



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
Apr 24, 2024 5:30 PM - 7:00 PM EDT

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2. Monthly Financial Reporting	
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D. Student Success & Educational Excellence Committee - April 10, 2024	
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<p>National Student Employment Week is celebrated each year during the second full week of April to recognize and appreciate the service of both student employees and student employee supervisors. Brookdale is lucky enough to have many dedicated professionals that provide invaluable career readiness experiences that better prepare our students for career success. The Career Center would like to recognize and celebrate the 2023-2024 Student Employment Program participants.</p>	
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3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 208 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Faculty	1
Supervisor – Direct Student Contact	1
Supervisor – Administrative Operations	1
Support Staff	3
Coaches	1
B. Change of Status	Recommendations
Executive	1
Faculty	5
Supervisor – Direct Student Contact	1
Non-Supervisor – Direct Student Contact	2
Support Staff	2
C. Separations	Recommendations
Faculty	1
Staff	3
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D. Reappointment of Tenured Faculty with Promotion	11 Recommendations
E. Reappointment of Non-Tenured Faculty to Tenure with Promotion	4 Recommendations
F. Reappointment of Non-Tenured Faculty	25 Recommendations
G. Reappointment of All Other Tenured Faculty	141 Recommendations
H. Performance Recognition	4 Recommendations

A. HIRES**FACULTY**

1. Name: Stacie Carter
Department: Reading & Academic Access
Position: Instructor, full-time temporary, fall semester
Salary: \$33,262, prorated from an annual base of \$68,683
Effective: 9/1/24 – 12/23/24, pending all final contingencies
9/23 – 12/23, Temporary Instructor, Brookdale Community College

FACULTY DEGREE SUMMARY

Masters

1

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Julia Krampah
Department: EOF Office
Position: Assistant Director, Educational Opportunity Fund
Salary: \$10,452, prorated from an annual base of \$62,712
Effective: 5/1/24, pending all final contingencies

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Linda Jordan
Department: The Achieve Academy
Position: Director, The Achieve Academy
Salary: \$95,130
Effective: 7/1/24, pending all final contingencies

SUPPORT STAFF

1. Name: Michelle Dragun
Department: Event Production Services
Position: Specialist, Video & Event Production
Salary: \$47,015
Effective: 5/1/24, pending all final contingencies
1. Name: Bryce Postlewait
Department: Testing Services
Position: Senior Technician, Testing Services
Salary: \$43,639
Effective: 5/1/24, pending all final contingencies

2. Name: Ansa Thomas
Department: Enrollment Services
Position: Specialist, One Stop
Salary: \$47,015
Effective: 5/1/24, pending all final contingencies

COACHES

1. Name: Susie Greenfeig
Department: Athletics
Position: Assistant Coach, Women's Tennis
Compensation: \$2,250
Effective: 5/1/24, pending all final contingencies

B. CHANGE OF STATUS**EXECUTIVE**

1. Name: Joan Scocco
Department: Strategic Initiatives
Position: Chief Officer, Strategic Initiatives & Innovation
Action: Title change
New Salary: No change
Effective: 5/1/24

FACULTY

1. Name: Bryan Cocchiara
Department: Philosophy
Position: Instructor
Action: Change in status from temporary to tenure track position through bona fide search
New Salary: \$72,686
Effective: 9/1/24
2. Name: Christy DeVito
Department: Education
Position: Assistant Professor
Action: Change in status from temporary to tenure track position through bona fide search
New Salary: \$79,273
Effective: 9/1/24

3. Name: Patricia Dillon
Department: Biology
Position: Professor
Action: Retirement after transitional sabbatical
New Salary: \$50,078, prorated from an annual base of \$100,155
Effective: 6/30/25, with retirement on 7/1/25
4. Name: Elizabeth Eittreim
Department: History
Position: Instructor
Action: Change in status from temporary to tenure track position through bona fide search
New Salary: \$72,686
Effective: 9/1/24
5. Name: Lisa Hailey
Department: Engineering & Technology
Position: Professor
Action: Retirement after transitional sabbatical
New Salary: \$50,078, prorated from an annual base of \$100,155
Effective: 6/30/25, with retirement on 7/1/25

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Ernest Oversen
Department: Accessibility Services
Position: Director, Accessibility Services
Action: Title & department name change
New Salary: No change
Effective: 5/1/24

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Gregory Menza
Department: Displaced Homemaker Program
Position: Program Administrator, Displace Homemaker Program, grant-funded position
Action: Change in A3 status to new title & department through bona fide search
New Salary: No change
Effective: 5/1/24

2. Name: Jennifer Nolan
Department: Accessibility Services
Position: Assistant Director, Accessibility Services
Action: Title & department name change
New Salary: No change
Effective: 5/1/24

SUPPORT STAFF

1. Name: Trupti Ashar
Department: Accessibility Services
Position: Associate, Accessibility Services
Action: Title & department name change
New Salary: No change
Effective: 5/1/24
2. Name: Scott Dyson
Department: Security & Public Safety
Position: Security Guard
Action: Change in status from 12-month to 10-month position
New Salary: \$43,792
Effective: 7/1/24 for return to work 9/1/24

C. SEPARATIONS**FACULTY**

1. Name: Lori Uffer
Department: Fine Art
Position: Professor
Action: Retirement
Effective: 6/30/24. With retirement on 7/1/24

SUPPORT STAFF

1. Name: Dorothy Debe
Department: EOF Office
Position: Associate, Equal Opportunity Fund
Action: Retirement
Effective: 6/30/24, with retirement on 7/1/24

2. Name: Rosa Ferraro
Department: Continuing & Professional Studies
Position: Associate, CPS
Action: Resignation
Effective: 5/6/24
3. Name: Franchesca Zilinski
Department: Biology
Position: Instructional Assistant
Action: Resignation
Effective: 7/2/24

ADJUNCT FACULTY

1. Name: Charles King
Department: Mathematics
Position: Adjunct Faculty
Action: Deceased, 3/4/24

D. REAPPOINTMENT OF TENURED FACULTY WITH PROMOTION – Effective 9/1/24. Supporting documentation is provided as an attachment.

1. Name: Ivan Anderson
Department: Automotive Technology
Position: Associate Professor
2. Name: Christine Greco-Covington
Department: Psychology
Position: Professor
3. Name: Cheryl Fencik
Department: Biology
Position: Professor
4. Name: Marlena Frank
Department: Psychology
Position: Professor

5. Name: Alex Idavoy
Department: Languages/ESL
Position: Professor
6. Name: Nicole Jackson-Walker
Department: Psychology
Position: Professor
7. Name: Gitanjali Kundu
Department: Biology
Position: Professor
8. Name: Matthew Montemorano
Department: Communication Media
Position: Associate Professor
9. Name: Sally Mulvey
Department: Mathematics
Position: Professor
10. Name: Jennifer Salvo
Department: Reading & Academic Access
Position: Associate Professor
11. Name: Ashley Tasy
Department: Mathematics
Position: Professor
- E. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE WITH PROMOTION** – Promoted to the rank of Assistant Professor, effective 9/1/24 unless otherwise indicated. Supporting documentation is provided as an attachment.
1. Name: Matthew Kalos
Department: Anthropology
2. Name: Lisa Mannino
Department: Nursing
3. Name: Matthew Perry
Department: Business

4. Name: Shalya Ward
Department: English

F. REAPPOINTMENT OF NON-TENURED FACULTY – Effective 9/1/24, unless otherwise indicated.

Fifth Year Contracts

1. Name: Georgia Cassidy
Department: Nursing
2. Name: Jessica Domb
Department: Nursing
3. Name: Amy Faris
Department: Fine Arts
4. Name: Mary Grilli
Department: English
5. Name: Christine Hogan
Department: Nursing

Fourth Year Contracts

1. Name: Thomas Ciancia
Department: Nursing
Effective: 1/21/25
2. Name: Christy DeVito
Department: Education
Effective: 1/21/25
3. Name: Peter Enge
Department: Nursing
4. Name: PattyAnn Hansen
Department: Nursing
5. Name: Ryan Kearns
Department: Economics

6. Name: William Roll
Department: Culinary
7. Name: William Ryan
Department: Languages/ESL
Date: 1/21/25
8. Name: Kevin Squires
Department: Computer Science
9. Name: Ceaphus Stubbs
Department: Photography

Third Year Contracts

1. Name: Elisabeth Eittreim
Department: History
2. Name: Bryan Cocchiara
Department: Philosophy
3. Name: Robert Gant
Department: Biology
4. Name: Emily Hoeflinger
Department: English
5. Name: Sally Kimble
Department: Biology
6. Name: Theresa Kosko
Department: Accounting
7. Name: George Poosikian
Department: Automotive
8. Name: Chelsea Rizzolo
Department: Library

Second Year Contracts

1. Name: Nancy Cizin
Department: Biology
2. Name: Scott Gibson
Department: Computer Science
3. Name: Reinhard Haeusser
Department: Automotive Technology

G. REAPPOINTMENT OF ALL OTHER TENURED FACULTY – Effective 9/1/2024

Roseanne	Alvarez	Professor	English
Chad	Anderson	Professor	Communication Media
Barbara	Baron	Professor	Speech Communication
Barbara	Barrella	Professor	Reading & Academic Access
David	Bassano	Associate Professor	History
Brooke	Batchler	Professor	Reading & Academic Access
Catherine	Blackburn	Professor	Speech Communication
Bettejane	Bolan-Kenney	Professor	English
Marc	Bonagura	Professor	English
Valerie	Bonilla	Professor	Library
Diane	Booker	Associate Professor	Nursing
Joanne	Boyd	Associate Professor	Respiratory Therapy
William	Boyke	Associate Professor	Chemistry
Mary Beth	Boylan	Professor	Psychology
Joseph	Boyle	Professor-Sociology	Sociology
Michael	Broek	Professor	English
John	Bukovec	Professor	Theater
Sara	Burrill	Associate Professor	Psychology
Caroline	Calogero	Associate Professor	Sociology
Celeste	Chirichello	Professor	Interior Design
Thomas	Cioppa	Professor	Political Science
Amy	Clark	Professor	Library
James	Cody	Professor	English
Michael	Cohen	Assistant Professor	Psychology
Charlotte	Cole	Assistant Professor	Nursing

Brent	Costleigh	Professor	Psychology
Patricia	D'Aloia-Gandolfo	Assistant Professor	Nursing
Nathalie	Darden	Professor	Mathematics
Deborah	DeBlasio	Professor	Languages/ESL
Shay	Delcurla	Professor	Library
Eugene	DeRobertis	Professor	Psychology
Richard	Dery	Assistant Professor	English
Patricia	Dillon	Professor	Biology
Samantha	Doluweera	Assistant Professor	Mathematics
Michael	Elmes	Associate Professor	Mathematics
Dara	Evans	Professor	English
Howard	Finkelstein	Professor	Sociology
Robert	Fiore	Assistant Professor	Mathematics
Donna	Flinn	Professor	English
Daijuan	Gao	Associate Professor	Psychology
Peter	Geiselman	Assistant Professor	Computer Science
Geri	Girard	Associate Professor	English
Diana	Glynn	Professor	Psychology
Eric	Goll	Professor	Chemistry
Cathleen	Goode	Professor	Counseling
Juliette	Goulet	Associate Professor	Environmental Sciences
Brandon	Gramer	Professor	English
Lisa	Hailey	Professor	Engineering & Technology
Lawrence	Hartzell	Professor	History
Teresa	Healy	Professor	Mathematics
William Keith	Heimann	Professor	Music
Helen	Heinmets	Professor	Nursing
Stephen	Hiamang	Assistant Professor	Mathematics
Kevin	Holl	Assistant Professor	Computer Science
Eleanor	Horgan	Professor	Counseling
Hanli	Huang	Professor	Mathematics
Annmarie	Hughes	Associate Professor	Fashion Merchandis/Marketing
Alexis	Jankowski	Assistant Professor	Fashion Merchandis/Marketing
Barbara	Jones	Professor	Anthropology
Abdul Rahman	Kamara	Associate Professor	Mathematics
Jennifer	Kaminski-Scrabis	Associate Professor	English
Kathleen	Kennedy	Professor	English

Terry	Konn	Professor	Radiologic Technology
Marcia	Krefetz-Levine	Professor	English
Ave	Latte	Professor	Education
Sarah	Leahy	Professor	Economics
Jess	LeVine	Professor	History
Daniel	Leyes	Professor	Speech Communication
Gregory	Liano	Professor	Mathematics
Xiaoxiang	Liu	Professor	Physics
Michele	Locandro	Associate Professor	English
Dina	Long	Assistant Professor	English
Daniel	Lopez	Professor	Mathematics
Marie	Maber	Professor	Fine Art
Darlene	Macomber	Professor	Philosophy
Kelsey	Maki	Associate Professor	English
Elana	Maloney	Assistant Professor	English
Robert	Martens	Professor	Biology
Sabrina	Mathues	Assistant Professor	College Success
Laura	McCullough-Thoms	Professor	English
Martin	McDermott	Associate Professor	Speech Communication
Brian	McKeon	Professor	Mathematics
Charles	Mencel	Associate Professor	English
Howard	Miller	Professor	Speech Communication
Diditi	Mitra	Associate Professor	Sociology
Susan	Monroe	Professor	Mathematics
Jonathan	Moschberger	Professor	Political Science
Cameron	Mount	Associate Professor	English
Deborah	Mura	Professor	Communication Media
Andrea	Murowski	Associate Professor	Accounting
Nicolette	Nicola	Assistant Professor	English
Dominick	Nigro	Professor	Counseling
Nancy	Noe	Professor	English
Glenn	Noe	Professor	Mathematics
Michael	Nolan	Assistant Professor	Mathematics
Karina	Ochs	Associate Professor	Mathematics
Brian	Oland	Professor	Psychology
Edward	O'Neill	Professor	Architecture
Andrew	Panitz	Associate Professor	Mathematics

Suzanne	Parker	Professor	English
Arianne	Pathak	Assistant Professor	Mathematics
Kristen	Petersen	Assistant Professor	Biology
James	Poinsett	Assistant Professor	Mathematics
Donna	Pope	Professor	English
Michael	Qaissaunee	Professor	Engineering & Technology
Caitlin	Raiten	Assistant Professor	Nursing
George	Reklaitis	Professor	History
Heather	Revesz	Assistant Professor	English
Thomas	Riley	Assistant Professor	Chemistry
Tara	Rostron- Lorenz	Assistant Professor	Nursing
Franklyn	Rother	Professor	Psychology
Spyro	Roubos	Assistant Professor	Mathematics
Rebecca	Rozario	Professor	Mathematics
John	Ryan	Assistant Professor	English
Angela	Saragusa	Professor	English
Carol	Schedel	Professor	Respiratory Therapy
Kurt	Scheffler	Professor	English
Chad	Schoonveld	Assistant Professor	Culinary Arts
Jane	Scimeca	Professor	History
Jacquelynn	Seely	Associate Professor	Criminal Justice
Prince	Sekyi	Assistant Professor	Mathematics
Linda	Servidio	Professor	Nursing
Thomas	Setaro	Professor	Computer Science
Mohammad	Shanehsaz	Professor	Engineering & Technology
Claire	Smuga	Professor	Fine Art
Gabriela	Sprague	Associate Professor	Mathematics
Michael	Sullivan	Professor	Paralegal
Kathleen	Taggart	Assistant Professor	Radiologic Technology
Lauren	Tatulli	Assistant Professor	Economics
Ana	Teodorescu	Associate Professor	Mathematics
Robert	Thomas	Associate Professor	Philosophy
Christine	Vasquez	Professor	English
Thomas	Vorbach	Assistant Professor	Business Management
Trent	Welcome	Assistant Professor	Graphic Design
Nambrath	Wesley	Professor	Psychology
Arminda	Wey	Professor	Mathematics

David	Wiseman	Professor	Psychology
Caroline	Wong	Associate Professor	Biology
Ashley	Zampogna-Krug	Associate Professor	History
Joseph	Zavaglia	Professor	Legal Studies
Michelle	Zuppe	Professor	Culinary Arts/Hospitality Mgt

H. PERFORMANCE RECOGNITION – Effective 7/1/24. Supporting documentation is provided as attachments.

1. Name: Leah Coppola
Department: English
2. Name: Nina Ercolino
Department: Human Resources
3. Name: Heeja Kwon
Department: Mathematics
4. Name: Beth Tarantino
Department: Enrollment Services

IVAN ANDERSON

Assistant Professor Ivan Anderson is recommended for promotion to Associate Professor. Hired in 2014 to teach Automotive Technology, he earned a bachelor's degree in Automotive Technology Management from Pennsylvania College of Technology and a master's degree in Career and Technology Education from Ball State University.

TEACHING EFFECTIVENESS

Mr. Anderson's main goal for every student is they succeed and become the best automotive technician they can. Every course he teaches is designed for students to grasp the concepts, and not only build automotive skills, but life skills which are required in the automotive industry profession. His ability to transfer complex subject material into understandable technical information, feels natural and reasonable, keeps his students registering for any course he teaches. His goal is giving students the ability to command the material, as it is taught, and to ignite the passion, so the material knowledge becomes part of the student.

COLLEGE SERVICE

When Mr. Anderson was hired, he took the role of Automotive Coordinator for the General Motor ASEP program. During this time, he became a STEM representative for the Brookdale Community College Faculty Association and a mentor for the automotive club "DRIVE". Mr. Anderson became Automotive Technology Department Chair and has had six consecutive semesters of increased enrollment. He is currently the Primary Investigator on a National Science Foundation grant to develop Electric Vehicle curriculum.

PROFESSIONAL DEVELOPMENT

Mr. Anderson develops his technical knowledge through the General Motors Center of Learning online training and his attendance at the IAGMASEP North American conference every October. This conference is a gathering of all the GMASEP program instructors in the United States and Canada, where they learn technical information, marketing, trainer sessions, and networking with General Motors and other colleges. He has undergone N5 Supervisor training and is about to begin extensive Electric Vehicle training which will lead to a global certification.

COMMUNITY SERVICE

Mr. Anderson performs outreach to middle schools and high schools. He represented Brookdale Community College on the AUTOLAB radio broadcast, was interviewed in the media, and hosts information sessions for the public several times a semester. Mr. Anderson is coordinating the NJCAR High School Automotive Technology Competition which will be held at Brookdale.

CHERYL FENCIK

Associate Professor Cheryl Fencik is recommended for promotion to Full Professor. Hired in 2010 to teach Biology, she earned bachelor's and master's degrees in Biology from Georgian Court University.

TEACHING EFFECTIVENESS

Ms. Fencik's primary focus is teaching excellence. She continually updates course materials and prepares organized and well-planned class presentations. Ms. Fencik is highly rated on her Student Opinion Reports and she received excellent evaluations from her supervisors. She teaches three courses in Biology: Anatomy and Physiology I, Anatomy and Physiology II, and Vertebrate Zoology. She is the only instructor in the department to teach Vertebrate Zoology and serves as the course coordinator.

COLLEGE SERVICE

Ms. Fencik served as the Biology Department Co-chair since July 2021. She served as the Honors Program Assistant Coordinator, Honors Advisory Council Co-chair, Honors Association Faculty Advisor, and an Honors Advisory Council member. She volunteered to be the STEM representative on the Provost and Vice President, Academic Affairs Advisory Committee. Ms. Fencik served on the Biology Five-Year Program Review Committee and two Biology Department hiring committees including one as the Search Committee Chair. She represented the Honors Program at Brookdale Open Houses and was an Adjunct Faculty Mentor. Ms. Fencik is responsible for developing and maintaining the Biology Adjunct Handbook and the Biology Instructional Assistant Handbook for the Biology Department.

