

**Board of Trustees
Workshop, & Public Business Meeting**

Monday, October 30, 2014

Brookdale Community College

Lincroft Campus

Student Life Center

765 Newman Springs Road

Lincroft, NJ 07738

Workshop- Twin Lights I & II

Public Business Meeting- Twin Lights I & II

Mission

Brookdale Community College provides a comprehensive array of quality, affordable educational choices leading to transfer and career opportunities, lifelong learning and community development. Brookdale is an open-access, future-oriented institution committed to student success and development in a socially diverse environment.

Mission Based Institutional Effectiveness Indicators

Student Success and Progress

Quality and Excellence

Value Added to the Community

Access

Jubilee Plan 2013-2017

Goal 1: Inspire Student Success

Goal 2: Maximize Resources

Goal 3: Strengthen and expand Brookdale's alliances and partnerships

Goal 4: Leverage Brookdale's Excellence

NOTICE: Members of the public may request the opportunity to address the Board regarding any item on the agenda at the beginning of the Public Business Meeting, and on any item of interest to the Board at the end of the Meeting. To do so, when practical, please sign in using the form, "Request to Address the Board", which is located at the entrance to the meeting. Individual speakers are limited to five minutes; the Chair of the Board may alter the time limitations by a majority vote of the Board.

Annual Priorities 2014-2015

1. Inspire Student Success

- Completion Outcome*: Each institute has mapped a two-year template for one or more degree programs; or, a one-year template for one or more certificate programs.
- Learning Outcome*: Benchmarked, strong levels of student learning expected in courses, programs, and college-wide
 - Review Mission-based Indicators. What 2-3 indicators do we want to track over the next 3 years that can show measurable improvements in learning for all students?
- Equity Outcome*: Benchmarked levels of access and success expected for low-income and minority students.
 - Review Mission-based Indicators. What 2-3 indicators do we want to track over the next three years that can show measurable improvements in learning for under-represented minorities?

2. Maximize Resources

- Human Resources Priorities
 - All employees directly affected by organizational changes will be presented with clear options and transitional support.
 - Determine next steps for the 21st Century Workforce Team
 - Determine next steps for Communications Team
- Fiscal Priorities
 - Revise the General Ledger to reflect the college's focus on its mission

3. Strengthen & Expand Alliances & Partnerships

Create College Readiness initiative with at least one additional school district.

4. Leverage Brookdale's Excellence

Align new collegial Governance structure with Institutes by September 2015.

*Aspen Outcomes

BROOKDALE COMMUNITY COLLEGE

Board of Trustees 2014 Committee Appointments

Board Bylaw 1.4020, appointments to Standing Committee

Membership on standing committees of the Board of Trustees, except as otherwise herein expressly provided shall consist of five Trustees, including the Chair of the Committee. The Board Chair is an ex officio member and the Vice Chair serves as an alternate to the Board Chair as an ex-officio for purposes of a quorum.

Executive Committee

Mr. Brian T. Butch, Chair
Mr. David G. Flaherty, Vice Chair
Ms. Tracey Abby-White
Mr. Joseph DiBella
Mr. Joseph Passiment, Jr.

Audit Committee

Dr. Carl J. Guzzo, Jr., Chair
Mr. William G. Dalton
Mr. Joseph Passiment, Jr.
Mr. Brian T. Butch, ex officio

Finance and Facilities

Mr. Joseph DiBella, Chair
Mrs. Lucille Jones
Mr. Charles Karcher
Mr. James McConnell
Mr. Gary Tolchin
Mr. Brian T. Butch, ex officio

Policy and Education

Ms. Tracey Abby-White, Co-Chair
Mrs. Lucille Jones, Co-Chair
Ms. Lora Campbell
Dr. Carl J. Guzzo, Jr.
Mr. Joseph Passiment, Jr.
Mr. Brian T. Butch, ex officio

The Human Resources Committee

Operates as a committee of the whole

Ad Hoc Governance Committee

Mr. Charles Karcher, Chair
Ms. Tracey Abby-White
Mr. Joseph Passiment

Board of School Estimate

Mr. Brian T. Butch Chair
(Vice Chair in Absence of Chair)
Chair, Finance and Facilities

