



Board of Trustees Public Business Meeting

Brookdale Community College
Warner Student Life Center, Navesink Rooms, 765 Newman Springs, Rd.,
Lincroft, NJ 07738 or Zoom Webinar
2024-09-24 17:30 - 2024-09-24 20:00 EDT

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Naming of Center for Transformative Learning to the Whyman Center for Transformative Learning

The mission of the Center for Transformative Learning at Brookdale Community College is to cultivate an equitable environment where students and faculty can thrive, innovate, and lead transformative shifts in an increasingly diverse and dynamic world. The Center is committed to developing and supporting innovative, collaborative, and courageous pedagogical practices grounded in healing-centered education.

The Center for Transformative Learning collaborates with various units across campus to integrate transformative learning practices into all aspects of the college experience. The Center offers guidance to faculty and staff on implementing equitable practices and facilitates open dialogue to encourage growth within the Brookdale community. The Center helps faculty embed healing-centered approaches into their teaching, offers fellowships to faculty dedicated to pioneering transformative strategies in their classrooms, and recognizes innovative transformative learning initiatives through the Innovation Station Award. Finally, the Center further supports student success through co-curricular programming peer mentoring, academic support, and fostering a sense of belonging.

The College proposes to name the Center in honor of Dr. Susie Whyman, a long-time supporter of Brookdale Community College and the Brookdale Foundation since 1980. Dr. Whyman established the Benjamin Einhorn Scholarship, in memory of her father, for middle income students who did not qualify for other types of aid. The Frank Whyman Scholarship program, established in 2019, continued that tradition and was lovingly created in memory of her late husband. The Frank Whyman Scholarship for Immigrant Students has provided access to higher education for dozens of immigrant students with significant financial need. Dr. Whyman has also served on the Brookdale Community College Board of Trustees, the Brookdale Foundation Board of Trustees, the Caroline Huber Holistic Wellness Center Committee, and the College's Achieving the Dream Team. In recognition of the Whyman family's generosity and substantial contributions to the success of our college and our students, the College seeks to name the Center, the "Whyman Center for Transformative Learning."

RESOLUTION

WHEREAS the Board of Trustees of Brookdale Community College wishes to formally acknowledge the outstanding generosity and lasting impact of Dr. Susan E. Whyman on the College and the Monmouth County community; and

WHEREAS Dr. Whyman, a renowned historian, is personally committed to learning, and encourages others to learn alongside her; and

WHEREAS, through her vision, advocacy, outstanding leadership and civic endeavors, Dr. Whyman has significantly contributed to the quality of life of residents of Monmouth County; and

WHEREAS, Dr. Whyman has served as a valued member of the Brookdale Community College Board of Trustees, currently serves as an exemplary Trustee of the Brookdale Foundation, is a member of the College's Achieving the Dream Team, among many other civic roles; and

WHEREAS, Dr. Whyman founded the Monmouth County Volunteer Center and has served on numerous nonprofit boards, demonstrating her unwavering commitment to community service and social betterment; and

WHEREAS, Dr. Whyman established the Frank Whyman Scholarship for Immigrants, serving as its guiding visionary and tireless advocate, mentoring immigrant students and fostering their success, while promoting inclusivity and a more just society by supporting organizations that work collaboratively to build thriving, diverse communities and expand access to education for all; and

WHEREAS, throughout her career, Dr. Whyman has been a model of professional public service with insistence on the highest standards of performance, integrity, and community commitment; and

WHEREAS the Brookdale Community College Board of Trustees is authorized to periodically assign recognition designations to its facilities in recognition of exceptional service and contributions to the College and the broader community; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Brookdale Community College hereby authorizes the naming of the College's Whyman Office of Transformative Learning in honor of Dr. Susan E. Whyman's support and dedication to education, social justice, and the well-being of the Monmouth County community.

Dr. David M. Stout

President
Brookdale Community College

Mr. Paul Crupi

Chair
Brookdale Community College

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

August 27, 2024

**Brookdale Community College
Brookdale at Wall
800 Monmouth Blvd.
Wall, NJ 07719**

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

Present	Trustees	Administration:
	Ms. Mary Pat Angelini, Trustee	Dr. Katie Lynch
	Ms. Latonya Brennan, Trustee	Ms. Nancy Kaari
	Mr. Steve Clayton, Trustee,	Dr. Yesenia Madas
	Mr. Paul Crupi, Chair	Ms. Teresa Manfreda-Foley
	Dr. Stephanie D'Alessio, Trustee	Ms. Bonnie Passarella, Esq.
	Ms. Dyese Davis, Trustee	Ms. Patricia Sensi
	Mr. James McCracken, Trustee	Dr. Nancy Kegelman
	Mr. Jean Guerdy Paul, Trustee	
	Dr. Les Richens, Trustee	Dr. Joan Scocco
	Dr. David Stout, Secretary	
	Ms. Cyndie Williams, Trustee	Ms. Cynthia Gruskos
Absent	Ms. Tracey Abby-White, Trustee	
	Ms. Barbara Horl, Vice-Chair	
College Counsel	Mr. Mitch Jacobs, Esq., General 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 August 21 at 2:30 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Mr. Jacobs read the statement on procedures and requirements for making public comment during the public meeting.

Chair Crupi led the pledge of allegiance.

Chair Crupi read our mission statement:

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

Dr. Stout lead a moment of silence for the passing of Edmond Cicchi, retired Adjunct Instructor of Criminal Justice, Jody Calendar, former Trustee on the Brookdale Foundation Board, retired employee, Lenise Young, Adjunct Instructor Pat D'Amore and Former Audio Production Services intern, Mikal Muhammad.

...

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda</p> <p>Chair Crupi announced the agenda was noticed with a closed session. We no longer need the closed session and it will be removed from the agenda.</p>	<p>A motion to adopt the revised agenda was made by Trustee Clayton and seconded by Trustee Angelini.</p> <p>Motion Passed.</p>	
<p>Swearing in of Graduate Trustee Jean Guerdy Paul</p> <p>Chair Crupi welcomed our newest Trustee, Jean Guerdy Paul to the Board of Trustees and Mr. Jacobs performed a swearing in ceremony.</p>		
<p>President’s Report</p> <p>Welcome to Brookdale at Wall – Presenter: Jenna Moltisanti, Director, Brookdale at Wall – Ms. Moltisanti provided information on the history of the property, the construction of the Wall West building, our current course offerings for the Fall semester and partnerships that utilize both buildings. She highlighted the following:</p> <ul style="list-style-type: none"> • The Wall - West Building opened in May 2017 and was funded by the Building Our Futures Bond Act specifically to house health science programs. It was also funded in part by the Equipment and Leasing Fund, the Higher Education Technology Improvement Fund, Monmouth County, and Brookdale Community College. • The Wall West building is a 37,000 square foot facility with 14 classrooms, two science labs, a Nursing Simulation lab, a Student Success Center, student study spaces, and administrative and faculty 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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offices. There were also 399 parking spaces which were built at the time, bringing total parking capacity to 599

- We run both credit and non-credit programming in Wall, and our staff provides student services to local Brookdale students, primarily registration assistance, placement testing, academic advising, and financial aid support. We assist students with any student services needs they might have throughout their journey as a student, from initial questions about applying to completing their degree and transferring to a 4-year institution.

- Fall 2024 – 34 credit classes will be running, which include courses in foundational courses, 100 level options for first year students. We offer courses here that align with the requirements of the most popular majors of business and nursing. We also offer non-credit offerings which include the patient care certification course, year long sonography course and refresher course for RNs and LPNs.
- This year we will welcome the staff of the Gear Up program who will be providing programming for after school activities and Saturday classes for the students in the program. We have partnered with Asbury Park school district and the program has a mission to prepare their students for success in post-secondary education.
- The Wall East building is home to the Achieve Academy for Adults with Autism.
- Ms. Moltisanti provided a tour of the building when the meeting adjourned.

Dr Stout welcomed Trustee Paul to the Board of Trustees. He thanked all those involved in assisting students with financial aid, registration and course selection to accommodate all of our students for the fall semester.

Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee – Trustee Brennan provided her report (**Attachment A**) on the meeting held on August 20. She expressed sincere appreciation to the Financial Aid Office for their outstanding support in assisting our students this semester, ensuring they have the resources needed to pursue their education successfully. She also announced that she needed to recuse herself from voting on the purchase of athletic insurance from Arthur J. Gallagher & Co., and she stated she had no involvement or prior knowledge to the purchase of the insurance for athletics.

Student’s Perspective – Trustee Paul, having recently taken office, provided a brief report highlighting key activities and expressions of gratitude. He began by thanking God and the graduating class of 2024 for their trust in him as the Graduate Trustee. He also expressed deep appreciation for Dr. David Stout, the Board of Trustees, staff members, peers, and former Graduate Trustee Rebekha Fischhoff for their support and guidance.

