style-type: none"> <li>1. Andrew Kroon Memorial Scholarship Richard Kroon &amp; Suzanne Keller, THE SOURCE, Red Bank Regional High School</li> <li>2. Automated Building Controls The Golden Family</li> <li>3. Robert Kash</li> </ul>		



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>President's Report – Dr. Stout welcomed Dr. Katie Lynch, our new Provost to Brookdale. He also congratulated Summer Deaver who is our new Director of the Caroline Huber Holistic Wellness Center. He thanked Assistant Professor Tom Kapsak, Michele Stathum, Bruce Thompson and Robert Yamello for their many years of service to the College and wished them well on their retirement. He also thanked Maria Bouchard, Mary Egan and Dolores LaCosta for their service to the College and wished them well in their next endeavors.</p> <p>Dr. Stout reported on Spring Convocation 2024 which took place after a snowstorm, which lead to a compressed schedule but a successful event despite the challenges. Convocation was focused on belongingness. Our Achieving the Dream Coaches joined us at Convocation despite the weather.</p> <p>Dr. Stout thanked Chair Crupi and Trustees Clayton and Fischhoff, as well as our elected officials who were in attendance of the ribbon cutting ceremony for the Cybersecurity Center for Excellence. He also thanked the Events Team for organizing the Event in a short timeframe.</p>		
<p><b>Public Comment on Agenda Items</b></p> <p>Chair Crupi opened the meeting to public for comments on agenda items only. He instructed them to follow the instructions provided by Mr. Jacobs at the beginning of the meeting.</p> <p><b>Jack Ryan. Assistant Professor English</b> - commended Trustees Horl and Fishoff for their efforts in involving students in important decision-making processes. He praised the efforts of reaching out to students who can then engage with other students, emphasizing its effectiveness in addressing issues faced by community colleges. He also acknowledged positive aspects of the Spring Convocation and highlighted the value of viewing data points that could lead to further discussion on improving student success outcomes. Additionally, he expressed appreciation of the Board's request for assessment of marketing efforts but emphasized the difference between assessing such external services and educational assessments. He emphasized the importance of effective assessment in the educational field, especially as the institution approaches our next reaccreditation. He urged the college to focus on closing the loop more efficiently and transparently, ensuring that assessments are followed by clear actions and communication of outcomes.</p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p>		
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li><i>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</i></li> </ul>	<p>A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Davis.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>A. Acceptance of Consent Agenda</b>	Motion passed.	
<b>Approval of Public Business Meeting Minutes</b>  <b>A. Approval of Public Business Meeting Minutes – December 19, 2023</b>	A motion to approve the minutes from the public business meeting held on December 19, 2023 was made by Trustee Horl and seconded by Trustee Rambaud.  Motion Passed.  Abstentions: Chair Crupi	
<b>Approval of Executive Session Meeting Minutes</b>  <b>A. Approval of Executive Session Meeting Minutes – December 19, 2023</b>	A motion to approve the minutes from the executive session meeting held on December 19, 2023 was made by Trustee Davis and seconded by Trustee Rambaud.  Motion Passed.  Abstentions: Chair Crupi	
<b>Consent Agenda</b>  <b>A. Approval of Human Resources</b>  <b>B. Acceptance of Gifts</b>  <b>C. Acceptance of Grants</b>	A motion to approve the consent agenda was made by Trustee Davis and seconded by Trustee Rambaud.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>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</b></p> <p><b>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p> <p><b>F. Monthly Financial Reports</b></p> <p><b>G. Capital Project Update</b></p>	<p><b>YES:</b> Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Horl, Kaufmann, Rambaud, Richens and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<p><b>Lodging of Policies</b></p> <p><b>A. Revision of Policy 3.9006 Drug Free Workplace and Campus (previously titled - 3.9006 Drug Free Workplace)</b></p> <p><b>B. New Policy - 2.1004 Title VI Non-Discrimination Policy and Procedures Pertaining to Transportation Services</b></p>	<p>A motion to approve the lodging of policies listed below was made by Trustee Davis and seconded by Trustee Rambaud.</p> <p><b>A.</b> Revision of Policy 3.9006 Drug Free Workplace and Campus (previously titled - 3.9006 Drug Free Workplace)</p> <p><b>B.</b> New Policy - 2.1004 Title VI Non-Discrimination Policy and Procedures Pertaining to Transportation Services</p> <p><b>YES:</b> Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Horl, Kaufmann, Rambaud, Richens and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Change Order Request - MTB Contracting LLC</b>	<p>A motion to approve by resolution a change order request for MTB Contracting was made by Trustee Brennan and seconded by Trustee Davis.</p> <p><b>YES:</b> Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Horl, Kaufmann, Rambaud, Richens and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<b>Public Comment</b>  No public comment was made, and no written comments were submitted.		
<b>Old/New Business -</b>  Chair Crupi stated that based on the recommendation of the Governance Committee, the Board of Trustees requests that Dr. Stout conduct a College wide review of the College's mission statement and present your recommendations this year.		
<b>Resolution to Hold a Closed Meeting</b>  Mr. Jacobs read the resolution to hold a closed session ( <b><i>Attachment C</i></b> ).	<p>A motion to approve by resolution to hold an Executive Session was made by Trustee Richens and seconded by Trustee Davis.</p> <p>Motion passed.</p>	
<b>Motion to Re-Open the Meeting to the Public</b>	<p>A motion to reopen the meeting to the public was made by Trustee Richens and seconded by Trustee Horl.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Settlement Agreement with MTB Contracting</b>	<p>A motion was made to approve by resolution a settlement agreement with MTB Contracting by Trustee Richens and seconded by Trustee Davis.</p> <p><b>YES:</b> Trustees Angelini, Brennan, Clayton, Davis, Fischhoff, Horl, Kaufmann, Rambaud, Richens and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<b>Adjournment</b>  <b>Meeting adjourned at 8 PM</b>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Horl.</p> <p>Motion passed.</p>	

RESOLUTION

**WHEREAS**, Natalie Watson has served with distinction on the Board of Trustees of Brookdale Community College from September 2021 through December 2023; and

**WHEREAS**, she was appointed by Governor Murphy, and served with honor as a respected civic leader, attorney, and as a loyal and enthusiastic ambassador of Brookdale Community College; and

**WHEREAS**, Trustee Watson has consistently championed the mission of Brookdale Community College to provide accessible, affordable, quality, education to our community, recognizing the importance of education as a catalyst for individual and community growth; and

**WHEREAS**, Trustee Watson has served with exceptional distinction on the Finance & Facilities Committee, contributing her acumen to matters concerning financial stewardship of Brookdale Community College; and

**WHEREAS**, she played a pivotal role in guiding the Board of Trustees in making thoughtful decisions that led to the successful implementation of our solar project, showcasing her ability to navigate complex legal frameworks for the benefit of Brookdale Community College and ultimately having the dual benefit of creating a more environmentally friendly college while reducing our expenses; and

**WHEREAS**, Trustee Watson’s tenure on the Governance Committee has been marked with a rigorous dedication to advancing the development of policies, substantiating her commitment to upholding the principles of legal compliance and institutional excellence; and

**WHEREAS**, in her capacity as a Board of Trustees member, she ardently championed diversity, equity and inclusion, promoting decision making that is fair and reflective of the diverse tapestry or our community; and

**WHEREAS**, she exhibited deep respect, encouragement and appreciation for her fellow Trustees, the President, the Administration, Faculty, and Staff; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees, the President, and the entire College community extends their appreciation to Natalie Watson for her dedication, diligence, and unwavering commitment to Brookdale Community College; and

**BE IT FURTHER RESOLVED** that the College expresses its sincere regrets as Ms. Watson’s tenure as Trustee concludes, and wishes her well in her forthcoming appointment as Judge Watson, confident that she will bring the same level of dedication, compassion and enthusiasm to her new role; and

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

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to Governor Murphy.

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

\_\_\_\_\_  
Mr. Paul Crupi  
Chair  
Brookdale Community College

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Finance & Facilities Meeting (January 16, 2024)**

Dr. Stout welcomed Dr. Katie Lynch, Provost, for her first meeting of the F&F committee, as well as the Achieving the Dream Coaches and Trustee Fischhoff who joined as guests of the committee.

