



## **Board of Trustees Public Business Meeting**

Brookdale Community College

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

Jan 24, 2023 5:30 PM - Jan 24, 2023 7:30 PM EST

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## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

December 13, 2022

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

#### And Zoom Webinar

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

Present	Trustees	Administration:
	Mr. Paul Crupi, Chair	Dr. Yesenia Madas
	Ms. Abby-White, Trustee	Dr. Joan Scocco
	Ms. Mary Pat Angelini, Trustee	Ms. Patricia Sensi
	Ms. Latonya Brennan, Trustee	Ms. Teresa Manfreda
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelman
	Ms. Taiphane Orange, Trustee	Dr. Anita Voogt
	Ms. Marta Rambaud, Trustee	Ms. Bonnie Passarella
	Dr. Les Richens, Trustee	Dr. William Burns
	Dr. David Stout, Secretary	Ms. Nancy Kaari
		Mr. Edward Johnson
		Ms. Kathy Kamatani
Absent	Ms. Barbara Horl, Trustee	
	Mr. Bret Kaufmann, Vice-Chair	
	Ms. Natalie Watson, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	Ms. Cynthia Gruskos, Recorder
College Counsel		

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

On December 7 at 12:30pm 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 Crupi 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 Crupi 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 led a moment of silence in memory of Elizabeth "Betty" Hunt and retired Brookdalian Arlene Sherman. Betty was hired in September 1977 as a Switchboard Operator, a position in which she served until 1996 when she temporarily moved into Food Service before retiring in February 1997. Her colleagues may remember her well for her work on the Staff Directory, for making overseas calls, her crocheting, and for her stand-out work in general. On behalf of the whole College, I offer condolences to Betty's family and friends.

Arlene Sherman was born in Pennsylvania in 1918. Arlene and her family moved to the Jersey Shore in the early 1960s. She joined Brookdale in 1970 and served as the first Director of the Allied Health Center until her retirement in 1989. Arlene would have been 105 in March.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>  Chair Crupi announced that there is no need to hold an Executive Session this evening	A motion to adopt the revised agenda with the Executive Session removed was made by Trustee Richens and seconded by Trustee Abby-White  Motion Passed.	
<b>President's Report –</b> Dr. Stout congratulated Chair Crupi on his appointment as the Chair of the Board. He congratulated Trustee Angelini on her impending retirement and wished her well as she moved into her retirement...  Dr. Stout announced the Brookdale employees who have retired during first half of the academic year or have submitted for retirement, which includes Professor Bernice Ang, Lee Stockton, Anne Marie Sparaco, Linda Zambrano, and Chris Morgan. He expressed his appreciation on behalf of the entire college community for all the work they have accomplished and their service to the College. Professor Elaine Olaoye who retired last year, produced a retirement booklet that includes her poetry and photos from her party and provided a copy for each of the Trustees.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>He congratulated all of the students, staff and faculty advisors who were involved in producing the 51st edition of <i>Collage</i> which was awarded the 2022 Gold Crown for Print Literary Magazines from Columbia University Scholastic Press Association and provided a copy to the Board.</p> <p>Dr . Stout acknowledged several members of the Police department who were attending the meeting this evening, as the Board will be voting on a resolution that will significantly enhance the safety and security of the college's campus through an agreement with the Monmouth County Sheriff Department.</p>		
<p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Finance &amp; Facilities Committee – December 6, 2022</b> - Trustee Brennan reported on the meeting held on December 6, 2022 and highlighted the following</p> <ol style="list-style-type: none"> <li><b>1. Capital Project Update</b> – Bill White, Colliers Engineering provided a status report on the projects he is overseeing. Mr. Naparło provided an update on the major projects in-progress. He reported that the CVA shingle roof and Maintenance roof project is completed, and the Facilities Master Plan is in his final development phase and will move forward for Board approval in January 2023. The solar panel project is up and running and significant savings on our utility's expenses are expected. The pipework to correct the water infiltration issue in the library is underway and should be completed this week.</li> <li><b>2. Monthly Financial Reporting</b> – VP Manfreda reviewed the financial performance for October 2022 compared to the FY23 budget. The total operating revenue was \$33M which is 3.5% higher than the same time last year, which is attributable to a \$1M increase in tuition revenue. Total operating expenditures were \$21.4 M which is 5% higher than last year. Increases in expenses are due to an increase in salary and benefits. Trustee Brennan urged the Board to review the financial reporting provided to them.</li> <li><b>3. Purchases</b> – VP Manfreda reviewed the 11 purchases recommended for approval for tonight. HEERF funds are being utilized to improve our technology and Trustee Brennan supported the investment in technology to stay competitive and be a leading community college. There will be an upcoming bid process for the Bookstore Management and Operations. In the past we have utilized an RFP process, but the State has recommended that we utilize a bid process.</li> <li><b>4. HR</b> – AVP Sensi reviewed 6 positions which were requested to be filled with the approval of the committee. She also reviewed the 18 recommended HR items that include hires, change of status and separations. The NJ First Exemption List was provided and the committee recommended supporting the changes.</li> <li><b>5. Grants</b> – the committee recommends the acceptance of grants for the Perkins grant and the Swipe-Out Hunger Grant. VP Kaari reported that grant revenue in FY23 is \$3 million with another \$20.5 million pending.</li> <li><b>6. Foundation</b> – VP Kaari reported on the Statement of Activities and Changes in Net Assets for the month ending October 2022.</li> <li><b>7. FY24 Budget Models</b> – VP Manfreda presented 5 budget models for the development of the FY24 budget. The assumptions on building the models were reviewed and VP Manfreda explained that the models are aggressive, and Trustee Brennan described them as smart. The</li> </ol>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>recommended model will be reviewed at the January Finance &amp; Facilities meeting and for the full board in January.</p> <p><b>B. Student's Perspective</b> – Trustee Orange reported that students responded to an email she sent out in November. Most students wanted to know about tutoring services and requested that the school library change its open hours during finals to make studying at the school easier. On November 19 she attended the ACCT Trustee Leadership Academy at Middlesex College hosted by NJCCC. She has a better understanding of the NJCCC. Speakers explained the relationship between the trustees and the president and each group's roles and responsibilities. On December 9, she attended the Student Trustee and ACCT Policy Team via Zoom where they discussed the plans for the ACCT Legislative Summit. This morning she met with the National Society of Leadership &amp; Success and shared her experiences as a student at Brookdale and as a Graduate Trustee.</p> <p><b>C. NJCCC Update</b> – Dr. Stout reported on the NJCCC Fall Quarterly Trustee Meeting. The President and CEO of ACCT, Jee Hang Lee, attended and presented an overview of the national landscape on Higher Education from ACCT's perspective and what ACCT is doing to address the legislative issues. He also recognized Bakari Lee, who is a Trustee at Hudson County College and was a Past Chair of ACCT Board of Directors and presented him with an award to celebrate his service and accomplishments. The legislative agenda and budget requests were discussed and once the legislative budget and budget requests are formalized, the trustees are encouraged to communicate the importance of funding our community colleges to our elected officials.</p> <p><b>D. Foundation Update</b> – Trustee Abby-White announced that Professor Jane Scimeca has been chosen as this year's recipient of the Barringer Award. Professor Scimeca will be honored at the Scholarship Ball on April 28, 2023 held at 5 PM in the Donald D. Warner Student Life Center. She encouraged 100% Trustee participation in the Annual Giving Campaign.</p>		
<p><b>Public Comment on Agenda Items</b></p> <p><b>Jack Ryan</b> – Assistant Professor, English - congratulated Professor Jane Scimeca on receiving the Barringer Award. He suggested that our Wellness Center be named in honor of Geraldine Thompson. He highly urged that the Facilities Master Plan include dedicated space for students to participate in Zoom classes on campus as well as having the facilities and technology to hold hybrid meetings on campus with minimal technical support.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li><i>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</i></li> </ul>		



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>A. Acceptance of Consent Agenda</b></p> <p>Chair Crupi announced that the HR materials were revised to include title changes and department changes under the Change of Status for 3 employees. The HR materials were updated in OnBoard and a printed copy of the revisions is available this evening with the Board book.</p> <p>Trustee Davis requested the HR materials be removed from the consent agenda for a separate vote.</p>	<p>A motion to adopt the revised consent agenda with the updated HR recommendations removed was made by Trustee Brennan and seconded by Trustee Abby-White.</p> <p><b>Motion passed.</b></p>	
<p><b>Approval of Public Business Meeting Minutes</b></p> <p><b>A. Approval of Public Business Meeting Minutes – November 15, 2022</b></p>	<p>A motion to approve the minutes from the public business meeting held on November 15, 2022 was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>Motion passed.</b></p> <p><b>ABSTAIN:</b> Trustee Davis</p>	
<p><b>Consent Agenda</b></p> <p><b>A. Acceptance of Grants</b></p> <p><b>B. 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</b></p> <p><b>C. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p>	<p>A motion to approve the revised consent agenda with the HR recommendations removed was made by Trustee</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Davis, Orange, Rambaud, Richens, and Chair Crupi</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>D. Monthly Financial Reports</b>  <b>E. FY23 Fall Semester Financial Forecast</b>  <b>F. Capital Project Update</b>	<b>NO:</b> None  <b>ABSTAIN:</b> None	
<b>Approval of Revised 2023-2024 Academic Calendar</b>	A motion to approve the revised 2023-2024 Academic Calendar was made by Trustee Abby-White and seconded by Trustee Orange.  <b>Motion passed.</b>	
<b>NJ First Exemption List</b>	A motion to approve the NJ First Exemption List was made by Trustee Abby-White and seconded by Trustee Brennan.  <b>Motion passed.</b>	
<b>Approval of Law Enforcement Contracting Agreement with the Monmouth County Sheriff Office</b>	A motion to approve by resolution the granting to President Stout the authority to negotiate and execute a law enforcement contracting agreement on behalf of the Board with the Monmouth County Sheriff Office which will become effective upon ratification by the Board of Trustees was made by Trustee Abby-White and seconded by Trustee Brennan. <b>YES:</b> Trustees Abby-White, Angelini, Brennan, Davis, Orange, Rambaud, Richens, and Chair Crupi	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<b>NO:</b> None  <b>ABSTAIN:</b> None	
<b>HR Recommendations</b>	<p>A motion to approve the revised Human Resources Recommendations was made by Trustee Brennan and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Angelini, Brennan, Orange, Rambaud, Richens, and Chair Crupi</p> <p><b>NO:</b> None</p> <p><b>ABSTAIN:</b> Trustee Davis</p>	
<p><b>Public Comment</b></p> <p>Mr. Jacobs read the directions for giving public comment in person and via Zoom.</p> <p><b>Mr. Jack Ryan, Associate Professor, English</b> - commented on the Facilities Master Plan (FMP) and urged the Board to not leave behind the undeserved communities especially Neptune and Long Branch. He also encouraged that the FMP should consider the needs of students to have dedicated space on campus to attend a Zoom courses or hybrid courses. He also supported the concept of the Wall location being a health science campus and the campus should be molded into a true health science learning community. For example, he suggested that the writing and reading courses could focus their assignments on career choices.</p> <p>Ms. Gruskos confirmed no written public comments were submitted.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Old/New Business -</b></p> <p>Chair Crupi announced that the committee appointments are in the Board Book and they are effective today. He asked if any Trustee had concerns about the assignments to contact him.</p> <p>He also announced that a Board retreat is being planned for the evening of January 13 and the morning of January 14. The location and agenda will be shared in the new year</p> <p>Dr. Stout invited everyone to attend Festivus, an in-person holiday celebration on Thursday, December 15. Trustee Abby-White also encouraged participation</p> <p>Trustee Abby-White announced that as the Committee Chair of the Student Success &amp; Educational Excellence Committee she would like to add one to two more committee meetings throughout the year. She also congratulated Matthew Corey on his scholarship award from the Club Management Association of Beacon Hill Country Club. The General Manager of Beacon Hill has been working with the College to give our students experience in their chosen career fields.</p>		
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 6:20 PM.</b></p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion Passed.</p>	

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 36 recommended items. A summary of the action items is listed below with supporting documentation attached.

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

Non-Supervisor – Direct Student Contact	1
Non-Supervisor - Administrative Operations	1
Support Staff	1
Adjunct Faculty	21

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

Supervisor – Administrative Operations	1
Non-Supervisor – Direct Student Contact	2
Non-Supervisor – Administrative Operations	4

**C. Separations****Recommendations**

Non-Supervisor – Administrative Operations	1
Support Staff	4

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

1. Name: Nicole Ross  
Address: Middletown, New Jersey  
County: Monmouth  
Department: Advising  
Position: Student Success Coach  
Salary: \$61,123, to be prorated accordingly  
Effective: 2/1/23 pending completion of all final contingencies  
Education: B.A., 2001, English, Plymouth State University  
A.A., 1999, Humanities, Brookdale Community College  
Experience: 2018 – Present, Hourly Academic Advisor, Brookdale Community College  
1996 – 2012, Systems Coordinator, Materials Management, Bayshore Community Health Services/Meridian Health

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Patrick Zavorskas  
Address: Matawan, New Jersey  
County: Monmouth  
Department: College Relations  
Position: Media Coordinator, full-time temporary position  
Salary: \$57,379, to be prorated accordingly  
Effective: 2/1/23 until further notice, but not later than 6/30/23, pending completion of all final contingencies  
Education: B.A., 2020, Visual Studies, LIMM College  
A.A.S., 2017, Fashion Merchandising, Brookdale Community College  
Experience: 2022 – Present, Hourly Coordinator, Brookdale Community College  
2021 – Present, Shift Lead, Smoothy King  
3/21 – 10/21, Sales Associate, Urban Outfitters

**SUPPORT STAFF**

1.      Name:                      Ty’Ron Johnson  
         Address:                East Orange, New Jersey  
         County:                 Essex  
         Department:            Chemistry  
         Position:                Instructional Assistant, 10-month, full-time temporary position  
         Salary:                 \$39,194 subject to current contract negotiations  
         Effective:              2/1/23 until further notice, but not later than 6/30/23, pending completion of all final contingencies  
  
         Education:             B.S., 2022, Chemistry, Ramapo College of New Jersey  
                                        A.S., 2017, Chemistry, Brookdale Community College  
         Experience:            5/22 – 10/22, Analyst, Tris Pharma  
                                        2018 – 2020, Teacher, Long Branch Board of Education

**ADJUNCT FACULTY**

1.      Name:                      Tiffany Abode  
         Address:                Manalapan, New Jersey  
         County:                 Monmouth  
         Department:            Nursing  
         Education:             M.A.S., 2020, Family Nurse Practitioner, Monmouth University  
                                        B.S.N., 2017, Nursing, Thomas Edison University  
                                        A.A.S., 2003, Nursing, St. Vincent’s School of Nursing  
  
         Experience:            2021-Present, Hospitalist, Rutgers-Robert Wood Johnson  
                                        2021-Present, Nurse Practitioner, Brunswick Urgent Care  
                                        2021, Adjunct Instructor, Monmouth University
  
2.      Name:                      Nicole Avento  
         Address:                Belford, New Jersey  
         County:                 Monmouth  
         Department:            Environmental Science  
         Education:             M.S., 2017, Ecosystem Services, University of Edinburgh  
                                        B.A., 2015, Environmental Studies, Hunter College  
  
         Experience:            2022-Present, Hourly Instructional Assistant, Brookdale Community College  
                                        2019-Present, Safety & Wellness Operations Manager, New Logic Marine Science Camp  
                                        2019-Present, Site Supervisor, CYMCA Youth Development

