

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Regular Meeting

September 10, 2009
6:00 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 13, 2009, Workshop and Regular Meetings
- 1.5 Communications and Introductions
- 1.6 Reports
 - 1.61 President's Report

2. ADMINISTRATION

2.1 Acceptance of Grants

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

3. HUMAN RESOURCES

3.1 Human Resources Recommendations

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

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 \$32,000 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.

4.3 **Adoption of Board Policy 4.7001 and College Regulation 4.7001R, Red Flag Identity theft Prevention Program**

The President recommends that the Board of Trustees adopt a resolution adopting Board Policy 4.7001, and College Regulation 4.7001R, Red Flag Identity Theft Prevention Program.

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**

9.2 **Resolution to Hold a Closed Meeting**

10. **ADJOURNMENT**

BOARD OF TRUSTEES AGENDA ITEM

**BROOKDALE
COMMUNITY
COLLEGE**

765 Newman Spring Road
Lincroft, New Jersey 07738-1579

SUBJECT: Acceptance of Grants

DATE: September 10, 2009

CATEGORY: Administration

ITEM & FILE #: 2.1

REASON FOR BOARD CONSIDERATION: Approval ENCLOSURE(S): Resolution

BACKGROUND:

Board Policy 2.0000, Acceptance of Gifts and Grants, requires that all grants received from outside funding agencies be recommended to the Board of Trustees for approval. The following funds have been awarded to the College:

Perkins Vocational Education

Brookdale has been awarded a grant from the New Jersey Department of Education, Office of Vocational-Technical, Career and Adult Programs, for funding under its Carl D. Perkins Vocational and Technical Education Act (Perkins III) Program. Funding for FY'10 will enable the College to update equipment and technology in several career and technical education programs; increase or maintain performance levels in skill proficiency, program completion and retention, career placement and participation in non-traditional programs; and integrate academic and career and technical instruction. Funding will also support occupational program reviews. Nancy Kegelmann, Dean of Academic Affairs, will administer the program.

The total grant award is \$573,158, and does not require a College match.

RECOMMENDATION:

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

INITIATOR OF ITEM: Dr. Webster B. Trammell

BOARD ACTION DATE: September 10, 2009

EFFECTIVE DATE: September 10, 2009

Displaced Homemakers

Brookdale has been awarded a grant from the New Jersey Department of Community Affairs, Division on Women, for continued funding under its Displaced Homemakers Program. The program provides employability skills training to approximately 250 displaced homemakers residing in Monmouth County. Program services include intake assessment, educational training/employment development, individual and group counseling, workshops, referrals and job development/placement and are offered at the Eastern Monmouth, Northern Monmouth, Long Branch, and Western Monmouth Higher Education Centers. The program is under the direction of Robin Vogel, Coordinator Displaced Homemakers, and has received funding for the past twenty-six years.

The total grant award is **\$117,180** with a cash match of **\$17,299** for a total of **\$134,479**.

INITIATOR OF ITEM: Dr. Webster B. Trammell
BOARD ACTION DATE: September 10, 2009
EFFECTIVE DATE: September 10, 2009

**COLLEGE CONTRIBUTION ANALYSIS - ACCEPTANCES
SEPTEMBER 10, 2009**

Grant Name	Grant Request	In-kind Personnel / Fringe	In-kind Equip. & Other	Total BCC In-kind	Cash Personnel /Fringe	Cash Equip. & Other	Total BCC Cash	TOTAL FUNDING
Perkins	\$573,158							\$573,158
Displaced Homemakers	\$117,180				\$17,299		\$17,299	\$134,479
TOTAL	\$690,338				\$17,299		\$17,299	\$707,637

INITIATOR OF ITEM: Dr. Webster B. Trammell

BOARD ACTION DATE: September 10, 2009

EFFECTIVE DATE: September 10, 2009

RESOLUTION

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

<u>Perkins</u>	<u>Amount</u>
<u>Displaced Homemakers</u>	\$573,158
	\$117,180

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.

BOARD OF TRUSTEES AGENDA ITEM

SUBJECT: HUMAN RESOURCES
RECOMMENDATIONS

DATE: September 10, 2009

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.

A. Hires

Faculty
Administrative
Support Staff

Recommendations

1
1
2

B. Change of Status

Faculty
Administrative
Police

Recommendations

4
2
2

C. Separations

Administrative
Support Staff

Recommendations

1
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 10, 2009

EFFECTIVE DATE: As Indicated

BACKGROUND

A. HIRES

FACULTY

1. Name: Evelyn McDowell
Department: Reading
Position: Instructor, temporary fall position
Salary: \$23,289, prorated from annual base of \$48,090
Effective: 9/1/09

ADMINISTRATIVE

1. Name: Michael Medley
Department: Athletics & Recreation
Position: Coordinator
Salary: \$33,971 prorated from annual base of \$43,509
Effective: 9/21/09

SUPPORT STAFF

1. Name: Christine Bell
Department: Environmental Sciences
Position: Learning Assistant
Salary: \$37,391
Effective: 9/16/09
2. Name: Jennifer Stenerson
Department: Accounting Administration
Position: Accounts Receivable Specialist
Salary: \$34,143
Effective: 9/16/09