Trustee Fischhoff attended the committee meeting to discuss perceptions of advising at Brookdale among students, noting that an insufficient number of academic advisors creates a transactional experience which leads to lower-than-desirable satisfaction. She stressed the importance of advising and the direct correlation to student outcomes such as retention and graduation rates. She recommended investing in advising to allow for holistic advising, mentoring, and guiding students with their personal, professional and academic goals. In addition, she recommended investing in the Peer Mentoring Program which can enhance the advising experience. The Committee and Administration thanked her for her thoughtful recommendations and acknowledged the need to address this issue.

Engineer of Record Mr. White of Colliers reported that they are going to develop the concept layouts with the Culinary staff's input to design the new Culinary & Hospitality Center at Lincroft. Also, a feasibility study was developed to determine the size and location of a potential building on the Toop Property on Phalanx Rd., which could be potentially built by a university partner. Mr. White displayed a site map and recommended that a 20,000 square foot building could be constructed with a parking lot. Concerns were raised regarding the entrance to the property, with a preference to have accessibility from the campus versus Phalanx Rd which would create hazards and issues with the neighbors.

Facilities Director Mr. Naparło reported on the elevator modernization project and specifically that the MAS elevator is completed. Two additional elevators on the Lincroft campus will undergo modernization in the near future. The new Cybersecurity Center will be operational for the first day of the semester and the ribbon cutting ceremony is planned for January 22 at 1 PM. Dr. Stout thanked Mr. Naparło for overseeing snow removal and assured the committee that we will be ready for the first day of the semester.

VP Manfreda-Foley reported on the financial overview for the period ending November 30, 2023. She reported that total operating revenue for the month of November was \$50.7 million, which was 7.6% higher than the same time last year. Operating expenditure was \$31.4 million, an increase of 3 million dollars from the same time last year. The cash position was 29.3 million dollars, with an increase of \$694,000 over the same time last year. Interest earned through November was \$215,963 compared to about \$85,000 last year. In addition, she reviewed upcoming Requests for Proposals (RFPs), Bids, and RFQs and this year legal services and audit services are being reviewed now.

VP Manfreda-Foley reported on 4 recommended purchases funded by Chapter 12, Grants and the Operating Budgets. Noteworthy purchases include automatic door maintenance services, an x-ray system for our Radiology Department, auto technology equipment and software for our electrified vehicle systems, and uninterruptible power supply replacements.

No change orders were requested at the meeting; however, it should be noted that it was recommended to include a change order request to MTB Contracting which was added to the Board agenda after the meeting.

A discussion of FY25 tuition and fees was folded into the discussion of the FY25 operating and capital budgets. VP Mandreda-Foley encouraged the committee to review the supplied explanation of fees.

VP Manfreda-Foley presented on three financial models and reviewed each of the assumptions. The Committee raised issues about college affordability, competitiveness with other NJ colleges and universities,

and financial instability if the college is dependent on reserves to balance the budget. It was the recommendation of the committee with the concurrence of the Board Chair to postpone approving FY25 tuition and fees and all of the FY25 Budgets to February to allow for further analysis of expenditures by the Administration.

Associate Vice President Pat Sensi presented two positions for posting, and the committee approved the positions for posting which were approved by the committee.

Ms. Sensi informed the committee there are 20 recommended action items to be approved in January, which include new hires, change of status and 7 separations. These recommendations included 10 Adjunct Faculty and the new Director of the Caroline Huber Holistic Wellness Center.

Vice President Nancy Kaari then presented on alternative revenues, including acceptance of gifts, acceptance of grants, grant revenue, and Foundation performance. She noted that a collection of books for the Digital Animation suite was recommended for acceptance. The College also received 3 grant awards including the NJ Gear Up grant in the amount of \$400,000, the One Stop Operator grant in the amount of \$100,000 and the Centers for Adult Transition grant in the amount of \$492,266 which were all recommended for acceptance by the committee. VP Kaari noted that \$4.4 million in grants have been awarded to the College so far this year with another \$3.5 million pending. Finally, VP Kaari reported on the financial summary for the Foundation for the period ending November 30, 2023. Total revenue reported is \$408,652 compared to \$514,388 last year, which is directly related to investment income. She highlighted that contributions are up 41% which are restricted to funding scholarships. Total expenses in comparison to last year are down 36%.



## 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 **January 23, 2024 at approximately 6:40 pm** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

### RESOLUTION

Approved: January 23, 2024

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☐ "(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: **litigation: MTB Contracting**

☒ "(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..: **discussion of Dr. Stout's contract**

☐ "(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

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WHEREAS, the length of the Executive Session is estimated to ~~45 -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 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 29 recommended items. A summary of the action items is listed below with supporting documentation attached.

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

Supervisor – Direct Student Contact	4
Supervisor – Administrative Operations	1
Non-Supervisor – Direct Student Contact	1
Non-Supervisor – Administrative Operations	1
Support Staff	3
Adjunct Faculty	7
Coaches	3

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

Faculty	1
Supervisor – Direct Student Contact	2
Support Staff	5
Adjunct Faculty	1

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

1. Name: Vanessa Del Priore  
Department: Student Accounts  
Position: Assistant Manager, Student Accounts  
Salary: \$71,710, to be prorated accordingly  
Effective: 3/18/24, pending completion of all final contingencies
2. Name: Diane Raver  
Department: New Jersey Film Academy  
Position: Director, New Jersey Film Academy  
Salary: \$83,380, to be prorated accordingly  
Effective: 3/1/24, pending completion of all final contingencies
3. Name: John Sellino  
Department: Admissions  
Position: Associate Director, Admissions  
Salary: \$71,710, to be prorated accordingly  
Effective: 4/1/24, pending completion of all final contingencies
4. Name: Maurice Snell  
Department: Continuing & Professional Studies  
Position: Program Administrator, One Stop Operator, full-time, grant-funded position  
Salary: \$62,712, to be prorated accordingly  
Effective: 3/1/24, pending completion of all final contingencies

**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Shaun McTigue  
Department: Physical Plant/Utilities  
Position: Manager, Physical Plant/Utilities and MEP  
Salary: \$71,710, to be prorated accordingly  
Effective: 3/18/24, pending completion of all final contingencies

**NON-SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Lauren Arduini  
Department: Academic Advising  
Position: Student Success Coach/Advisor  
Salary: \$62,712, to be prorated accordingly  
Effective: 3/1/24, pending completion of all final contingencies

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Tyler Lee  
Department: College Relations  
Position: Coordinator, Graphic Artist/Design  
Salary: \$58,871, to be prorated accordingly  
Effective: 3/1/24, pending completion of all final contingencies

**SUPPORT STAFF**

1. Name: Heidi Cho  
Department: English  
Position: Academic Tutor, Writing, full-time, 10-month position  
Salary: \$41,994  
Effective: 3/1/24, pending completion of all final contingencies
2. Name: Melissa De Sousa-Fernandes  
Department: Continuing & Professional Studies  
Position: Account Associate, CPS  
Salary: \$47,015  
Effective: 3/1/24, pending completion of all final contingencies
3. Name: Debra Moren  
Department: Humanities Office  
Position: Senior Office Assistant  
Salary: \$43,639  
Effective: 3/1/24, pending completion of all final contingencies

**ADJUNCT FACULTY**

1. Name: Ken Chin  
Department: Languages
2. Name: Rosemary Cinardi  
Department: Nursing
3. Name: Patricia Hammer  
Department: Radiologic Technology
4. Name: Thomas Kapsak  
Department: Criminal Justice

5. Name: Mariastella Leandri-Marrapodi  
Department: Languages
6. Name: Denette Ligon  
Department: Languages
7. Name: Jessica Servidio  
Department: Radiologic Technology

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters	Bachelors	Associates
1	3	1	2

**COACHES**

1. Name: Jay Blackwell  
Department: Athletics  
Position: Assistant Baseball Coach, split duties  
Compensation: \$2,200  
Dates: 2/28/24, pending completion of all final contingencies
2. Name: Eric Hierl  
Department: Athletics  
Position: Men's Assistant Volleyball Coach  
Compensation: \$4,400  
Dates: 2/28/24, pending completion of all final contingencies
3. Name: Gerald Malanga  
Department: Athletics  
Position: Assistant Baseball Coach, split duties  
Compensation: \$2,200  
Dates: 2/28/24, pending completion of all final contingencies

