

# BROOKDALE COMMUNITY COLLEGE

## Board of Trustees Regular Meeting

September 11, 2008  
5:30 p.m.

Brookdale Community College  
Warner Student Life Center  
Trustees' Conference Room  
Lincroft, New Jersey

### AGENDA

#### 1. GENERAL FUNCTIONS

- 1.1 Call to Order
- 1.2 Reading of Statement and Roll Call
- 1.3 Welcome of Guests, Staff Members and the Press
- 1.4 Approval of Minutes of the August 14, 2008 Workshop and Regular Meetings
- 1.5 Reports
  - 1.51 Acceptance of Gifts
  - 1.52 President's Report

#### 2. ADMINISTRATION

#### 3. HUMAN RESOURCES

##### 3.1 Human Resources Recommendations

The President recommends that the Board of Trustees approve the Human Resourced Recommendations as submitted.

##### 3.2 Adoption of Revised Board Policy 3.9002, Non-Discrimination

The President recommends that the Board of Trustees adopt a resolution adopting revised Board Policy 3.9002, Non-Discrimination.

#### 4. BUSINESS AND FINANCE

**4.1 Monthly Financial Report**

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

**4.2 Proposals in Excess of \$30,100 and New Jersey “Pay-to-Play” Bids and Proposals in Excess of \$17,500**

The President recommends that the Board of Trustees adopt a resolution approving the Purchases as indicated on the attached list.

**4.2a Purchases Pursuant to the New Jersey “Pay-to-Play” Non-Fair and Open Process, in Excess of \$17,500**

The President recommends that the Board of Trustees adopt a resolution approving the Purchases as indicated on the attached list.

**5. CURRICULUM AND INSTRUCTION**

**6. STUDENT PERSONNEL**

**7. BUSINESS AND COMMUNITY DEVELOPMENT**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**9.1 Hearings of Individuals, Groups, and Staff Members**

**10. ADJOURNMENT**

# BROOKDALE COMMUNITY COLLEGE

## Board of Trustees Workshop Meeting

August 14, 2008

Brookdale Community College  
Warner Student Life Center  
Trustees' Conference Room  
Lincroft, New Jersey

### 1. GENERAL FUNCTIONS

- 1.1 Board Chair Howard C. Birdsall called the meeting to order at 5:00 p.m.
- 1.2 Mrs. Karl then made the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., adequate notice of this meeting of the Board of Trustees was provided in the following manner:
  - A. On August 7, 2008, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  - B. On August 7, 2008, advance written notice of this meeting was faxed to:

*The Asbury Park Press*  
*The Star Ledger*
  - C. On August 7, 2008, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

#### Roll Call

Present: Mr. Howard C. Birdsall, Chair  
Dr. Lewis G. Anderson, Trustee  
Dr. Simon M. Bosco, Trustee  
Father Brian Butch, Trustee  
Mr. Jacob S. Elkes, Trustee  
Mr. Woodrow C. Holmes, Trustee  
Mrs. S. Lucille Jones, Trustee  
Ms. Joan Raymond, Trustee  
Ms. Michele Rizzuto, Trustee  
Dr. Peter F. Burnham, Secretary

Absent: Mr. Richard M. Maser, Trustee  
Ms. Carole Knopp Morris, Trustee

Mr. Gene J. Mulroy, Trustee

1.3 Mr. Birdsall welcomed guests, staff members and the press.

Dr. McMenamain introduced six new Administrative Division Deans. Present were: William Burns, Arts and Communications Division; Pat Gallo Vilee, Business and Technology Division; Carl Calendar, English and Reading Division; Maris Lown, Science and Health Sciences Division; Linda Myers, Mathematics; and Franklyn Rother, who was not present, Social Sciences and Education Division.

Dr. McMenamain stated that the agenda for the new deans for this summer is enrollment management with a goal of access for everyone who wants to attend Brookdale, and that they get the classes they want. The deans will also be focusing on faculty evaluations and continuing the momentum of last year with the assessment program. Mr. Birdsall welcomed the new deans. He said the decision to provide the deans was a board decision made in the past. Under the leadership of Drs. McMenamain and Burnham, this has been accomplished. He said the Board is proud of have the deans aboard.

Dr. Burnham stated this is a transformational step for Brookdale, but it is not without its controversies on campus. He said these individuals are empowered to really develop a comprehensive 21<sup>st</sup> Century vision for Brookdale. Most important is dealing with the educational product—the way it is delivered and the substance of it. This is a change for Brookdale, and right now we are in a period of transition. These six individuals will interact as a team and will strengthen the Brookdale environment. Dr. Burnham said this is one of the most important steps the College has taken in terms of transformation.

2. **BOARD BRIEFINGS AND REPORTS**

Chair Birdsall said he would like to add two items to the agenda: Prospective goals for 2008-2009, and Enrollment Report.