3.     Name: Timothy Awojobi  
       Address: Union, New Jersey  
       County: Union  
       Department: Nursing/Health Science  
       Education: M.P.A., 2019, Kean University  
                  B.A., 2015, Communications, Kean University  
       Experience: 2022-Present, Adjunct Instructor, Brookdale Community College  
                  2021-2022, Human Resources Supervisor Senior Airman (E4), Joint Task Force-  
                  Persco/CSS 335<sup>th</sup> Air Expeditionary Group – Task Force Liberty Fort Dix  
                  2020-2022, Human Resources Specialist, Township of Union
4.     Name: Catherine Calderon  
       Address: Freehold, New Jersey  
       County: Monmouth  
       Department: Nursing  
       Education: M.S.N., 2022, Nursing Education, Grand Canyon University  
                  B.S.N., 2001, Rutgers University  
       Experience: 2022, Nurse Educator Practicum, Robert Wood Johnson University Hospital  
                  2016-Present, Clinical Documentation Specialist, Robert Wood Johnson University  
                  Hospital  
                  2001-2016, Registered Nurse, Robert Wood Johnson University Hospital
5.     Name: Kathleen DeSanto  
       Address: Asbury Park, New Jersey  
       County: Monmouth  
       Department: Nursing  
       Education: M.S.N., 2021, Nursing, Monmouth University  
                  B.S.N., 2014, Nursing, Wilmington University  
       Experience: 2021-Present, Nurse Practitioner, IMA  
                  2014-2021, Registered Nurse, Riverview Medical Center
6.     Name: Maria Fawzy  
       Address: Freehold, New Jersey  
       County: Monmouth  
       Department: Nursing  
       Education: M.S.N., 2022, Nursing Education, Monmouth University  
                  B.S.N., 2015, Georgian Court University  
       Experience: 2022, Clinical Instructor, Georgian Court  
                  2022, Adjunct Simulation Instructor, Monmouth University  
                  2018-2020, Registered Nurse, Jersey Shore University Medical Center



7.     Name: Susan Gillick  
       Address: Middletown, New Jersey  
       County: Monmouth  
       Department: Nursing  
       Education: M.S.N., 2020, Nursing Education, Monmouth University  
                  A.A.S., 1996, Nursing, Brookdale Community College  
                  B.A., 1979, Marketing, University of Notre Dame  
       Experience: 2022, Clinical Nurse Educator, Georgian Court University  
                  2022, Clinical Nurse Educator, Monmouth University  
                  2022-Present, Registered Nurse, Family Planning Clinic
8.     Name: Siobhan Hansen  
       Address: Red Bank, New Jersey  
       County: Monmouth  
       Department: Sociology  
       Education: M.A., 2022, Women's Gender/Sexuality Studies, SUNY  
                  B.A., 2019, Sociology/Philosophy, Drew University  
       Experience: 2021-Present, Mentor, Trans Mentor Project  
                  5/2021-11/2021, Research Assistant, Dr. Barbara Sutton  
                  1/2021-5/2021, Instructor of Record, WGSS 101
9.     Name: Andrea Herrera  
       Address: Sherman Oaks, California  
       Department: Art  
       Education: M.A., 2008, Medieval/ Byzantine Studies, Kings College London  
                  B.A., 2005, English, Pepperdine University  
       Experience: 2011-Present, Associate Faculty, Riverside City College  
                  2020-Present, Associate Faculty, URBE University  
                  2013-2019, Curatorial Assistant, J. Paul Getty Museum
10.    Name: Neil Jackman  
       Address: Freehold, New Jersey  
       County: Monmouth  
       Department: Mathematics  
       Education: Ph.D., 1994, Electrical Engineering, Stevens Institute of Technology  
                  M.S., 1986, Electrical Engineering, Columbia University  
                  B.S., 1985, Electrical Engineering, SUNY at Stonybrook  
                  B.S., 1985, Mathematics, SUNY at Stonybrook  
       Experience: 2004-Present, Teacher, Matawan Board of Education  
                  2004, Teacher, Dunellen Board of Education  
                  1995-2022, Adjunct Instructor, The Cooper Union

11.    Name:                      Karen Kramer  
     Address:                  Belford, New Jersey  
     County:                   Monmouth  
     Department:              Nursing  
     Education:                M.S.N., 2017, Nursing, Monmouth University  
                                     B.S.N., 2012, Nursing, Felician College  
                                     A.A.S., 2006, Nursing, Brookdale Community College  
     Experience:                2020-Present, Nurse Practitioner-Throughput Coordinator, Hackensack Meridian Health  
                                     2018-2020, Advanced Registered Nurse Practitioner, HRT Center for New Jersey  
                                     2019, Advanced Registered Nurse Practitioner, Team Health
12.    Name:                      Timothy Lopreiato  
     Address:                  Spring Lake, New Jersey  
     County:                   Monmouth  
     Department:              Chemistry  
     Education:                M.S., 2019, Science Education, Montana State University  
                                     B.A., 2011, Chemistry/American Studies, University of Hawaii at Manoa  
     Experience:                2017-Present, Teacher, Old Bridge Board of Education  
                                     2013-2017, Teacher, Morris County Vocational School District  
                                     2012-2013, Teacher, Hanover Park Board of Education
13.    Name:                      Christa Moor  
     Address:                  Ocean, New Jersey  
     County:                   Monmouth  
     Department:              Nursing  
     Education:                M.P.H., 2016, Public Health, Rutgers University  
                                     B.S.N., 2009, Nursing, Seton Hall University  
                                     A.A., 2006, Liberal Arts, Brookdale Community College  
     Experience:                2022-Present, Public Health Nurse, Freehold Area Health Department  
                                     2021-2022, Director, Public Health Nursing Services, Ocean County Health Department  
                                     2019-2021, Public Health Nurse, Tacoma-Pierce County Health Department
14.    Name:                      Heather Moreira  
     Address:                  Monroe Township, New Jersey  
     County:                   Middlesex  
     Department:              Nursing  
     Education:                M.S.N., 2019, Adult-Gerontology Acute Care Nurse Practitioner, Rowan University  
                                     B.S.N., 2006, Nursing, York College  
                                     A.A.S., 2003, Nursing, Mercer County Community College

Experience: 2020-Present, Adult-Gerontology Acute Care Nurse Practitioner, Robert Wood Johnson University Hospital  
2007-2020, Registered Nurse, Robert Wood Johnson University Hospital  
2006-2007, Registered Nurse, Hahnemann University Hospital

15. Name: Olivia Nicastro  
Address: Wall, New Jersey  
County: Monmouth  
Department: Nursing  
Education: M.S.N., 2009, Acute Care Nurse Practitioner, Columbia University School of Nursing  
B.S.N., 2008, Nursing, Columbia University School of Nursing  
A.A.S., 2003, Nursing, Phillips Beth Israel School of Nursing  
Experience: 2017-Present, ICU ACNP/APP Critical Care Fellowship Director, Robert Wood Johnson University Hospital  
2016-2018, ICU ACNP Per diem, St. Joseph's Medical Center  
2013-2016, ICU/PACU/Rapid Response Team ACNP, Memorial Sloan Kettering Cancer Center
16. Name: Calvarina Nwachuku  
Address: Morganville, New Jersey  
County: Monmouth  
Department: Nursing  
Education: M.S.N., 2021, Nurse Practitioner, Chamberlain University  
B.S.N., 2017, New Jersey City University  
A.A.S., 2012, Nursing, Muhlenberg School of Nursing  
B.S., 2009, Public Health, William Paterson University  
Experience: 2022-Present, Advanced Practice Nurse, Robert Wood Johnson University Hospital  
2022-Present, Assistant Professor, Mercer County Community College  
2015-2022, Registered Nurse, Labor & Delivery, Robert Wood Johnson University Hospital
17. Name: Krystin Onacilla  
Address: Manasquan, New Jersey  
County: Monmouth  
Department: Nursing  
Education: M.S.N., 2018, Nursing Education, Monmouth University  
B.S.N., 2009, University of Connecticut  
Experience: 9/21 – 11/21, Senior Regional Nurse Expert, Clovis Oncology  
1/21 – 5/21, Clinical Adjunct Instructor, Fairfield University  
2016-2021, Clinical Nurse/Charge Nurse, Memorial Sloan Kettering Cancer Center

18.    Name:                      Laura Powell  
     Address:                  Long Branch, New Jersey  
     County:                   Monmouth  
     Department:              Art  
     Education:                M.A., 2022, Painting, Savannah College of Art & Design  
                                     M.A., 2019, Modern Art History, Azusa Pacific University  
                                     B.A., 2012, Art Education, Long Island University  
     Experience                2018-Present, Teacher, Monmouth Regional Board of Education  
                                     2022-2022, Teaching Intern, Savannah College of Art & Design  
                                     2018-2019, Teacher, Perth Amboy Board of Education
19.    Name:                      Desiree Rios  
     Address:                  Old Bridge, New Jersey  
     County:                   Monmouth  
     Department:              Nursing  
     Education:                M.S.N., 2021, Nursing Education, Rutgers University  
                                     B.S.N., 2018, Thomas Edison State University  
                                     A.A.S., 2001, Nursing, Union County College  
                                     Nursing Diploma, 2001, Trinitas School of Nursing  
     Experience:               2021-present, OR Educator/Quality Coordinator, HMM Raritan Bay Medical  
                                     Center/Old Bridge Medical Center  
                                     2017-2019, Director of Nursing, Ambulatory Surgery Center at Old Bridge  
                                     2015-2016, Nursing Director, The Surgery Center at Old Bridge
20.    Name:                      Jason Tucker  
     Address:                  Rumson, New Jersey  
     County:                   Monmouth  
     Department:              Speech  
     Education:                D.Min., 2017, Ministry, Fuller Theological Seminary  
                                     M.Div., 2009, Divinity, Princeton Theological Seminary  
                                     B.A., 1995, English, Allegheny College  
     Experience                2012-Present, Senior Pastor, First Presbyterian Church at Red Bank  
                                     2017-Present, Podcast Creator and Host, The Reclaimed Leader, LLC  
                                     2009-2012, Senior Pastor, First Presbyterian Church of Avenel
21.    Name:                      Teresa Weisneck  
     Address:                  Toms River, New Jersey  
     County:                   Ocean  
     Department:              Nursing  
     Education:                D.N.P., 2022, Acute Care Nurse Practitioner, Rutgers University  
                                     B.S.N., 2017, Nursing, New Jersey City University

Experience: A.A.S., 2016, Brookdale Community College  
L.P.N., 2013, Nursing, Pinelands School of Practical Nursing  
2017-Present, Staff Nurse/Relief Charge Nurse, Deborah Heart & Lung Center CN III  
2019-2021, RN CVICU, Acute Trauma per diem, Jersey Shore University Medical Center  
2016-2017, RN Supervisor per diem, Amboy Care Center

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters
3	18

**B. CHANGE OF STATUS****SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Michael Naparlo  
Department: Facilities  
Position: Director, Facilities Operations  
Action: Change in position from A5 to A6 through reclassification/reorganization  
New Salary: \$95,542, to be prorated accordingly  
Effective: 1/1/23

**NON-SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Gina Giannattasio  
Department: Wellness Center  
Position: Coordinator  
Action: Change in status from N4 to A2 through bona fide search  
New Salary: \$57,379, to be prorated accordingly  
Effective: 2/1/23, pending completion of all final contingencies

2. Name: Victor Petak  
Department: Teaching Learning Center  
Position: Multimedia Developer  
Action: Change in status from N4 to A2 through bona fide search  
New Salary: \$57,379 to be prorated accordingly  
Effective: 2/1/23 pending completion of all final contingencies

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Michelle Branagan  
Department: Facilities  
Position: Confidential Administrator, Facilities Operations and Capital Projects  
Action: Change in position from A2 to A3 through reclassification/reorganization  
New Salary: \$62,219, to be prorated accordingly  
Effective: 1/1/23
2. Name: Michelle Kneute  
Department: Human Resources  
Position: Benefits Manager  
Action: Reclassification from A3 to A4 position  
New salary: \$69,893 to be prorated accordingly  
Effective: 1/1/23
3. Name: Helen Loori  
Department: Finance & Operations  
Position: Assistant to the Vice President, Finance & Operations  
Action: Change in position from A4 to A5 through reclassification/reorganization  
New Salary: \$84,993, to be prorated accordingly  
Effective: 1/1/23
4. Name: Kathleen Stamboni  
Department: Human Resources  
Position: Confidential Administrator, Human Resources & Organizational Safety  
Action: Reclassification from A1 to A3 position  
New salary: \$71,310 to be prorated accordingly  
Effective: 1/1/23

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

1. Name: Cassidy Brzozowski  
Department: Athletics  
Position: Administrative Assistant  
Action: Change in resignation date from 1/13/23  
Effective: 1/6/23

**SUPPORT STAFF**

1.     Name:                     Pamela Anania  
       Department:         Nursing  
       Position:             Laboratory/Studio Assistant  
       Action:               Retirement  
       Effective:           6/30/23, with retirement on 7/1/23
  
2.     Name:                     Patricia Kearns  
       Department:         Purchasing  
       Position:             Specialist, Purchasing  
       Action:               Retirement  
       Effective:           3/31/23, with retirement on 4/1/23
  
3.     Name:                     Donna Williams  
       Department:         Brookdale at Hazlet  
       Position:             One Stop Specialist  
       Action:               Retirement  
       Effective:           1/31/23, with retirement on 2/1/23
  
4.     Name:                     Zahida Karim  
       Department:         Chemistry  
       Position:             Instructional Assistant  
       Action:               Separation  
       Effective:           1/3/23

**2.1 Acceptance of Grants  
Executive Summary****A. Swipe Out Hunger****Program Title:** Swipe Out Hunger Grant**Short Title:** Swipe Out

**Goal/Purpose:** Funding is for the Helping Hands Food Pantry to use based on its current needs. Examples of past uses by other institutions include student employee stipends, purchase of cold storage, and procurement of pantry technology.

**Program Administrator:** Dr. Charanne Smith, Director of Basic Needs

**Total \$ Awarded:** \$3,000

**Date awarded:** December 20, 2022

**B. Approval of Budget Modification to the New Jersey Department of Education,  
Office of Career Readiness**

**Program Title:** Perkins Career and Technical Education

Brookdale will submit a budget modification to the New Jersey State Department of Education, Office of Career Readiness on or before December 19, 2022, under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional supplies and equipment for Culinary Arts and Communication Media programs through cost savings realized to date.

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

**Recommendation:**

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



**RESOLUTION**

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

	<u><b>Amount</b></u>
Swipe Out Hunger	\$3,000

**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.

**RESOLUTION**

WHEREAS, Brookdale will submit a budget modification to the New Jersey State Department of Education, Office of Career Readiness on or before December 19, 2022, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional supplies and equipment for Culinary Arts and Communication Media programs through cost savings realized to date; and

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

**WHEREAS**, the President recommends submission of said budget modification;

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

Date:

SIGNED:

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David M. Stout, Ph.D., President

## 2.2 Application for Grants

### Executive Summary

#### **A. New Jersey Office of the Secretary of Higher Education Program**

**Title:** Mental Health in Higher Education: Community Provider Partnerships and Professional Development

**Short Titles:** Mental Health Partnerships  
Professional Development

**Goal/Purpose:** to expand and strengthen the College's mental health resources to meet students' growing need for such services, which have been exacerbated by the COVID-19 pandemic. To ensure the services are easily accessible, affordable, and culturally responsive, the College will partner with a community-based agency to support part-time counseling services. The on-site counselor will also make referrals to address more complex behavioral concerns. The College will also partner with a telehealth company offering 24/7/365 services in an effort to fill existing gaps in service (nights, weekends, summer) and provide remote access for those students that do not have the ability to come to the Lincroft campus. These services will be offered free of charge to Brookdale students.