PROFESSIONAL DEVELOPMENT

Ms. Fencik represented the Honors Program in public presentations during the NJ STARS Information and Honors Information sessions. She stays current with topics in Biology by attending the Biology Seminar Series each semester.

COMMUNITY SERVICE

Ms. Fencik was the Honors Association advisor, and she coordinated the Honors Association Fall Food Drive. She participates with the Biology Department sponsoring a family for the "Giving Tree" every year.

MARLENA D. BROTHERS FRANK

Associate Professor Marlena D. Brothers Frank is recommended for promotion to Full Professor. Hired in 2006 as a Student Development Specialist and currently teaching Psychology, she earned a bachelor's degree in Communication from University of Colorado at Boulder and a master's degree in Counseling Psychology from Northeastern University in Boston, Massachusetts.

TEACHING EFFECTIVENESS

Throughout her career, Ms. Frank prided herself on maintaining teaching excellence. Students recognize her excitement, passion, and dedication in the classroom, as is evidenced by her above average Student Opinion Reports, and through the lasting connections she builds with her students.

COLLEGE SERVICE

In April 2023, Ms. Frank participated in Brookdale's inaugural TEDx event as both a presenter and entertainer. Her 12-minute talk, "The Remarkable Simplicity of Happiness" currently has 11,000 views and has been featured in various press outlets and viewed across the globe. She led many lively discussions and presentations across campus including for the Brookdale President's Community Advisory Council (BPCAC), Global Citizen's Project, numerous college clubs, Scholars' Day, and stand-alone wellness workshops. Ms. Frank serves as the Caroline Huber Holistic Wellness Center faculty liaison. In this role, she played an integral part in the overall planning and creation of the center. One of Her proudest accomplishments have been the creation of her happiness program, "B.O.O.S.T.: Five Steps to a Happier Life". She successfully piloted her program as a six-week course for 45 Brookdale employees in fall 2022. Since then, hundreds of college employees, students, and community members have been B.O.O.S.T.ed!

PROFESSIONAL DEVELOPMENT

Ms. Frank presents regularly at local and state-wide conferences on the various aspects of well-being, and in particular, happiness. In spring 2023, she keynoted the annual A Women's Conference at Brookdale Community College. She presented her self-created happiness program, "B.O.O.S.T.: Five Steps to a Happier Life" to over 250 attendees. In 2022, she received her certificate in Mind-Body Medicine from the Center for Mind-Body Medicine. Ms. Frank recently completed a year-long training to become an Executive Coach and is in the final steps of receiving the Associate Certified Coach (A.C.C.) certification. This year, she proudly opened her own business, "The Boost Solution," offering private executive level coaching, corporate training, and keynotes.

COMMUNITY SERVICE

Ms. Frank provided gratuitous workshops at various colleges and centers across the county. She regularly coaches little league softball in her current town of Fair Haven.

DR. CHRISTINE A. GRECO-COVINGTON

Associate Professor Christine A. Greco-Covington is recommended for promotion to Full Professor. Hired in 2009 to teach Psychology and Human Services, she earned a bachelor's degree in Psychology from East Carolina University, a master's degree in Psychological Counseling from Monmouth University, and a doctoral degree in Clinical Psychology from Chestnut Hill College.

TEACHING EFFECTIVENESS

Dr. Greco-Covington teaches numerous Psychology and Human Services courses. She conceptualized and co-founded Faculty Share, which was an online conference and community developed to share ideas during the early days of COVID.

COLLEGE SERVICE

Dr. Greco-Covington served the college in many ways, including Psychology Department Chair, New Faculty Orientation host, and Psychology and Human Services Club Advisor. She founded and hosted the Stigma-Free Speaker Series in support of the Brookdale Stigma-Free Initiative for three years. The series hosts current and former students, staff, and faculty who present their personal experiences with mental illness; including the stigma they experience, their challenges, their success, all to lessen stigma, inspire hope, and find mental health resources. Dr. Greco-Covington conceptualized and co-founded the Healing Centered Education Faculty Working Group; a professional development opportunity for faculty to learn about and improve their practices in and outside the classroom.

PROFESSIONAL DEVELOPMENT

Dr. Greco-Covington was a member of the 2021/2022 Leadership Brookdale co-hort. She participated in the Cost of Poverty Experience (COPE), which had a profound impact on her, and she became a certified facilitator for COPE. She plans to work with others at Brookdale to share this great experience.

COMMUNITY SERVICE

Ms. Greco-Covington is active in her community. She is a Girl Scout leader and soccer coach for her nine-year-old daughter Sydney.

ALEX IDAVOY

Associate Professor Alex Idavoy is recommended for promotion to Full Professor. Hired in 2000 to teach Spanish and English as a Second Language, he earned a bachelor's degree in Comparative Literature from Drew University and a master's degree in Spanish from Middlebury College. He presently is drafting his creative dissertation for his Doctor of Letters (D.Litt.) in Writing from Drew University.

TEACHING EFFECTIVENESS

A self-professed geek, Mr. Idavoy developed the Language Department's Spanish online program, and OER curriculum for the Spanish grammar sequence. Given his mastery of the technology, he was instrumental in the department's overnight pivot to online teaching in response to the pandemic. He brings to the classroom, not only his mastery of Spanish, but his fierce pride in his Cuban heritage. An EOF alumnus himself, he understands well the struggles of first-generation immigrant students. In class, he shares his cultural background and perspectives to bring Spanish to life for students of all backgrounds. When teaching ESL, he is reminded of his parents' struggles; they were never able to master the language of the generous country that opened her doors to them. Mr. Idavoy with fellow Language faculty, submitted a proposal for an Intermediate Spanish Certificate of Achievement, a steppingstone to the department's creation of a Spanish option. With Brookdale on the verge of becoming a Hispanic serving institution, Mr. Idavoy is dedicated to developing ways to meet the specific needs of the growing number of heritage speakers of Spanish on campus and make learning the language accessible and relevant to all.

COLLEGE SERVICE

Thanks to the sponsorship of the International Education Center, Mr. Idavoy established the Free Foreign Series, which made screenings available to the general Brookdale community. He curated the series and led post-viewing discussions for over ten years, and he brought the successful series back this past fall. He serves as the Latino Cultural Club Faculty advisor, Diversity Council co-chair, BCC Faculty Association Executive Board's Bylaws Review committee chair, and a General Education committee member. Mr. Idavoy served on the Sabbatical and Humanities' Outstanding Student Award committees and was a search committee member for the Assistant Director position in EOF. He is a member of the Civility Week subcommittee. Mr. Idavoy's most notable contribution to the college this year (and in his career), was the personal presentation he made as part of the Psychology and Human Services Club's Stigma Free Speaker Series.

PROFESSIONAL DEVELOPMENT

Mr. Idavoy was awarded a full scholarship to attend a three-day Winter Poetry and Prose Getaway sponsored by Stockton University's Murphy Writing program. He participated in a three-day memoir writing workshop.

COMMUNITY SERVICE

Mr. Idavoy is a member of the Board of Directors of "Círculo cubano cultural de Nueva York" (Cuban Cultural Center of New York). He serves on the Literature and Film program cultural committees, and the Digital Media Promotion and Press Coverage and Member Outreach administrative committees.

DR. NICOLE JACKSON-WALKER

Associate Professor Nicole Jackson-Walker is recommended for promotion to Full Professor. Hired in 2009 to teach Psychology and Human Services, she earned a bachelor's degree in Psychology and Biology from Stockton University, a master's degree in Psychological Counseling from Monmouth University, and a doctoral degree in Counselor Education and Supervision from Argosy University.

TEACHING EFFECTIVENESS

Dr. Jackson-Walker (EdD, MA-LPC, LCADC, BC-TMH, HS-BCP) is a counselor educator by trade, trained in the study of student preparation in the mental health professions. Her dissertation focused on the student/professor relationship and explored how it is impacted by online learning compared with in-person learning. She is a licensed Professional Counselor, Drug and Alcohol Counselor, and certified Telehealth provider and Human Services practitioner. Dr. Jackson-Walker recently completed training in healing centered education, which focuses on providing an inclusive and equitable learning experience informed by knowledge of diversity. She is deeply passionate about enhancing the student learning experience by fostering a sense of connection in the classroom. Students frequently cite her passion and mentorship as being instrumental in their learning.

COLLEGE SERVICE

Throughout her tenure at Brookdale, Dr. Jackson-Walker provided an array of college services. She was the Human Services program coordinator and now serves as the Human Services field development coordinator where she forges relationships with college and community agencies. She served as the faculty representative on steering and led a charge on forum voting. Dr. Jackson-Walker initiated the charge to re-examine the governance structure for improvement. She served as an area representative and recording secretary for the Faculty Association. She served on a number of other committees and as an adjunct faculty mentor.

PROFESSIONAL DEVELOPMENT

Dr. Jackson-Walker completes more than 40 hours per year of professional development training in the field of psychology and counseling. She completed Leadership Brookdale. She serves as the Council for Standards in Human Services Education (CSHSE) treasurer and lead site visitor, responsible for the accreditation of Human Services throughout the country. Dr. Jackson-Walker maintains a private counseling practice where she stays abreast of the field. She teaches part-time in a counseling master's program and prides herself in preparing her undergraduate students at Brookdale in a similar fashion.

COMMUNITY SERVICE

Dr. Jackson-Walker is a member of a legislative action committee on mental health which contains State and local legislators who she regularly meets with to advocate for the mental health needs of others. She participated in the campaign to lower and cap insulin costs by meeting with the congressperson to advocate. She is proud to have played a small part in the lowering of those costs.

DR. GITANJALI KUNDU

Associate Professor Gitanjali Kundu is recommended for promotion to Full Professor. Hired in 2010 to teach Biology, she earned a bachelor's with honors in Botany from Bethune College, a master's degree in Botany from Calcutta University of India, a second master's degree in the Cell and Molecular Biology from Eastern Michigan University, and a Ph.D. in Immunology and Microbiology from the School of Medicine at Wayne State University.

TEACHING EFFECTIVENESS

Dr. Kundu made curriculum updates for five courses in Biology. She started teaching a new fully online General Education course entitled Life Sciences. She is the course coordinator for the college-wide General Education course, Life Sciences, and Cell and Molecular Biology.

COLLEGE SERVICE

Dr. Kundu served as the NASA STEM grant co-coordinator, securing \$215,000. She served as the primary NASA program liaison, facilitating direct communication with Rutgers University. The success of the NASA STEM project garnered recognition leading to Brookdale being awarded the status of NASA NJSJC Affiliate. She chaired the selection committee for STEM fellows, coordinated STEM peer-tutoring, and NASA STEM fellows' final presentations. Her involvement extends across General Education and faculty hiring committees. She served as the Governance Student Development Committee co-chair, the Outstanding Student Award committee chair, and is presently serving as the Biology Department co-chair. Dr. Kundu headed the search committee for the hiring of three full-time Biology Instructors and chaired the committee for hiring a full-time Biology Instructional Assistant. She participated in events such as Earth Day Celebration and Civility Week. Dr. Kundu served as an advisor to two honors students who presented during the Honors Symposium and provided mentorship and evaluation to numerous adjunct and full-time Biology faculty members.

PROFESSIONAL DEVELOPMENT

Dr. Kundu attends Current Topic seminars. She participated in the Annual New Jersey Space Grant Consortium meetings during her role as a NASA grant co-coordinator. She completed an online Instructor certification course.

COMMUNITY SERVICE

As a dedicated member of the 504c organization, Sreeshti and Kallol of New Jersey, she participates in fundraising initiatives for charitable causes. She holds a significant role as one of the founding members and a current board member of the National Charity League, Inc. Central New Jersey. She volunteers at the Community Food Bank of New Jersey and Hands of Hope.

MATTHEW MONTEMORANO

Assistant Professor Matthew Montemorano is recommended for promotion to Associate Professor. Hired in 2016 to teach Communication, he earned his bachelor's degrees in Communications and in Philosophy from Penn State University and a master's degree in Media Studies from The New School.

TEACHING EFFECTIVENESS

As the Communication Media Department chair, Mr. Montemorano continues to develop new curriculum and opportunities for his students and department. He proposed a new Multimedia Production AA Degree which was approved by the College. This hands-on production degree will help students develop skills to become "content creators" and meet the needs of an ever-changing multi-media industry. As part of this degree, Mr. Montemorano was awarded curriculum development funds to create a new capstone course. The result was COMM 228, which was developed in partnership with Brookdale's 90.5 The Night. In this course, students will create social media content, podcasts, and video content with 90.5 The Night acting as the "client." He was instrumental in creating a partnership between Comm Media and Brookdale's new Esports program. During the spring semester, Communication Media students, under the guidance of a special project, served as the production crew to broadcast and stream all of Brookdale's Esports matches and tournaments, while adhering to the strict guidelines of the NJCAA. Mr. Montemorano serves as the faculty lead for CINE 105 Film Appreciation, one of Brookdale's highest enrolled General Education courses. As Assessment Coordinator, he works closely with the Office of Assessment to ensure course learning objectives are being met throughout the Communication Media Department. Mr. Montemorano's Student Opinion Reports consistently show that his students rate him highly, as he has a positive impact on their Brookdale experience.

COLLEGE SERVICE

Mr. Montemorano served as the Faculty Lead on the Open House Committee. During this time, he helped plan and coordinate Open House into the successful bi-annual recruitment event which it is presently. Despite the pandemic, Open House continued to evolve and adapt to all mandated safety protocols. In its current format, the event recently saw its highest attendance aiding Brookdale's enrollment goals. He serves on the Governance Institutional Planning and Effectiveness Committee, helping the College develop the seven main themes of the 2025 Strategic Plan's White Paper.

PROFESSIONAL DEVELOPMENT

Mr. Montemorano continues to develop his craft as an editor and videographer. He attended several workshops in Manhattan over the years to implement industry standard software into Brookdale's course offerings, all to ensure Brookdale's students are at the forefront of industry trends and standards.

SALLY ANN MULVEY

Associate Professor Sally Ann Mulvey is recommended for promotion to Full Professor. Hired in 2008 to teach Mathematics, she earned bachelor's degrees in Mathematics and English from Rutgers University, a master's degree in Mathematics Education from New Jersey City University, and a master's degree in Mathematics from Rutgers University.

TEACHING EFFECTIVENESS

Ms. Mulvey works well with students and focuses on the most at risk students, particularly in Foundational Studies. She creates myriads of ancillary student material such as videos and notes to support learning for both face to face and online courses.

COLLEGE SERVICE

Ms. Mulvey demonstrated commitment to Brookdale through her various projects including instituting placement testing for incoming students in Math and creating three new online classes during COVID. She developed and ran learning communities at the Regional Location Campuses and made efforts to increase enrollment at the Regional Location Campuses by coordinating scheduling between departments and surveying students to understand their needs.

PROFESSIONAL DEVELOPMENT

Ms. Mulvey strives to learn more about online course delivery, and she published in a journal with colleagues at Rutgers University, an article about online learning in STEM. Recently she took an interest in working with underserved students and hopes to help Brookdale launch initiatives as they relate to helping said students.

COMMUNITY SERVICE

Ms. Mulvey dedicated her own resources to supporting students who struggle with food insecurity. She would like to focus on more volunteer work moving forward.

JENNIFER M. SALVO

Assistant Professor Jennifer M. Salvo is recommended for promotion to Associate Professor. Hired in 2015 to teach Reading, she earned a bachelor's degree in Education from University of Delaware and a master's degree in Reading and Literacy from National University.

TEACHING EFFECTIVENESS

Ms. Salvo is dedicated to student success at Brookdale. As a Reading Instructor for Foundational Studies, she provides extensive support to students who require assistance in various areas beyond reading. She dedicates an immense amount of time to helping them acquire tools they need to excel in college. Students report leaving her class feeling confident and fully integrated into the Brookdale community. Ms. Salvo consistently receives high ratings on her Student Opinion Reports and supervisor evaluations. Her students describe her as caring and supportive. In a recent student opinion report, a student wrote, *"Professor Salvo has a golden heart. She cares about her students. If they need help, she is always there to listen to them."*

COLLEGE SERVICE

Ms. Salvo is the Reading and Academic Access Department chair and leads a team who supports all Brookdale students to improve their reading and studying abilities. She is heavily involved with Foundational Studies at Brookdale, previously serving as Reading Coordinator and Committee chair. Ms. Salvo's leadership skills were particularly evident when she led a team which included OIT, Admissions, Advising, Math, English, and Testing Services in the redesign of the testing and placement process for incoming students which became unavailable due to the sudden onset of the pandemic. These tools have proven to be highly effective and are still in use today for prospective students at Brookdale.

PROFESSIONAL DEVELOPMENT

Ms. Salvo regularly attends the New Jersey Writing Conference. She is a member of the New Jersey Education Association, the National Council for Teachers of English, and the New Jersey National Organization for Student Success.

COMMUNITY SERVICE

Ms. Salvo is a dedicated member of her community who actively contributes to various local organizations. She is a valuable member of the Parent Advisory Committee at Red Bank Regional High School and the Little Silver PTO. Furthermore, she assumes the role of team manager and social media coordinator for the Red Bank Regional Boys Varsity Soccer Team.

ASHLEY TASY

Associate Professor Ashley Tasy is recommended for promotion to Full Professor. Hired in 2010 to teach Mathematics, she earned a bachelor's degree in Applied Mathematics and a master's degree in Pure and Applied Mathematics from Montclair State University.

TEACHING EFFECTIVENESS

Ms. Tasy teaches a variety of courses in the Math Department ranging from introductory algebra to calculus sequence. She teaches in a variety of modalities and has been integral in expanding online course offerings in Math. She uses her training, attendance at countless conferences, and expertise to regularly present best practices to her colleagues and informally mentor those new to online teaching. Ms. Tasy routinely reviews and edits the curriculum as well as assesses the courses she teaches to improve student outcomes. She was the co-chair of the most recent program review for the Math/Science A.S., Math Option.

COLLEGE SERVICE

Ms. Tasy demonstrated a steadfast commitment to the College through her active participation and leadership roles within Governance, the Brookdale Faculty Association, and work on the current Academic Master Plan. Since her last promotion, she has undertaken significant roles which set the tone for a series of progressive leadership positions. Ms. Tasy served as the Academic Standards co-chair, Steering Faculty representative, Governance Vice Chair, and next year will become the Governance Chair. She serves as the STEM Institute representative on the Educational Technology committee for IT Governance, seeking direct input from department chairs to tailor technological support to meet specific departmental needs. Beyond Governance, Ms. Tasy is an active member of the Brookdale Faculty Association, representing the STEM Institute and currently Recording Secretary. She served as the Curriculum Committee co-chair for the current Academic Master Plan, focusing on what programs and courses would best serve current and future students.

PROFESSIONAL DEVELOPMENT

Ms. Tasy is a member of several professional organizations including the Mathematics Association of America (MAA), Mathematical Association for Two-Year Colleges-New Jersey Section (MATYCNJ), and National Organization for Student Success-New Jersey Section (NOSSNJ). She served in four different positions on the executive board of MATYCNJ over the last eight years. She presented at regional conferences for all these organizations, especially during the height of the COVID-19 pandemic, sharing her knowledge and helping faculty pivot their classrooms for online learning. Ms. Tasy was one of the recipients of the Outstanding Colleague Award for her contributions to students, the Math Department, and the College.