B. CHANGE OF STATUS

FACULTY

1. Name: Mary Ann DeSarno
Department: English
Position: Professor
Action: FMLA, schedule reduced by 40%
Effective: 9/1/09 – 12/23/09
2. Name: Jennifer Kaminski
Department: English
Position: Instructor
Action: FMLA, schedule reduced by 40%
Effective: 9/1/09 – 12/23/09

3. Name: Sandra Varone
 Department: English
 Position: Professor
 Action: FMLA, schedule reduced by 40%
 Effective: 9/1/09 – 12/23/09

4. Name: Sarah Morgan
 Department: English
 Position: Instructor, temporary one semester position
 Action: Temporary reassignment from N5 to faculty position through bona fide search

 New Salary: \$23,289 prorated from an annual base of \$48,090
 Effective: 9/1/09 – 12/23/09

ADMINISTRATIVE

1. Name: Joyce Cosentino
 Department: Athletics & Recreation
 Position: Supervisor, Fitness Center
 Action: Reassignment from N4 to A3 through bona fide search
 New Salary: \$37,145 prorated from annual base of \$46,920
 Effective: 9/16/09

2. Name: Kathleen Shea
 Department: Admissions
 Position: Admissions Representative
 Action: New Jersey Family Leave
 Effective: 8/2/09 – 1/31/10

POLICE

1. Name: Michael Halpin
 Department: Police
 Position: Sergeant
 Action: Leave of Absence, FMLA
 Effective: 9/8/09 – 10/28/09

2. Name: Craig Iacouzzi
 Department: Police
 Position: Police Office
 Action: Conditional FMLA, schedule reduced by 3 hrs/week
 Effective: 9/1/09 – 4/23/09

C. SEPARATIONS

ADMINISTRATIVE

1. Name: Ray White
Department: Print Shop
Position: Manager
Action: Retirement
Effective: 9/30/09

SUPPORT STAFF

1. Name: Martella Allen
Department: Testing Services
Position: Senior Technician
Action: Resignation
Effective: 8/13/09
2. Name: Amy Boyd
Department: Student Services, Branch Campus & HEC
Position: Learning Assistant, HEC
Action: Resignation
Effective: 8/21/09

**BROOKDALE COMMUNITY COLLEGE
OPERATING FUND
BUDGET SUMMARY REPORT
2009/2010**

AS OF JULY 31, 2009

CATEGORY	ORIG. BUDGET	ADD'L. APPR & TRANS.	TOTAL FUNDS AVAILABLE	COMMIT.	BALANCE
PRESIDENT'S DIVISION	\$2,558,055	\$72,151	\$2,630,206	\$2,233,048	\$397,158
ADMIN & OPERATIONS	10,791,269	0	10,791,269	8,968,406	1,822,863
BUSINESS & FINANCE	2,090,211	0	2,090,211	1,776,122	314,089
EDUCATIONAL SRVCS	45,148,860	13,149	45,162,009	31,015,276	14,146,733
BUSINESS & COMM DEV	2,998,385	0	2,998,385	1,592,211	1,406,174
DEVEL, COMM & GOV REL	454,429	0	454,429	433,541	20,888
UTILITIES	5,951,728	0	5,951,728	4,854,829	1,096,899
BNFTS & GENRL INST.	22,510,168	(85,300)	22,424,868	16,414,517	6,010,351
TOTALS	\$92,503,105	\$0	\$92,503,105	\$67,287,950	\$25,215,155

**BROOKDALE COMMUNITY COLLEGE
CAPITAL FUND
BUDGET SUMMARY REPORT
2009/2010**

AS OF JULY 31, 2009

CATEGORY	ORIG BUDGET	ADD'L. APPR & TRANS.	TOTAL FUNDS AVAILABLE	COMMIT.	BALANCE
RENEWALS & REPLACEMENTS	\$8,073,000	\$37,225,704	\$45,298,704	\$25,614,071	\$19,684,633
CONSTRUCTION	0	0	0	0	0
MINOR CAPITAL	5,301,407	0	5,301,407	2,039,545	3,261,862
TOTAL	<u>\$13,374,407</u>	<u>\$37,225,704</u>	<u>\$50,600,111</u>	<u>\$27,653,616</u>	<u>\$22,946,495</u>

**BROOKDALE COMMUNITY COLLEGE
OPERATING FUND
INCOME SUMMARY REPORT
2009/2010**

AS OF JULY 31, 2009

SOURCE	ANTICIP. REVENUE	ADJUST.	REVISED REVENUE	REVENUE RECEIVED	BALANCE
STATE OF NEW JERSEY	\$12,151,080	\$0	\$12,151,080	\$1,016,385	\$11,134,695
COUNTY OF MONMOUTH	26,787,228	0	26,787,228	2,232,269	24,554,959
STUDENT TUITION	41,434,365	0	41,434,365	17,072,759	24,361,606
STUDENT FEES	5,877,785	0	5,877,785	2,486,466	3,391,319
BUSINESS & COMM DEVELOP	3,050,000	0	3,050,000	916,731	2,133,269
APPROP. FROM RESERVE	1,202,647	0	1,202,647	1,202,647	0
MISCELLANEOUS	2,000,000	0	2,000,000	48,914	1,951,086
TOTAL	\$92,503,105	\$0	\$92,503,105	\$24,976,171	\$67,526,934