Liaison to New Jersey Council of County Colleges

Dr. David G. Flaherty

New Jersey Council of County Colleges Trustee Ambassador

Mrs. Lucille Jones
Mr. David G. Flaherty

Liaison to Brookdale Community College Foundation

Mr. Gary Tolchin

Nominating Committee

Ms. Lora Campbell, Chair
Mr. Charles Karcher
Mr. Gary Tolchin

AGENDA for October 30, 2014**Lincroft Campus – Student Life Center – Twin Lights I & II****765 Newman Springs Road****Lincroft, NJ 07738****5:00 P.M. BOARD OF TRUSTEE WORKSHOP**

- A. Call to Order**
- B. Reading of Statement and Roll Call**
- C. Resolution to hold a Closed Meeting**
- D. Motion to Re-open the Meeting to the Public**

Information & Discussion Items**E. Report of Executive Committee**

- 1. Adoption of Agenda for Workshop and Public Meeting **Agenda Tab**
- 2. Association of Community College Trustees (ACCT) – Trustee Abby-White and Trustee McConnell
- 3. Approval of Board Policy 1.1001 BCC Collegial Governance – Chair Butch **Policy Tab**

F. Report of Nominating Committee – Trustee Campbell**G. Report of Audit Committee – Trustee Guzzo****H. Report of Finance & Facilities Committee****Finance & Facilities Tab**

- 1. Change Order – installation of fire suppression heads (4.2a)
- 2. Legal Costs, Government Relations and Public Relations (4.3)
- 3. Fall Semester Forecast (information)

I. Review of Consent Agenda and Business Meeting Agenda**Consent Agenda Tab**

Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.

J. New Business**New Business Tab**

- 1. Upcoming Board Meeting Dates
- 2. DRAFT Meeting Calendar for 2015
- 3. Appointments to Standing Committees

AGENDA for October 30, 2014
Lincroft Campus – Student Life Center – Twin Lights I & II
765 Newman Springs Road
Lincroft, NJ 07738
7:00 P.M. BOARD OF TRUSTEE PUBLIC BUSINESS MEETING
A. Call to Order
B. Pledge of Allegiance
C. Reading of Statement and Roll Call
D. Public Comment on Agenda Items
Agenda Tab
E. Approval of Minutes of the September 22, 2014 Public Meeting
Minutes Tab
F. Resolution for Dianna Phillips
Resolution Tab
G. APPROVAL ITEMS
Approval Items Tab
(1.1)
BOT Policy 1.1001
BCC Collegial Governance

Quality and Excellence

Goal 3: Strengthen and
expand Brookdale's alliances
and partnerships
Goal 4: Leverage
Brookdale's Excellence

(4.4)
Acceptance of FY-14
Financial Audit

Quality and Excellence

Goal 2: Maximize Resources

(4.5)
Acceptance of FY-14
Enrollment Audit

Student Success and
Progress
Quality and Excellence

Goal 2: Maximize Resources

(4.6)
Acceptance of FY-14 Radio

Quality and Excellence Value

Goal 2: Maximize Resources

AGENDA for October 30, 2014
Lincroft Campus – Student Life Center – Twin Lights I & II
765 Newman Springs Road
Lincroft, NJ 07738
H. Consent Agenda
Consent Agenda Tab

(2.1) Application of Grants	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(2.2) Acceptance of Grants	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(2.3) Approval of Budget Modifications	Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(3.1) Approval of Human Resources	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(3.2) Approval of Employment Contract	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(4.1) Monthly Financial Report	Quality and Excellence	Goal 2: Maximize Resources

AGENDA for October 30, 2014**Lincroft Campus – Student Life Center – Twin Lights I & II****765 Newman Springs Road****Lincroft, NJ 07738****(4.2)****Purchases in Excess of
\$34,100 and NJ “Pay-to-
Play” bids, and Pursuant to
the NJ “Pay-to-Play”
Process, in Excess of \$17,500**

Quality and Excellence

Goal 2: Maximize Resources

(4.2a)**Change Order**

Quality and Excellence

Goal 2: Maximize Resources

(4.2b)**Open Invoice Payment
Requests for Vendor,
Student, and Employee
Payments**

Quality and Excellence

Goal 2: Maximize Resources

(4.3)**Approval of Legal Costs,
Government Relations and
Public Relations**

Quality and Excellence

Goal 2: Maximize Resources

H.**Additional Approval Items**Items not on the consent
agenda or items removed
from the consent agenda will
be considered at this time.

