



Board of Trustees Public Business Meeting

Brookdale Community College

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

Mar 22, 2022 5:30 PM - Mar 22, 2022 8:30 PM EDT

Table of Contents

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

II. Pledge of Allegiance

III. Moment of Silence

IV. Adoption of Agenda

V. President's Report

A. Presentation

VI. Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee

1. Capital Project Update

2. Monthly Financial Reporting

B. Governance Committee

C. Student's Perspective

D. NJCCC Update

E. Foundation Update

1. Honorary Degree Nominations at Commencement 2022.....4

BOT Brief-Honorary Degree 2022.pdf.....4

BOT Brief-Distinguished Alumni 2022.pdf.....6

2. Distinguished Alumni Awards at Commencement 2022

VII. Public Comment on Agenda Items

VIII. Review of Consent Agenda

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

A. Acceptance of Consent Agenda

IX. Approval of Public Business Meeting Minutes8

BOT PBM Minutes February 22 2022 DRAFT.docx.....8

Attachment A - Minutes of Public Business Meeting.pdf.....19

X. Approval of Executive Session Meeting Minutes	22
---	-----------

XI. Approval of Consent Agenda

A. Approval of Human Resources.....	28
BOT HR March 2022 (2).docx.....	28
Bio Faculty D Bassano 3 2022.docx.....	34
Bio Faculty J Scimeca 3 2022.docx.....	35
B. Acceptance of Gifts.....	36
1.51-Acceptance of Gifts-Dental Chairs.docx.....	36
C. Acceptance of Grants.....	37
032222-2.1 Acceptance of Grants-SBDC.docx.....	37
D. Purchases in Excess of \$37,500 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500.....	39
3-22-22 4 2 .doc.....	39
E. Open Invoice Payment Requests for Vendor, Student and Employee.....	45
3-22-22 4 2c AP Check Register Summary.doc.....	45
F. Monthly Financial Reports.....	46
3-22-22 4 1 Financial Reporting.doc.....	46
G. Capital Project Update.....	51
03-04-2022 PROJECT STATUS REPORT T&M PROJECTS.pdf.....	51
3-15-2022 Facilities Brief M Naparolo.docx.....	52

XII. Authorization to present to Danny and Maria Clinch and DonnaLyn Giegerich an Honorary Associate Degree at Commencement 2022	54
BOT Brief-Honorary Degree 2022.pdf.....	54

XIII. Lodging of Revised Policies

A. Policy 2.0000-B Grants Applications and Acceptance.....	56
2.0000-B Grants Application and Acceptance for lodging March 22 2022 markup.docx.....	56
2.0000-B Grants Application and Acceptance for lodging March 22 2022.....	59
B. Policy 1.7060 Code of Ethics for Trustees of Brookdale Community College....	61
Board Brief 1.7060 Code of Ethics for Trustees of Brookdale Community.....	61
1.7060 Code of Ethics for Trustees with Acknwdgmnt Form Code of Conduct for lodging March 22 2022 markup.docx.....	62
1.7060 Code of Ethics for Trustees with Acknwdgmnt Form Code of Conduct for lodging March 22 2022 clean.docx.....	68

XIV. Re-adoption of the Emergency Management Plan.....	73
3.2 Emergency Management Plan (EMP) for approval March 2022.docx.....	73
EMP Resolution Re-adoption by BOT 3-22-22.docx.....	74
 XV. Public Comment	
XVI. Old/New Business.....	75
BOT 2022 All meetings schedule v 4 draft.docx.....	75
 XVII. Resolution to Hold a Closed Meeting	
XVIII. Motion to Re-Open the Meeting to the Public	
XIX. Approval to Execute Broker Agreement with CBRE. Inc.	76
3-17-2022 4 4 Approval to Execute Broker Agreement with CBRE.doc.....	76
 XX. Adjournment	
XXI. Appendix	
Board Schedule, Board Committees	

Board of Trustees Brief Honorary Degree 2022

Topic: Honorary Degree

General Issue Overview:

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

The public and the college community (Employees, Students, Trustees, and Alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was February 18, 2022.

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

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

Honorary Degree Committee Members are Co-Chairs Nancy Kaari (VP Advancement) and Eric Goll (Faculty); Dinneen Jackson, (Administration); Lauren Concar Sheehy, (Alumna).

Recommendation:

The President recommends to the Board of Trustees that he be authorized to present to candidates Danny & Maria Clinch and DonnaLyn Giegerich for an honorary associate degree at Commencement 2022.

Danny & Maria Clinch

Danny Clinch began his professional career as an intern with famed photographer Annie Leibovitz. He has captured so many famous faces, such as Bob Dylan, Tupac Shakur, Johnny Cash, Patti Smith, Bruce Springsteen, and countless other musical legends. His work has been in publications worldwide, placed in numerous galleries and published four books. He founded the film company, *Three on the Tree Productions*. In 2021, he moved his photography studio from NY to Asbury, where he opened Transparent Gallery in 2016. The Gallery shows his award-winning work and hosts musicians in an intimate performance space. He is also one of the founders of the *Sea Hear Now Festival* in Asbury, which attracts more than 30,000 people as well as brings commerce, employment, and notoriety to the residents of Asbury/Monmouth County.

Board of Trustees Brief Honorary Degree 2022

Danny and Maria are fierce advocates for the greater Asbury Park community. In addition to bring commerce and opportunity to Asbury Park through Danny's work, he and Maria are collectively focused on their philanthropy work. Their events and sales of Danny's work support numerous Asbury Park based organizations, such as Garden State Equality (LGBTQ+), Koncious Youth Development Service (KYDS), Asbury Park Music Foundation, and the Asbury Park African American Music Project have benefited from the Clinch's efforts in the past year. In 2021 Danny and Maria were acknowledged for their charitable work with a Congressional Award.

Our nominator felt that Danny getting his start as a New Jersey community college student (Ocean County College) may serve as an inspiration for Brookdale students and graduates.

DonnaLyn Giegerich

DonnaLyn's impact on the community development in Monmouth County is unparalleled. She is a business consultant, motivational speaker, staunch supporter of Brookdale Community College, founder of Kick Cancer Overboard (non-for-profit), and best known for being the ultimate connector of people who possess like-minded goals and interests. She provides wellness, yoga, and spiritual based workshops for those battling Cancer as well as her non-profit provides a free cruise as a respite for those who are stricken with the disease.

DonnaLyn has taken courses at Brookdale, taught at Brookdale, guest lectured at Brookdale, sponsored student field trips to arts and cultural events (such as plays on Broadway), and hosted Brookdale international students. She is committed to charitable work, being a yoga instructor, and was a former Mrs. New Jersey. She has been honored by the Women's Red Bank Club, the Monmouth Rotary Club, and the Monmouth County Chamber of Commerce to name a few.

She is a lifelong learner who constantly attends classes/training to advance her skill set. She enrolled in Communication courses long after receiving her degrees to meet the requirements for teaching Speech Communication at Brookdale. Her students were invited and encouraged to attend seminars where she was serving as the keynote speaker. Putting their knowledge into practice, some of her students introduced her and were able to participate outside the classroom. Her enthusiasm for teaching is contagious, resulting in countless letters of accolades from her students.

Prepared by: Lauren Quint, Associate of Foundation & Alumni Affairs Office
Nominations Submitted by: The Honorary Degree Committee

Board Brief - 2022 Brookdale Community College Distinguished Alumni

General Issue Overview:

This prestigious award is presented to selected alumni (graduates/attendees) whose professional, personal and/or civic accomplishments and service to the community have earned them unquestionable recognition. The award is presented at the College Commencement ceremonies on May 12, 2022.

A “Call for Nominations” was distributed by the Brookdale Community College Alumni Association to the college community and the community at large with a nomination deadline of February 18, 2022. The award recognizes alumni for:

- Professional achievements-demonstrated accomplishment(s) in any field of professional endeavor.
- Personal achievements-demonstrated accomplishment in any field of community service or any area where active participation demonstrates that the nominee is a shining example for others.

Two alumnae have been selected for 2022, **Lauren Concar Sheehy & Dr. Thomas Shea**.

Lauren Concar Sheehy

Lauren has been a dedicated Brookdalian as both an alumna and a staff member. Lauren graduated from Brookdale in 2000 with an AA in Communications Media. While she was still a student, she was working for video production companies in New York and New Jersey. She started working for Brookdale Community College in 1999.

Lauren has worked with countless students over the years and has served as a mentor to them with guidance on landing jobs in the industry or continuing their education to a 4-year school. She has written, produced directed and edited many award-winning programs for Cablevision, Bloomberg TV and manages Brookdale TV.

Lauren is the Executive Director for the Garden State Film Festival since 2017 but has been a part of the festival since it's debut. She has involved Brookdale students and alumni in the festival which allows them to make vital connections in their respective industries. Lauren was honored by the Girl Scouts of the Jersey Shore as one of the Phenomenal Women Under 40 event in 2020

Lauren served as the President of the Brookdale Alumni Association for 7 years and recently stepped down from the board. Lauren is always looking for ways to help and engage and serve our alumni. She has given her all to the Alumni Association and is always looking for ways to inform, recruit and involve alumni at the campus. Her work and dedication are an inspiration to all our alumni.

Board Brief - 2022 Brookdale Community College Distinguished Alumni

Dr. Thomas Shea

Dr. Shea graduated from Brookdale in 1993 with an AA Degree. He went on to continue his education with a BA from Rutgers, a Master of Public Administration from Seton Hall and a Doctor of Science in Civil Security Leadership, Management and Policy, from New Jersey City University. Dr. Shea retired from the Long Branch Police Department in 2017 after 20 years of service. During his police career he received numerous commendations, commanded 4 operational units, and served as an Assistant and Adjunct Professor at 3 different Universities. He is a US Marine Corp veteran of Operation Desert Sheild/Storm.

After his law enforcement career, he entered academia. He is the Program Director for the Police Graduate studies Program at Seton Hall University. He is the Director of Security for the South Orange-Maplewood School District and co-owns 4 consulting businesses. He works with *Walk the Beat*-an art and social justice workshop with police and youth. His current research interests include police-community relations, police ethics, police leadership, and K-12 security.

