



## Board of Trustees Public Business Meeting

Brookdale Community College  
Warner Student Life Center, Navesink Rooms, 765 Newman Springs, Rd.,  
Lincroft, NJ 07738 or Zoom Webinar  
Mar 26, 2024 5:30 PM - 7:00 PM EDT

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**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**February 27, 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.

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

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

On February 21 at 11:03 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.

Dr. Stout led a moment of silence.

It is with deep sadness that I inform you that one of our students, Mohamed Albadi, passed away at the end of January due to injuries sustained in a car accident while in his home country. Mohamed was a Khotwa Scholar, a program funded by the United Arab Emirates, an active participant in the International Student Association, and a Computer Science major who had earned a cumulative 3.6 GPA during his time at Brookdale.

I have reached out to Mohamed's family and his fellow Khotwa Scholars to express condolences on behalf of the whole College. Likewise, I offer condolences to our faculty, staff, and students who had the opportunity to get to know him. We are thankful for the time Mohamed was able to be part of the Brookdale family. While his presence will be missed, his impact on those fortunate to know him will last forever.

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.*

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adoption of Agenda</b></p> <p>Chair Crupi announced that the meeting was noticed with an executive session, and we no longer need to hold a closed session.</p>	<p>A motion to adopt the revised agenda was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p><b>Recognition of Esports Valorant Team – National Championship</b></p> <p>Chris Boehmer, Director Esports recognized the following students and Coach Michael Abood who won the National Junior College Athletic Association Fall 2023 Open Series Esports Valorant National Championship in December 2023 during their very first season of play: The team was presented with their Team trophy and each team member was presented with a certificate in recognition of this incredible achievement.</p> <p>William Ahlfeld            Dean Casiere            Dresden Lewis            Fernando Davila            Nicholas Panarella            Hamad Albadi            Jeremy Saavedra            Coach Michael Abood</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Reports from the Board Committees and Liaisons</b>		
<p><b>A. Finance &amp; Facilities Committee – February 20, 2024</b> –Trustee Brennan provided a report (<b>Attachment A</b>) on the Finance and Facilities Committee held on February 20, 2024. She removed information on the FY25 budget as a separate presentation was given by Dr. Stout on this topic.</p> <p><b>B. Student Success and Educational Excellence Committee – February 26, 2024</b> – Trustee Abby-White provided a committee report on the meeting held on February 26, 2024. She highlighted the following:</p> <ul style="list-style-type: none"> <li>a. Committee Chair - Trustee Abby-White was elected to serve as Committee Chair.</li> <li>b. Warm Welcome – Dr. Katie Lynch, Provost and VP Academic Affairs was welcomed to Brookdale and her first Student Success &amp; Educational Excellence Committee meeting.</li> <li>c. Achieving the Dream – representatives from Brookdale attended the Achieving the Dream Annual conference and reported that the sessions were excellent, and the conference showcased best practices to improve student success outcomes. Sessions attended included information on the benefits of consolidating the length of terms and reducing time in remediation courses. Dr. Lynch presented on strategies that she will be evaluating and the potential impact of these strategies at Brookdale.</li> <li>d. Marketing of Spring Open House – Sunday, April 14 – information was shared on the increased marketing efforts for the Spring Open House which include new branding that spotlights our mascot and leveraging digital advertising, radio and email blasts to market this event.</li> <li>e. Sabbaticals and Transitional Sabbaticals – which will be presented to the Board next month, were reviewed with the committee. Trustee Abby-White further explained that Transitional Sabbaticals are granted for Faculty who plan to retire.</li> <li>f. Enhancing student retention and recruitment - Dr. Madas presented on new initiatives which include Student Appreciation Day to be held on April 4, the implementation of a new student texting app, the rebranding of our Early Bird program to be renamed to Accepted Day, and the continuation of Parent Orientation sessions with bilingual translation for Spanish speaking families.</li> <li>g. Embedding Career Readiness Outcomes into Curriculum – Dr. Lynch shared an initiative she will be focusing on to embed career readiness outcomes into the curriculum.</li> </ul> <p><b>C. Foundation Report</b> – Trustee Abby-White reported that the Foundation is grateful for the generous donation from Monmouth County Medical in the amount of \$50,000 a year for 3 years to support the Nutrition Hub located in the Caroline Huber Holistic Wellness Center. The Foundation and the College are happy to support Brookdale Innovation Grants which are offered annually to full time faculty, staff and administrators to encourage creative thinking and innovation to enhance educational programs and improve service to students. She encouraged support of the Brookdale Foundation Scholarship Bash on May 3.</p> <p><b>D. Student’s Perspective</b> – Trustee Fischhoff provided her Graduate Trustee report, and she focused her remarks on updates on advocacy efforts at the ACCT Legislative Summit, the Graduate Trustee</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Advisory Council, implementing a course-imbedded peer mentoring program, improving transfer pathways and the enhancing the visibility of the Honors program. She highlighted the following:</p> <ul style="list-style-type: none"> <li>a. <b>Transfer Pathways Updates:</b> Nicole Ross, the new Assistant Director, has begun her role effectively by assisting over 50 students individually. Sarah McElroy, the Director, has been actively involved in student events and working on transfer agreements with various universities.</li> <li>b. <b>Honors Program:</b> The program welcomes Ana Teodorescu as the new Assistant Coordinator, who is aiming to streamline the application process and collaborating with Laura Oncea to create more visibility of the program on the college website. Professor Johnathan Moschberger and his team are preparing for upcoming information sessions and Open House.</li> <li>c. <b>Peer Mentoring Program:</b> Progress continues with a plan for course-embedded peer mentoring in the College Success Seminar Course.</li> <li>d. <b>Graduate Trustee Advisory Council:</b> Initiatives were discussed, focusing on improving advising and transfer pathways. A charter has been drafted outlining the council's purpose and responsibilities.</li> <li>e. <b>National Legislative Summit: Trustee Fischhoff</b> attended the summit along with Dr. Stout, Cynthia and fellow Trustees Horl and Clayton, advocating for legislative priorities benefiting community college students. She participated in numerous sessions and listened to insightful guest speakers. Meetings with members of Congress focused on lobbying for the College Transparency Act to address transferability issues and improve student success metrics.</li> <li>f. Positive feedback was received from the legislators, with Congressman Smith offering to recognize Trustee Fischhoff in the Congressional Record.</li> </ul> <p><b>E. NJCCC Update</b> – Trustee Horl provided an update on the very informative speakers that were presented at the ACCT National Legislative Summit. She reported that our legislative visits were productive and there was a focus on supporting workforce Pell grants for students in short term programs. She reported that the House will vote this week on this bill, and she encouraged advocacy via email to our legislators. She reported that the NJ FY25 Budget was released today and tomorrow she will meet with the NJCCC Legislative Committee to plan their advocacy campaign.</p>		
<p><b>Presentation – Tuition and Fees and FY25 Budget</b> – Dr. David Stout, President</p> <p>Dr. Stout provided a comprehensive overview of the current tuition and fees proposal for the college for FY25. He outlined the breakdown of the tuition and fee increase per credit, including in-county, out-of-county, and out-of-state rates. Additionally, various fees that students might encounter, such as application fees and program change fees, were discussed, with plans to remove the latter in the upcoming budget. Comparisons were drawn between the college's tuition and fees and those of other community colleges in New Jersey, emphasizing the institution's position as 10th out of 18 in terms of cost-effectiveness. Dr. Stout further compared our rates to public and private universities in the state, underlining the affordability of the college.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Dr. Stout delved into the intricacies of the budget development process, explaining how departmental needs are assessed and how the proposed budget was derived. He noted that the FY25 Budget has a reliance of \$3 million to cover expenses. He recommended approval of the proposed budgets with plans to revisit and finalize the budgets in June, taking into account new developments and a concerted effort to reduce expenses and dependence on reserves.</p> <p>The presentation was followed by comments from the Trustees.</p>		
<p><b>Public Hearing on Tuition and Fees – Chair Crupi</b></p> <p>Chair Crupi announced anyone wishing to make a public comment on tuition and fees may do so in accordance with the instructions for making public comment that were provided by Mr. Jacobs at the beginning of the meeting.</p> <p><b>Mr. Jack Ryan, Associate Professor</b> - remarked on tuition and fees, noting that approximately 14 years ago, our institution had the highest tuition rates in the state for community colleges. He expressed satisfaction that our current rates no longer hold that distinction. Furthermore, he urged the Board to consider adopting a budget that isn't overly lean, ensuring that we have adequate funds to cover unforeseen expenses.</p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p>		
<p><b>Public Comment on Agenda Items</b></p> <p>Chair Crupi announced anyone wishing to make a public comment on agenda items only may do so in accordance with the instructions for making public comment that were provided by Mr. Jacobs at the beginning of the meeting. -</p> <p><b>Mr. Jack Ryan, Associate Professor</b> commented on the impressive win by our Esports Team</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>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</li> </ul> <p><b>A. Acceptance of Consent Agenda</b></p>	<p>A motion to adopt the consent agenda was made by Trustees Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>ABSTAIN: Trustee Abby-White</p>	
<p><b>Approval of Public Business Meeting Minutes</b></p>		