AGENDA for October 30, 2014

**Lincroft Campus – Student Life Center – Twin Lights I & II
765 Newman Springs Road
Lincroft, NJ 07738**

- I. Public Comment**
- J. Old/New Business**
- K. Resolution to hold a Closed Meeting**
- L. Motion to Re-open the Meeting to the Public**
- M. Adjournment of Public Business Meeting**

1.1 Administration

Board Brief

The Board of Trustees and the College Administration continues to review and revise, where appropriate, Board Policies and College Regulations. The goal of the review is to ensure policies that meet legal or regulatory requirements; complement Board Bylaws; support compliance; reduce risk, conserve resources and promote consistency in processes and outcomes.

Board Policy on Collegial Governance

The President, Council of Former Governance Chairs, and the Steering Committee of Brookdale's collegial governance system, recommend the formal adoption of Board Policy 1.1001 – Brookdale Community College Collegial Governance, to solidify the collegial and interdependent relationship between the Board of Trustees and the Collegial Governance system.

This Policy has been reviewed by the College community at Governance Forums, at the September 2014 Policy and Education committee of the Board, and discussed with the full Board at the 22 September Board meeting. The Policy was lodged at the 22 September 2014 Board meeting, per Board Bylaw 1.6020, Lodging of Policy, and is offered for approval at tonight's meeting.

The President recommends approval of Board Policy 1.1001 - Brookdale Community College Collegial Governance.

BROOKDALE COMMUNITY COLLEGE
BOARD POLICY 1.1001

I. Title of Policy

1.1001 Brookdale Community College Collegial Governance

II. Objective of Policy

To define the collegial Governance system of Brookdale Community College and by doing so delineate the role of the Board of Trustees, President, Faculty, Staff, Students, and the community; to describe their relationships; establish and revise Board Policies and College Regulations; administer the College, and to emphasize students and learning as the focus of the institution.

III. Authority

The BOT derives its authority from New Jersey Statute 18A:64A-1 et seq. The Board and Administration and Faculty are subject to provisions of the Constitution of the State of New Jersey, the Regulations and Standards for New Jersey Community Colleges, the Board of Trustee Bylaws, and its own policies and regulations, including 2.0003R, Policy Items Requiring Action by the President, and 2.0004R, Action by the Board of Trustees.

IV. Policy Statement

The goal of Brookdale Collegial Governance is to authentically enfranchise the whole College community in the deliberative and recommending purposes of the College and in planning for the future.

The Brookdale Collegial Governance system encompasses new and existing Brookdale structures and processes for cooperative and collegial deliberation and communications. Brookdale Collegial Governance shall engage the Board, the faculty, staff, administrators and students, in proactive support of the effective and efficient functioning of the College. Brookdale Collegial Governance will operate under the principle that well informed decisions are better when made by those who are accountable for the results, and with the active participation of those who can best contribute to their implementation. The ultimate objective of Brookdale Collegial Governance is to ensure student success.

The Board of Trustees delegates to the President, working collaboratively with Faculty, Staff and Students, the identification of regulations and procedures to guide Brookdale Collegial Governance, ensure consistency and transparencies in decision making, promote academic excellence and administer the College.

V. Responsibility for Implementation

President

Lodged: 22 September 2014
Approved: proposed for approval 30 October 2014

Brief: *Fall Semester Financial Forecast*

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 23, 2014.

**Finance Committee Brief
Fall Semester Financial Forecast
FY15**

General Issue Overview:

The FY15 Fall Semester Financial Forecast contains an analysis of enrollment, revenue, and expense projections for both the operating and capital funds. The analysis includes actual data through September 30, 2014, and forecasted data through June 30, 2015.