Prepared by: Lauren Quint, Associate of The Foundation & Alumni Affairs Office
Nominations Submitted by: Alumni Association of Brookdale Community College Board of Trustees

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

February 22, 2022

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

And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee	Dr. William Burns
	Dr. Hank Cram, Chair	Dr. Nancy Kegelman
	Mr. Paul Crupi, Trustee *	Dr. Yesenia Madas
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Barbara Horl, Trustee	Mr. Edward Johnson
	Mr. Bret Kaufmann, Vice Chair	Ms. Patricia Sensi
	Ms. Marta Rambaud, Trustee (5:37 PM)*	Ms. Teresa Manfreda
	Dr. Les Richens, Trustee	Ms. Bonnie Passarella
	Dr. David Stout, Secretary	Ms. Kathy Kamatani
	Mr. Austin Smith, Trustee	Dr. Anita Voogt
	Ms. Natalie Watson, Trustee (5:45 PM)	Ms. Bonnie Passarella
Absent		
	* Trustees unable to rejoin Zoom meeting at 8:05 PM	Ms. Cynthia Gruskos, Recorder
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 February 16, 2022 at 1:30 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Cram led the Pledge of Allegiance.

Mr. Jacobs read the statement on giving public comment in a virtual meeting and announced that this meeting is being recorded.

Chair Cram announced that the Board will reaffirm the College's mission, vision and values. He read the mission statement.

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

Dr. Stout lead a moment of silence to honor the memory of Mike DeStefano, Joe Massi, and retired colleagues, Eleanor Miceli, Maria Tarricone, and Richard Masluk. He offered condolences to their families and colleagues.

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.	
Approval of Memorandum of Understanding with Africa Universities Fund, Inc. (AUF) Dr. Thomas, Director of International Education Center, introduced our guests, Hijiki Ndukwa , Secretary – General of AUF, Mrs. Judith Oputa-Nikou, AUF Board member, and Sir Dr. Joe Madu, AUF Board Chair. She explained the mission of AUF is to provide access and opportunity to African students and is focused on opening opportunities for students in Nigeria to be competitive in this digital age. The agreement will allow students in Nigeria to attend their courses with American students via Zoom Live classes. Mr. Ndukwa thanked the Board of Trustees for opening Brookdale Community College to anyone in Africa or in Nigeria who are seeking educational opportunity and can in turn be productive citizens of their country and the world. Sir Dr. Madu thanked the Board, the leadership of Dr. Stout, Dr. Thomas and Mr. Johnson on their efforts to build bridges, break barriers, and empower communities within our geographic reach, but also going beyond the Atlantic to empower the world.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Dr. Stout brought attention to this unique relationship internationally. He said this is the first time we will be teaching students live in Nigeria, and our students will have the opportunity to interact with people from another country, who share similar goals and dreams. Dr. Stout asked for the support of the Board of Trustees to bring a Brookdale Community College education worldwide and demonstrate that we can deliver education in live time.</p> <p>A motion to approve by resolution the Memorandum of Understanding with Africa Universities Fund, Inc. was made by Trustee Brennan and seconded by Trustee Horl.</p> <p>Motion passed.</p> <p>Signing of MOU Africa Universities, Fund, Inc.</p> <p>Dr. Stout and Chijike Kduwku signed the Memorandum of Understanding.</p>		
<p>President's Report –</p> <p>A. Presentation – Recruitment Efforts and Open House - Mary Beth Reilly, Executive Director of Enrollment Services presented on our Spring 2022 recruitment initiatives which include:</p> <ul style="list-style-type: none"> a. High School Outreach – Outreach begins with the Admissions Staff providing information in the high schools, followed by Apply Days, administration of placement exams and Early Bird (advisement, registration student planning, and financial aid concluding with new student orientation. b. Community Outreach – partner with community agencies to cultivate recruitment of the non-traditional students. c. Events – hosting the Monmouth County College Fair, Open House, Weekly Admissions Sessions, and specialized events on campus. d. Campus tours – in-person tours, virtual tours, and self-guided tours e. Technology Tools - Recruit CRM, Chatbot, and MDRC (allows us to look at student behavior and informs our communications) f. Open House - Anne Marie Sparaco, Director Special Projects presented on our Open House scheduled for April 3, 1 PM – 4 PM. She shared information on the evolution and improvements of the Open House. Each student will be greeted by current students, receive a goodie bag, and start the event with a welcome from the president in the Collins Arena. Technology, recruitment video productions and processes have improved communications with our potential students. Participation has progressively improved, as the Open House initiative has evolved over time. 		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – February 15, 2022 – Trustee Crupi reported on the Finance and Facilities meeting held on February 15. He highlighted the following:</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<ol style="list-style-type: none"> 1. Capital Project Update –Ray Savacool, T & M Engineering – provide an update on the projects they manage and there were no significant changes from his previous report. 2. Capital Project Update – Mr. Naparlo provided an update, and highlighted the following: <ol style="list-style-type: none"> a. Gorman Hall South Renovation – An award is recommended and will move forward for approval this evening. b. Replacement of Elevator Doors – work is to commence this week. c. Facilities Master Plan (FMP) – SSP Architects is developing the FMP and they have held the kick-off meeting and walk through of the SLC, and Library. The first onsite assessment will begin in early March. d. E-sports - Delays were reported as there were unanticipated needs for greater electric and HVAC capacity. T & M Engineering has been brought in to assist with the planning and engineering process. e. Solar Project – T & M Engineering has been requested to perform a high level review and provide a response to include any concerns. 3. Monthly Financial Reporting – VP Manfreda reviewed the financial reporting as of December 31, 2021 compared tot FY22 budget, at the same time last year. She highlighted the following: <ol style="list-style-type: none"> a. Revenue – Total operating revenue for the month of November was \$50.8M which represents 63.5% of this year’s budget of \$80M, and this is less than 1% lower than the revenue the same time last year. b. Operating Expenditures – were \$33.2M, which is 43% of the FY22 budget, which is a 2.5% increase from last year, which is attributable to increased expenses. c. Cash – balance was \$27.5M which represents a \$315,000 increase over the same time last year. Additional information on our total portfolio of investments can be found in your packet. d. Financial Forecast – was reviewed as well. e. Purchases – were reviewed and are listed in the packet. f. Change Order Request – a request is on the agenda for approval related to the athletic fields with an increase of 19.56%. g. Solar Lease – Acceptance of Solar Lease will be discussed later in the meeting and voted on for approval. h. Approval of FY23 Capital Budget – VP Manfreda reviewed the FY23 Capital Budget which totals \$4,459,000 to fund our Chapter 12 projects. The approved budget will go to the Board of School Estimate for approval. i. Approval of FY23 Chapter 12 Projects – VP Manfreda reviewed the FY23 Chapter 12 general project category requests and the bulk of the requests are in infrastructure improvements and renovations. j. HR Future Positions – 5 positions were requested to be replaced and 1 new position, which were all approved. Dr. Stout had informed the Committee that he is in discussion with Dr. Reed about the justification to replace 3 Faculty positions due to retirements and is also working with VP Manfreda on the financial implications. k. HR – There are 26 recommended hires this month with the majority of them being adjuncts. l. Revenue – VP Kaari reviewed the recommendation to approve the acceptance of the Integrated Adult Basic Skills, English Literacy & Civics Education Grant. She also 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>reviewed the grant application to the Monmouth County Charity Fund which will support career development in mental health services for Brookdale students. A budget modification to the NJ Department of Education was reviewed. The FY22 Grant Revenue report and Foundation Statement of Activities were reviewed.</p> <p>B. Audit Committee – February 17, 2022 – Trustee Rambaud reported on the Audit Committee held on February 17. She highlighted the following:</p> <ul style="list-style-type: none"> a. Office of the State Comptroller Audit – The audit is complete, and the College has received a report this month. The College has responded to the report and will take corrective action where needed. b. Division of Pensions & Benefits Audit – The audit is complete and there is nothing to report at this time. c. Internal Audit – An update on the Internal Audit was provided. d. The College Financial Audit – The expectation is to approve the financial audit upon its completion, which is expected next month. The College has an extension to file by June 30. e. Standard Operating Procedure Manual – The Manual is being updated and will be brought forward for approval next month. f. Ethics Hotline Report – Dr. Stout provided a report on recent ethics hotline issues. <p>C. Student Success & Educational Excellence Committee – February 16, 2022 – Trustee Abby-White reported on the meeting held on February 16 and highlighted the following:</p> <ul style="list-style-type: none"> a. Town Halls – Dr. Stout gave an update on the Town Halls being held to provide input to the Strategic Plan 2025. In addition, the Committee has generated ideas as well, and they have been categorized into tactics that can be executed in 3 months, 6 months, or greater than a year. b. Chatbot – An update on Chatbot was presented and she requested them to present at a future Board meeting. c. ACCT Legislative Summitt – Trustee Horl provided an update at the committee meeting and will give a board brief tonight. d. Achieving the Dream – There was a discussion on joining Achieving the Dream which would give us a roadmap to help our students achieve their dream and provide coaching to the College. The Committee discussed the reinforcement of the adoption of OER and the implementation of a College Success First Year Seminar. <p>D. Foundation Update – Trustee Abby-White – no report.</p> <p>E. Student’s Perspective – Trustee Smith reported on his participation at the AACT Legislative Summitt. He conducted a student survey in the MLK Lounge and received 57 responses. His questions included if students were aware of the Board of Trustees, opinion on masking and COVID vaccination and testing mandates and opinion on their classes. He said 75% of responders had not heard of the Board of Trustees, 20 responses had no opinion on COVID mandates, 23 agreed with the mandates and 1 said that masking needs to be enforced more. He said that 5 students responded that everyone should be tested regardless of vaccination or those fully vaccinated should</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>not have to wear masks, and 9 disagreed with the COVID mandates. The question on their courses, revealed that 11 had no opinion, 30 expressed they are enjoying their classes, and 16 expressed concerns about Faculty use of Canvas, the need for improved office hours and Faculty responding in a timelier manner. Requests were made for feminine products to be available in the restrooms, a nurse's office on campus, faculty responding in a timely matter, testing hours in the testing center to reflect the library hours, and a better Starbucks on campus. Trustee Smith reported that the E-sports Arena is finalizing plans for the installation and renovation of the arena, and they expect to open in the fall 2022 semester.</p> <p>F. ACCT National Legislative Summit – Trustee Horl attended the Legislative Summit with Chair Cram, Dr. Stout, Trustee Smith and Cynthia Gruskos. We were members of a New Jersey delegation of about 40 Community College Trustees who gathered to learn about federal legislative issues, here from the Biden Administration and lobby our own NJ representatives and Senators about federal legislative priorities and advise them about the important issues at Brookdale. The conference opened with First Lady Jill Biden who spoke about her experiences teaching at a community college and the needs of her students, the challenges they face and how community college education degrees and workforce development credentials transform lives. Her message also included that the Collee Promise Act is not dead. We heard Michael Cardona, Secretary of Education, and he spoke about the importance of equity at all levels of education. In addition, Martin Walsh, Secretary of Labor, spoke about his lifelong commitment to fairness and equity and the importance of creating a healthy and robust economy that provides opportunities for all. We met with aids to Representative Chris Smith and Frank Pallone and Senators Menendez and Booker. In addition, we had a breakfast meeting with Senator Norcross. Trustee Horl provided details on the federal priorities we advocated for our college and students. Trustee Smith also shared his personal Brookdale story. All legislative visits were conducted via Zoom this year.</p> <p>G. NJCCC Update - Trustee Horl attended 2 meetings for the Trustee Training Force and a monthly State and Federal Policy Committee this month. The Trustee Training Force selected ACCT to develop a customized training for appointed board members in NJ, which will promote effective governance, clarify roles and responsibilities of Trustees, the Administration and the President. It will also cover Trustee's fiduciary responsibilities, conflicts of interests, advocacy roles, open public meeting laws and training on ethics. The training will be offered twice a year with a possible virtual opportunity.</p>		
<p>Public Comment on Agenda Items –</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. <p>A. Acceptance of Consent Agenda</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Watson. Motion passed.	
Approval of Public Business Meeting Minutes A. Approval of Public Business Meeting Minutes – January 25, 2022	A motion to approve the minutes from the public business meeting held on January 25, 2022 was made by Trustee Watson and seconded by Trustee Abby-White. Motion passed.	
Consent Agenda A. Approval of Human Resources B. Acceptance of Grants C. Application for Grants D. Approval of Budget Modifications - Perkins E. Purchases in Excess of \$37,500 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 F. Open Invoice Payment Requests for Vendor, Student and Employee Payments	A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Smith. Motion passed. YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambdaud, Richens, Smith, Watson and Chair Cram NO: None ABSTENTIONS: None	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>G. Monthly Financial Reports</p> <p>H. Capital Project Update</p>		
Change Order Request	<p>A motion to approve by resolution the change order request was made by Trustee Richens and seconded by Trustee Brennan.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of FY23 Capital Budget</p> <p>Dr. Stout expressed our appreciation to the County for their support of Chapter 12 funding.</p>	<p>A motion to approve the FY23 capital budget was made by Vice-Chair Kaufmann and Trustee Watson.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of FY23 Chapter 12 Projects	<p>A motion to approve FY23 Chapter 12 projects was made by Trustee Horl and seconded by Trustee Davis.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of Revised of Policies <ul style="list-style-type: none"> A. Policy 1.3021 Trustee Authority, Appointments and General Powers of the Board (previously titled Trustee Appointments) B. Policy 5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification (previously titled Institutional and Specialized Program Accreditation) 	<p>A motion to approve revised Policy 1.3021 Trustee Authority, Appointments and General Powers of the Board (previously titled Trustee Appointments) and revised Policy 5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification (previously titled Institutional and Specialized Program Accreditation) was made by Trustee Smith and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Davis, Horl, Kaufmann, Rambaud, Richens, Smith, Watson and Chair Cram</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	NO: None ABSTENTIONS: None	
Public Comment Isabel Shaw – Brookdale student, Vice-President of The Innovation Network (TIN) and a staff writer for the Current – she commented that TIN has recently joined forces with the Women in Learning and Leadership and PTK to provide menstrual products for female students on campus. The female students face challenges if they need menstrual products on campus and sometimes are forced to leave campus to find these items. She is currently writing an article for the <i>Current</i> and is questioning why there are no menstrual products accessible to female students and staff in the first place and how is this oversight continued. Dr. Stout invited Isabel to send him an email or give a call to the office to further discuss how to remedy the situation. Vincent Lepore – resident of Long Branch NJ – commented on regulation 3.9008R Code of Ethics for Employees, B:8 - <i>No employee shall knowingly act in any way that might reasonably be expected to create, among the public having knowledge of their acts, an impression or suspicion that they may be engaged in conduct violating their trust as public officers or employees.</i> He was seeking clarification if this statement applies to employees' conduct outside of the College. Dr. Stout commented that we have an Ethics Hotline and if you believe an employee is exhibiting unethical behavior that you can file a report and it will be investigated.		
Old/New Business - No old or new business was discussed.		
Resolution to Hold a Closed Meeting College Counsel read the Resolution to hold a closed meeting (Attachment A)	A motion was made to approve by resolution to hold a closed session by Trustee Smith and seconded by Watson. Motion passed.	
Motion to Re-Open the Meeting to the Public	A motion to re-open the meeting to the public was made by Trustee Richens and seconded by Trustee Brennan. Motion passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Solar Energy Project Agreements	<p>A motion to approve by resolution the lease agreement with Luminance and all other agreements associated with the solar power project was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Brennan, Davis, Horl, Kaufmann, Richens, Smith, Watson and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Adjournment Meeting adjourned at 8:10 PM	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Smith.</p> <p>Motion passed.</p>	