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

1. Name: Catherine Mandel  
Department: Culinary  
Position: Instructor  
Action: Extension of temporary position  
New Salary: \$34,524, prorated from an annual base of \$66,943  
Effective: 1/16/24 – 6/30/24

**SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Euniqha Cox  
Department: Pathways & Partnerships  
Position: Director, GEAR UP for Success, full-time, grant-funded position  
Action: Change in position from an A3 to an A5 through bona fide search  
New Salary: \$83,380, to be prorated accordingly  
Effective: 3/1/24, pending completion of all final contingencies
2. Name: Christian Perez  
Department: Regional Locations  
Position: Associate Director, Regional Locations  
Action: Change in status from an N3 to an A4 position through bona fide search  
New Salary: \$71,710, to be prorated accordingly  
Effective: 3/1/24, pending completion of all final contingencies

**SUPPORT STAFF**

1. Name: Linsay Arnold  
Department: Teaching & Learning Center  
Position: Specialist, Educational Technology  
Action: Title change  
New Salary: No change  
Effective: 3/1/24
2. Name: Kathryn Borkowski  
Department: Academic Advising  
Position: Associate, Academic Advising  
Action: Title change  
New Salary: No change  
Effective: 3/1/24



3.     Name:                   Tiffany Carey  
       Department:       Teaching & Learning Center  
       Position:           Specialist, Educational Technology  
       Action:             Title change  
       New Salary:         No change  
       Effective:          3/1/24
  
4.     Name:                   Dawn Corson  
       Department:       Academic Advising  
       Position:           Associate, Academic Advising  
       Action:             Title change  
       New Salary:         No change  
       Effective:          3/1/24
  
5.     Name:                   Anthony Giachetti  
       Department:       Teaching & Learning Center  
       Position:           Specialist, Educational Technology  
       Action:             Title change  
       New Salary:         No change  
       Effective:          3/1/24

**ADJUNCT FACULTY**

1.     Name:                   Ursula Postell  
       Department:       Nursing  
       Position:           Adjunct Faculty  
       Action:             Correction of last name previously reported at January Board meeting

**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
1/22/24	Mona Davidson 306 Hemlock Drive Neptune, NJ 07753	Sewing materials to be used by sewing/fashion design students at BCC.

## 2.2 Acceptance of Grants Executive Summary

### A. **Funding Agency:** Community College Consortium for Workforce and Economic Development

**Program Title:** NJ Pathways to Career Opportunities in Nursing (Year 2)

**Short Title:** NJ Pathways

**Goal/Purpose:** Brookdale Community College's "Pathways to Careers in Nursing" meets the significant needs of the healthcare sector by training students through a pilot program. The program connects non-credit, industry credentials, an LPN program, and an RN program with employer partners. The program builds in academic support services to improve student outcomes and better prepare them for the workforce.

The project was originally funded for \$260,000 and since has received an additional \$90,000 (\$350,000 total), to include the RN Refresher course focused on supporting those returning to careers in nursing and/or who have let their certification lapse and need to regain their certification.

**Total \$ Received:** \$350,000 (\$90,000 added to original \$260,000 accepted at November 28, 2023 Board Meeting)

**Program Administrator:** Susan Pagano

**Timeframe:** 7/1/23 – 6/30/24

### B. **Funding Agency:** New Jersey Office of the Secretary of Higher Education (OSHE)

**Program Title:** Community College Opportunity Grant (CCOG) Student Success Initiative

**Short Title:** CCOG

**Goal/Purpose:** The CCOG grant award supports outreach, retention, and student success programs and services. Specific activities include community access and outreach, FAFSA completion assistance, career exploration programming, financial resilience, and interpersonal skills building. Each program component emphasizes communication and community building.

To date, this program has awarded CCOG Financial Aid to Brookdale

students in the amount of \$3,029,733.

SP24 899 students, \$1,353,892 transmitted.

FA23 1,096 students, \$1,675,841 transmitted.

**Total \$ Received:** \$305,319

**Program Administrators:** Ed Johnson and Angela Kariotis

**Timeframe:** 7/1/23 – 6/30/24

**C. Funding Agency:** NJ State Department of Education

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

**Short Title:** Perkins V

**Goal/Purpose:** Funding for FY24 enables the College to update equipment and technology in several career and technical education programs including automotive technology, business, nursing, radiography technology, respiratory care therapy; increase or maintain performance levels in skill proficiency, program completion and retention, career placement and participation in non-traditional programs; and integrate academic and career and technical instruction.

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

**Program Administrator:** Rebecca Newman

**Timeframe:** 7/1/23 – 6/30/24

**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:

<b><u>Funding Agency</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>
Community College Consortium for Workforce and Economic Development	NJ Pathways to Career Opportunities in Nursing	\$350,000
New Jersey Office of the Secretary of Higher Education (OSHE)	Community College Opportunity Grant (CCOG) Student Success Initiative	\$305,319
NJ State Department of Education	Perkins Strengthening Career and Technical Education for the 21 <sup>st</sup> Century	\$646,746

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

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

**WHEREAS**, the President recommends acceptance of said grant funds;

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

## 2.1 Submission of Grants

### Executive Summary

#### A. Funding Agency: NJ Department of Labor & Workforce Development

**Program Title:** New Jersey Builders' Utilization Initiative for Labor Diversity – Women and Minorities in Construction Trades Program

**Short Title:** NJBUILD

**Goal/Purpose:** The Women and Minorities in Construction Trades Program seeks to eliminate economic barriers commonly associated with an individual's inability to invest in skills training and work readiness and connect women and/or minority populations to quality career and training opportunities in the building and construction industry. Brookdale Community College will partner with local organizations to recruit and support students to ensure successful placement into employment or apprenticeship in a construction trades occupation upon graduation.

**Total \$ Requested:** \$1,000,000

**In-Kind Match:** N/A

**Program Administrator:** Susan Pagano

**Timeframe:** 18 months, from date of signed contract

**Date to be Submitted:** March 15, 2024

#### B. Funding Agency: US Small Business Administration

**Program Title:** 2024 Growth Accelerator Fund

**Short Title:** SBA Growth Accelerator

**Goal/Purpose:** To provide funding to support the efforts of building the SIC ecosystem process. Stage 1 serves as financial aid to organizations for ecosystem-building activities, including recruitment of new partners and strengthening existing alliances. Stage 2 will assist with the funding of the planned SIC accelerator.

**Total \$ Requested:** \$50,000 (Stage 1, February 2024), \$200,000 (Stage 2, June 2024)

**In-Kind Match:** N/A

**Program Administrator:** Dr. Jackeline Mejias-Fuertes

**Timeframe:** Stage 1: May 2024 – June 2024

Stage 2: September 2024 – March 2025

**Date to be Submitted:** Stage 1: January 8, 2024 – February 16, 2024

Stage 2: June 2024

**Recommendation:**

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

*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 February 20, 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  
February 27, 2024**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Chapter 12</b>				
1	Automated Building Controls, Inc.	<b>Building Automation and Control System Service, Maintenance, and Repairs T&amp;M, Bid No. 22-20</b> / This contract is for the replacement of the HVAC system at the Long Branch Regional Location. This contract is funded by Chapter 12.	Bid	\$ 96,179.97
2	William J. Guarini, Inc.	<b>Plumbing Services</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for plumbing services and is funded by Chapter 12 and the Facilities Budget.	Exempt	\$ 50,000.00 *
<b>Grants</b>				
3	Mohawk Lifts LLC	<b>AutoTech Instructional Equipment</b> / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the supply, delivery, and installation of alignment equipment to support the Steering/Suspension curriculum in the AutoTech Department. This contract is funded by the Perkins Grant.	Exempt	\$ 36,545.54
4	DiaMedical USA	<b>Nursing Instructional Equipment</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery, and installation of nursing instructional equipment which includes a transport stretcher, IV simulation pumps, and a semi-private mobile vision flatwall. This contract is funded by the Perkins Grant.	Exempt	\$ 20,948.40
5	ConvergeOne	<b>Software Maintenance Fees</b> / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the payment of maintenance fees to support the licenses for the Netlab virtual appliances installed on 9 servers in the College's Data Center. Each server/license supports 32 concurrent users working on virtual labs for the Networking and Cybersecurity courses. The 9 licenses support a capacity of 288 concurrent users. The yearly maintenance fee is required to continue offering this environment to our students. This contract is funded by the Perkins Grant.	Exempt	\$ 26,985.00