Monthly Financial Report

Commenting on the Monthly Financial Report, Trustee Raymond noted that this is the Start of the new fiscal year. Mr. Fehr explained that due to the timing of the Board meeting, the College was not quite finished with June 30 data on the capital side. In the next report will be noted the items carried forth. Mr. Fehr said there is a slight upward trend in interest rates.

Prospective Goals for 2008-2009

A chart of the prospective goals for 2008-2009 was distributed. Dr. Burnham said he was sharing this with the Board as a working document to try to narrow down topics for the Board retreat scheduled for November 14-15. Dr. Burnham noted that the College is at a critical moment in its history. Brookdale had a successful Middle States process, which generated a favorable response in June. The College has completed a successful financial

year despite some challenges. The College has embarked on the Big 4 capital projects, thanks to the great work of Dr. Sulton and Mr. Maser. Brookdale is going through a substantial change—experiencing tremendous demand. The real issue is where will the College be in the next five to ten years as demographics change. The College is in a new era of lack of, and change in, public support from the state and the county, which could lead to some issues down the road with regard to financial support. The College has thrived using a five-year financial plan as the basis for predicting state and local aid, enrollment projections, tuition and fees, and using that plan to overlay to the College’s strategic planning document to develop budgets. There has been labor peace, and it is hoped that climate will continue. Dr. Burnham said he feels the College is at a good point. The Board is good at anticipating the future—what will it take to stay and grow? That is what the Goals document is all about. Dr. Burnham said these fourteen goals are his personal vision and goals for the next twelve months. Not all goals will come to closure during that period, but there must be strategies for addressing them. He said that the Board is really the body that decides how to “chart the course” and he looks to the Board for guidance on where the College should go and how to continue to enjoy success. Dr. Burnham then reviewed the fourteen topics on the chart:

#### PRIMARY

1. Sustainability: Financial & Enrollment
2. Student Development
3. Academic Revitalization/Faculty Reorganization
4. Diversity Development
5. Mission Review
6. Technology: Governance & Operations
7. State and Local Relationships

#### SECONDARY

1. Succession Planning
2. Construction Projects/FMP
3. Resolving 2<sup>nd</sup> Campus
4. Project “D”
5. Foundation/Alumni
6. Partnerships/Joint Ventures
7. Personnel/Reclassifications

The above is a menu, with much imbedded in it. By using the above, plans for the Board retreat will begin to evolve.

Mr. Birdsall said that with the retreat 90 days away, the Executive Committee should convene very soon and begin to plan a program that would include all the Board in putting together which of the above items the Board needs to become involved with at the retreat. There needs to be some prioritization with the above lists since there will not be time at the retreat to cover every topic.

Dr. Burnham distributed an article regarding how New Jersey is losing its high school talent base as students are opting for out-of-state colleges. The article illustrates all 52 entities of

the United States with regard to out-migration, and the last state listed in terms of retention of its greatest asset—potential leaders and employees—was New Jersey. Dr. Burnham said that Brookdale yields almost 35% of the graduates of the area's 26 high schools. He said the issue is how does New Jersey continue, despite a lack of public policy about revitalizing higher education, to compete with its neighboring states? Dr. Burnham said he points this out as a statistical illustration as to why investment in higher education institutions, particularly Brookdale, is so important.

### Enrollment Report

Dr. McMenamain stated that drops of enrolled students for non-payment occurred last Monday; bills were due last week. The past week was spent sending letters and post cards and making phone calls to the 844 students dropped for non-payment. This number is fewer than last year and is a manageable number. Dr. McMenamain reported that the College gets back 75% of these students. However, even with the drops for non-payment, there is a strong enrollment, which is up 5.6% overall. (The College goal is 2.5%) It is important to point out that distance education enrollment is up 30% compared to last year, and the higher education centers are up 30% over last year. Although very early, the College is also seeing high numbers in the fall 10-week semester.

### 3. CONSENT AGENDA

There were no questions or comments about any of the items on the consent agenda.

### 4. RESOLUTION TO HOLD A CLOSED MEETING

The President recommended that the Board of Trustees adopt a resolution to hold a closed meeting. It was **MOVED** by **Trustee Elkes** and seconded by **Trustee Butch** that the Board of Trustees adopt a resolution indicating that a meeting of the Board shall be held at which the public shall be excluded on Thursday, August 14, 2008 at 5:55 p.m. This is in accordance with the Open Public Meetings Act. A copy of the resolution may be found on page 6.

Motion carried by the following vote:

**AYES:** Trustee Anderson, Bosco, Butch, Elkes, Holmes, Jones, Raymond,  
Rizzuto, Birdsall

**NAYS:** None

**ABSTENTIONS:** None

5. **ADJOURNMENT**

It was **MOVED** by **Trustee Butch** and seconded by **Trustee Jones** that the workshop meeting be adjourned at 5:50 p.m. Approval was unanimous.