MATTHEW A. KALOS, Ph.D.

Tenure

Instructor Matthew Kalos is recommended for tenure and promotion to Assistant Professor. Hired in 2019 to teach Anthropology, he earned a bachelor's degree in Anthropology from Franklin and Marshall College, master's degree in Anthropology from Temple University, and a PhD. in Anthropology at Temple University.

TEACHING EFFECTIVENESS

During Dr. Kalos' first semester, he completed the Teaching and Learning Center's "Learning, Teaching, and Practice" certificate. Not only did this course provide certification to teach full-online courses, but it enhanced his pedagogical approaches. In the spring semester 2020, the global pandemic altered higher education. Dr. Kalos collaborated within his department and institute to create best practices to help students achieve their learning outcomes while maintaining academic integrity. He teamed with the TLC to create interactive assignments to increase students' comprehension of complex concepts in his online ANTH 105 courses. Early results from the implementation indicate increased student success. Dr. Kalos collaborated with the Librarians to enhance students' research skills in his ANTH 106 course.

COLLEGE SERVICE

Dr. Kalos currently serves as an active member of the General Education Committee. He served as a co-chair for the Anthropology Department's Five-Year review, which received high praise from the Senior Executive Leadership Team for its thorough evaluations and poignant recommendations.

PROFESSIONAL DEVELOPMENT

Upon arriving at Brookdale, Dr. Kalos completed the new faculty and new employee orientations, which assisted in his becoming more acquainted with the college. Over the last five years, Dr. Kalos presented at numerous archaeology conferences. In 2022, his research was published in a top-ranked Archaeology journal. Dr. Kalos presented his research at Brookdale's Scholars' Day. His presentation was based on the research he and students conducted as a part of Brookdale's archaeological field school.

COMMUNITY SERVICE

Dr. Kalos remains engaged in multiple organizations. He currently serves as executive board member for the Council for Northeast Historical Archaeology. He is engaged with the Archaeology Society of New Jersey where he networked to find archaeology projects to engage his students and the communities in New Jersey. He was a part of the inaugural Brookdale Community College TEDx event. After presenting, Dr. Kalos remained engaged with Brookdale's TEDx team, assisting in selecting presentations for 2024 and acting as a fact-checker.

LISA MANNINO

Tenure

Instructor Lisa Mannino is recommended for tenure and promotion to Assistant Professor. Hired in 2019 to teach Nursing, she earned a bachelor's degree in Nursing from The City University of New York: College of Staten Island and a master's degree in Nursing from Monmouth University.

TEACHING EFFECTIVENESS

Ms. Mannino achieved an online teaching certification in fall 2019. She revised NURS 125 curriculum based on assessment data from outcome assessment, to reflect evolving medical knowledge and the type of questions included on the next generation NCLEX exam. She utilizes active learning strategies and technology to enhance student engagement and success. Ms. Mannino collaborates with Continuing and Professional Studies (CPS) to provide free math workshops to promote student success.

COLLEGE SERVICE

Ms. Mannino is the Academic Council Co-chair, Nursing Department Planning and Assessment Committee Co-chair, a Faculty Advisory to Advancement Committee member, CentraState Medical Center faculty liaison, and was an Academic Master Plan/Student Academic Readiness Team member. She is a Volunteer Connection member and participated annually in the Giving Tree and Stuff a Stocking for HABcore residents. She supported student success initiatives through college wide outreach (*making phone calls to students during the Covid pandemic*), Commencement volunteer, and attends Open House and Nursing Pinning ceremonies.

PROFESSIONAL DEVELOPMENT

Ms. Mannino was inducted into the Sigma Theta Tau International: Mu Upsilon Chapter of The College of Staten Island and the Lambda Delta Chapter of Monmouth University. She is a member of the American Nurses Association, New Jersey State Nurses Association, and American Association of Women in Community Colleges. She attends Organization for Associate Degree Nursing (OADN) and National Coalition of Hospital Association Schools and Colleges of Nursing (NCHASCN) conferences and workshops and completes annual continuing education credits required for RN licensure renewal in the State of New Jersey.

COMMUNITY SERVICE

Ms. Mannino has been a member of the Monmouth County Health Department Medical Reserve Corps since 2021. Her service includes volunteering at the Brookdale Covid Vaccination Clinic, the Covid Food Delivery Response Team, Monkey Pox vaccination, blood pressure screenings, and blood drives. As faculty co-advisor of the Student Nurse Association, she organized food and clothing drives in addition to community blood pressure screening events.

MATTHEW PERRY

Tenure

Instructor Matthew Perry is recommended for tenure and promotion to Assistant Professor. Hired in 2019 to teach Business, he earned an associate degree with honors in Business Administration from SUNY - Dutchess, a bachelor's degree summa cum laude in Marketing from SUNY-College at New Paltz, and a master's degree with distinction in Business Administration from SUNY-College at New Paltz.

TEACHING EFFECTIVENESS

Mr. Perry believes one of the more joyous moments in life is witnessing the light bulb turn on above a student's head, seeing the recognition of understanding in their eyes, and knowing he played a role in that individual's learning and education. His student-centered approach informs his dedication to creating an educational environment of belonging, empathy, practical application of course material, and leading students to master learning outcomes successfully. Mr. Perry uses his professional experience and subject matter expertise to relate course content to workplace skill sets by creating well-constructed active learning exercises and cultivating an environment designed for student comfort and collaboration.

COLLEGE SERVICE

Mr. Perry served two terms as the Academic Standards Committee Chair. He led the team's efforts in a complete overhaul and revision of Brookdale's Academic Integrity Code regulation by creating a comprehensive document, streamlining the process of academic integrity appeals, and producing a clear, concise flowchart that is easily understandable to parties involved and clarifies the rights of faculty while ensuring due process for students. Both have taken effect at Brookdale. Under his leadership, the committee proposed modifying the Add/Drop period regulation, which was overwhelmingly passed and is awaiting implementation. Mr. Perry currently serves on Governance Restructuring and Class Frequency ad hoc committees, continuing his efforts to be a proactive and a positive contributor to Brookdale's organic growth and improvement.

PROFESSIONAL DEVELOPMENT

Mr. Perry's professional development focus is improving his efforts and learning how best to deliver engaging educational content in various formats for students. He completed Brookdale's online teaching certification program, attended Rutgers' online learning conference which highlighted an array of new techniques and technologies, and took a Harvard Business Review course on case study teaching. Mr. Perry remains abreast of current Higher Education standards and practices by attending the NJEA Higher Education Conferences.

COMMUNITY SERVICE

Since joining Brookdale, Mr. Perry served on the Business Advisory Council to liaise with the surrounding business community members to demonstrate Brookdale's Business Department's current curriculum and inform the department's future efforts to best prepare students with the appropriate and desired skill sets for the current business landscape.

SHAYLA J. WARD

Tenure

Instructor Shayla J. Ward is recommended for tenure and promotion to Assistant Professor. Hired in 2019 to teach English, she earned a bachelor's degree in English from Johnson C. Smith University and a master's degree in English from The University of North Carolina at Greensboro.

TEACHING EFFECTIVENESS

Ms. Ward teaches Fundamentals of Writing, Accelerated Learning Program for English Composition, English Composition: The Writing Process and English Composition: Writing and Research. She updated the African American Literature course syllabus. Ms. Ward taught courses at the Hazlet Regional Location, and currently teaches at the Freehold Regional location. In a final reflective essay, one of her former students wrote about taking their first English class at the college "felt more like an experience than a stress-inducing class." She desires to create a safe writing space for all her students.

COLLEGE SERVICE

In Ms. Ward's role as Foundations of English coordinator, she is planning for upcoming course assessment and curriculum updates. She collaborated with her fellow Diversity Council colleagues to revise the college's diversity statement. She is a member of the ALP/English 121 Committee, the Foundational Studies Committee, and the new faculty advisor for Sigma Kappa Delta: The National English Honor Society for Two-Year Colleges. Ms. Ward represents the English Department at Fall and Spring Open Houses and is a faculty mentor for newly hired adjunct English instructors.

PROFESSIONAL DEVELOPMENT

Ms. Ward was a co-presenter at the Conference on College Composition and Communication. She received her online teaching certification from Brookdale's Teaching and Learning Center. She completed New Employee and New Faculty Orientations. Ms. Ward attends various roundtables and discipline-specific webinars curated by organizations such as the Modern Language Association and the National Council for Teachers of English.

COMMUNITY SERVICE

Ms. Ward is a member of her local church's Higher Education Ministry, which provides college readiness workshops for rising seniors. As a member-at-large of the Johnson C. Smith University NY/NJ Alumni Chapter, she participates in various fundraisers, writes the chapter newsletters, and represents her alma mater at various HBCU college fairs throughout the region.

TABLE I
ANALYSIS OF PROMOTIONS
2024-2025

TOTAL FACULTY*	182
LESS FULL PROFESSOR	92
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	4
FACULTY RECOMMENDED FOR TENURE (no promotion in rank)	0
FACULTY RECOMMENDED FOR PROMOTION TO FULL PROFESSOR	8
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	3
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR	4
TOTAL PROMOTIONS	15

TABLE II
PROMOTIONS RECOMMENDED FOR 2024-2025

<u>Business & Social Science</u>	<u>Recommended by President</u> Marlena Frank Christine Greco-Covington Nicole Jackson-Walker Matthew Kalos Matthew Perry	to Full Professor to Full Professor to Full Professor to Assistant Professor* to Assistant Professor*
<u>Educational Access & Innovation</u>	<u>Recommended by President</u> Matthew Montemorano	to Associate Professor
<u>Health Science</u>	<u>Recommended by President</u> Lisa Mannino	to Assistant Professor*
<u>Humanities</u>	<u>Recommended by President</u> Alex Idavoy Jennifer Salvo Shayla Ward	to Full Professor to Associate Professor to Assistant Professor*
<u>STEM</u>	<u>Recommended by President</u> Ivan Anderson Cheryl Fencik Gitanjali Kundu Sally Mulvey Ashley Tasy	to Associate Professor to Full Professor to Full Professor to Full Professor to Full Professor

***Promotion granted in conjunction with tenure**

TABLE III
SUMMARY OF FACULTY BY RANK

2024-2025

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Rank Distribution Before Current Promotions	20	39	36	84	179
Percent	11%	22%	20%	47%	100%
Current Promotions	-4	1	-5	8	15
Rank Distribution After Current Promotions	19	40	31	92	182
Percent	10%	22%	17%	51%	100%

TABLE IV

DISTRIBUTION OF FACULTY RANK BY UNIT
BEFORE CURRENT PROMOTIONS

2024-2025

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	3 6%	7 15%	13 28%	24 51%	47 100%
Educational Access & Innovation (includes Library)	1 13%	2 25%	0 0%	5 63%	8 100%
Health Science	5 28%	7 39%	2 11%	4 22%	18 100%
Humanities	5 10%	9 17%	8 15%	30 58%	52 100%
STEM	6 12%	14 27%	13 25%	18 35%	51 100%
Student Affairs/Counseling	0 0%	0 0%	0 0%	3 100%	3 100%
TOTAL	20 11%	39 22%	36 20%	84 47%	179 100%

TABLE V

DISTRIBUTION OF FACULTY RANK BY UNIT
AFTER CURRENT PROMOTIONS

2024-2025

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	3 6%	10 20%	10 20%	27 54%	50 100%
Educational Access & Innovation (includes Library)	1 13%	1 13%	1 13%	5 63%	8 100%
Health Science	4 22%	8 44%	2 11%	4 22%	18 100%
Humanities	4 8%	9 17%	8 15%	31 60%	52 100%
STEM	6 12%	13 25%	10 20%	22 43%	51 100%
Student Affairs/Counseling	0 0%	0 0%	0 0%	3 100%	3 100%
TOTAL	18 10%	41 23%	31 17%	92 51%	182 100%

Adjunct Data	Fall 2023	Fall 2023	Employee %		Sections Taught	
	FT Faculty	Adjuncts	FT %	PT %	FT %	PT %
	191	283	40%	60%	64%	36%

TABLE VI

FACULTY PROMOTIONS - (8 year History)
Post Institutional Realignment

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Business & Social Science	4	4	6	3	7	5	3	5
Health Science	2	3	0	0	1	2	2	1
Humanities	1	4	5	4	4	7	6	3
Educational Access & Innovations (Includes Library & Innovations-College Success)	0	1	0	1	1	2	0	1
STEM	2	3	9	6	6	4	5	5
Student Affairs/Counseling	1	0	0	0	0	0	0	0
NON-AUTOMATIC	10	12	12	14	10	13	12	11
AUTOMATIC	9	3	8	3	9	7	4	4
TOTAL	19	15	20	17	19	20	16	15

Leah Coppola, Academic Tutor, Writing Center

Leah Coppola is not just an Academic Tutor in the Writing Center; she embodies excellence and dedication in her role at Brookdale Community College. Recognized as a "superstar" among her peers and leaders, Leah's commitment to her craft earned her the esteemed *Outstanding Staff* award in 2023. At the forefront of educational innovation, Leah oversees the writing centers at both the Wall and Neptune campuses, demonstrating exceptional leadership and organizational skills. Her pivotal role in transitioning the Writing Center to video instruction and updating *Canvas* for the department underscores her adaptability and forward-thinking approach.

Beyond her administrative duties, Leah's passion for education extends into mentorship and academic enrichment. She diligently mentors new tutors, sharing her expertise and fostering a supportive learning environment. Actively engaged in her own educational journey, Leah is pursuing further graduate courses at Monmouth University, reflecting her commitment to continuous growth and development. Her impact transcends disciplinary boundaries, as she collaborates with the Psychology department to deliver insightful lectures on the science of gender and sexuality. Leah's contributions, from her role as treasurer of the PSA to her presentations at events like Civility Week and Diversity and Wellness Day, exemplify her unfaltering dedication to fostering a culture of learning and inclusivity.

Nina Ercolino, Associate, Human Resources

Nina Ercolino's contributions to the Human Resources department at Brookdale Community College exemplify excellence and innovation. As a recipient of the 2023 Outstanding Staff Award, Nina's dedication to enhancing efficiency and accuracy is evident in her work. Notably, she developed an automated input sequence to update the benefits database, a task that previously consumed an entire day, thereby saving the department valuable time and significantly improving accuracy. Her proficiency with Entrisik software and keen analytical skills further enhance her ability to streamline processes and drive impactful results.

Beyond her technical expertise, Nina's commitment to service and professional development is commendable. She obtained a notary public certification to facilitate office responsibilities and actively participates in events such as the Monmouth County job fair and Early Bird registration. Nina's involvement in initiatives like call campaigns and Governance elections underscores her dedication to supporting the College community. Additionally, her participation in the Alpha-Eta cohort of the Leadership Brookdale program reflects her commitment to personal and professional growth. With a diverse skill set that includes CPR training, completion of thirteen *KnowledgeWave* courses, and ongoing pursuit of an associate's degree in computer science, Nina is a versatile asset to the department. Her attention to detail, continuous improvement efforts, and creative contributions, such as adding QR codes to job flyers and providing artwork for College events like the Garden Party and Scholar's Day, demonstrate her unwavering dedication to advancing the mission of Brookdale Community College.

Heeja Kwon, Academic Tutor, Math Lab

Heeja Kwon embodies a profound reverence for education as an Academic Tutor in the Math Lab at Brookdale Community College. Beyond her role, Heeja actively engages in outreach efforts, making classroom visits to inform students about the invaluable resources available at the Math Lab. Her organizational prowess is evident in her coordination of the test pickup schedule with Testing Services, ensuring seamless support for students. With a commitment to accessibility, Heeja offers comprehensive tutoring services covering every course in the Math department, including online sessions via Zoom.

Heeja's dedication extends beyond tutoring, as evidenced by her active involvement in various initiatives and events. From organizing Math Lab Day to developing open educational resources for Math-151, she demonstrates innovative approaches to enhance student learning experiences. As an adjunct instructor for the Math Department, Heeja's expertise shines through, complemented by her mastery of essential math software tools. Her contributions to call campaigns, open houses, and volunteer efforts such as the mobile food pantry and Achieving The Dream underscore her unwavering commitment to student success and community engagement. Heeja's continuous pursuit of excellence, demonstrated through her participation in events like Civility Week, the Women in STEM celebration, alongside her dedication to professional development through attendance at Math conferences and training sessions like QPR, and twenty seven *Knowledgewave* seminars further solidifies her as a valuable asset to both students and the institution alike.

Beth Tarantino, One-Stop Specialist

Beth Tarantino is a dedicated One Stop Specialist and passionate educator. She is a cornerstone of the Brookdale community. Her unwavering devotion to her craft has garnered vocal support from numerous Brookdalians. Beth's contributions are multifaceted, from her pivotal role in the Early Bird program to serving as the point of contact for student IDs and spearheading the design of email marketing campaigns using *Constant Contact* software for One Stop. Notably, her exceptional efforts were recognized with the *Outstanding Staff* award in 2019.

Beyond her professional duties, Beth is deeply engaged in enriching the community, serving on the Academic Council, the Diversity Council and contributing personal and family items to CHHANGE's archives. Beth has organized events like Girl Scout Career Day and continues to dedicate her time to fitness instruction as an adjunct instructor. A constant role model, Beth continues to volunteer for various causes such as the ARC of Monmouth and serving as a certified CPR instructor.

TABLE I

**ANALYSIS OF PERFORMANCE RECOGNITION
July 1, 2024 Awards**

Total Staff	147
Less Ineligible Group	82
Employees with less than four years' service	48
Employees without "exceeds" on three of the last 4 years	21
Employees with less than one year in new position	0
Staff who have received Performance Recognition in the last four years	13
Number of Eligible Staff	65
Number of Eligible Staff Applying	6
Staff Recommended for Performance Recognition – N5	2
Staff Recommended for Performance Recognition – N4	2
Staff Recommended for Performance Recognition – N3	0
Staff Recommended for Performance Recognition – N1/N2	0
% of Applications of Eligible Group (6/65)	9.23%
% of Applications of Total Staff (6/147)	4.08%

April 2024

TABLE II

Performance Recognition – July 1, 2024 Awards

SUMMARY OF STAFF BY BAND

	N1/N2	N3	N4	N5	Total
Distribution by Band	6	21	83	37	147
Percent	4.08%	14.29%	56.46%	25.17%	100%
Current Performance Recommendations	0	0	2	2	4

April 2024

**TABLE III
PERFORMANCE RECOGNITION HISTORY**

	TOTAL IN BAND	7/1/06	7/1/07	7/1/08	7/1/09	7/1/10	7/1/11	7/1/12	7/1/13	7/1/14	7/1/15	7/1/16	7/1/17	7/1/18	7/1/19	7/1/20	7/1/21	7/1/22	7/1/23	7/1/24	CURRENT YEAR % OF TOTAL W/I BAND	TOTAL RECIPIENTS
N5	37	5	5	5	5	3	2	4	2	6	2	3	2	2	0	1	1	2	2	2	5.4%	54
N4	83	4	2	2	0	1	2	2	2	1	1	2	1	1	2	2	2	2	4	2	2.4%	35
N3	21	3	4	3	2	2	0	1	2	4	1	1	0	0	1	0	0	0	0	0	0.0%	24
N2/N1	6	1	2	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	6
TOTAL	147	13	13	12	7	7	4	7	6	11	4	6	3	3	3	3	3	4	6	4	2.7%	119
Applicant #		33	31	22	13	13	15	16	14	22	7	11	5	10	8	8	4	6	7	6		

April, 2023

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

March 26, 2024

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

And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Ms. Patricia Sensi
	Ms. Mary Pat Angelini, Trustee, 5:50 PM	Dr. Katie Lynch
	Ms. Latonya Brennan, Trustee	Ms. Nancy Kaari
	Mr. Steve Clayton, Trustee, excused at 6 PM	Ms. Teresa Manfreda
	Mr. Paul Crupi, Chair	Ms. Bonnie Passarella, Esq.
	Ms. Dyese Davis, Trustee	Dr. Yesenia Madas
	Ms. Rebekah Fischhoff, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Vice-Chair	Dr. Joan Scocco
	Mr. Bret Kaufmann, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. David Stout, Secretary	
Absent		
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 March 21 at 8:30 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Mr. Jacobs read the statement on 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 lead a moment of silence for Charles King, Adjunct Instructor of Mathematics.