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 3 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 **February 22, 2022 at approximately 7:10 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION

Approved: February 22, 2022

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

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

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

☒ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **contract negotiations for the Solar Project and matters falling within the attorney client privilege regarding issues with the Mask Mandate Policy and, holding hybrid Board meetings.**

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

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

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

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

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

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

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

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 16 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Supervisor – Direct Student Contact

1

Supervisor – Administrative Operations

1

Support Staff

2

Adjuncts

2

Coaches

1

B. Change of Status**Recommendations**

Supervisor – Direct Student Contact

1

Non-Supervisor – Administrative Operations

1

Support Staff

1

C. Separations**Recommendations**

Faculty

2

Non-Supervisor – Administrative Operations

1

Support Staff

1

D. Sabbaticals**Recommendations**

Faculty

2

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

1. Name: Ivory Luke
Department: EOF Office
Position: Assistant Director, EOF
Salary: \$59,690, to be prorated accordingly
Effective: 4/1/22, pending completion of all final contingencies

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: William McNelis
Department: Library
Position: Director
Salary: \$79,362, to be prorated accordingly
Effective: 4/18/22, pending completion of all final contingencies

SUPPORT STAFF

1. Name: Dawn Pileggi
Department: Health Sciences Office
Position: Senior Office Assistant
Salary: \$40,279
Effective: 4/1/22, pending completion of all final contingencies
2. Name: Joseph ReDavid
Department: Mathematics
Position: Academic Tutor
Salary: \$43,655
Effective: 3/16/22 until further notice, but not later than 6/30/22, pending completion of all final contingencies

ADJUNCTS

1. Name: Karmyn Spino-Chantre
Department: Psychology
2. Name: Christina Pollonais
Department: Political Science

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
1	1

COACHES

1. Name: David Zoni
Department: Athletics
Position: Assistant Coach, Men's Lacrosse
Compensation: \$3,775
Dates: 4/1/22 pending completion of all final contingencies

B. CHANGE OF STATUS**SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Dinneen Jackson
Department: Wellness Center
Position: Director
Action: Change in status from A2 to A5 position through bona fide search
New Salary: \$79,362 to be prorated accordingly
Effective: 4/1/22 pending completion of all final contingencies

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Ryan Goscinski
Department: Teaching & Learning Center
Position: TLC Systems Manager
Action: Reclassification from A3 to A4 position
New Salary: \$68,255, to be prorated accordingly
Effective: 4/1/22 pending completion of all final contingencies

SUPPORT STAFF

1. Name: Krystal Cruz
Department: Physics
Position: Instructional Assistant, Closed Lab
Action: Temporary change in position from Academic Tutor, Mathematics, to Instructional Assistant, Physics
New Salary: No change
Effective: 3/14/22 until further notice, but not later than 6/30/22

C. SEPARATIONS**FACULTY**

1. Name: Maryann Smith
Department: Biology
Position: Associate Professor
Action: Retirement
Effective: 5/31/22, with retirement on 6/1/22
2. Name: Elaine Olaoye
Department: Psychology
Position: Professor
Action: Retirement
Effective: 6/30/22, with retirement on 7/1/22

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Patricia Tierney
Department: ABE/GED
Position: Coordinator, ABE/GED
Action: Retirement
Effective: 6/30/22, with retirement on 7/1/22

SUPPORT STAFF

1. Name: Maria Cecilia Rodriguez
Department: Brookdale at Long Branch
Position: One Stop Specialist
Action: Retirement
Effective: 5/31/22, with retirement on 6/1/22

C. SABBATICALS**FACULTY**

1. Name: David Bassano
Department: History
Length of Sabbatical: One-Half Year
Effective: Spring 2023

2. Name: Jane Scimeca
 Department: History
 Length of Sabbatical: One-Half Year
 Effective: Fall 2022

FACULTY SABBATICAL

CANDIDATE: Dr. David Bassano
DEPARTMENT: History
LENGTH OF SABBATICAL: 2023 Spring Term

The purpose of Dr. David Bassano's sabbatical is to write an OER textbook for World History Since 1945 (HIST 107). The project will benefit the department by providing a high-quality textbook, tailored specifically to the needs of this class as per department standards, over which the department will have total control of content, future editions, and availability.

David was hired to teach at Brookdale Community College in 2012. He earned a bachelor's degree in Communication from William Paterson College, a master's degree in History, and a Ph.D. in International, Global, and Comparative History from the University of Albany.

FACULTY SABBATICAL

CANDIDATE: Jane Scimeca
DEPARTMENT: History
LENGTH OF SABBATICAL: 2022 Fall Term

The purpose of Jane Scimeca's sabbatical is to finish the first draft of a biography on Geraldine Thompson. To date no biography has ever been written about her life. Ms. Thompson is a significant figure in American History, yet her life and work have been overlooked by historians. She lived for over seventy years on Brookdale Farm and generously donated her land to Monmouth County to create a county park. Her philanthropy and leadership for social reform as well as her political activities makes her one of the most important women in New Jersey's history. This book will honor her legacy and share her story with the world.

Jane Scimeca was hired to teach at Brookdale Community College in 1994. Currently, she holds the rank of Professor of History. She earned a master's degree in History and a Graduate Certificate in Women's Studies from Rutgers University. Professor Scimeca teaches a variety of courses including Women's History, World Civilization I and II, and New Jersey History. Her publishing credits include the article, "Pink is the New Red, White and Blue" in the Asbury Park Press (March 2017), several ancillary texts for Houghton-Mifflin Publishers. She is also a contributing author to the *Encyclopedia of New Jersey*.