6	Academy Source; Professor Kyle Jones; Envision Innovative Solutions	<b>Consulting Services</b> / 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 *
7	**See attached list of Vendors under NJCCC Purchasing Co-op	<b>Medical Instructional Equipment and Supplies</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the supply and delivery of medical equipment and supplies for CPS' pre-requisite nursing and healthcare programs. These contracts are funded by the Pathways to Nursing Grant.	Exempt	NTE \$47,500.00
<b>Operating</b>				
8	CDW Government	<b>Battery Replacements</b> / Exempt 18A:64A.25.9 (State Contract). This NJ State Contract is for the supply and delivery of battery replacements and reconfiguration of the Symmetra PX250 UPS located in the Data Center. This contract is funded by the IT Budget.	Exempt	\$ 31,671.34
9	VirtuIT Systems	<b>Hardware and Software Support and Maintenance</b> / Exempt 18A:64A.25.9 (State Contract). This NJ State Contract is for a one-year renewal of maintenance and support for the Dell VxRail Solution. The VxRail Solution provides students and faculty access to virtual desktops (VDI) delivering a common experience when using applications from both on and off campus. The maintenance renewal provides next business day replacement of hardware, 24x7 technical support and assistance, and software updates. This contract is funded by the IT Budget.	Exempt	\$ 28,565.22
10	Ally Marketing	<b>Student Recruitment Advertising</b> / Exempt 18:64A-25.5.a.(20) (Student recruitment and advertising). This contract is for the development of brand strategy and brand identity concepts to increase student recruitment. This contract is funded by the Institutional Marketing Budget.	Exempt	\$ 19,000.00
11	Monmouth County Board of Commissioners	<b>Law Enforcement Services</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is the 2nd 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	\$ 797,381.83 *

12	Castle Branch	<b>Documentation Tracking/Healthcare, and Criminal Record Research Services</b> / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This 4-month contract is for the platform-based software for documentation tracking/healthcare, and criminal record research services. This service is paid directly to the vendor by nursing and certificate healthcare program students.	Exempt	\$ 40,000.00 *
13	Enterprise Fleet Management (FM) Trust	<b>Fleet Services Lease and Maintenance</b> / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the lease, maintenance, and management of vehicles to replace College vehicles as they exceed their useful service life. Transitioning to a lease option will result in more flexibility in selecting the types of vehicles used, reduce maintenance costs, improve dependability and most importantly provide a safer and more functional fleet of vehicles. This contract is funded by the Operating Budget. FY24 YTD \$32,748.	Exempt	\$ 60,000.00 *
14	Access Resource LLC; Partners Interpreting, LLC; Karasch & Associates; Natural Languages LLC; Deafinitions & Interpreting, LLC; Classroom Captioning; SignGlasses, LLC; Hardeman Realtime, Inc.	<b>Communication Access Realtime Translation (CART) Services - Spring Term, RFQ No. 02-2023</b> / This contract is for pre-qualified vendors to provide translation services for students who have requested this service through the Office of Disability Services for the Spring Semester. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Disability Services Budget. FY24 YTD \$62,994.	RFQ	\$ 72,000.00 *

\* Estimated expense based on historical data.

\*\* List on next page.

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

**Item No. 7**

**Medical Equipment and Supplies Vendors  
EXEMPT via Purchasing Co-op (NJCCC)**

- Amazon LLC
- Bound Tree Medical
- Flinn Scientific
- Medical E Shop
- A. Daigger and Co., Inc.
- Arbor Scientific
- Bio Corp.
- Collins Sports Medicine
- Cynmar Corp.
- Frey Scientific
- Gall's Inc.
- J&H Berge
- Medline Industries, Inc.
- Midwest Scientific
- Nasco Education
- Pasco Scientific
- Spectrum Chemical
- Triarch, Inc.
- VE Ralph & Sons
- Wallcur, LLC
- Carolina Biological Supply
- Fisher Scientific Co., LLC
- Henry Schein
- Laerdal Medical Corp.
- Mock Medical, LLC
- Pocket Nurse Enterprises, Inc.
- School Health Corp.
- Thomas Scientific
- VWR International, LLC
- Sirchie Fingerprint Laboratories
- Gaumard Scientific

#### 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, 2023, which totaled \$2,080,410.53. 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.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held February 20, 2024.

#### 4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting February 20, 2024.

## Financial Overview at December 31, 2023

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

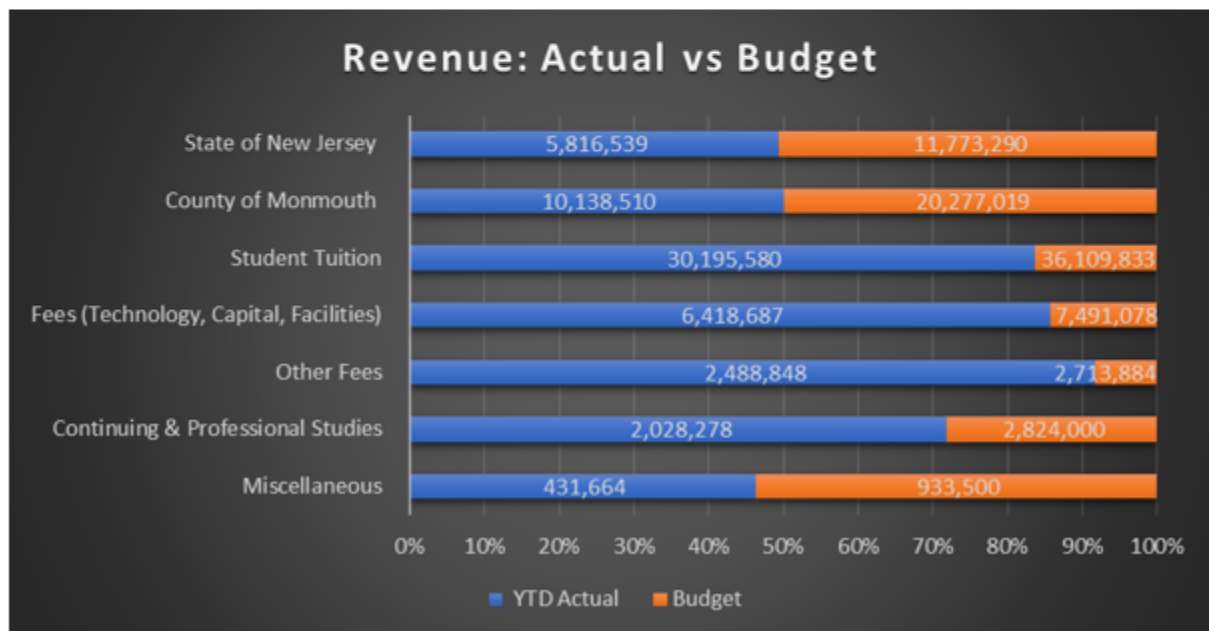
### **Revenue:**

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

Total operating revenue through the month of December 2023 was \$57.5M and represents 70.0% of the FY24 budget of \$82M.

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

Operating revenue through December 2023 was 7.1% higher than the same time last year. Of the \$3.8M increase, \$2.5M is in tuition & fee revenue and \$1.3M from all other operating revenue sources.