Charles was a graduate of Jersey City College (now New Jersey City University) where he earned his B.A. in Mathematics and his M.A. in Mathematics Education. He worked as a Math Teacher for Union Township Board of Education from 1975 until his retirement. Charles also taught as an Adjunct Instructor for Jersey City State College and the Secaucus Adult School prior to coming to Brookdale where he taught as an Adjunct Instructor from 2006- until the current semester.

According to his supervisors, Mr. King was described as an experienced professional whose teaching style and classroom management were excellent. He was a calm and supportive instructor who was very engaging with his students as he enthusiastically covered the subject matter. We are so fortunate to have had Charles as a member of the Brookdale family for the last 18 years. I know his teammates in the Math department, his colleagues in the STEM Institute, and all of his students will miss him dearly.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Trustee Richens and seconded by Trustee Brennan. Motion passed.	
<p>Recognition of Faculty Sabbaticals and Transitional Sabbaticals</p> <p>Dr. Katie Lynch, Provost and VP Academic Affairs described that Transitional Sabbaticals are awarded to faculty members who will be retiring following the 2024-2025 academic year; so, their final act at Brookdale will be one of service to the college and rest from their teaching in order to accomplish their projects on behalf of the institution. The following Transitional Sabbaticals were recommended for approval:</p> <p>Professor Patricia Dillon - On behalf of Professor Patricia Dillon, Dr. Lynch described that her proposed project is to develop an “honors in the major program” which promotes student participation in extracurricular activities and establishes pathways for independent research projects which would result in a “Honors in a Major” designation at graduation.</p> <p>Professor Lisa Hailey – transitional sabbatical project will be to develop Matlab tutorial assignments for the key engineering courses. This will provide appropriate engineering application of Matlab software</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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providing Brookdale engineering students with a hands-on experience like what they would get at a 4 Year Institution.

Dr. Lynch invited the following to inform the Trustees of their proposed sabbatical projects:

Dr. Barbara Jones – her project involves transitioning GIS (Geographic Information Systems) from the Environmental Science Department to the Anthropology Department at the college. This transition aims to enhance the geography program, offering students valuable job opportunities in various fields by integrating GIS skills into their curriculum. The project includes Dr. Jones becoming certified in GIS through a certification program at Rutgers University, with plans to develop a modern course integrating GIS applications across different disciplines on campus.

Professor Lawrence Hartzell - his sabbatical project focuses on researching and writing a book on the history of the horse industry in Monmouth County. Specifically, it will explore the rich history of both standardbred and thoroughbred racing, highlighting the significant role Brookdale played as a center for horse breeding and training in the early 20th century. The project delves into various historical figures and events related to horse racing, aiming to shed light on Brookdale's past as a renowned horse farm and its transition into a college campus. He hopes to contribute to preserving and sharing the area's historical heritage.

Reports from the Board Committees and Liaisons

- A. Finance & Facilities Committee – March 19, 2024** –Trustee Brennan reported on the Finance & Facilities meeting held on March 19, 2024 (*Attachment A*)
 - 1. Capital Project Update**
 - 2. Monthly Financial Reporting**
- B. Governance Committee – March 20, 2024** –Trustee Davis reported on the Governance Committee held on March 20, 2024 and highlighted the following:

During the Governance Committee meeting held on March 20th, several policies were reviewed and presented for board approval. Firstly, the Indemnification of Employees policy was discussed, aiming to provide transparency and fairness in cases of employee lawsuits by outlining procedures and actionable decisions for indemnification by the Board. Secondly, the Americans with Disabilities Act and Transportation Services policy was presented to ensure compliance with laws and prevent discrimination against individuals with disabilities utilizing transportation services. Lastly, the Involuntary Administrative Leave policy was updated to simplify the process for placing employees on leave pending investigation outcomes.

Additionally, there was a lengthy discussion on trustee conduct policy, which will be combined with another policy after further consultation with colleagues.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Trustees were encouraged to attend Professional development opportunities, including the ACCT National Leadership Conference and NJCC Summit.</p> <p>The Graduate Trustee Advisory Committee Charter was reviewed, recommending its attachment to collegial governance for sustainability and student representation.</p> <p>Lastly, the renegotiation of Dr. Scott's employment contract was discussed, with terms and conditions to be reviewed during the executive session.</p> <p>C. Student's Perspective – Trustee Fischhoff provided her Trustee Graduate report and highlighted the following:</p> <p>Trustee Fischhoff provided an update on items discussed during the recent Graduate Trustee Advisory Council's (GTAC) recent meetings. She reported that GTAC discussed their thoughts and experiences with 7-week terms vs 15-week semesters. There responses indicated that although members supported the 7-week terms because they move students through programs faster and provide a degree of flexibility, they preferred to take required general education courses in the 15-week semester while taking elective courses in the 7-week term. Students insightfully expressed concerns about transferring to a four-year institution that only offers classes in 15 weeks, citing transferability and acclimation concerns. They discussed Brookdale's placement test and perhaps considering the possibility of successful completion of specific high school courses as a factor in evaluating placement.</p> <p>Members also discussed the processes of both simplifying and raising awareness to the Chargeback program, allowing students living outside of Monmouth County to attend Brookdale at in-county tuition rates, if their desired program of study is not offered in their county. They suggested we market the Chargeback program to spread awareness about its benefits.</p> <p>Feeling that in many cases, timely advance notification of on campus events was lacking, members suggested a number of remedies including implementation of a shared comprehensive calendar of on campus events, perhaps including a "sort option" to guide and file by club or interest. Other suggestions involved having a weekly email newsletter to market events, campus jobs, and clubs to increase student engagement</p> <p>At the 3/18 meeting, Cynthia Gruskos discussed Collegial Governance at Brookdale and how students, staff, faculty and administrators can participate. Members expressed their lack of knowledge and awareness of Collegial Governance and suggested ideas of improving communications and accessibility to Governance information through Canvas, Brookdale website and social media platforms. It was noted that it would be challenging to attend committee meetings as they are scheduled during college hours.</p> <p>Responding to a request from Provost Katie Lynch requesting the GTAC's feedback on preferred start date for the 2026-2027 academic calendar, the GTAC expressed their preference for the school year starting after labor day for a myriad of reasons noting that many students have</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>summer jobs that end after Labor Day and challenges for parents of school age children</p> <p>Joselyn Quezada, Executive Director of College Relations, and Lauren Brutsman, the Director of Student Life and Activities, will attend the April 29th GTAC meeting to discuss student engagement from a marketing standpoint with the Council.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>D. NJCCC Update –Trustee Horl provided the following update:</p> <p>FY25 State Budget – addressed the disappointing news that the FY25 State Budget has removed the \$20M increase for community college support that was added last year and will bring back state funding for community colleges back to the funding level of 2002. In addition, reductions were also made to the College Readiness program, Summer TAG and the NJCCC Pathways program. At the NJCCC the critical conversation is about advocacy efforts through the media, providing testimony at Assembly and Senate budget Committees, meeting with leadership of both Houses, Speaker’s office, Senate President’s office, and Higher Ed and Budget. NJCCC will be organizing a Legislative Day to lobby one to one and all community colleges will be invited to participate. All efforts are also being coordinated with NJBIS whom we partner with on all the Pathway programs. She stressed the importance of everyone’s effort including employees, students, alumni, community partners, friends to join in the advocacy efforts by utilizing the NJCCC Advocacy letter campaign to request that the \$20M cut to community college funding proposed by the Governors FY25 State budget be restored.</p> <p>She invited the Trustees to join Dr. Stout, Ed Johnson and herself in personal lobbying on behalf of the College. Ed Johnson is scheduling meetings with our Monmouth delegation and encouraged student participation in these visits.</p> </div> <p>D. Foundation Update – Trustee Abby-White reported on the last Foundation meeting, which is accepting nominations for new Foundation Board members and has restructured to include a new position of second Vice-Chair. The focus of the meeting was the Scholarship Bash and encouraged everyone to participate through sponsorship and attendance. In addition, she announced the honorary degree recipients who are Matthew Modine and TS Nandakumar.</p>		
<p>Public Comment on Agenda Items -</p> <p>Jack Ryan, Associate Professor, English made comment on the dedication of retiring staff members and transitional sabbaticals, specifically mentioning John Popovich’s contributions to the College, which included as serving as the stage director for the Brookdale Performing Arts Center for 20 years and Pat Dylan’s humanitarian contributions within the biology department</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. 	<p>A motion to adopt the consent agenda was made by</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>A. Acceptance of Consent Agenda</p>	<p>Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – February 27, 2024</p>	<p>A motion to approve the minutes from the public business meeting held on February 27, 2024 was made by Trustee Horl and seconded by Trustee Angelini .</p> <p>Motion passed.</p> <p>ABSTAIN: Trustees Davis and Rambaud.</p>	
<p>Consent Agenda</p> <p>A. Approval of Human Resources</p> <p>B. Acceptance of Gifts</p> <p>C. Acceptance of Grants</p> <p>D. Application for Grants</p> <p>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</p> <p>F. Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>G. Monthly Financial Reports</p> <p>H. Capital Project Update</p>	<p>A motion to approve the consent agenda was made by Trustee Davis and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Fischhoff, Horl, Kaufmann, Rambaud, Richens and Chair Cupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Authorization to present to Matthew Modine & TS Nandakumar an Honorary Associate Degree at Commencement 2024</p>	<p>A motion to authorize presenting Matthew Modine and TS Nandakumar an Honorary Associate Degree at Commencement 2024 was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p>Approval of New or Revised Policies</p> <ul style="list-style-type: none"> A. New Policy – 3.9010 Indemnification of Employees for Exemplary or Punitive Damages B. New Policy - 2.1005 The Americans With Disabilities Act And Transportation Services C. Revised Policy - 3.9009 Involuntary Administrative Leave 	<p>A motion to lodge the policies listed below was made by</p> <ul style="list-style-type: none"> A. New Policy – 3.9010 Indemnification of Employees for Exemplary or Punitive Damages B. New Policy - 2.1005 The Americans With Disabilities Act And Transportation Services C. Revised Policy - 3.9009 Involuntary Administrative Leave <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Fischhoff, Horl, Kaufmann, Rambaud, Richens and Chair Cupi</p> <p>NO: None</p> <p>ABSTAIN: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Public Comment</p> <p>Jack Ryan, Associate Professor English – shared insights into the historical evolution of the College, focusing on the 1980s and the Brookdale PSA strike of 1978, emphasizing the significant participation of faculty and administrators which included picketing for 7 days/24 hours a day. He shared personal insights into his involvement in various milestones, including the establishment of New Jersey's first women's community college soccer team and Brookdale's socio-drama program, which addressed critical societal issues. He also recounted his contributions to community initiatives, such as organizing blood drives.</p> <p>Noreen Kane, President of the Administrative Union - - expressed gratitude to the Board for their support and introduced members of her team. She addressed the issue of restoring the \$20M cut to community college funding proposed by the Governors FY25 State budget and assured the Board that the local union, in collaboration with the state affiliate NJEA, is actively working to secure the funds. She mentioned efforts made by union leaders in attending budget hearings and emphasized the union's commitment to the cause. Noreen suggested using QR codes to link to the NJCCC advocacy letter campaign, as a method to disseminate information efficiently.</p>		
<p>Old/New Business -</p> <p>No old or new business was discussed.</p>		
<p>Resolution to Hold a Closed Meeting Mr. Jacobs read the resolution to hold a closed meeting (Attachment B)</p>	<p>A motion to approve by resolution to hold an Executive Session was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion to reopen the meeting to the public was made by Trustee Davis and seconded by Trustee Horl.</p> <p>Motion passed.</p>	
<p>Adjournment Meeting adjourned at 7:29 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Abby-White and seconded by Trustee Davis.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions

The Facilities Status Report highlighted ongoing projects such as elevator modernization and transformers and switch gear projects, along with plans for the Culinary & Hospitality building on the Lincroft campus. Mr. Naparlo shared that the solar installation had saved \$185,000 from November 2022 to October 2023.

Financial Reporting revealed a total operating revenue of \$64.1M in January 2024, representing 78% of the FY24 budget, with operating expenditures at \$44.5M. The cash position increased to \$35.9M, primarily due to the timing of funding receipts. Interest earned totaled \$316,579 compared to \$152,858 last year. Various upcoming Requests for Proposals (RFPs) were discussed, including those for custodial services and architectural and engineering services.

In Purchases, VP Manfreda-Foley outlined 24 recommended purchases funded by various budgets, including the replacement of the Arena's floor and consulting services for curriculum development in film and television production.

Regarding HR, three positions were proposed for posting, with 11 action items recommended for approval in March, including new hires and separations.

Under Alternative Sources of Revenue, the committee discussed accepting a gift of a GMC vehicle and a grant supporting homeless student services worth \$23,363. Additionally, they considered submitting a \$190,000 grant to the USEDA with an in-kind match of \$190,000.

The FY24 Grant Revenue Summary indicated \$5.9 million awarded so far with \$3M pending.

In the Foundation Financial Report, VP Kaari presented positive financial growth, with revenue up \$1.9M due to increased investments and contributions. Despite higher expenses attributed to more scholarships, net assets experienced a substantial increase due to favorable market conditions and increased giving.

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 **March 26, 2024 at approximately 6:45 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: March 26, 2024

"(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: **RFPs for professional services**

"(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 employment agreement**

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

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

RESOLUTION
Approved: March 26, 2024

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Board Retreat Meeting Minutes**

March 22, 2024

**Brookdale Community College
Caroline Huber Holistic Wellness Center
765 Newman Springs Rd.
Lincroft, NJ 07733**

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

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	
	Ms. Mary Pat Angelini, Trustee	
	Ms. Latonya Brennan, Trustee	
	Mr. Steve Clayton, Trustee	
	Mr. Paul Crupi, Chair	
	Ms. Dyese Davis, Trustee	
	Ms. Rebekah Fischhoff, Trustee	
	Ms. Barbara Horl, Vice-Chair	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. David Stout, Secretary	
Absent		
Facilitator	Mr. Michal Knapp	

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 March 18, 2024 at 10:30 am advance written notice of this meeting was posted at Brookdale Community College website; emailed to the Star Ledger and the Asbury Park Press and filed with the Clerk of the County of Monmouth.

ChairCrupi led the Pledge of Allegiance.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee Abby-White. Motion passed.	
Public Comment on Agenda Items		
No public comment was made.		
The Board of Trustees held an annual retreat for the purpose of professional development and for the Board to engage in dialogue regarding ongoing and upcoming issues faced by the Board. The Retreat was broken into two days and the first evening one was focused on the following themes.		
Theme One – Board Governance, Roles, and Responsibilities – At the retreat, the Board reviewed its vision, mission, and governance practices. They identified their strengths and areas for improvement. Discussions delved into defining board roles, fostering effective governance practices, and addressing challenges in communicating the Board's role to external stakeholders. They explored the concept of Consequential Boards and discussed ways to address strategic issues and then actually act upon it.		
Theme Two -Accreditation - The next phase of the Retreat was focused on the upcoming accreditation process. Dr. Stout joined us and walked through the process and timeline that he is putting in place with faculty and staff to begin the self-study process. We then reviewed the role of the Board in overseeing the accreditation process, participating in the review with the study team, and the monitoring of the implementation of any recommendations and corrective actions. The Board also reflected on the notion that one of the key roles of the board in the accreditation process is to demonstrate its commitment to ongoing professional development, part of which was being addressed at the Retreat.		
Public Comment		
No public comment was made.		
Old/New Business		
No old or new business was discussed.		
Adjournment at 9 PM	A motion to adjourn the meeting was made by Trustee Trustee Davis and seconded by Trustee Horl.	

Respectfully submitted:

A handwritten signature in blue ink that reads "David M. Stout". The signature is written in a cursive style with a large initial 'D'.

David M. Stout, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Board Retreat Meeting Minutes**

March 23, 2024

**Brookdale Community College
Caroline Huber Holistic Wellness Center
765 Newman Springs Rd.
Lincroft, NJ 07733**

Chair Crupi called the meeting to order at 9 am and roll call was taken.

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	
	Ms. Mary Pat Angelini, Trustee	
	Ms. Latonya Brennan, Trustee	
	Mr. Steve Clayton, Trustee	
	Mr. Paul Crupi, Chair	
	Ms. Dyese Davis, Trustee	
	Ms. Rebekah Fischhoff, Trustee	
	Ms. Barbara Horl, Vice-Chair	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. David Stout, Secretary	
Absent		
Facilitator	Mr. Michal Knapp	

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 March 18, 2024 at 10:30 am advance written notice of this meeting was posted at Brookdale Community College website; emailed to the Star Ledger and the Asbury Park Press and filed with the Clerk of the County of Monmouth.

