

# MEMORANDUM

TO: Campus Community

FROM: Dr. William M. Toms, Interim President

DATE: April 18, 2011

I write today to update you on actions taken at the April 14, 2011 Brookdale Community College Board of Trustees meeting.

To begin, I would like to acknowledge how confusing and disturbing the negative events of the past six weeks have been for members of the Brookdale community. As you examine current events and discuss them with your friends and colleagues, I ask that you make a conscious effort to move past the gossip and concentrate on the facts.

At their meeting last week, the Board of Trustees released a report from Suplee, Clooney, and Company, the auditors engaged to examine spending in the President's Office, after Dr. Burnham's and George Fehr's departure from campus on March 3, 2011. Their report is available here – [www.brookdalecc.edu](http://www.brookdalecc.edu) – on the Board of Trustees page. The summary of findings concludes that there were financial improprieties in how Dr. Burnham managed his College credit cards and expenditures, as well as issues pertaining to the approval of Dr. Burnham's expenditures. As a result, a comprehensive review and revision of all financial policies and regulations is underway; these will be shared with the campus at the appropriate time.

The Board retained Suplee, Clooney, and Company for two additional operational audits of Arena Events and Operating and Capital Contractual Expenditures. We anticipate more policy, regulation and process changes as a result of these audits.

The Board adopted a revised operating budget for FY2012 based on a credit enrollment of 12,025 credit FTEs; tuition remains level at \$118.50 per student credit hour (SCH) to a maximum of \$1777.50 per term (based on 15 credits maximum). The revised Operating Budget of \$96,884,348 is \$1,101,198, or 1.1 percent less than the previously revised operating budget of \$97,985,546. The reductions in operating expenditures were made following a comprehensive evaluation of the budget by the Board of Trustees, the Cabinet, Academic Division Deans and me. Actions taken include a substantial reduction of \$221,500 in the President's cost center; decreases in food and overnight travel allocations College-wide of \$118,074 and \$99,514 respectively; and deferral of sabbatical appointments for a savings of \$85,000 in FY12. Additional decreases were made in memberships, part time help, and miscellaneous expenses. Finally, a total of \$403,115 will be saved as the result of recent retirements, employee attrition, and a salary freeze for non-represented employees who earn more than \$70,000 annually.

The Board of Trustees also approved the FY12 capital budget of \$15,174,060, which includes Chapter 12 funds of \$8,500,000. The capital budget remains unchanged. This document is also available on the Board of Trustees site, accessible from the Home Page and the Portal.

As I have stated previously, the bulk of Brookdale's revenue, the money needed to run the institution, is now generated by student tuition and fees (53.1%); the State of NJ provides 11% and the County of Monmouth provides 22.2%. All of these revenue streams are expected to decline or remain stable in FY2012; however, precipitous declines are expected in FY2013.

New "Reporting and Purchasing Thresholds for Board Approval" were approved by the Board; these should streamline processing payments and purchase orders, an issue that I know has been a frustration for some of you. This has been a source of frustration for me as well. Therefore, I ask for your continued patience as we make administrative adjustments to better gauge the revenue and expense picture for FY2013; once this picture becomes clearer I will share it with the campus community and we can start focusing on actions needed going forward.

Also at their meeting last week, the Board approved the Performance Recognition Awards for Professional Staff Association. Congratulations to Kathryn Furlong, Beverlee Gross, Lee Snowiss and Kathleen Vasile. The Board also granted tenure to nine faculty members; eight of whom were granted automatic promotion to Assistant Professor: Barbara Barrella, Caroline Calogero, Natalie Fein, Sarah Leahy, Dina Long, Robert Martens, and Michael Sullivan and Fidel Wilson. Thomas Kapsak was granted tenure. Additionally, the Board and Faculty Association moved to delay the consideration of any other potential Faculty Promotions until May 2011.

Curriculum changes approved by the Board included the discontinuance of the Medical Coding Academic Credit Certificate of Achievement, and the Approval of a Medical Coding Academic Credit Certificate; this certificate will ensure a foundation in Anatomy, Physiology, and Pathophysiology coursework, and adds an English Composition course to meet NJ general education requirements. The Board also approved the discontinuance of the Public Administration Option in the Social Sciences A.A. Degree.

I remain optimistic about Brookdale's future. Brookdale's prominence in this community as a flagship educational institution will remain high as the result of our collective efforts. It's easy to find the good news about Brookdale on our web site and the portal; from recent reports from Planning Assessment & Research, to the number of students signed up for Commencement on May 15. Listen to WBJB-FM, watch BrookdaleTV, follow us on Twitter, be our friend on Facebook. Sign up for [google.com/alerts](http://google.com/alerts) – you'll get up-to-the-minute news on all the positive Brookdale events. While negative bloggers occupy a dark corner of the internet, I hope you'll join me and concentrate your energies instead on the successes we have continued to make in the face of recent challenges.

In the most recent Graduate Follow-Up Survey 2009, 97.4% of Brookdale graduates stated they would recommend Brookdale to a friend – that's your hard work bearing fruit. Thank you. Each of us has a personal and tangible stake in Brookdale's success; I have great expectations in our future work together.

Have a great week!