

MEMORANDUM

TO: Campus Community

FROM: Dr. William M. Toms, Interim President

DATE: March 21, 2011

Welcome back Brookdale Community College faculty and students. I wanted to quickly brief the campus on the status of events since you left for Spring Break.

At their meeting on Thursday, March 10, 2011, the Board of Trustees adopted a series of short term budgetary reforms which took effect immediately. There is a freeze on all discretionary spending; including travel, refreshments and capital projects (exceptions include items required for compliance with the Americans with Disabilities Act and those of an emergency nature). Additionally, Sue Desiderato, Director, Educational Services Operations, has been appointed Custodian of Records for the College.

I am working closely with senior staff and the Board of Trustees on a comprehensive review and revision of Business and Finance policies and regulations, and a priority review of all internal College processes and procedures associated with expenses. We expect to develop new regulations and protocols for purchases, use of College credit cards, and guidelines on participation in activities outside the College. The freeze on replacement and new hires continues as we adjust to a more challenging financial environment than in the recent past.

This upcoming fiscal year, we will have to weather one of the most difficult financial times in our history. With our actions to freeze hiring and curtail spending, as well as the use of College reserves to 'plug' the expected deficit, we are positioned to deal with the challenges of FY2012, which will commence on July 1, 2011. However, as we continue to grapple with diminished funding and challenging enrollment trends, the reality of an entirely different fiscal outlook for FY2013 becomes more apparent. The only sensible course is to continue to look for ways of permanently reducing our costs and/or raising our revenues.

I want to assure the campus community that I am cognizant of the need to focus on the here and now and act with the future in mind.

As we become more dependent on tuition as a means of revenue, we will need to adapt to the rigors of a competitive marketplace, while increasing our need to develop collaborative partnerships and alliances as a means to spread our services to our students and our communities. This will require us all to be more inventive, creative and willful going forward.

I will continue to keep you updated on our progress.

Dr. William M. Toms
Interim President