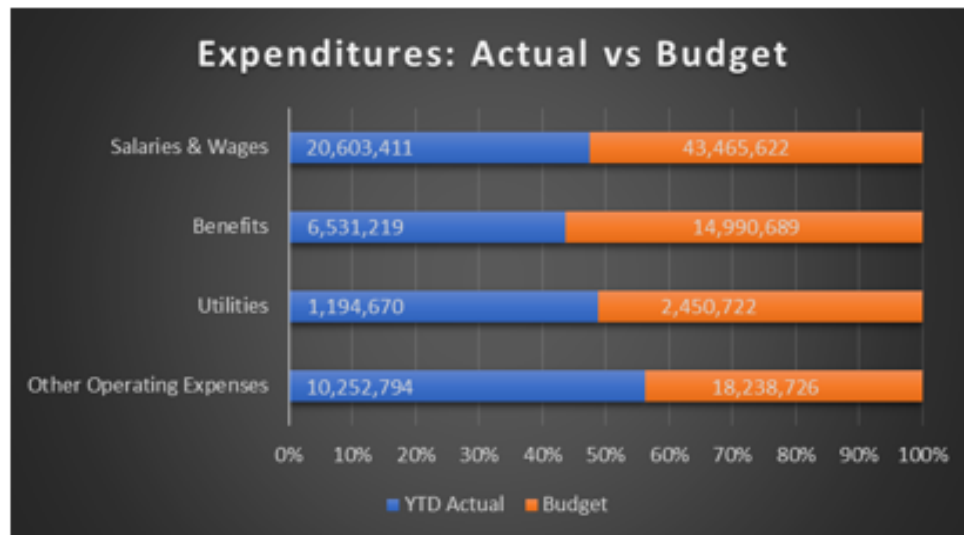
**Expenditures:**

***Compared to Budget***

Total operating expenditures through December 2023 were \$38.6M or 48.7% of the \$79M FY24 budget.

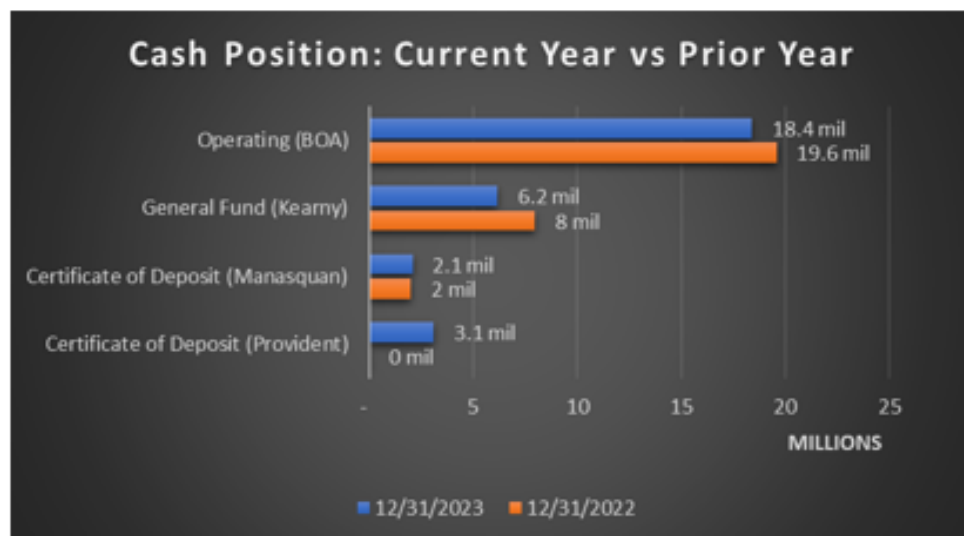
***Compared to Prior Year***

Total operating expenses for the same period last year were \$35.3M compared to \$38.6M this year, indicating an increase in operating costs of 9.3% or \$3.3M.



**Cash Balance:**

At December 31, 2023, the College's total cash position was \$29.8M, which represents a \$211K increase over the same time last year. The College's total interest earned through December was \$266,439 compared to \$115,735 last year.



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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 5,816,539	\$ 11,773,290	\$ (5,956,751)	49.4%
County of Monmouth	10,138,510	20,277,019	(10,138,509)	50.0%
	<b>15,955,049</b>	<b>32,050,309</b>	<b>(16,095,260)</b>	<b>49.8%</b>
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	291,714	282,893	8,821	103.1%
Spring 15	11,726,449	13,104,552	(1,378,103)	89.5%
Spring 11	258,862	867,791	(608,930)	29.8%
Spring 7A & 7B	104,395	126,512	(22,118)	82.5%
Summer I	-	1,925,334	(1,925,334)	0.0%
Summer II	-	1,984,048	(1,984,048)	0.0%
	<b>30,195,580</b>	<b>36,109,833</b>	<b>(5,914,252)</b>	<b>83.6%</b>
Fees:				
Fees (Technology, Capital, Facilities)	6,418,687	7,491,078	(1,072,391)	85.7%
Application Fee	78,950	149,400	(70,450)	52.8%
Installment Plan Fee	73,115	138,398	(65,283)	52.8%
Lab Fees	2,300,970	2,363,966	(62,997)	97.3%
Late Fees	7,890	19,203	(11,313)	41.1%
Transcript Fee	27,184	42,000	(14,816)	64.7%
Bad Check Fee	740	917	(177)	80.7%
	<b>8,907,535</b>	<b>10,204,962</b>	<b>(1,297,427)</b>	<b>87.3%</b>
Continuing & Professional Studies:				
Contract Training Direct Pay	34,365	215,000	(180,635)	16.0%
Alternate Route	451,913	325,000	126,913	139.1%
Healthcare Services	866,827	980,000	(113,173)	88.5%
Business & Career Training	188,852	275,000	(86,149)	68.7%
Computer Training	34,535	140,000	(105,466)	24.7%
CTE Grant	206,397	400,000	(193,604)	51.6%
Trips / Excursions	21,385	89,000	(67,615)	24.0%
Misc. Open Enrollment Programs	141,919	250,000	(108,081)	56.8%
Summer Adventure Camps	54,321	70,000	(15,679)	77.6%
Accelerated Career & Technology	27,766	80,000	(52,235)	34.7%
	<b>2,028,278</b>	<b>2,824,000</b>	<b>(795,722)</b>	<b>71.8%</b>
Miscellaneous:				
Indirect Cost Recovery	120,243	323,500	(203,257)	37.2%
Interest Income	266,439	300,000	(33,561)	88.8%
International Center	40,416	300,000	(259,584)	13.5%
Miscellaneous	4,566	10,000	(5,434)	45.7%
	<b>431,664</b>	<b>933,500</b>	<b>(501,836)</b>	<b>46.2%</b>
<b>Total</b>	<b>\$ 57,518,106</b>	<b>\$ 82,122,604</b>	<b>\$ (24,604,496)</b>	<b>70.0%</b>

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	14,142,480	32,227,777	18,085,297	43.9%
Benefits	6,531,219	14,990,689	8,459,470	43.6%
Finance & Operations	7,175,481	13,907,792	6,732,311	51.6%
Student Affairs	3,362,013	7,021,913	3,659,900	47.9%
General Expenses	3,048,826	2,596,091	(452,735)	117.4%
Continuing & Professional Studies	1,363,199	2,374,767	1,011,568	57.4%
Utilities	1,194,670	2,450,722	1,256,052	48.7%
Human Resources	493,846	920,849	427,003	53.6%
Planning & Institutional Effectiveness	244,684	499,775	255,091	49.0%
President & Board of Trustees	288,343	638,314	349,971	45.2%
Advancement Division	737,332	1,517,070	779,738	48.6%
	<b>38,582,094</b>	<b>79,145,759</b>	<b>40,563,665</b>	<b>48.7%</b>
Salaries & Wages	20,603,411	42,965,622	22,362,211	48.0%
Other Expenses	17,978,683	36,180,137	18,201,454	49.7%
	<b>\$ 38,582,094</b>	<b>\$ 79,145,759</b>	<b>\$ 40,563,665</b>	<b>48.7%</b>