The program will also provide professional development to faculty and staff to ensure they are equipped to address student's mental health concerns with multicultural awareness and the evidence-based training needed for effective student interactions. The program will offer Question. Persuade. Refer. (QPR) and Mental Health First Aid (MHFA) training.

**Program Administrator:** Dinneen Jackson, Director, Wellness Center, Christopher Jeune, Executive Director, Student Services

**Total \$ Requested:** \$379,119 (Mental Health Partnerships)  
\$22,222 (Professional Development)

**Date Submitted:** January 30, 2023

#### **Recommendation:**

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

January 24, 2023: Director of Grants and Institutional Development, Laura Quissaunee

*4.2 Ratification of an Emergency Purchase 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 Contract(s) 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 approved by the President and Board Chair December 26, 2022 and is included for review by the President and Finance & Facilities Committee on January 17, 2023, and Board Ratification on January 24, 2023.

## **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.

**Emergency Purchase Agenda in Excess of \$37,500  
December 26, 2022**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
	<b>Operating</b>			
1	First Onsite Property Restoration	<b>Emergency Remediation and Reconstruction Services</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for emergency remediation and reconstruction services due to a hot water pipe leak on 12/26/22 in the ATEC Building on the Lincroft Campus. This contract is funded by Chapter 12 and the Facilities Budget.	Exempt	NTE \$ 260,000.00
	* Estimated expense based on historical data			
	Unless otherwise exempt, bids were publicly advertised according to law.			

**TO:** Dr. David Stout

**FROM:** Teresa Manfreda

**SUBJECT:** Emergency Purchase

**DATE:** January 3, 2023

This memo serves as a follow up to the email and text messages that were exchanged on December 26, 2022, regarding the approval of an emergency purchase. In accordance with 18A:64A-25.6 and the College's Board Policy 4.8000 Contracts, I recommended the emergency purchase for the remediation and reconstruction work in the ATEC building due to a leaked hot water pipe. The cause was determined to be a failed weld or soldered coupling above the drop ceiling in between the outer doors D1 and inner doors to the 1<sup>st</sup> floor breezeway between CAR and ATEC leading to Broadcasting office spaces.

This is an urgent situation affecting the health, safety, and welfare of the College. The ESCNJ Co-op Contractor, First OnSite, was contacted and began repairs immediately. Reconstruction work is planned to begin January 4, 2023.

I am requesting authorization to proceed with the purchases necessary to rectify the situation before it deteriorates further at a cost not to exceed \$260,000. The cost is estimated as follows:

- Remediation work: Approximately \$110,000
- Reconstruction work: Approximately \$150,000

*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 January 17, 2023.



## **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  
January 24, 2023**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Chapter 12</b>				
1	Colliers Engineering and Design	<b>Professional Engineering Services, RFQ No. 05-2022</b> / This contract is for professional engineering and design services for ADA/accessibility compliance and HVAC system renovation of the former Children's Learning Center on the Lincroft Campus. This contract is funded by Chapter 12.	RFQ	\$ 36,000.00
2	Allstate Office Interiors	<b>Flooring Replacement</b> / Exempt 18A:64A.25.9 (State Contract). This State Contract is for flooring replacement in the concession area of the Collins Arena. This contract is funded by Chapter 12.	Exempt	\$ 22,454.87
3	William J. Guarini, Inc.	<b>Plumbing Services</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for plumbing services and is funded by Chapter 12 and the Facilities Budget.	Exempt	\$ 80,000.00 *
4	Garden State Sealing Inc.	<b>Pavement and Curb Replacement</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for various pavement and curb replacement projects. This contract is funded by Chapter 12 and the Facilities Budget.	Exempt	\$ 60,000.00 *
5	Ascend Construction Management, Inc.	<b>Carpentry Services T&amp;M, Bid No. 22-19</b> / This contract is for carpentry services and is funded by Chapter 12 and the Facilities Budget.	Bid	\$ 50,000.00 *
6	GPC, Inc.	<b>General Construction</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for general construction projects on the Lincroft Campus, and the Freehold and Long Branch Regional Locations. This contract is funded by Chapter 12 and the Facilities Budget.	Exempt	\$ 65,000.00 *

**Operating**

7	Luminace Aggregator LLC	<b>Solar Generator Utility</b> / Exempt 18A:64A-25.5.a.(8) (Utility). This contract is for the payment of the solar generator utility and is funded by the Operating Budget.	Exempt	\$ 55,000.00 *
8	Meeker Sharkey and Hurley Associates, LLC	<b>Employee Benefits Consultancy Services, Broker of Record, RFP No. 05-22 /</b> This is the 2nd year of a 2 year contract for employee benefits consultancy services and is funded by the Operating Budget.	RFP	\$ 15,000.00
9	R. Helfrich & Son Corp.	<b>Charter Bus Services for Athletics (Winter/Spring), Bid No. 23-09 /</b> Notice was sent to 6 vendors, received 1 reply. This contract is for charter bus services for intercollegiate athletic events during the Winter/Spring and is funded by the Athletic Budget.	Bid	\$ 13,200.00

**Grants**

10	SHI International	<b>Audio Visual Equipment</b> / 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 State Treasury Grant.	Exempt	\$ 57,233.00
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\* Estimated expense based on historical data

\*\* Separate attachment - List of Vendors

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

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

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending November 30, 2022, which totaled \$2,246,952.50. 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 January 17, 2023.

#### 4.1 *Financial Report*

The following is the unaudited Financial Report for the month November 30, 2022.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting January 17, 2023.

### **Financial Overview at November 30, 2022**

The following financial summary provides an overview of year-to-date financial performance at November 2022 compared to FY23 budget, and to the same period last year.

#### **Revenue:**

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

Total operating revenue through the month of November 2022 was \$45.3M and represents 56.0% of the FY23 budget of \$81M.

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

Operating revenue through November 2022 was 7.7% higher than the same time last year. Of the \$3.2M increase, \$3.0M is in tuition & fee revenue.

#### **Expenditures:**

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

Total operating expenditures through November 2022 were \$28.3M or 36.3% of the \$78M FY23 budget.

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

Total operating expenses for the same period last year were \$26.6M compared to \$28.3M this year indicating an increase of operating costs of 6.6% or \$1.7M. This increase is attributed to salary and benefits \$792,932, contracted services \$328,336, tuition waivers \$187,600, and utilities \$102,488.

#### **Cash Balance:**

At November 30, 2022, the College's total cash position was \$28.6, which represents a \$2.0M decrease over the same time last year. This variance is due to the receipt of Chapter 12 funding in November of last year of \$1.4M. The College's total interest earned through November was \$85,235 compared to \$10,160 last year.

**Brookdale Community College**  
**Operating Revenue Report**  
**For the month ending November 30, 2022**

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 4,279,276	\$ 10,228,938	\$ (5,949,662)	41.8%
County of Monmouth	6,675,670	20,277,019	(13,601,349)	32.9%
	<b>10,954,946</b>	<b>30,505,957</b>	<b>(19,551,011)</b>	<b>35.9%</b>
Student Tuition:				
Summer III	817,099	849,505	(32,406)	96.2%
Fall 15	14,814,783	14,439,422	375,361	102.6%
Fall 11	948,326	954,666	(6,340)	99.3%
Fall 7A & 7B	145,805	79,110	66,695	184.3%
Winterim	193,424	284,273	(90,850)	68.0%
Spring 15	7,750,425	12,730,986	(4,980,561)	60.9%
Spring 11	105,881	712,623	(606,742)	14.9%
Spring 7A & 7B	48,480	73,556	(25,077)	65.9%
Summer I	-	1,605,186	(1,605,186)	0.0%
Summer II	-	1,704,550	(1,704,550)	0.0%
	<b>24,824,222</b>	<b>33,433,877</b>	<b>(8,609,655)</b>	<b>74.2%</b>
Fees:				
Fees (Technology, Capital, Facilities)	5,595,770	7,760,764	(2,164,994)	72.1%
Application Fee	80,035	175,000	(94,965)	45.7%
Installment Plan Fee	65,865	140,000	(74,135)	47.0%
Lab Fees	2,180,116	2,319,529	(139,413)	94.0%
Late Fees	8,490	22,000	(13,510)	38.6%
Transcript Fee	20,100	50,000	(29,900)	40.2%
Bad Check Fee	525	750	(225)	70.0%
	<b>7,950,901</b>	<b>10,468,043</b>	<b>(2,517,142)</b>	<b>76.0%</b>
Continuing & Professional Studies:				
Contract Training Direct Pay	11,490	210,000	(198,510)	5.5%
Alternate Route	123,772	150,533	(26,761)	82.2%
Healthcare Services	540,350	1,249,005	(708,656)	43.3%
Business & Career Training	123,417	265,000	(141,583)	46.6%
Computer Training	51,906	144,500	(92,594)	35.9%
CTE Grant	145,844	381,004	(235,160)	38.3%
Trips / Excursions	28,310	75,000	(46,690)	37.7%
Misc. Open Enrollment Programs	105,573	205,375	(99,803)	51.4%
Summer Adventure Camps	48,729	55,083	(6,354)	88.5%
Accelerated Career & Technology	27,249	41,000	(13,752)	66.5%
	<b>1,209,112</b>	<b>2,776,500</b>	<b>(1,567,388)</b>	<b>43.5%</b>
Miscellaneous:				
Partnerships/Rent	158,324	-	158,324	0.0%
Indirect Cost Recovery	52,836	335,000	(282,164)	15.8%
Other Departmental Revenue	1,674	5,000	(3,326)	33.5%
Miscellaneous	4,048	5,000	(952)	81.0%
International Center	44,676	300,000	(255,324)	14.9%
Reserves	-	3,000,000	(3,000,000)	0.0%
Interest Income	85,235	85,000	235	100.3%
	<b>346,793</b>	<b>3,730,000</b>	<b>(3,383,207)</b>	<b>9.3%</b>
Total	<b>\$ 45,285,974</b>	<b>\$ 80,914,376</b>	<b>\$ (35,628,403)</b>	<b>56.0%</b>

**Brookdale Community College**  
**Operating Expenditure Report**  
**For the month ending November 30, 2022**

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	10,011,508	30,424,209	20,412,701	32.9%
Benefits	4,985,539	14,663,726	9,678,187	34.0%
Finance & Operations	4,826,892	11,948,890	7,121,998	40.4%
Student Affairs	2,443,272	6,479,512	4,036,240	37.7%
General Expenses	2,126,987	4,952,174	2,825,187	43.0%
Continuing & Professional Studies	983,884	2,475,267	1,491,383	39.7%
Utilities	857,014	2,224,608	1,367,595	38.5%
Human Resources & Organizational Safety	1,087,263	2,509,726	1,422,463	43.3%
Planning & Institutional Effectiveness	182,197	427,260	245,063	42.6%
President & Board of Trustees	227,534	530,771	303,237	42.9%
Advancement Division	577,265	1,297,883	720,618	44.5%
	<b>28,309,354</b>	<b>77,934,026</b>	<b>49,624,672</b>	<b>36.3%</b>
Salaries & Wages	15,452,912	44,424,473	28,971,561	34.8%
Other Expenses	12,856,442	33,509,553	20,653,111	38.4%
	<b>\$ 28,309,354</b>	<b>\$ 77,934,026</b>	<b>\$ 49,624,672</b>	<b>36.3%</b>



**Brookdale Community College**  
**Current Year vs Prior Year**  
**For the month ending November 30, 2022**

	11/30/22	11/30/21	Change	% Change
<b>Operating Revenue</b>				
State of New Jersey	\$ 4,279,276	\$ 4,203,559	\$ 75,717	1.8%
County of Monmouth	6,675,670	6,675,670	-	0.0%
Student Tuition	24,824,222	22,343,118	2,481,104	11.1%
Fees	7,950,901	7,450,975	499,926	6.7%
Continuing & Professional Studies	1,209,112	1,161,043	48,070	4.1%
Miscellaneous	346,793	216,300	130,493	60.3%
	<b>45,285,974</b>	<b>42,050,665</b>	<b>3,235,309</b>	<b>7.7%</b>
<b>Operating Expenditures</b>				
Academic Affairs	10,011,508	9,574,549	436,959	4.6%
Benefits	4,985,539	4,906,430	79,109	1.6%
Finance & Operations	4,826,892	4,619,271	207,621	4.5%
Student Affairs	2,443,272	2,232,301	210,970	9.5%
General Expenses	2,126,987	1,731,042	395,944	22.9%
Continuing & Professional Studies	983,884	859,596	124,288	14.5%
Utilities	857,014	754,526	102,488	13.6%
Human Resources & Organizational Safety	1,087,263	822,125	265,138	32.3%
Planning & Institutional Effectiveness	182,197	171,190	11,007	6.4%
President & Board of Trustees	227,534	245,918	(18,383)	-7.5%
Advancement Division	577,265	645,755	(68,490)	-10.6%
	<b>28,309,354</b>	<b>26,562,703</b>	<b>1,746,651</b>	<b>6.6%</b>
<b>Surplus/(deficit) Operating</b>	<b>16,976,620</b>	<b>15,487,962</b>	<b>1,488,657</b>	
<b>Auxiliary</b>				
Receipts	375,752	239,507	136,245	56.9%
Disbursements	627,442	571,249	(56,193)	-9.8%
<b>Surplus/(deficit) Auxiliary</b>	<b>\$ (251,690)</b>	<b>\$ (331,742)</b>	<b>\$ 80,052</b>	

**BROOKDALE COMMUNITY COLLEGE**  
**Engineering Status Report**  
**January 6, 2023**

**A. CONSTRUCTION PROJECTS – CHAPTER 12 FUNDS**

**1. Bid No. 23-02, Drainage Improvements/General Site Work**

The project consists of replacement of the existing under-capacity drainage system with an expanded drainage system along with the regrading of the adjacent access cartway. The improvements are in the area adjacent to ATEC and MAC.

**Status:** Bids were opened on August 17, 2022. The lowest responsible bidder was Shore Top Construction with a bid of \$187,914.00. The Board of Trustees authorized the award of Bid on August 23, 2022. The contract has been issued and a Preconstruction Meeting was held on September 23, 2022. Shop drawings have been approved. There was a delay due to material shortages from the precast manufacturer. Construction is now substantially complete. The only remaining item is restoration of the pavement and minor punch list items.

**2. Children's Learning Center**

Colliers Engineering & Design (CED) developed two distinct scopes of work. The first task is for the replacement of HVAC, Fire Protection System, and sewer ejector pump. The second task is an Architectural review for ADA/accessibility compliance and ingress/egress of the building. The recommended scope of improvements will be determined by the assessment.

The Mechanical and Architectural Assessment inspection survey occurred on December 8<sup>th</sup>. A conference call was held on January 6<sup>th</sup> with Michael Naparło to discuss our preliminary findings and options for the replacement of the HVAC system. The Architectural Report and recommendation to address the building accessibly will be submitted by January 20<sup>th</sup>. Specifications for the mechanical work is scheduled to be completed by January 27<sup>th</sup> and bids received in time for the February Board meeting.