Chair Crupi led the Pledge of Allegiance.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	<p>A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
Public Comment on Agenda Items		
No public comment was made.		
<p>The Board of Trustees held an annual retreat for the purpose of professional development and for the Board to engage in dialogue regarding ongoing and upcoming issues faced by the Board. The Retreat was broken into two days and day two was focused on the following themes.</p>		
Theme Three – Board Governance		
<ol style="list-style-type: none"> 1) Reaffirming Evergreen Priorities <ol style="list-style-type: none"> a. Our discussion of Brookdale’s Evergreen Priorities began with a quick overview of how they were developed at the annual retreat in 2020 and that they serve as the basis for the strategic plans. Dr. Stout has aligned the organizational leadership around the 4 Evergreen Priorities. 1) The Board reaffirmed the Evergreen Priorities; however, Dr. Stout was requested to provide additional definition around Evergreen Priorities for clarity and purpose. 2) Review Committee Structure <ol style="list-style-type: none"> a. An area of concern was identified through the Board’s self-evaluation, which promoted a review of the committee structure. b. The Board’s Committee structure was reevaluated to ensure that all Board members have an equitable opportunity to contribute effectively, and the workload is distributed fairly across committees. c. There was consensus of the Board to redistribute the review of the HR materials to the Executive Committee and the review of the Foundation and Grant summary of opportunities quarterly at the Student Success & Educational Excellence Committee. 3) Review Board Leadership Succession – the Board identified a need to establish effective succession planning to ensure continuity of leadership and governance excellence. The following were discussed: <ol style="list-style-type: none"> a. Develop formal procedures for board succession planning, including criteria for selecting or nominating candidates, a nomination process and timeline for transitions. b. Ensure transparency and accountability in the succession planning process. c. Evaluating term limits. d. Investigate best practices in Board leadership succession planning. e. Mentoring for incoming Trustees – past chairs serve as mentors 4) Proposal to Realign Board Self-Evaluation to Strategic Plan 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Theme Four – Action Items</p> <p>One of the elements that nearly every Trustee identified as an objective for this retreat was to identify items that could be implemented by the Board. At the conclusion of the Retreat, the following immediate action items were identified:</p> <ol style="list-style-type: none"> 1) Board Leadership Succession <ol style="list-style-type: none"> a. Modify bylaws to define; <ol style="list-style-type: none"> i. specific length of term for the Chair – suggested one year with a maximum of 2 years of service ii. requirement to have 2 academic years of service prior to seeking election as board chair b. Research best practices in board succession in and continue to reevaluate succession planning in the upcoming year with the goal of solidifying a succession process. 2) Align the Board’s goals with the Brookdale strategic plan and create an action plan at the committee level. 3) Modify the composition of items addressed within the Finance and Facilities Committee and have the Executive Committee address HR/personnel issues, and the Student Success & Educational Excellence Committee address the Foundation and Annual Grant Summary. 4) Dr. Stout to report quarterly on strategic plans. 5) Dr. Stout to provide additional definition around Evergreen Priorities for clarity and purpose. 6) Dr. Stout to provide a simplified organizational chart to the Board. 7) Improve efficiency of Board meetings – <ol style="list-style-type: none"> a. Implement a new method of communicating how to make public comment at a Board meeting. b. Reevaluate the timing of Executive Session 		
<p>Public Comment No public comment was made.</p>		
<p>Old/New Business No old or new business was discussed.</p>		
<p>Adjournment at 12 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Trustee Davis and seconded by Trustee Horl.</p>	

Respectfully submitted:

A handwritten signature in blue ink that reads "David M. Stout". The signature is written in a cursive style with a large initial 'D'.

David M. Stout, Ph.D., Secretary

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

2.2 Approval of Budget Modification to the New Jersey Department of Education, Office of Career Readiness

Perkins Career and Technical Education

Brookdale submitted a budget modification to the New Jersey State Department of Education, Office of Career Readiness on March 29, 2024, under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional equipment, professional development, and tuition costs to eliminate barriers for the Automotive, Nursing, and other CTE programs through cost savings realized to date.

The New Jersey Department of Education requires a signed board resolution which authorizes acceptance of the changes. A copy of the resolution is attached.

Recommendation:

The President recommends that the Board of Trustees adopt a resolution accepting the budget modification and authorizing the President to sign the resolution to the New Jersey Department of Education.

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

RESOLUTION

WHEREAS, Brookdale submitted a budget modification to the New Jersey State Department of Education, Office of Career Readiness on March 29, 2024, under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional equipment, professional development, and tuition costs to eliminate barriers for the Automotive, Nursing, and other CTE programs through cost savings realized to date; and

WHEREAS, The New Jersey Department of Education, Office of Career Readiness requires this resolution; and

WHEREAS, the President recommends submission of said budget modification;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College authorizes the submission of this budget modification to the New Jersey Department of Education, Office of Career Readiness.

Date:

SIGNED:

David M. Stout, Ph.D., President

April 24, 2024: Director of Grants and Institutional Development, Ellen Burke

2.2 Acceptance of Grants Executive Summary

A. **Funding Agency:** National Science Foundation

Program Title: Electric Vehicle Education – New Jersey

Short Title: EVE-NJ

Goal/Purpose: This grant will build on NEVTEX- Next which provided seed money for prerequisite electric vehicle (EV) faculty training and equipment.

Specifically, under this grant, eight courses in all the current Automotive Technology (AT) degree and certificate programs will be revised to include EV governing standards to ensure program graduates are fully trained in EV technology. It will also involve the creation of a stackable College certificate in EV service and repair. Both the degree and certificate programs will utilize curriculum adapted from NEVTEX and aligned with local industry needs. Partnerships with smaller automotive repair shops, dealerships, and industry manufacturers with workers in need of new and/or enhanced EV training and real-world experience will be established to create internships and employment opportunities.

Furthermore, this grant will increase enrollment of women in Brookdale's AT degree and certificate programs. Women will be recruited into and retained in Brookdale's AT programs via a series of events, workshops, and conferences focusing on the EV component, when appropriate, and by creating a Brookdale chapter of Amazing Women in Automotive.

Lastly, Brookdale will offer advanced EV professional development training provided by highly recognized professionals in the EV industry to 60 automotive technology faculty at other community colleges and career and technical high schools, and automotive technicians throughout New Jersey. Brookdale will host these trainings to assist them in developing their own EV education programs ensuring all automotive students in New Jersey have access to the most current, high quality AT education.

Total \$ Received: \$561,318

Program Administrators: Ivan Anderson, PI and Dr. James Crowder, Co-PI

Timeframe: 7/1/24 – 6/30/27

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:

Funding Agency	Name	Amount
National Science Foundation	EVE-NJ	\$561,318

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:** Substance Abuse and Mental Health Services Administration (SAMHSA)

Funding Opportunity: GLS Campus Suicide Prevention Grant Program

Program Title: Partnership for Prevention

Short Title: GLS Campus

Goal/Purpose: With this program, SAMHSA aims to identify students who are at risk for suicide and suicide attempts, increase protective factors that promote mental health, reduce risk factors for substance use disorders and suicide, and reduce suicides and suicide attempts. Brookdale will partner with Hackensack Meridian Health and Montclair State University to expand existing programs and services to support suicide prevention both on campus and in the community. As the lead agency, Brookdale will:

- Create a network infrastructure to link the institutions of higher education with trained behavioral healthcare providers.
- Educate and disseminate informational materials to students, families, faculty, and staff to increase awareness about suicide, suicide prevention, mental health promotion, substance misuse prevention, and mental and substance use disorder, and promote resiliency.
- Develop and implement educational seminars.
- Develop supportive policies addressing students who need a medical leave of absence.
- Support college student groups to reduce negative attitudes about behavioral health disorders and to promote mental health.

Total \$ Requested: \$102,000 per year for 3 years with subawards (amount TBD) to Hackensack Meridian Health and Montclair State University.

In-Kind Match: 1:1 match from Counseling Department staff salaries.

Date to be Submitted: May 6, 2024

Project Timeline: September 30, 2024 – September 29, 2027

Program Administrator: Christopher Jeune

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

B. Funding Agency: New Jersey Department of Labor**Funding Opportunity:** Growing Apprenticeship in Nontraditional Sectors - Round 2**Program Title:** Growing Apprenticeship in Nontraditional Sectors, in Partnership with Teacher Apprenticeship Network**Short Title:** GAINS**Lead Agency:** Teacher Apprenticeship Network

Goal/Purpose: The purpose of the GAINS program is to promote the expansion and development of United States Department of Labor (USDOL) approved Registered Apprenticeship programs that drive economic development through skills and educational attainment and create pathways to better-paying careers and advanced credentials. As a partner to the Teacher Apprenticeship Network, Brookdale will provide training for approximately 30 Alternate Route to Teaching candidates over 18 months, offered through Brookdale's Continuing & Professional Studies - Alternate Route to Teaching Program.

Total \$ Requested: \$120,000**In-Kind Match:** N/A**Date Submitted:** April 4, 2024**Project Timeline:** June 2024 – December 2025**Program Administrator:** Susan Pagano**C. Funding Agency:** U.S. Department of Labor**Funding Opportunity:** Apprenticeship Building America - Round 2**Program Title:** Argentum Healthcare Pathways in Senior Living**Short Title:** ABA2**Lead Agency:** Argentum Senior Living Association

Goal/Purpose: The purpose of ABA2 is to expand, diversify, and strengthen the Registered Apprenticeship system through support for public and private partnerships designed to serve a range of industries and individuals and promote Registered Apprenticeship as a workforce development solution that translates training into good jobs. As a partner to Argentum Senior Living Association, Brookdale will provide training in the following healthcare programs: Certified Home Health Aide, Certified Nurse's Aide, Patient Care Technician, and Medical Assistant. This project is anticipated to serve approximately 75 students over 4 years through Brookdale's Continuing & Professional Studies Healthcare Training programs.

Total \$ Requested: \$187,500**In-Kind Match:** N/A

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

Date to be Submitted: April 15, 2024

Project Timeline: July 1, 2024 – June 30, 2028

Program Administrator: Susan Pagano

Recommendation:

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

Migration from the Current On-Premises ERP Instance to SaaS ERP Model

Background: In 2019 Brookdale Community College initiated a 5-year licensing agreement for Colleague ERP, which was strategically aligned with the initial phases of migrating to the Colleague Software-as-a-Service (SaaS) ERP model. This agreement encompassed the implementation of CRM Recruit, expansion of CRM Advise post Title III, and integration of foundational SaaS components.

Overview: As we near the conclusion of this agreement. The College proposes migrating the current on-premises Colleague ERP instance to a SaaS-based environment. This transition aligns with industry best practices and offers a range of benefits, which include heightened security, reduced hardware costs, improved disaster recovery, and the shift from a capital to operational expenditure funding model. Additionally, SaaS deployment facilitates faster feature enhancements and deployment cycles.

Enhanced Capabilities: The migration to Colleague SaaS introduces new tools unavailable in our current setup, notably Experience Premium and Insights. Insights offers a comprehensive platform for aggregating Colleague and external data into a centralized SaaS Data Lake and Warehouse. This includes robust reporting and analytics features, and seamless integration with existing reporting tools.

Implementation Plan: The implementation services will focus on addressing the remaining customizations and transitioning to standardized processes, which are based on industry best practices. The College proposes a 24-month deployment cycle to accommodate thorough discovery, training, and the adoption of additional services and solutions within Colleague to enhance productivity and efficiency.

Goals and Alignment: The primary goal of the Colleague SaaS project is to establish a robust reporting and analytics platform that supports data-driven decision-making, which is in line with Institutional strategic initiatives outlined in the SP25 and master plans. By migrating to the SaaS model, the organization can shift its focus from system maintenance to leveraging new capabilities and fostering agility and innovation. The migration process presents an opportunity to review and optimize existing processes, driving continuous improvement across the institution.

Financial Details: The total cost of the SaaS solution, including implementation and additional solutions, is \$1,019,402 more than continuing to license under the current model over the same five-years. Notably, this calculation doesn't incorporate expenses related to hardware maintenance and replacement, typically associated with the current licensing model. It's estimated that factoring

in these costs would further decrease the overall expenditure by approximately \$460,000. Thus, the net additional costs would be reduced to \$559,402.

Conclusion: The migration to Colleague SaaS represents a strategic investment in the College's future, enabling us to leverage cutting-edge technology while aligning with our long-term strategic objectives. The College believes this proposal will position Brookdale Community College for continued success and innovation in the ever-evolving landscape of higher education.

Recommendation: The College recommends moving forward with the migration to a SaaS based environment in support of the strategic initiatives and technological advancements as noted 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 April 16, 2024.

RESOLUTION

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

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

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

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

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

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

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

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

Agenda for Purchases in Excess of \$41,600

April 24, 2024

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing, and Repairs, Bid No. 23-12 (FY25) / This is the 2nd year of a 2 year contract for fire alarm inspection, testing, and repairs. This contract is funded by Chapter 12 and the Facilities Budget. FY24 YTD \$21,416.	Bid	\$ 124,730.00 *
2	Automated Building Controls, Inc.	Building Automation, HVAC Maintenance and Repairs, Bid No. 24-08 (FY25) / Notice was sent to 14 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for building automation, HVAC maintenance and repairs. This contract also includes quarterly filter changes at the Lincroft Campus and Regional Locations. This contract is funded by Chapter 12 and the Facilities Budget. FY24 YTD \$671,384.	Bid	\$ 478,250.00 *
3	Electro Maintenance Inc.	On-Call Electrical Services T&M, Bid No. 24-09 (FY25) / Notice was sent to 10 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for on-call electrical services. This contract is funded by Chapter 12 and the Facilities Budget. FY24 YTD \$80,240.	Bid	\$ 125,000.00 *
4	GPC Inc.	Carpentry Services, Bid No. 24-10 (FY25) / Notice was sent to 12 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for carpentry services. This contract is funded by Chapter 12 and the Facilities Budget. FY24 YTD \$110,529.	Bid	\$ 125,000.00 *
5	Premier Enterprises, LLC dba Premier Roofing	Roof Repairs and Replacement Services, Bid No. 24-11 (FY25) / Notice was sent to 21 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for roof repairs and replacement services. This contract is funded by Chapter 12 and the Facilities Budget. FY24 YTD \$64,138.	Bid	\$ 125,000.00 *
6	Rand Plumbing (JMTC LLC); William J. Guarini, Inc.; Magic Touch Construction Co., Inc.	Plumbing Services T&M (FY25) / Exempt (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for plumbing services on the Lincroft Campus and Regional Locations. These contracts are funded by Chapter 12 and the Facilities Budget. FY24 YTD \$96,154.	Exempt	\$ 175,000.00 *

7	Garden State Sealing Inc.	Masonry Services T&M (FY25) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for masonry services to include general paving and curb replacement. This contract is funded by Chapter 12 and the Facilities Budget. FY24 YTD \$214,980.	Exempt	\$ 100,000.00 *
8	GPC, Inc.	Painting Services T&M (FY25) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for painting services. This contract is funded by Chapter 12 and the Facilities Budget. FY24 YTD \$13,602.	Exempt	\$ 100,000.00 *
9	Trane U.S. Inc.	Chiller Maintenance Services and Repairs (FY25) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for chiller maintenance services and repairs for the Lincroft Campus, Wall and Freehold Regional Locations. This contract is funded by Chapter 12 and the Facilities Budget. FY24 YTD \$118,919.	Exempt	\$ 150,000.00 *
10	Fire Security Technologies, Inc.	Upgrade to EST-4 Fire Alarm Control Panels, Bid No. 23-12 / This contract is for the upgrade to EST-4 fire alarm control panels at the Lincroft Campus, Wall and Freehold Regional Locations. This contract is funded by Chapter 12.	Bid	\$ 430,111.00
Operating				
11	Castle Branch	Documentation Tracking/Healthcare, and Criminal Record Research Services, RFP No. 07-24 (FY25) / Notice was sent to 10 vendors, received 2 replies. This is a 3 year contract with an option for a 4th and 5th year renewal of 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.	RFP	\$ 150,000.00 *

12	Carahsoft Technology Corp.	IronNet Network Detection and Response (FY25) / Exempt (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the renewal of the IronDefense and IronDome cybersecurity subscription, providing a behavioral based network detection and response (NDR) platform to analyze and detect cyber threats. This includes the IronDome Collective Defense solution to automate secure sharing and collaboration within and across sectors to enhance and speed up threat detection. This contract is funded by the IT Budget. FY24 \$53,769.22.	Exempt	\$ 55,789.47
13	N.J. Institute of Technology NJEdge.net	Internet Service Provider and Membership Dues Renewal (FY25) / Exempt 18A:64A-25.10 (Joint purchases by County colleges, municipalities, or counties; authority). This is a 3 year contract for connectivity services including 3GB of internet service, 1GB circuits from Freehold, Neptune, Long Branch, and Wall to Lincroft, Denial of Service (DDoS) support, and redundant carrier connections at Lincroft. This renewal agreement results in a net reduction of \$2,082 per month with a 20% increase in Internet capacity. NJ Institute of Technology/NJEdge.Net is a non-profit corporation of the New Jersey's Colleges and Universities President's Council and provides New Jersey's Statewide high-speed internet network for colleges and universities. The FY25 cost for connectivity services is \$179,592. This contract is funded by the IT Budget. FY24 \$227,904.	Exempt	\$ 538,776.00
14	Ellucian	ERP Software-as-a-Service Subscription (SaaS), Support, Partner Renewals, and Professional Services (FY25) / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This is a 5 year contract that provides the College with Colleague ERP and Ellucian CRM licensing and support. It includes implementation services to migrate from an existing on-premises instance of Colleague ERP to a Colleague ERP SaaS instance. SaaS benefits include increased security, reduction in hardware costs, enhanced disaster recovery and business continuity capabilities, shift from a CAPEX to OPEX funding model, and faster deployment of feature enhancements. This new agreement includes access to additional solutions including an extensible personalized dashboard for students, faculty, and staff that delivers a persona driven experience and a cloud-based data lake, data warehouse and reporting, and analytics platform. The total cost of the SaaS solution including the implementation services and additional solutions is \$1,019,402 more than continuing to license under the current model over the same five-years, which does not include the additional solutions and required hardware maintenance and replacement. This contract is funded by the IT Budget. FY19 - FY24 \$3,338,325.	Exempt	\$ 5,192,191.00

15	SHI International Corporation; Adobe Inc.	Adobe License Agreement (FY25) / Exempt 18A:64A-25.9 (State Contract). This State Contract is for the 3rd year of a 3 year contract for the Adobe License Agreement and is funded by the IT and Academic Affairs Budgets. FY24 \$56,146.70.	Exempt	\$	56,146.70
16	SHI International Corporation	Emergency Alert Services (FY25) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for emergency alert services and is funded by the Institutional Marketing Budget. FY24 \$18,311.11.	Exempt	\$	18,489.60
17	**See List of Vendors for Student Recruitment Advertising Services.	Student Recruitment Advertising (FY25) / Exempt 18:64A-25.5.a.(20) (Student recruitment and advertising). These are one year contracts for print, internet, outdoor, and television recruitment advertising. These contracts are funded by the Institutional Marketing Budget, various grants, and departmental budgets. FY24 YTD \$211,333.17.	Exempt	\$	500,000.00 *
18	Cengage Learning, Inc. (ed2go)	Continuing Education Online Certification Programs, RFP No. 05-23 (FY25) / This is the 2nd year of a 2 year contract for continuing education online certification programs and is funded by CPS' Revenue Generating Programs. FY24 YTD \$32,442.	RFP	\$	35,000.00 *
19	Promineo Education LLC	Online Certificate Program for Coding and Data Engineering, RFP No. 06-23 (FY25) / This is the 2nd year of a 2 year contract for an online certificate program for coding and data engineering. This contract is funded by CPS' Revenue Generating Programs. FY24 YTD \$18,000.	RFP	\$	20,000.00 *
20	American Academy Holdings, LLC (AAPC)	Online Certified Professional Coder and Certified Professional Biller Certification Programs (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). This is a one year contract for online Certified Professional Coder and Certified Professional Biller Certification Programs and is funded by CPS' Revenue Generating Programs. FY24 YTD \$28,333.	Exempt	\$	35,000.00 *