Her main area of academic interest is Women's History. Professor Scimeca developed the curriculum for Brookdale Community College's first course in the Women's History in 1995 and collaborated to develop Brookdale Community College's Women's Studies Program. Over the last 28 years she has taught thousands of students about the history of women in America. She speaks frequently on campus as well as in the community on topics in Women's History.

Professor Scimeca also is the host of a podcast, New Books in Women's History, a podcast channel on the New Books Network.

**1.51 Acceptance of Gifts
Background**

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

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

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

DATE	DONOR	ITEM
February 11, 2022	Dr. Steven Britton Britton Orthodontics 804 West Park Avenue Building B Ocean, NJ 07712	Donation of dental chairs and stools to be utilized by the Continuing Education Department within the Dental Assistant and Dental Radiology programs.

2.2 Acceptance of Grants Executive Summary

A. U.S. Small Business Administration-Rutgers, The State University of New Jersey, Office of Research and Sponsored Programs

Program Title: Small Business Development Center-Business Action Center

Short Title: SBDC

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

Program Administrator: Dr. Jackeline Mejias-Fuertes, Regional Director NJSBDC

Total \$ Award: \$47,183

Date Awarded: February 15, 2022

Recommendation:

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

RESOLUTION

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

	<u>Amount</u>
US Small Business Administration – Rutgers	
Small Business Development Center (SBDC)	\$47,183

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held March 15, 2022.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$37,500, or purchases with a combined total in excess of \$37,500; and

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

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

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

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

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

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

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

Agenda for Purchases in Excess of \$37,500

March 22, 2022

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Able Mechanical Inc.	Commercial Kitchen Equipment Repair Services, Bid No. 21-13 (FY23) / This is the 2nd year of a 2 year contract for commercial kitchen equipment repair services. This contract is funded by the Dining Services Budget. FY22 YTD \$16,322.	Bid	\$ 35,000.00 *
Chapter 12				
2	Burlew Mechanical, LLC	Plumbing Services T&M, Bid No. 21-17 / This contract is for the replacement of (2) underground drainage pipes at the AutoTech Building and is funded by Chapter 12.	Bid	\$ 13,950.00
3	Automated Building Controls, Inc.	Building Automation and Control System Service, Maintenance and T&M, Bid No. 20-37 / This contract is for the replacement of a condenser water valve on Chiller #2 and is funded by Chapter 12.	Bid	\$ 4,865.23
Grants				
4	B&H Photo, Video, Pro Audio Inc.	Audio Visual Equipment / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of audio visual equipment for the Student Life Center. This contract is funded by HEERF.	Exempt	\$ 30,650.78
5	National Public Radio	Programming Services and Membership Fees / Exempt 18A:64A-25.5.a.(16) (Entertainment). This annual contract is for the payment of programming fees, interconnect fees, and membership dues to the National Public Radio. The membership is used exclusively for the acquisition, production, promotion and distribution of national programming of high quality, diversity, creativity, excellence and innovation, with strict adherence to objectivity and balance of programs. This contract is funded by the Community Service Grant. FY22 \$25,306.	Exempt	\$ 42,000.00 *

Operating

6	SHI International	Audio Visual Equipment / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of audio visual equipment for the Wellness Center and is funded by the Foundation Budget (donated funds for the Wellness Center Project).	Exempt	\$	46,559.00	
7	Konica Minolta Business Solutions USA, Inc.	Maintenance, Supplies, Print Management for Copiers and Printers (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is the 5th year of a 5 year contract for the maintenance, supplies and print management services for the copiers and printers. This contract is funded by the Printing Services Budget. FY22 YTD \$65,570.	Exempt	\$	114,328.80	*
8	Ascend Learning Holdings, LLC	Nursing Comprehensive Assessment & Review Program, Student Exams and Other Assessment Exams (FY23) / Exempt 18A:64A-25.5.a.(19)(Software peripherals). This is a one year contract for an on-line comprehensive assessment, tutorial review programs, and EHR Tutor for nursing students. This contract also includes various assessment exams for other areas of the College. This contract is funded by Student Lab Fees, Testing Center's Revenue Generating Programs, and the Testing Center's Operating Budget. FY22 YTD \$168,168.	Exempt	\$	230,000.00	*
9	NCS Pearson, Inc.	Exam Forms, Testing Material, and Online Testing Software (FY23) / 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 the supply and delivery of CompTIA exam vouchers, GED testing forms, other test/voucher forms, and software for online testing. This contract is funded by CPS' Revenue Generating Programs; Testing Center's Revenue Generating Programs; Testing Center's Operating Budget; and various grants. FY22 YTD \$19,950.	Exempt	\$	35,000.00	*
10	Instructure, Inc.	Learning Management System (LMS), RFP 02-19 (FY23) / This is the 4th year of the contract with an option for a 5th year renewal for a hosted Learning Management System (LMS). The LMS (Canvas) supports a range of applications that supplement traditional classroom instruction, integrate into the College's online and face-to-face instruction, and deliver online courses and programs. This contract is funded by the IT Budget. FY22 \$195,172.	RFP	\$	204,848.00	

11	W.B. Mason Co., Inc.	Office Supplies (FY23) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of office supplies and is funded by various departmental budgets. FY22 YTD \$40,635.	Exempt	\$	60,000.00	*
12	Amazon Business	Books and Miscellaneous Merchandise (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of books and miscellaneous merchandise college-wide and is funded by various departmental budgets. FY22 YTD \$40,616.	Exempt	\$	75,000.00	*
13	Bank of America Kearny Bank	Banking Services, RFP No. 04-21 / These 2nd year contract renewals are for banking services and are funded by the Operating Budget.	RFP			
14	Nelnet Business Solutions, Inc.	Student Payment Gateway Services, RFP No. 14-21 (FY23) / This is the 2nd year of a 2 year contract for student payment gateway services which include electronic payment processing, on-line student payments, electronic statements and payment plan management. This contract is funded by Student Fees.	RFP		Revenue \$145,000.00	*
15	Rave Mobile Safety	Emergency Alert Services, RFP No. 11-20 (FY23) / This is the 3rd year of a 3 year contract for emergency alert services and is funded by the Institutional Marketing Budget. FY22 \$25,950.	RFP	\$	16,000.00	
16	**See attached list of pre-approved vendors	Graphic Design Services, RFQ No. 01-2022 (FY23) / This is the 2nd year of a 2 year contract for pre-qualified vendors to provide graphic design services. These contracts are funded by the Institutional Marketing Budget and various departmental budgets. FY22 YTD \$2,310.	RFQ	\$	25,000.00	*
17	ARC Document Solutions, LLC	Banners & Signage, Bid No. 21-14 (FY23) / This is the 2nd year of a 2 year contract for the supply, delivery, and installation of banners and signage. This contract is funded by the Institutional Marketing Budget and various departmental budgets. FY22 YTD \$5,167.	Bid	\$	32,000.00	*
18	Consolidus Inc. NJCCPROMOS.com	Promotional/Recruitment Giveaways (FY23) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op agreement with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of promotional/recruitment giveaways. This contract is funded by various grants, College Relations, Institutional Marketing and various departmental budgets. FY22 YTD \$28,394.	Exempt	\$	85,000.00	*

19	SD Gameday LLC	Athletic Training, Sports Medicine, and Team Physician Services, RFP No. 18-21 (FY23) / 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. FY22 \$76,000.	RFP	\$	78,000.00
20	ProEducation Solutions LLC	Student Financial Aid Verification Services, RFP 15-21 (FY23) / This is the 2nd year of the contract with an option for a 3rd year renewal for student financial aid verification services. FY22 YTD \$20,900.	RFP	\$	39,500.00 *
21	County of Monmouth	911 Shared Services Program / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the payment of the 911 shared services program with the County and is funded by the Police Budget. CY21 \$52,872.	Exempt	\$	53,401.00
22	National Association of College and University Business Officers (NACUBO)	Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract will provide consulting services to maximize the College's current operations, assist with business optimization plans, build in new efficiencies, limit cost increases, and develop strategies to ensure student success. This contract is funded by the Operating Budget.	Exempt	\$	69,000.00

* Estimated expense based on historical data

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

March 2022 BOT Agenda
Pre-Qualified List of Graphic Design Services
Year 2 of 2 (FY23)

Item No. 16

- SGW Integrated Marketing
- Tweak Design
- Brand Enchanting Media
- Leslie Van Pelt
- Park Circle Technologies
- Red Cactus Marketing
- Jersey Printing Associates
- Magnum

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending January 31, 2022, which totaled \$1,622,094.89. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

Additional documentation for payments is available in the Accounts Payable Department.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held March 15, 2022.

4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending January 31, 2022.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting March 15, 2022.

Financial Overview at January 31, 2022

The following financial summary provides an overview of year-to-date financial performance at January 2022 compared to FY22 budget, and to the same period last year.

Revenue:

Compared to Budget

Total operating revenue for the month of January 2022 was \$57.5M and represents 71.8% of the FY22 budget of \$80M.

Compared to Prior Year

Operating revenue at January 31, 2022 was 2.1% lower than the same time last year. This is mainly attributed to the decrease in tuition and fees revenue netted against the increase in CPS revenue and the full reinstatement of State funding.

Expenditures:

Compared to Budget

Total operating expenditures through January 2022 were \$38.3M or 49.7% of the \$77M FY22 budget. As a point of reference, January is the seventh month of the current fiscal year and represents 58.3% of the annual budget.

Compared to Prior Year

Total operating expenses for the same period last year were \$37.5M compared to \$38.3M this year indicating an increase of operating costs of 2.2%.

Cash Balance:

At January 2022 the College's total cash position was \$33.2M, which represents a \$3.6M increase over the same time last year.