Key Issue:

The College has prepared the following schedules for the Board of Trustees to review:

- Schedule 1**—Enrollment summary
- Schedule 2**—Analysis of operating and capital funds
- Schedule 3**—Analysis of the operating fund
- Schedule 4**—Analysis of the capital fund

Comments:

The College is projecting an enrollment of 10,323 credit FTEs versus a budget of 10,661 credit FTEs. This projection represents a 2.38 percent decrease from the actual FY14 credit enrollment of 10,575 FTEs. The overall College operating budget is projected to decrease 2.75%, from \$87,717,403 to a projected \$85,307,152.

Based on a review of the College's actual and projected revenue streams through June 30, 2015, **Operating Fund revenue** for the year will decrease by \$2,431,882. A reduction of \$1,532,964 in the appropriation from reserve represents the most significant operating fund revenue decrease, as the amount the College needs to balance the operating budget through self-financing will decrease from \$6,356,427 to \$4,823,463.

Additional factors impacting this reduction include a decrease in tuition and fees in the amount of \$719,330 and a decrease in business and community development revenue of \$180,000.

Operating Fund expenditures for the year decreased by \$2,431,882.

1. The net decrease in the cost of Educational Services in the amount of \$1,172,717 as a result of attrition, retirements, and deferral of non-critical positions, and is offset by an overall increase in part-time needs of \$245,518.
2. A net decrease of \$266,099 in the President's and Finance and Operation's combined expenditures.
3. A net decrease of \$193,302 in the cost of Business & Community Development operations.
4. A net decrease in the cost of Benefits in the amount of \$617,055 due to the following:

- A total projected increase of \$135,426 in unemployment, short term disability and workers compensation costs
 - A net decrease of \$161,549 in pension, \$35,000 in FICA, and \$383,002 in health and dental benefits, all of which are based on an overall reduction in payroll expenditures
 - A decrease of \$22,500 in employee tuition reimbursements
 - An decrease of \$150,000 in the recovery of various fringe benefit costs
5. A net decrease of \$440,927 in the cost of General Institutional expenditures, with the major items listed below:
- A decrease of \$265,399 in reserves for enrollment, deferred salaries, event management and vacation accrual
 - An increase of \$65,000 in legal fees
 - A net decrease of \$300,000 in collection agencies
 - A net increase of \$15,000 to the cost of insurance to cover premium increases
 - A net decrease of \$25,000 in the cost of bank service charges
 - A decrease in tuition waivers of \$40,000
 - A decrease in the recovery of indirect costs of \$190,000
 - Various additional savings from telephone, postage, miscellaneous expense and recruiting of \$82,000

The Capital Fund includes Board approved projects, which require a College contribution to fully fund, and as such require appropriation from reserve. These projects include the Wall Project, Infrastructure, and minor capital expenditures. The capital fund also includes projects supported by the County and State in the form of Chapter 12 funding. The projection of overall excess expenditures over revenues in the Capital funds amount to \$3,682,235. Please see schedule 4 for a complete review of projected capital expenditures.

Summary:

The projection of overall excess expenditures over revenues in the Operating and Capital funds amount to \$8,505,698, which will be funded out of College reserves. This analysis includes the review of historical enrollment, revenue, and expense parameters to arrive at the projections.

The College will continue to keep the Finance Committee of the Board of Trustees apprised of the financial status of the College, and will continue to take advantage of opportunities to maximize revenue and reduce costs.

**Semester Financial Forecast
Enrollment Summary
FY15**

FTES BY TERM	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Projected
Summer III Term	330	334	315	313	313	299
Fall Terms	5,673	5,267	5,118	4,920	4,963	4,789
Winterim & Spring Terms	5,004	4,657	4,547	4,432	4,493	4,343
Summer I & II	985	928	899	892	892	892
Total Credit FTES	11,992	11,186	10,879	10,557	10,661	10,323
	0.09%	-6.72%	-2.74%	-2.96%	0.99%	-3.17%
Non-Fundable FTES	707	726	680	672	693	672
Total FTES	12,699	11,912	11,559	11,229	11,354	10,995