**BROOKDALE COMMUNITY COLLEGE
CAPITAL FUND
INCOME SUMMARY REPORT
2009/2010**

AS OF JULY 31, 2009

SOURCE	ANTICIPATED REVENUE	ADJUST.	REVISED REVENUE	REVENUE RECEIVED	BALANCE
STATE OF NEW JERSEY	\$1,250,000	\$1,934,558	\$3,184,558	\$0	\$3,184,558
COUNTY OF MONMOUTH	3,650,000	1,934,558	5,584,558	1,129,521	4,455,037
OTHER	8,474,407	33,356,588	41,830,995	452,454	41,378,541
TOTAL	<u>\$13,374,407</u>	<u>\$37,225,704</u>	<u>\$50,600,111</u>	<u>\$1,581,975</u>	<u>\$49,018,136</u>

**BROOKDALE COMMUNITY COLLEGE
SUMMARY OF INVESTMENTS
2009/2010**

AS OF JULY 31, 2009

PURCHASE DATE	BANK NAME	PURCHASE AMOUNT	MATURITY DATE	INTEREST AT MATURITY	INTEREST EARNED	INTEREST RATE
Redeemed/called Investments						
07/08/08	SUN NATIONAL	\$1,000,000	07/08/09	\$34,953.89	\$34,953.89	3.50
01/26/09	INVESTORS SAVINGS	<u>1,000,000</u>	07/27/09	<u>13,366.36</u>	<u>13,366.36</u>	2.68
Total Investments redeemed/called		<u>2,000,000</u>		<u>48,320.25</u>	<u>48,320.25</u>	
Outstanding Certificates of Deposit						
08/26/08	INVESTORS SAVINGS	1,000,000	08/26/09	36,800.00	-	3.68
10/15/08	NJ COMMUNITY BANK	1,000,000	10/15/09	38,500.00	-	3.85
11/04/08	INVESTORS SAVINGS	1,000,000	11/04/09	40,500.00	-	4.05
12/10/08	SUN NATIONAL	1,000,000	12/10/09	35,500.00	-	3.55
01/26/09	INVESTORS SAVINGS	2,000,000	01/26/10	60,000.00	-	3.00
02/04/09	NJ COMMUNITY BANK	1,000,000	08/05/09	11,218.00	-	2.25
02/04/09	NJ COMMUNITY BANK	1,000,000	11/04/09	19,140.00	-	2.55
03/06/09	TD BANK	1,000,000	12/01/09	14,572.00	-	1.97
03/06/09	TD BANK	1,000,000	03/06/10	21,500.00	-	2.15
03/06/09	NJ COMMUNIITY BANK	1,000,000	03/06/10	22,500.00	-	2.25
04/16/09	SUN NATIONAL	1,000,000	04/16/10	20,000.00	-	2.00
04/16/09	INVESTORS SAVINGS	2,000,000	10/15/09	14,950.00	-	1.50
05/13/09	NJ COMMUNIITY BANK	2,000,000	02/06/10	28,100.00	-	1.90
05/13/09	SUN NATIONAL	1,000,000	05/13/10	21,500.00	-	2.15
06/22/09	NJ COMMUNITY BANK	1,000,000	03/22/10	14,645.00	-	1.98
06/22/09	NJ COMMUNITY BANK	<u>1,000,000</u>	06/22/10	<u>19,800.00</u>	<u>-</u>	1.98
Total Investments outstanding		<u>19,000,000</u>		<u>419,225.00</u>	<u>-</u>	
Total Investments redeemed/outstanding		<u>\$21,000,000</u>		<u>\$467,545.25</u>	<u>\$48,320.25</u>	

**BROOKDALE COMMUNITY COLLEGE
TREASURER'S REPORT
2009/2010**

AS OF JULY 31, 2009

Cash:		
Operating	\$8,599,267.33	
Payroll	<u>10,258.55</u>	
Total Cash		\$8,609,525.88
Investments:		
Certificates of Deposit		<u>19,000,000.00</u>
Total Cash and Investments		<u><u>\$27,609,525.88</u></u>

NOTES:

July's rate of return in the cash account was .295%.

**BROOKDALE
COMMUNITY
COLLEGE**

765 Newman Springs Road
Lincroft, New Jersey
07738-1579

BOARD OF TRUSTEES AGENDA ITEM

SUBJECT: Purchases in Excess of \$32,000, and
New Jersey "Pay-to-Play" Bids, and
Proposals in Excess of \$17,500

DATE: September 10, 2009

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 \$32,000. 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 10, 2009

EFFECTIVE DATE: September 10, 2009

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 \$32,000, or purchases with a combined total in excess of \$32,000; 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 \$32,000.00
SEPTEMBER 10, 2009**

Board Item #	Category Vendor/Contractor	Basis Of Recommendation	Amount Of Purchase
1.	2010 Ford E350 Passenger Van a. Motors Fleet	EXEMPT 18A:64A-25.9	\$25,976.73
2.	Back-Up Generators for ATEC, BAC, OIT and SLC #10-03 a. Sun Electrical Construction Corporation	BID	\$365,940.00
3.	Men's Bathroom Renovations #10-04 a. Sandy Hook Interiors Inc.	BID	\$66,600.00
4.	Fall 2009 Van Shuttle Services #10-05 a. Durham School Services LP	BID	\$24,732.96
5.	Audio Equipment for Performing Arts Center #10-06 a. Stuyvesant Partners b. Levin Professional Services, Inc. c. All Pro Sound	BID	\$ 1,173.40 \$22,145.00 <u>\$ 4,447.49</u> \$27,765.89
6.	UltraSim Training Simulator, Mannequin, and Software #10-07 a. Medsim, Inc.	BID	\$89,090.00
7.	Refurbished Ultrasound Systems #10-08	BID IS BEING REJECTED	
8.	HP Servers a. Hewlett Packard	EXEMPT 18A:64A-25.9	\$28,599.06