He highlighted his attendance at the Ribbon-Cutting Ceremony for the Achieve Academy for Adults with Autism at Brookdale's Wall Township campus on July 16th, noting the event's significance and the

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>collective effort that made the project possible. He also shared his experience as an orientation guide at New Student Orientation, emphasizing the valuable insights gained into student engagement and success.</p> <p>In conclusion, Trustee Paul expressed his eagerness to continue working for the students and with the College, thanking everyone involved for their dedication to enhancing student experiences.</p> <p>B. Foundation Update - Dr. Stout reported that the Foundation received a generous gift from Delta Dental for a \$100,00 grant to support the dental assistant and dental radiologist program. He announced that students should check the Website for available fall scholarships. He encouraged participation in the Education Open golf outing fundraiser as a golfer or to attend the dinner.</p>		
<p>Public Comment on Agenda Items -</p> <p>Jack Ryan, Assistant Professor, English – Mr. Ryan made comment on the retirement of Dan Leyes, Professor, Speech Communications, and stressed that he will be missed by students and employees. He highlighted the Wall Higher Education Center's strategic location near the Ocean County border, which makes it an attractive option for students from that area. He noted that many Ocean County students choose to attend Brookdale because of this convenience and find that it is a preferred option for them. He also commended the dedicated staff at the Wall Higher Education Center and expressed appreciation to the Board for both visiting the facility and holding their meeting there.</p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Williams.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – June 25, 2024</p>	<p>A motion to approve the minutes from the public business meeting held on June 25, 2024 was made by Trustee Clayton and seconded by Trustee D’Alessio.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Motion passed.</p> <p>Abstentions: Trustees Brennan, McCracken and Paul</p>	
<p>Approval of Consent Agenda</p> <p>A. Approval of Human Resources – August 2024</p> <p>B. Ratification of Human Resources – July 2024</p> <p>C. Acceptance of Gifts – August 2024</p> <p>D. Ratification of July 2024 – Acceptance of Gifts</p> <p>E. Acceptance of Grants – August 2024</p> <p>F. Ratification July 2024 – Acceptance of Grants</p> <p>G. Submission of Grants – August 2024</p> <p>H. Ratification for Submission of Grants – July 2024</p> <p>I. Purchases in Excess of \$41,600 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500</p> <p>J. Ratification of July 2024 - Purchases in Excess of \$41,600 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500</p> <p>K. Open Invoice Payment Requests for Vendor, Student and Employee Payments – August 2024</p>	<p>A motion to approve the consent agenda was made by Trustee Angelini and seconded by Trustee Clayton.</p> <p>Motion Passed.</p> <p>YES: Angelini, Brennan*, Clayton, D'Alessio, McCracken, Paul, Richens, Williams, and Chair Crupi</p> <p>NO: None</p> <p>ABSTAIN: * Trustee Brennan abstained from Purchases, Item 11</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>L. Ratification – July 2024 - Open Invoice Payment Requests for Vendor, Student and Employee Payments</p> <p>M. Monthly Financial Reports (None)</p> <p>N. Capital Project Update</p>		
<p>Public Comment - Jack Ryan, Assistant Professor, English –commented that recent retiree, Peter Lucyk, was featured in a book, <i>Breaking through Barriers: workers who are disabled</i>. This book highlighted Brookdale employees who were differently abled and their incredible contributions to Brookdale.</p> <p>He went on to share his personal reflections on Brookdale during the 2000s, noting that this era saw peak enrollment, which brought challenges related to course scheduling and parking. During this time, after 33 years in the athletic department, he transitioned to the English department.</p> <p>Dr. Stout thanked Jack for documenting the history of the College so we retain the historical perspective of the College. .</p> <p>Ms. Gruskos confirmed there were no written comments submitted.</p>		
<p>Old/New Business –</p> <p>Chair Crupi announced the committee announcements for our new Trustees. Trustee Williams has been assigned to the Finance & Facilities Committee. Trustee D’Alessio is assigned to the Student Success & Educational Excellence and Audit committees. Trustee Paul has been assigned to the Student Success & Educational Excellence and Governance committees</p> <p>Chair Crupi thanked the host of the meeting to allow us to hold the Board meeting at Wall.</p>		
<p>Adjournment</p> <p>Meeting adjourned at 6:08 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Angelini.</p> <p>Motion passed.</p>	

During the August F&F meeting, Mr. Episcopia provided a comprehensive update on ongoing facility projects. The elevator modernization project is expected to be completed by the Fall semester. The parking lot paving project has been successfully finished. The Theatre Lighting project is scheduled for 2025 to avoid any disruption to the Haunted Theatre. The fire panel upgrades have been completed at the Freehold and Wall campuses, with work at the Lincroft campus set to begin in late August. Additionally, Colliers Engineering continues to engage with key stakeholders during the planning and design phases for the new Culinary Building at the Lincroft Campus. The Collins Arena floor replacement project is ongoing, with an anticipated completion date of September 3. Mr. Episcopia also provided an update on the hiring process for the Manager of the Building & Grounds position.

In financial reporting, Vice President Teresa Manfreda-Foley provided a brief update on the June financial report. She highlighted that the cash balance at the end of June was \$30 million, an increase of over \$5 million from the previous year. Additionally, investment income for June was reported at \$90,000, with a total of \$667,000 for the year.

This month, sixteen purchases were recommended to be funded by Chapter 12, grants, and operating budgets. VP Manfreda-Foley reviewed each purchase, and there was no significant discussion regarding any item. Trustee Brennan recused herself from voting on item 11, which pertains to insurance with Arthur J. Gallagher & Company, noting that she had no involvement or prior knowledge of the contract with Brookdale for athletic accident and catastrophic insurance.

In terms of revenue, VP Kaari recommended the approval of two gifts: 10 laptop computers for students and a robot to be beta tested in the Print Shop. Additionally, she recommended the submission of two grants, detailing their funding sources, amounts, and purposes. These grants will support the NASA internship program and an astronomy lab. Furthermore, VP Kaari recommended accepting a grant to fund the second year of the GEAR UP program, which will provide cultural and academic enrichment opportunities to students in the Asbury Park School District, preparing them for college success.

Dr. Stout provided an update on the newly established Center for Transformative Learning, which evolved from a faculty professional development program led by Angela Kariotis. Dr. Stout recommended naming this newly created office in honor of Frank and Dr. Susie Whyman, long-time supporters of Brookdale Community College and the Brookdale Foundation. He reviewed their continued generosity and substantial contributions to the success of the college and its students, recommending the Board of Trustees name the center the “Whyman Center for Transformative Learning.”

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 24 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Non-Supervisor – Administrative Operations
Adjunct Faculty

Recommendations

1
18

B. Change of Status

Non-Supervisor – Administrative Operations
Support Staff

Recommendations

2
1

C. Separations

Non-Supervisor – Administrative Operations
Support Staff

Recommendations

1
1

A. HIRES**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Elimanuel Aviles-Barreto
Department: Continuing & Professional Studies
Position: Program Administrator, JOBS Program
Salary: \$64,342, to be prorated accordingly
Effective: 10/1/24, subject to completion of all final contingencies

ADJUNCT FACULTY

1. Name: Celine Browning
Department: Fine Art
2. Name: Benjamin Carter
Department: Fine Art
3. Name: Minkyung Choi
Department: Fine Art
4. Name: Jennifer Davis
Department: Nursing
5. Name: Christine Delgado
Department: Nursing
6. Name: Gabrielle Enerson
Department: Psychology
7. Name: Kaitlyn Errigo
Department: Nursing
8. Name: Pacita Fitzgerald
Department: Nursing
9. Name: Natalie Holmes-Mitchell
Department: Interior Design
10. Name: Tara Invidiato
Department: Languages/American Sign Language

11. Name: Daniel Kautzer
Department: Psychology
12. Name: Miriam Lazar
Department: Chemistry
13. Name: Harvey Lobo-Chan
Department: Languages/ESL
14. Name: Sharon Nachimson
Department: Languages/ESL
15. Name: Bridget O’Neill-Rosado
Department: English
16. Name: Anthony J. Pompeo
Department: Criminal Justice
17. Name: Michelle Sciria
Department: Fine Art
18. Name: Crystal Shook
Department: Languages/American Sign Language

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Associates
1	16	1

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

1. Name: Ariel Ponce Napolitano
Department: College Relations
Position: Coordinator, Graphic Artist/Design
Action: Change in status from an N4 to an A2 through reclassification
New Salary: \$60,401, to be prorated accordingly
Effective: 10/1/24

2. Name: Jorge Terreros
Department: Governmental Affairs & Community Relations
Position: Director, CCOG Community Engagement
Action: Change in band, title & department through bona fide search
New Salary: \$85,547, to be prorated accordingly
Effective: 10/1/24, subject to completion of all final contingencies

SUPPORT STAFF

1. Name: James Foley
Department: Facilities
Position: Senior Specialist, Facilities / Operating Engineer
Action: Change in band & title through bona fide search
New Salary: \$48,695
Effective: 10/1/24, subject to completion of all final contingencies

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

1. Name: Vivian De Los Santos
Department: Facilities
Position: Administrative Assistant
Action: Retirement
Effective: 12/31/24, with retirement on 1/1/25

SUPPORT STAFF

1. Name: Deborah Brown
Department: Brookdale at Freehold
Position: One Stop Specialist
Action: Retirement
Effective: 12/31/24, with retirement on 1/1/25

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

**1.51 Acceptance of Gifts
Background**

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

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

The following gifts have been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
7/30/24	Eye Productions – Blue Bloods 190 Diamond Street, . 3 rd Floor Brooklyn, NY 11222	Furniture and props for the Haunted Theater.