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>A. Approval of Public Business Meeting Minutes – January 23, 2024</b></p>	<p>A motion to approve the minutes from the public business meeting held on January 23, 2024 was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Minutes approved.</p> <p>ABSTAIN: Trustee Abby-White</p>	
<p><b>Approval of Executive Session Meeting Minutes</b></p> <p><b>A. Approval of Executive Session Meeting Minutes – January 23, 2024</b></p>	<p>A motion to approve the minutes from the executive session meeting held on January 23, 2024 was made by Trustee Richens and seconded by Trustee Brennan.</p> <p>Minutes approved.</p> <p>ABSTAIN: Trustee Abby-White</p>	
<p><b>Consent Agenda</b></p> <p><b>A. Approval of Human Resources</b></p> <p><b>B. Acceptance of Gifts</b></p> <p><b>C. Acceptance of Grants</b></p> <p><b>D. Approval of Grant Submissions</b></p> <p><b>E. Purchases in Excess of \$41,600 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500</b></p> <p><b>F. Open Invoice Payment Requests for Vendor, Student and Employee</b></p>	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Abby-White</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Richens and Chair Crupi</p> <p><b>NO:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Payments</b></p> <p><b>G. Monthly Financial Reports</b></p> <p><b>H. Capital Project Update</b></p>	<p><b>ABSTAIN:</b> None</p>	
<p><b>Approval of FY25 Schedule of Tuition and Fees</b></p>	<p>A motion to approve by resolution the schedule of tuition and fees for the academic year 2024, 2025 was made Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Richens and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<p><b>Approval of FY25 Operating &amp; Capital Budgets</b></p>	<p>A motion to adopt by resolution the annual Operating &amp; Capital Budgets for FY25 was made by Trustee Abby-White and seconded by Trustee Richens.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, 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
<p><b>Approval of BY25 Chapter 12 Projects</b></p>	<p>A motion to approve by resolution the FY25 Chapter 12 Projects was made by Trustee Richens and seconded by Trustee Clayton.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Richens and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<p><b>Approval of the Associated Students of Brookdale Community College (ASBCC) FY25 Budget</b></p>	<p>A motion to ratify the Associated Students of Brookdale Community Colleges (ASBCC) FY25 Budget was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Richens and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<p><b>Approval of the Auxiliary Services FY25 Budget</b></p>	<p>A motion to ratify the Auxiliary Services FY25 Operating Statements was made by Trustee Brennan and seconded by Trustee Clayton.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Clayton,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Fischhoff, Horl, Kaufmann, Richens and Chair Crupi</p> <p>Motion passed.</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<p><b>Approval of New or Revised Policies</b></p> <p><b>A. New Policy - 2.1004 Title VI Non-Discrimination Policy and Procedures Pertaining to Transportation Services</b></p> <p><b>B. Revised Policy 3.9006 Drug Free Workplace and Campus (previously titled - 3.9006 Drug Free Workplace)</b></p>	<p>A motion to approve the policies listed below was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p><b>A. New Policy - 2.1004 Title VI Non-Discrimination Policy and Procedures Pertaining to Transportation Services</b></p> <p><b>B. Revised Policy 3.9006 Drug Free Workplace and Campus (previously titled - 3.9006 Drug Free Workplace)</b></p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Clayton, Fischhoff, Horl, Kaufmann, Richens and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> None</p>	
<p><b>Public Comment</b></p> <p>Chair Crupi announced anyone wishing to make a public comment may do so in accordance with the instructions for making public comment that were provided by Mr. Jacobs at the beginning of the meeting.</p> <p><b>Jack Ryan, Associate Professor</b> shared insights into the historical evolution of Brookdale Community College, reflecting on its inception during the 1970s. He recounted the college's origins, influenced by the progressive educational ethos of the Summerhill School in England. Describing the early days of</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Brookdale, Mr. Ryan recalled a unique learning environment characterized by open classrooms without physical barriers, where students could attend multiple lectures simultaneously. He highlighted the unconventional grading system and the subsequent changes initiated by administrators like Bob Barringer and Peter Burnham. Mr. Ryan also reminisced about the vibrant cultural events held at the college, including concerts featuring renowned artists like Bruce Springsteen and educational lectures by notable figures such as Doctor Ruth and Gloria Steinem. Additionally, he shared anecdotes about the college hosting a circus on campus and participating in a memorable stunt involving a tiger. Reflecting on Brookdale's growth, Mr. Ryan praised the expansion of campus facilities and looked forward to revisiting in the future.</p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p>		
<p><b>Old/New Business -</b></p> <p>Dr. Stout acknowledged that students on the Graduate Trustee Advisory Committee were in the audience and thanked them for attending. He also announced that the Men’s Basketball Team is playing in the Arena, and they are defending their National Championship.</p> <p>Dr. Stout encouraged everyone to send letters via the Legislative Action Center to advocate for continued funding of community colleges at the level of last year.</p>		
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 7 PM.</b></p>	<p>A motion to adjourn the meeting was made by Trustee Abby-White and seconded by Trustee Horl.</p> <p>Motion passed.</p>	

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees Finance & Facilities Meeting (February 20, 2024)**

**Facilities Reports**

- Engineer of Record, Mr. White, updated the committee on the progress of the Culinary & Hospitality project. Forthcoming steps include the development of a concept diagram, identification of utility requirements, and conducting a preliminary cost analysis.
- Additionally, Mr. White informed the Committee about plans to define the scope of work to address ongoing water infiltration issues at the Freehold Higher Education Center.
- Facilities Director, Mr. Naparlo, provided an update on the elevator modernization project and reported that the Freehold elevator will be delayed a couple of months as an essential part needs to be ordered. Elevator work continues on the MAC and MAN elevators.
- Mr. Naparlo also reported that an HVAC project is planned for the Long Branch Higher Education Center utilizing a direct install program which is saving the college \$400,000.
- Finally, Mr. Naparlo reported that the solar installation project has resulted in \$185,000 in electric savings from December 2022 through October 2023.

**Financial Reporting**

- VP Manfreda-Foley reported on the financial overview for the period ending December 2023. She reported that total operating revenue for the month of November was \$57.5M, which was 7.1% higher than the same time last year. Operating expenditures were \$38.6M, an increase of 9.3% from the same time last year.
- The cash position was \$29.8M, with an increase of \$211,000 over the same time last year. Interest earned through December was \$266,439 compared to about \$115,000 last year.
- Teresa reviewed upcoming Requests for Proposals (RFPs), Bids, and RFQs and this year legal services, engineering services, including the Engineer of Record and audit services are being reviewed now.
- VP Manfreda-Foley informed the Committee of a slight uptick in our debt obligations since January, attributable to the inclusion of a \$48,387 allocation to cover the match for bonds related to the Culinary & Hospitality Project.

**Purchases**

- VP Manfreda-Foley reviewed the 14 recommended purchases funded by Chapter 12, Grants and the Operating Budgets that are on tonight's agenda. Noteworthy purchases include the renewal of the shared services contract to fund law enforcement services provided by the Monmouth County Sheriff's Office and instructional equipment for our Auto Tech and Nursing programs funded by the Perkins Grant.