**3. Lincroft - Various Buildings**

Our office is scheduling a site inspection regarding potential upgrading/replacement of interior transformers and associated switch gear in various buildings, as most are the original equipment.

A preliminary walk through of various buildings (PAC, CAR, ATEC) was performed to review ADA access to building, bathrooms and handicap parking spaces. The intent is to determine the required improvements/upgrades and potentially package them into a single contract as a cost savings method.

Michael Naparlo and I walked the entire campus to discuss the various drainage issues. We will be further assessing the cause and mitigation methods which will be addressed with a project like the ATEC drainage project.

#### **4. Freehold**

The Manufacturer Stormwater Treatment Device associated with the previous parking lot expansion requires maintenance which consists of replacement of the numerous filter cartridges at a substantial cost per the two quotes that were obtained. CED will review the proposals and research possible lower cost alternate(s). CED will prepare specifications to go out to bid as the cost will exceed the bid threshold.

The Fire Pump located on the basement requires replacement. CED has reviewed the quotes that were solicited. CED is reviewing available information in order to prepare a specification to go out to bid as the cost will exceed the bid threshold.

A preliminary inspection of the building's basement and the outside perimeter was conducted in response to water infiltration from numerous locations into the basement. A follow up inspection with the CED team of a structural engineer, geotechnical engineer, and an architect specializing in building envelopes will be scheduled for February.

#### **5. All Campuses**

A meeting was held on December 7<sup>th</sup> to discuss the installation of Carbon Monoxide sensors through the entire school. Our office is currently reviewing and assembling available plans to assess the scope of work. The plan is to bid the project for construction on the Summer of 2023.



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

WHW/dmm

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

### Brief: Facilities Overview as of January 24, 2023

#### Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Center of Excellence for Cybersecurity Education (formerly Gorman Hall South)	Posen Architects	Shoreland Construction Inc.	<ul style="list-style-type: none"> <li>Majority of the major construction is complete; finish work is in progress.</li> </ul>
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> <li>Fire Suppression system completed.</li> <li>Handicap ramp being installed.</li> <li>Most of the paint work was completed the week of 12/23/22.</li> <li>Stairs are installed and carpentry nearing completion in main area.</li> <li>Light fixture installation continues.</li> </ul>
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> <li>Anticipate the final document in January.</li> </ul>
ATeC & MAS Drainage	Colliers	Shore Top Construction	<ul style="list-style-type: none"> <li>Project is 90% complete. Majority of the work was completed during the holiday break 12/26/22 – 1/2/2023.</li> <li>Concrete, paving, and decorative stone completed.</li> <li>Site inspection completed 1/13.</li> </ul>
Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> <li><b>Lincroft &amp; Wall</b> – Punch list is in progress at both locations.</li> </ul>
Modernization of Lincroft Elevators	USA Architects	West End-KB Builders & Developers	<ul style="list-style-type: none"> <li>Pre-construction meeting was held on 12/15. Expect</li> </ul>

			<p>the contractor to have submittals to the engineer by the 3<sup>rd</sup> week of January.</p> <ul style="list-style-type: none"> <li>• Material and parts will be ordered once the submittals are approved by the engineer.</li> </ul>
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> <li>• HVAC finish work beginning over the next few weeks.</li> <li>• Electric installation continues.</li> <li>• Anticipate carpentry to be finished in January.</li> </ul>
Culinary & Hospitality Center	SSP Architects		<ul style="list-style-type: none"> <li>• Board approved moving forward with Grant application for the relocation of the Culinary school to the Lincroft Campus. Application was submitted. Award notification expected Spring '23.</li> </ul>
Children's Learning Center	Colliers Engineering		<ul style="list-style-type: none"> <li>• Development of construction documents is underway for the new hvac and fire suppression installation.</li> </ul>

**Projects in-planning stage:**

- Drainage Phase 2 – Lincroft and Freehold
- Miscellaneous door replacement (fire, handicapped, and egress) at ATeC, CVA, LIB, and LAH.

#### 4.4 *Approval of a Schedule of Tuition and Fees for FY24*

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

This recommendation has been reviewed by the President and the Finance & Facilities Committee of the Board of Trustees and at a meeting held on January 17, 2023.

**BROOKDALE COMMUNITY COLLEGE  
SCHEDULE OF TUITION AND FEES EFFECTIVE JULY 1, 2023**

**I. Tuition**

Residents of Monmouth County *	\$158.00 per credit hour not to exceed \$2,370.00 per term.
Residents of Other New Jersey Counties	\$262.50 per credit hour not to exceed \$3,937.50 per term **
Out-of-State Students	\$287.50 per credit hour not to exceed \$4,312.50 per term.

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

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

**II. Fees**

- A. Application Fee – New students shall be required to pay a \$25 application fee.
- B. Fees – Each term every student shall be required to pay a fee of \$39.38 per credit hour, not to exceed \$590.70.
- C. Change of Program Fee – a fee of \$10 will be charged when students change their major.
- D. Course material and course fees may be assessed for certain courses to defray the high cost of consumable supplies, breakage, rental of facilities, and repair or replacement of equipment. The President shall be authorized to determine these courses and assess fees accordingly.
- E. Transcript Fee – A fee of \$6 dollars shall be paid for each request of an official transcript.
- F. Educational Records Reproduction Fee – Each student requiring reproduction of educational records other than transcripts shall pay \$.25 per page reproduced with a minimum fee of \$1.00.
- G. Credit-by-Examination – The regular tuition schedule applies to credits earned by examination. When credit is not granted, an examination fee of \$30.00 is paid.
- H. Returned Check Fee – A charge of \$25.00 shall be assessed for all checks issued to the College and not paid upon presentation to the bank.
- I. Late Registration Fee – A fee of \$30.00 shall be assessed to continuing students failing to register prior to the first day of classes.
- J. Installment Payment Plan – A non-refundable fee of \$60.00 shall be charged to students who wish to use the installment payment plan. The plan is available to all students in good financial standing with the College.

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

## RESOLUTION

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

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

WHEREAS, the Administration has developed a Revised Schedule of Tuition and Fees for the academic year 2023/2024 as an appendage to the Board Policy on Tuition and Fees (4.1000) and is made a part hereof and attached hereto:

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Schedule of Tuition and Fees for the academic year 2023/2024 attached hereto be and the same is hereby adopted.

January 24, 2023

#### 4.5 *Approval of FY24 Operating Budget*

Following discussions and parameters defined by the Board of Trustees at the Finance & Facilities Committee, and subsequent approval of the FY24 Tuition and Fee Schedule, the College prepared the Operating Budget for FY24. The proposed budget fosters student success and allows the College to maintain an open-door policy, supports credit and non-credit enrollment and existing programs while working to maintain the infrastructure of the College.

The FY24 budget is presented to the Board of Trustees at this time for approval. Following this approval, the budget will be forwarded to the Monmouth County Board of Chosen Commissioners' Board of School Estimate at a public hearing for certification of the County's share of the College's FY24 Operating Budget.

This budget was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at meetings held January 17, 2023.

## **RESOLUTION**

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

WHEREAS, the Board of Trustees has caused to be duly prepared, such annual budget for the fiscal year 2024; and

WHEREAS, the Board of Trustees has reviewed the goals and objectives of Brookdale Community College and deems that said budget will provide the resources to meet these goals and objectives; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the annual Operating for FY2024 attached hereto and made a part hereof, be and the same is hereby adopted.

BE IT FURTHER RESOLVED that a copy of said budget shall be delivered to each member of the Board of School Estimate forthwith.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College will present this budget to the Board of Chosen Commissioners for the holding of a public hearing by the Board of School Estimate with respect to said budget.

BE IT FURTHER RESOLVED that notice of said public hearing and said budget shall be published in accordance with the provision of the State.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College does hereby call upon the Governor and the Legislature of the State of New Jersey to take due consideration of the policy and statutory commitment to higher education in the State of New Jersey and to provide and allocate the necessary funds to meet that commitment in the support of County Colleges.

**Brookdale Community College**  
**FTE Enrollment Projection**

<b>FTE by term</b>	<b>FY20 Actual</b>	<b>FY21 Actual</b>	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 Projected</b>	<b>FY24 Budget -3.0%</b>
Projected FTE Change						
<b>Summer III Term</b>						
Total Summer III terms	222	250	173	166	174	168
<b>Fall Terms:</b>						
Fall - 11	170	168	195	186	195	190
Fall - 15	3,566	3,228	2,883	2,823	2,912	2,825
Total Fall terms	3,736	3,397	3,077	3,009	3,107	3,014
<b>Winterim &amp; Spring Terms:</b>						
Winterim	54	62	52	55	55	53
Spring - 11	124	130	140	138	155	150
Spring - 15	3,194	2,677	2,507	2,490	2,507	2,431
Total Winterim & Spring terms	3,372	2,869	2,698	2,684	2,717	2,634
<b>Summer Terms:</b>						
Summer I	328	310	274	312	322	312
Summer II	346	299	277	331	333	323
Total Summer I & II terms	674	610	551	644	655	635
<b>Total Credit FTE</b>	8,004	7,125	6,500	6,501	6,653	6,452
<b>% Change</b>	-4.29%	-10.99%	-8.77%	0.02%	2.35%	-3.02%
<b>Non-Fundable FTE</b>	480	268	349	422	420	422
<b>% Change</b>	-0.83%	-44.17%	30.22%	20.92%	20.34%	0.48%
<b>TOTAL FTE</b>	8,484	7,393	6,849	6,923	7,073	6,874

**Brookdale Community College**  
**Operating Budget Summary**  
**FY24**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY24 Budget</b>
<b>Revenues</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Tuition	\$ 32,667,991	\$ 33,433,877	\$ 34,443,589
County of Monmouth	20,027,019	20,277,019	20,277,019
State Aid	10,228,938	10,228,938	10,250,000
Fees (Technology, Capital, Student Life)	7,945,917	7,760,764	7,776,303
Course fees and other misc. fees	2,282,293	2,707,279	2,501,783
Continuing & Professional Studies	2,675,886	2,776,500	2,824,000
Other Income	487,277	730,000	1,300,500
Reserves	-	3,000,000	-
<b>Total Revenue</b>	<u><u>\$ 76,315,321</u></u>	<u><u>\$ 80,914,376</u></u>	<u><u>\$ 79,373,194</u></u>
<b>Expenditures</b>			
Payroll	42,511,264	\$ 45,169,308	\$ 46,300,072
Benefits	12,932,765	14,663,726	14,045,689
Utilities	2,440,081	2,224,608	2,366,441
Other Operating Expenses	13,468,146	15,876,384	13,684,147
<b>Total Expenditures</b>	<u><u>\$ 71,352,256</u></u>	<u><u>\$ 77,934,026</u></u>	<u><u>\$ 76,396,349</u></u>
<b>Other Cash Requirements</b>			
Debt Principal	(1,715,000)	(1,800,000)	(1,875,000)
Interest Expense	<u><u>(1,231,648)</u></u>	<u><u>(1,180,350)</u></u>	<u><u>(1,101,845)</u></u>
<b>Change in Net Assets</b>	<u><u>\$ 2,016,417</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

4.6 *FY24 Associated Students of Brookdale Community College (ASBCC)  
Operating Statement*

The Office of Student Life and Activities has prepared the FY24 Associated Students of Brookdale Community College (ASBCC) budget. This budget supports programming needs for students, faculty, and staff. It also funds student publications, clubs, and organizations, and provides support for other campus wide activities such as orientation, graduation, and athletics.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 17, 2023.

The annual ASBCC revenue budget of \$334,775 is funded by Student Fees based on a projected enrollment of 6,452 FTEs. Budgeted expenditures include \$46,000 in capital improvements.

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

The Student Life Board provided input and advisement based on their experience planning programs and collaborative oversight of clubs and organizations. ASBCC recognizes over 46 active clubs and organizations at all locations. The clubs and organizations generate revenue through fundraising, ticket sales, bus trips, and an array of other activities.

The five top FY24 retention priorities for virtual and in-person initiatives are as follows:

1. Support co-curricular learning
  - a. Fund institute activities for a broader learning outside the classroom experience using a proposal format to the Student Life Board
  - b. Continue funding Brookdale's Carl Calendar's Visiting Writers Series, which brings world class authors to campus
  - c. Provide financial support for the Adobe Connect software contract which aids in the distance education orientations co-curricular programming which includes, but is not limited to, student planning, training, etc., with face-to-face online connections
2. Continued support of collaborate department activities such as:
  - a. Fund lectures to support planned, small to large scale speakers who lend value to the International Education Center, Disabilities Services, and the Institutes
  - b. Fund contemporary issues and provide continued support for a planned, large-scale speaker
  - c. Support of a large-scale speaker for the Annual Jack Needle Lecture program
  - d. Support a Cops and Conduct / a similar initiative with our Police Department and Student Conduct
  - e. Fund Career Service and Leadership Development initiatives to encourage participation in workshops presented for leadership and career centered programs e.g., the new Handshake software that will help with participation retention in clubs and at events
  - f. Continue to support the Athletic program initiatives, which help defray the costs of Regional and National play across all sports as well as student centered improvements
  - g. Support the Performing Arts Center and programs for student participation
3. Support diversity and cultural initiatives:
  - a. Fund programs/panel discussions centered around world issues
  - b. Fund extended travel programs to engage students to learn about culture and community
  - c. Support programming with Disability Services and the International Center to promote diversity awareness in the community's students live in
  - d. Support for participation in a Volunteer Service program, helping Brookdale engage in the surrounding community beyond our campuses



- e. Support the Helping Hands initiative, fighting food insecurity across campus to take care of our own
- 4. Provide financial support in three Student Success areas:
  - a. Orientations
    - i. Develop a comprehensive agenda and assessment of New Student Orientation for the virtual world
  - b. First Year Experience/2YE
    - i. Support developmental courses and HUDV for outside the classroom events in support of learned curriculum
    - ii. Fund activities supporting retention initiatives
  - c. Graduation
    - i. Develop an outline and to-do list for graduation ensuring each graduation is perfect and uniform
    - ii. Change the format of graduation in accordance with State guidelines
    - iii. Support of activities for graduating students
- 5. Continue to support the expansion of social programs which foster positive student engagement opportunities
  - a. Provide funding for new speakers to aid in meeting educational goals as part of ongoing lecture series
  - b. Continue to support student run social programs (bingo etc.) reflecting a sense of community, networking, friendship, and connections with the College. Continue to co-sponsor event with other departments on campus
  - c. Continue to book talent for successful *Laugh at Lunch* program to build community and an opportunity for social engagement at a commuter campus
  - d. Continue to book talent for the *Live at Lunch* series to promote diversity awareness through exploration of other cultures
  - e. Continue to provide virtual programming to support our virtual students, including clubs and organizations

The following FY24 Operating and Capital Statement is provided for review and discussion by the Finance and Facilities Committee, and approval by the Board of Trustees.