Respectfully submitted \_\_\_\_\_  
Peter F. Burnham, Secretary

# BROOKDALE COMMUNITY COLLEGE

## Board of Trustees Regular Meeting

August 14, 2008

Brookdale Community College  
Warner Student Life Center  
Trustees' Conference Room  
Lincroft, New Jersey

### 1. GENERAL FUNCTIONS

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- 1.2 Mrs. Karl then made the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., adequate notice of this meeting of the Board of Trustees was provided in the following manner:
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*The Asbury Park Press*  
*The Star Ledger*
  - C. On August 7, 2008, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

#### Roll Call

Present: Mr. Howard C. Birdsall, Chair  
Dr. Lewis G. Anderson, Trustee  
Dr. Simon M. Bosco, Trustee  
Father Brian Butch, Trustee  
Mr. Jacob S. Elkes, Trustee  
Mr. Woodrow C. Holmes, Trustee  
Mrs. S. Lucille Jones, Trustee  
Ms. Joan Raymond, Trustee  
Ms. Michele Rizzuto, Trustee  
Dr. Peter F. Burnham, Secretary

Absent: Mr. Richard M. Maser, Trustee  
Ms. Carole Knopp Morris, Trustee

Mr. Gene J. Mulroy, Trustee

- 1.3 Mr. Birdsall welcomed guests, staff members and the press.
- 1.4 It was **MOVED** by **Trustee Butch** and seconded by **Trustee Bosco** that the minutes of the July 10, 2008 Workshop and Regular Meetings be approved.

Motion carried by the following vote:

**AYES:** Trustee Anderson, Butch, Elkes, Raymond, Rizzuto,  
Birdsall

**NAYS:** None

**ABSTENTIONS:** Trustee Bosco, Holmes, Jones

- 1.5 President Burnham urged all Board members to read the President's Report.

## 2. CONSENT AGENDA

It was **MOVED** by **Trustee Bosco** and seconded by **Trustee Jones** that the following items be approved:

- 2.1 The President recommended that the Board of Trustees approve submission of the grant applications listed. A copy of the resolution may be found on page 4.
- 2.2 The President recommended that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the President to sign funding notification forms and any appropriate amendments. A copy of the resolution may be found on page 5.
- 3.1 The President recommended that the Board of Trustees approve the Human Resources Recommendations as submitted. A copy of the recommendations may be found on pages 6-9.
- 3.2 The President recommended that the Board of Trustees lodge revised Board Policy 3.9002, Non-Discrimination, at this time for adoption at a subsequent Board meeting. A copy of the revised policy may be found on page 10.
- 4.1 The President recommended that the Monthly Financial Report be accepted by the Board of Trustees as submitted. The check register for the month of July included checks disbursed in the amount of \$7,807,741, which includes the purchase of Certificates of Deposit in the amount of \$2,000,000. A copy of the report may be found on pages 11-16.
- 4.2 The President recommended that the Board of Trustees adopt a resolution approving the Purchases in Excess of \$30,100, and New Jersey "Pay-to-Play" Bids, and Proposals in Excess of \$17,500. A copy of the resolution and list of purchases may be found on pages 17-18.

- 4.2a The President recommended that the Board of Trustees adopt a resolution approving the Purchases pursuant to the New Jersey "Pay-to-Play" Non-Fair and Open Process, in Excess of \$17,500. A copy of the resolution and list of purchases may be found on pages 19-20.

Motion carried by the following vote:

AYES: Trustee Anderson, Bosco, Butch, Elkes, Holmes, Jones,  
Raymond, Rizzuto, Birdsall

NAYS: None

ABSTENTIONS: None

3. **NEW BUSINESS**

- 3.1 No member of the public wished to be heard.

4. **ADJOURNMENT**

- 4.1 It was **MOVED** by **Trustee Butch** and seconded by **Trustee Bosco** that the meeting be adjourned at 5:55 p.m. Approval was unanimous.

Respectfully submitted \_\_\_\_\_  
Peter F. Burnham, Secretary







## **PRESIDENT'S REPORT**

### **September 2008**

#### **Recent achievements & events at Brookdale Community College.**



The Saturday, August 16, **Open House at Sandy Hook** brought a variety of visitors out on a bluebird summer day to view Brookdale's interesting coastal science facilities, enjoy the food and fun, and find out about credit and noncredit programs offered at Sandy Hook.

Special thanks to Bob Macaluso, Manager of the Sandy Hook Field Station, and Marta Quinn, Marketing's Event Manager, for taking on the event with enthusiasm!