**BROOKDALE
COMMUNITY
COLLEGE**

765 Newman Springs Road
Lincroft, New Jersey
07738-1579

BOARD OF TRUSTEES AGENDA ITEM

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

DATE: September 10, 2009

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 10, 2009

EFFECTIVE DATE: September 10, 2009

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 10, 2009**

Board Item #	Category Vendor/Contractor	Basis of Recommendation	Determination Of Value
1.	Recruitment and Advertising Services a. Sentinel Publishing dba Greater Media Newspapers	18A:64A-25.5.a.(20)	\$75,000.00

**BROOKDALE
COMMUNITY
COLLEGE**

765 Newman Springs Road
Lincroft, New Jersey 07738-1579

BOARD OF TRUSTEES AGENDA ITEM

SUBJECT: Adoption of Board Policy 4.7001 and College Regulation 4.7001R, Red Flag Identity Theft Prevention Program

DATE: September 10, 2009

CATEGORY: Business and Finance

ITEM & FILE #: 4.3

REASON FOR BOARD CONSIDERATION: Adoption

ENCLOSURE(S): Resolution, Board Policy 4.7001 & College Regulation 4.7001R, Red Flag Identity Theft Prevention Program

BACKGROUND

The Federal Trade Commission published final rules, effective May 2009, including the **Red Flag Rule**, implementing part of the Fair and Accurate Credit Transaction Act of 2003 (FACTA) regarding the rules of creditors, card issuers and users of consumer reports with respect to the prevention of identity theft. The Red Flag Rule is intended to reduce the risk of identity theft by requiring stronger fraud prevention to protect consumers' personal data.

The proposed Policy and Regulation, "Red Flag Identity Theft Prevention Program" enables the College to be in compliance with the Red Flag Rule and focuses on the College's need to be alert to and respond to patterns, practices, and activities that signal possible identity theft attempts.

The Policy and Regulation were developed with the oversight and approval of the Vice President of Finance/CFO and reviewed by College Counsel. The legislation requires initial Board approval of the Policy and thereafter permits management to monitor and amend as needed.

Board Policy 4.7001 and College Regulation 4.7001R were lodged at the August 13, 2009 Board meeting and are now being presented for Board adoption.

RECOMMENDATION

The President recommends that the Board of Trustees adopt a resolution adopting Board Policy 4.7001, and College Regulation 4.7001R, Red Flag Identity Theft Prevention Program.

INITIATOR OF ITEM: George J. Fehr

BOARD ACTION DATE: September 10, 2009

EFFECTIVE DATE: September 10, 2009

R E S O L U T I O N

WHEREAS, the Federal Trade Commission published final rules, effective May 2009, including the Red Flag Rule, implementing part of the Fair and Accurate Credit Transaction Act of 2003 (FACTA) regarding the rules of creditors, card issuers and users of consumer reports with respect to the prevention of identity theft; and

WHEREAS, the Red Flag Rule is intended to reduce the risk of identity theft by requiring stronger fraud prevention to protect consumers' personal data; and

WHEREAS, Board Policy 4.7001 and College Regulation 4.7001R, Red Flag Identity Theft Prevention Program, will enable the College to be in compliance with the Red Flag Rule and focus on the College's need to be alert to and respond to patterns, practices, and activities that signal possible identity theft attempts; and

WHEREAS, the legislation requires initial Board approval of the Policy; and

WHEREAS, Board Policy 4.7001 and College Regulation 4.7001R, Red Flag Identity Theft Prevention Program, were lodged by the Board of Trustees at a Board meeting held August 13, 2009;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Board Policy 4.7001 and College Regulation 4.7001R, Red Flag Identity Theft Prevention Program, are hereby adopted.

September 10, 2009

**BROOKDALE COMMUNITY COLLEGE
BOARD POLICY**

4.7001

I. **Title of Policy**

Red Flag Identity Theft Prevention Program

II. **Objective of Policy**

The College hereby establishes an identity theft program (“the Program”) to comply with the “Red Flags Rule,” promulgated by the Federal Trade Commission (FTC). The Program is designed to detect, prevent and mitigate identity theft, which is a threat to the well-being of the College community.

III. **Authority**

The “Red Flag Rule” has been promulgated by the FTC in the FTC’s implementation of Sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003, an amendment to the Fair Credit Reporting Act (FCRA) pursuant to U.S.C. 1681s(a)(1).

IV. **Policy Statement**

The Red Flag Rule requires institutions that hold “covered accounts” (accounts as to which a person makes repeat payments) to develop and implement an identity theft prevention program for new and existing accounts.

The President will develop College Regulations and procedures as required to ensure compliance with the Program which shall include reasonable steps to:

1. Identify relevant Red Flags for covered accounts that the College offers or maintains and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and
4. Ensure that the Program is updated periodically to reflect changes in risks to College consumers and to the safety and soundness of the College from identity theft.