**Brookdale Community College**  
**Associated Students of Brookdale Community College**  
**FY24 Budget**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 Projected</b>	<b>FY24 Budget</b>
<b>Revenue:</b>				
Student activities fee	\$ 420,330	\$ 341,302	\$ 389,000	\$ 334,775
Other revenue	1,352	-	5,489	-
<b>Total revenue</b>	<b>421,682</b>	<b>341,302</b>	<b>394,489</b>	<b>334,775</b>
<b>Expenditures:</b>				
ASBCC administration	17,503	21,000	24,500	21,000
ASBCC communications	16,666	7,000	7,500	6,500
Capital improvements	30,515	46,000	50,000	46,000
College wide activities	119,700	170,502	167,000	165,000
Division activities	4,507	7,000	7,000	5,275
Clubs and organizations	40,019	55,800	54,000	55,000
Athletics/Intramurals	28,345	28,000	35,000	30,000
Graduation expense	434	6,000	6,000	6,000
<b>Total expenditures</b>	<b>257,689</b>	<b>341,302</b>	<b>351,000</b>	<b>334,775</b>
Excess revenue/expense	163,993	-	43,489	-
Beginning fund balance	1,453,185	1,617,178	1,617,178	1,660,667
Excess	163,993	-	43,489	-
Ending fund balance	<b>\$ 1,617,178</b>	<b>\$ 1,617,178</b>	<b>\$ 1,660,667</b>	<b>\$ 1,660,667</b>

#### 4.7 *Auxiliary Services FY24 Operating Statements*

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

The College has developed the following FY24 Operating Statement for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 17, 2023.

**Brookdale Community College  
Auxiliary Services FY24 Budget**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 as of 12/31</b>	<b>FY23 Projected</b>	<b>FY24 Budget</b>
<b>Revenue</b>					
Brookdale Radio	\$ 169,433	\$ 192,500	\$ 79,925	\$ 172,000	\$ 165,000
Brookdale TV	39,225	35,500	10,513	34,000	37,275
Dining Services	105,728	119,000	16,363	119,000	116,500
Bookstore	277,697	300,000	34,425	300,000	291,582
Student Life Center	40,445	148,000	30,588	87,500	155,400
Performing Arts Center	162,803	100,000	102,630	125,000	135,000
Arena Events	241,613	245,800	50,185	245,800	258,090
Esports	-	50,000	-	-	50,000
Events Production Services	-	-	-	10,000	25,000
<b>Total revenue</b>	<b>1,036,943</b>	<b>1,190,800</b>	<b>324,628</b>	<b>1,093,300</b>	<b>1,233,847</b>
<b>Operating expenses</b>					
Brookdale Radio	383,318	333,962	82,182	301,635	336,290
Brookdale TV	255,902	267,485	97,923	255,496	294,900
Dining Services	136,313	110,775	23,448	37,082	156,609
Bookstore	50,015	34,525	5,050	5,050	5,075
Student Life Center	71,200	267,316	59,588	232,527	205,211
Performing Arts Center	353,576	347,251	155,674	299,626	425,349
Arena Events	309,189	338,300	81,858	310,866	245,912
Esports	208,567	173,943	86,161	156,755	216,836
Events Production Services	-	-	-	52,000	146,772
<b>Total operating expenses</b>	<b>1,768,082</b>	<b>1,873,557</b>	<b>591,884</b>	<b>1,651,037</b>	<b>2,032,954</b>
<b>Profit/(loss) before fee waivers</b>					
Brookdale Radio	(213,886)	(141,462)	(2,257)	(129,635)	(171,290)
Brookdale TV	(216,677)	(231,985)	(87,410)	(221,496)	(257,625)
Dining Services	(30,585)	8,225	(7,085)	81,918	(40,109)
Bookstore	227,682	265,475	29,375	294,950	286,507
Student Life Center	(30,755)	(119,316)	(29,000)	(145,027)	(49,811)
Performing Arts Center	(190,773)	(247,251)	(53,045)	(174,626)	(290,349)
Arena Events	(67,577)	(92,500)	(31,673)	(65,066)	12,178
Esports	(208,567)	(123,943)	(86,161)	(156,755)	(166,836)
Events Production Services	-	-	-	(42,000)	(121,772)
<b>Total profit/(loss) before fee waivers</b>	<b>(731,138)</b>	<b>(682,757)</b>	<b>(267,256)</b>	<b>(557,737)</b>	<b>(799,107)</b>
<b>Other revenue: fee waivers *</b>					
Brookdale Radio	150,000	150,000	150,000	150,000	150,000
Brookdale TV	420,000	425,000	425,000	425,000	425,000
Dining Services	-	-	-	-	-
Bookstore	-	-	-	-	-
Student Life Center	140,000	160,000	160,000	160,000	160,000
Performing Arts Center	130,000	150,000	140,000	140,000	145,000
Arena Events	130,000	160,000	160,000	160,000	160,000
Esports	-	-	-	-	-
Events Production Services	-	-	-	-	-
<b>Total fee waivers</b>	<b>970,000</b>	<b>1,045,000</b>	<b>1,035,000</b>	<b>1,035,000</b>	<b>1,040,000</b>
<b>Net profit/(loss)</b>					
Brookdale Radio	(63,886)	8,538	147,743	20,365	(21,290)
Brookdale TV	203,323	193,015	337,590	203,504	167,375
Dining Services	(30,585)	8,225	(7,085)	81,918	(40,109)
Bookstore	227,682	265,475	29,375	294,950	286,507
Student Life Center	109,245	40,684	131,000	14,973	110,189
Performing Arts Center	(60,773)	(97,251)	86,955	(34,626)	(145,349)
Arena Events	62,423	67,500	128,327	94,934	172,178
Esports	(208,567)	(123,943)	(86,161)	(156,755)	(166,836)
Events Production Services	-	-	-	(42,000)	(121,772)
<b>Net profit/(loss)</b>	<b>\$ 238,862</b>	<b>\$ 362,243</b>	<b>\$ 767,744</b>	<b>\$ 477,263</b>	<b>\$ 240,893</b>

\* See Individual budget sheets for details on waivers.

**Brookdale Community College**  
**Radio FY24 Budget**  
**12-9-01-7050000**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 as of 12/31</b>	<b>FY23 Projected</b>	<b>FY24 Budget</b>
<b>Revenue</b>	\$ 169,433	\$ 192,500	\$ 79,925	\$ 172,000	\$ 165,000
<b>Operating expenses</b>					
Full-time salaries	311,636	320,529	156,905	320,529	330,145
Part-time salaries	26,870	25,238	13,020	17,993	20,000
Student help	-	20,000	-	-	15,000
Benefits (auxiliary)*	-	170,000	-	170,000	174,000
Advertising	-	650	-	-	500
Bank charges	5,444	5,000	2,900	5,000	5,000
Promotions/sponsorships	4,444	10,000	6,501	7,500	10,000
Office supplies	414	300	-	50	200
Contracted services	34,065	27,800	25,257	27,800	27,000
Copy machine usage	65	50	36	50	50
Print shop	81	95	-	-	95
Program rental	-	1,500	-	-	1,500
Memberships	-	2,200	2,200	2,200	2,200
Telephone	300	300	150	300	300
Mechanical equipment	-	300	213	213	300
Indirect cost recovery	-	(250,000)	(125,000)	(250,000)	(250,000)
<b>Total operating expenses</b>	<b>383,318</b>	<b>333,962</b>	<b>82,182</b>	<b>301,635</b>	<b>336,290</b>
<b>Profit/(loss) before fee waivers</b>	<b>(213,886)</b>	<b>(141,462)</b>	<b>(2,257)</b>	<b>(129,635)</b>	<b>(171,290)</b>
<b>Other revenue</b>					
Fee waivers estimated	150,000	150,000	150,000	150,000	150,000
<b>Net profit/(loss)</b>	<b>\$ (63,886)</b>	<b>\$ 8,538</b>	<b>\$ 147,743</b>	<b>\$ 20,365</b>	<b>\$ (21,290)</b>

**Fee waivers:**

Fee waivers include marketing for College Relations/Recruitment and CPS courses.

\*Operating benefits per yearend audited financial statements.

**Brookdale Community College**  
**Brookdale TV FY24 Budget**  
**12-9-01-7070000**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 as of 12/31</b>	<b>FY23 Projected</b>	<b>FY24 Budget</b>
<b>Revenue</b>	<u>\$ 39,225</u>	<u>\$ 35,500</u>	<u>\$ 10,513</u>	<u>\$ 34,000</u>	<u>\$ 37,275</u>
<b>Operating expenses</b>					
Full-time salaries	142,587	145,835	93,639	145,835	174,850
Part-time salaries	7,822	8,000	707	1,300	10,000
Benefits	99,784	104,500	-	104,500	99,650
Memberships	125	800	250	250	1,000
Media supplies	800	900	-	-	1,000
Office supplies	-	100	-	-	250
Contracted services	3,816	5,000	640	925	5,500
Copy machine usage	-	100	-	-	150
Program software rental	967	2,250	2,686	2,686	2,500
<b>Total operating expenses</b>	<u>255,902</u>	<u>267,485</u>	<u>97,923</u>	<u>255,496</u>	<u>294,900</u>
<b>Profit/(loss) before fee waivers</b>	<u>(216,677)</u>	<u>(231,985)</u>	<u>(87,410)</u>	<u>(221,496)</u>	<u>(257,625)</u>
<b>Other revenue</b>					
Fee waivers estimated	<u>420,000</u>	<u>425,000</u>	<u>425,000</u>	<u>425,000</u>	<u>425,000</u>
<b>Net profit/(loss)</b>	<u><u>\$ 203,323</u></u>	<u><u>\$ 193,015</u></u>	<u><u>\$ 337,590</u></u>	<u><u>\$ 203,504</u></u>	<u><u>\$ 167,375</u></u>

**Fee waivers:**

Fee waivers include Brookdale internal events,  
Athletics, Brookdale Foundation, and County advertising.

**Brookdale Community College**  
**Dining Services FY24 Budget**  
**12-9-01-7100500**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 as of 12/31</b>	<b>FY23 Projected</b>	<b>FY24 Budget</b>
<b>Revenue</b>					
Commission revenue	\$ 38,813	\$ 92,500	\$ 16,235	\$ 92,500	\$ 92,500
Other revenue	66,915	26,500	129	26,500	24,000
<b>Total revenue</b>	<b>105,728</b>	<b>119,000</b>	<b>16,363</b>	<b>119,000</b>	<b>116,500</b>
<b>Operating expenses</b>					
Full-time salaries	37,101	22,575	15,781	23,252	33,234
Benefits	7,875	900	-	900	31,600
Dues & memberships	-	1,000	-	-	1,100
Compliance/license fees	535	-	-	-	200
Contract services/external catering	86,257	85,000	7,461	12,500	89,250
Copy machine usage	67	100	54	80	125
Daily Travel	-	750	-	-	750
Supplies & printing	-	150	-	50	
Food Service	4,478	-	-	-	
Miscellaneous	-	300	152	300	350
<b>Total operating expenses</b>	<b>136,313</b>	<b>110,775</b>	<b>23,448</b>	<b>37,082</b>	<b>156,609</b>
<b>Net profit/(loss)</b>	<b>\$ (30,585)</b>	<b>\$ 8,225</b>	<b>\$ (7,085)</b>	<b>\$ 81,918</b>	<b>\$ (40,109)</b>

**Brookdale Community College**  
**Bookstore FY24 Budget**  
**12-9-01-7150000**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 as of 12/31</b>	<b>FY23 Projected</b>	<b>FY24 Budget</b>
<b>Revenue</b>	<u>\$ 277,697</u>	<u>\$ 300,000</u>	<u>\$ 34,425</u>	<u>\$ 300,000</u>	<u>\$ 291,582</u>
<b>Operating expenses</b>					
Full-time salaries	37,101	22,575	-	-	-
Benefits	7,875	6,800	-	-	-
Contracted services	5,000	5,000	5,000	5,000	5,000
Gift card - purchased	39	100	-	-	-
Copy machine usage	-	50	50	50	75
<b>Total operating expenses</b>	<u>50,015</u>	<u>34,525</u>	<u>5,050</u>	<u>5,050</u>	<u>5,075</u>
<b>Net profit/(loss)</b>	<u><u>\$ 227,682</u></u>	<u><u>\$ 265,475</u></u>	<u><u>\$ 29,375</u></u>	<u><u>\$ 294,950</u></u>	<u><u>\$ 286,507</u></u>



**Brookdale Community College**  
**Student Life Center FY24 Budget**  
**12-9-01-7200000**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 as of 12/31</b>	<b>FY23 Projected</b>	<b>FY24 Budget</b>
<b>Revenue</b>	<u>\$ 40,445</u>	<u>\$ 148,000</u>	<u>\$ 30,588</u>	<u>\$ 87,500</u>	<u>\$ 155,400</u>
<b>Operating expenses</b>					
Full-time salaries	37,101	145,166	46,940	124,166	166,586
Part-time salaries	15,115	15,000	7,002	10,000	15,450
Benefits	9,339	60,500	-	59,400	1,600
Dues & memberships	358	500	457	457	550
Overhead	-	26,500	-	26,500	
Supplies	2,130	2,700	2,245	2,500	3,000
Advertising	-	150	-	-	200
Travel	-	1,500	-	100	1,750
Contracted services	3,237	14,300	2,660	9,000	15,000
Miscellaneous	-	-	-	-	
Copy machine usage	325	250	177	204	275
Food Service	2,681	-	-	-	
Print shop	914	500	108	200	500
Uniforms	-	250	-	-	300
<b>Total operating expenses</b>	<u>71,200</u>	<u>267,316</u>	<u>59,588</u>	<u>232,527</u>	<u>205,211</u>
<b>Profit/(loss) before fee waivers</b>	<u>(30,755)</u>	<u>(119,316)</u>	<u>(29,000)</u>	<u>(145,027)</u>	<u>(49,811)</u>
<b>Other revenue</b>					
Fee waivers estimated	<u>140,000</u>	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>	<u>160,000</u>
<b>Net profit/(loss)</b>	<u>\$ 109,245</u>	<u>\$ 40,684</u>	<u>\$ 131,000</u>	<u>\$ 14,973</u>	<u>\$ 110,189</u>

**Fee waivers:**

Fee waivers include State and County Agency functions and events and facility service costs only for Brookdale functions.

**Brookdale Community College**  
**Performing Arts Center FY24 Budget**  
**12-9-01-7230000**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 as of 12/31</b>	<b>FY23 Projected</b>	<b>FY24 Budget</b>
<b>Revenue</b>	<u>\$ 162,803</u>	<u>\$ 100,000</u>	<u>\$ 102,630</u>	<u>\$ 125,000</u>	<u>\$ 135,000</u>
<b>Operating expenses</b>					
Full-time salaries	170,062	164,326	85,965	164,326	217,824
Part-time salaries	39,553	62,000	26,045	38,000	20,000
Student help	10,006	9,000	7,696	9,000	10,000
Benefits	76,977	44,900	-	44,900	78,200
Bank service charges	-	100	-	-	150
Instructional supplies	18,413	24,000	13,824	17,800	25,200
Office supplies	1,369	1,000	133	200	1,500
Overnight travel	-	5,700	-	-	6,000
Contracted services	36,047	30,500	18,138	20,500	60,000
Copy machine usage	177	125	47	100	175
Food service	-	3,500	2,097	3,000	3,500
Advertising	695	700	-	-	800
Printing	277	400	1,729	1,800	500
Vehicle maintenance	-	1,000	-	-	1,500
<b>Total operating expenses</b>	<u>353,576</u>	<u>347,251</u>	<u>155,674</u>	<u>299,626</u>	<u>425,349</u>
<b>Profit/(loss) before fee waivers</b>	<u>(190,773)</u>	<u>(247,251)</u>	<u>(53,045)</u>	<u>(174,626)</u>	<u>(290,349)</u>
<b>Other revenue</b>					
Fee waivers estimated	<u>130,000</u>	<u>150,000</u>	<u>140,000</u>	<u>140,000</u>	<u>145,000</u>
<b>Net profit/(loss)</b>	<u>\$ (60,773)</u>	<u>\$ (97,251)</u>	<u>\$ 86,955</u>	<u>\$ (34,626)</u>	<u>\$ (145,349)</u>

**Fee waivers:**

Fee Waivers include internal events facilitated by students and those which support programming.