Open Houses and plenty of participation in local fairs and events are on the cards throughout the Fall for all the Brookdale's Centers, which are enjoying record enrollments.

A **St. Louis Survivors' Reunion** was held at Brookdale the weekend of August 17 and 18 at Brookdale. The "St.Louis" was the vessel that departed Europe in 1939 with over 900 Jewish refugees bound for Cuba but was refused entry. Passengers were returned to Europe, most to face death. ("The Voyage of the Damned," a 1977 movie, was based on the story.) Eva Wiener, 10 months old at the time, and her parents survived. Eva was joined at the Reunion by St. Louis survivors from Neptune, Manchester Township and Toms River, Highland Park and Paramus, Connecticut, New York and Pennsylvania. New Jersey educators, led by Dr. Paul B. Winkler, Executive Director of the NJ Commission on Holocaust Education, were also on hand to develop and write a portion of the State's Holocaust curriculum guide about the voyage of the St Louis.

Registration is underway for two new bicycling classes offered through OBCD. Students in the 3-session **"League of American Bicyclists: Road I"** will receive instruction by Cycling League's Paul Pierro on bicycle handling and traffic skills including how to ride

safely on local roads and multi-use trails, and how to fix common mechanical problems as well as techniques to share with children. The “League Cycling Instructor (LCI) Certificaton” will be taught by Preston Tyree, Director of Education, League of American Bicyclists, and will cover the certification requirements to teach ‘BikeEd’ safe bicycling in the community. Mary Ann Waclawik of OBCD is out in front on this one.

Currently on display in the main campus’ Administration Lobby (temporary quarters for the Western Monmouth Gallery during construction) is **“9/11 – Return, Resolve, Renewal,”** through September 29. A variety of works by Thomas Abate, Harriet Cook, Andrea Tarr, Monica Watson, Veronica Yankowski, Gary Gellman, Helen Antholis, Dana Cohoon and Doris China will be featured. Thanks to Marketing’s Marta Quinn for finding a temporary home for exhibits already booked through spring 2009!



The Brookdale Police have teamed up with the nonprofit organization 180-Turning Lives Around to train volunteers for a **Domestic Violence Team** which will assist victims of domestic violence. These volunteers will work in conjunction with our Police to provide support, information, referrals, and a safety plan to victims at the time of crisis. The advocates may also discuss with the victims their legal rights in regard to obtaining a Temporary Restraining Order. The Brookdale Police Department joined the Middletown Domestic Violence Response Team (DVRT) on June 1. The volunteer advocates, who completed a mandatory 40-hour DVRT certification training, are civilian members of the community. Sergeant Michael Halpin, Brookdale Police Department, is the liaison.



History professors **Tony Snyder and Sherri West** stand before the historic Greenwich Observatory, with a view of London in the background, after presenting “Bridging the Millennial Divide: Digital Learning Strategies in the World History Classroom,” at the 17th Annual World History Association “Global Cities” conference, meeting at the Queen Mary College, University of London, from June 25-29.

The Center for Visual Arts Gallery recently hosted **“Road Shrines: A Peripheral Blue,”** works by Pamela Flynn of Lake Como. Roadside shrines originated several centuries ago in Spain and the tradition continued in Mexico; in recent years, these shrines appeared beyond the Southwest and are now found throughout the US including NJ. Flynn’s unusual artwork, based on Monmouth County roadside tributes to deceased

accident victims, was on display most of the month of August; at the close of the exhibit, Flynn's works were presented to the family and friends of the individuals memorialized.

On display now in the CVA Gallery is a **Photography & Cultural Artifacts Exhibit** in which Brookdale students and student travelers display their global finds. This exhibit, curated by Dr Janice Thomas, Director of the International Education Center at Brookdale, gives our international students and students participating in the Brookdale's Study Abroad programs the opportunity to display photographs taken abroad as well as a selection of the cultural artifacts such as drawings, paintings, journals, crafts, 3-dimensional artwork and general collected objects. The Gallery is open from 8:40 a.m. - 4 p.m. on weekdays.



On July 31, several of our new academic division deans visited Brookdale's Eastern Monmouth Higher Education Center in Neptune while on their **Higher Education Center World Tour 2008**. Pictured from left to right are Charanne Smith, Director of the Eastern Monmouth Center; Linda Myers, Dean of Mathematics; Bill Burns, Dean of Arts & Communications; Lisa Savage, Eastern Monmouth Center Assistant; and Carl Calendar, Dean of English & Reading.

The good folks in Auto Tech offered their **Fourth Annual Tool Show and Sale** on Thursday, September 18. This expo gives local and national suppliers of automotive and regular tools, equipment and parts a chance to showcase their latest products. Among the well-recognized participating companies were Snap-On, Matco, Eppy's Tool Warehouse, A&M Industrial (Craftsman), NAPA, and MAC Tools. Door prizes, special discounts and free items were offered, and the event was open to the public and Brookdale employees as well as students. "All our tool company representatives are knowledgeable and happy to assist with questions," said Lee Blaustein, Automotive Program Administrator.