V. **Responsibility for Implementation**

President

Lodged: August 13, 2009
Approved:

**BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION**

4.7001R

I. Title of Regulation

Red Flag Identity Theft Prevention Program (the “Program”)

II. Objective of Regulation

To establish the Program designed to reasonably detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the program.

III. Authority

Federal Trade Commission final rule under sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003 (the “Red Flag Rule”).

IV. Regulation Statement

The College has designed a Program to reasonably detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program will:

1. Identify relevant Red Flags for new and existing covered accounts that the College offers or maintains and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to the College community and to the safety and soundness of the creditor from identity theft.

The Program shall, as appropriate, supplement College policies and regulations that control reasonably foreseeable risks.

Covered Accounts

The College has identified several types of covered accounts, including accounts administered by the College and accounts administered by service providers.

The covered accounts administered by the College are Colleague student accounts, employee accounts, and employee records.

The covered accounts administered by service providers are payment plan accounts, Web payment accounts, collection accounts, and various covered accounts.

Identification of Relevant Red Flags

The following items or situations may demonstrate the existence of a Red Flag:

1. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services;
2. The presentation of suspicious or inconsistent documents or personal identifying information;
3. The unusual use of, or other suspicious activity related to, a covered account;
4. A request made from a non-College issued e-mail account;
5. A request to mail something to an address not listed on the requestor's file;
6. Notice from a student, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.

Detection of Red Flags

Red Flags in connection with the opening of covered accounts and existing covered accounts shall be detected by:

1. Obtaining identifying information such as name, date of birth, home address or other identification, and verifying the identity of a person opening a covered account; and
2. Authenticating the identification of students if they request information either in person, via telephone or e-mail. Verifying the validity of change of billing address requests and in banking information for billing and payment purposes in the case of existing covered accounts.

In order to detect any of the Red Flags identified above in situations involving an employment position for which a background or credit report is sought, the College will require written verification from any applicant that the address provided by the applicant is accurate. In the event that notice of an address discrepancy is received, the College shall verify that the background and/or credit report pertains to the applicant for whom the requested report was made and report to the reporting agency an address for the applicant that the College has reasonably confirmed is accurate.

Oversight of the Program

Responsibility for developing, implementing and updating this Program lies with the College's Program Administrator, the Director of Accounting / Risk Manager. The Program Administrator is responsible for:

1. The administration of the Program;
2. Ensuring the appropriate Program training for the College's staff;
3. Reviewing and investigating any staff reports regarding the detection of Red Flags and compliance;
4. Ensuring the College's responsiveness to alleged incidents of identity theft;
5. Determining which steps of prevention and mitigation should be taken in particular circumstances;
6. Recommending material changes to this Regulation to the College's President, as necessary to address changing risks of identity theft; and

7. Reviewing all requests by the College's staff seeking access to student or staff member social security numbers.

Response to Detection

The following are appropriate responses to detected Red Flags in order to prevent and mitigate identity theft:

1. Deny access to the covered account until other information is available to eliminate the Red Flag, or close the existing covered account;
2. Contact the student and/or provide the student with a new student identification number;
3. Change any passwords, security codes or other security devices that permit access to a covered account;
4. Re-open a covered account with a new account number or depending on the circumstances, not open a new covered account;
5. Notify the Program Administrator for a determination of the appropriate step(s) to take;
6. Notify Campus Police and/or appropriate law enforcement; or
7. Determine no response is warranted under the particular circumstances.

Protecting Identifying Information

The Program Administrator, or his or her designee at the direction of the Program Administrator, shall undertake the following measures with respect to the College's internal operating procedures to protect identifying information:

1. Ensure the College's website is secure or provide clear notice that the website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing identifying information when such documents or files are no longer needed;
3. Ensure that office computers with access to covered account information are password protected;
4. Avoid use of social security numbers and allow access to social security numbers to a very limited number of staff who have been approved by the Program Administrator;
5. Ensure computer virus protection is up to date; and
6. Require and keep only the kind of information that is necessary for College purposes.

Staff Training

College staff responsible for implementing the Program under the supervision of the Program Administrator shall be trained either by or under the direction of the Program Administrator on the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected.

Reports of Identity Theft

Upon the discovery of an incident of identity theft, the appropriate member of the College's staff shall complete an identity theft detection form which shall be submitted to the Program Administrator for his or her review.

Oversight of Service Provider Arrangements

The College shall take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and regulations designed to detect, prevent and mitigate the risk of identity theft whenever the College engages a service provider to perform an activity in connection with one or more covered accounts.

Updating the Program

The Program shall be reviewed and updated periodically by the Program Administrator to reflect changes in risks to members of the College community and the safety and soundness of the College from identity theft based on factors such as:

1. The experiences of the College with identity theft;
2. Changes in methods of identity theft;
3. Changes in methods to detect, prevent and mitigate identity theft;
4. Changes in the types of accounts that the College offers or maintains; and
5. Changes in the College's business arrangements with other entities.

The Program Administrator shall address material matters related to the Program and evaluate issues such as:

1. The effectiveness of the Program in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
2. Service provider agreements in light of the Program requirements;
3. Significant incidents involving identity theft and management's response; and
4. Recommendations for material changes to the Program, as necessary.