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

	01/31/22	01/31/21	Change	% Change
Operating Revenue				
State of New Jersey	\$ 5,925,096	\$ 4,573,455	\$ 1,351,641	29.6%
County of Monmouth	11,682,428	11,682,428	-	0.0%
Student Tuition	28,745,718	31,052,132	(2,306,415)	-7.4%
Fees	9,297,885	9,973,154	(675,270)	-6.8%
Continuing & Professional Studies	1,606,713	1,152,950	453,762	39.4%
Miscellaneous	263,349	295,312	(31,964)	-10.8%
	\$ 57,521,187	\$ 58,729,432	\$ (1,208,245)	-2.1%
Operating Expenditures				
Academic Affairs	\$ 14,845,239	\$ 14,549,838	\$ 295,401	2.0%
Benefits	6,755,913	7,063,335	(307,422)	-4.4%
Finance & Operations	6,318,327	6,237,095	81,232	1.3%
Student Affairs	3,216,879	2,925,213	291,667	10.0%
General Expenses	2,405,583	2,371,895	33,688	1.4%
Continuing & Professional Studies	1,186,580	1,135,616	50,964	4.5%
Utilities	1,025,002	962,598	62,405	6.5%
Human Resources & Organizational Safety	1,209,349	1,014,279	195,070	19.2%
Planning & Institutional Effectiveness	229,954	232,585	(2,631)	-1.1%
President & Board of Trustees	326,661	272,808	53,854	19.7%
Advancement Division	806,683	722,373	84,310	11.7%
	\$ 38,326,170	\$ 37,487,634	\$ 838,536	2.2%
Surplus/(deficit)	\$ 19,195,017	\$ 21,241,799	\$ (2,046,782)	
Auxiliary				
Receipts	\$ 501,000	\$ 287,575	\$ 213,425	74.2%
Disbursements	847,471	512,234	(335,236)	-65.4%
Surplus/ (deficit) - Auxiliary	\$ (346,471)	\$ (224,659)	\$ (121,812)	

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

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	5,925,096	\$ 10,285,798	\$ (4,360,702)	57.6%
County of Monmouth	11,682,428	20,027,019	(8,344,591)	58.3%
	17,607,524	30,312,817	(12,705,293)	58.1%
Student Tuition:				
Summer III	702,524	1,168,792	(466,268)	60.1%
Fall 15	14,127,063	14,587,236	(460,173)	96.8%
Fall 11	905,858	753,928	151,930	120.2%
Fall 7A & 7B	82,838	34,500	48,338	240.1%
Winterim	227,781	280,685	(52,904)	81.2%
Spring 15	11,985,434	12,999,568	(1,014,134)	92.2%
Spring 11	648,245	785,504	(137,259)	82.5%
Spring 7A & 7B	65,975	27,500	38,475	239.9%
Summer I	-	1,542,617	(1,542,617)	0.0%
Summer II	-	1,641,988	(1,641,988)	0.0%
	28,745,718	33,822,318	(5,076,600)	85.0%
Fees:				
Fees (Technology, Capital, Facilities)	6,823,847	8,251,378	(1,427,531)	82.7%
Application Fee	79,675	165,000	(85,325)	48.3%
Installment Plan Fee	108,120	145,000	(36,880)	74.6%
Lab Fees	2,239,086	2,374,929	(135,843)	94.3%
Late Fees	18,810	21,500	(2,690)	87.5%
Transcript Fee	27,956	60,000	(32,044)	46.6%
Bad Check Fee	390	1,000	(610)	39.0%
	9,297,885	11,018,807	(1,720,923)	84.4%
Continuing & Professional Studies:				
Contract Training Direct Pay	101,330	226,342	(125,012)	44.8%
Alternate Route	122,045	85,180	36,865	143.3%
Healthcare Services	619,293	840,504	(221,211)	73.7%
Business & Career Training	203,580	263,325	(59,745)	77.3%
Computer Training	105,400	135,460	(30,061)	77.8%
CTE Grant	258,119	488,766	(230,648)	52.8%
Trips / Excursions	10,115	140,599	(130,484)	7.2%
Misc. Open Enrollment Programs	127,303	300,735	(173,432)	42.3%
Summer Adventure Camps	38,838	75,000	(36,162)	51.8%
Accelerated Career & Technology	20,714	26,605	(5,891)	77.9%
	1,606,713	2,582,516	(975,803)	62.2%
Miscellaneous:				
Indirect Cost Recovery	186,807	250,000	(63,193)	74.7%
Other Departmental Revenue	873	3,500	(2,627)	25.0%
Miscellaneous	3,981	10,000	(6,019)	39.8%
International Center	53,382	350,000	(296,618)	15.3%
Reserves	-	1,715,000	(1,715,000)	0.0%
Interest Income	17,040	15,000	2,040	113.6%
Credit Card Rebates	1,266	-	1,266	0.0%
	263,349	2,343,500	(2,080,151)	11.2%
Total	57,521,187	\$ 80,079,958	\$ (22,558,771)	71.8%

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

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	\$ 14,845,239	\$ 30,129,277	\$ 15,284,038	49.3%
Benefits	6,755,913	15,632,856	8,876,943	43.2%
Finance & Operations	6,318,327	11,726,799	5,408,472	53.9%
Student Affairs	3,216,879	6,923,242	3,706,363	46.5%
General Expenses	2,405,583	3,267,464	861,881	73.6%
Continuing & Professional Studies	1,186,580	2,557,218	1,370,638	46.4%
Utilities	1,025,002	2,287,836	1,262,834	44.8%
Human Resources & Organizational Safety	1,209,349	2,406,521	1,197,172	50.3%
Planning & Institutional Effectiveness	229,954	382,145	152,191	60.2%
President & Board of Trustees	326,661	517,058	190,397	63.2%
Advancement Division	806,683	1,270,104	463,421	63.5%
	\$ 38,326,170	\$ 77,100,520	\$ 38,774,350	49.7%
Salaries & Wages	\$ 22,298,758	\$ 44,442,964	\$ 22,144,206	50.2%
Other Expenses	16,027,412	32,657,556	16,630,144	49.1%
	\$ 38,326,170	\$ 77,100,520	\$ 38,774,350	49.7%

March 4, 2022

BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CONSTRUCTION PROJECTS - CHAPTER 12 FUNDS – MANAGED BY T&M

1) ATHLETIC FIELDS/LINCROFT CAMPUS

A project to reconstruct the baseball and softball field as well as rehabilitate the soccer field was awarded to Precise Construction in the amount of \$2,335,609.75 The project provided for the installation of subsurface drainage and irrigation system, replacing dugouts and bleachers and leveling of the fields. Project has been completed.

Closeout documents have been submitted and we have processed the final payment.

2) MAN REAR VESIBULE SLAB LEAKAGE

Project consists of the replacement of the wearing slab over the rear vestibule and remedial work on the adjoining stairs and brick work. Bids were opened on November 30, 2021. The lowest responsible bidder was GPC, Inc. in the amount of \$130,000.00. the Contract was awarded at the BOT meeting on December 14, 2021.

The contract work will be scheduled for completion in the spring. The Contractor has begun submitting shop drawings for review. A preconstruction conference is scheduled for the week of March 14.

A handwritten signature in blue ink, appearing to read 'R. Savacool', is positioned above the printed name of the Engineer of Record.

Raymond W. Savacool, P.E.
Engineer of Record

Brief: Facilities Overview as of March 15, 2022

Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Gorman Hall South renovation	Posen Architects	Shoreland Construction Inc.	<ul style="list-style-type: none"> Legal documents are in the process of being prepared.
Wellness Center	Posen Architects	TBD	<ul style="list-style-type: none"> College received revised documents March 7 - still incorrect. Meeting March 8 to discuss.
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> Interview process has started with College. Monday, March 7 onsite began.
CVA and Maintenance Roof	DRG	TBD	<ul style="list-style-type: none"> Expected to have drawings in the next week or two.
ATeC & MAS Drainage	Colliers	TBD	<ul style="list-style-type: none"> Sent Colliers additional drawings. Subsurface utility engineering crew scheduled to be onsite in two weeks.
Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> Town Hall Meeting held on March 2 with Luminace and Miller Brothers. Last of legal documents to be completed. Meeting on March 14 to review construction documents. Town Hall meeting scheduled in Wall

			Township for March 22 at 6:30pm.
Modernization of Lincroft Elevators	USA Architects		<ul style="list-style-type: none"> • Purchase order issued February 23. Design in progress.

Projects in-planning stage:

- Relocation of Culinary to Lincroft

Board of Trustees Brief Honorary Degree 2022

Topic: Honorary Degree

General Issue Overview:

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

The public and the college community (Employees, Students, Trustees, and Alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was February 18, 2022.

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

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

Honorary Degree Committee Members are Co-Chairs Nancy Kaari (VP Advancement) and Eric Goll (Faculty); Dinneen Jackson, (Administration); Lauren Concar Sheehy, (Alumna).

Recommendation:

The President recommends to the Board of Trustees that he be authorized to present to candidates Danny & Maria Clinch and DonnaLyn Giegerich for an honorary associate degree at Commencement 2022.

Danny & Maria Clinch

Danny Clinch began his professional career as an intern with famed photographer Annie Leibovitz. He has captured so many famous faces, such as Bob Dylan, Tupac Shakur, Johnny Cash, Patti Smith, Bruce Springsteen, and countless other musical legends. His work has been in publications worldwide, placed in numerous galleries and published four books. He founded the film company, *Three on the Tree Productions*. In 2021, he moved his photography studio from NY to Asbury, where he opened Transparent Gallery in 2016. The Gallery shows his award-winning work and hosts musicians in an intimate performance space. He is also one of the founders of the *Sea Hear Now Festival* in Asbury, which attracts more than 30,000 people as well as brings commerce, employment, and notoriety to the residents of Asbury/Monmouth County.

Board of Trustees Brief Honorary Degree 2022

Danny and Maria are fierce advocates for the greater Asbury Park community. In addition to bring commerce and opportunity to Asbury Park through Danny's work, he and Maria are collectively focused on their philanthropy work. Their events and sales of Danny's work support numerous Asbury Park based organizations, such as Garden State Equality (LGBTQ+), Koncious Youth Development Service (KYDS), Asbury Park Music Foundation, and the Asbury Park African American Music Project have benefited from the Clinch's efforts in the past year. In 2021 Danny and Maria were acknowledged for their charitable work with a Congressional Award.

Our nominator felt that Danny getting his start as a New Jersey community college student (Ocean County College) may serve as an inspiration for Brookdale students and graduates.

DonnaLyn Giegerich

DonnaLyn's impact on the community development in Monmouth County is unparalleled. She is a business consultant, motivational speaker, staunch supporter of Brookdale Community College, founder of Kick Cancer Overboard (non-for-profit), and best known for being the ultimate connector of people who possess like-minded goals and interests. She provides wellness, yoga, and spiritual based workshops for those battling Cancer as well as her non-profit provides a free cruise as a respite for those who are stricken with the disease.