**FY25 Budget Models**

- VP Manfreda presented a refined budget proposal including the following:
  - a \$9 per credit tuition increase for in-county students and an \$8.50 per credit

- increase for out-of-county and out-of-state students.
- a static county support allocation and a modest 1% increment in state funding.
- \$3.1M reliance on reserves, down from \$3.4M in the January model.
- The Installment Payment Plan has increased to \$65.
- Waiving of the application fee for students was discussed and there is a current practice to waive the fee if a Guidance Counselor notifies the College if a student has a financial hardship. Eliminating the application fee was considered but due to a national increase in fraudulent financial aid applications, the College is recommending keeping the fee which discourages this type of fraud.
- This revised proposal entails both expense reductions and strategic modifications to the Auxiliary Fund for more comprehensive financial management.
  - In a strategic effort to optimize financial performance, VP Manfreda-Foley conducted a thorough reassessment of the Auxiliary Fund. Three modifications were implemented, resulting in a substantial reduction in projected losses, from \$950,000 to \$200,000.
  - Event Production Services and Brookdale Television were identified as non-revenue-generating support services and were, consequently, moved from the Auxiliary Budget to the Operating Fund.
  - Brookdale Radio's budget allocation has been restructured, with a portion supporting the college now integrated into the Operating Fund, while revenue-generating segments remain within the purview of the Auxiliary Budget. This strategic realignment ensures that resources are allocated efficiently while preserving revenue-generating capabilities within the Auxiliary Fund.
  - Finally, regarding Dining Services, Mr. Episcopia has been aggressively working to renegotiate our contract to reduce the cost while maintaining essential services.
- VP Manfreda-Foley reviewed the ASBCC Budget which shows the use of the general services fee funds that are restricted to funding student life and activities.
- Regarding the College's FY25 Capital Budget, VP Manfreda-Foley alerted the Committee that the College received a revised amount of \$3.2M in Chapter 12 funds, down from the \$4.3M which was originally communicated by the NJCCC. These funds will be allocated to the top priorities identified in the Facilities Master Plan.
- Finally, VP Manfreda-Foley reviewed the Fund Balance historically from FY19 through FY25 based on the proposed FY25 budget model. The projected fund balance is \$15,726,408 in FY25 if we need to use the reliance of the reserves in FY25. Dr. Stout reminded the committee that the FY24 budget was developed also with a \$3M reliance on reserves, but there is a projection that at the end of FY24 our reliance on reserves will be reduced to \$500,000 due to effective financial management.
- The Trustees thoroughly examined and unanimously endorsed the proposed comprehensive budget, recognizing the significant amount of work done to sustain the college's operational integrity and fulfill its educational mission.

## Human Resources

- Ms. Sensi presented four (4) proposed positions for posting, one of which is actually an Advising position for which a qualified candidate has already been identified and the candidate is listed among the HR recommendations this month.
- Ms. Sensi then reviewed the 29 recommended human resources action items to be approved at our meeting tonight, including new hires, changes of status, and retitling of positions. The committee approved the posting of proposed positions, and the HR action items as recommended.

## Alternative Revenues

- VP Kaari reviewed the Acceptance of Gifts, Submission and Acceptance of Grants, FY24 Grant Revenue Summary, and the FY24 Foundation Financial Report.
  - Acceptance of Gifts – a gift of sewing materials is recommended for acceptance.
  - Acceptance of Grants – the College received 3 grant awards including the NJ Pathways to Career Opportunities in Nursing in the amount of \$350,000, the CCOG Student Success Initiative in the amount of \$305,319 and the Perkins Grant in the amount of \$646,746. The committee recommends acceptance of the grant awards.
  - Submission of Grants – the Committee endorsed the submission of 2 grants, the NJ Builder’s Utilization Initiative for Labor Diversity – Women and Minorities in Construction Trades program in the amount of \$1M and the US Small Business Administration Growth Accelerator in the amount of \$50,000.
  - FY24 Grant Revenue Summary – \$5.8M has been awarded in FY24 with another \$3M pending.
- A. Foundation Financial Report – VP Kaari presented an impressive financial update for the Foundation, detailing the period ending December 31. Investment Income has surged by \$265,000, and contributions have seen a remarkable boost, notably due to the College's receipt of a historic \$1.2 million donation—the largest in its history. Consequently, the change in net assets has experienced a substantial increase, driven by this exceptional gift and favorable market conditions.



### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 11 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Adjunct Faculty

**Recommendations**

1

**B. Change of Status**

Faculty

Supervisor – Direct Student Contact

Support Staff

**Recommendations**

2

1

2

**C. Separations**

Supervisor – Administrative Operations

Support Staff

**Recommendations**

2

1

**D. Sabbaticals**

Faculty

**Recommendations**

2

**A. HIRES****ADJUNCT FACULTY**

1. Name: Katherine Gibson  
Department: Fitness

**ADJUNCT DEGREE SUMMARY**

Bachelors

1

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

1. Name: Patricia Dillon  
Department: Biology  
Position: Professor  
Action: Transitional Sabbatical, one full year  
New Salary: \$50,078  
Effective: 9/1/24 – 6/30/25, with retirement on 7/1/25
2. Name: Lisa Hailey  
Department: Engineering & Technology  
Position: Professor  
Action: Transitional Sabbatical, one full year  
New Salary: \$50,078  
Effective: 9/1/24 – 6/30/25, with retirement on 7/1/25

**SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Elizabeth Kruijssen  
Department: EOF Office  
Position: Director, EOF  
Action: Monthly stipend of \$350 for additional A5 responsibilities  
Effective: 3/18/24 until further notice, but not later than 6/30/24

**SUPPORT STAFF**

1. Name: Dylan Korloff  
Department: Academic Advising  
Position: Associate, Academic Advising  
Action: Change in status from a temporary N3 to a regular N4 position through bona fide search  
New Salary: \$47,015  
Effective: 4/1/24
  
2. Name: Frank McGaughran  
Department: Conference Services  
Position: Specialist, Technology Operations, Conference Services  
Action: Title change  
New Salary: No change  
Effective: 4/1/24

**C. SEPARATIONS****SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Rebecca Newman  
Department: Academic Affairs  
Position: Director, Curriculum  
Action: Resignation  
Effective: 3/15/24
  
2. Name: John Popovich  
Department: Innovation & Learning Resources Office  
Position: Administrator, Innovation & Learning Resources  
Action: Retirement  
Effective: 8/31/24, with retirement on 9/1/24

**SUPPORT STAFF**

1. Name: Tara Deedmeyer  
Department: Library  
Position: Associate, Library  
Action: Retirement  
Effective: 6/30/24, with retirement on 7/1/24

**D. SABBATICALS****FACULTY**

1. Name: Lawrence Hartzell  
Department: History  
Length of Sabbatical: One-Half Year  
Effective: Spring 2025
  
2. Name: Barbara Jones  
Department: Anthropology  
Length of Sabbatical: One-Half Year  
Effective: Fall 2024

## TRANSITIONAL SABBATICALS

**CANDIDATE:** Professor Patricia Dillon  
**DEPARTMENT:** Biology  
**LENGTH OF TRANSITIONAL SABBATICAL:** 2024-2025 Academic Year

The purpose of Dr. Patricia Dillon’s transitional sabbatical is to develop an **“Honors in the Major”** program which promotes student participation in extracurricular activities and establishes pathways for independent research projects. The program will provide a welcoming and robust student support system that fosters retention and helps students achieve their educational and career goals.

Students in STEM often are not aware of or do not take advantage of the many enriching extracurricular activities offered by their departments. STEM students at Brookdale have little opportunity to conduct independent research, an essential component of a STEM education. The Honors in Biology program will address these issues by promoting and rewarding greater immersion in extracurricular activities. It will establish a number of pathways for students to conduct independent research. Students who participate in extracurricular activities, engage in a research project, and maintain a minimum GPA in the subject area will receive an “Honors in the Major” designation upon graduation. Avenues to mesh this program with Brookdale’s existing Honors Program will be explored.

Hired in 1999, Dr. Dillon earned a bachelor’s degree in Biology from Vassar College, a master’s degree in Environmental Engineering from Rutgers University, and a doctoral degree in Physiology from the University of Medicine and Dentistry of New Jersey (UMDNJ). She did her postdoctoral research on *Inflammation and the Microcirculation* at UMDNJ and worked as a Corporate Environmental Engineer at Schering Corporation before joining Brookdale.