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

2.2 Acceptance of Grants Executive Summary

A. **Funding Agency:** National Association for Community College Entrepreneurship (NACCE)

Funding Opportunity: Everyday Entrepreneurship Venture Fund grant (EEVF) Phase I

Program Title: VentureHive Entrepreneurial Ecosystem (VEE)

Short Title: N/A

Goal/Purpose: This grant supported the VentureHive Entrepreneurial Ecosystem Small Business Accelerator program. Three prizes were awarded to entrepreneurs pitching their business plans to an esteemed panel of judges during Demo Day.

Total \$ Received: \$5,000

Institutional Match: N/A

Project Timeline: March 6, 2024 – March 6, 2025

Program Administrator: Dr. Jackeline Mejias-Fuertes

B. **Funding Agency:** New Jersey Office of the Secretary of Higher Education

Funding Opportunity: FY 2025 Re-Application for Continued Grant Funding for County College-Based Centers for Adult Transition

Program Title: N/A

Short Title: Centers for Adult Transition (CAT)

Goal/Purpose: Brookdale Community College's Center for Adult Transition (CAT) is providing students with intellectual and developmental disabilities (ages 18-24) with the support, programming, and resources necessary to experience meaningful and successful transitions from secondary school to the next steps for becoming contributing members of society. This grant funding will provide support to continue offering these services on campus through June 30, 2025.

Total \$ Received: \$202,570

Institutional Match: N/A

Project Timeline: July 1, 2024 – June 30, 2025

Program Administrator: Noreen Kane

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

C. Funding Agency: NASA**Lead Institute:** Rutgers University**Funding Opportunity:** New Jersey Space Grant Consortium**Program Title:** Stellar Pathways: Advancing STEM Education through Accessible Astronomy Lab**Short Title:** N/A

Goal/Purpose: The Stellar Pathways - Astronomy Lab initiative seeks to introduce innovative and hands-on laboratory experiences in astronomy at Brookdale Community College. Using open educational resources, this project aims to minimize financial barriers and ensure equity-advancing values via experiential learning experiences for all students. This funding will be used to purchase telescopes and accessories for use in the Astronomy Lab. This project received a Brookdale Innovation Grant (B.I.G) of \$5,000, which will be used as a portion of the match funds.

Total \$ Received: Equipment in the amount of \$9,932.05**Institutional Match:** \$15,300**Project Timeline:** Academic year 2024-2025 (September 3, 2024 – May 13, 2025)**Program Administrator:** Ana Teodorescu, Dr. Nancy Liu, Michelle Paci**Recommendation:**

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

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

RESOLUTION

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

<u>Funding Agency</u>	<u>Name</u>	<u>Amount</u>
National Association for Community College Entrepreneurship (NACCE)	Everyday Entrepreneurship Venture Fund grant (EEVF) Phase I	\$5,000
New Jersey Office of the Secretary of Higher Education	FY 2025 Re-Application for Continued Grant Funding for County College-Based Centers for Adult Transition	\$202,570
NASA	New Jersey Space Grant Consortium	\$9,932.05

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.

September 24, 2024: Associate Director of Grants and Institutional Development, Stacy Leimburg

2.1 Submission of Grants

Executive Summary

- A. Funding Agency:** Swipe Out Hunger
Funding Opportunity: Swipe Grant
Program Title: Nutrition Hub
Short Title: N/A

Goal/Purpose: Swipe Grants provide up to \$6,000 to campus partners to support food security initiatives. This grant will support the Nutrition Hub at the Wellness Center to build an emergency needs fund to support students facing food and basic needs insecurity. Funding will cover the cost of meal vouchers for students to be used on campus and gift cards to support student needs.

Total \$ Requested: Up to \$6,000
Institutional Match: N/A
Date to be Submitted: September 20, 2024
Project Timeline: October 2024 – April 2025
Program Administrators: Summer Deaver

- B. Funding Agency:** New Jersey Office of the Secretary of Higher Education
Funding Opportunity: Some College, No Degree Institutional Grant and Evaluation Program
Program Title: Some College, No Degree
Short Title: N/A

Goal/Purpose: This grant provides support for institutions to build capacity, address institutional barriers to re-enrolling and completing, foster innovative ways to serve stopped out students, and enhance the statewide Some College, No Degree initiative. At least 25% of the funding must be used for student-focused incentives such as basic needs support, application waivers, and credit for prior learning.

Total \$ Requested: Up to \$100,000
Institutional Match: N/A
Date to be Submitted: September 23, 2024
Project Timeline: July 1, 2024 – June 30, 2025
Program Administrators: Susan Pagano, Sarah McElroy

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

Recommendation:

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

*4.2 Purchases in Excess of \$41,600 and New Jersey “Pay-to-Play” bids, and
Pursuant to the New Jersey “Pay to Play” Process in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$41,600. These proposed contracts have been bid on in accordance with “County College Contracts Law,” N.J.S. Chapter 64A-Title 18A, and Board of Trustees’ Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held September 17, 2024.

RESOLUTION

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

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

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

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

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

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

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

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

**Agenda for Purchases in Excess of \$41,600
September 24, 2024**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Grants				
1	Allstate Office Interiors	Flooring Replacement / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for flooring replacement in the Adult Transition Center and is funded by the County-Based Center for Adult Transition Grant.	Exempt	\$ 19,995.18
2	CPC Integrated Healthcare	Professional Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional Consulting Services). This is a 2 year contract for integrated mental health, addiction treatment, and special educational services for the Wellness Center on the Lincroft Campus and its Regional Locations at Wall, Neptune, Freehold, and Long Branch. This contract is funded by the OSHE Community Provider Partnership Grant.	Exempt	\$ 74,250.00
3	Preferred Behavioral Health Group	Professional Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional Consulting Services). This is a 2 year contract for integrated mental health, addiction treatment, and special educational services for the Wellness Center on the Lincroft Campus and its Regional Locations at Wall, Neptune, Freehold, and Long Branch. This contract is funded by the OSHE Community Provider Partnership Grant.	Exempt	\$ 118,800.00
4	KYDS	Professional Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional Consulting Services). This is a 2 year contract for educational programming services related to mental health and mindfulness. This contract is funded by the OSHE Community Provider Partnership Grant.	Exempt	\$ 31,000.00

Operating

5	Shoprite (Instacart); Wegmans; Lidl (Shipt); Amazon; Culinart	Food Supplies / Exempt 18:64A-25.5.a.(7) (Food supplies). These are one-year contracts for the supply and delivery of food supplies for the Nutrition Hubs and are funded by the RWJ (Foundation) Budget.	Exempt	\$ 50,000.00 *
6	Turnitin, LLC	Software Service Renewal / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op renewal agreement with New Jersey County College Joint Purchasing Consortium for Turnitin which is a web-based plagiarism detection software and an AI Detection Tool. This contract is funded by the Library Budget. FY24 \$35,578.14.	Exempt	\$ 38,706.29
7	Cengage Learning, Inc. Gale Products	Subscription Services / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This is a 3 year subscription contract for various Gale online databases. This contract is funded by the Library Budget.	Exempt	\$ 28,488.17
8	Varsity Brands Holding Co., Inc. dba, BSN Sports, LLC.; Smart Stitch; Ampro Sports;	Athletic Uniforms, Sports Apparel, and Supplies / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These are one year co-op contracts with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of athletic uniforms, sports apparel, and supplies. These contracts are funded by the Athletics Budget. FY24 \$24,899.	Exempt	\$ 40,000.00 *
9	Crest Construction Group, LLC	Maintenance of Stormfilter Chamber (at the Freehold Regional Location), Bid No. 25-03 / Notice was sent to 5 vendors, received 2 replies. This contract is for the maintenance of the stormfilter chamber located at the Freehold Regional Location. This contract is funded by the Facilities Budget.	Bid	\$ 44,300.00 *
10		Tree Removal and Trimming Services, Bid No. 25-04 / Notice was sent to 17 vendors, received 2 replies. Bid is being rejected due to bid specification revisions.	Bid	

11	Atlas Elevator Inc.	Elevator Maintenance Services and Repairs, Bid No. 25-05 / Notice was sent to 7 vendors, received 2 replies. This is a 9-month contract with an option for a 2nd year renewal for elevator maintenance services and repairs. This contract is funded by the Facilities Budget.	Bid	\$ 40,250.00 *
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*** Estimated expense based on historical data**

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending July 31, 2024, which totaled \$3,182,459.57. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held September 17, 2024.

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting September 17, 2024.

The President recommends that the Financial Report be accepted by the Board of Trustees as submitted.