Annual Reporting

On an annual basis, the Program Administrator shall submit a written report to the President of the College which describes the state of the Program during the past year and recommendations for improvements to the Program.

Definitions

"Identify theft" means fraud committed or attempted using the identifying information of another person without authority.

"Covered account" means an account that a creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or

transactions. These accounts include all student accounts or loans that are administered by the College.

“Red Flag” means a pattern, practice or specific activity that indicates the possible existence of identity theft.

“Program Administrator” is the College’s Director of Accounting / Risk Manager, who has been designated with the primary responsibility for oversight of the Program.

“Identifying information” means any name or number that may be used in conjunction with any other information to identify a specific person including: name, address, telephone number, social security number, date of birth, driver’s license or identification number, alien registration number, passport number, employer or taxpayer identification number, student identification number, internet protocol address or routing code.

V. Responsibility for Implementation

The Vice President for Business & Finance (Chief Financial Officer).

Lodged: August 13, 2009

Approved:

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Workshop Meeting

August 13, 2009

Brookdale Community College
Warner Student Life Center
Trustees' Conference Room (SLC 209)
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 read 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 4, 2009, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 - B. On August 4, 2009, advance written notice of this meeting was faxed to:

The Asbury Park Press
The Star Ledger
 - C. On August 4, 2009, 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
Mrs. S. Lucille Jones, Trustee
Mr. Gene J. Mulroy, Trustee
Ms. Joan Raymond, Trustee
Mr. Joseph Rosamilia, Graduate Trustee
Dr. Peter Kapsales, Trustee-Appointee
Dr. Peter F. Burnham, Secretary

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

- 1.3 Mr. Birdsall welcomed guests, staff members, and the press. He introduced Dr. Peter Kapsales, who was appointed by the Monmouth County Board of Chosen Freeholders to serve on the Brookdale Community College Board of Trustees, and welcomed him to the meeting.

2. **BOARD BRIEFINGS AND REPORTS**

Monthly Financial Report

Vice President Fehr indicated that the Monthly Financial Report was for the month of May 2009. He noted that interest rates are up slightly. Mr. Fehr stated that the annual College audit is in progress. He reported that interest rates have been down; however, the interest Brookdale earned on CDs is close to what was earned last year. The Money Market is not good, and therefore more and more funds are in CDs. That leaves less money available to pay bills. The College lost \$500,000 total in interest income during the past year.

President's Briefing

Matrix Status Report: Dr. Burnham stated that the Matrix goals are the driving force for budget development and they are tactically defined in the long-term vision. It is the obligation of the College to present to the Board annually a sense of what has been accomplished within those goals. Dr. Burnham noted that the Matrix items are prioritized, with Teaching and Learning as the first priority. He went on to present some of the outcomes from the Matrix 2010 Status Report.

- Brookdale is the number one degree granting institution in New Jersey, and is 44th nationally.
- Cabinet members began the process of Mission Statement review during the past year. This will continue during the coming academic year with collegial review and board confirmation.
- There is much opportunity in both credit and non-credit courses, with record breaking enrollment in both areas.
- Students are taking more credits, a result of changes in scheduling.
- Management of curriculum, scheduling, and advisement all tie back to revenue generation.
- There is unparalleled growth in enrollment at the higher education centers. This is a reflection of the Board's policy commitment of several years ago to decentralize Brookdale educational offerings to offload the Lincroft Campus. Investments were made in the physical environments of the Centers, particularly Northern Monmouth.
- There was a 43% increase in enrollment at the Communiversity. Partner institutions realize that Brookdale is a great magnet for them.

- The Communiiversity was the recipient of The Silver Gull Award, presented by the Monmouth-Ocean Development Council for the Communiiversity's commitment to the wellbeing of the community.
- Brookdale has finalized many articulation agreements with other institutions. Over 80% of Brookdale students are here for the purpose of transferring.
- Brookdale's Nursing Program was named a Center for Excellence—a substantial award given to only a few two-year institutions.
- The Office of Business and Community Development provides short-term training and workforce development; over 6600 individuals participated in this area. Brookdale has an incredible impact in developing opportunities for individuals and companies in the state as well as in the county.

President Burnham urged all Board members to read the entire document, which contains much significant information on Brookdale's successes. Ms. Horgan was commended by both President Burnham and Chair Birdsall for her efforts in developing the report.

When Mr. Birdsall asked if there were any areas of significant challenge, Dr. Burnham responded that student retention and providing more improved student support services were challenges. Last year a presidential commission was formed to look into student advisement and counseling. With a younger student population now, students need more assistance in these areas. This was an institutional discussion—the first step toward substantial modification of the way Brookdale deals with the intake process. Recommendations were received from the Commission in late June, and implementation strategies for differentiating between counseling and academic advisement are being reviewed. This will have enormous implications for Brookdale on many levels; however, it is about what is best for the students. Dr. Burnham mentioned that New Jersey's Lampitt Bill established rigid standards for transfer to other institutions. The College must translate student centeredness into action. Brookdale has tackled this issue and is attempting to evolve it in the best way possible. Chair Birdsall requested that the Board be kept informed on this issue.

H1N1 Flu Prep: Dr. Burnham stated that 40,000 people use this campus every week, and concerns about the flu are very relevant. Dean Palumbo reported that the College has been monitoring the H1N1 flu situation since the first signs of it appeared. He noted that Brookdale has been offering flu shots to students and staff for years and must now decide whether to expand that service. He said there is a cost involved. Mr. Palumbo said that Brookdale has both an ethical and a moral responsibility and has been working with the boards of health of Middletown Township and also the County.