**Brookdale Community College**  
**Arena Events FY24 Budget**  
**12-9-01-7270000**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 as of 12/31</b>	<b>FY23 Projected</b>	<b>FY24 Budget</b>
<b>Revenue</b>	\$ 241,613	\$ 245,800	\$ 50,185	\$ 245,800	\$ 258,090
<b>Operating expenses</b>					
Full-time salaries	99,867	118,999	43,412	128,999	138,012
Part-time salaries	41,038	46,001	14,847	25,000	20,000
Benefits	31,160	48,000	-	48,000	23,700
Memberships	350	400	457	457	500
Overhead	-	67,950	-	67,950	
Supplies	644	7,500	345	1,000	8,000
Contracted services	134,376	45,000	22,135	38,000	50,000
Printing	120	100	13	50	125
Copy machine usage	-	150	-	10	175
Furniture & equipment repair	-	1,000	51	200	1,200
Overtime meals	-	-	-	-	
Miscellaneous	-	-	-	-	
Telephone	790	1,200	600	1,200	1,500
Uniforms-new	844	1,000	-	-	1,200
Equipment non-inventory	-	1,000	-	-	1,500
<b>Total operating expenses</b>	<b>309,189</b>	<b>338,300</b>	<b>81,858</b>	<b>310,866</b>	<b>245,912</b>
<b>Profit/(loss) before fee waivers</b>	<b>(67,577)</b>	<b>(92,500)</b>	<b>(31,673)</b>	<b>(65,066)</b>	<b>12,178</b>
<b>Other revenue/(expenses)</b>					
Fee waivers estimaed	130,000	160,000	160,000	160,000	160,000
<b>Net profit/(loss)</b>	<b>\$ 62,423</b>	<b>\$ 67,500</b>	<b>\$ 128,327</b>	<b>\$ 94,934</b>	<b>\$ 172,178</b>

**Fee waivers:**

Fee waivers include College functions, HTHS, and other and State events. This also includes HTHS Physical Education classes.

**Brookdale Community College**  
**Esports FY24 Budget**  
**12-9-01-7101000**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 as of 12/31</b>	<b>FY23 Projected</b>	<b>FY24 Budget</b>
<b>Revenue</b>	\$ -	\$ 50,000	\$ -		\$ 50,000
<b>Operating expenses</b>					
Full-time salaries	39,681	81,743	40,078	81,473	129,400
Part-time salaries	20,032	10,000	-	-	20,000
Student workers	-	10,000	-	-	10,000
Benefits	12,265	29,200	-	29,200	11,686
Office supplies	5,977	3,000	5,420	5,420	10,000
Advertising	-	-	-	-	
Contracted services	51,152	40,000	40,647	40,647	25,000
Copy machine usage	15	-	11	11	100
Print shop (inside printing)	105	-	4	4	150
Equipment Non-Inventory	-	-	-	-	3,000
Mechanical equipment	1,436	-	-	-	1,500
Computer equipment	77,905	-	-	-	5,000
Furniture	-	-	-	-	1,000
Startup costs*	-	-	-	-	-
<b>Total operating expenses</b>	<b>208,567</b>	<b>173,943</b>	<b>86,161</b>	<b>156,755</b>	<b>216,836</b>
<b>Net profit/(loss)</b>	<b>\$ (208,567)</b>	<b>\$ (123,943)</b>	<b>\$ (86,161)</b>	<b>\$ (156,755)</b>	<b>\$ (166,836)</b>

\*Capital startup costs

**Brookdale Community College**  
**Event Production Services FY24 Budget**  
**12-9-01-7280000**

	<b>FY22 Actual</b>	<b>FY23 Budget</b>	<b>FY23 as of 12/31</b>	<b>FY23 Projected</b>	<b>FY24 Budget</b>
<b>Revenue</b>	\$ -	\$ -	\$ -	\$ 10,000	\$ 25,000
<b>Operating expenses</b>					
Full-time salaries	-	-	-	32,000	86,322
Part-time salaries	-	-	-	10,000	20,000
Student workers	-	-	-	-	10,000
Benefits	-	-	-	10,000	20,250
Office supplies	-	-	-	-	1,000
Advertising	-	-	-	-	-
Contracted services	-	-	-	-	2,500
Copy machine usage	-	-	-	-	200
Print shop (inside printing)	-	-	-	-	250
Memberships	-	-	-	-	250
Equipment non-inventory	-	-	-	-	2,500
Uniforms-new	-	-	-	-	1,000
Furniture	-	-	-	-	2,500
Startup costs*	-	-	-	-	-
<b>Total operating expenses</b>	-	-	-	52,000	146,772
<b>Net profit/(loss)</b>	\$ -	\$ -	\$ -	\$ (42,000)	\$ (121,772)

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **1.8000 Adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College**

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

Adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College

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

To establish a process for the adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College.

#### **III. Authority**

N.J.S.A. 18A:64A-1 et seq; Board of Trustee Bylaw 1.2050.

#### **IV. Policy Statement**

##### **A. Mission, Vision, and Values of Brookdale Community College**

1. The Board of Trustees ("The Board") acknowledges that the College's Mission Statement shall be as follows: *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.*
2. The Board of Trustees acknowledges that the College's Vision Statement shall be as follows: *Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society. Brookdale plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire all community members to fulfill their aspirations to the best of their ability.*
3. The following values guide the Brookdale community in the fulfillment of our Mission; each being of equal weight and importance:
  - a. **Educational excellence** through engagement, assessment and innovation

- b. **Economic empowerment** through access, opportunity, and entrepreneurial partnerships
  - c. **Institutional integrity** through academic freedom, stewardship and accountability
  - d. **Diversity** through inclusivity, human equity and individual perspective
4. The Board shall annually review and endorse the Mission, Vision, and Values statements of the College. If the Board determines that there is a need to revise or amend the Mission, Vision, and/or Values statements, the President shall be directed to conduct a College-wide review and present recommended changes to the Board.

#### B. Strategic Priorities

- 1. ~~The Board shall develop its Strategic Priorities during their annual Spring Retreat.~~ The Board shall dedicate time to collaboratively develop the annual Strategic Priorities during their meetings.
- 2. The Board in collaboration with the President shall develop specific goals for the President, in alignment with the Strategic Priorities, ~~by the May Board of Trustees's Public Business Meeting.~~
- 3. The President shall work with the Senior Executive Leadership Team to ensure that the College's annual goals are aligned with the Board's Strategic Priorities.

### V. Responsibility for Implementation

Board of Trustees

Approved: Board of Trustees, 03/26/2019

Ratified: Board of Trustees, 01/28/2020

Ratified: Board of Trustees, 01/26/2021

Ratified: Board of Trustees, 01/24/2023

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Submitted for Lodging/Approval: January 24, 2023

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **1.8000 Adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College**

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

Adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College

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

To establish a process for the adoption, review, and amendment of the Mission, Vision, Values, and Strategic Priorities of Brookdale Community College.

#### **III. Authority**

N.J.S.A. 18A:64A-1 et seq; Board of Trustee Bylaw 1.2050.

#### **IV. Policy Statement**

##### **A. Mission, Vision, and Values of Brookdale Community College**

1. The Board of Trustees ("The Board") acknowledges that the College's Mission Statement shall be as follows: *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.*
2. The Board of Trustees acknowledges that the College's Vision Statement shall be as follows: *Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society. Brookdale plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire all community members to fulfill their aspirations to the best of their ability.*
3. The following values guide the Brookdale community in the fulfillment of our Mission; each being of equal weight and importance:
  - a. **Educational excellence** through engagement, assessment and innovation



- b. **Economic empowerment** through access, opportunity, and entrepreneurial partnerships
  - c. **Institutional integrity** through academic freedom, stewardship and accountability
  - d. **Diversity** through inclusivity, human equity and individual perspective
- 4. The Board shall annually review and endorse the Mission, Vision, and Values statements of the College. If the Board determines that there is a need to revise or amend the Mission, Vision, and/or Values statements, the President shall be directed to conduct a College-wide review and present recommended changes to the Board.

#### B. Strategic Priorities

- 1. The Board shall dedicate time to collaboratively develop the annual Strategic Priorities during their meetings.
- 2. The Board, in collaboration with the President, shall develop specific goals for the President in alignment with the Strategic Priorities.
- 3. The President shall work with the Senior Executive Leadership Team to ensure that the College's annual goals are aligned with the Board's Strategic Priorities.

### V. Responsibility for Implementation

#### Board of Trustees

Approved: Board of Trustees, 03/26/2019

Ratified: Board of Trustees, 01/28/2020

Ratified: Board of Trustees, 01/26/2021

Ratified: Board of Trustees, 01/24/2023

Submitted for Lodging/Approval: January 24, 2023

**Brookdale Community College**  
**College Policy**

**5.0000 Academic Freedom -and & Responsibility**

**I. Title of Policy**

Academic Freedom and Responsibility

**II. Objective**

To provide academic freedom guidelines for faculty and staff.

**III. Authority**

Board of Trustees Bylaws; N.J.S. Admin. Code 9A:1-1.8

**IV. Statement of Policy**

Academic Freedom is essential to the search for truth and to the free exercise of the right of expression by all members of the academic community. The College encourages a free exchange of ideas and opinions representing a broad spectrum of positions and points of view.

Academic Freedom ensures that the rights and beliefs of others are respected.

For faculty and staff, Academic Freedom provides:

1. Freedom to determine the content and methodology of instruction and student evaluation process consistent with course, program and institutional learning outcomes congruent with the course and program descriptions;
2. Freedom in the classroom to discuss controversial issues relating to their discipline, with an obligation to remember the extent of their influence on the opinions and values of the students;
3. Retention of all rights as a citizen to free speech and publication. Such rights are not subject to institutional censorship or discipline;
4. Freedom in research and publication where these activities do not interfere with the adequate performance of academic duties.

In accepting the right and obligation of Academic Freedom, faculty and staff acknowledge the sensitivity to the impact which the teacher/staff image exerts upon the public judgment of the profession and the College. accept these corollary responsibilities and will be held responsible:

1. To present material with clarity, fairness and accuracy.
2. To avoid introducing controversial issues ~~where such issues that~~ are not relevant to instruction.
3. To handle ~~relevant~~ controversial issues with respect for the expression of differing points of view.
4. To distinguish between facts, and opinions.
5. To avoid presenting personal philosophy as fact.
6. ~~To impart clearly to all that view points expressed in an academic setting do not represent the official position of the College. To be accurate at all times as they represent the learning of their disciplines and always show respect for the opinions of others.~~
7. To clearly impart to all that a faculty member is neither an official nor institutional spokesman for the College.

## **V. Responsibility for Implementation**

President

Approved: May 1970

Revised: Jan 2002 and Feb 2016

Lodged: Feb 2016

Approved: March 2016 Updated: X/X/2023

Post SELT Review 1/12/2022 REDLINE – (no changes proposed)

V: 1/5/2023 (Post Cabinet Meeting 1/4/2023 review) MJ V1

**Brookdale Community College**  
**College Policy**

**5.0000 Academic Freedom and Responsibility**

**I. Title of Policy**

Academic Freedom and Responsibility

**II. Objective**

To provide academic freedom guidelines for faculty and staff.

**III. Authority**

Board of Trustees Bylaws; N.J. Admin. Code 9A:1-1.8.

**IV. Statement of Policy**

Academic Freedom is essential to the search for truth and to the free exercise of the right of expression by all members of the academic community. The College encourages a free exchange of ideas and opinions representing a broad spectrum of positions and points of view.

Academic Freedom ensures that the rights and beliefs of others are respected. For faculty and staff, Academic Freedom provides:

1. Freedom to determine the content and methodology of instruction and student evaluation process consistent with course, program and institutional learning outcomes congruent with the course and program descriptions;
2. Freedom in the classroom to discuss controversial issues relating to their discipline, with an obligation to remember the extent of their influence on the opinions and values of the students;
3. Retention of all rights as a citizen to free speech and publication. Such rights are not subject to institutional censorship or discipline;
4. Freedom in research and publication where these activities do not interfere with the adequate performance of academic duties.

In accepting the right and obligation of Academic Freedom, faculty and staff acknowledge the sensitivity to the impact which the teacher/staff image exerts responsibilities upon the public judgment of the profession and the College and will be held responsible:

Submitted for Lodging: January 24, 2023

1. To present material with clarity, fairness and accuracy.
2. To avoid introducing controversial issues that are not relevant to instruction.
3. To handle relevant controversial issues with respect for the expression of differing points of view.
4. To distinguish between facts, and opinions.
5. To avoid presenting personal philosophy as fact.
6. To be accurate at all times as they represent the learning of their disciplines and always show respect for the opinions of others.
7. To clearly impart to all that a faculty member is neither an official nor institutional spokesman for the College.

## **V. Responsibility for Implementation**

President

Approved: May 1970

Revised: Jan 2002 and Feb 2016

Lodged: Feb 2016

Approved: March 2016

Updated: X/X/2023

# Brookdale Community College College Policy

## 5.1000 Standards for Granting Degrees and Certificates

### I. Title of Policy

Standards for Granting Degrees and Certificates

### II. Objective of Policy

To establish curriculum requirements for awarding degrees and certificates and ~~to~~ direct the President to develop appropriate College ~~regulations~~ Regulations to implement this ~~policy~~ Policy.

### III. Authority

Office of the Secretary of Higher Education, N.J.S.A. 18A:68-3, N.J.A.C. 9A:1, ~~NJ~~ and the most recent NJ Presidents' Council: Academic Issues Committee Manual, ~~2014-~~ 2015-2022.

### IV. Policy Statement

The College is authorized to award degrees of Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Fine Arts, and to award certificates and ~~degrees~~ degrees to students who have successfully completed the curriculum requirements of approved programs as established by the Board of Trustees ~~and set forth in the College Catalog~~.

An Associate degree program shall consist of college courses totaling at least 60 but not more than 66 credit hours. The 66-credit hour maximum may be exceeded when required for licensure or accreditation by a recognized agency. Multiple degrees will be awarded as per the requirements listed in the Eligibility for Graduation Regulation, 6.1700R.

Requirements for ~~the~~ an Associate's degree shall include courses contributing to the student's acquisition of program and institutional learning outcomes, including appropriate levels of general education, in accordance with Regulation 5.0030R which emphasizes student acquisition of forms of expression, fields of knowledge, and methods of inquiry fundamental to intellectual growth and to a mature understanding of the world and of the human condition.

Academic credit certificates shall consist of 30-36 credits, including six credits of general education. Certificates of less than 30 credits must contain the following in their name "Certificate of Achievement."

Degree and certificate programs shall be consistent with the ~~mission~~Mission of the College.

The curriculum requirements, as set forth in the most recent College Catalog for the degree and certificate programs offered by Brookdale, are hereby made a part of the regulations implementing this policy. The College President is authorized to approve course revisions, ~~program changes~~, new courses, ~~and course and program discontinuance~~ and changes to program requirements. The Collee President, —and is responsible for submission of new academic degree, option and certificate offerings, changes including nomenclature, discontinuance and any other requirements of the the curriculum changes to the state-wide statewide Academic Issues Committee of the NJ President's Council, of the New Jersey Office of the Secretary of Higher Education, and to the Brookdale Board of Trustees, —as required for approval.