**BOARD OF TRUSTEES AGENDA ITEM**

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SUBJECT: HUMAN RESOURCES  
RECOMMENDATIONS

DATE: September 11, 2008

CATEGORY: Human Resources

ITEM & FILE #: 3.1

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Recommendations

**BACKGROUND:** Each month the Board of Trustees is asked to consider numerous Human Resources items. This month there are a total of 15 recommended items. A summary of the action items is listed below with supporting documentation attached.

<b>A. Hires</b>	<b>Recommendations</b>
Faculty	3
Administrative	1
Support Staff	3
Coach	1
<b>B. Change of Status</b>	<b>Recommendations</b>
Faculty	1
Support Staff	4
<b>C. Separations</b>	<b>Recommendations</b>
Support Staff	2

**RECOMMENDATION:** The President recommends that the Board of Trustees approve the Human Resources recommendations as submitted.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: September 11, 2008

EFFECTIVE DATE: As Indicated

## BACKGROUND

### A. HIRES

#### FACULTY

1. Name: Patricia Clapp  
Department: English  
Position: Instructor, temporary fall semester  
Salary: \$22,610 prorated from annual base of \$46,689  
Effective: 9/1/08
  
2. Name: Dara Evans  
Department: English  
Position: Instructor, temporary one year position  
Salary: \$46,689  
Effective: 9/1/08
  
3. Name: Elana Maloney  
Department: English  
Position: Instructor, temporary one year position  
Salary: \$49,023  
Effective: 9/1/08

#### ADMINISTRATIVE

1. Name: Elizabeth Vocasek  
Department: International Center  
Position: Coordinator  
Salary: \$33,441 prorated from annual base of \$42,242  
Effective: 9/16/08

#### SUPPORT STAFF

1. Name: Caitlin Burns  
Department: Biology  
Position: Learning Assistant  
Salary: \$35,953  
Effective: 9/16/08
  
2. Name: Evelyn Reid  
Department: Writing  
Position: Learning Assistant  
Salary: \$35,953  
Effective: 9/16/08

3. Name: Joan Scocco  
Department: Speech Communication  
Position: Learning Assistant, 10-month position  
Salary: \$29,961, prorated from annual base of \$35,953  
Effective: 9/16/08

### **COACHES**

1. Name: Lauren Strina  
Department: Athletics  
Position: Women's Lacrosse Coach  
Salary: \$5,250  
Effective: 9/16/08

### **B. CHANGE OF STATUS**

#### **FACULTY**

1. Name: Mary Ann Kerwin  
Department: English  
Position: Instructor, temporary one year position  
Action: Temporary reassignment from N5 to faculty position through bona fide search  
New Salary: \$46,689  
Effective: 9/1/08

#### **SUPPORT STAFF**

1. Name: Lisa Savage  
Department: Outreach, Business & Community Development  
Position: Senior Office Assistant  
Action: Change in position through bona fide search  
New Salary: No change  
Effective: 9/16/08
2. Name: Shirley Sesler  
Department: Western Monmouth Higher Education Center  
Position: Higher Education Center Assistant  
Action: Change in position  
New Salary: \$47,305.70  
Effective: 9/8/08
3. Name: Beth Tarantino  
Department: Fitness  
Position: Learning Assistant  
Action: Change in hours from 20 to 30 hrs/wk  
New Salary: \$40,060 prorated from annual base of \$50,060  
Effective: 7/1/08

4. Name: Paulette Walker  
Department: Testing Services  
Position: Senior Technician  
Action: Leave of absence  
New Salary: No change  
Effective: 8/18/08 – 9/9/08

**C. SEPARATIONS**

**SUPPORT STAFF**

1. Name: Casandra Barrett  
Department: Reading  
Position: Learning Assistant  
Action: Resignation  
Effective: 9/26/08

2. Name: Ansa Thomas  
Department: Western Monmouth Higher Education Center  
Position: Higher Education Center Assistant, part-time 25 hrs/wk  
Action: Resignation  
Effective: 8/31/08

**BROOKDALE  
COMMUNITY  
COLLEGE**

765 Newman Springs Road  
Lincroft, New Jersey 07738-1579

**BOARD OF TRUSTEES AGENDA ITEM**

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SUBJECT: Adoption of Revised Board Policy 3.9002  
Non-Discrimination

DATE: September 11, 2008

CATEGORY: Human Resources

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution &  
Board Policy 3.9002,  
Non-Discrimination

**BACKGROUND:**

A revision to New Jersey’s primary civil rights law, the Law Against Discrimination (LAD), added protection for individuals from discrimination based on gender identity and expression. The 2007 expansion of LAD makes it unlawful for an employer to refuse to hire, discharge, or otherwise discriminate against employees or applicants on the basis of their gender identity or expression. “Gender identity or expression” is defined as “having or being perceived as having a gender related identity or expression whether or not stereotypically associated with a person’s assigned sex at birth.” The amendment treats gender identity or expression as separate from sexual orientation, which is also a protected characteristic. Sexual orientation refers to an individual’s attraction to others, while gender identity or expression refers to an individual’s own identity or expression.