DonnaLyn has taken courses at Brookdale, taught at Brookdale, guest lectured at Brookdale, sponsored student field trips to arts and cultural events (such as plays on Broadway), and hosted Brookdale international students. She is committed to charitable work, being a yoga instructor, and was a former Mrs. New Jersey. She has been honored by the Women's Red Bank Club, the Monmouth Rotary Club, and the Monmouth County Chamber of Commerce to name a few.

She is a lifelong learner who constantly attends classes/training to advance her skill set. She enrolled in Communication courses long after receiving her degrees to meet the requirements for teaching Speech Communication at Brookdale. Her students were invited and encouraged to attend seminars where she was serving as the keynote speaker. Putting their knowledge into practice, some of her students introduced her and were able to participate outside the classroom. Her enthusiasm for teaching is contagious, resulting in countless letters of accolades from her students.

Prepared by: Lauren Quint, Associate of Foundation & Alumni Affairs Office
Nominations Submitted by: The Honorary Degree Committee

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.0000-B Application and Acceptance of Grants

I. Title of Policy

Application and Acceptance of Grants

II. Objective of Policy

To establish the authority of Brookdale Community College Board of Trustees and the President to coordinate and administer the applications for grants and grant contracts in support of the College.

III. Authority

New Jersey State Statutes—County Colleges, 18A:64A-12K (General Powers of Boards); Uniform Guidance 2 CFR Part 200 subpart F~~United States Office of Management and Budget Circular A-133; Section 319 of~~ Public Law 101-121.

IV. Policy Statement

The purpose of all grant submissions and acceptances is to advance Brookdale's strategic and emerging initiatives in support of the College's mMission.

To ensure consistency and accountability in securing and managing grant funds, all grant applications and awards must be coordinated through Grants and Institutional Development in the Advancement Office. No grant or grant contract application will be submitted to a funding source without the approval of the President. The purpose of the grant shall be consistent with the philosophical platform of the College and be aligned with current strategic goals and priorities.

~~A grant or grant contract is a written agreement representing the voluntary transfer of money or other assets by the sponsor (federal, state, county, municipal or private agencies) in exchange for specific projects, programs or activities. The sponsor requires budget reports, progress reports, and return of unused funds.~~

Under no circumstance will the College apply for or accept a grant or grant contract from any donor who engages in practices or policies which discriminate against any person on the basis of race, creed, color, nationality, national origin, ancestry, age, sex, marital status, civil union status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability, or other protected category or activity (i.e. opposition to prohibited discrimination or participation in the complaint process).

The President shall submit a list of all grants he/she has authorized to the Board of Trustees for approval prior to submission to the funding source. In the event a short timeline for submission is required, the President may approve the grant application with ratification of that action to take place at the next public meeting of the Board of Trustees.

~~All grant applications must be coordinated through Grants and Institutional Development in the Advancement Office. No grant or grant contract application will be submitted to a possible funding source without the approval of the President. The purpose of the grant shall be consistent with the philosophical platform of the College and be aligned with current strategic goals and priorities.~~

~~All grant applications where the amount of the grant is in excess of \$50,000, or any grant requiring a College match, shall be approved by the President subject to acceptance by the Board of Trustees prior to final submission to the funding source. In the event a short timeline for submission is required, the President may approve the grant application with ratification of that action to take place at the next public meeting of the Board of Trustees.~~

All grants awarded to the College shall be recommended by the President to the Board of Trustees for approval authorizing the President to sign funding notification forms and any appropriate amendments.

~~All grants awarded to the College received shall be recommended by the President to the Board of Trustees for approval.~~

Grants and grant contracts that have been appropriated to the College shall not be expended on behalf of the College to influence or attempt to influence any person, officer, or employee of any federal or state agency; a member, officer, or employee of Congress or the New Jersey Assembly or Senate; and/or an employee of a member of Congress or the New Jersey Assembly or Senate in connection with the making of any grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any grant or cooperative agreement.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 3/23/70

Original title: Development and Acceptance of Gifts and Grants

Revised: 11/1/79

9/23/82

4/23/92

Lodged: 19 November 2015

Approved: Board of Trustees, 11/19/2015

Original title: Development and Acceptance of Gifts and Grants:
The original policy has been split into two separate policies:
2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or
Donations, and,
2.0000-B Application and Acceptance of Grants

See also:
Brookdale Community College Foundation Gifts Procedures
2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or
Donations Grant Application Checklist

[Updated x/x/2022](#)

[Revised Post SELT Review 1/12/2022 REDLINE](#)

[MJ Edits/Comments 1-14-2022](#)

[LQ Edits/Comments 2-11-2022](#)

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.0000--B Application and Acceptance of Grants

I. Title of Policy

Application and Acceptance of Grants

II. Objective of Policy

To establish the authority of Brookdale Community College Board of Trustees and the President to coordinate and administer the applications for grants and grant contracts in support of the College.

III. Authority

New Jersey State Statutes—County Colleges, 18A:64A-12K (General Powers of Boards); Uniform Guidance 2 CFR Part 200 subpart F; Section 319 of Public Law 101-121.

IV. Policy Statement

The purpose of all grant submissions and acceptances is to advance Brookdale's strategic and emerging initiatives in support of the College's Mission.

To ensure consistency and accountability in securing and managing grant funds, all grant applications and awards must be coordinated through Grants and Institutional Development in the Advancement Office. No grant or grant contract application will be submitted to a funding source without the approval of the President. The purpose of the grant shall be consistent with the philosophical platform of the College and be aligned with current strategic goals and priorities.

Under no circumstance will the College apply for or accept a grant or grant contract from any donor who engages in practices or policies which discriminate against any person on the basis of race, creed, color, nationality, national origin, ancestry, age, sex, marital status, civil union status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability, or other protected category or activity (i.e. opposition to prohibited discrimination or participation in the complaint process).

The President shall submit a list of all grants he/she has authorized to the Board of Trustees for approval prior to submission to the funding source. In the event a short timeline for submission is required, the President may approve the grant application with

ratification of that action to take place at the next public meeting of the Board of Trustees.

All grants awarded to the College shall be recommended by the President to the Board of Trustees for approval authorizing the President to sign funding notification forms and any appropriate amendments.

Grants and grant contracts that have been appropriated to the College shall not be expended on behalf of the College to influence or attempt to influence any person, officer, or employee of any federal or state agency; a member, officer, or employee of Congress or the New Jersey Assembly or Senate; and/or an employee of a member of Congress or the New Jersey Assembly or Senate in connection with the making of any grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any grant or cooperative agreement.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 3/23/70

Original title: Development and Acceptance of Gifts and Grants

Revised: 11/1/79

9/23/82

4/23/92

Approved: Board of Trustees, 11/19/2015

Original title: Development and Acceptance of Gifts and Grants:

The original policy has been split into two separate policies:

2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations, and,

2.0000-B Application and Acceptance of Grants

See also:

Brookdale Community College Foundation Gifts Procedures

2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations Grant Application Checklist

Update to Board Policy 1.7060 Code of Ethics for Trustees of Brookdale Community College

As part of the normal annual Board policy review, Board Policy 1.7060 Code of Ethics for Trustees of Brookdale Community College was reviewed and the following revisions were recommended:

1. Executive Order 65 Issued by Governor Codey on November 16, 2005 was replaced by Executive Order No. 2 issued by Governor Murphy on January 17, 2018, which outlines the financial disclosure process that applies to the Board of Trustees members, and the Authority has been updated.
2. The definition of the “Member of the immediate family” was updated to include language used in the new Executive Order No. 2: A member of his/her family (defined as spouse, domestic partner, partner in a civil union, child, parent, or sibling residing in the same household).
 - a. Definitions of a domestic partner was included.
 - b. Definition of a Partner in a civil union was included.
3. The Policy Statement was reformatted to be more readable. Section Headers of Disclosure of Potential Conflict and Enforcement were added.
4. Policy Statement C. was added to ensure that Trustees meet the requirement of new legislation A1385 & 5970, which requires members of governing boards of public institutions of higher education to complete a training program developed by the institution in consultation with Secretary of Higher Education.
5. Policy Statement D. was expanded to further clarify the Trustee’s responsibility to govern is as an entire board versus as an individual.
6. Disclosure of Potential Conflict – C – was revised to allow a new Trustee 120 days vs 30 days to effectuate the orderly disposition of any asset that does business with the College. This is a suggestion to follow the length used in Executive Order 2 for disposition of assets.
7. It should be noted that a change of the Code of Ethics will also require the Board By-laws Section 1.7060 be updated as well. The By-laws will need to be readopted with the revised changes.
8. Under Enforcement – Section A – A statement was added to acknowledge that the Board of Trustees will follow Board Policy 1.7070 Trustee Conduct to report trustee misconduct to the appointing authority, which was a newer policy adopted on 12/18/2018.
9. Policy 1.7070 Trustee Conduct is presented as unmodified for your review in conjunction with Board Policy 1.7060 Code of Ethics for Trustees

Revisions to Board Policy 1.7060 Code of Ethics for Trustees of Brookdale Community College was reviewed at the Governance Committee at a meeting held on March 16, 2022

March 22, 2022: Senior Assistant to the President & the Board of Trustees, Cynthia Gruskos

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

1.7060 Code of Ethics for Trustees of Brookdale Community College

I. Title of Policy

Code of Ethics for Trustees of Brookdale Community College

II. Objective of Policy

To establish a Code of Ethics for the conduct of all Trustees of Brookdale Community College.

III. Authority

N.J.S.A. 18A:64A-12; ~~Executive Order No. 65 issued by Governor Codey on November 16, 2005, Executive Order No. 2 issued by Governor Murphy on January 17, 2018~~ and Board of Trustee Bylaw 1.7060 Code of Ethics for Trustees of Brookdale Community College.

IV. Policy Statement

The Board of Trustees of Brookdale Community College will comply with the following Code of Ethics:

A. A primary function of the Board of Trustees is to establish the policies and the goals of the institution and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals, but the administration of the College's operations shall be left to the President and the President's staff.

B. ~~A~~ A Trustee ~~shall~~ should devote time, thought, and study to the duties and responsibilities of a community college trustee so as to render effective and creditable decision making and service.

C. A Trustee shall complete professional development requirements established from time to time by the State of New Jersey or by the College in a timely manner, to ensure they have the expertise to fulfill their responsibilities...

BD.- One of the basic tenants of effective trusteeship is the recognition that governing authority rests with the entire board. As an individual, a Trustee has no legal authority outside of the meetings of the Board and should conduct him/herself accordingly with College staff, local citizens, and facets of the community. The board's voice is

expressed through the policies and actions taken in its official meetings. An individual member cannot bind the Board outside of such meetings.