## V. Responsibility for Implementation

President

Approved: May 1998  
Revised: Sept 2010  
Approved: Jan 2011  
Revised: Feb 2016  
Lodged: Feb 2016  
Approved: March 2016

Updated: X/X/2023

V: 1-3-2023

JS BP 12-20-2022 Post Cabinet Review MJ V1 JS V2

## **Brookdale Community College College Policy**

### **5.1000 Standards for Granting Degrees and Certificates**

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

Standards for Granting Degrees and Certificates

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

To establish curriculum requirements for awarding degrees and certificates and to direct the President to develop appropriate College Regulations to implement this Policy.

#### **III. Authority**

Office of the Secretary of Higher Education, N.J.S.A. 18A:68-3, N.J.A.C. 9A:1, and the most recent NJ Presidents' Council: Academic Issues Committee Manual.

#### **IV. Policy Statement**

The College is authorized to award degrees of Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Fine Arts, and to award certificates and degrees to students who have successfully completed the curriculum requirements of approved programs as established by the Board of Trustees.

An Associate degree program shall consist of college courses totaling at least 60 but not more than 66 credit hours. The 66-credit hour maximum may be exceeded when required for licensure or accreditation by a recognized agency or industry association. Multiple degrees will be awarded as per the requirements listed in the Eligibility for Graduation Regulation, 6.1700R.

Requirements for an Associate's degree shall include courses contributing to the student's acquisition of program and institutional learning outcomes, including appropriate levels of general education, in accordance with Regulation 5.0030R which emphasizes student acquisition of forms of expression, fields of knowledge, and methods of inquiry fundamental to intellectual growth and to a mature understanding of the world and of the human condition.

Academic credit certificates shall consist of 30-36 credits, including six credits of general education. Certificates of less than 30 credits must contain the following in their name "Certificate of Achievement".



Degree and certificate programs shall be consistent with the Mission of the College.

The curriculum requirements, as set forth in the most recent College Catalog for the degree and certificate programs offered by Brookdale, are hereby made a part of the regulations implementing this Policy. The College President is authorized to approve course revisions, new courses, course discontinuance and changes to program requirements. The College President is responsible for submission of new academic degree, option and certificate offerings, changes including nomenclature, discontinuance and any other requirements of the statewide Academic Issues Committee of the NJ President's Council of the New Jersey Office of the Secretary of Higher Education, and to the Brookdale Board of Trustees for approval.

## **V. Responsibility for Implementation**

President

Approved: May 1998

Revised: Sept 2010

Approved: Jan 2011

Revised: Feb 2016

Lodged: Feb 2016

Approved: March 2016

Updated: X/X/2023

## BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

### 2.4000 Clinical Facilities Contracts

#### I. Title of Policy

Clinical Facilities Contracts

#### II. Objective of Policy

To authorize the President to enter into contracts with hospitals, laboratories, and other facilities for the use of their clinical facilities for on-site student learning programs and educational experiences.

#### III. Authority

Bylaws of the Board of Trustees, Section 1.3054.

#### IV. Policy Statement

The President may, on behalf of the Board of Trustees, negotiate and enter into contracts for the use of clinical facilities in conjunction with courses and programs of study. ~~All clinical~~ Clinical facilities contracts will be reviewed annually by the Legal Affairs Officer and Chief Academic Affairs Officer. ~~Manager-Contract Administration.~~

#### V. Responsibility for Implementation

President

Approved: Board of Trustees, 4/22/1976

Reviewed and Revised: 4/17/2017

Approved: Board of Trustees, 2/27/2018

Updated: X/X/2023

V: POST CABINET REVIEW 1-5-2023 MJ V1



**BROOKDALE COMMUNITY COLLEGE  
COLLEGE POLICY**

**2.4000 Clinical Facilities Contracts**

**I. Title of Policy**

Clinical Facilities Contracts

**II. Objective of Policy**

To authorize the President to enter into contracts with hospitals, laboratories, and other facilities for the use of their clinical facilities for on-site student learning programs and educational experiences.

**III. Authority**

Bylaws of the Board of Trustees, Section 1.3054.

**IV. Policy Statement**

The President may, on behalf of the Board of Trustees, negotiate and enter into contracts for the use of clinical facilities in conjunction with courses and programs of study. Clinical facilities contracts will be reviewed annually by the Legal Affairs Officer and Chief Academic Affairs Officer.

**V. Responsibility for Implementation**

President

Approved: Board of Trustees, 4/22/1976

Reviewed and Revised: 4/17/2017

Approved: Board of Trustees, 2/27/2018

Updated: X/X/2023

**BROOKDALE COMMUNITY COLLEGE**  
**COLLEGE POLICY**  
**DRAFT REVISED DECEMBER 2022**

## **2.8000 Promotion, Advertising and Sponsorships**

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

2.8000 Promotion, Advertising and Sponsorships

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

To authorize the President, or his/her Designee, OR DESIGNEE to develop College Regulations to define the nature and scope of permissible promotions, advertising, and sponsorship opportunities at Brookdale Community College by internal or external entities ~~BY INTERNAL OR EXTERNAL ENTITIES~~, and to establish appropriate guidelines for same.

### **III. Authority**

N.J.S.A. 18A:64A-12 and N.J.S.A. 18A:64A-25.1, et seq.

### **IV. Policy Statement**

To establish College ~~Guidelines~~ guidelines for ~~Promotion~~ promotion, ~~Advertising~~ advertising and ~~Sponsorship~~ sponsorship opportunities to include all communications, facilities use and collaborative agreements, and to prevent the misuse of same, the President is authorized to establish rules, procedures and guidelines for the promotion, advertising and sponsorship agreements associated with Brookdale Community College by internal and external individuals and entities.

~~Except for ads promoting College services~~ OR EVENTS FROM COLLEGE RELATIONS, advertising does not constitute an endorsement by the College for the contents of any ad. Advertising is not a free speech issue whereby unsolicited advertisers may demand the right to pay for ads to be placed in or on any particular publication, web site, or signage. ~~The college supports the promotion of activities, events or announcements by internal or external entities that are judged to benefit the college community. However, Advertising~~ In accordance with law, any may be denied or limited at the College's sole discretion and subject to federal and state law. ~~Except for those advertisements, promotions and sponsorships initiated by the College, any permissible third party advertisement, promotion or sponsorship does not constitute an endorsement thereof by the College. The College, in accordance with law, reserves the right to reject, in its sole discretion, any advertisement, promotion or sponsorship it~~

deems unsuitable or contrary to the College's Mission, Values and rules and regulations.

## **V. Responsibility for Implementation**

President

Approved: 5/10/2001

Effective: 5/10/2001

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

Updated: X/X/XXXX

V: KK BP 12-21-2022 MJ V1 POST GOVERNANCE MEETING 1-18-2023

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **2.8000 Promotion, Advertising and Sponsorships**

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

Promotion, Advertising and Sponsorships

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

To authorize the President, or his/her designee, to develop College Regulations to define the nature and scope of permissible promotions, advertising, and sponsorship opportunities at Brookdale Community College by internal or external entities, and to establish appropriate guidelines for same.

#### **III. Authority**

N.J.S.A. 18A:64A-12 and N.J.S.A. 18A:64A-25.1, et seq.

#### **IV. Policy Statement**

To establish College guidelines for promotion, advertising and sponsorship opportunities to include all communications, facilities use and collaborative agreements, and to prevent the misuse of same, the President is authorized to establish rules, procedures and guidelines for the promotion, advertising and sponsorship agreements associated with Brookdale Community College by internal and external individuals and entities.

Except for advertisements, promotions and sponsorships initiated by the College, any permissible third-party advertisement, promotion or sponsorship does not constitute an endorsement thereof by the College. The College, in accordance with law, reserves the right to reject, in its sole discretion, any advertisement, promotion or sponsorship it deems unsuitable or contrary to the College's Mission, Values and rules and regulations.

#### **V. Responsibility for Implementation**

President

Approved: 5/10/2001

Effective: 5/10/2001

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

Updated: X/X/2023

## BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

### 3.0003 Employees with Disabilities

#### I. Title of Policy

Employees with Disabilities

#### II. Objective of Policy

To state and confirm the College's strongest commitment to position on providing equal employment opportunities and reasonable accommodations to individuals with disabilities.

#### III. Authority

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendment of 2008 (P.L. 110-325), New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a).

#### IV. Policy Statement

Brookdale Community College will employ, and advance in employment, qualified individuals with disabilities. The College will provide reasonable accommodations (as defined in Section 12111 of the Americans with Disabilities Act of 1990, as amended) to individuals with disabilities who are qualified for the positions for which they are applying or in which they are employed so long as the individuals can perform the essential elements of the position, with or without reasonable accommodations.

#### V. Responsibility for Implementation

President and Board of Trustees

Approved: 6/27/1996

Revision Lodged: Board of Trustees, 11/14/2017

Revised: Board of Trustees, 12/19/2017

Reviewed and Reaffirmed: X/X/2023

V POST CABINET REVIEW 1-5-2023 MJ V1





## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **3.0003 Employees with Disabilities**

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

Employees with Disabilities

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

To state and confirm the College's strongest commitment to providing equal employment opportunities and reasonable accommodations to individuals with disabilities.

#### **III. Authority**

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendment of 2008 (P.L. 110-325), New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a).

#### **IV. Policy Statement**

Brookdale Community College will employ, and advance in employment, qualified individuals with disabilities. The College will provide reasonable accommodations (as defined in Section 12111 of the Americans with Disabilities Act of 1990, as amended) to individuals with disabilities who are qualified for the positions for which they are applying or in which they are employed so long as the individuals can perform the essential elements of the position, with or without reasonable accommodations.

#### **V. Responsibility for Implementation**

President and Board of Trustees

Approved: 6/27/1996

Revision Lodged: Board of Trustees, 11/14/2017

Revised: Board of Trustees, 12/19/2017

Approved: Board of Trustees, X/X/2023

# I. Brookdale Community College College Policy

## I. Title of Policy

3.1000 Adjunct Faculty ~~Positions~~Employment

## **II. Objective of Policy**

To provide authority to the President, subject to approval by the Board of Trustees, to appoint individuals to adjunct faculty positions.

## **III. Authority**

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards.

## **IV. Policy Statement**

**Definitions** as used in this Policy:

**Semester.** The officially recognized 15-week Fall or Spring academic course offering period.

**Term.** Officially recognized academic course offering periods of less than 15 weeks.

The President authorized to appoint adjunct faculty, subject to ratification by the approval of the Board of Trustees at its next regularly scheduled meeting. Adjunct faculty are individuals who do not hold academic rank. Adjunct faculty, but may be qualified current Brookdale full time officers or employees. Normally, external adjunct faculty shall not be assigned more than 9 credits during any long academic ~~semester~~Semester. Fewer credits will be permitted in Terms to ensure that adjuncts do not cross the threshold to full-time employment hours. Exceptions to the assignment of additional credits must be pre-approved by the President or the Associate VP, Human Resources & Organizational Safety, as the President's designee.

~~All applicable provisions of the state administrative code and statutes shall govern the employment relationship with adjuncts with regard to pension contributions.~~

## **V. Responsibility for Implementation**

President and Board of Trustees

Approved: 5/20/1996  
Reviewed and Revised: 1/28/2018  
Approved: Board of Trustees, 2/27/2018

Revised: ~~12/2022~~ X/X/2023

V: 1-5-2023 POST CABINET REVIEW on 1-4-2023 MJ V1

## **Brookdale Community College College Policy**

### **3.1000 Adjunct Faculty Employment**

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

Adjunct Faculty Employment

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

To provide authority to the President, subject to approval by the Board of Trustees, to appoint individuals to adjunct faculty positions.

#### **III. Authority**

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards.

#### **IV. Policy Statement**

**Definitions** as used in this Policy:

**Semester.** The officially recognized 15-week Fall or Spring academic course offering period.

**Term.** Officially recognized academic course offering periods of less than 15 weeks.

The President authorized to appoint adjunct faculty, subject to ratification by the Board of Trustees at its next regularly scheduled meeting. Adjunct faculty are individuals who do not hold academic rank. Adjunct faculty may be qualified current Brookdale full time employees. Normally, external adjunct faculty shall not be assigned more than 9 credits during any academic Semester. Fewer credits will be permitted in Terms to ensure that adjuncts do not cross the threshold to full-time employment hours. Exceptions to the assignment of additional credits must be pre-approved by the President or the Associate VP, Human Resources & Organizational Safety, as the President's designee.

#### **V. Responsibility for Implementation**

President and Board of Trustees

Approved: 5/20/1996

Reviewed and Revised: 1/28/2018

Approved: Board of Trustees, 2/27/2018

Revised: X/X/2023

**Brookdale Community College**  
**College Policy**

### **3.1001 Adjunct Faculty Terms and Conditions of Employment**

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

Adjunct Faculty Terms and Conditions of Employment

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

To establish working conditions/terms of employment for individuals selected for adjunct faculty positions.

#### **III. Authority**

New Jersey Statutes 18A:3B-6(b) Powers, duties of governing board of institutions of higher education and New Jersey Statutes 18A:64A-12 General Powers of Boards.

#### **IV. Policy Statement**

Consistent with New Jersey Statute, the Brookdale Community College Board of Trustees hereby establishes adjunct faculty terms and conditions of employment.

**Definitions** as used in this Policy: ~~(per Article 3 of the United Adjunct Faculty Union Agreement ("Agreement")):~~

Semester. —The officially recognized 15-week Fall or Spring academic course offering period.

Term. —Officially recognized academic course offering periods of less than 15 weeks.

—— A. —“College” as used in the Agreement refers to Brookdale Community College.

—— B. —“Board” as used in the Agreement refers to the Board of Trustees of Brookdale Community College.

—— C. —“Chapter” as used in the Agreement refers to the Brookdale Community College Chapter of the United Adjunct Faculty of New Jersey, Local 2222, American Federation of Teachers (AFT), AFT-NJ, AFL-CIO.

—— D. —“Bargaining Unit” as used in the Agreement refers to all adjunct teaching faculty employees represented by the Chapter as defined in Article 1, Recognition.

~~\_\_\_\_\_ E. “Bargaining Unit Members” as used in the Agreement refers to each adjunct faculty employee who is eligible for membership in the Bargaining Unit as defined in Article 1, Recognition.~~

~~\_\_\_\_\_ F. “Semester as used in the Agreement refers to the fifteen week Fall and Spring semesters of the academic year.~~

~~\_\_\_\_\_ G. “Term” as used in the Agreement refers to a time period of less than fifteen weeks.~~

Adjunct faculty are employed on an as-needed basis during a given semester or term and are at-will employees. The assignment does not constitute an agreement for future employment of any kind with the institution. Adjunct faculty assignments are not final until after the 10<sup>th</sup> day of the semester or term. If an assignment changes through no fault of the adjunct faculty member, he/she will be paid on a pro-rata basis for classes taught.

Adjunct faculty employed by the College are paid the same rate as the full-time faculty overload rate and may be assigned up to a maximum of 9 credit hours, not to exceed 24.5 working hours, as determined solely by the College, in all combined capacities in any week of any semester or term.