The additional revisions to Policy 3.9002 provide clarification for characteristics that have long been covered under our policy and the law.

**RECOMMENDATION:**

The President recommends that the Board of Trustees adopt revised Board Policy 3.9002, Non-Discrimination, at this time.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: September 11, 2008

EFFECTIVE DATE: September 11, 2008

## RESOLUTION

**WHEREAS**, the New Jersey Law Against Discrimination (LAD) has been revised; and

**WHEREAS**, the expansion of LAD makes it unlawful for an employer to refuse to hire, discharge, or otherwise discriminate against employees and applicants on the basis of their gender identity or expression; and

**WHEREAS**, this expanded protection requires that Board Policy 3.9002, Non-Discrimination, be revised; and

**WHEREAS**, revisions to the policy were made and lodged with the Board of Trustees at its meeting held on August 14, 2008;

**NOW THEREFORE BE IT RESOLVED** that revised Board Policy 3.9002, Non-Discrimination, is hereby adopted.

September 11, 2008

**BROOKDALE COMMUNITY COLLEGE  
BOARD POLICY**

**3.9002****I. Title of Policy**

Non-Discrimination

**II. Objective of Policy**

To affirm the College's position on Equal Employment & Educational Opportunity and on Discrimination, Harassment, and Hostile Environment in the workplace and educational programs.

**III. Authority**

All applicable legislation including but not limited to Titles VI and VII of the Civil Rights Act of 1964 as amended; Civil Rights Act of 1991; Title IX of the Educational Amendments of 1972 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; Age Discrimination in Employment Act as amended; Americans with Disabilities Act; New Jersey Law Against Discrimination; Chapter 103, P.L.2006; Title 18A of the New Jersey Statutes; and the Bylaws of the Board of Trustees

**IV. Policy Statement**

Brookdale Community College is an Equal Opportunity/Affirmative Action institution. No person in whatever relationship with the College, shall be subjected to discrimination or harassment on the basis of race, creed, color, nationality, national origin, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, gender identity or expression, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability (including perceived, physical, mental, and/or intellectual disability), or other protected categories or activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

**V. Responsibility for Implementation**

President

Approved: Board of Trustees  
Effective: 6/21/01  
Revised: 12/9/04  
Revised: 04/12/07  
Revised: 09/11/08



**BROOKDALE COMMUNITY COLLEGE  
OPERATING FUND  
BUDGET SUMMARY REPORT  
2008/2009**

AS OF AUGUST 31, 2008

CATEGORY	ORIG. BUDGET	ADD'L. APPR & TRANS.	TOTAL FUNDS AVAILABLE	COMMIT.	BALANCE
PRESIDENT'S DIVISION	\$2,484,035	\$0	\$2,484,035	\$2,184,765	\$299,270
ADMIN & OPERATIONS	9,541,058	(1,268)	9,539,790	8,611,771	928,019
BUSINESS & FINANCE	1,998,166	(696)	1,997,470	1,733,815	263,655
EDUCATIONAL SRVCS	42,697,259	1,964	42,699,223	34,549,033	8,150,190
BUSINESS & COMM DEV	2,956,220	0	2,956,220	1,807,577	1,148,643
DEVEL, COMM & GOV REL	444,198	0	444,198	423,528	20,670
UTILITIES	5,663,550	0	5,663,550	4,262,844	1,400,706
BNFTS & GENRL INST.	21,395,303	0	21,395,303	16,688,896	4,706,407
<b>TOTALS</b>	<b>\$87,179,789</b>	<b>\$0</b>	<b>\$87,179,789</b>	<b>\$70,262,229</b>	<b>\$16,917,560</b>

**BROOKDALE COMMUNITY COLLEGE  
CAPITAL FUND  
BUDGET SUMMARY REPORT  
2008/2009**

AS OF AUGUST 31, 2008

CATEGORY	ORIG BUDGET	ADD'L. APPR & TRANS.	TOTAL FUNDS AVAILABLE	COMMIT.	BALANCE
<b>RENEWALS &amp; REPLACEMENTS</b>	\$300,000	\$41,606,423	\$41,906,423	\$1,833,381	\$40,073,042
<b>CONSTRUCTION</b>	0	0	0	0	0
<b>MINOR CAPITAL</b>	5,191,987	0	5,191,987	2,184,670	3,007,317
<b>TOTAL</b>	<u>\$5,491,987</u>	<u>\$41,606,423</u>	<u>\$47,098,410</u>	<u>\$4,018,051</u>	<u>\$43,080,359</u>