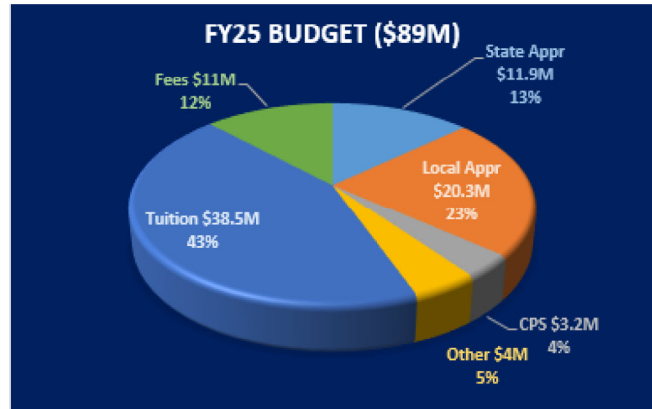
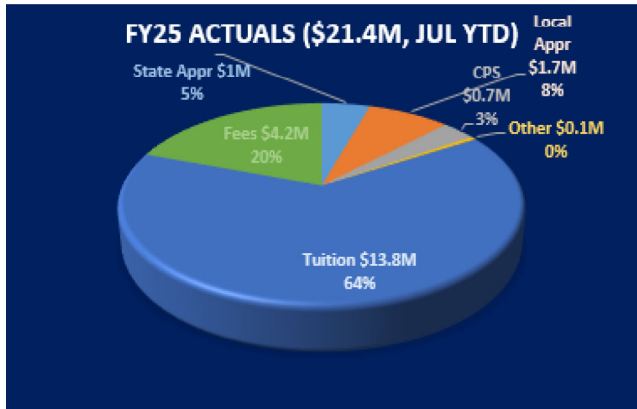
Financial Overview July 31, 2024

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

REVENUE

Budget to Actual

Total operating revenue through July 2024 was \$21.4M and represents 24.1% of the \$89M FY25 budget.

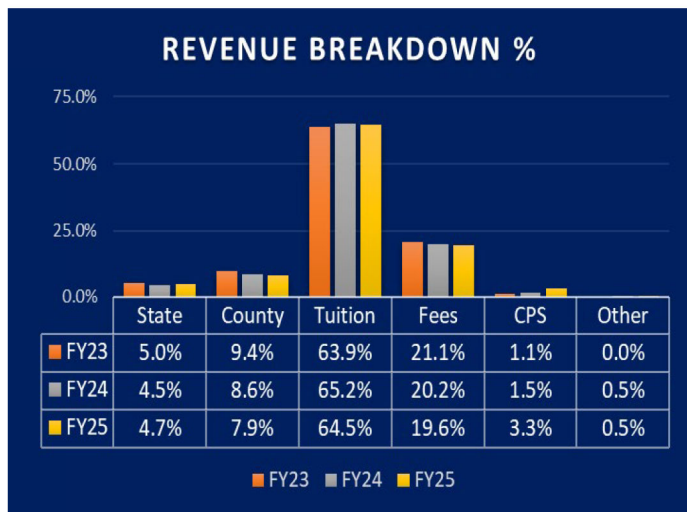


Compared to Prior Year

Operating revenue through July 2024 was 8.4% higher than the same time last year. Of the \$1.7M increase, \$1.1M is in tuition & fee revenue and \$600K from all other operating revenue sources. Tuition & fee revenue represents 84.0% of the current revenue compared to 85.2% last year.

Revenue Source by Year – July YTD (dollars in thousands)

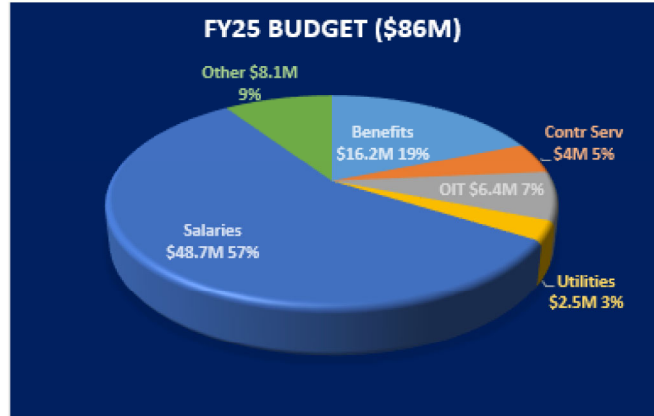
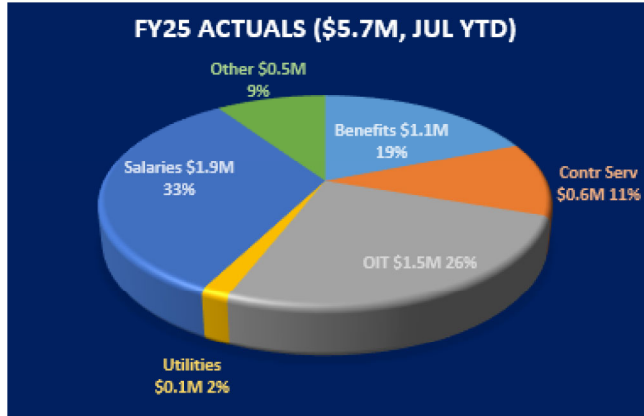
Source	FY23	FY24	FY25
State	\$ 861	\$ 853	\$ 977
County	1,669	1,690	1,690
Tuition	11,463	12,896	13,786
Fees	3,752	3,967	4,220
CPS	239	323	676
Other	12	54	90
	\$ 17,996	\$ 19,781	\$ 21,439
		Increase \$ 1.7	
Student Fees	\$ 2,624	\$ 2,775	\$ 3,006
Course Fees	1,128	1,192	1,214
Tuit & Fees	15,215	16,863	18,006
Tuit & Fees %	84.5%	85.2%	84.0%



EXPENDITURES

Budget to Actual

Total operating expenditures through July 2024 were \$5.7M and represent 6.6% of the \$86M FY25 budget.



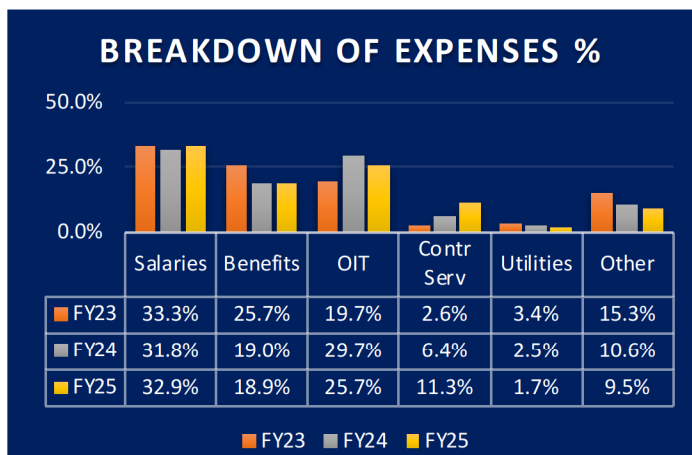
Other Expenses	Actuals	Budget
Memberships	\$ 166,601	\$ 248,183
Tuition Waivers	165,284	1,244,000
Program Rental	57,899	317,014
Lease of Facilities	42,562	330,745
Printing/Paper	18,742	133,820
Audit/Legal	18,280	179,400
Supplies	12,489	746,173
Postage	11,081	184,900
Overnight Travel	9,780	122,000
Bank Service Charges	9,756	78,390
Other Gen Exp	26,164	4,470,512
	\$ 538,638	\$ 8,055,137

Division	Actuals	Budget
President/BOT	\$ 85,015	\$ 737,786
Human Resources	87,828	1,002,509
Planning & Institute Effect	50,884	539,490
Advancement	162,673	1,774,793
Finance & Operations	2,243,861	16,053,163
Academic Affairs	848,950	33,510,742
Student Affairs	514,190	7,552,826
Continuing & Prof Studies	162,415	2,776,620
Utilities	98,287	2,502,766
Benefits	1,077,626	16,169,350
General Expenses	362,634	3,190,137
	\$ 5,694,362	\$ 85,810,182

Compared to Prior Year

Total operating expenses for the same period last year were \$5.4M compared to \$5.7M this year, indicating an increase in operating costs of 5.3% or \$289K.