21	OCLC Online Computer Library Center, Inc.	Annual Worldshare Management Services (WMS) (FY25) / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This is a one year contract for the maintenance of the integrated library management software known as Worldshare Management Services (WMS), which consists of several modules for managing library operations, acquisitions (requisition, receipt and payment), cataloging, interlibrary loans, EZproxy for remote database access, inventory control, and a web interface to the catalog of library holdings. The annual license covers upgrades, fixes, and new releases. This contract is funded by the Library Budget. FY24 \$49,929.96.	Exempt	\$40,330.75
22	Ebsco Subscription Services	Subscription Services (FY25) / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This is a one year contract for approximately 400 periodical subscriptions to the library. This also includes subscriptions to scholarly journals, popular magazines, and newspapers. The journals support the research needs of students and the professional development of faculty. This contract is funded by the Library Budget. FY24 YTD \$33,195.	Exempt	\$ 38,000.00 *
23	Yankee Book Peddler	Library Books (FY25) / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This is a one year contract for the purchase of books and e-books and is funded by the Library Budget. FY24 YTD \$16,426.	Exempt	\$ 30,000.00 *
24	N.J. Institute of Technology/ NJEDGE.Net	Electronic Library Resource Licenses (FY25) / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This is a one year contract for electronic library resources used by our students for their research assignments and is supported by the Virtual Academic Library Environment (VALE) Consortium. The resources are available from any networked BCC computer. Through the Millennium library management software, remote access is provided to these resources to currently enrolled students, as well as College employees. This contract is funded by the Library Budget. FY24 \$57,794.30.	Exempt	\$ 65,500.00 *

25	West Publishing Corporation /Thomson Reuters	Subscription Services and Books (FY25) / Exempt 18:64A-25.5.a.(6) (Library materials). This is a one year contract for subscription services and purchase of books used by the Paralegal Program and the Library. This service includes printed updates to the NJ Practice Collection as they are released, as well as online access to a large variety of law materials beyond those related to New Jersey. This contract is funded by the Library Budget. FY24 YTD \$9,604.	Exempt	\$	22,000.00	*
26	Natural Languages LLC; Christine Martin; Cheryl Lepple-Huber; Sign 4U Interpreting Service LLC; Integrity Interpreting LLC	Sign Language Interpreters (FY25) / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). These one year contracts will provide sign language interpretation services for students who have requested this service through the Office of Disability Services. 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 \$43,985.	Exempt	\$	125,000.00	*
27	Access Resource LLC; Partners Interpreting, LLC; Karasch & Associates; Natural Languages LLC; Deafinitions & Interpreting, LLC; Classroom Captioning; SignGlasses, LLC; Hardeman Realtime, Inc.	Communication Access Realtime Translation (CART) Services, RFQ No. 02-2023 (FY25) / This is the 2nd year of a 2 year contract for pre-qualified vendors to provide translation services for students who have requested this service through the Office of Disability Services. 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 \$86,030.	RFQ	\$	140,000.00	*
28	SD Gameday LLC	Athletic Training, Sports Medicine, and Team Physician Services, RFP No. 04-23 (FY25) / This is the 2nd year of a 2 year contract for athletic training, sports medicine, and team physician services. This contract is funded by the Athletic Budget. FY24 \$82,000.	RFP	\$	85,000.00	

29	CBRE, Inc.	Real Estate Brokerage Services, RFP No. 08-24 / Notice was sent to 6 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for real estate brokerage services. This contract is funded by the Operating Budget.	RFP	Commission Rate 5%
30	Crystal Clear Glass, LLC	Glass Repairs / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for glass repairs on the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget.	Exempt	\$ 35,000.00 *
31	Oak Security Group, LLC	Door Hardware and Locksmith Supplies / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of door hardware and locksmith supplies. This contract is funded by the Facilities Budget.	Exempt	\$ 35,000.00 *
32	Insurance Restoration Specialists, Inc., First Onsite Property Restoration	Remediation Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for various remediation services due to water damage on the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Risk Management.	Exempt	\$ 80,000.00 *
33	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing, and Repairs, Bid No. 23-12 / This contract is for year-end fire alarm repairs in preparation for the annual inspection. This contract is funded by the Facilities Budget.	Bid	\$ 35,000.00 *
34	Magic Touch Construction Co., Inc.	Plumbing Services T&M / Exempt (Joint purchases by county colleges, municipalities or counties; authority). This contract is for year-end plumbing projects on the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget. FY24 YTD \$96,154.	Exempt	\$ 35,000.00 *
35	Mazza Recycling Services, Ltd.	Trash Disposal and Recycling Services, Bid No. 23-11 (FY25) / This is the 2nd year of the contract with an option for a 3rd year renewal for trash disposal and recycling services. This contract is funded by the Facilities Budget. FY24 YTD \$56,822.	Bid	\$ 139,893.00 *

36	Allied Fire & Safety Equipment Co., Inc.	Fire Suppression Systems Service, Inspection, and Repairs, Bid No. 23-17 (FY25) / This is the 2nd year of a 2 year contract for fire suppression systems service, inspection, and repairs. This contract is funded by the Facilities Budget. FY24 YTD \$25,546.	Bid	\$	60,000.00	*
37	Montrose Environmental Solutions, Inc.	Health, Safety, and Environmental Regulatory Compliance Services, RFP 12-23 (FY25) / This is the 2nd year of a 2 year contract for health, safety, and environmental regulatory compliance services. This contract is funded by the Facilities Budget. FY24 YTD \$9,935.	RFP	\$	50,000.00	*
38	Brightly Software, Inc. (formerly Dude Solutions, Inc.)	Facilities Maintenance Software Renewal (FY25) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is the 3rd year of a 3 year contract for Facilities' work order and equipment inventory software. This contract is funded by the Facilities Budget. FY24 \$19,504.10.	Exempt	\$	20,674.35	
39	Scientific Water Conditioning Co.	Water Treatment Services for the HVAC Systems (FY25) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for water treatment services for the HVAC systems and is funded by the Facilities Budget. FY24 YTD \$13,830.	Exempt	\$	30,000.00	*
40	J. Swanton Fuel Oil Co., Inc.	Unleaded and Diesel Fuel (FY25) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of unleaded and diesel fuel. This contract is funded by the Facilities Budget. FY24 YTD \$12,080.	Exempt	\$	35,000.00	*
41	C-3 Technologies LLC	Fuel Tank Compliance Testing and Services (FY25) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for compliance testing and services for the fuel tanks located on the Lincroft Campus and is funded by the Facilities Budget. FY24 YTD \$2,415.	Exempt	\$	35,000.00	*
42	Allied Fire & Safety Equipment Co., Inc.	Fire Extinguisher Services (FY25) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for fire extinguisher services and is funded by the Facilities Budget. FY24 YTD \$8,824.	Exempt	\$	20,000.00	*

43	Monmouth County (Shared Services)	Treated Salt, Vehicle Repairs, Tree Removal, and Road Repair Services (FY25) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for supplies and services provided by Monmouth County. This contract is funded by the Facilities Budget and various departmental budgets. FY24 YTD \$34,387.	Exempt	\$ 65,000.00 *
44	Grainger Inc.	Facilities Supplies (FY25) / Exempt 18A:64A-25.9 (State Contract). This is a one year State Contract for the supply and delivery of facilities supplies. This contract is funded by the Facilities Budget. FY24 YTD \$12,461.	Exempt	\$ 50,000.00 *
45	Alliance Commercial Pest Control, Inc.	Pest Control Services (FY25) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for pest control services and is funded by the Facilities Budget. FY24 YTD \$21,657.	Exempt	\$ 40,000.00 *
46	Bank of America Kearny Bank	Banking Services, RFP No. 04-21 (FY25) / This is a one year extension for banking services and is funded by the Operating Budget.	RFP	
47	Nelnet Business Solutions, Inc.	Student Payment Gateway Services, RFP No. 11-23 (FY25) / This is the 2nd year of a 2 year contract for student payment gateway services which includes electronic payment processing, online student payments, electronic statements, and payment plan management. This contract is funded by Student Fees.	RFP	Revenue \$138,000.00
48	Allied Account Services, Inc. ; General Revenue Corp.	Student Account Collection Services, RFP No. 09-24 (FY25) / Notice was sent to 18 vendors, received 8 replies. This is a one year contract with an option for a 2nd year renewal for student account collection services. This contract is funded by the Operating Budget.	RFP	\$ 120,000.00 *
49	To Be Determined	Custodial Services, Bid No. 24-12 (FY25) / Notice was sent to 42 vendors, received 7 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for custodial services. \$250,000* is included in the cost for Special Events and other work. This contract is funded by the Facilities Budget and various departmental budgets. FY24 \$1,938,410.	Bid	*

50	CohnReznick LLP	Internal Audit Services, RFP No. 08-23 (FY25) / This is the 2nd year of a 2 year contract for internal audit services and is funded by the Operating Budget. FY24 YTD \$38,787.	RFP	\$ 75,000.00 *
51	Withum Smith+Brown, P.C.	Independent Audit Services, RFP No. 06-24 (FY25) / Notice was sent to 10 firms, received 4 replies. This is a one year contract with an option for a 2nd year renewal for independent audit services. This contract is funded by the Operating Budget.	RFP	\$ 91,400.00

* Estimated expense based on historical data.

** Listed at the end of the report.

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

Item No. 17

Student Recruitment Advertising

EXEMPT

- | | |
|---|---|
| <ul style="list-style-type: none"> • Intersection • Clarus • Comcast/Spotlight, dba EffectTV, NFL Network • Splendor • Meltwater • Altice Media • Positive Expectations, Sem Geeks • Tenet Partners • iHeart Media, Capstar Radio Operating Company • Core Studios • Iris Communications • Townsquare Media • Ally Marketing • M. Studio • Beasley Media Group | <ul style="list-style-type: none"> • Industry Magazine • Press Communications • Orange 142 • Gannett/LocaliQ • Newport Media Holdings • Ad Corp Media Group • NexStar/WPIX • Eatontown Monmouth Mall • Newspaper Media • Niche • Keystone Academic Solutions • Tap Into Local • American Baseball LLC • Adcorp Media Group • Concept 3D • JA Rod Unitos Latinos • Electric Symphony Media (ESM) • Sprout Social • Brandwatch |
|---|---|

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending February 29, 2024, which totaled \$2,188,488.11. 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 April 16, 2024.

4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending February 29, 2024.

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

Financial Overview at February 29, 2024

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

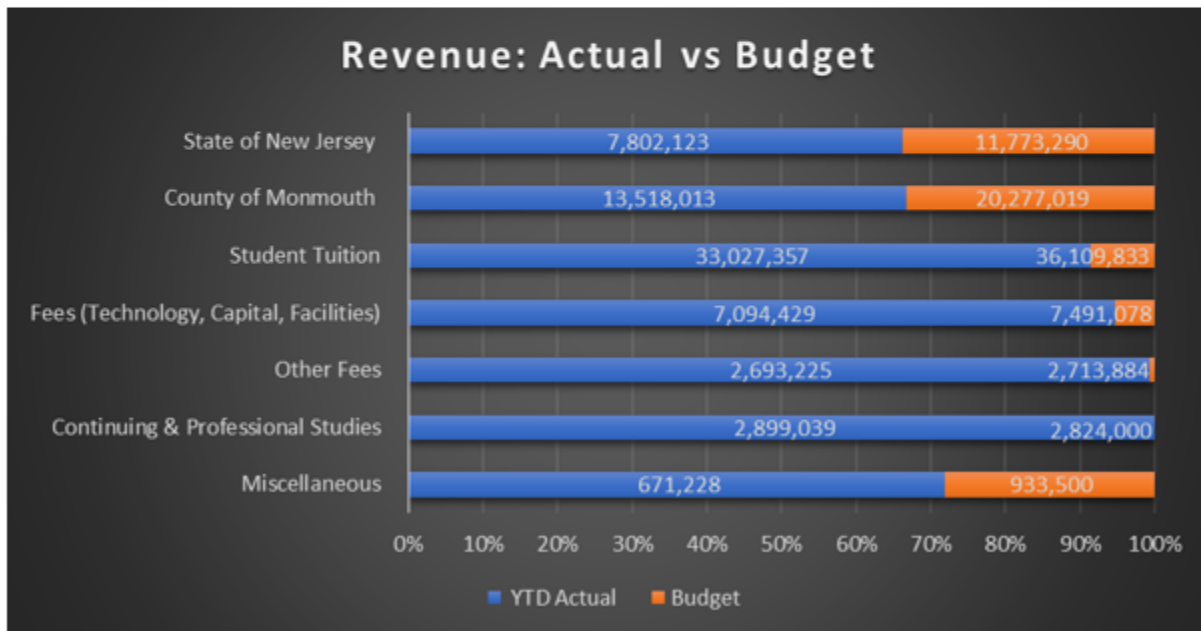
Revenue:

Compared to Budget

Total operating revenue through the month of February 2024 was \$67.7M and represents 82.4% of the FY24 budget of \$82M.

Compared to Prior Year

Operating revenue through February 2024 was 6.0% higher than the same time last year. Of the \$3.9M increase, \$2.0M is in tuition & fee revenue and \$1.9M from all other operating revenue sources.



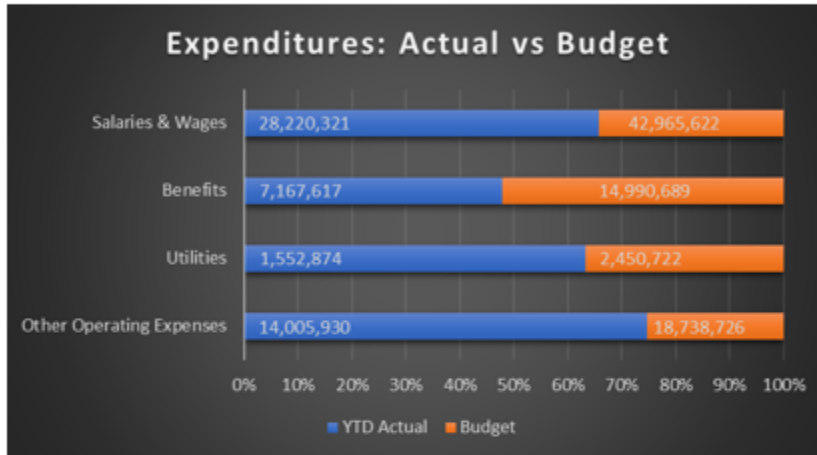
Expenditures:

Compared to Budget

Total operating expenditures through February 2024 were \$50.9M or 64.4% of the \$79M FY24 budget.

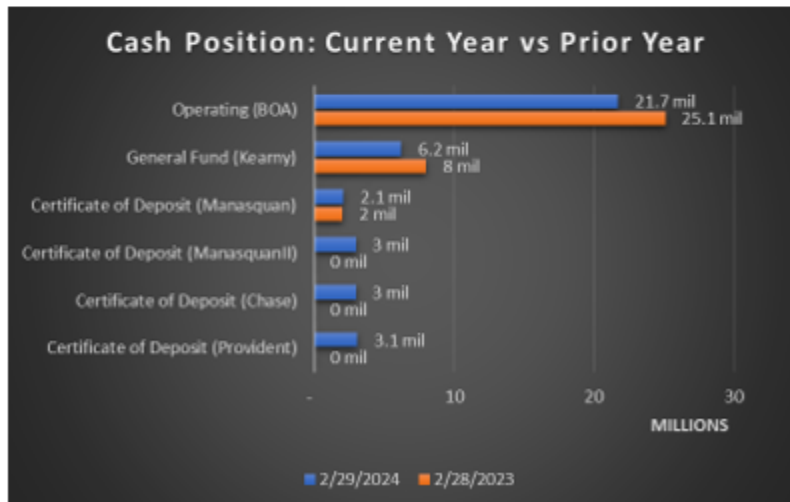
Compared to Prior Year

Total operating expenses for the same period last year were \$47.7M compared to \$50.9M this year, indicating an increase in operating costs of 6.7% or \$3.2M.



Cash Balance:

At February 29, 2024, the College's total cash position was \$39.1M, which represents a \$4.0M 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 February was \$363,715 compared to \$186,563 last year.



Brookdale Community College
Operating Revenue Report
For the month ending February 29, 2024

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 7,802,123	\$ 11,773,290	\$ (3,971,167)	66.3%
County of Monmouth	13,518,013	20,277,019	(6,759,006)	66.7%
	21,320,135	32,050,309	(10,730,174)	66.5%
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	290,763	282,893	7,870	102.8%
Spring 15	13,572,725	13,104,552	468,173	103.6%
Spring 11	1,143,311	867,791	275,520	131.7%
Spring 7A & 7B	206,397	126,512	79,885	163.1%
Summer I	-	1,925,334	(1,925,334)	0.0%
Summer II	-	1,984,048	(1,984,048)	0.0%
	33,027,357	36,109,833	(3,082,475)	91.5%
Fees:				
Fees (Technology, Capital, Facilities)	7,094,429	7,491,078	(396,649)	94.7%
Application Fee	113,925	149,400	(35,475)	76.3%
Installment Plan Fee	121,975	138,398	(16,423)	88.1%
Lab Fees	2,409,530	2,363,966	45,564	101.9%
Late Fees	16,860	19,203	(2,343)	87.8%
Transcript Fee	29,870	42,000	(12,130)	71.1%
Bad Check Fee	1,065	917	148	116.1%
	9,787,653	10,204,962	(417,309)	95.9%
Continuing & Professional Studies:				
Contract Training Direct Pay	80,386	215,000	(134,614)	37.4%
Alternate Route	540,740	325,000	215,740	166.4%
Healthcare Services	1,244,396	980,000	264,396	127.0%
Business & Career Training	254,392	275,000	(20,609)	92.5%
Computer Training	50,305	140,000	(89,696)	35.9%
CTE Grant	323,565	400,000	(76,436)	80.9%
Trips / Excursions	35,025	89,000	(53,975)	39.4%
Misc. Open Enrollment Programs	279,051	250,000	29,051	111.6%
Summer Adventure Camps	54,321	70,000	(15,679)	77.6%
Accelerated Career & Technology	36,860	80,000	(43,140)	46.1%
	2,899,039	2,824,000	75,039	102.7%
Miscellaneous:				
Indirect Cost Recovery	128,186	323,500	(195,314)	39.6%
Interest Income	363,715	300,000	63,715	121.2%
International Center	170,438	300,000	(129,562)	56.8%
Miscellaneous	8,889	10,000	(1,111)	88.9%
	671,228	933,500	(262,272)	71.9%
Total	\$ 67,705,413	\$ 82,122,604	\$ (14,417,189)	82.4%

Brookdale Community College
Operating Expenditure Report
For the month ending February 29, 2024

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	19,322,645	32,127,777	12,805,132	60.1%
Benefits	8,181,458	14,990,689	6,809,231	54.6%
Finance & Operations	9,180,574	13,907,792	4,727,218	66.0%
Student Affairs	4,509,610	7,022,295	2,512,685	64.2%
General Expenses	3,769,056	2,646,938	(1,122,118)	142.4%
Continuing & Professional Studies	1,830,635	2,374,767	544,132	77.1%
Utilities	1,743,130	2,450,722	707,592	71.1%
Human Resources	663,192	965,849	302,657	68.7%
Planning & Institutional Effectiveness	323,693	499,775	176,082	64.8%
President & Board of Trustees	406,671	642,085	235,414	63.3%
Advancement Division	1,016,080	1,517,070	500,990	67.0%
	50,946,743	79,145,759	28,199,016	64.4%
Salaries & Wages	28,220,321	42,965,622	14,745,301	65.7%
Other Expenses	22,726,421	36,180,137	13,453,716	62.8%
	\$ 50,946,743	\$ 79,145,759	\$ 28,199,016	64.4%

Brookdale Community College
Current Year vs Prior Year
For the month ending February 29, 2024

	2/29/24	2/28/23	Change	% Change
Operating Revenue				
State of New Jersey	\$ 7,802,123	\$ 6,837,016	\$ 965,107	14.1%
County of Monmouth	13,518,013	13,351,343	166,670	1.2%
Student Tuition	33,027,357	31,156,752	1,870,605	6.0%
Fees	9,787,653	9,668,883	118,770	1.2%
Continuing & Professional Studies	2,899,039	2,028,510	870,530	42.9%
Miscellaneous	671,228	801,964	(130,736)	-16.3%
	67,705,413	63,844,468	3,860,945	6.0%
Operating Expenditures				
Academic Affairs	19,322,645	18,290,467	1,032,178	5.6%
Benefits	8,181,458	7,897,249	284,209	3.6%
Finance & Operations	9,180,574	7,569,189	1,611,385	21.3%
Student Affairs	4,509,610	4,050,205	459,405	11.3%
General Institutional	3,769,056	3,207,401	561,655	17.5%
Continuing & Professional Studies	1,830,635	1,659,878	170,758	10.3%
Utilities	1,743,130	1,773,886	(30,756)	-1.7%
Human Resources	663,192	1,706,291	(1,043,100)	-61.1%
Planning & Institutional Effectiveness	323,693	289,418	34,275	11.8%
President & Board of Trustees	406,671	360,054	46,617	12.9%
Advancement Division	1,016,080	933,086	82,994	8.9%
	50,946,743	47,737,123	3,209,620	6.7%
Surplus/(deficit) Operating	16,758,670	16,107,346	651,325	
Auxiliary				
Receipts	1,205,889	621,836	584,053	93.9%
Disbursements	1,821,393	1,285,189	(536,205)	-41.7%
Surplus/(deficit) Auxiliary	\$ (615,504)	\$ (663,352)	\$ 47,848	

FY24 Spring Semester Financial Forecast

General Overview:

The comprehensive analysis of the FY24 Spring Semester Financial Forecast has been finalized. The analysis encompasses actual data up to February 29, 2024, and projects forward to June 30, 2024. This report meticulously examines enrollment trends, revenue streams, and expenditure patterns across the Operating, Auxiliary, and ASBCC funds. The capital fund analysis is pending completion, awaiting the Finance office's review of FY24 depreciation figures, which will be significant this year due to the sale of the Hazlet location.