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

	12/31/23	12/31/22	Change	% Change
<b>Operating Revenue</b>				
State of New Jersey	\$ 5,816,539	\$ 5,131,856	\$ 684,683	13.3%
County of Monmouth	10,138,510	10,013,507	125,003	1.2%
Student Tuition	30,195,580	28,002,293	2,193,287	7.8%
Fees	8,907,535	8,625,337	282,197	3.3%
Continuing & Professional Studies	2,028,278	1,372,455	655,823	47.8%
Miscellaneous	431,664	560,807	(129,143)	-23.0%
	<b>57,518,106</b>	<b>53,706,255</b>	<b>3,811,851</b>	<b>7.1%</b>
<b>Operating Expenditures</b>				
Academic Affairs	14,142,480	13,270,971	871,509	6.6%
Benefits	6,531,219	6,080,283	450,936	7.4%
Finance & Operations	7,175,481	5,677,993	1,497,488	26.4%
Student Affairs	3,362,013	2,950,008	412,006	14.0%
General Institutional	3,048,826	2,484,671	564,155	22.7%
Continuing & Professional Studies	1,363,199	1,218,549	144,650	11.9%
Utilities	1,194,670	1,105,569	89,101	8.1%
Human Resources	493,846	1,334,056	(840,210)	-63.0%
Planning & Institutional Effectiveness	244,684	215,197	29,487	13.7%
President & Board of Trustees	288,343	269,599	18,744	7.0%
Advancement Division	737,332	677,194	60,138	8.9%
	<b>38,582,094</b>	<b>35,284,090</b>	<b>3,298,004</b>	<b>9.3%</b>
<b>Surplus/(deficit) Operating</b>	<b>18,936,012</b>	<b>18,422,164</b>	<b>513,847</b>	
<b>Auxiliary</b>				
Receipts	851,225	361,168	490,056	135.7%
Disbursements	1,083,511	737,831	(345,681)	-46.9%
<b>Surplus/(deficit) Auxiliary</b>	<b>\$ (232,287)</b>	<b>\$ (376,662)</b>	<b>\$ 144,376</b>	

## **BROOKDALE COMMUNITY COLLEGE**

### **Engineering Status Report**

**February 13, 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 is 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. Per the request of the Board the Monmouth County GIS topographic information has been added to the concept.

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 approved by staff. The conceptual layout will be completed by February 23<sup>rd</sup>.

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. A meeting is being scheduled with the school's electrical contractor to develop a plan of action to replace the transformer and switch gear in PAC.

A preliminary walkthrough of various buildings (PAC, CAR, ATEC) was performed to review ADA access to building, bathrooms, and handicap parking spaces. The intent is to determine

the required improvements/upgrades and potentially package them into a single contract as a cost savings method.

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

### **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 March 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 is developing a scope of work for geotechnical investigation inside and outside of the building to determine the source of the infiltration. Once we have that information we can determine the options for mitigation.

### **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/

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

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## Brief: Facilities Overview as of February 27, 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"> <li>Waiting on final pay application to close out project.</li> </ul>
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> <li>Closeout documents being worked on.</li> </ul>
Modernization of Lincroft Elevators	USA Architects	West End-KB Builders & Developers	<ul style="list-style-type: none"> <li>MAS elevator has been completed and is up and running as of January 9. Freehold elevators are still being worked on. Work on MAC and MAN elevators have begun.</li> </ul>
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> <li>Waiting on final pay application to close out this project.</li> </ul>
Culinary & Hospitality Center	SSP Architects		<ul style="list-style-type: none"> <li>The Board approved moving forward with the Grant application for the relocation of the Culinary school to the Lincroft Campus.</li> <li>Application submitted.</li> <li>Working with Colliers to develop assessment and layout for culinary modulars at Lincroft.</li> <li>Met with Colliers on December 1 in Asbury to review requirements of Culinary school.</li> <li>Assessment and layout being finalized by Colliers.</li> </ul>
Transformers and Switchgears	Colliers Engineering		<ul style="list-style-type: none"> <li>Safety items being addressed, and an assessment of the Performing Arts Center will be first. Onsite meeting is being</li> </ul>

			scheduled with engineer and the College's electrical contractor.
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**Projects in-planning stage:**

- Drainage Phase 2 – Lincroft – Colliers working on construction drawings.
- Freehold drainage – Colliers working on site assessment in order to develop construction drawings.



#### 4.3 *Approval of a Schedule of Tuition and Fees for FY25*

State regulations require each County College to annually file a schedule of tuition and fees to be charged during the following academic year. It is also required that the schedule of tuition and fees be reviewed at a public meeting of the Board of Trustees at which time the College Community can be heard.

This recommendation has been reviewed by the President and the Finance & Facilities Committee of the Board of Trustees and at a meeting held on February 20, 2024.

**BROOKDALE COMMUNITY COLLEGE  
SCHEDULE OF TUITION AND FEES EFFECTIVE JULY 1, 2024**

**I. Tuition**

Residents of Monmouth County *	\$167.00 per credit hour not to exceed \$2,505.00 per term
Residents of Other New Jersey Counties	\$271.00 per credit hour not to exceed \$4,065.00 per term **
Out-of-State Students	\$296.00 per credit hour not to exceed \$4,440.00 per term

\* Online courses are charged the Monmouth County tuition rate.

\*\* If not covered by Chargeback Legislation (Public Law 18A:64A-2.3)

**II. Fees**

- A. Application Fee – New students shall be required to pay a \$25 application fee.
- B. Fees – Each term every student shall be required to pay a fee of \$42.00 per credit hour, not to exceed \$630.00.
- C. Course material and course fees may be assessed for certain courses to defray the high cost of consumable supplies, breakage, rental of facilities, and repair or replacement of equipment. The President shall be authorized to determine these courses and assess fees accordingly.
- D. Transcript Fee – A fee of \$6 dollars shall be paid for each request of an official transcript.
- E. Educational Records Reproduction Fee – Each student requiring reproduction of educational records other than transcripts shall pay \$.25 per page reproduced with a minimum fee of \$1.00.
- F. Credit-by-Examination – The regular tuition schedule applies to credits earned by examination. When credit is not granted, an examination fee of \$30.00 is paid.
- G. Returned Check Fee – A charge of \$25.00 shall be assessed for all checks issued to the College and not paid upon presentation to the bank.
- H. Late Registration Fee – A fee of \$30.00 shall be assessed to continuing students failing to register prior to the first day of classes.
- I. Installment Payment Plan – A non-refundable fee of \$65.00 shall be charged to students who wish to use the installment payment plan. The plan is available to all students in good financial standing with the College.

**III. Study Abroad Fees – Brookdale Community College is a member of the College Consortium for International Studies (CCIS), and manages programs in Scotland, France, Spain, and Canada.**

- A. Administration Fee for CCIS programs sponsored by Brookdale \$550
- B. Administration Fee for all other CCIS programs \$400
- C. Administration Fee for short term, J-Term and virtual experiences not to exceed \$250

**IV. International Student (F-1 Visa) Fee – processing international student admission applications and immigration compliance**

- A. I-20 (Certificate of Eligibility for Nonimmigrant Student Status) Processing Fee - \$50.00

**V. Tuition for Senior Citizens of Monmouth County**

- A. For purposes of this policy, senior citizens are defined as residents of Monmouth County who have attained the age of 65 or over. To be eligible for the waiver, senior citizens must register on a specific day, after the first day of the term in question.
- B. Tuition shall be waived for senior citizens who enroll in courses after priority registration. Enrollment shall be on a space-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate.
- C. Senior citizens who enroll in courses during priority registration shall pay the prevailing tuition and required fees.

**VI. Tuition for Eligible National Guard Members and their dependents**

- A. New Jersey state law mandates that every member of the New Jersey National Guard is authorized to attend any state college or university tuition free for undergraduate and graduate studies. Tuition shall be waived to a maximum of 15 credits per semester for National Guard members and their eligible dependents. All fees shall be charged at the prevailing rate. Class space is available as of the first day of open registration for each semester.
- B. To be eligible for this program, National Guard members must apply for all available financial aid.

**VII. Tuition for Eligible Persons on Unemployment**

- A. Pursuant to N.J.S.A 18A:64A-23.1, persons receiving unemployment benefits in New Jersey, as determined by the Division of Employment Services, shall have their tuition waived. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate. To be eligible for the waiver, a student must register on the first day (or after) of the term in question.

**VIII. Tuition for Eligible Volunteer Fire Fighters, First Aid or Rescue Squad Members**

- A. Pursuant to N.J.S.A 18A:71-78.1, tuition up to a maximum of \$600.00 per year, not to exceed a maximum of \$2,400.00 total, for the member and member's family over a four-year period, shall be waived for active members in good standing of a volunteer fire company, or volunteer first aid or rescue squad and/or their spouse and dependent children. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a

course. All fees shall be charged at the prevailing rates. To be eligible for the waiver, a student must register on the first day (or after) of the term in question.