Breakdown of Expenses by Year – July YTD

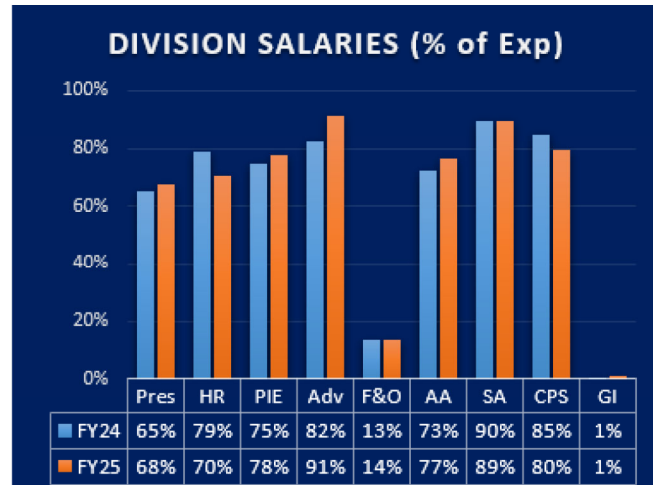
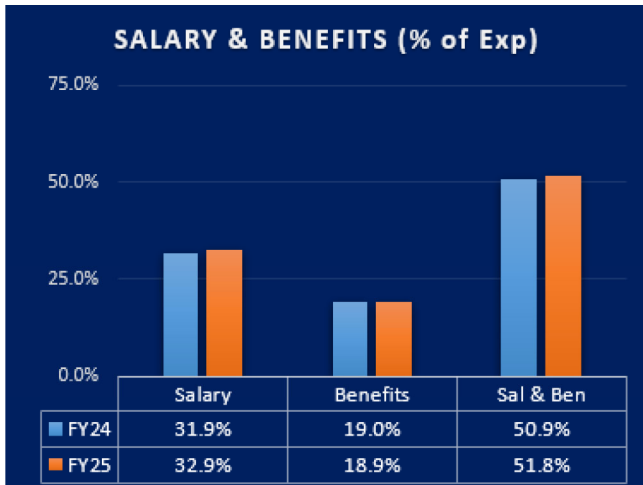


Expenses	FY23	FY24	FY25
Salaries	\$ 1,630,159	\$ 1,721,369	\$ 1,872,075
Benefits	1,255,987	1,025,901	1,077,626
OIT	964,379	1,605,761	1,462,765
Contr Serv	127,267	346,071	644,971
Utilities	164,927	133,125	98,287
Other	747,853	573,399	538,638
	\$ 4,890,572	\$ 5,405,626	\$ 5,694,362

Increase \$ 288,737

Salary & Benefits Year-Over-Year – July YTD

Salary & Benefits	FY24	FY25	Increase \$	Increase %
Total Salaries				
FT Faculty	\$ -	\$ -	\$ -	0.0%
Adjuncts	154,034	142,700	(11,334)	-7.4%
FT Faculty Support	36,283	28,237	(8,046)	-22.2%
PT Faculty Support	97,292	114,680	17,388	17.9%
Cabinet/Deans	181,236	199,034	17,798	9.8%
Administrators	868,819	921,825	53,006	6.1%
Staff	363,147	441,680	78,532	21.6%
PT/Stud Help	20,558	23,919	3,361	16.3%
	\$ 1,721,369	\$ 1,872,075	\$ 150,706	8.8%
Total Benefits	1,025,901	1,077,626	51,725	5.0%
Total Sal & Ben	\$ 2,747,270	\$ 2,949,701	\$ 202,431	7.4%



Project Summary: Facilities Overview as of September 17, 2024

Updates are reported in red text

1. Elevator Modernization

Cost: \$2,686,417

Architect/Engineer: *USA Architects*

PO Date: 2/23/2022

Contractor: *West End-KB, LLC*

MAS elevator completed as of January 9.

Freehold elevator work is ongoing, work started on MAC and MAN elevators

Construction ongoing for Freehold, MAC, MAN and ATeC elevators.

2. Transformers and Switch Gears

Cost: \$15,150

Architect/Engineer: *Colliers Engineering*

PO Date: 6/12/23

Contractor: *TBD*

Safety items are being addressed — assessment/recommendation of the Performing Arts Center will be first. The College will go out to bid for the Performing Arts Center work.

3. Culinary School at Lincroft

Cost: \$749,700

Architect/Engineer: *Colliers Engineering*

PO Date: 11/3/23

Contractor: *TBD*

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

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

The proposal for the design services and bid construction documents was approved by the Board on May 28. Purchase order will be issued to Colliers to begin services.

The project kickoff meeting was held Tuesday, July 2.

Sub-committee meeting expected the week of August 19.

Sub-committee met on September 6 to discuss building layout. Next meeting scheduled for October 1 at Asbury to review equipment needs.

4. **Theatre Lighting at Performing Arts Center at Lincroft**

Cost: \$59,600

Architect/Engineer: *H2M Associates, Inc.*

PO Date: 8/13/24

Contractor: *TBD*

An RFP (Request for Proposal) will be sent to various architects and engineers for the design of the theatre lighting at the Performing Arts Center. Meeting with Architectural and Engineering firms on Tuesday, May 14 to review scope of work.

Proposals were accepted and reviewed by Facilities. Selection will be presented at the June board for approval. H2M contract under review by legal. Once approved a purchase order will be issued.

A site visit at the PAC with H2M was held on September 5.

5. **Collins Arena Floor Replacement**

Cost: \$575,640

Architect/Engineer: N/A

PO Date: 7/1/2024

Contractor: *Mathusek Incorporated and Nickerson Corporation*

The floor replacement project began July 1. Project ongoing with anticipated completion before September 3.

A walk-through of completed installation was held on September 13.

6. **Fire Panel Upgrade**

Cost: \$480,111

Architect/Engineer: N/A

PO Date: 7/1/2024

Contractor: *Fire Security Technologies*

The upgrade of the fire alarm panels at Freehold, Wall, and Lincroft will begin in late July.

The upgrade was completed at Freehold and Wall; the installation will begin late August for Lincroft.

Installation underway at Lincroft.

Board Brief: Title VI Plan

The College is currently negotiating with New Jersey Transit (NJT) terms for the award of a Congestion Mitigation Air Quality Local Mobility Initiative grant entitled Brookdale Community College's Jersey Blues Line. This grant will fund a shuttle that is proposed to connect several of the College's Regional Sites with public transportation to the Red Bank train station and ultimately to the Lincroft Campus. One of the requirements for the grant is for the College to have a Title VI Plan that has been approved by NJT. Attached is the letter from NJT approving the College's recently created Title VI that requires approval by the Board of Trustees.

The Title VI plan includes the College's Non-Discrimination Policy, Title VI Complaint Procedures and Complaint Form that have already been approved by the Board. It includes a record of transit-related investigations and complaints of which the College has none as of 6/24/2024 and a Public Participation Plan for input from minorities and limited English proficient (LEP) populations on transit operations and procedures. The Plan details an extensive Language Assistance Plan based on the 2020 Census and a 4-Factor Safe Harbor Provision that identified Spanish and Chinese as languages into which Brookdale's Title VI vital documents must be translated and required training the College must provide for staff associated with the transportation service. Lastly, the Plan depicted the minority representation of the Board of Trustee to ensure alignment with the demographic profile of the County.

A complete copy of the Title VI plan is attached.

Recommendation: The President recommends the approval of the Title VI plan.

Philip D. Murphy, Governor
Tahesha L. Way, Lieutenant Governor
Diane Gutierrez-Scaccetti, Commissioner
Kevin S. Corbett, President & CEO

ONE PENN PLAZA EAST
NEWARK, NJ 07105-2246
973-491-7000



September 5, 2024

Dr. Anita Voogt
Brookdale Community College
765 Newman Springs Road
Lincroft, NJ 07738

RE: Title VI Program Plan Approval

Dear Dr. Voogt:

Thank you for your continued cooperation throughout the Title VI Program Review process. Following a review of your most recent draft, I am pleased to announce that Brookdale Community College's Title VI Plan has been approved.

The final necessary element of your Title VI Program is approval by your Board of Directors. Once you have received approval from your governing board through a board resolution, meeting minutes, or similar process, please add it as the final section of your Title VI Plan and e-mail the document to me and your Regional Program Administrator Erin Neukum, eneukum@njtransit.com.

Thank you for your continued commitment to community transportation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Miguel'.

Brian Joseph Miguel
Senior Coordination Administrator
NJ TRANSIT, Local Programs

Brookdale Community College's Title VI Plan

Terms & Definitions

Title VI Plan

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance.

Agency/Subrecipient/Awardee

Recipient of federal award through NJ Transit Local Programs Department. The federal grant awards include Section 5310, Section 5311 and/or Congestion Mitigation Air Quality (CMAQ).

Vital Document(s)

A vital document is any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner. The following documents are considered vital:

- Non-Discrimination Policy
- Complaint Policy
- Complaint form

Limited English Proficiency (LEP)

For persons who, as a result of national origin, do not speak English as their primary language and who have a limited ability to speak, read, write, or understand.

LEP Language

For purposes of developing the Title VI Plan, those languages other than English determined via the Census Bureau website as Speaks English "Less than Very well".

Safe Harbor Provision

A "safe harbor," in the context of this guidance, means that the recipient has undertaken efforts to comply with respect to the needed translation of vital written materials. If a recipient conducts the four-factor analysis, determines that translated documents are needed by LEP applicants or beneficiaries, adopts an LAP that specifies the translation of vital materials, and makes the necessary translations, then the recipient provides strong evidence, in its records or in reports to the agency providing federal financial assistance, that it has made reasonable efforts to provide written language assistance.

Safe Harbor Provision Threshold

After conducting research of languages spoken in a household via the Census website, the threshold to determine the Safe Harbor Provision is 1,000 or 5% of the total LEP population. If the language population is more than 1,000 or 5%, then vital documents should be translated into that language to be considered compliant.