**CANDIDATE:** Professor Lisa Hailey  
**DEPARTMENT:** Engineering and Technology  
**LENGTH OF TRANSITIONAL SABBATICAL:** 2024-2025 Academic Year

The purpose of Professor Lisa Hailey’s transitional sabbatical is to develop MATLAB tutorial assignments for the key engineering courses. This will provide appropriate engineering application of MATLAB software, providing Brookdale engineering students with hands on experiences like what they would get at a four-year school.

Hired in 1999, Professor Hailey earned an associate degree in Engineering from Brookdale Community College, a bachelor’s degree in Mechanical Engineering from New Jersey Institute of Technology, and a master’s degree in Mechanical Engineering from New Jersey Institute of Technology.

## **FACULTY SABBATICALS**

**CANDIDATE:** Professor Lawrence Hartzell

**DEPARTMENT:** History

**LENGTH OF SABBATICAL:** 2025 Spring Term

The purpose of Professor Lawrence Hartzell's sabbatical is to investigate the history of the horse industry in Monmouth County and New Jersey, with a focus on Brookdale Farm, its owners, and its stable of Thoroughbreds. It will look at the Standardbred industry, which has a longer history in the county. Monmouth County is the only county in New Jersey with two horse racing tracks, with Freehold Raceway being the oldest such track in the United States, dating to the 1830s. The project will eventually result in a book-length manuscript appropriate for publication, but plans exist for sharing aspects of the research with the community in the form of lectures, newspaper articles, and a dedicated blog website.

Professor Hartzell was hired full-time at Brookdale Community College in 1993. He earned a bachelor's degree in History from Duke University and a master's degree in American History from the University of Virginia.

**CANDIDATE:** Professor Barbara Jones

**DEPARTMENT:** Anthropology

**LENGTH OF SABBATICAL:** 2024 Fall Term

The purpose of Dr. Barbara Jones' sabbatical is to develop proficiency in GIS/Geomatics Mapping. By completing the three-course sequence Rutgers offers on GIS/Geomatics Mapping that includes ArcGIS Introduction, ArcGIS: Editing and Data Development, and Introduction to Python in ArcGIS, she will provide our students with the skills necessary to succeed academically and professionally in today's ArcGIS ecosystem.

Hired in 2000, Dr. Jones earned a bachelor's degree in Agricultural Economics from Virginia Tech, a master's degree in Secondary Education from Radford University, and a doctoral degree in Anthropology from Rutgers University. She has published over forty articles and wrote one book, with another in peer review.

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

**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:

<b>DATE</b>	<b>DONOR</b>	<b>ITEM</b>
<b>February 9, 2024</b>	<b>General Motors Corporation</b>	<b>2023 GMC Terrain to support students training in automotive technology</b>

## 2.2 Acceptance of Grants Executive Summary

- A. **Funding Agency:** Monmouth-Ocean Educational Services Commission  
**Program Title:** Region III McKinney-Vento Education for Homeless Youth  
**Short Title:** N/A

**Goal/Purpose:** As part of The New College Initiative, Brookdale will receive training on best practices and resources to better serve homeless students. Grant funds will be used to purchase student success packets which will be provided to students by School District Homeless Liaisons. This program is in partnership with Middlesex College (Lead College), Ocean County College, and Mercer County Community College.

**Total \$ Received:** \$23,363  
**Program Administrator:** Dr. Yesenia Madas  
**Timeframe:** February 2, 2024 – June 30, 2024

### **Recommendation:**

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



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

**RESOLUTION**

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

<b>Funding Agency</b>	<b>Name</b>	<b>Amount</b>
Monmouth-Ocean Educational Services Commission	Region III McKinney-Vento Education for Homeless Youth	\$23,363

**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

**Funding Agency:** USEDA

**Funding Opportunity:** FY 2023 EDA Disaster Supplemental Notice of Funding Opportunity (NOFO) (Disaster Supplemental NOFO).

**Program Title:** Brookdale Community College Planning Project

**Short Title:** N/A

**Goal/Purpose:**

EDA makes planning and local technical assistance investments to support economic development, foster job creation, and attract private investment in economically distressed areas of the United States. This funding relates to Hurricane Ida recovery in Monmouth County for the purpose of developing an economic development plan for the County.

Specifically, this grant funding would fund a new Economic Development Plan for Monmouth County, including the VentureHive Entrepreneurship Ecosystem.

**Total \$ Request:** \$190,000, In-kind staff salary match of \$190,000 from PIE employees.

**Date Submitted:** March 2024

**Project Timeline:** May 2024- August 2025

**Program Administrator:** Nancy Kegelman, Associate VP Planning and Institutional Effectiveness

**Recommendation:**

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

*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 March 19, 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  
March 26, 2024**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
<b>Auxiliary</b>				
1	Malachy Mechanical	<b>Commercial Kitchen Equipment Repair Services T&amp;M, Bid No. 23-15 (FY25)</b> / This is the 2nd year of a 2 year contract for commercial kitchen equipment repair services and is funded by the Dining Services Budget. FY24 YTD \$14,550.	Bid	\$ 42,000.00 *
<b>Chapter 12</b>				
2	Ascend Construction Management, Inc.	<b>Carpentry Services T&amp;M, Bid No. 22-19</b> / This contract is for various carpentry projects and is funded by Chapter 12 and the Facilities Budget.	Bid	\$ 50,000.00 *
3	Mathusek Inc.	<b>Collins Arena Floor Replacement</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of the Collins Arena flooring and is funded by Chapter 12.	Exempt	\$ 521,640.00
4	Nickerson Corp.	<b>Collins Arena Bleacher Removal and Installation</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the removal of the bleachers in the Collins Arena to prepare for the flooring installation. Once the floors are installed, the vendor will re-install the bleachers. This contract is funded by Chapter 12.	Exempt	\$ 54,000.00
5	Commercial Technology Contractors Inc. (CTCI)	<b>Security Camera Installation</b> / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply and installation of security cameras in the BAC, ASB, Gorman Hall South, Maintenance, SLC (lower level), and Wellness Center (1st floor) Buildings. This contract is funded by Chapter 12.	Exempt	\$ 65,327.29
<b>Grants</b>				
6	Content Talent South	<b>Consulting Services</b> / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract will provide consulting services for the development of curriculum programs in film and television production, post production, and Esports. These programs will contribute towards a growing workforce and strategic industry expansion plan in Monmouth County. This contract is funded by the Workforce Development Grant.	Exempt	\$ 400,000.00 *

7	Veloce Group LLC	<b>Consulting Services</b> / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract will provide consulting services to establish a workforce development and entrepreneurship ecosystem. This contract is funded by the State Treasury Social Impact Investment Fund.	Exempt	\$ 22,500.00
8	National Public Radio	<b>Programming Services and Membership Fees (FY25)</b> / Exempt 18A:64A-25.5.a.(16) (Entertainment). This annual contract is for the payment of programming fees, interconnect fees, and membership dues to the National Public Radio. The membership is used exclusively for the acquisition, production, promotion and distribution of national programming of high quality, diversity, creativity, excellence and innovation, with strict adherence to objectivity and balance of programs. This contract is funded by the Community Service Grant. FY24 \$32,935.	Exempt	\$ 40,000.00 *
9	Ladacin Network; Monmouth County Vocational School; Community Affairs and Resource Center; Literacy New Jersey, Inc.	<b>Adult Basic Education Skills/Literacy Program (FY25)</b> / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the reimbursement to the individual entities, which form the Monmouth County Adult Basic Skills Consortium. The Consortium was established to provide and support the adult basic education program. As the lead agency, the College reports to the New Jersey Department of Labor and is directed by the "Workforce Innovation and Opportunity Act"/Title II Program. These contracts are funded by the ABE/Literacy Grant. FY24 YTD \$90,508.	Exempt	\$ 186,000.00 *
<b>Operating</b>				
10	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 payment of the CUP shift operator, coverage, and overtime. This contract is funded by the Facilities Budget.	Bid	\$ 275,000.00 *
11	Cengage Learning, Inc. (ed2go)	<b>Continuing Education Online Certification Programs, RFP No. 05-23</b> / This contract is for the payment of continuing education online certification programs and is funded by CPS' Revenue Generating Programs.	RFP	\$ 26,000.00 *