~~C. A primary function of the Board of Trustees is to establish the policies and the goals of the institution and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals, but the administration of the College's operations shall be left to the President and the President's staff.~~

DE. No College Trustee should accept from any person, directly or indirectly, or through his/her spouse or any member of his/her family any gift, favor, service, employment, or other things of value under circumstances from which it might be reasonably inferred or which he/she knows or has reasons to believe is offered to him/her with intent to influence his/her public duties and responsibilities.

EF. No College Trustee should knowingly act in an official capacity, by voting or otherwise, on any College matter in which he/she has an interest.

~~F. Disclosure of the precise nature of the interest or involvement, at first knowledge of the transaction, should be required in the event that the Board must consider any College matter which also involves:~~

~~1. A member of the Board of Trustees or a member of his/her family (defined as spouse, parents, siblings, or children); and/or~~

~~2. An organization with which a member of the Board of Trustees is affiliated.~~

~~G. Disclosure should be further required of Board members concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the institution.~~

HG. No College Trustee should act as an officer or agent of the College for the transaction of any business with himself/herself or in which he/she has an interest.

I.H. No College Trustee should willfully disclose to any person or party for pecuniary gain any information not generally available to members of the public which he/she receives or acquires in the course of his/her official duties.

J.I. No College Trustee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which might reasonably be expected to impair his/her objectivity or independence of judgment, or which is otherwise in substantial conflict with the proper discharge of his/her duties in the public interest.

K.J. No College Trustee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself/herself or others.

~~LK.~~ No College Trustee should act in his/her official capacity in any matter wherein he/she has a direct or indirect interest that might reasonably be expected to impair his/her objectivity or independence of judgment.

~~ML.~~ No member of the Board of Trustees, including the President of the College, nor any member of the immediate families of such officials, shall do business, directly or indirectly, with the institution that they govern or by which they are employed. For purposes of this section, "member of the immediate family" shall mean the official's spouse, domestic partner, partner in a civil union, child, parent or sibling residing in the same household.

~~NM.~~ The prohibitions in ~~ML~~, above, shall also apply to any firm, association or partnership by which the College President or Trustee is employed, from which the President or College Trustee receives compensation, or of which the President or College Trustee owns or controls more than one percent of the profits or assets of that firm, association or partnership. Such prohibitions shall also apply to shareholders, associates or professional employees of a professional service corporation regardless of the extent or amount of their shareholder interest in such a corporation.

N. A President or College Trustee who is currently involved in a business relationship that is prohibited by this Policy shall be given 120 days to terminate the prohibited business relationship or to resign from public office. Failure to comply with the terms set forth in sections L through N, above, shall constitute good cause for the removal from employment or office of the College President or College Trustee.

~~O. A President or College Trustee who is currently involved in a business relationship that is prohibited by this Policy shall be given 30 days to terminate the prohibited business relationship or to resign from public office. Failure to comply with the terms set forth in sections M through O, above shall constitute good cause for the removal from employment or office of the College President or College Trustee.~~

~~P. The Executive Director of the Executive Commission on Ethical Standards is hereby authorized to grant an exception from the terms sections M through O, above, if, in the judgment of the Executive Director, the entity that employs, provides compensation or is owned in part by the College Trustee is one with which the College may contract with pursuant to N.J.S.A. 52:13D-19 and N.J.S.A. 52:34-10, or where the public interest requires that an exception be made.~~

Disclosure of Potential Conflict

A. Disclosure of the precise nature of the interest or involvement, at first knowledge of the transaction, should be required in the event that the Board must consider any College matter which also involves:

1. A member of the Board of Trustees or a member of his/her family (defined as spouse, ~~parents, siblings, or children~~ domestic partner, partner in a civil union, child, parent, or sibling residing in the same household); and/or

2. An organization with which a member of the Board of Trustees is affiliated.

B. Disclosure should be further required of Board members concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the institution.

~~C. A President or College Trustee who is currently involved in a business relationship that is prohibited by this Policy shall be given 30 days to terminate the prohibited business relationship or to resign from public office. Failure to comply with the terms set forth in sections M through O, above shall constitute good cause for the removal from employment or office of the College President or College Trustee.~~

~~DC.~~ The Executive Director of the State Executive Commission on Ethical Standards is hereby authorized to grant an exception from the terms sections ~~M-L~~ through ~~ON~~, above, if, in the judgment of the Executive Director, the entity that employs, provides compensation or is owned in part by the College Trustee is one with which the College may contract with pursuant to N.J.S.A. 52:13D-19 and N.J.S.A. 52:34-10, or where the public interest requires that an exception be made.

Enforcement

A. Violations of this Code of Conduct may also constitute cause for removal of an appointed member of the Board of Trustees pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board and/or the appropriate appointing authority. The Board of Trustees will follow Board Policy 1.7070 Trustee Conduct to report trustee misconduct to the appointing authority.

B. Board members will annually sign a statement affirming the Code of Ethics and their intention to fully comply with same.

C. The members of the Board of Trustees will comply annually with public law with regard to the filing of financial disclosure statements.

The following definitions shall have the following meanings with regard to the Code of Ethics for Trustees of Brookdale Community College:

“College Matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against, or with Brookdale Community College or which requires any official action by the Board of Trustees, its officers, or employees.

“College Trustee” means any person who is a member of the Board of Trustees of Brookdale Community College. This includes the President, who by appointment is an ex-officio member of the Board of Trustees.

“Interest” means any personal, financial, economic, property, or other concern amounting to a right, advantage, share, or portion coming either directly or indirectly to a Trustee singularly or in affiliation with any person or party as defined herein.

“Member of the immediate family” will mean the official’s spouse, domestic partner, partner in a civil union, child, parent or sibling residing in the same household.

“Domestic partner” shall mean “domestic partner” as defined in P.L. 2003, c. 246 (N.J.S.A. 26:8A-3)

“Partner in a civil union” shall mean partner in a “civil union” as defined in P.L. 2006 c.103 (N.J.S.A. 37:1-29)

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.

V. Responsibility of Implementation

Board of Trustees

Approved:	August 1995
Revised:	December 2005
Proposed Revision:	March 2016
Approved Revision:	March 2016 (Lodging of Policy was waived by unanimous consent)

ACKNOWLEDGEMENT FORM FOR CODE OF CONDUCT

I have read and am familiar with Brookdale Community College’s Board of Trustee Code of Ethics. I will comply with and enforce the policies in this Code in its entirety.

By signing this acknowledgement I am indicating that I have read and will abide by Brookdale Community College's Board of Trustee Code of Ethics.

Board of Trustee Signature

Name (printed)

Date _____

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

1.7060 Code of Ethics for Trustees of Brookdale Community College

I. Title of Policy

Code of Ethics for Trustees of Brookdale Community College

II. Objective of Policy

To establish a Code of Ethics for the conduct of all Trustees of Brookdale Community College.

III. Authority

N.J.S.A. 18A:64A-12; Executive Order No. 2 issued by Governor Murphy on January 17, 2018 and Board of Trustee Bylaw 1.7060 Code of Ethics for Trustees of Brookdale Community College.

IV. Policy Statement

The Board of Trustees of Brookdale Community College will comply with the following Code of Ethics:

- A. A primary function of the Board of Trustees is to establish the policies and the goals of the institution and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals, but the administration of the College's operations shall be left to the President and the President's staff.
- B. A Trustee shall devote time, thought, and study to the duties and responsibilities of a community college trustee so as to render effective and creditable decision making and service.
- C. A Trustee shall complete professional development requirements established from time to time by the State of New Jersey or by the College in a timely manner, to ensure they have the expertise to fulfill their responsibilities...
- D. One of the basic tenants of effective trusteeship is the recognition that governing authority rests with the entire board. As an individual, a Trustee has no legal authority outside of the meetings of the Board and should conduct him/herself accordingly with College staff, local citizens, and facets of the community. The board's voice is expressed through the policies and actions taken in its official meetings. An individual member cannot bind the Board outside of such meetings.

E. No College Trustee should accept from any person, directly or indirectly, or through his/her spouse or any member of his/her family any gift, favor, service, employment, or other things of value under circumstances from which it might be reasonably inferred or which he/she knows or has reasons to believe is offered to him/her with intent to influence his/her public duties and responsibilities.

F. No College Trustee should knowingly act in an official capacity, by voting or otherwise, on any College matter in which he/she has an interest.

G. No College Trustee should act as an officer or agent of the College for the transaction of any business with himself/herself or in which he/she has an interest.

H. No College Trustee should willfully disclose to any person or party for pecuniary gain any information not generally available to members of the public which he/she receives or acquires in the course of his/her official duties.

I. No College Trustee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which might reasonably be expected to impair his/her objectivity or independence of judgment, or which is otherwise in substantial conflict with the proper discharge of his/her duties in the public interest.

J. No College Trustee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself/herself or others.

K. No College Trustee should act in his/her official capacity in any matter wherein he/she has a direct or indirect interest that might reasonably be expected to impair his/her objectivity or independence of judgment.

L. No member of the Board of Trustees, including the President of the College, nor any member of the immediate families of such officials, shall do business, directly or indirectly, with the institution that they govern or by which they are employed. For purposes of this section, "member of the immediate family" shall mean the official's spouse, domestic partner, partner in a civil union, child, parent or sibling residing in the same household.

M. The prohibitions in L, above, shall also apply to any firm, association or partnership by which the College President or Trustee is employed, from which the President or College Trustee receives compensation, or of which the President or College Trustee owns or controls more than one percent of the profits or assets of that firm, association or partnership. Such prohibitions shall also apply to shareholders, associates or professional employees of a professional service corporation regardless of the extent or amount of their shareholder interest in such a corporation.

N. A President or College Trustee who is currently involved in a business relationship that is prohibited by this Policy shall be given 120 days to terminate the prohibited

business relationship or to resign from public office. Failure to comply with the terms set forth in sections L through N, above, shall constitute good cause for the removal from employment or office of the College President or College Trustee.

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Disclosure of Potential Conflict

A. Disclosure of the precise nature of the interest or involvement, at first knowledge of the transaction, should be required in the event that the Board must consider any College matter which also involves:

1. A member of the Board of Trustees or a member of his/her family (defined as spouse domestic partner, partner in a civil union, child, parent, or sibling residing in the same household); and/or
2. An organization with which a member of the Board of Trustees is affiliated.