The College has also discussed how to keep students on track with their studies in case the College has to shut down. The Board was shown a letter, signed by Dr. Burnham, that is on Brookdale's website regarding management of the flu. The College will continue its preparations.

Enrollment: Executive Vice President McMenamain reported on enrollment. She said that summer enrollment was up over 7.3%. The previous day fall enrollment was up 8.1%;

however, that was the number before drops were made for non-payment. The College recovers between 75% and 90% of those dropped for non-payment. The College is up 31% in Distance Education, and the higher education centers are up 14%, with Northern Monmouth the highest at 39% over last year. Dr. McMenammin indicated that staff has done everything possible to encourage students to pay their bills. She stated that a very healthy enrollment is expected and noted that the College has the capacity to absorb expected enrollment. Ms. Lawrence commented that installment plans and payment plans are more popular this year.

Red Flag Rule Policy and Regulation (4.3): The Board will be asked to approve lodging of the Red Flag Rule Policy and Regulation (item 4.3) at tonight's meeting. The Red Flag Rule relates to identity theft; it is critically necessary for institutions to have the elements in place to monitor identity theft.

Winning Strategies Report: President Burnham reminded the Board that the College had converted from a retained basis with Winning Strategies to an ad hoc relationship. He indicated that the governmental relations firm has been very active in its pursuit of funds for Brookdale. The College is positioning itself through Winning Strategies' efforts to conceivably tap into programs that would benefit Brookdale. Dr. Burnham stated that the College is more than satisfied with its investment with Winning Strategies. Dr. Trammell noted Brookdale has gotten better than a two to one return on its investment with Winning Strategies. He said that the College has many initiatives ready to go, and it is his hope that Winning Strategies' advocacies for Brookdale will be successful. Trustee-appointee Dr. Peter Kapsales noted that he travels frequently to Washington, and he offered to do whatever he could on behalf of Brookdale.

Buildings and Grounds Briefing

Executive Vice President Sulton explained that Buildings and Grounds Committee Chair Richard Maser asked that two items be discussed—the Big Four Projects, and the outline for the Facilities Master Plan. A Buildings and Grounds Committee meeting was held earlier in the day when the committee was updated on the above items as well as the Utility Usage Assessment Report. With regard to the Big Four, there are some changes and adjustments in the scheduling. The Utility Usage Assessment Report addressed waste and costs with respect to energy usage. Dr. Sulton stated that the committee was advised that Facilities Master Plan 2020 must mesh with the College's planning Matrix and also the Educational Services Master Plan.

One issue that Trustee Maser deferred for full Board consideration was emergency planning. Dr. Sulton assured the Board that this issue is not taken lightly. He said that an exercise was held on June 10 that provided much information. Board members all received a copy of the Emergency Management Reference Guide for the Lincroft campus as well as for all of the higher education centers. A comprehensive readiness document has also been prepared. Dr. Sulton noted that regular meetings on emergency preparedness are also held.

Board and Cabinet members viewed a video prepared by the Center for Personal Protection and Safety in the State of Washington entitled "Shots Fired." The video was also shown to faculty members in January and at a Governance Forum in March. It provided suggestions on what to do should an emergency situation arise on campus.

3. **CONSENT AGENDA**

Dean Kegelman reported that the College has received formal approval for its plan for use of Perkins grant funds in the amount of \$572,000. The funds will be used to acquire equipment and software for career programs.

4. **ADJOURNMENT**

It was **MOVED** by **Trustee Butch** and seconded by **Trustee Jones** that the meeting be adjourned at 6:38 p.m. Approval was unanimous.

Respectfully submitted _____
Peter F. Burnham, Secretary

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Regular Meeting

August 13, 2009

Brookdale Community College
Warner Student Life Center
Trustees' Conference Room, SLC 209
Lincroft, New Jersey

1. GENERAL FUNCTIONS

- 1.1 Board Chair Howard C. Birdsall called the meeting to order at 6:40 p.m.
- 1.2 College Counsel swore in Dr. Peter Kapsales, Monmouth County appointee to the Board of Trustees, who will fill the unexpired term of Woodrow Holmes for a term to expire October 31, 2009.
- 1.3 Mrs. Karl then read 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 4, 2009, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 - B. On August 4, 2009, advance written notice of this meeting was faxed to:

The Asbury Park Press
The Star Ledger
 - C. On August 4, 2009, 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 Bosco, Trustee
Father Brian Butch, Trustee
Mr. Jacob S. Elkes, Trustee
Mrs. Lucille Jones, Trustee
Dr. Peter Kapsales, Trustee
Mr. Gene J. Mulroy, Trustee

Ms. Joan Raymond, Trustee
Mr. Joseph Rosamilia, Graduate Trustee
Dr. Peter F. Burnham, Secretary

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

1.4 Mr. Birdsall welcomed Dr. Kapsales to the Board, and Guests, Staff Members, and the Press to the meeting.

1.5 It was **MOVED** by **Trustee Elkes** and seconded by **Trustee Anderson** that the minutes of the June 11, 2009 Special, Workshop, and Regular Meetings, and the July 14, 2009 Executive Committee Meeting be approved.