12	Delta Dental of New Jersey, Inc.	<b>Dental Insurance (FY25) / Exempt 18A:64A-25.5.a.(11) (Insurance).</b> This is the 2 <sup>nd</sup> year of a 2 year contract with a guaranteed zero percent rate increase from current plan rates in both contract years for basic and enhanced dental insurance for College employees. The basic coverage is funded by the Operating Budget; the enhanced insurance is provided as an option for employees who collectively pay \$73,000 for the additional coverage. This is estimated for reference, as monthly payments vary on employee headcount. FY24 YTD \$292,172.	Exempt	\$ 438,000.00 *
13	UNUM	<b>Short Term Disability Insurance (FY25) / Exempt 18A:64A-25.5.a.(11) (Insurance).</b> This is the 2 <sup>nd</sup> year of a 2 year contract with a guaranteed zero percent rate increase from the current plan rate for short term disability insurance and is funded by the Operating Budget. This is estimated for reference, as monthly payments vary on employee headcount. FY24 YTD \$135,425.	Exempt	\$ 187,000.00 *
14	Ascend Learning Holdings, LLC	<b>Nursing Comprehensive Assessment &amp; Review Program, Student Exams, and Other Assessment Exams (FY25) / Exempt 18A:64A-25.5.a.(19)(Software peripherals).</b> This is a one year contract for an online comprehensive assessment, tutorial review programs, and EHR Tutor for nursing students. This contract also includes various assessment exams for other areas of the College. This contract is funded by Student Lab Fees, Testing Center's Revenue Generating Programs, and the Testing Center's Operating Budget. FY24 YTD \$249,861.	Exempt	\$ 465,000.00 *
15	NCS Pearson, Inc.	<b>Exam Forms, Testing Material, and Online Testing Software (FY25) / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted).</b> This is a one year contract for the supply and delivery of CompTIA exam vouchers, GED testing forms, other test/voucher forms, and software for online testing. This contract is funded by CPS' Revenue Generating Programs; Testing Center's Revenue Generating Programs; Testing Center's Operating Budget; and various grants. FY24 YTD \$9,946.	Exempt	\$ 42,500.00 *

16	Follett	<b>Textbooks (FY25)</b> / Exempt 18:64A-25.5.a.(6) (Textbooks). This is a one year contract for the supply and delivery of textbooks and is funded by CPS' Revenue Generating Programs, grants, and various departmental budgets. FY24 YTD \$40,199.	Exempt	\$ 65,000.00 *
17	W.B. Mason Co., Inc.	<b>Office Supplies (FY25)</b> / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of office supplies and is funded by various departmental budgets. FY24 YTD \$25,990.	Exempt	\$ 55,500.00 *
18	W.B. Mason Co., Inc.	<b>Copy Paper (FY25)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of copy paper and is funded by the Printing Services Budget. FY24 YTD \$12,448.	Exempt	\$ 40,000.00 *
19	Konica Minolta Business Solutions USA, Inc.	<b>Lease of Multifunctional Devices and Production Equipment, Maintenance, Supplies, Print Management, RFP No. 03-23 (FY25)</b> / This is the 2nd year of a 5 year contract for the lease of multifunctional devices (copiers) and production equipment, maintenance, supplies, and print management services. This contract is funded by the Printing Services Budget. FY24 YTD \$174,613.72.	RFP	\$ 284,776.00 *
20	Amazon Business	<b>Books and Miscellaneous Merchandise (FY25)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of books and miscellaneous merchandise College-wide and is funded by various departmental budgets. FY24 YTD \$51,969.	Exempt	\$ 90,000.00 *
21	Consolidus Inc. NJCCPROMOS.com	<b>Promotional/Recruitment Giveaways (FY25)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op agreement with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of promotional/recruitment giveaways. This contract is funded by various grants, College Relations, Institutional Marketing, and various departmental budgets. FY24 YTD \$59,604.	Exempt	\$ 100,000.00 *



22	ACCSES New Jersey, Inc.	<b>Promotional/Recruitment Giveaways (FY25)</b> / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of promotional/recruitment giveaways. This contract is funded by various grants, College Relations, Institutional Marketing, and various departmental budgets. FY24 YTD \$0.	Exempt	\$ 25,000.00 *
23	Fortress Graphics LLC	<b>Banners and Signage, Bid No. 23-14 (FY25)</b> / This is the 2nd year of a 2-year contract for the supply, delivery, and installation of various banners and signage. This contract is funded by the Institutional Marketing Budget and various departmental budgets. FY24 YTD \$9,620.	Bid	\$ 50,000.00 *
24	ProEducation Solutions LLC	<b>Student Financial Aid Verification Services (FY25)</b> / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for student financial aid verification services. This contract is funded by the Financial Aid Budget. FY24 YTD \$21,015.	RFP	\$ 40,000.00 *

\* Estimated expense based on historical data.

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

#### 4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending January 31, 2024, which totaled \$2,523,976.64. 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 March 19, 2024.

#### 4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending January 31, 2024.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting March 19, 2024.

**Financial Overview at January 31, 2024**

The following financial summary provides an overview of year-to-date financial performance at January 2024 compared to FY24 revised budget, and to the same period last year.

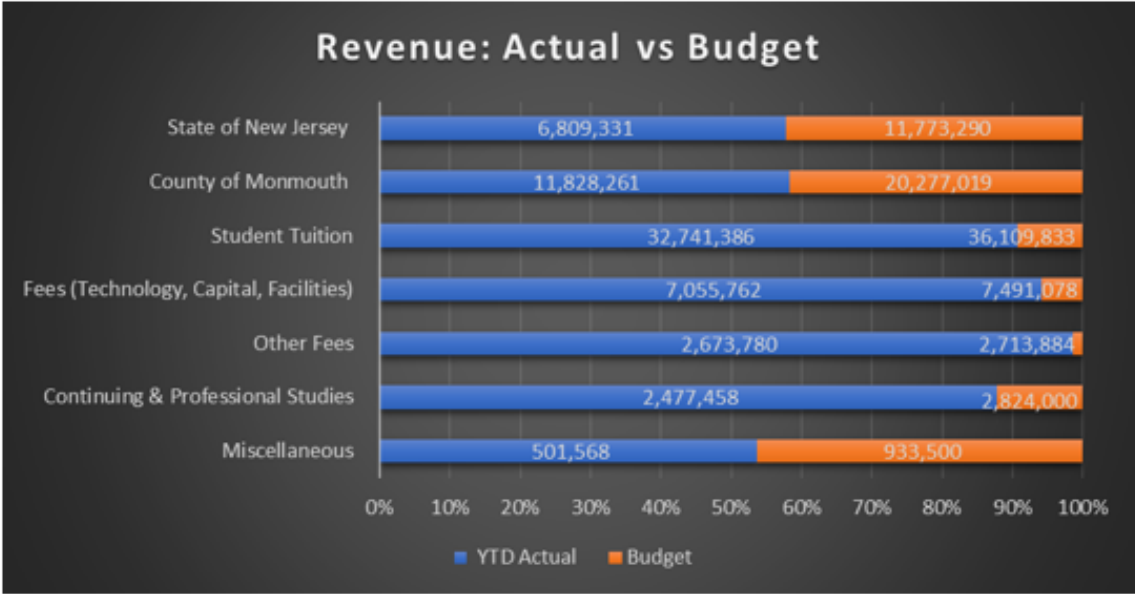
**Revenue:**

**Compared to Budget**

Total operating revenue through the month of January 2024 was \$64.1M and represents 78.0% of the FY24 budget of \$82M.

**Compared to Prior Year**

Operating revenue through January 2024 was 5.6% higher than the same time last year. Of the \$3.4M increase, \$2.0M is in tuition & fee revenue and \$1.4M from all other operating revenue sources.