Adjunct faculty s are enrolled in the state’s retirement plan, which includes life insurance, as provided by law and may participate, at their own expense, in the State Employee’s Health Benefits Plan (SEHBP), or similar plan of the College’s choice, as long as this benefit is also as provided by law.

With the prior approval of the supervisor, ~~an~~ adjunct faculty may substitute one in-person/synchronous class meeting per semester, ~~per or term~~, per section, with an online or other acceptable assignment.

~~Payments are made each semester in accordance with the negotiated Agreement with is to be processed per the United Adjunct Faculty Union, Agreement approved by the Board of Trustees. as determined by the College; currently adjuncts are paid on a semi-monthly basis beginning Oct 15 for the 15 week Fall semester and beginning March 15February 28 for the 15 week Spring semester. Direct deposit is required. Direct deposit is required.~~

## **V. Responsibility for Implementation**

Vice President for Learning Chief Academic Officer President

Approved: Board of Trustees 10/17/2017

Revised 12X/X/20223

V: 1-5-2023 POST CABINET MEETING REVIEW on 1-4-2023 MJ V1



## **Brookdale Community College College Policy**

### **3.1001 Adjunct Faculty Terms and Conditions of Employment**

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

Adjunct Faculty Terms and Conditions of Employment

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

To establish working conditions/terms of employment for individuals selected for adjunct faculty positions.

#### **III. Authority**

New Jersey Statutes 18A:3B-6(b) Powers, duties of governing board of institutions of higher education and New Jersey Statutes 18A:64A-12 General Powers of Boards.

#### **IV. Policy Statement**

Consistent with New Jersey Statute, the Brookdale Community College Board of Trustees hereby establishes adjunct faculty terms and conditions of employment.

**Definitions** as used in this Policy:

**Semester.** The officially recognized 15-week Fall or Spring academic course offering period.

**Term.** Officially recognized academic course offering periods of less than 15 weeks.

Adjunct faculty are employed on an as-needed basis during a given semester or term and are at-will employees. The assignment does not constitute an agreement for future employment of any kind with the institution. Adjunct faculty assignments are not final until after the 10<sup>th</sup> day of the semester or term. If an assignment changes through no fault of the adjunct faculty member, he/she will be paid on a pro-rata basis for classes taught.

Adjunct faculty employed by the College are paid the same rate as the full-time faculty overload rate and may be assigned up to a maximum of 9 credit hours, not to exceed 24.5 working hours, as determined solely by the College, in all combined capacities in any week of any semester or term.

Adjunct faculty are enrolled in the state's retirement plan, which includes life insurance, as provided by law and may participate, at their own expense, in the State Employee's

Health Benefits Plan (SEHBP), or similar plan of the College's choice, as long as this benefit is provided by law.

With the prior approval of the supervisor, adjunct faculty may substitute one in-person/synchronous class meeting per semester or term, per section, with an online or other acceptable assignment.

Payments are made each semester in accordance with the negotiated Agreement with the United Adjunct Faculty Union, approved by the Board of Trustees. Direct deposit is required.

## **V. Responsibility for Implementation**

President

Approved: Board of Trustees: 10/17/2017

Revised: X/X/2023

**Brookdale Community College**  
**College Policy**

**3.0002 Non-Represented Employees Policy**

**I. Title of Policy**

3.0002 Non-Represented Employees

**II. Objective of Policy**

To create a policy that ensures that non-represented employees are accorded the same level of benefits as similarly classified represented employees whenever possible.

**III. Authority**

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards; and N.J.S.A. 34:13A-3 (g).

**Definition. Non-represented employees** are confidential employees of the College whose functional responsibilities or knowledge in connection with the issues involved in the collective negotiations process would make their membership in any appropriate negotiating unit incompatible with their official duties.

**IV. Policy Statement**

All similarly classified non-represented employees shall receive the same benefits as those provided to represented employees whenever possible ~~except as determined by the President.~~

Certain provisions of the negotiated agreements do not apply to non-represented employees. Specifically ~~Specifically~~, provisions regarding union membership or access ~~to~~ union representatives are not applicable to non-represented employees. And, while non-represented employees may initiate grievances, they are not entitled to union representation nor are such disputes subject to arbitration. The grievance procedure for non-represented employees shall follow the same time line and reporting structure as used for similarly classified represented counterparts.

The College Administration will utilize the applicable sections of the collective bargaining unit agreements that specifically relate to employee benefits (e.g., health insurance, enumerated holidays, vacation leave, sick leave, etc.) ~~as a guide~~ for non-represented employees. ~~The grievance procedure for non-represented employees shall follow the same time line and reporting structure as used for similarly classified represented counterparts, except that non-represented employees do not have the right to request and/or proceed to arbitration in any circumstance.~~

This ~~policy~~ Policy does not apply to employees classified at the level of Dean ~~or Executive or above~~. Deans and Executives are considered Managerial Executives, a category different from confidential employees. As such, the President shall make annual recommendations to the Board on proposed compensation for individuals ~~so~~ designated ~~at the level of Dean or Executive annually~~. Deans and Executives will receive benefits consistent with the negotiated union contract for Administrators; however, they are at-will employees subject to annual reappointment and are not afforded ~~union representation~~, and/or cannot avail themselves of any grievance procedure culminating in disciplinary processes ~~arbitration~~. Deans and Executives are afforded all legal rights as set forth in N.J.S.A. 18A:64A-13.

## V. Responsibility for Implementation

President

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Approved: 6/27/96  
Revision Lodged: Board  
of Trustees, 11/14/2017  
Approved: Board of  
Trustees, 12/19/2017

Revised: X/X/202312/2022

V: POST CABINET REVIEW 1-5-2023 MJ V23

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **3.0002 Non-Represented Employees**

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

Non-Represented Employees

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

To create a policy that ensures that non-represented employees are accorded the same level of benefits as similarly classified represented employees whenever possible.

#### **III. Authority**

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards; and N.J.S.A. 34:13A-3 (g).

**Definition. Non-represented employees** are confidential employees of the College whose functional responsibilities or knowledge in connection with the issues involved in the collective negotiations process would make their membership in any appropriate negotiating unit incompatible with their official duties.

#### **IV. Policy Statement**

All similarly classified non-represented employees shall receive the same benefits as those provided to represented employees whenever possible. except as determined by the President.

Certain provisions of the negotiated agreements do not apply to non-represented employees. Specifically, provisions regarding union membership or access to union representatives are not applicable to non-represented employees. And, while non-represented employees may initiate grievances, they are not entitled to union representation nor are such disputes subject to arbitration. The grievance procedure for non-represented employees shall follow the same time line and reporting structure as used for similarly classified represented counterparts.

The College Administration will utilize the applicable sections of the collective bargaining unit agreements that specifically relate to employee benefits (e.g., health insurance, enumerated holidays, vacation leave, sick leave, etc.) for non-represented employees.

This Policy does not apply to employees classified at the level of Dean\_or Executive\_

Deans and Executives are considered Managerial Executives, a category different from confidential employees. As such, the President shall make annual recommendations to the Board on proposed compensation for individuals so designated at the level of Dean or Executive. Deans and Executives will receive benefits consistent with the negotiated union contract for Administrators; however, they are at-will employees subject to annual reappointment and are not afforded union representation, and/or cannot avail themselves of any grievance procedure culminating in arbitration. Deans and Executives are afforded all legal rights as set forth in N.J.S.A. 18A:64A-13.

## **V. Responsibility for Implementation**

President

Approved: 6/27/96

Revision Lodged: Board of Trustees, 11/14/2017

Approved: Board of Trustees, 12/19/2017

Approved: Board of Trustees, XX/XX/XXX

## BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

### 3.3000 Employment Pending Board Approval

#### I. Title of Policy

3.3000 Employment Pending Board Approval

#### II. Objective of Policy

The authority to appoint full-time personnel on a contingent basis pending Board approval shall be given to the President.

#### III. Authority

New Jersey Statutes: County Colleges, 18A-~~64A-1~~ et. seq; and Bylaws Section 1.3054.

#### IV. Policy Statement

The President is authorized to commence temporary employment of personnel, contingent on Board of Trustees approval at its next regularly scheduled meeting, whenever the President, in his/her sole discretion, deems such employment necessary for educationally sound reasons and or the smooth and efficient operation of the College. Compensation for such employment shall be paid-at on a per diem rate consistent with the salary to be recommended to the Board. No offer of employment, letter of appointment, or benefits associated with full-time personnel shall become effective until the date of appointment by the Board of Trustees unless governed by law. Should the Board not approve the recommendation of full-time employment, the temporary employment relationship shall cease.

#### V. Responsibility for Implementation

President and Board of Trustees

Approved: 5/18/1970

Revision Lodged: Board of Trustees, 11/14/2017

Revised: Board of Trustees, 12/19/2017

Updated: X/X/2023

V: POST CABINET REVIEW 1-5-2023 MJ V1

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **3.3000 Employment Pending Board Approval**

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

3.3000 Employment Pending Board Approval

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

The authority to appoint full-time personnel on a contingent basis pending Board approval shall be given to the President.

#### **III. Authority**

New Jersey Statutes: County Colleges, 18A:64A-1 et. seq; and Bylaws Section 1.3054.

#### **IV. Policy Statement**

The President is authorized to commence temporary employment of personnel, contingent on Board of Trustees approval at its next regularly scheduled meeting, whenever the President, in his/her sole discretion, deems such employment necessary for educationally sound reasons and/or the smooth and efficient operation of the College. Compensation for such employment shall be paid on a per diem rate consistent with the salary to be recommended to the Board. No offer of employment, letter of appointment, or benefits associated with full-time personnel shall become effective until the date of appointment by the Board of Trustees unless governed by law. Should the Board not approve the recommendation of full-time employment, the temporary employment relationship shall cease.

#### **V. Responsibility for Implementation**

President and Board of Trustees

Approved: 5/18/1970  
Revision Lodged: Board of Trustees, 11/14/2017  
Revised: Board of Trustees, 12/19/2017  
Updated: X/X/2023



## Brookdale Community College College Policy

### 7.0009 Engagement of Outside Speakers

#### **I. Title of Policy** ~~7.0009~~

Engagement of Outside Speakers

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

~~To affirm~~outline the College's support of the free-flowing, civil exchange of ideas and discussion by individuals ~~the College engaged~~ to foster an understanding of diverse points of view.

#### **III. Authority**

Board of Trustees Bylaws, 1.3054

#### **IV. Policy Statement**

Civility Statement. Brookdale Community College is committed to freedom of expression while maintaining a civil and ethical learning environment. We believe that a community composed of people with diverse backgrounds, perspectives, and abilities promotes learning and engagement. We are responsible for treating one another with respect and kindness regardless of our differences.

~~The College adopts the position that~~ In an environment of constant change and recurrent crisis global interconnectivity and shared challenges, ~~the~~ The College can best serve its community by encouraging the free exchange of ideas and opinions in an open intellectual forum where a broad spectrum of positions and points of view may be freely expressed and broadly debated in a polite, lawful and cultured manner. Values and beliefs are determined as the result of the free exchange of ideas among broadly informed citizens communities. ~~and the progressive~~ The continued development of American globally connected educational institutions may depend upon their quality of flexibility in keeping abreast of changing social, political and economic needs. The objective in all cases shall be that of supporting the philosophy of the College to foster an understanding of diverse points of view.

~~In support of these beliefs, the College adopts the following policy relating to the discussion on controversial issues~~ free-flowing exchange of ideas and discussion.

In support of these beliefs and consistent with the College's Values, the ~~The~~ College may ~~permit engage~~ speakers representative of diverse points of view, to address the College community, internal groups and constituencies and/or community audience, while reserving the right to impose specific conditions in an effort to ensure an orderly and safe environment to attendees.

## **V. Responsibility for Implementation**

President

Approved: Board of Trustees 9/21/71

Updated: X/X/2023 9/21/71

V: POST CABINET REVIEW 1-6-2023 MJ V1

# Brookdale Community College College Policy

## 7.0009 Engagement of Outside Speakers

### I. Title of Policy

Engagement of Outside Speakers

### II. Objective of Policy

To affirm the College's support of the free-flowing, civil exchange of ideas and discussion by individuals engaged to foster an understanding of diverse points of view.

### III. Authority

Board of Trustees Bylaws, 1.3054.

### IV. Policy Statement

**Civility Statement.** *Brookdale Community College is committed to freedom of expression while maintaining a civil and ethical learning environment. We believe that a community composed of people with diverse backgrounds, perspectives, and abilities promotes learning and engagement. We are responsible for treating one another with respect and kindness regardless of our differences.*

The College can best serve its community by encouraging the free exchange of ideas and opinions in an open intellectual forum where a broad spectrum of positions and points of view may be freely expressed and broadly debated in a polite, lawful and cultured manner. Values and beliefs are determined as the result of the free exchange of ideas among broadly informed communities. The continued development of globally connected educational institutions may depend upon their quality of flexibility in keeping abreast of changing social, political and economic needs. The objective in all cases shall be that of supporting the philosophy of the College to foster an understanding of diverse points of view.

In support of these beliefs and consistent with the College's Values, the College may engage speakers representative of diverse points of view, to address the College community, internal groups and constituencies and/or community audience, while reserving the right to impose specific conditions in an effort to ensure an orderly and safe environment to attendees.

### V. Responsibility for Implementation

President

Approved: Board of Trustees 9/21/71

Updated: X/X/2023; previous title (7.0009 Outside Speakers)

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**2023 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.

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

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

**BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2023 -**

<b>2023 Public Business Meetings (PBM)</b>	<b>Executive</b>	<b>Finance &amp; Facilities</b>	<b>Governance</b>	<b>Student Success &amp; Educational Excellence</b>	<b>Audit</b>	<b>NJCCC Council</b>	<b>Foundation</b>
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held in SLC/Navesink Rooms and Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.		
Tuesday, January 24, 2023 SLC, Twin Lights Rooms	January 17 5:15 PM	January 17 5:30 PM	January 18 5:30 PM		January 23 5:30 PM		January 19
Tuesday, February 28, 2023	February 21 5:15 PM	Feb. 21 5:30 PM		Feb. 22 5:30 PM	Feb. 23 5:30 PM		
Tuesday, March 28, 2023	March 21 5:15 PM	March 21 5:30 PM	March 22 5:30 PM			March 20 5 PM	March 16
Tuesday, April 25, 2023	April 18 5:15 PM	April 18 5:30 PM		April 19 5:30 PM			
Tuesday, May 30, 2023	May 23 5:15 PM	May 23 5:30 PM			May 24 5:30 PM		May 18
Tuesday, June 27, 2023 f	June 20 5:15 PM	June 20 5:30 PM				June 12 5 PM	
NO Public Board Meeting	July 18 <b>Follows F &amp; F</b>	July 18 5:30 PM					
Tuesday, August 22, 2023	August 15 5:15 PM	August 15 5:30 PM					
Tuesday, September 26, 2023	September 19 5:15 PM	Sept. 19 5:30 PM	Sept. 21 5:30 PM	Sept 20 5:30 PM		Sept. 18 5 PM	Sept. 21 or 28
Tuesday, October 24, 2023	October 17 5:15 PM	October 17 5:30 PM			Oct. 18 5:30 PM		
Tuesday, November 28, 2023	November 8 5:15 PM	November 8 5:30 PM	Nov. 6 5:30 PM	Nov. 9 5:30 PM		Nov. 20 5 PM	Nov. 9
Tuesday, December 19, 2023	December 12 5:15 PM	December 12 5:30 PM			December 13 5:30 PM		

Human Resources is a Committee of the whole