**VII. Tuition and Fees for Eligible Children and Spouses of New Jersey residents who were victims of the terrorist attack on the United States on September 11, 2001.**

- A. Pursuant to amendments to State of New Jersey 209<sup>th</sup> Legislature, N.J.A-1517, the Senate and General Assembly have enacted that the students will be excused from payment of tuition subject to the payment of tuition by the State pursuant to N.J.S.A. 18A:71B-23. This includes students that are dependents and surviving spouses of police, fire, and rescue personnel, volunteer emergency responders, Port Authority of New York and New Jersey police officers, state workers and privately-employed New Jersey residents who died in the September 11 attacks on the World Trade Center, the Pentagon, and near Shanksville in rural Pennsylvania.
- B. Class space is available as of the first day of open registration for each semester.
- C. The waiver is obtained from the Financial Aid Office. All tuition and fees are waived. These benefits are available for eight years from the dependent's high school graduation.

## RESOLUTION

WHEREAS, State regulations require each County College to file annually a schedule of tuition and fees to be charged during the following academic year; and

WHEREAS, the schedule of tuition and fees must be reviewed at a public meeting of the Board of Trustees at which time the Community can be heard; and

WHEREAS, the Administration has developed a Revised Schedule of Tuition and Fees for the academic year 2024/2025 as an appendage to the Board Policy on Tuition and Fees (4.1000) and is made a part hereof and attached hereto:

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Schedule of Tuition and Fees for the academic year 2024/2025 attached hereto be and the same is hereby adopted.

February 27, 2024

#### 4.4 *Approval of FY25 Operating & Capital Budgets*

Following discussions and parameters defined by the Board of Trustees at the Finance & Facilities Committee, and subsequent approval of the FY25 Tuition and Fee Schedule, the College prepared the Operating & Capital Budgets for FY25. The proposed budget fosters student success and allows the College to maintain an open-door policy, supports credit and non-credit enrollment and existing programs while working to maintain the infrastructure of the College.

The FY25 budgets are presented to the Board of Trustees for approval. Following this approval, the budgets 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 FY25 Operating and Capital Budgets.

This budget was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at meetings held February 20, 2024.

## **RESOLUTION**

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

WHEREAS, the Board of Trustees has caused to be duly prepared, such annual budgets for the fiscal year 2025; and

WHEREAS, the Board of Trustees has reviewed the goals and objectives of Brookdale Community College and deems that said budgets 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 Operating & Capital Budgets for FY2025 attached hereto and made a part hereof, be and the same is hereby adopted.

BE IT FURTHER RESOLVED that a copy of said budgets 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 budgets 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**  
**FTE Enrollment Projection**

	<b>FY21 Actual</b>	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Projected</b>	<b>FY25 Budget</b>
<b>Summer III Term:</b>					
Total Summer III terms	250	173	174	189	192
<b>Fall Terms:</b>					
Fall - 11	168	195	195	244	248
Fall - 15, 7A, 7B	3,228	2,883	2,912	2,916	2,960
Total Fall terms	3,397	3,077	3,107	3,160	3,207
<b>Winterim &amp; Spring Terms:</b>					
Winterim	62	52	55	58	59
Spring - 11	130	140	215	160	162
Spring - 15, 7A, 7B	2,677	2,507	2,564	2,600	2,639
Total Winterim & Spring terms	2,869	2,698	2,834	2,818	2,860
<b>Summer Terms:</b>					
Summer I	310	274	304	312	317
Summer II	299	277	320	323	328
Total Summer I & II terms	610	551	624	635	645
<b>Total Credit FTE</b>	7,125	6,500	6,739	6,802	6,904
<b>% Change</b>	-10.99%	-8.77%	3.67%	0.93%	1.50%
<b>Non-Fundable FTE</b>	268	349	401	422	452
<b>% Change</b>	-44.17%	30.22%	14.90%	5.24%	7.00%
<b>TOTAL FTE</b>	7,393	6,849	7,140	7,224	7,356



**Brookdale Community College**  
**Operating Budget Summary**  
**FY25**

	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
<b>Revenue</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Tuition	\$ 34,226,617	\$ 36,109,833	\$ 38,491,882
County of Monmouth	20,277,019	20,277,019	20,277,019
State Aid	10,247,335	11,773,290	11,891,023
Fees (Technology, Capital, Student Life)	7,773,653	7,491,078	8,214,104
Course fees and other misc. fees	2,801,783	2,713,884	2,754,593
Continuing & Professional Studies	2,968,820	2,824,000	3,160,000
Other income	1,662,976	933,500	940,000
Reserves	-	-	3,100,000
<b>Total Revenue</b>	<b>\$ 79,958,202</b>	<b>\$ 82,122,604</b>	<b>\$ 88,828,621</b>
<b>Expenditures</b>			
Payroll	\$ 44,280,796	\$ 46,800,072	\$ 46,232,214
Benefits	14,327,478	14,990,689	16,159,350
Utilities	2,595,604	2,366,441	2,482,766
Other operating expenses	14,966,623	14,988,557	20,935,852
<b>Total Expenditures</b>	<b>\$ 76,170,501</b>	<b>\$ 79,145,759</b>	<b>\$ 85,810,182</b>
<b>Other Cash Requirements</b>			
Debt principal	(1,800,000)	(1,875,000)	(1,980,493)
Interest expense	(1,338,169)	(1,101,845)	(1,037,946)
<b>Change in Net Assets</b>	<b>\$ 649,532</b>	<b>\$ -</b>	<b>\$ -</b>

**Brookdale Community College  
FY25 Capital Budget Summary**

	<b>FY24 Budget</b>	<b>FY25 Budget</b>
<b>Revenue:</b>		
<b>County Chapter 12</b>	\$ 2,343,311	\$ 1,604,419
<b>State Chapter 12</b>	2,343,311	1,604,419
<b>Total Revenue</b>	<u>4,686,622</u>	<u>3,208,837</u>
<b>Expenditures:</b>		
<b>Chapter 12 Projects</b>	<u>\$ 4,686,622</u>	<u>\$ 3,208,837</u>

#### 4.5 *Approval of the FY25 Chapter 12 Projects*

It is estimated there will be Chapter 12 bonding capacity available in FY25, 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 of \$53.8M 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 \$3,208,837 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 March 28, 2024.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held February 20, 2024, and the project list is recommended for approval at the Board of Trustees meeting February 27, 2024.

## 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 March 28, 2024, 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.

## FY25 Chapter 12 Projects Allocation

### Brookdale Community College locations:

- Lincroft
- Freehold
- Wall
- Neptune
- Long Branch

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

<b>1. Infrastructure improvements and renovations:</b>	<b>\$1,208,837</b>
To include, but not be limited to general infrastructure, utility improvements, bathroom upgrades, facade & roofing upgrades, flooring replacement, demolition, and rehabilitation of unoccupied spaces and ADA door upgrades.	
<b>2. Electrical Upgrades:</b>	<b>\$ 800,000</b>
To include, but not be limited to upgrades to transformers, switch gears, electrical panels and LED retrofit fixtures.	
<b>3. HVAC/Plumbing:</b>	<b>\$450,000</b>
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).	
<b>4. Life Safety:</b>	<b>\$150,000</b>
To include, but not be limited to CO2 monitors, smoke detectors, fire alarm system, fire sprinkler system, and heat detectors.	
<b>5. Site Improvements:</b>	<b>\$300,000</b>
To include, but not be limited to landscape upgrades, replacement of curbs and Sidewalks, drainage, and ADA upgrades along with paving.	
<b>6. Classroom Renovations:</b>	<b><u>\$300,000</u></b>
To include, but not be limited to, classroom flooring, wall finishes, and whiteboards.	
<b>Total Amount</b>	<b><u>\$3,208,837</u></b>

4.6 *FY25 Associated Students of Brookdale Community College (ASBCC)  
Operating Budget*

The Office of Student Life and Activities has prepared the FY25 Associated Students of Brookdale Community College (ASBCC) Budget. This budget supports programming needs for students, faculty, and staff. It also funds student publications, clubs, and organizations, and provides support for other campus wide activities such as orientation, graduation, and athletics.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held February 20, 2024.

The annual ASBCC revenue budget of \$386,211 is funded by Student Fees based on a projected enrollment of 6,904 FTEs.