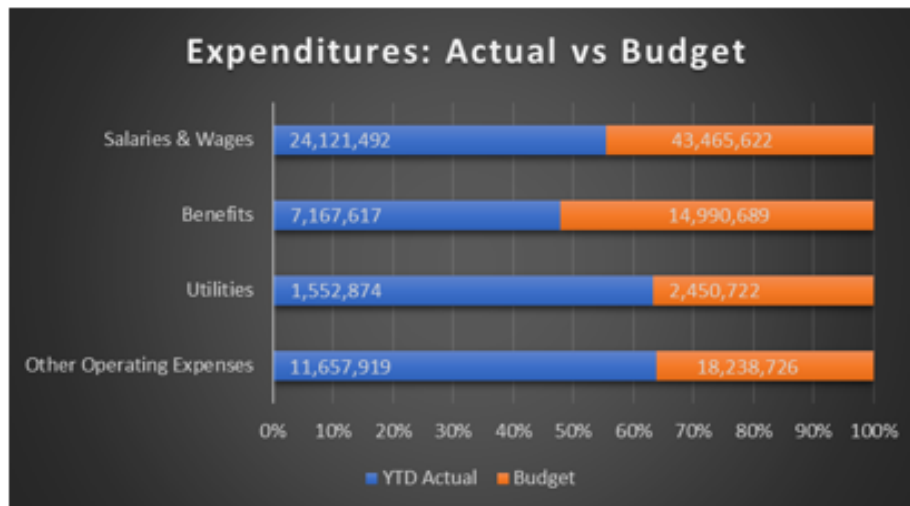
**Expenditures:**

**Compared to Budget**

Total operating expenditures through January 2024 were \$44.5M or 56.2% of the \$79M FY24 budget.

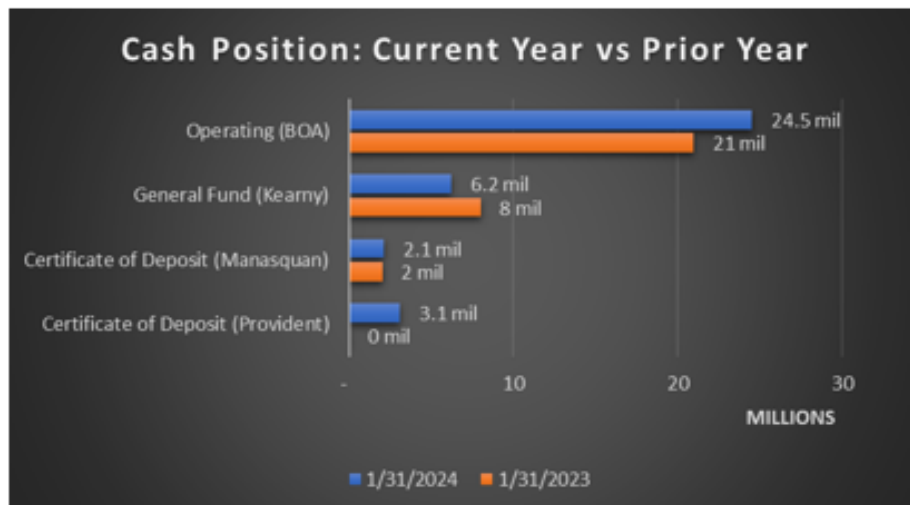
**Compared to Prior Year**

Total operating expenses for the same period last year were \$41.7M compared to \$44.5M this year, indicating an increase in operating costs of 6.6% or \$2.7M.



**Cash Balance:**

At January 31, 2024, the College's total cash position was \$35.9M, which represents a \$4.9M increase over the same time last year. This is due to the timing of the receipt of County appropriations, Chapter 12, and grant drawdowns. The College's total interest earned through January was \$316,579 compared to \$152,858 last year.



**Brookdale Community College**  
**Operating Revenue Report**  
For the month ending January 31, 2024

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 6,809,331	\$ 11,773,290	\$ (4,963,959)	57.8%
County of Monmouth	11,828,261	20,277,019	(8,448,758)	58.3%
	<b>18,637,592</b>	<b>32,050,309</b>	<b>(13,412,717)</b>	<b>58.2%</b>
<b>Student Tuition:</b>				
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	290,763	282,893	7,870	102.8%
Spring 15	13,463,594	13,104,552	359,042	102.7%
Spring 11	1,003,816	867,791	136,025	115.7%
Spring 7A & 7B	169,051	126,512	42,539	133.6%
Summer I	-	1,925,334	(1,925,334)	0.0%
Summer II	-	1,984,048	(1,984,048)	0.0%
	<b>32,741,386</b>	<b>36,109,833</b>	<b>(3,368,446)</b>	<b>90.7%</b>
<b>Fees:</b>				
Fees (Technology, Capital, Facilities)	7,055,762	7,491,078	(435,316)	94.2%
Application Fee	98,550	149,400	(50,850)	66.0%
Installment Plan Fee	116,795	138,398	(21,603)	84.4%
Lab Fees	2,412,833	2,363,966	48,867	102.1%
Late Fees	15,060	19,203	(4,143)	78.4%
Transcript Fee	29,618	42,000	(12,382)	70.5%
Bad Check Fee	925	917	8	100.9%
	<b>9,729,542</b>	<b>10,204,962</b>	<b>(475,420)</b>	<b>95.3%</b>
<b>Continuing &amp; Professional Studies:</b>				
Contract Training Direct Pay	55,067	215,000	(159,933)	25.6%
Alternate Route	509,358	325,000	184,358	156.7%
Healthcare Services	1,028,964	980,000	48,964	105.0%
Business & Career Training	224,157	275,000	(50,844)	81.5%
Computer Training	38,247	140,000	(101,754)	27.3%
CTE Grant	307,903	400,000	(92,098)	77.0%
Trips / Excursions	21,385	89,000	(67,615)	24.0%
Misc. Open Enrollment Programs	203,773	250,000	(46,227)	81.5%
Summer Adventure Camps	54,321	70,000	(15,679)	77.6%
Accelerated Career & Technology	34,284	80,000	(45,716)	42.9%
	<b>2,477,458</b>	<b>2,824,000</b>	<b>(346,542)</b>	<b>87.7%</b>
<b>Miscellaneous:</b>				
Indirect Cost Recovery	123,344	323,500	(200,157)	38.1%
Interest Income	316,579	300,000	16,579	105.5%
International Center	57,656	300,000	(242,344)	19.2%
Miscellaneous	3,990	10,000	(6,010)	39.9%
	<b>501,568</b>	<b>933,500</b>	<b>(431,932)</b>	<b>53.7%</b>
<b>Total</b>	<b>\$ 64,087,546</b>	<b>\$ 82,122,604</b>	<b>\$ (18,035,057)</b>	<b>78.0%</b>

**Brookdale Community College**  
**Operating Expenditure Report**  
**For the month ending January 31, 2024**

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	16,516,854	32,227,777	15,710,923	51.3%
Benefits	7,167,617	14,990,689	7,823,072	47.8%
Finance & Operations	8,189,513	13,907,792	5,718,279	58.9%
Student Affairs	3,927,509	7,021,913	3,094,404	55.9%
General Expenses	3,468,541	2,596,091	(872,450)	133.6%
Continuing & Professional Studies	1,580,419	2,374,767	794,348	66.6%
Utilities	1,552,874	2,450,722	897,848	63.4%
Human Resources	589,130	920,849	331,719	64.0%
Planning & Institutional Effectiveness	284,963	499,775	214,812	57.0%
President & Board of Trustees	350,296	638,314	288,018	54.9%
Advancement Division	872,185	1,517,070	644,885	57.5%
	<b>44,499,902</b>	<b>79,145,759</b>	<b>34,645,857</b>	<b>56.2%</b>
Salaries & Wages	24,121,492	42,965,622	18,844,130	56.1%
Other Expenses	20,378,410	36,180,137	15,801,727	56.3%
	<b>\$ 44,499,902</b>	<b>\$ 79,145,759</b>	<b>\$ 34,645,857</b>	<b>56.2%</b>

