

Cabinet Roundtable
Enrollment Development & Student Affairs
October 12, 2011

Action Items: None

Discussion Items: None

Information:

Admissions, Records & Registration

- On October 5th, Kim Toomey and Jennifer Jordan attended the Counseling Division Meeting to update counselors on the graduation application email pilot currently underway for all AAS (*excluding Fashion Merchandising*) and AFA fall 2011 enrolled students.
- The Admissions, Records and Registration Office is currently assisting students who make changes to their 2011 fall 11 schedules and are ready to think about 2012 winterim/spring terms. Brookdale's Webadvisor has been updated to include 2012 winter/spring student course sections.
- Priority Registration passes for winterim/spring 2012 have been emailed to all currently enrolled student email addresses in order to provide ample time for them to begin thinking about their course selections for winterim/spring 2012 and make arrangements to meet with advisors/counselors to further discuss their courses. Priority registration will begin on November 3rd and open registration will begin on November 21st for the 2012 winterim/spring terms. Emails were generated in the following order:
 1. Currently enrolled students who are matriculated and "restricted" (*i.e. need to meet with a counselor*)
 2. Currently enrolled students who are matriculated and "unrestricted" (*i.e. do not need to meet with a counselor*)
 3. Currently enrolled non-matriculated/non-degree students, currently enrolled visiting students (*including summer 2010 and winterim 2011*)

Students are encouraged to check their degree program via Webadvisor to ensure they are in the program they intend to pursue. If they plan to change their program, they should discuss this with an advisor/counselor in order to understand how this may affect their degree requirements.

Posters have been created to post in key areas on campus regarding priority registration and pass availability. The Brookdale home page and Portal have been updated to include a message about the passes.

For those students who have not received priority passes or are not currently enrolled returning students, the Office will be processing handwritten passes on October 26th obtainable at the Admissions, Records, and Registration Office. If a student attends one of Brookdale's regional locations and is unable to make it to Lincroft, they may call the office for a priority date/time appointment which can be assigned over the phone and entered into the system.

- This term the VA Certifying Officials were required to collect further information from students in order to submit GI Bill benefit certifications to the Veteran's Administration. A new "Pre-Certification Approval Form" was created and all students utilizing the Post 9/11 GI Bill were required to return the form prior to their course information being submitted to the VA. Colleges are now required to deduct any tuition/fee waivers, financial aid awards of TAG money, and scholarships (specifically utilized for tuition and fee payments) prior to submitting the required information to the VA for GI Bill payment. Students were made aware of the new change by email, the Brookdale Portal, the Veterans Affairs page on the Brookdale website, the Student Veterans Facebook page, in person during walk-in VA hours, and during Veteran Club meetings. In order to allow for benefits to be

processed in a timely manner to allow students to receive housing payments, books, and supplies stipends, it was agreed upon that initial information would be submitted not including tuition and fees for those individuals who indicated they had applied for Financial Aid and/or utilize National Guard waivers, a review of financial aid awards would be made, and a follow-up submission would be done. This change resulted in double entry of data for approximately 120 students collecting the Post 9/11 GI Bill. Currently there are approximately 270 students utilizing GI Bill benefits.

Children's Learning Center

- Director Alice Armstrong met with Ave Latte from the Education Department, and Diana Glyn/Christina Grecco from the Psychology Department to discuss the dates of classroom observations for their students. There will be approximately 100 students combined coming to the CLC for observations beginning the end of October.
- On September 28th, the children enjoyed their first field trip to Battleview Orchards for apple and pumpkin picking.

Counseling/Student Development

- Congratulations to Traci Moore who received the 2010-2011 Outstanding Adjunct Award for Counseling. She has been an adjunct counselor for over four years and has become a valuable member of the team. She brings a phenomenal level of professionalism, knowledge, and expertise to this position and her background in Psychology is an important aspect of her array of skills. She helps staff the Crisis Hot Line during the course of operations in Counseling. Traci has earned the respect and admiration of the counselors with whom she works. Her dedication and high quality work with students and her commitment to Brookdale made her an excellent candidate for the Outstanding Adjunct Award. Please see picture below of Traci with Herb Cohen, Director Counseling & Advising, Ellie Horgan, Assistant Professor Counseling, and Maria Fernandez, Department Chair.



Experiential Learning & Career Services

- On October 19th, the Education Club is co-sponsoring the film *Race to Nowhere* which is a film about all the pressure children are under today in school and how some kids are getting burned out by the time they reach high school.

Recruitment Services

- Over the past three weeks, members of the Recruitment Services staff have been heavily involved with traditional and non-traditional recruitment programs.
 - High schools visited to date include Long Branch, Raritan, Red Bank Regional, Freehold, Middletown North, Middletown South, Manalapan, Cardinal McCarrick of South Amboy, Holmdel, Mater Dei Prep, Hazlet Vocational School, and the Biotechnology H.S.

- Recruitment Services staff participated at college nights and college fairs which included Carteret College Fair, Middlesex County John E. McGowan Continuing Education Fair, Monroe Township H.S. College Fair, Rugby Back to School Night, and the Ocean County PFA College Night.
- Non-traditional recruitment programs (*targeting the fall 11 week and spring terms prospects*) included staffing information tables at Aberdeen Day, African-American Arts Heritage Festival (*PNC-Holmdel*), Jersey Shore Jazz and Blue Festival (*Asbury Park*), Monmouth County Job Fair (*BREC-Lincroft*), SPCA Dog Walk (*BCC-Lincroft*), Hazlet Day, Latino Festival (*Freehold*), Riverfest (*Neptune*), and the Keyport Jamboree. Staff also conducted an educational workshop on Brookdale programs and services for teens and young adults while attending the Annual Conference of Christian Education (*Eatontown*).
- The Recruitment staff was involved in following professional development activities.
 - Bruce Marich, Director, and Andre Richburg, Admission Representative, attended the Annual Conference of the National Association for College Admission Counseling (NACAC) in New Orleans. Bruce was one of four panelists presenting on Student Ambassadors and Andre was elected a NJ delegate to the NACAC Assembly.
 - Andre Richburg, Conference Planning Committee for NJACAC member, attended the first meeting two weeks ago. As a NJ delegate to the NACAC Assembly, he sits on the NJACAC executive board and attended his first executive board meeting last week.
 - Bruce Marich, Director, and Kristin Worthley, Admission Representative, attended the first general membership meeting of the Monmouth County School Counselors Association last week. Bruce sits on the MCSCA executive board as immediate past president.
 - Last week Angel Howe, Admission Representative, attended the Microsoft 2010 Workshop.

Venue & Event Management

- The “New 2 You Kids Fall Consignment Sale” took place September 26th through October 1st in the BREC. There were 375 consignment vendors and 1,800+ shoppers who attended. The 2012 “New 2 You Kids Spring Sale” is scheduled for March 12th through 17th.