Four-Factor Analysis

Recipients are required to take reasonable steps to ensure meaningful access to LEP persons. This "reasonableness" standard is intended to be flexible and fact-dependent. It is also intended to balance the need to ensure meaningful access by LEP persons to critical services while not imposing undue financial burdens on small businesses, small local governments, or small nonprofit organizations. As a

starting point, a recipient may conduct an individualized assessment that balances the following four factors:

1. The number or proportion of LEP persons served or encountered in the eligible service population ("served or encountered" includes those persons who would be served or encountered by the recipient if the persons received adequate education and outreach and the recipient provided sufficient language services).
2. The frequency with which LEP persons come into contact with the program.
3. The nature and importance of the program, activity, or service provided by the program.
4. The resources available and costs to the recipient.

Language Assistance Plan (LAP)

Document explaining how to provide services to individuals who are non-English speaking or have limited English proficiency.

Title VI Non-Discrimination Policy

Brookdale Community College operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964, as amended. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint in writing to Brookdale Community College. To file a complaint, or for more information on Brookdale Community College's obligations under Title VI write to: Human Resources Department, Brookdale Community College, 765 Newman Springs Road. Lincroft, NJ 07738 or visit Brookdalecc.edu. Transportation services provided by this agency are in whole or part funded through federal funds received through NJ TRANSIT and as an individual you also have the right to file your complaint to both Brookdale Community College as well as the Federal Transit Administration. Complaints may also be filed with the Federal Transit Administration in writing and may be addressed to:

Title VI Program Coordinator
East Building, 5th Floor – TCR, U.S. Department of Transportation
Federal Transit Administration, Office of Civil Rights
1200 New Jersey Avenue, SE, Washington, DC 20590

If information is needed in another language, contact 973 275 5555

Please Note: The translation of Brookdale's Non-discrimination Policy is required in Spanish and Chinese according to the analysis of the census data. Those documents appear below.

Título VI No Discriminación Política

Brookdale Community College opera sus programas y servicios sin distinción de raza, color u origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, según enmendada. Cualquier persona que crea que ha sido agraviada por una práctica ilegal y discriminatoria según el Título VI puede presentar una queja por escrito al Brookdale Community College. Para presentar una queja o para obtener más información sobre las obligaciones de Brookdale Community College según el Título VI, escriba a: Human Resources Department, Brookdale Community College, 765 Newman Springs Road, Lincroft, NJ 07738 or visit Brookdalecc.edu.

Los servicios de transporte proporcionados por Brookdale Community College son financiados total o parcialmente por fondos federales recibidos a través de NJ TRANSIT. Como individuo que utiliza los servicios de transporte de Brookdale Community College, tiene derecho a presentar una queja tanto ante Brookdale Community College como ante la Administración Federal de Tránsito (FTA).

Las quejas también pueden presentarse por escrito ante la Administración Federal de Tránsito y pueden dirigirse a:

Title VI Program Coordinator
East Building, 5th Floor – TCR,
U.S. Department of Transportation
Federal Transit Administration, Office of Civil Rights
1200 New Jersey Avenue, SE
Washington, DC 20590.

Este documento está disponible en los siguientes idiomas: inglés, español, chino, hindi y gujarati.

Si necesita información en otro idioma, comuníquese con:
973 275 5555

CHINESE

第六篇非歧视政策

爱迪生镇根据经修订的 1964 年《民权法案》第六章运营其项目和服务，不考虑种族、肤色或国籍。任何认为自己受到第六章规定的非法歧视伤害的人都可以向爱迪生镇卫生与公众服务部提出书面投诉。要提出投诉，或了解有关爱迪生镇在第六章下的义务的更多信息，请写信至：
爱迪生健康与公众服务部 **Human Resources Department, Brookdale Community College, 765 Newman Springs Road, Lincroft, NJ 07738 or visit Brookdalecc.edu.**

Brookdale Community College 提供的交通服务全部或部分由通过 NJ TRANSIT 收到的联邦资金支持。作为使用 Brookdale Community College 交通服务的个人，您有权向 Brookdale Community College 和联邦运输管理局 (FTA) 提出投诉。

投诉也可以以书面形式向联邦运输管理局提出，并可发送至

Title VI Program Coordinator
East Building, 5th Floor – TCR,
U.S. Department of Transportation
Federal Transit Administration, Office of Civil Rights
1200 New Jersey Avenue, SE
Washington, DC 20590.

Title VI Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Brookdale Community College (hereinafter referred to as “the Authority”) may file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form. Brookdale Community College investigates complaints received no more than 180 days after the alleged incident. The Authority will process complaints that are complete.

Once the complaint is received, the Authority will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The Authority has 90 calendar days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 30 calendar days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 calendar days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 14 calendar days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at:

FTA Office of Civil Rights
1200 New Jersey Avenue SE
Washington, DC 20590

Title VI Complaint Form

Note: The following information is needed to assist in processing your complaint.

A. Complainant's information:

Name: _____
Address: _____
City/State/Zip Code: _____
Telephone Number (Home or Cell): _____
Telephone Number (Work): _____
Email Address: _____

Special Accessible Format Requirements? (Select One or More)

- No Special Format Needed
- Large Print
- TDD
- Audio Tape
- Other

B. Person discriminated against (if someone other than complainant):

Name: _____
Address: _____
City/State/Zip Code: _____
Telephone Number (Home or Cell): _____
Telephone Number (Work): _____
Email Address: _____

Relationship to the person for whom you are complaining: _____

Please explain why you have filed for a third party: _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

- Yes
- No

C. Which of the following best describes the reason you believe the discrimination took place?

_____ Race _____ Color _____ National Origin

If you have checked above, please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____
Title: _____
Address: _____
City/State/Zip Code: _____
Telephone Number (Home or Cell): _____
Telephone Number (Work): _____
Email Address: _____

G. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Signature _____ Date _____
Attachments: Yes _____ No _____

H. Submit form and any additional information to:

Brookdale Community College
Title VI Coordinator, Human Resources Office, BAC First Floor
765 Newman Springs Road
Lincroft, NJ 07738

Table of Transit-Related Title VI Investigations, Complaints, and Lawsuits

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations	As of 6/20/24, no ongoing investigations			
1.				
2.				
Lawsuits	As of 6/20/24, no ongoing lawsuits			
1.				
2.				
Complaints	As of 6/20/24, no ongoing complaints			
1.				
2.				

Public Participation Plan

The Federal Transit Administration (FTA) requires that the Title VI program include a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations. The plan may include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others. Applicants to New Jersey Transit for FTA assistance are required to comply with several requirements that help meet this Title VI requirement. These requirements include the published notice of intent to apply to New Jersey Transit for FTA assistance and participation in the public transit-human services transportation coordinated plan development. Other public participation methods include open Board/ council meetings, council meetings of cities and counties that provide local funding, advisory committees, public involvement efforts for transportation services, passenger surveys, marketing efforts, such as booths at fairs, and presentations to service and other organizations.

Describe your agency's participation in the following list of items to explain your public participation element.

- Are Board/council meetings open to the public? **Yes**
- How do you publicize the dates, times, and locations of Board/council meetings? On the website at <https://www.brookdalecc.edu/about/board-of-trustees/board-meeting-schedule/>
- Where are Board/council meetings held? **Location is identified at the above noted website**
- Is the location accessible to persons with disabilities? **Yes**
- Is the location served by your agency's transportation services during the hours Board/council meetings are held? If yes, please describe. If not, do you offer transportation to the meetings upon request? **Yes. Public transportation to the college is available from 7:30am to 10:00. Board meetings start at 5:30 and typically end around 7:30.**
- What other efforts do you undertake to ensure that transportation riders or clients can attend Board/council meetings? **The Board meetings are open to the public via zoom link. Individuals can sign up to speak at either or both times during the meeting when public comment is invited.**
- Do you rely on any counties or cities for funding? If yes, please describe how interested parties can comment on your budget and services at city and town council meetings. **Interested parties can attend Board meetings in person or virtually via zoom. Comments and feedback can also be submitted in writing to the President's office.**
- Discuss any other outreach efforts, including transportation advisory committees, procedures for soliciting comments for service changes, passenger surveys, public involvement for transportation services, presentations, etc. **The college works closely with the county's Planning Board and Department of Transportation on a regular basis.**

Brookdale Community College’s Language Assistance Plan

Language Assistance Plan (LAP) to Address Service to Individuals with Limited English Proficiency

This document has been prepared to conform to the Limited English Proficiency (LEP) requirements identified in the U.S. Department of Transportation’s implementing regulations, and Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency.” This document is also consistent with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Justice’s guidelines on self-assessment, which are contained in the Language Access Assessment and Planning Tool for Federally Conducted and Federally Assisted Programs (May 2011).