**BROOKDALE COMMUNITY COLLEGE  
OPERATING FUND  
INCOME SUMMARY REPORT  
2008/2009**

AS OF AUGUST 31, 2008

SOURCE	ANTICIP. REVENUE	ADJUST.	REVISED REVENUE	REVENUE RECEIVED	BALANCE
STATE OF NEW JERSEY	\$12,206,084	\$0	\$12,206,084	\$2,025,660	\$10,180,424
COUNTY OF MONMOUTH	26,360,468	0	26,360,468	4,393,413	21,967,055
STUDENT TUITION	36,722,944	0	36,722,944	18,275,150	18,447,794
STUDENT FEES	5,333,614	0	5,333,614	2,663,299	2,670,315
BUSINESS & COMM DEVELOP	3,017,587	0	3,017,587	1,659,433	1,358,154
APPROP. FROM RESERVE	1,181,679	0	1,181,679	1,181,679	0
MISCELLANEOUS	2,357,413	0	2,357,413	313,287	2,044,126
<b>TOTAL</b>	<b>\$87,179,789</b>	<b>\$0</b>	<b>\$87,179,789</b>	<b>\$30,511,921</b>	<b>\$56,667,868</b>

**BROOKDALE COMMUNITY COLLEGE  
CAPITAL FUND  
INCOME SUMMARY REPORT  
2008/2009**

AS OF AUGUST 31, 2008

<b>SOURCE</b>	<b>ANTICIPATED REVENUE</b>	<b>ADJUST.</b>	<b>REVISED REVENUE</b>	<b>REVENUE RECEIVED</b>	<b>BALANCE</b>
<b>STATE OF NEW JERSEY</b>	\$0	\$2,671,370	\$2,671,370	\$0	\$2,671,370
<b>COUNTY OF MONMOUTH</b>	2,200,000	2,671,370	4,871,370	1,166,666	3,704,704
<b>OTHER</b>	3,291,987	36,263,684	39,555,671	800,578	38,755,093
<b>TOTAL</b>	<u>\$5,491,987</u>	<u>\$41,606,423</u>	<u>\$47,098,410</u>	<u>\$1,967,244</u>	<u>\$45,131,166</u>

**BROOKDALE COMMUNITY COLLEGE  
SUMMARY OF INVESTMENTS  
2008/2009**

AS OF AUGUST 31, 2008

<b>PURCHASE DATE</b>	<b>BANK NAME</b>	<b>PURCHASE AMOUNT</b>	<b>MATURITY DATE</b>	<b>INTEREST AT MATURITY</b>	<b>INTEREST EARNED</b>	<b>INTEREST RATE</b>
<b>Redeemed/called Investments</b>						
01/30/08	INVESTORS SAVINGS	1,000,000	07/30/08	20,648.34	20,648.34	4.05
08/16/07	INVESTORS SAVINGS	1,000,000	08/16/08	53,196.61	53,196.61	5.30
<b>Total Investments redeemed/called</b>		<u>2,000,000</u>		<u>73,844.95</u>	<u>73,844.95</u>	
<b>Outstanding Certificates of Deposit</b>						
09/25/07	INVESTORS SAVINGS	1,000,000	09/25/08	51,500.00	-	5.15
11/20/07	SUN NATIONAL	1,000,000	11/20/08	46,000.00	-	4.60
12/20/07	INVESTORS SAVINGS	1,000,000	12/20/08	45,500.00	-	4.55
01/30/08	TWO RIVER COMMUNITY	1,000,000	01/30/09	35,000.00	-	3.50
03/04/08	INVESTORS SAVINGS	1,000,000	09/04/08	16,500.00	-	3.30
03/04/08	TWO RIVER COMMUNITY	1,000,000	03/04/09	32,100.00	-	3.21
04/29/08	INVESTORS SAVINGS	1,000,000	10/29/08	15,500.00	-	3.10
04/29/08	INVESTORS SAVINGS	1,000,000	04/29/09	32,500.00	-	3.25
06/16/08	INVESTORS SAVINGS	1,000,000	12/16/08	14,800.00	-	3.00
06/16/08	OCEANFIRST	1,000,000	06/16/09	32,500.00	-	3.25
07/08/08	SUN NATIONAL	1,000,000	01/08/09	15,500.00	-	3.10
07/08/08	SUN NATIONAL	1,000,000	07/08/09	35,000.00	-	3.50
08/26/08	INVESTORS SAVINGS	1,000,000	2/26/09	16,250.00	-	3.25
08/26/08	INVESTORS SAVINGS	1,000,000	08/26/09	36,800.00	-	3.68
<b>Total Investments outstanding</b>		<u>14,000,000</u>		<u>425,450.00</u>	-	
<b>Total Investments redeemed/outstanding</b>		<u>\$16,000,000</u>		<u>\$499,294.95</u>	<u>\$73,844.95</u>	