**Brookdale Community College**  
**Current Year vs Prior Year**  
**For the month ending January 31, 2024**

	1/31/24	1/31/23	Change	% Change
<b>Operating Revenue</b>				
State of New Jersey	\$ 6,809,331	\$ 5,984,436	\$ 824,895	13.8%
County of Monmouth	11,828,261	11,682,425	145,836	1.2%
Student Tuition	32,741,386	30,915,507	1,825,879	5.9%
Fees	9,729,542	9,591,861	137,681	1.4%
Continuing & Professional Studies	2,477,458	1,828,114	649,344	35.5%
Miscellaneous	501,568	713,475	(211,907)	-29.7%
	<b>64,087,546</b>	<b>60,715,817</b>	<b>3,371,728</b>	<b>5.6%</b>
<b>Operating Expenditures</b>				
Academic Affairs	16,516,854	15,542,085	974,769	6.3%
Benefits	7,167,617	7,143,377	24,240	0.3%
Finance & Operations	8,189,513	6,870,090	1,319,423	19.2%
Student Affairs	3,927,509	3,499,270	428,240	12.2%
General Institutional	3,468,541	2,918,131	550,410	18.9%
Continuing & Professional Studies	1,580,419	1,422,361	158,057	11.1%
Utilities	1,552,874	1,479,909	72,965	4.9%
Human Resources	589,130	1,518,998	(929,868)	-61.2%
Planning & Institutional Effectiveness	284,963	247,769	37,195	15.0%
President & Board of Trustees	350,296	312,587	37,709	12.1%
Advancement Division	872,185	795,326	76,859	9.7%
	<b>44,499,902</b>	<b>41,749,904</b>	<b>2,749,999</b>	<b>6.6%</b>
<b>Surplus/(deficit) Operating</b>	<b>19,587,643</b>	<b>18,965,914</b>	<b>621,729</b>	
<b>Auxiliary</b>				
Receipts	983,530	565,819	417,712	73.8%
Disbursements	1,638,606	880,925	(757,681)	-86.0%
<b>Surplus/(deficit) Auxiliary</b>	<b>\$ (655,076)</b>	<b>\$ (315,106)</b>	<b>\$ (339,970)</b>	



**Project Summary: Facilities Overview as of March 9, 2024**

*Updates are reported in red text*

**1. Center of Excellence for Cybersecurity Education (formerly Gorman Hall South)**

**Cost:** \$1,604,500

**Architect/Engineer:** *Posen Architects*

**PO Date:** 2/11/2021

**Contractor:** *Shorelands Construction Inc.*

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**Waiting for final pay application to close out project.**

**Project Completed. Pay application was received and processed on March 5, 2024.**

**2. Wellness Center (Old Bookstore)**

**Cost:** \$1,732,000

**Architect/Engineer:** *Posen Architects*

**PO Date:** 2/11/2021

**Contractor:** *M&M Construction*

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**Preparing closeout documents for submittal.**

**Close out documents received. Awaiting final pay application to close out project.**

**3. Elevator Modernization**

**Cost:** \$2,686,417

**Architect/Engineer:** *USA Architects*

**PO Date:** 2/23/2022

**Contractor:** *West End-KB, LLC*

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**MAS elevator is completed as of January 9. The Freehold elevator work is ongoing, and work has started on MAC and MAN elevators.**

**Construction is on-going.**

**4. Esports HVAC and Electrical Upgrades**

**Cost:** \$355,503

**Architect/Engineer:** *T&M Associates*

**PO Date:** 4/26/2022

**Contractor:** *Allstate Interiors*

---

**Closeout documents received. Waiting on final pay application to close project.**

**Project Completed. Pay application was received and processed on February 20, 2024.**

5. **Transformers and Switch Gears**  
Cost: \$15,150  
Architect/Engineer: *Colliers Engineering*  
PO Date: 6/12/23  
Contractor: *TBD*
- 

Safety items are being addressed and assessment/recommendation of the Performing Arts Center will be first.

**The College will go out to bid for the Performing Arts Center.**

6. **Culinary School at Lincroft**  
Cost: \$47,100  
Architect/Engineer: *Colliers Engineering*  
PO Date: 11/3/23  
Contractor: *TBD*
- 

Professional services for the proposed culinary center. Met with Colliers on December 1 in Asbury to review requirements of Culinary School. Assessment and layout nearing completion by Colliers.

**A conceptual layout was provided to the College for review and comment. A cost estimate and a draft are expected in the next three weeks.**

**BROOKDALE COMMUNITY COLLEGE**  
**Engineering Status Report**  
**March 8, 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 provided to staff for review and comment. The utility demands and cost estimate are being prepared and a draft is expected in the next three weeks.

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

### 3. Freehold

The Manufacturer Stormwater Treatment Device associated with the previous parking lot expansion requires maintenance which consists of replacement of the numerous filter cartridges at a substantial cost per the two (2) quotes that were obtained. CED is preparing specification documents to go out to bid as the cost will exceed the bid threshold. Specifications are being prepared. The project is anticipated to be bid out the middle of April 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 Naparło, Manager of Facilities (via email)

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**Topic: Honorary Degree**

**General Issue Overview:**

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

The public and the college community (Employees, Students, Trustees, and Alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was January 26, 2024.

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

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

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

**Recommendation:**

The President recommends to the Board of Trustees that he be authorized to present to candidates Matthew Modine & TS Nandakumar for an honorary associate degree at Commencement 2024.

## **Matthew Modine**



[Matthew Modine](#) is a prolific American actor, filmmaker, author, photographer, activist and environmentalist, renowned for his versatile performances across film, television, and stage. Born on March 22, 1959, in Loma Linda, California, Modine's journey to becoming a celebrated figure in the entertainment industry is characterized by his exceptional talent, dedication, and commitment to his craft.

Modine's breakthrough came with his iconic portrayal of Private Joker in Stanley Kubrick's seminal Vietnam War film, "Full Metal Jacket" (1987). His nuanced performance captivated audiences and critics alike, earning him widespread acclaim and establishing him as a formidable talent in Hollywood.

Throughout his illustrious career spanning over four decades, Modine has showcased his remarkable range and versatility in a diverse array of roles. From his poignant portrayal of a compassionate doctor in "And the Band Played On" (1993) to his charismatic turn as the enigmatic Dr. Martin Brenner in the hit series "Stranger Things," Modine has consistently delivered captivating performances that resonate with audiences worldwide.

Beyond his achievements as an actor, Modine has also made significant contributions to the world of filmmaking as a director, producer, and writer. His directorial debut, "If... Dog... Rabbit" (1999), garnered critical praise for its bold storytelling and inventive visual style, further cementing his reputation as a multifaceted artist.

In addition to his creative endeavors, Modine is a passionate advocate for social and environmental causes. Mayor Michael Bloomberg presented him with an honorarium for his environmental work in NYC. His organization, Bicycle For a Day, helped to usher in bike lanes, safe routes to schools, and the city's robust Citi-bike share program.

In recognition of his outstanding contributions to the arts and his unwavering commitment to social activism, Brookdale Community College recommends him be to be honored with an honorary degree. His exemplary career serves as an inspiration to aspiring artists and activists alike, embodying the transformative power of storytelling and the enduring impact of compassionate advocacy.

## TS Nandakumar



TS Nandakumar stands as a beacon of musical excellence, renowned both for his virtuosity as a concert percussionist and his unwavering commitment to the promotion of Carnatic music. With a career spanning over four decades, Nandakumar has left an indelible mark on the world stage through his exceptional talent and dedication.

Born and raised with an innate passion for rhythm and melody, Nandakumar embarked on his musical journey from a tender age. His early years were marked by intensive training and exploration, laying the foundation for a lifetime of musical innovation and excellence.

A testament to his unparalleled skill and dedication, Nandakumar has garnered numerous accolades throughout his illustrious career. Notably, he was honored with the Lifetime Achievement Award by the Shanti Foundation in Chennai, recognizing his profound contributions to the field of Carnatic music. Additionally, he has been bestowed with the prestigious "Best Teacher Award" from esteemed institutions such as the Shanmukhananda Fine Arts and the Cleveland Thygaraja Aaradhana Festival, underscoring his profound impact as a mentor and educator.

Nandakumar's journey as a teacher is as illustrious as his career as a performer. Recognizing the dearth of specialized training in Carnatic percussion instruments, he took it upon himself to fill this void. Establishing his own institute, TSN's Percussive Arts Centre (TSNPAC), Nandakumar has dedicated himself to imparting his knowledge and passion for percussion to students both in India and abroad. Through TSNPAC, he has nurtured a new generation of musicians, instilling in them not only technical proficiency but also a deep appreciation for the rich heritage of Carnatic music.