Brookdale uses information obtained in a Four-Factor Analysis to determine if the specific language services provided are appropriate. This analysis helps Brookdale Community College communicate effectively with persons with LEP or low-literacy. The Four-Factor Analysis considers the following components:

- 1) The number or portion of LEP persons eligible to be served or likely to be encountered by Brookdale Community College,
- 2) The frequency with which LEP persons come into contact with Brookdale Community College,
- 3) The nature and importance of Brookdale Community College’s activities, programs and services to people’s lives.
- 4) The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

The following sections describe the application and results of the Four-Factor Analysis for Brookdale Community College.

The Number or portion of LEP persons eligible to be served or likely to be encountered by Brookdale Community College.

Description of the Limited English Proficient Population(s) Served

Brookdale Community College serves individuals with LEP in Monmouth County where Spanish and Chinese are the only languages that meet the Safe Harbor Provision. The table below includes data representing LEP persons who speak Spanish and Chinese

Language Spoken	Number that speak English less than very well (estimated)	Percentage that speak English less than very well
Spanish or Spanish Creole	16,105	2.63%
Chinese, including Mandarin, Cantonese)	3,460	0.56%

Table 1: Languages

Source: American Community Survey, 5-Year Estimates, 2022. It is noted that this data categorizes Limited English Proficiency as persons who speak English “less than very well”, which includes residents who speak English “well”, while LEP is generally considered persons who speak English “not well” or “not at all”. This definition artificially inflates all of the LEP persons total, including raising the number of Chinese and Russian LEP persons above the 1,000 person threshold.

Using the American Community Survey, 5-year estimates 2022, Spanish and Chinese are the only languages in Monmouth County that require consideration in relation to the Safe Harbor Provision.

The Frequency with which LEP Persons come into contact with Brookdale Community College.

Frequency of Use by the Limited English Proficient Populations

The individuals Brookdale serves include service recipients of the New Jersey Division of Developmental Disabilities. Additionally, Brookdale Community College is committed to serving each individual served, as an individual. Whereas the College could be asked to serve any individual receiving services under the Division's system of support, currently Brookdale Community College is not serving any individuals who would qualify as an LEP person. In accordance with its mission, Brookdale structures its support based on the needs, wants, and desires of the individual, including but not limited to their linguistic needs. The Division has many provider partners and the individuals served are often extremely needful of the supports they receive and more, but as a pioneer in person-centered planning and support, the College's services are irreplaceable to the individuals it serves. Brookdale is an advocate for the individuals it serves and aggressively and creatively pursues every opportunity to meet the needs, wants and desires of the individuals it serves.

If an individual with Limited English Proficiency were to inquire about Brookdale Community College's transportation services or come into contact with Brookdale personnel, the College would try to accommodate any reasonable request.

Nature and Importance of Activities, Programs and Services to People's Lives

The nature and importance of the various activities, programs and services provided by Brookdale Community College have great impact on the day to day lives of the people we support and to the people in the communities in which they live. The College's services include service to developmentally disabled people in New Jersey. Many of the people for whom we work have multiple diagnosis. Transportation is a critical support mechanism for people to be included in the community in which they live, work, shop, play, access essential services and attend school. Transportation is also the key for people attending doctor appointments and to visit their family and friends both inside and outside of their local community and county.

Training Brookdale Community College Staff

Brookdale Community College staff at all levels are aware of the need to reach out and provide information to LEP people who rely on the transit services that the College manages. In order to ensure that new staff members understand this need, supplemental training will be provided as part of the College's employee orientation and annual training programs.

Particular attention will be given to the training of the staff who receive requests. Additionally, staff who receive and respond to passenger requests for service changes, complaints, and other needs, shall be trained to openly receive the information from LEP and low-literacy riders, and distribute the information to the appropriate section of the College or to the operator of the transit service. All the individuals in these groups will be made aware of the regularly updated Department of Social Services Interpreters List. The College staff and the operator of Brookdale Community College, Inc. transit systems will be trained so that they may recognize the specific needs of each LEP community, and how to assist transit-dependent LEP or low-literacy persons in using the service and having their requests or complaints addressed.

Title VI training consists of showing staff how to address Title VI related complaints (knowing what your Title VI complaint policies & procedures are and how to assist someone in filing a complaint). Proof that staff has gone through the training will include any or all of the following:

- Training agendas (complete with itinerary and date)
- Staff sign-in sheets (of all individuals required to undergo T-VI training)
- Certificates of training completion (copies of to show that the individuals successfully completed the training)

Once staff training is completed, the staff will sign off that they participated in the training and they will be provided with a certificate of completion showing the training was completed. Copies of the certificates will be kept on file.

Providing Notice to Limited English Proficient Persons

As a matter of policy, all vital documents related to the College's services will be printed in English, Spanish and Chinese. Service changes brochures and flyers, which advertise service adjustments and emergency information are also printed in those languages. All planning activities and notices that are advertised to the press are shared with news sources that serve a variety of Brookdale's service area LEP communities.

Brookdale's program planning will adhere to the Public Involvement Plan (PIP) as adopted by the Metropolitan Planning Organization (MPO), on September 22, 2014 with the following commitments:

To better achieve its outreach efforts, MPO has developed five desired goals for its public involvement activities:

- 1. Educate the public about the transportation planning process and how they can get involved;*
- 2. Engage the public and all stakeholders through timely notice of meetings and events and increased opportunities to provide input;*
- 3. Enhance outreach tools and techniques to engage the many diverse regional constituencies;*
- 4. Ensure that public participation methods, mechanisms and opportunities are clearly defined and accessible; and*
- 5. Effectively involve the community, including those who have been traditionally underserved and underrepresented in the planning process.*

MPO's public involvement efforts strive to bring varied stakeholders into the process – in dynamic and significant ways – and enhance the level of collaboration and meaningful input.

While Brookdale has the greatest capabilities to assist LEP persons who speak Spanish and Chinese, there may be instances when activities will necessitate the provision of information and notices in languages other than English, Spanish, or Chinese. For example, if activities conducted affect a community in which there is a large population of LEP individuals who speak other Indo-European languages or Asian languages, Brookdale will rely on other county resources for translation services to be in compliance with federal regulations regarding the translation of vital documents into languages identified as LEP languages. Examples of such vital documents includes complaint procedures and forms and bus routes and schedule changes.

Outcomes - Monitoring, Evaluating and Updating the Plan

Once the transit service has started, Brookdale will conduct periodic ridership, origin-destination and marketing surveys to acquire LEP and spoken language data so that accurate profiles of transit riders could be established and measures could be taken to reach out to the LEP population to plan accordingly.

To ensure this LAP will continue to be implemented successfully, the College will develop a committee to evaluate all information received from surveys, focus group meetings, outreach efforts, staff contact and trainings. The committee will review the plan annually for updates as needed, while also developing new concepts for implementation in the next plan. The committee will monitor the following statistics, at minimum:

- ◆ Statistics kept on LEP contacts
- ◆ Annual review of local Census data
- ◆ Ongoing collaboration with community partners
- ◆ Effectiveness and usage of written translated documents
- ◆ Assessment of the Civil Rights Act Title VI Program

Resources available and costs to the Recipient

The Resources available to the recipient for LEP outreach as well as the costs associated with that outreach

Brookdale Community College will utilize the services of an in-house Transportation Assistant (TA) who is fluent in Spanish and has a working knowledge of Chinese. The TA will provide rider information in Spanish and Chinese on the College’s telephone information line and will translate all informational flyers, notices and other information for the College utilizing the County’s list for language assistance as needed.

Informational presentations involving access to public transportation for the LEP populations will be conducted to inform agencies of services available to their target populations, which include the LEP populations. The College will conduct public and individual interaction with agencies and the ridership directly to determine LEP needs and will ensure outreach communications are in languages that meet LEP thresholds and that interpreters are available for presentations. The College will advertise in newspapers that are widely read by the LEP organizations that we are trying to reach and work with nonprofits of a given LEP group.

Resources and Costs for LEP Outreach

Brookdale will commit resources to improving access to its services and programs for LEP persons. Bilingual information (English/Spanish, English/Chinese) will be distributed to an extensive number of mediums. The costs associated with these efforts will fit within the College’s marketing and outreach budget. Costs are predominantly associated with material production.

Following the Four Factor Analysis, Brookdale Community College will ensure that there are extensive outreach materials for the languages spoken by persons with Limited English Proficiency in its service area. Based on all aspects of the Four Factor Analysis, the availability of interpreters will be sufficient to meet the needs of the LEP population. The translation of vital documents into Spanish and Chinese and the availability of interpreters will be sufficient to meet the needs of those populations. The College will also include translation of vital documents into other languages as needed based on available resources and funding for such activities and will continue to apply its monitoring process to ensure accessibility of services and information to the LEP population.