Motion carried by the following vote:

AYES: Trustee Anderson, Bosco, Butch, Elkes, Mulroy, Raymond,
Rosamilia, Birdsall

NAYS: None

ABSTENTIONS: Trustee Bosco (Regular Meeting minutes only);
Jones, Kapsales

1.6 Reports

1.61 President Burnham acknowledged English Professor Jeff Ford, who recently was awarded the Shirley Jackson Award for his 6th novel, *The Shadow Year*. Dr. Burnham commented that Professor Ford is an extraordinary individual, a great novelist, and a great teacher, who is committed to his students and to teaching.

Dr. Burnham also acknowledged English Associate Professor Marcia Krefetz-Levine who was recognized for her outstanding work in the field in Holocaust education by being awarded the Honey and Maurice Axelrod Award. The award is made through an endowment to the Anti-Defamation League in cooperation with the NJ Commission on Holocaust Education.

Dr. Burnham commented that the College is poised to enter a new year with great enthusiasm. He said he was pleased with the progress made on the Big Four Projects, noting he expected the completion of the projects within the next 18 months. He thanked staff for their hard work over the summer months, and he expressed his appreciation to Dr. Nacco for his photography work.

2. ADMINISTRATION

- 2.1 The President recommended that the Board of Trustees approve submission of the grant applications listed. It was **MOVED** by **Graduate Trustee Rosamilia** and seconded by **Trustee Jones** that the recommendation of the President be approved.

Motion carried by the following vote:

AYES: Trustee Anderson, Bosco, Butch, Elkes, Jones, Kapsales,
Mulroy, Raymond, Rosamilia, Birdsall

NAYS: None

ABSTENTIONS: None

- 2.2 The President recommended that the Board of Trustees ratify the actions taken by the Executive Committee on July 14, 2009. It was **MOVED** by **Trustee Kapsales** and seconded by **Graduate Trustee Rosamilia** that the actions be ratified. A copy of the actions may be found on pages 6-17.

Motion carried by the following vote:

AYES: Trustee Anderson, Bosco, Butch, Elkes, Jones, Kapsales,
Mulroy, Raymond, Rosamilia, Birdsall

NAYS: None

ABSTENTIONS: None

3. HUMAN RESOURCES

- 3.1 The President recommended that the Board of Trustees approve the Human Resources Recommendations as submitted. It was **MOVED** by **Trustee Butch** and seconded by **Trustee Bosco** that the recommendation of the President be approved. A copy of the recommendations may be found on pages 18-19.

Motion carried by the following vote:

AYES: Trustee Anderson, Bosco, Butch, Elkes, Jones, Kapsales,
Mulroy, Raymond, Rosamilia, Birdsall

NAYS: None

ABSTENTIONS: None

4. BUSINESS AND FINANCE

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

- 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 May included checks disbursed in the amount of \$12,060,302, which included the

purchase of two Certificates of Deposit in the amount of \$3,000,000. A copy of the report may be found on pages 20-25.

- 4.2 The President recommended that the Board of Trustees adopt a resolution approving the Purchases in Excess of \$32,000 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 26-27.
- 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 28-29.

Motion carried by the following vote:

AYES: Trustee Anderson, Bosco, Butch, Elkes, Jones, Kapsales,
Mulroy, Raymond, Rosamilia, Birdsall
NAYS: None
ABSTENTIONS: None

- 4.3 The President recommended that the Board of Trustees lodge new Board Policy 4.7001 and College Regulation 4.7001R, Red Flag Rule, for adoption at a subsequent Board meeting. It was **MOVED** by **Graduate Trustee Rosamilia** and seconded by **Trustee Butch** that the recommendation of the President be approved. A copy of the Policy and Regulation may be found on pages 30-35.

Motion carried by the following vote:

AYES: Trustee Anderson, Bosco, Butch, Elkes, Jones, Kapsales,
Mulroy, Raymond, Rosamilia, Birdsall
NAYS: None
ABSTENTIONS: None

5. **CURRICULUM AND INSTRUCTION**

6. **STUDENT PERSONNEL**

7. **OUTREACH, BUSINESS AND COMMUNITY DEVELOPMENT**

8. **OLD BUSINESS**

9. **NEW BUSINESS**

- 9.1 Vice Chair Elkes complimented Executive Vice President Sulton for arranging the Commissioning Ceremony for a new Brookdale police officer. Mr. Elkes said it was a very impressive ceremony.

- 9.2 The President recommended that the Board of Trustees adopt a resolution to hold a closed meeting. It was **MOVED** by **Trustee Bosco** and seconded by **Graduate Trustee Rosamilia** 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 13, 2009, at 6:50 p.m.** in **SLC 209**. This is in accordance with the Open Public Meetings Act. A copy of the resolution may be found on page 36.

Motion carried by the following vote:

AYES: Trustee Anderson, Bosco, Butch, Elkes, Jones, Kapsales,
Mulroy, Raymond, Rosamilia, Birdsall

NAYS: None

ABSTENTIONS: None

10. **ADJOURNMENT**

- 10.1 It was **MOVED** by **Trustee Jones** and seconded by **Graduate Trustee Rosamilia** that the meeting be adjourned at 6:52 p.m. Approval was unanimous.

Respectfully submitted _____
Peter F. Burnham, Secretary