Nandakumar has been serving the New Jersey community since the late 90's by teaching classical Carnatic music to all but charging a nominal fee to promote and spread Carnatic music.

As he continues to enrich the musical landscape, Nandakumar remains deeply rooted in his commitment to community service and outreach. Through initiatives such as the 24-hour nonstop Akanda Seva Bhajan, he has used his music as a force for healing and social change, bringing solace to those in need.

In recognition of his extraordinary contributions to music and education, it is with great honor and respect that we recommend TS Nandakumar for an honorary degree at Brookdale Community College. His legacy serves as a testament to the transformative power of music and education, embodying the core values of teaching excellence and service upheld by the college.

**BROOKDALE COMMUNITY COLLEGE  
BOARD POLICY**

**3.9010 Indemnification of Employees for Exemplary or Punitive Damages**

**I. Title of Policy**

Indemnification of Employees for Exemplary or Punitive Damages

**II. Objective of Policy**

To indemnify employees of the College in connection with claims brought by third parties against them, in their individual capacities, related to their employment with the College as permitted by Statute.

**III. Authority**

N.J. S.A. 59:10-4

**IV. Policy Statement**

The College is empowered to indemnify College employees consistent with the provisions of N.J.S.A. 59:10-4.

The College may indemnify an employee of the College for exemplary or punitive damages resulting from the employee's civil violation of State or federal law, if in the opinion of the Board of Trustees, the acts committed by the employee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.

**V. Responsibility for Implementation**

Board of Trustees

Approved: Board of Trustees, MM/DD/YYYY



## **Brookdale Community College College Policy**

### **2.1005 The Americans With Disabilities Act And Transportation Services**

#### **I. Title of Policy**

The Americans with Disabilities Act and Transportation Services

#### **II. Objective of Policy**

This Policy reiterates Brookdale Community College's commitment to create and maintain an environment that is free from discrimination relating to all its services and to ensure and provide people with disabilities an equal opportunity to participate in and benefit from the College's educational activities, programs and transportation services provided by the College or a contracted third-party service provider pursuant to federal grant requirements and/or Federal and State law.

#### **III. Authority**

42 U.S.C. 12101 et. seq. (1990); 28 CFR Part 35; 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**

The Americans with Disabilities Act of 1990 (ADA) is landmark federal legislation that opens up services and employment opportunities to millions of Americans with disabilities. The ADA affects access to employment, state and local government programs and services, and access to places of public accommodation such as businesses, non-profit service providers, and community colleges.

Brookdale is committed to complying with the requirements in Title II of the ADA [State and Local Government Activities and Transportation] that prohibits discrimination against people with disabilities in the provision of its services, programs and activities or services, and services provided on behalf of the College by a contracted third-party where a local fixed-route bus, shuttle bus or transportation services are provided.

The College, as well as third party service providers contracted with the College to provide transportation services on behalf of the College, share responsibility for carrying out the College's transportation commitment to comply with the ADA. The College's Human

Resources Office and Office of Disability Services ensure accountability to this commitment and is responsible to ensure that the College complies with its ADA obligations. The AVP, HR and the College's Office of Disability Services coordinate internally with all appropriate offices in the investigation of complaints of discrimination and takes a lead role in responding to requests for information about transit civil rights obligations and operations.

### ADA Transportation Complaint Procedure

A person seeking to file an ADA complaint of discrimination with the College regarding transportation services due to a disability as provided by the ADA should contact AVP, HR, at [psensi@brookdalecc.edu](mailto:psensi@brookdalecc.edu) telephone: 732 224 2234, or designee.

All ADA complaints of discrimination received by the College are routed to the AVP, HR, or designee, for prompt investigation and resolution. All complaints received, by submitting a Complaint Form or providing an oral statement, will be investigated, so long as the complaint is received within 180 days from the date of the alleged discrimination. The College will provide appropriate assistance (online and otherwise) to complainants who are limited in their ability to communicate in English or require accommodation. Complainants will be requested to leave contact information for follow-up about their complaints.

The College aims to complete investigations into all complaints received within 60 days of receipt. In instances where additional information is needed to complete an investigation, the investigator will contact the complainant using the contact information provided. Failure of the complainant to provide contact information or any requested additional information may result in a delay in resolution, or the administrative closure of the complaint. The College has a zero-tolerance stance on discrimination and will take appropriate corrective measures in all instances where a violation of this Policy has been established.

Once a complaint investigation is complete, complainants will receive a notice of finding via their preferred/available mode of contact (phone, E-mail, U.S. post, etc.). If no contact information is provided, a note regarding the outcome of the investigation will be saved on file for a minimum of three years. Complainants can contact the College's Human Resources Department at any time to inquire on the status of their complaint.

### **Filing a Complaint Directly to the Federal Transit Administration:**

A complainant may choose to file a complaint with the Federal Transit Administration by contacting the Administration at:

Federal Transit Administration Office of Civil Rights  
Attention: Complaint Team East Building  
5th Floor – TCR 1200 New Jersey Avenue, SE

Washington, DC 20590

**Further questions about the College's Transportation ADA Obligations**

For additional information on the College's obligations under Title II and/or 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 Complaint Procedure.

**V. Responsibility for Implementation**

President

Approved: X/X/2024

LINK: ADA Complaint Form

### 3.9009 Involuntary Administrative Leave

#### I. Title of Policy

Involuntary Administrative Leave

#### II. Objective of Policy

To authorize the President to place a College employee on involuntary administrative leave pending the outcome of an investigation into accusations of misconduct or other matters of concern and to further authorize the President to develop Regulations to guide the process and to impose appropriate discipline, if warranted., ~~with the assistance of College Counsel and the Office of Human Resources, and implement College Regulations to carry out said objective and to impose appropriate discipline.~~

#### III. Authority

N.J.S.A. 18A: 64A-12

#### IV. Policy Statement

The Board of Trustees recognizes the importance of enforcing and protecting the College's values, mission and interests while at the same time and upholding equity and fairness in the investigation process of into allegations of employee misconduct, violation of College Policies, Regulations, rules and other matters of concern. Therefore, the Board authorizes the President (or designee) to place a College employee on involuntary administrative leave, with or without pay, in circumstances following an allegation of misconduct or other matters of concern requiring an investigation and review of related facts, ~~including but not limited to allegations that said College employee: (1) violated the law; (2) violated College Policy or Regulation; (3) acted in a manner contrary to the College's Mission; (4) acted in a manner that could place the College's resources, employees, students, or community in danger, and (5) acted in a manner that could negatively affect the reputation and good name of the College., and/or 6) was involved in a matter of concern that could affect safety or the well-being of the College, students, or staff.~~

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The President shall develop College Regulations, with the assistance of College Counsel and the Office of Human Resources, to ensure equity and fairness in the

investigative and disciplinary process, if applicable, taking into account the rights and protections of all parties involved, while also safeguarding the interests and reputation of the College. The President shall develop college regulations with the assistance of College Counsel and the Office of Human Resources, and implement college regulations to carry out this objective. These regulations shall be developed to ensure equity and fairness in the investigative and disciplinary process, taking into account the rights and protections of all parties involved, while also safeguarding the interests and reputation of the College.

## V. Responsibility for Implementation

President.

Approved: Board of Trustees, 03/26/2019

Updated: X/X/2024

### 3.9009 Involuntary Administrative Leave

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Involuntary Administrative Leave

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#### III. Authority

N.J.S.A. 18A: 64A-12

#### IV. Policy Statement

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The President shall develop College Regulations, with the assistance of College Counsel and the Office of Human Resources, to ensure equity and fairness in the investigative and disciplinary process, if applicable, taking into account the rights and protections of all parties involved, while also safeguarding the interests and reputation of the College.

#### V. Responsibility for Implementation

President.

Approved: Board of Trustees, 03/26/2019

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

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

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

<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		<b>February 26</b> 5:30 PM			
Board Retreat – March 22 & 23, 2024 – Wellness Center							
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, April 24, 2024</b>	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		