**BROOKDALE COMMUNITY COLLEGE  
TREASURER'S REPORT  
2008/2009**

**AS OF AUGUST 31, 2008**

<b>Cash:</b>		
<b>Operating</b>	\$17,323,811.39	
<b>Payroll</b>	<u>7,500.00</u>	
 <b>Total Cash</b>		\$17,331,311.39
 <b>Investments:</b>		
<b>Certificates of Deposit</b>		<u>14,000,000.00</u>
 <b>Total Cash and Investments</b>		<u><u>\$31,331,311.39</u></u>

NOTES:  
August's estimated rate of return in the cash account was 2%.

**BROOKDALE  
COMMUNITY  
COLLEGE**

765 Newman Springs Road  
Lincroft, New Jersey  
07738-1579

**BOARD OF TRUSTEES AGENDA ITEM**

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SUBJECT: Purchases in Excess of \$30,100, and  
New Jersey "Pay-to-Play" Bids, and  
Proposals in Excess of \$17,500

DATE: September 11, 2008

CATEGORY: Business & Finance

ITEM & FILE #: 4.2

REASON FOR BOARD CONSIDERATION: Approval

ENCLOSURE (S): Resolution &  
List of Purchases

**BACKGROUND**

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$30,100. These proposed contracts have been bid in accordance with "County College Contract 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 meet the New Jersey State "Pay-to-Play" Law, N.J.S.A. 19:44a-20.1 et seq., Chapters 51 and 271.

Additional details for these contracts have been provided for review by the Board of Trustees.

**RECOMMENDATION:**

The President recommends that the Board of Trustees adopt a resolution approving the Purchases as indicated on the attached list.

INITIATOR OF ITEM: George J. Fehr

BOARD ACTION DATE: September 11, 2008

EFFECTIVE DATE: September 11, 2008

## **R E S O L U T I O N**

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchases in excess of \$30,100, or purchases with a combined total in excess of \$30,100; 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 the Board of Trustees approval for any bids or proposals over \$17,500; and

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

**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 \$30,100.00  
SEPTEMBER 11, 2008**

<b>Board Item #</b>	<b>Category Vendor/Contractor</b>	<b>Basis Of Recommendation</b>	<b>Amount Of Purchase</b>
1.	Switched Ethernet Service (SES) for Intercampus Connectivity a. Verizon	EXEMPT 18A:64A-25.9 2 <sup>nd</sup> year of a 3 year contract	\$125,880.00

**BROOKDALE  
COMMUNITY  
COLLEGE**

765 Newman Springs Road  
Lincroft, New Jersey  
07738-1579

**BOARD OF TRUSTEES AGENDA ITEM**

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SUBJECT: Purchases pursuant to the New Jersey  
“Pay-to-Play” Non Fair and Open  
Process, in Excess of \$17,500

DATE: September 11, 2008

CATEGORY: Business & Finance

ITEM & FILE #: 4.2a

REASON FOR BOARD CONSIDERATION: Approval

ENCLOSURE (S): Resolution &  
List of Purchases

**BACKGROUND**

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College. These proposed contracts are in excess of \$17,500 and are not awarded pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.1 et seq., Chapters 51 and 271).

Additional details for these contracts have been provided for review by the Board of Trustees.

**RECOMMENDATION:**

The President recommends that the Board of Trustees adopt a resolution approving the Purchases as indicated on the attached list.

INITIATOR OF ITEM: George J. Fehr

BOARD ACTION DATE: September 11, 2008

EFFECTIVE DATE: September 11, 2008

## **R E S O L U T I O N**

**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 purchases over \$17,500, that are not awarded pursuant to a “fair and open” process; and

**WHEREAS**, the Director of Materiel and Printing Services has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the vendor has completed and submitted a Political Contribution Disclosure, and a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in the previous year, and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; 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**, all bases of recommendations have been reviewed and approved by College Counsel;

**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  
FOR NJ “PAY-TO-PLAY” NON FAIR AND OPEN CONTRACTS  
IN EXCESS OF \$17,500.00  
SEPTEMBER 11, 2008**

<b>Board Item #</b>	<b>Category Vendor/Contractor</b>	<b>Amount of Purchase</b>
1.	PowerFAIDS Software License and Accuplacer Tests a. The College Board	\$70,000.00