Table Depicting Minority Representation on Decision-Making Bodies

Body	Caucasian	Latino	African American	Asian	Native American	Hispanic	INSERT RACE
Population of the Service Area	73.4%	%	6.24%	5.38%	%	9.7%	
Subrecipient Board of Trustees	% 75%	%	% 25%	%	%	%	

Statement on Need Assessment for New Trustees: NJ law requires that each county college shall have a board of trustees, consisting of the county superintendent of schools and 10 persons, eight of whom shall be appointed by the appointing authority of the county with the advice and consent of the board of chosen freeholders, at least two of whom shall be women and two of whom shall be appointed by the Governor. In addition, the student body of each county college shall be entitled to elect from the graduating class one representative to serve as a member on the board of trustees for a term of one year commencing at the first meeting of the board in July following graduation of his class. As an institution committed to fostering diversity, equity, and inclusion, Brookdale Community College recognizes the importance of having a Board of Trustees that reflects the diverse community we serve. In line with this commitment, Brookdale Community College has an informal process, whereby the President of the College provides

thorough and comprehensive information to the appointing authorities to ensure that the need assessment for new Trustees includes considerations of race, ethnicity, and gender.

1. Community Demographic Analysis: Brookdale Community College conducts regular analyses of the demographic composition of our county community. This includes up-to-date data on race, ethnicity, and gender. These analyses help to identify any gaps in representation within the current Board of Trustees and highlight areas where diversity can be enhanced.

2. Board Composition Review: We maintain detailed records of the current Board of Trustees' demographics, including race, ethnicity, and gender. This information is compared with the community demographic analysis to assess whether the Board adequately represents the county's diversity.

3. Collaboration with Appointing Authorities: The President of the College actively collaborates with appointing authorities to ensure they have access to our need assessments. We engage in ongoing dialogues to emphasize the importance of a diverse and inclusive Board and to advocate for the appointment of Trustees who reflect the racial, ethnic, and gender makeup of our community.

4. Commitment to Equity and Inclusion: Our commitment to diversity, equity, and inclusion extends beyond data and reports. Brookdale Community College also engages in outreach and partnership initiatives within the community to support the identification and recruitment of potential Trustee candidates from diverse backgrounds. We established the President's Advisory Committee at the recommendation of the Board of Trustees to develop these community relationships and to identify interested individuals who might be interested in applying for openings on the Board of Trustees.

By providing this vital information and working closely with appointing authorities, Brookdale Community College, aims to ensure that our Board of Trustees not only meets the governance needs of the college but also represents and respects the rich diversity of our county

RESOLUTION

**Approval of the Title VI Plan with NJ Transit to Provide Transportation Access
to Students Without Reliable Transportation to the Lincroft Campus**

WHEREAS, Brookdale Community College is committed to fostering an inclusive and equitable learning environment for all students, ensuring that every student has the opportunity to pursue higher education without barriers; and

WHEREAS, reliable transportation is a critical factor in students' ability to access educational opportunities, and a lack of transportation disproportionately affects students from underserved and underrepresented communities; and

WHEREAS, the college recognizes the importance of equitable access to campus resources and seeks to address transportation challenges by providing solutions that enhance student success and retention; and

WHEREAS, as part of the Congestion Mitigation Air Quality Local Mobility Initiative: The Jersey Blues Lin, Brookdale Community College aims to collaborate with NJ Transit under the Title VI Plan, ensuring compliance with federal requirements for non-discrimination in transportation services and advancing equitable transportation solutions; and

WHEREAS, the implementation of this plan will focus on providing free or reduced transportation options for students who lack reliable access to the Lincroft campus, thereby removing a significant barrier to education and ensuring fair access for all students; and

WHEREAS, the Title VI Plan will prioritize equitable outcomes, ensuring that transportation services are designed to meet the needs of students from diverse socioeconomic backgrounds, promoting inclusivity, and supporting Brookdale's mission to serve the entire community;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Brookdale Community College hereby approves the Title VI Plan with NJ Transit, and

BE IT FURTHER RESOLVED that the President is authorized to take all necessary steps to implement this plan, including securing funding and resources to provide transportation services and working with NJ Transit to ensure the effective delivery of these services to students without reliable transportation.

4.2a *Utilization of Cooperative Purchasing Initiative*

The College participates in the New Jersey County College Joint Purchasing Consortium, Monmouth County Shared Services, E&I Cooperative, the Middlesex Regional Educational Services Commission (ESCNJ), the County of Somerset Cooperative, the National Intergovernmental Purchasing Alliance Company (National IPA)/ The Cooperative Purchasing Network (TCPN), the U.S. Communities Government Purchasing Alliance (OMNIA Partner), the Hunterdon County Educational Services Commission, the National Association of State Procurement Officials (NASPO) Value Point, National Cooperative Purchasing Alliance (NCPA), Sourcewell, and the County of Bergen. Participation promotes the reduction in cost of goods or services by bidding or quoting in conjunction with other county colleges, the County of Monmouth, and other governmental agencies.

The College has investigated the feasibility and fit with the Monmouth-Ocean Educational Services Commission and The Interlocal Purchasing System (TIPS) and determined that this would be of great benefit to the College. The resolution that follows will serve as the Board's approval to engage the contract for participation.

This report was reviewed by the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held September 17, 2024

RESOLUTION

WHEREAS, Brookdale Community College is entering into a Cooperative Pricing Agreement with Monmouth-Ocean Educational Services Commission and The Interlocal Purchasing System (TIPS); and

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, Monmouth-Ocean Educational Services Commission and The Interlocal Purchasing System (TIPS), hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, the Board of Trustees of the Brookdale Community College, County of Monmouth, State of New Jersey approves participation in a Cooperative Pricing System for the provision and performance of goods and services; and

NOW, THEREFORE BE IT RESOLVED that the Monmouth-Ocean Educational Services Commission and The Interlocal Purchasing System (TIPS) and Brookdale Community College enter into the following cooperative pricing agreement.

RESOLUTION FOR MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM

A RESOLUTION AUTHORIZING Brookdale Community College
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT
RESOLUTION DATED September 24, 2024

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, Monmouth-Ocean Educational Services Commission and The Interlocal Purchasing System (TIPS), hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on September 24, 2024, the governing body of Brookdale Community College, County of Monmouth, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

Brookdale Community College

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of Brookdale Community College.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the President, or Vice President for Finance & Operations) is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

BY:

Dr. David Stout, President, Brookdale Community College

ATTEST BY:

Teresa Manfreda-Foley, Vice President, Finance & Operations

4.3 Approval of Memorandum of Agreement between Brookdale Community College and Matawan Aberdeen Regional School District (MARSD)

This Memorandum of Agreement (MOA) states the core agreement between Brookdale Community College (Brookdale) and Matawan Aberdeen Regional School District (MARSD), regarding the operation of the K.E.Y.S. Academy (*Knowledge Empowers Youth & Sobriety*) Recovery High School on Brookdale's main campus.

The resolution was reviewed by the President and Finance & Facilities Committee at the meeting held September 17, 2024.

RESOLUTION

WHEREAS, Brookdale and the Matawan Aberdeen Regional School District (MARSD) are guided by similar visions, missions and values; and

WHEREAS, Brookdale and the MARSD intend for this program to provide a stable and reliable educational opportunity for students of the K.E.Y.S. Academy Recovery School; and

WHEREAS, Brookdale, with a main campus address located at 765 Newman Springs Road, Lincroft, NJ, 07738, is the educational campus facility where the K.E.Y.S. Academy is located; and

WHEREAS, MARSD will be responsible for coordinating the tuition, transportation, funding sources, and fee expenses with the student's sending districts; and

WHEREAS, the terms and conditions between the College and MARSD have been favorably reviewed and agreed upon by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Agreement between Brookdale Community College and Matawan Aberdeen Regional School District (MARSD) be approved.

**BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2024 Committee Appointments**

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole

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

2024 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	NJCCC Council	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held in SLC/Navesink Rooms and Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.		
Tuesday, January 23, 2024	January 16 5 PM	January 16 5:30 PM	January 17 5:30 PM				January 18 4 PM
Tuesday, February 27, 2024	February 20 5 PM	Feb. 20 5:30 PM		February 26 5:30 PM			
Board Retreat – March 22 & 23, 2024 – Wellness Center							
Tuesday, March 26, 2024	March 19 5 PM	March 19 5:30 PM	March 20 5:30 PM			March 18	March 21 4 PM
Wednesday, April 24, 2024	April 16 5 PM	April 16 5:30 PM		April 10 5:30 PM	April 17 5:30 PM		
Tuesday, May 28, 2024	May 14 5 PM	May 14 5:30 PM					
Tuesday, June 25, 2024	June 18 5 PM	June 18 5:30 PM			June 19 5:30 PM		
NO Public Board Meeting	July 16 6:30 PM	July 16 5:30 PM					
Tuesday, August 27, 2024	August 20 5 PM	August 20 5:30 PM					
Tuesday, September 24, 2024	September 17 5 PM	Sept. 17 5:30 PM		Sept. 18 5:30 PM			September 19 4 PM
Tuesday, October 29, 2024	October 15 5 PM	October 15 5:30 PM	October 9 5:30 PM		October 16 5:30 PM		
Tuesday, November 26 2024	November 18* Monday 5 PM	November 18 Monday 5:30 PM		November 20 5:30 PM			
Tuesday, December 17, 2024	December 10 5 PM	December 10 5:30 PM	December 9 5:30 PM		December 16 5:30 PM		