**Fall Semester Financial Forecast
Analysis of Operating & Capital Funds
FY15
As of 9/30/14**

	Operating Fund	Capital Fund	Combined Funds
Revenues:			
Tuition	\$ 40,383,947	\$ -	\$ 40,383,947
State	10,293,332	2,719,485	13,012,817
County	20,027,019	817,242	20,844,261
General Service Fees	4,572,415	1,103,271	5,675,686
Non-Credit Income	2,780,000	-	2,780,000
Interest Income	85,000	-	85,000
Other Fees	1,429,933	3,266,231	4,696,164
Other Income	890,412	813,556	1,703,968
Total Revenue	<u>80,462,058</u>	<u>8,719,785</u>	<u>89,181,843</u>
Expenditures:			
Operating	85,285,521	-	85,285,521
Minor Capital	-	400,000	400,000
Renewals & Replacements	-	6,925,961	6,925,961
TIP Program	-	2,956,541	2,956,541
Capital Improvement Plan	-	150,000	150,000
Debt Service	-	1,969,518	1,969,518
Total Expenditures	<u>85,285,521</u>	<u>12,402,020</u>	<u>97,687,541</u>
Excess Expense/Revenue	<u>\$ (4,823,463)</u>	<u>\$ (3,682,235)</u>	<u>\$ (8,505,698)</u>

**Spring Semester Financial Forecast
Analysis of Operating Fund
FY15
As of 9/30/14**

	FY14 Actual	FY15 Revised Budget	Additional Excess / Needs	Requested Revised Budget
Revenues:				
Tuition	\$ 40,059,859	\$ 40,948,750	\$ (564,803)	\$ 40,383,947
State	10,293,332	10,293,332	-	10,293,332
County	21,456,909	20,027,019	-	20,027,019
General Service Fees	4,594,280	4,706,875	(134,460)	4,572,415
Non Credit Income	2,797,089	2,960,000	(180,000)	2,780,000
Interest Income	96,904	125,000	(40,000)	85,000
Other Fees	1,464,840	1,450,000	(20,067)	1,429,933
Other Income	936,515	850,000	40,412	890,412
Appropriation from Reserve	-	6,356,427	(1,532,964)	4,823,463
Total Revenue	81,699,728	87,717,403	(2,431,882)	85,285,521

Expenditures:

Educational Services	42,517,294	43,619,190	(927,199)	42,691,991
Business & Comm Develop	2,715,572	2,846,702	(193,302)	2,653,400
Finance & Operations	6,610,633	6,728,611	(266,000)	6,462,611
President's Office	7,924,465	7,904,348	(99)	7,904,249
Dev, Comm & Gov Relations	577,528	511,567	(116,000)	395,567
Benefits	16,952,794	18,257,658	(617,055)	17,640,603
General Institutional	3,485,181	4,940,627	(440,927)	4,499,700
Utilities	2,492,111	2,908,700	128,700	3,037,400
Total Expenditures	83,275,578	87,717,403	(2,431,882)	85,285,521

Excess Revenue/(Expenditures	(1,575,850)	-	-	-
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Appropriation from reserves
at 9/30/14

\$	(1,575,850)	\$	-	\$	-	\$	-
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Appropriation from Reserves:

Operating	\$ 4,823,463
Capital	3,682,235
Total	\$ 8,505,698

**Spring Semester Financial Forecast
Analysis of Capital Fund
FY15
As of 9/30/14**

	Budget	Projected Expenditures	
Expenditures:			
Minor Capital	\$ 400,000	\$ 400,000	
WSLC/ Big Four Debt Service	1,135,547	1,103,271	
Freehold Debt Service	886,247	866,247	
TIP/Tech/BCD Program	3,021,094	2,956,541	
Chapter 12 - FY12	5,233,820	1,324,483	
Chapter 12 - FY13	1,500,000	310,000	
Chapter 12 - FY14	4,250,000	-	
GO Bond State	12,000,000	-	
GO Bond Match	3,374,648	1,297,570	
Equipment Leasing Fund (ELF)	2,727,303	1,621,963	
Hi Ed Technology (HETI) State	1,160,562	280,281	
HETI College	1,160,562	280,281	
Infrastructure	1,000,000	1,000,000	
ADA & Miscellaneous	323,372	150,000	
Capital - Fascia	113,018	113,018	
Capital - Neptune	547,151	548,365	
Capital Improvement Plan	318,521	150,000	
	<u>39,151,845</u>	<u>12,402,020</u>	