Comments:

Projections indicate a positive shift in the enrollment forecast of 6,966 credit FTEs, reflecting a notable 3.4 percent increase compared to the actual FY23 enrollment of 6,739 FTEs.

Operating Fund revenue is anticipated to surpass the FY24 budget by \$1.6 million. This uptick primarily stems from a \$1.1 million increase in tuition and fee revenue coupled with a substantial increase of over \$570,000 in revenue from Continuing and Professional Services.

Even with the College realizing significant savings in various operational areas, Operating Fund expenditures are forecasted to rise by \$2.2 million compared to the budgeted expenses. Despite concerted efforts, the College was unable to entirely offset the budget deficit of \$2.1 million.

Summary:

The College remains committed to transparently informing the Finance Committee of the Board of Trustees about the institution's financial standing. It pledges to proactively identify revenue enhancement opportunities and implement cost-saving measures as fiscal year 2024 draws to a close. The College anticipates a decrease of approximately \$1 million across the Operating, Auxiliary, and ASBCC funds in FY24.

Brookdale Community College
Preliminary Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at February 29, 2024

	FY24 Budget	2/29/24	Favorable/ (Unfavorable)	FY24 Projected
Operating				
Revenues:				
Tuition	\$ 36,109,833	33,027,357	547,639	\$ 36,657,472
State	11,773,290	7,802,123	-	11,773,290
County	20,277,019	13,518,013	-	20,277,019
Fees	10,204,962	9,787,653	596,570	10,801,532
Continuing & Professional Studies	2,824,000	2,899,039	571,000	3,395,000
Reserves	-	-	-	-
Other Income	933,500	671,228	(38,500)	895,000
Total Revenue	\$ 82,122,604	67,705,413	1,676,709	\$ 83,799,313
Expenditures:				
Academic Affairs	32,127,777	19,322,645	(200,733)	32,328,510
Benefits	14,990,689	8,181,458	514,334	14,476,355
Finance & Operations	13,907,792	9,180,574	120,000	13,787,792
Student Affairs	7,022,295	4,509,610	20,000	7,002,295
General Expenses	2,646,938	3,769,056	(1,984,200)	4,631,138
Continuing & Professional Studies	2,374,767	1,830,635	(398,728)	2,773,495
Utilities	2,450,722	1,743,130	(245,042)	2,695,764
Human Resources	965,849	663,192	(4,053)	969,902
Advancement	1,517,070	1,016,080	(5,000)	1,522,070
Planning & Institutional Effectiveness	499,775	323,693	2,300	497,475
President & Board of Trustees	642,085	406,671	(826)	642,911
Total Expenditures	\$ 79,145,759	50,946,744	(2,181,948)	\$ 81,327,707
Other Cash Requirements				
Debt Principal	1,875,000	1,875,000	-	1,875,000
Interest Expense	1,101,845	660,465	-	1,101,845
	\$ 2,976,845	2,535,465	-	\$ 2,976,845
Surplus/(deficit) projected - Operating fund				\$ (505,239)
Auxiliary				
Receipts	1,233,847	1,205,889	582,043	1,815,890
Disbursements	2,032,954	1,821,393	(381,332)	2,414,286
Profit/(loss) Auxiliary	\$ (799,107)	(615,504)	963,375	\$ (598,396)
Surplus/(deficit) projected - Auxiliary fund				\$ (598,396)
ASBCC				
Receipts	334,775	400,175	120,821	455,596
Disbursements	334,775	300,351	47,004	381,779
	\$ -	99,824	73,817	\$ 73,817
Excess Revenue/(Expenditures) - ASBCC fund				\$ 73,817
Total Surplus/(deficit) projected - Operating, Auxiliary, ASBCC				\$ (1,029,818)

Project Summary: Facilities Overview as of April 16, 2024

Updates are reported in red text

1. Wellness Center (Old Bookstore)

Cost: \$1,732,000

Architect/Engineer: *Posen Architects*

PO Date: 2/11/2021

Contractor: *M&M Construction*

Preparing closeout documents for submittal.

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

Project completed. Pay application received and processed on March 26, 2024.

2. Elevator Modernization

Cost: \$2,686,417

Architect/Engineer: *USA Architects*

PO Date: 2/23/2022

Contractor: *West End-KB, LLC*

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

Construction is on-going.

3. Transformers and Switch Gears

Cost: \$15,150

Architect/Engineer: *Colliers Engineering*

PO Date: 6/12/23

Contractor: *TBD*

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

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

4. Culinary School at Lincroft

Cost: \$47,100

Architect/Engineer: *Colliers Engineering*

PO Date: 11/3/23

Contractor: *TBD*

Met with Colliers December 1 in Asbury to review requirements of Culinary School. Assessment and layout nearing completion by Colliers.

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

A cost estimate and draft are expected in the next two weeks.

5. Theatre Lighting at Performing Arts Center at Lincroft

Cost: \$TBD

Architect/Engineer: *TBD*

PO Date: TBD

Contractor: *TBD*

An RFP (Request for Proposal) will be sent to various architects and engineers for the design of the theatre lighting at the Performing Arts Center.

BROOKDALE COMMUNITY COLLEGE
Engineering Status Report
April 3, 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 two 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 prepared the technical specifications. College staff is reviewing prior to the project being advertised.

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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BACKGROUND

Board of Trustees **Policy #2.4000** authorizes the President to enter into contracts with hospitals, laboratories and other facilities for the use of their clinical facilities to enhance the educational process for students enrolled in credit and non-credit medical programs. A list of the clinical facilities is presented to the Board of Trustees annually for the Board's information.

**AGENCIES WHERE THE COLLEGE HAS CONTRACTS AND MOU'S
FOR CREDIT AND PROFESSIONAL STUDIES, CLINICALS AND
INTERNSHIPS-2024**

Adler's Pharmacy

Associated Humane Societies*

AtlantiCare Regional Medical Center

Arthritis and Osteoporosis Associates, P.A.

Atlantic Medical Imaging

A Womens Place

Bayshore Pharmacy*

Bear Foot and Ankle

Care One at Holmdel, Care One at King James, Care One at St. Peter's University Hospital, Care One at Wall

CentraState Medical Center (*Includes The Manor, Applewood Estates, Family Medicine Center, and Health Awareness Center*)

Colts Neck Pharmacy

Deborah Heart and Lung Center (*Respiratory Care Only*)

Hackensack Meridian Health:

- Bayshore Community Hospital
- Bayshore Health Care Center
- Jersey Shore University Medical Center
- JFK Medical Center
- Meridian Home Care Services, Inc.
- Meridian Nursing and Rehab Center (Wall, Shrewsbury, and Holmdel locations)
- Meridian Subacute Rehabilitation at Wall
- Ocean University Medical Center
- Raritan Bay Medical Center
- Riverview Medical Center
- Southern Ocean Medical Center Stafford Township

Hawkswood School

Hazlet Pharmacy*

Immediate Care Walk-In Management, LLC

IPPC Pharmacy

Marlboro Podiatry Center

Massage Envy

Middletown Family Pharmacy

Monmouth County Board of Health

Monmouth Ocean Pulmonary Medicine

MultiCare Therapy Center

MVP Medical Associates, PA (Family First Urgent Care)

Penn Medicine Princeton Medical Center

Pharmacy Emporium

Prime Endocrinology

ReUnion Rx

RWJ Barnabas Health:

- Children's Specialized Hospital
- Community Medical Center
- Monmouth Medical Center
- Monmouth Medical Southern Campus
- Robert Wood Johnson University Hospital (*New Brunswick and Hamilton Locations*)
- Somerset Medical Center

Rebalance Massage Clinic*

Red Bank Veterinary Hospital

Shore Renal Care

Shrewsbury Pediatric Dentistry

Spavia Day Spa*

Sunrise Senior Living - Lincroft & Marlboro*

Texas Road Pharmacy

Urology Associates

Visiting Nurses and Health Services

VNA Health Group

Walgreens Co.

Whiting Pharmacy*

**New Clinical Contract for FY24*

National Student Employment Week is celebrated each year during the second full week of April to recognize and appreciate the service of both student employees and student employee supervisors. Brookdale is lucky enough to have many dedicated professionals that provide invaluable career readiness experiences that better prepare our students for career success. The Career Center would like to recognize and celebrate the 2023-2024 Student Employment Program participants:

Student Employee		Supervisor (s)	Department
Olga	Abramova	Erinmarie Tierney	Student Life and Activities
		Lauren Brutsman	
Samuel	Aderemi	Peter Geiselman	Computer Science
Alan	Alexander	Kelly Thulen	Bankier Library
		Bill McNelis	
Alan	Alexander	Ana Teodorescu	STEM
Rashed	Alkhaaldi	Shannen Deptula	Admissions
Giuseppe	Amato	Jorge Terreros	Freehold Regional Location
Hashim	Awan	Peter Geiselman	Computer Science
Hashim	Awan	Erinmarie Tierney	Student Life and Activities
		Lauren Brutsman	
Shakira	Beaujour	Erinmarie Tierney	Student Life and Activities
		Lauren Brutsman	
Antonio	Bejarano	Bill Kelly	Career Center
Antonio	Bejarano	Lauren Concar	Brookdale TV
		Nate Zerbe	
Adam	Bennett	John Venta	OIT
Anna	Boiarchuk	Erinmarie Tierney	Student Life and Activities
		Lauren Brutsman	
Ava	Boschulte	Elizabeth Kruijssen	EOF
Casey	Brown	Barbara Cattelona	Automotive Technology

Devon	Buchanan	Sherri Vanderspiegel	Performing Arts Center
Yordelie	Cabreja	Peter Geiselman	Computer Science
Jesus	Calle Bula	Janice Thomas	International Office
Dhanjuan	Campbell	Peter Geiselman	Computer Science
Dhanjuan	Campbell	Shannen Deptula	Admissions
Chloe	Carbone	Erinmarie Tierney	Student Life and Activities
		Lauren Brutsman	
Marvin	Carpio	Elizabeth Kruijssen	EOF
Lauren	Carroll	Anita Voogt	Wellness Center
Ana Heloisa	Carvalho	Bill Kelly	Career Center
Francesca	Cherilius	Shannen Deptula	Admissions
Francesca	Cherilius	Bill Kelly	Career Center
Mario	Chora	Jonathan Ng	Financial Aid Office
Susana	Chumacero	Shannen Deptula	Admissions
Alonza	Cox	Elizabeth Kruijssen	EOF
Carolyn	Crines	Claire Smuga	Art Department
Manila	De Simone	Nil Odner	Events Management
Stephen	DeFelice	Erinmarie Tierney	Student Life and Activities
		Lauren Brutsman	
Abdelrahman	Elbanna	John Venta	OIT
Abdelrahman	Elbanna	Peter Geiselman	Computer Science Lab
Bouchra	El-Charabaty	Shannen Deptula	Admissions

Bouchra	El-Charabaty	John Venta	OIT
Elda	Elebe	Joanne Romanik	Reading Center
Kayla	Elias	May Jampathom	Writing Center
Daniella	Elorza	Jorge Terreros	Freehold Regional Location
Amber	Everette	John Venta	OIT
Ayoob	Florival	Chris Boehmer	Esports
Sina-Imose	Friehling	Erinmarie Tierney	Student Life and Activities
		Lauren Brutsman	
Melissa	Golembieski	Trent Welcome	Graphic Design Department
Mateo	Gonzalez	Chris Boehmer	Esports
Jasmine	Green	Jennifer Eckhoff	EMACC
Amber	Hager	Jennifer Eckhoff	EMACC
Zachary	Held	Lauren Concar	Brookdale TV
		Nate Zerbe	
Gabriela	Hernandez-Ramirez	May Jampathom	Writing Center
Joceline	Herrera-Munoz	Elizabeth Kruijssen	EOF
Matthew	Jensen	John Venta	OIT
Sophia	Jimenez	Claire Smuga	CVA Gallery
Leri	Kokilashvili	Kelly Thulen	Library
		Bill McNelis	
Jana	Kurta	Justin Guerrieri	Communication Media
Dasaan	Lane	Kelly Thulen	Bankier Library
		Bill McNelis	

Miles	Levine	Kelly Thulen	Bankier Library
		Bill McNelis	
Hanah	Li	Bill Kelly	Career Center
Celine	Lino	Jonathan Ng	Financial Aid Office
Delia	Little	Trent Welcome	Graphic Design Department
Josefina	Mack	Kelly Thulen	Library
		Bill McNelis	
Mohak	Madan	Joanne Romanik	Reading Center
Hunter	Madden	Chris Boehmer	Esports
Naomi	McGarry	Kelly Thulen	Bankier Library
		Bill McNelis	
Bernard	McKnight	Peter Geiselman	Computer Science
Yassmen	Mohamed	Patrick Zavorskas	Wellness Center
Takoda	Morgan	Kelly Thulen	Bankier Library
		Bill McNelis	
Bishes	Mukherjee	Barbara Cattelona	Automotive Technology
Kaitlyn	Nickerson	Patrick Zavorskas	Wellness Center
Christos	Nicolaou	Erinmarie Tierney	Student Life and Activities
		Lauren Brutsman	
Sergio	Nino	Janice Thomas	International Education Center
Blessing	Nwogu	Shannen Deptula	Admissions
Mary	Ogungbemi	Peter Geiselman	Computer Science
Jose	Pacheco	Jorge Terreros	Freehold Regional Location
Thays	Paiva De Almeida	Erinmarie Tierney	Student Life and Activities

		Lauren Brutsman	
Karan	Patel	Kelli Sanders	Conference Services
Jean Guerdy (JP)	Paul	Erinmarie Tierney	Student Life and Activities
		Lauren Brutsman	
Eden	Pela	Jeanne McCarthy	Reading Center
Scott	Pendell	Tom Brennan	Brookdale Radio
Uri	Pereg	Shannen Deptula	Admissions
Daniel	Portuondo	Lauren Concar	Brookdale TV
		Nate Zerbe	
Gabriela	Portuondo	Elizabeth Kruijssen	EOF
Renzo	Quispe	Erinmarie Tierney	Student Life and Activities
		Lauren Brutsman	
Alexandra	Rapp	Sherri Vanderspiegel	Performing Arts Center
Matthew	Reulbach	Sherri Vanderspiegel	Performing Arts
Ezekiel	Riordan	Trent Welcome	Graphic Design Department
Aleksander	Ristovski	Barbara Cattelona	Automotive Technology
Jovan	Rivera	Ana Teodorescu	STEM
Luis	Robledo	Bill Kelly	Career Center
Luis	Robledo	Lauren Concar	Brookdale TV
		Nate Zerbe	
Jade	Rogers	Sherri Vanderspiegel	Performing Arts
Mina	Saleh	John Venta	OIT
Dennis	Sanchez	Peter Geiselman	Computer Science

Joseph	Scilla	Michael Nolan	Math Department
Trinitee	Smith	May Jampathom	Writing Center
Brian	Smith	Ana Teodorescu	STEM
Artur	Sopov	Peter Geiselman	Computer Science
Damion	Stathum	John Venta	OIT
Keishon	Taylor	Claire Smuga	CVA Gallery
Colin	Thompson	John Venta	OIT
Avry	Timol	Michael Nolan	Math Tutoring
Johnathan	Toth	Nathan Zerbe	BTV
Samuel	Tsai	Shannen Deptula	Admissions
Uchechukwu	Ugah	Erinmarie Tierney	Student Life and Activities
		Lauren Brutsman	
Skylar	Velazquez	Ernestine Keith	SBDC
		Jackelin Mejias-Fuertes	
Lauren	Williamson	Ana Teodorescu	STEM

4.3 *Acceptance of Brookdale Community College's FY23 Radio Station (WBJB-FM) Audit*

Pursuant to the requirements of the grantor, Corporation for Public Broadcasting (CPB), an audit was performed on the financial accounts of the College's Radio Station, WBJB-FM, for the fiscal year ending June 30, 2023. The Board of Trustees authorized Withum, Smith, & Brown, PC to perform the required audit for fiscal year ending June 30, 2023, at the April 25, 2023, meeting.

An audit of the College's radio station for the year ended June 30, 2023, is herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and members of the Audit Committee of the Board of Trustees at a meeting held April 17, 2024.

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

FINANCIAL STATEMENTS AND
MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2023

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

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

June 30, 2023 and 2022

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
WBJB-FM Radio:

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) (the "Station"), which comprise the statements of net position as of June 30, 2023 and 2022, the related statements of revenues, expenses, and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Station as of June 30, 2023 and 2022, and respective change in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis of Opinion

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

Other Matters

As more fully discussed in Note 1, the financial statements of the Station are intended to present the net position, revenues, expenses and changes in net position and cash flows that are attributable to the transactions of one department of Brookdale Community College. They do not purport to, and do not, present fairly the financial position of Brookdale Community College as of June 30, 2023 and 2022, and the changes in its financial position and its cash flows for each of the years then ended in conformity with accounting principles generally accepted in the United States of America.

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

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

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

Required Supplementary Information

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

Other Reporting Required by Government Auditing Standards

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

DATE

DRAFT

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management’s Discussion and Analysis
For the Years ended June 30, 2023, 2022, and 2021

Introduction and Reporting Entity

The following Management’s Discussion and Analysis is an overview of the financial condition and operations of WBJB-FM Radio (the “Station”) for fiscal years ended June 30, 2023, 2022, and 2021. This discussion is supplemental to, and should be read with, the financial statements and related footnotes that follow this section.