B. Disclosure should be further required of Board members concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the institution.

C. The Executive Director of the State Executive Commission on Ethical Standards is hereby authorized to grant an exception from the terms sections L through N, above, if, in the judgment of the Executive Director, the entity that employs, provides compensation or is owned in part by the College Trustee is one with which the College may contract with pursuant to N.J.S.A. 52:13D-19 and N.J.S.A. 52:34-10, or where the public interest requires that an exception be made.

Enforcement

A. Violations of this Code of Conduct may also constitute cause for removal of an appointed member of the Board of Trustees pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board and/or the appropriate appointing authority. The Board of Trustees will follow Board Policy 1.7070 Trustee Conduct to report trustee misconduct to the appointing authority.

B. Board members will annually sign a statement affirming the Code of Ethics and their intention to fully comply with same.

C. The members of the Board of Trustees will comply annually with public law with regard to the filing of financial disclosure statements.

The following definitions shall have the following meanings with regard to the Code of Ethics for Trustees of Brookdale Community College:

“College Matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against, or with Brookdale Community College or which requires any official action by the Board of Trustees, its officers, or employees.

“College Trustee” means any person who is a member of the Board of Trustees of Brookdale Community College. This includes the President, who by appointment is an ex-officio member of the Board of Trustees.

“Interest” means any personal, financial, economic, property, or other concern amounting to a right, advantage, share, or portion coming either directly or indirectly to a Trustee singularly or in affiliation with any person or party as defined herein.

“Member of the immediate family” will mean the official’s spouse, domestic partner, partner in a civil union, child, parent or sibling residing in the same household.

“Domestic partner” shall mean “domestic partner” as defined in P.L. 2003, c. 246 (N.J.S.A. 26:8A-3)

“Partner in a civil union” shall mean partner in a “civil union” as defined in P.L. 2006 c.103 (N.J.S.A. 37:1-29)

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.

V. Responsibility of Implementation

Board of Trustees

Approved:	August 1995
Revised:	December 2005
Proposed Revision:	March 2016
Approved Revision:	March 2016 (Lodging of Policy was waived by unanimous consent)

ACKNOWLEDGEMENT FORM FOR CODE OF CONDUCT

I have read and am familiar with Brookdale Community College's Board of Trustee Code of Ethics. I will comply with and enforce the policies in this Code in its entirety.

By signing this acknowledgement I am indicating that I have read and will abide by Brookdale Community College's Board of Trustee Code of Ethics.

Board of Trustee Signature

Name (printed)

Date _____



BOARD OF TRUSTEES

General Functions

Administration

HUMAN RESOURCES

Finance & Facilities

Policy & Education

3.2 Human Resources Recommendation

Resolution and Emergency Management Plan (EMP)

In January, 2012, P.L. 2011, Chap. 214 was signed into law, requiring all institutions of higher education to develop an emergency operations plan to be adopted and submitted to the State every five years by its Board of Trustees. Brookdale's Emergency Management Plan (EMP) was originally adopted and filed with the State in August 2012. Over the past year, the Chief of Police made significant updates to the Plan, which provides basic guidance covering many potential emergencies and establishes the Incident Command structure for each. The attached resolution is recommended by the President, the Associate VP, Human Resources & Organizational Safety, and the Chief of Police in compliance with the law.

March 22, 2022 Associate Vice President of Human Resources & Organizational Safety,
Patricia Sensi

RESOLUTION

Re-Adoption of the Emergency Management Plan

Whereas, the Board of Trustees is required by P.L. 2011, Chap. 214 to re-adopt the College's Emergency Management Plan (EMP) every five years; and

Whereas, the EMP has been updated and reviewed in advance of this re-adoption;

Now, Therefore Be It Resolved, that the Board of Trustees of Brookdale Community College re-adopts the Emergency Management Plan, last updated March, 2022; and

Further Be It Resolved, that the Board of Trustees directs the President to file the plan with the State as required.

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2022

2022 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	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 25, 2022	January 18 5:15 PM	January 18 5:30 PM	January 19 5:30 PM	January 11 5:30 PM		January 20 4 PM
Tuesday, February 22, 2022	February 15 5:15 PM	Feb. 15 5:30 PM		Feb. 16 5:30 PM	Feb. 17 5:30 PM	
Tuesday, March 22, 2022	March 15 5:15 PM	March 15 5:30 PM	March 16 5:30 PM		March 17 5:30 PM	March 17 4 PM
Tuesday, April 26, 2022	April 19 5:15 PM	April 19 5:30 PM		April 20 5:30 PM	April 13 5:30 PM	
Tuesday, May 31 (24*), 2022 Arena	May 25 (17*) 5:15 PM	May 25 (17*) 5:30 PM			May 23 (16*) 5:30 PM	May 19 4 PM
Tuesday, June 28, 2022 Hazlet HEC	June 21 5:15 PM	June 21 5:30 PM		June 22 5:30 PM		
No July meeting	July 19 Follows F & F	July 19 5:30 PM				
Tuesday, August 23, 2022 Freehold HEC	August 16 5:15 PM	August 16 5:30 PM		August 15 or 17 5:30 PM		
Wednesday, September 28, 2022	September 20 5:15 PM	Sept. 20 5:30 PM	Sept. 21 5:30 PM	Sept 19 5:30 PM		
Tuesday, October 25, 2022	October 18 5:15 PM	October 18 5:30 PM			Oct. 17 5:30 PM	
Tuesday, November 15, 2022	November 8 5:15 PM	November 8 5:30 PM	Nov. 9 5:30 PM	Nov. 7 5:30 PM		
Tuesday, December 13, 2022,	December 6 5:15 PM	December 6 5:30 PM			December 5 5:30 PM	

Human Resources is a Committee of the whole

*Previously scheduled date

4.4 *Approval to Execute Broker Agreement with CBRE*

On November 16, 2021 the Board of Trustees (“BOT”) of Brookdale Community College (“College”) awarded the contract for RFP 02-22, Real Estate Brokerage Services, to CBRE, Inc. (“CBRE”). Following the contract award and in normal course within the real estate industry, CBRE submitted an Agency/Brokerage Agreement (“Broker Agreement”) for the College’s consideration. The Broker Agreement details the roles and responsibilities of the parties, duration of the relationship, terms and conditions relating to commissions and marketing strategies. Negotiations have concluded and the parties have amicably reached an agreement on the terms and conditions outlined in the Broker Agreement.

The effective date of the Broker Agreement would be March 23, 2022 for an initial one year term (3/23/2022 – 3/22/2023) with the College’s option to extend for an additional twelve month term (3/23/2023 – 3/22/2024). The Broker Agreement grants CBRE the exclusive right to act as the agent of Brookdale Community College to sell, lease or sell-leaseback the College’s Hazlet and Long Branch properties; with the exception of four current tenants being excluded from the commission arrangement if their lease agreements are extended by the College. Should either or both properties be leased to new tenants, sold, and/or sold and leased back to the College, CBRE as the exclusive broker would receive a 5% commission per transaction. CBRE will market the Hazlet and Long Branch properties using advertising, canvassing, solicitation of outside brokers and other promotional and marketing materials as agreed upon by the College and CBRE. Additionally, CBRE will perform a comprehensive analysis of existing market conditions in Monmouth County including sales comparables, rental rates, vacancy options, comparable leasing and sales transaction terms, sale leaseback transactions, ground leases, capitalization rates and other matters affecting the real estate market in order to assist the College in repositioning its presence within Monmouth County while continuing to serve students and community members in creative, new ways and locations. It is not the intention of the College to abandon the communities it serves but rather restructure its real estate portfolio in a strategic, meaningful manner.

The College seeks BOT approval for the President to execute the CBRE Broker Agreement.

This report was reviewed by the President and Board of Trustees at the meeting held March 22, 2022.

RESOLUTION

WHEREAS, it is Brookdale Community College's ("College") fundamental philosophy and Mission to provide the Monmouth County Community with maximum access to quality educational programs and services; and

WHEREAS, the College owns and has maintained regional locations at 11 Crown Plaza, Hazlet, NJ and Broadway and 3rd Avenue, Long Branch, NJ and;

WHEREAS, while Hazlet and Long Branch properties have been satisfactory in terms of access and general accommodations for providing Monmouth County residents with the opportunity for accessible continued education, the College is desirous of restructuring its real estate portfolio and repositioning its presence within Monmouth County; and

WHEREAS, in order to achieve the foregoing, CBRE, Inc., as the College's exclusive real estate Broker, would assist with the sale, lease, and/or sale-leaseback of said properties as well as with the identification of new locations and real estate options for the College's consideration; and

WHEREAS, the general terms and conditions for entering into a Broker Agreement with CBRE, Inc., dated March 23, 2022, have been review by the Board of Trustees; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Broker Agreement with CBRE, Inc., with an effective date of March 23, 2022, contains satisfactory terms and conditions with respect to the College's Hazlet and Long Branch properties and which Broker Agreement has been approved by the Board of Trustees.

BE IT FURTHER RESOLVED, the Board of Trustees shall approve any agreements related to the sale, lease or sell-leaseback of the College's Hazlet and Long Branch properties.

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2022 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

Membership on standing committees of the Board of Trustees, except as otherwise herein expressly provided shall consist of five Trustees, including the Chair of the Committee. The Board Chair is an ex officio member and the Vice Chair serves as an alternate to the Board Chair as an ex-officio voting member for purposes of a quorum.

Committees meeting monthly	<u>Executive Committee (5)</u> Dr. Hank Cram – Chair Mr. Bret Kaufmann, Vice-Chair Ms. Tracey Abby-White Ms. Dyese Davis Mr. Paul Crupi		<u>Finance and Facilities (5)</u> Mr. Paul Crupi, Chair Mr. Bret Kaufmann Ms. Latonya Brennan Ms. Natalie Watson Barbara Horl
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Ms Tracey Abby-White, Chair Mr. Austin Smith Dr. Les Richens Ms. Latonya Brennan New Trustee	<u>Governance (4)</u> Ms. Dyese Davis, Chair Dr. Les Richens Ms. Barbara Horl Ms. Natalie Watson	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Mr. Austin Smith New Trustee
Liaisons	<u>Liaisons</u> <u>Liaison to New Jersey Council of County Colleges (NJCCC)</u> Ms. Barbara Horl <u>NJCCC Trustees Ambassador</u> Ms. Barbara Horl	<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White	

* The Human Resources Committee – A committee of the whole