	Budget	Projected Revenue	
Revenues:			
Chapter 12	\$ 10,983,820	\$ 1,634,483	
GO Bond State	12,000,000	-	
HETI State	1,160,562	280,281	
ELF State	2,724,303	1,621,963	
Debt Service Fees	1,135,547	1,103,271	
TIP/Tech	3,021,094	2,956,541	
Auxiliary Services	813,556	813,556	
Capital Improvement Plan	318,521	309,690	
	<u>32,157,403</u>	<u>8,719,785</u>	

Net Revenue/Expense: \$ (3,682,235)

4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending August 31, 2014, were \$8,033,983.07.

The Monthly Financial Report contains summary information regarding all financial transactions of the College for the month of August. This report is submitted to the Board for information in accordance with Board policy and consists of the following schedules (enclosed):

1. Monthly Analysis of Change
2. Current Operating Budget Summary
3. Current Operating Income Summary
4. Cash & Investment Summary
5. Capital Commitment Summary
6. Capital Income Summary
7. Grant Summary

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 23, 2014.

Brookdale Community College
Monthly Analysis of Change

	08/31/14	07/31/14	CHANGE	% CHANGE
OPERATING EXPENDITURES *				
Educational Services Division	\$15,103,178	\$ 14,861,911	\$ 241,267	1.6%
Benefits & General Institutional	5,864,799	4,500,944	1,363,855	30.3%
Sub Total	20,967,977	19,362,855	1,605,122	8.3%
All other divisions	17,567,967	16,217,392	1,350,575	8.3%
Total Operating Expenses	38,535,944	35,580,247	2,955,697	8.3%
OPERATING REVENUE				
Tuition	18,882,387	15,840,207	3,042,180	19.2%
General Service Fees	2,096,844	1,769,641	327,203	18.5%
Sub Total	20,979,231	17,609,848	3,369,383	19.1%
State Appropriations	1,715,378	857,689	857,689	100.0%
County Appropriations	3,337,837	1,668,918	1,668,919	100.0%
All other revenue	3,075,981	2,009,366	1,066,615	53.1%
Total Operating Revenue	29,108,427	22,145,821	6,962,606	31.4%
CASH & INVESTMENTS				
Cash	4,830,160	3,330,562	1,499,598	45.0%
Investments	10,000,000	10,000,000	-	0.0%
Total Cash & Investments	14,830,160	13,330,562	1,499,598	11.2%
CAPITAL EXPENDITURES *				
Renewals & Replacements	1,727,627	1,554,783	172,844	11.1%
Minor Capital	2,820,828	2,811,615	9,213	0.3%
Total Capital Expenses	4,548,455	4,366,398	182,057	4.2%
CAPITAL REVENUE				
State	4,415	2,465	1,950	79.1%
County	4,415	2,465	1,950	79.1%
Other	1,627,628	1,204,205	423,423	35.2%
Total Capital Revenue	1,636,458	1,209,135	427,323	35.3%
GRANTS				
Federal Grants	399,729	196,912	202,817	103.0%
State Grants	85,678	71,431	14,247	19.9%
Other Grants	86,500	67,391	19,109	28.4%
Total Grants	\$ 571,907	\$ 335,734	\$ 236,173	70.3%

Note:

* Includes year-to-date actual and committed expenses.