The current fiscal year allocations were developed to align with the College's priorities, earmarking funds to support the goals and mission of the Institution while continuing to provide opportunities for co-curricular learning that compliments classroom activities in virtual, hybrid, and in person formats. The intent of the funding is to increase collaboration with complimenting curriculum by creating more diverse and cultural programs, which support the priorities in academic areas and departments.

The Student Life Board provided input and advisement based on their experience planning programs and collaborative oversight of clubs and organizations. ASBCC recognizes over 54 active clubs and organizations at all locations. The clubs and organizations generate revenue through fundraising, ticket sales, bus trips, and an array of other activities.

The five top FY25 retention priorities for virtual and in-person initiatives are as follows:

1. Support co-curricular learning:
  - a. Fund Institute activities for a broader learning outside the classroom experience using a proposal format to the Student Life Board
  - b. Continue funding Brookdale's Carl Calendar's Visiting Writers Series, which brings world class authors to campus.
2. Continued support of collaborate department activities such as:
  - a. Fund lectures to support planned, small to large scale speakers who lend value to the International Education Center, Disabilities Services, and the Institutes
  - b. Fund contemporary issues and provide continued support for a planned, large-scale speaker.
  - c. Support of a large-scale speaker for the Annual Jack Needle Lecture program
  - d. Support a Cops and Conduct / a similar initiative with the Monmouth County Sheriffs' Office and Student Conduct
  - e. Fund Career Service and Leadership Development initiatives to encourage participation in workshops presented for leadership and career centered programs e.g., the Handshake software that helps with participation retention in clubs and at events.
  - f. Continue to support the Athletic program initiatives, which help defray the costs of Regional and National play across all sports as well as student centered improvements.
  - g. Support the Performing Arts Center and programs for student participation.
  - h. Fund International Education Center out of the classroom experiences for student population.
3. Support diversity and cultural initiatives:
  - a. Fund programs/panel discussions centered around world issues.
  - b. Fund extended travel programs to engage students to learn about culture and community.
  - c. Support programming with Disability Services and the International Center to promote diversity awareness in the communities' students live in
  - d. Support for participation in a Volunteer Service program, helping Brookdale engage in the surrounding communities beyond our campuses.

4. Provide financial support in three Student Success areas:
  - a. Orientations
    - i. Develop a comprehensive agenda and assessment of New Student Orientation for the virtual world.
  - b. Graduation
    - i. Develop an outline and to-do list for graduation ensuring each graduation is perfect and uniform.
    - ii. Change the format of graduation in accordance with State guidelines.
    - iii. Support of activities for graduating students.
5. Continue to support the expansion of social programs, which foster positive student engagement opportunities:
  - a. Provide funding for new speakers to aid in meeting educational goals as part of an ongoing lecture series.
  - b. Continue to support student run social programs (bingo, pumpkin carving, movies, etc.) reflecting a sense of community, networking, friendship, and connections with the College. Continue to co-sponsor events with other departments on campus.
  - c. Continue to book talent for successful *Laugh at Lunch* program to build community and an opportunity for social engagement at a commuter campus.
  - d. Continue to book talent for the *Live at Lunch* series to promote diversity awareness through exploration of other cultures.
  - e. Continue to provide virtual programming to support our virtual students, including clubs and organizations.
  - f. Add a text-based system to align the department with up-to-date initiatives for student participation. This initiative aligns with the department AUR.

The following FY25 Operating and Capital Statement is provided for review and discussion by the Finance and Facilities Committee, and approval by the Board of Trustees.



**Brookdale Community College**  
**Associated Students of Brookdale Community College**  
**FY25 Budget**

	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Projected</b>	<b>FY25 Budget</b>
<b>Revenue:</b>				
Student activities fee	\$ 420,330	\$ 395,950	\$ 341,954	\$ 376,211
Other revenue	1,352	8,790	11,069	10,000
<b>Total revenue</b>	<b>421,682</b>	<b>404,740</b>	<b>353,023</b>	<b>386,211</b>
<b>Expenditures:</b>				
ASBCC administration	17,503	11,329	23,200	24,000
ASBCC communications	16,666	10,732	7,300	7,000
Capital improvements	30,515	9,354	50,000	50,000
College wide activities	119,700	216,743	167,000	191,275
Division activities	4,507	2,527	7,000	7,000
Clubs and organizations	40,019	27,923	56,523	64,936
Athletics/Intramurals	28,345	25,268	36,000	36,000
Graduation expense	434	10,773	6,000	6,000
<b>Total expenditures</b>	<b>257,689</b>	<b>314,649</b>	<b>353,023</b>	<b>386,211</b>
Excess revenue/expense	163,993	90,091	-	-
Beginning fund balance	1,453,185	1,617,178	1,707,269	1,707,269
Excess	163,993	90,091	-	-
Ending fund balance	\$ 1,617,178	\$ 1,707,269	\$ 1,707,269	\$ 1,707,269

#### 4.7 *Auxiliary Services FY25 Operating Budgets*

The College manages several operations which fall under the general heading of Auxiliary Services. The operations include, but are not limited to, Brookdale Radio, Brookdale TV, Dining Services, the Bookstore, the Student Life Center, the Performing Arts Center (PAC), Arena Events, Event Production Services, Esports and Property Leases.

The College has developed the following FY25 Auxiliary Budgets for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held February 20, 2024.

## **RESOLUTION**

WHEREAS, the Auxiliary Services Operations of Brookdale Community College has developed and submitted to the Board of Trustees a budget covering the expenditures of Student Services funds for fiscal year 2025; and

THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the budget submitted for the Auxiliary Services Operations of Brookdale Community College for fiscal year 2025 attached hereto and made a part hereof, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the Auxiliary Services Operations fund may be expended under the direction and control of the President in accordance with said budget.

February 27, 2024

**Brookdale Community College  
Auxiliary Services FY25 Budget**

	<b>FY23 Actual</b>	<b>FY24 Budget</b>	<b>FY25 Budget</b>
<b>Revenue</b>			
Brookdale Radio (Auxiliary portion)	\$ 180,214	\$ 165,000	\$ 165,000
Brookdale TV	35,501	46,400	-
Dining Services	199,762	116,500	120,000
Bookstore	300,000	291,582	300,000
Student Life Center	283,844	155,400	208,084
Performing Arts Center	219,298	135,000	145,000
Arena Events	282,889	293,965	275,000
Esports	50,000	20,000	30,000
Event Production Services	-	-	-
Fitness Center	-	-	50,000
Property Leases	-	527,000	610,000
Other	92,585	-	-
<b>Total revenue</b>	<b>1,644,093</b>	<b>1,750,847</b>	<b>1,903,084</b>
<b>Operating expenses</b>			
Brookdale Radio (Auxiliary portion)	308,551	336,290	165,000
Brookdale TV	303,154	294,900	-
Dining Services	83,721	151,609	300,905
Bookstore	5,000	5,075	5,000
Student Life Center	208,867	205,211	246,365
Performing Arts Center	438,410	425,349	450,503
Arena Events	408,669	245,912	350,351
Esports	185,232	206,836	204,494
Event Production Services	31,093	146,772	-
Fitness Center	-	-	120,000
Property Leases	-	100,000	266,960
Other	64,372	-	-
<b>Total operating expenses</b>	<b>2,037,069</b>	<b>2,117,954</b>	<b>2,109,578</b>
<b>Total profit/(loss)</b>	<b>\$ (392,976)</b>	<b>\$ (367,107)</b>	<b>\$ (206,494)</b>

## **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](mailto: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 <https://www.brookdalecc.edu> ; 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 within 5 business days after a formal or informal complaint has been made, informing whether the complaint will be investigated by the College

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

## 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



## **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 and 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.

#### **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. 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

Approved: Board of Trustees, XX/XX/XXXX

**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.

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

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

**BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2024 -**

<b>2024 Public Business Meetings (PBM)</b>	<b>Executive</b>	<b>Finance &amp; Facilities</b>	<b>Governance</b>	<b>Student Success &amp; Educational Excellence</b>	<b>Audit</b>	<b>NJCCC Council</b>	<b>Foundation</b>
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held in SLC/Navesink Rooms and Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.		
Tuesday, January 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 26 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
<b>Wednesday</b> , 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 <b>6:30 PM</b>	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		