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

General Financial Information

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

Summary of Assets and Liabilities

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

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>Change 2023-2022</u>
Assets				
Current assets	\$ 5,686	\$ 2,720	\$ 6,565	\$ 2,966
Net capital assets	<u>22,938</u>	<u>29,491</u>	<u>-</u>	<u>(6,553)</u>
Total assets	<u>28,624</u>	<u>32,211</u>	<u>6,565</u>	<u>(3,587)</u>
Current liabilities	<u>\$ 539,626</u>	<u>\$ 408,323</u>	<u>\$ 198,282</u>	<u>\$ 131,303</u>

The increase in current liabilities of \$131,303 was due to the following:

- A decrease of \$47,763 in unearned revenue.
- An increase of \$179,066 in due to Brookdale Community College.

The decrease in current assets of \$3,587 was due to the following:

- An increase of \$4,787 in the due from customers’ account.
- A decrease of \$1,821 in various prepaid expenses.
- A decrease of \$6,553 in net capital assets.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis
For the Years ended June 30, 2023, 2022, and 2021

Capital Asset Activity

The Station's investment in capital assets of as June 30, 2023, and 2022 was \$22,938 and \$29,491 net of accumulated depreciation, respectively. Capital assets as of June 30, 2021 were fully depreciated. The Station's capital assets include equipment for the Radio Station.

Summary of Revenues, Expenses, and Changes in Net Assets

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

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>Change</u> <u>2023-2022</u>
Operating revenues:				
CPB grant	\$ 80,587	82,274	91,575	(1,687)
ARPA grant	45,918	71,046	-	(25,128)
Songwriters on the Beach	15,000	7,500	-	7,500
Underwriting revenue	64,446	51,118	36,005	13,328
Contributions	115,768	118,315	145,107	(2,547)
Contribution in-kind	75,250	75,250	75,250	-
Institutional & administrative college support	18,959	17,072	15,892	1,887
Total operating revenues	<u>415,928</u>	<u>422,575</u>	<u>363,829</u>	<u>(6,647)</u>
Operating expenses:				
Programming and production	549,672	420,984	410,357	128,688
Broadcasting	188,064	264,307	220,617	(76,243)
Program information	10,379	4,444	13,578	5,935
Management and general	43,950	80,531	99,755	(36,581)
Fundraising & membership development	2,200	11,054	8,100	(8,854)
Depreciation	6,553	3,277	-	3,276
Total operating expenses	<u>800,818</u>	<u>784,597</u>	<u>752,407</u>	<u>16,221</u>
Operating loss	(384,890)	(362,022)	(388,578)	(22,868)
Nonoperating revenues:				
General college appropriation	250,000	177,627	188,894	72,373
Net non-operating revenues	<u>250,000</u>	<u>177,627</u>	<u>188,894</u>	<u>72,373</u>
Change in net position	(134,890)	(184,395)	(199,684)	49,505
Net assets:				
Net position as of beginning of year	(376,112)	(191,717)	7,967	(184,395)
Net position as of end of year	<u>\$ (511,002)</u>	<u>(376,112)</u>	<u>(191,717)</u>	<u>(134,890)</u>

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis
For the Years ended June 30, 2023, 2022, and 2021

Results of Operations

In year 2023, total operating revenues decreased by \$6,647 or 1.57% over year 2022 total operating revenues. CPB grant revenue decreased by \$1,687. American Rescue Plan Act Stabilization decreased by \$25,128. Songwriters on the Beach increased by \$7,500. Other service revenue increased by \$12,668.

Operating expenses increased by \$16,221 or 2%. The operating loss increased by \$22,268 or 5.9%.

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

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

Request for Information

This financial report is designed to provide a general overview of the Station's finances for all those with an interest in the Station's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Office of Vice President Finance & Operations/CFO, 765 Newman Springs Road, Lincroft, New Jersey, 07738.

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

Statements of Net Position
As of June 30,

	<u>2023</u>	<u>2022</u>
ASSETS		
Current assets:		
Accounts receivable	\$ 4,787	\$ -
Prepaid expenses	899	2,720
Total current assets	5,686	2,720
Noncurrent assets:		
Capital assets, net	22,938	29,491
Total assets	28,624	32,211
LIABILITIES		
Current liabilities:		
Due to Brookdale Community College	500,002	320,936
Unearned revenue	39,624	87,387
Total current liabilities	539,626	408,323
NET POSITION		
Net investment in capital assets (note 2)	22,938	29,491
Unrestricted	(533,940)	(405,603)
Total net assets	(511,002)	(376,112)
Total Liabilities and Net Position	\$ 28,624	\$ 32,211

See accompanying notes to the financial statements.

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

	<u>2023</u>	<u>2022</u>
Operating revenues:		
CPB grant	\$ 80,587	\$ 82,274
ARPA grant	45,918	71,046
Songwriters on the Beach	15,000	7,500
Underwriting	64,446	51,118
Contributions	115,768	118,315
Contribution in-kind	75,250	75,250
Institutional and administrative college support	18,959	17,072
	<hr/>	<hr/>
Total operating revenues	415,928	422,575
	<hr/>	<hr/>
Operating expenses:		
Programming and production	549,672	420,984
Broadcasting	188,064	264,307
Program information	10,379	4,444
Management and general	43,950	80,531
Membership development	2,200	11,054
Depreciation	6,553	3,277
	<hr/>	<hr/>
Total operating expenses	800,818	784,597
	<hr/>	<hr/>
Operating loss	(384,890)	(362,022)
	<hr/>	<hr/>
Nonoperating revenues:		
General college appropriation	250,000	177,627
Net nonoperating revenues	<hr/> 250,000	<hr/> 177,627
	<hr/>	<hr/>
Change in net position	(134,890)	(184,395)
	<hr/>	<hr/>
Net assets:		
Net position as of beginning of year	<hr/> (376,112)	<hr/> (191,717)
	<hr/>	<hr/>
Net position as of end of year	\$ <u><u>(511,002)</u></u>	\$ <u><u>(376,112)</u></u>

See accompanying notes to the financial statements.

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

Statements of Cash Flows
For the years ended June 30,

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities:		
Payments to suppliers	\$ (230,674)	(136,664)
Payments for employee salaries and benefits	(570,144)	(575,270)
Underwriting	64,446	51,118
Contributions	325,908	338,063
Institutional and administrative college support	18,959	17,073
CPB grant	80,587	82,275
ARPA grant	45,918	71,046
Songwriters on the Beach	15,000	7,500
	<u>(250,000)</u>	<u>(144,859)</u>
Cash flows from noncapital financing activities:		
General college appropriation	250,000	177,627
	<u>250,000</u>	<u>177,627</u>
Cash flows from capital financing activities:		
Purchases of equipment	-	(32,768)
	<u>-</u>	<u>(32,768)</u>
Net cash provided by noncapital & capital financing activities	250,000	144,859
	<u>250,000</u>	<u>144,859</u>
Cash as of beginning of year	-	-
	<u>-</u>	<u>-</u>
Cash as of end of year	\$ -	-
	<u>-</u>	<u>-</u>
Reconciliation of operating income (loss) to net cash used in operating activities:		
Operating income (loss)	\$ (384,890)	(362,022)
Adjustment to Reconcile Operating Loss to Net Cash		
Used in operating activities:		
Depreciation	6,553	3,277
Change in assets and liabilities:		
Prepaid expenses	1,821	(2,720)
Accounts receivable	(4,787)	6,565
Unearned revenue	(47,763)	(71,378)
Due to Brookdale Community College	179,066	281,419
	<u>179,066</u>	<u>281,419</u>
Net cash used in operating activities	\$ (250,000)	(144,859)
	<u>(250,000)</u>	<u>(144,859)</u>
Supplemental information:		
Contributions in-kind	\$ 75,250	75,250
	<u>75,250</u>	<u>75,250</u>

See accompanying notes to the financial statements.

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

Notes to Financial Statements
For the Years ended June 30, 2023 and 2022

(1) Organization and Summary of Significant Accounting Policies

Organization

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

Summary of Significant Accounting Policies

Basis of Presentation

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

Net Position

The College classifies its resources into three net position categories:

- ***Net Investment in Capital Assets*** – Capital assets, net of accumulated depreciation, and outstanding principal balances of debt attributed to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are included in this component of net position.
- ***Unrestricted*** – All other categories of net position. Unrestricted net position may be designated by actions of the Station’s Board of Trustees.
- ***Restricted:***

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

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

The Station did not have any restricted net position as of June 30, 2023 or 2022.

Equipment

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

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

Notes to Financial Statements
For the Years ended June 30, 2023 and 2022

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

Summary of Significant Accounting Policies (continued)

Cash and Equivalents

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

Accounts Receivable

The adequacy of the allowance for doubtful accounts is reviewed on an ongoing basis by the Station's management and adjusted as required. The policy for determining past due or delinquency status of accounts receivable is based upon how recently payments have been received. Management believes all amounts are collectable and, as a result, has not reflected an allowance for doubtful accounts for the years ended 2023 and 2022.

Use of Estimates

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

Financial Dependency

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

Unearned Revenue

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

Grants and Contributions

Grants are reported as revenue when earned. Contributions are recognized when the donor makes a donation that is unconditional.

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

Notes to Financial Statements
For the Years ended June 30, 2023 and 2022

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

Summary of Significant Accounting Policies (continued)

Cares Assistance

The American Rescue Plan Act of 2021 was signed into law by the President on March 11, 2021. It provided CPB with \$175 million and authorized fiscal stabilization grants (hereinafter “American Rescue Act Stabilization Grants” or “Stabilization Grants”) to public telecommunications entities to maintain their programming and services and to prevent, prepare for, and respond to the coronavirus. The Station was awarded \$135,632 stabilization funds which were based on comparisons of current revenues and costs. The funds are considered unrestricted and have no expenditure period.

Classification of Revenues

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

Income Taxes

The College is exempt from income taxes under Section 115(1) of the Internal Revenue Code, as amended. As a department of the College, the Station is also exempt from income taxes.

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

Notes to Financial Statements
For the Years ended June 30, 2023 and 2022

(2) Capital Assets

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

	Balance June 30, 2022	Additions	Balance June 30, 2023
Capital asset:			
Equipment	\$ 722,516	\$ -	\$ 722,516
Less accumulated depreciation:			
Equipment	693,025	6,553	699,578
Total	\$ 29,491	\$ -	\$ 22,938
	Balance June 30, 2021	Additions	Balance June 30, 2022
Capital asset:			
Equipment	\$ 689,748	\$ 32,768	\$ 722,516
Less accumulated depreciation:			
Equipment	689,748	3,277	693,025
Total	\$ -	\$ 29,491	\$ 29,491

Depreciation expense for the years ended June 30, 2023 and 2022 was \$6,553 and \$3,277, respectively.

(3) Fringe Benefits

Fringe benefits for the Station employees are included in the College appropriation for the years ended June 30, 2023 and 2022.

(4) Contributions In-Kind

Contributions In-Kind represent the valuation of the rental costs associated with the commercial FM radio facilities similar to those operated by WJB-FM and installed on the Crown Castle Transmission Facility located on the College's Lincroft campus. Contributions In-Kind were \$75,250 for the fiscal years ended June 30, 2023 and 2022.

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

Notes to Financial Statements
For the Years ended June 30, 2023 and 2022

(5) Operating Expenses

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

	2023	2022
Compensation and benefits	\$ 570,144	\$ 575,270
Supplies and services	224,121	206,050
Depreciation	6,553	3,277
	\$ 800,818	\$ 784,597

(6) Contingencies

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

(7) Operating Activities and Management Plans

In fiscal years 2023 and 2022, the Station has experienced operating losses and had a net deficiency in assets at June 30, 2023 of approximately \$511,000. As of June 30, 2023, the Station's current liabilities exceeded its current assets by approximately \$534,000. These factors indicate that future cash flows would be not sufficient for the Organization to meet its obligations as they become due in the ordinary course of business for a period of 12 months following the date that the financial statements were available to be issued.

As mentioned in Note 1, the Station is a department of the College. As such, the College allocates certain appropriations each fiscal year. Management has determined that the College would increase appropriations to meet payment on current liabilities. As a result, concerns over the Station's operating activities were alleviated at June 30, 2023.

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

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

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
WBJB-FM Radio:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) (the "Station"), which comprise the statement of net position as of June 30, 2023, and the related statements of revenues, expenses, and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements, and have issued our report thereon dated DATE.

Report on Internal Control over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of This Report

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

DATE

DRAFT

Approval for the College to Enter Into a Memorandum of Agreement with the Achieve Academy For Adults With Autism and the Monmouth Ocean Foundation for Children

Guided by similar missions, visions and values, Brookdale Community College seeks to enter into a Memorandum of Agreement (MOA) with the Achieve Academy for adults with autism and the Monmouth Ocean Foundation for Children (MOFFC) regarding the hiring of a Director to assist with the operations of the Achieve Academy services which will be provided at the College's Wall Township regional location, East Building. Pursuant to the MOA, the College will pay the salary and benefits of the selected candidate for the first year of employment, to begin July 1, 2024, with College being reimbursed by the Achieve Academy, or the guarantor – the Monmouth Ocean Foundation For Children, by or before May 1, 2024. Should the Achieve Academy wish to extend the employment of the Director for additional one-year periods, it will notify the College at least sixty (60) days prior to expiration the then current term and provide salary and benefits reimbursement to the College by or before May 1st of the applicable year. The Director will receive the same rights and benefits that are extended to all College administrators and be paid according to the College's payroll cycle. Since the College is deemed the "employer" under New Jersey law, it will withhold required taxes, workers' compensation insurance, salaries and fringe benefits and indemnify the Achieve Academy and MOFFC for any claims that may arise as a result of the College's failure to fulfill its duties. Mutual, standard indemnification provisions are included in the MOA and the College has the right to terminate the MOA at any time upon providing thirty (30) days' written notice to the Achieve Academy.

This matter was reviewed by the President and Board of Trustees at the Finance & Facilities meeting held April 16, 2024.

RESOLUTION

WHEREAS, it is the Mission of Brookdale Community College (College) to provide individuals with maximum access to quality, accessible and affordable educational programs and services as well as providing services and programs to members of the community in need; and

WHEREAS, the College and the Monmouth Ocean Foundation For Children (MOFCC) entered into Lease Agreement in February, 2024 for a portion of the East Building of the College's Wall Township regional location located at 800 Monmouth Boulevard, Wall Township, NJ, with the intention that the Achieve Academy, a 501 (c) (3) organization, occupy the Leased Premises to operate it's Achieve Academy and provide high-quality vocational and life skills programming to adults with autism; and

WHEREAS, MOFFC, a guarantor and supporter of the Achieve Academy, wishes to collaborate with the College in the hiring of certain personnel to assist in the operation of the Achieve Academy; and

WHEREAS, the College, MOFFC and the Achieve Academy are desirous of working together toward this common goal and have reached an agreement with respect to hiring a Director of the Achieve Academy and therefore seek authorization to enter into a Memorandum of Agreement following a favorable review by the Board of Trustees.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the President is hereby authorized and directed to execute the Memorandum of Agreement with the Monmouth Ocean Foundation For Children and the Achieve Academy and which Memorandum of Agreement has been approved by the Board of Trustees.

**BROOKDALE COMMUNITY COLLEGE
COLLEGE 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 Accessibility 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 Accessibility 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 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

**BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY**

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.

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 upholding equity and fairness in the investigation process 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.

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

RESOLUTION OF THE BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES RENEWING THE SERVICES AND RATIFYING EMPLOYMENT AGREEMENT FOR DR. DAVID M. STOUT

WHEREAS, pursuant to N.J.S.A. 18A:64A-12(e), the board of trustees of a county college is empowered to appoint and fix compensation and term of office of a president of a college, who shall be the chief executive officer of the college and an ex officio member of the board of trustees; and

WHEREAS, as a result of the search process conducted in 2018, the Board of Trustees (“Board”) determined that Dr. David M. Stout (“Dr. Stout”), possessed the necessary skills and qualifications to serve as President of Brookdale Community College (“College”) and to lead the College into the future; and

WHEREAS, Dr. Stout was appointed to the office of President of Brookdale Community College for a three (3) year term on May 15, 2018; and

WHEREAS, The Board of Trustees recognized the invaluable leadership, dedication and accomplishments of Dr. Stout and negotiated an additional three (3) year term commencing on July 1, 2021; and

WHEREAS, as a result of and in recognition of Dr. Stout’s exemplified leadership, vision, extraordinary work ethic and positive performance reviews, the Board has determined that Dr. Stout, possesses the necessary skills and qualifications to continue to serve as President of the College and to lead the College into the future; and

WHEREAS, the Board of Trustees of Brookdale Community College (“Brookdale”) has determined that it is in the best interests of the College, its students, the college community and the residents of Monmouth County to retain Dr. Stout to continue to serve as President of Brookdale; and

WHEREAS, The Board and Dr. Stout have negotiated an Employment Agreement for the extension of the President’s employment for an additional three (3) year term commencing July 1, 2024;

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

1. The Board of Trustees hereby agrees to extend the employment of Dr. David M. Stout as President of Brookdale Community College for a three (3) year term commencing on July 1, 2024 and ending on June 30, 2027.
2. The Board of Trustees hereby approves and ratifies the Employment Agreement negotiated between the parties upon the terms set forth therein.
3. The Chairman of the Board is hereby authorized and directed to execute and deliver said Employment Agreement on behalf of the Board.

BROOKDALE COMMUNITY COLLEGE

Date Adopted: April 24, 2024

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2024 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

Membership on standing committees of the Board of Trustees, shall consist of the number of Trustees set forth in the provisions applying to each Committee as hereafter provided and shall include in such number, a Chair of such Committee. For each Committee, the Board Chair shall be an ex officio member and the Vice Chair serve as an alternate to the Board Chair as an ex-officio voting member for purposes of a quorum.

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

* The Human Resources Committee – A committee of the whole

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

2024 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	NJCCC Council	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held in SLC/Navesink Rooms and Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.		
Tuesday, January 23, 2024	January 16 5 PM	January 16 5:30 PM	January 17 5:30 PM				January 18 4 PM
Tuesday, February 27, 2024	February 20 5 PM	Feb. 20 5:30 PM		February 26 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
Wednesday, April 24, 2024	April 16 5 PM	April 16 5:30 PM		April 10 5:30 PM	April 17 5:30 PM		
Tuesday, May 28, 2024	May 14 5 PM	May 14 5:30 PM					
Tuesday, June 25, 2024	June 18 5 PM	June 18 5:30 PM			June 19 5:30 PM		
NO Public Board Meeting	July 16 6:30 PM	July 16 5:30 PM					
Tuesday, August 27, 2024	August 20 5 PM	August 20 5:30 PM					
Tuesday, September 24, 2024	September 17 5 PM	Sept. 17 5:30 PM		Sept. 18 5:30 PM			September 19 4 PM
Tuesday, October 29, 2024	October 15 5 PM	October 15 5:30 PM	October 9 5:30 PM		October 16 5:30 PM		
Tuesday, November 26 2024	November 18* Monday 5 PM	November 18 Monday 5:30 PM		November 20 5:30 PM			
Tuesday, December 17, 2024	December 10 5 PM	December 10 5:30 PM	December 9 5:30 PM		December 16 5:30 PM		