Brookdale Community College
Operating Fund
Budget Summary Report
FY15

AS OF AUGUST 31, 2014

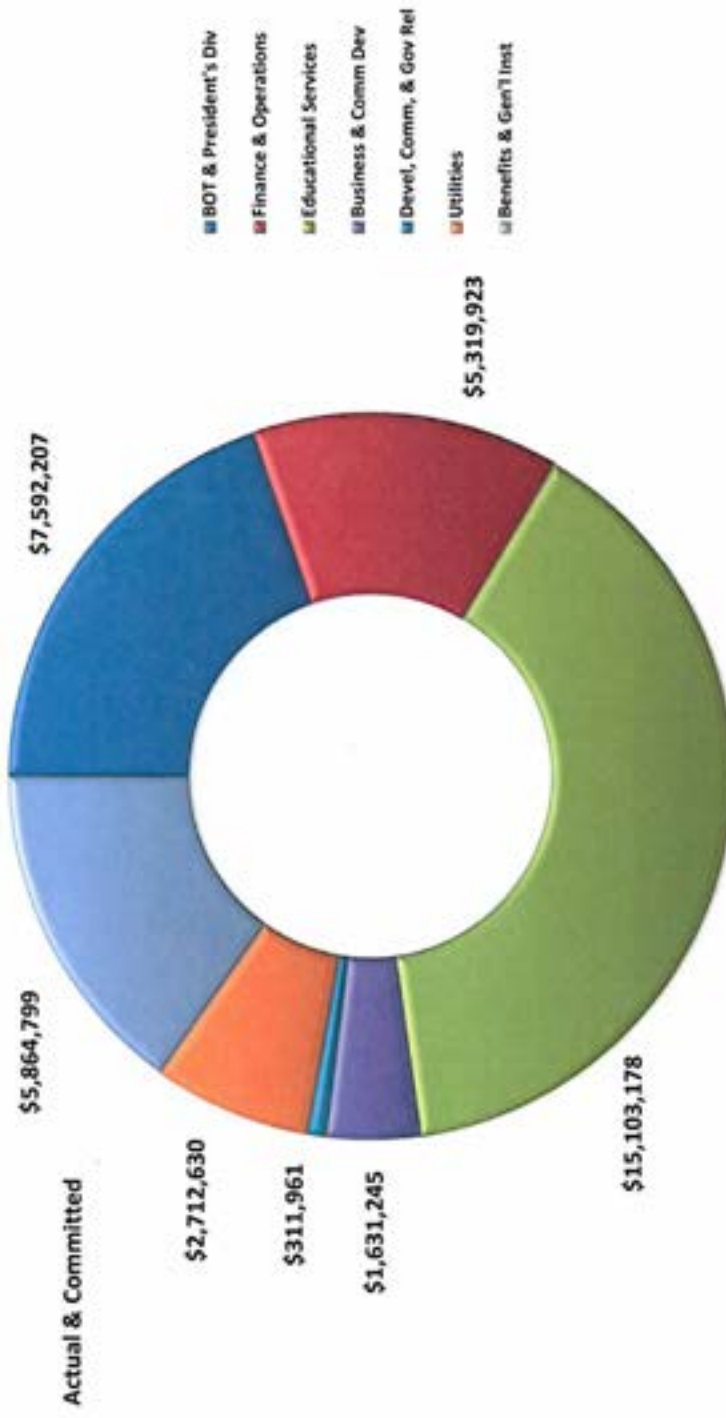
	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
BOT & President's Div	\$ 7,852,035	\$ -	\$ 7,852,035	\$ 1,406,179	\$ 6,186,028	\$ 259,828
Finance & Operations	6,680,062	-	6,680,062	921,881	4,398,041	1,360,139
Educational Services	43,383,882	-	43,383,882	3,242,401	11,860,777	28,280,704
Business & Comm Dev	2,825,071	-	2,825,071	468,943	1,162,302	1,193,826
Devel, Comm, & Gov Rel	507,767	-	507,767	57,962	253,999	195,806
Utilities	2,908,700	-	2,908,700	272,009	2,440,621	196,070
Bnfts & Gen'l Inst	23,559,886	-	23,559,886	4,111,639	1,753,160	17,695,087
Total	<u>\$ 87,717,403</u>	<u>\$ -</u>	<u>\$ 87,717,403</u>	<u>\$ 10,481,016</u>	<u>\$ 28,054,928</u>	<u>\$ 49,181,459</u>

Notes:

* Adjustments represent budget transfers between divisions for salary increases and departmental transfers.

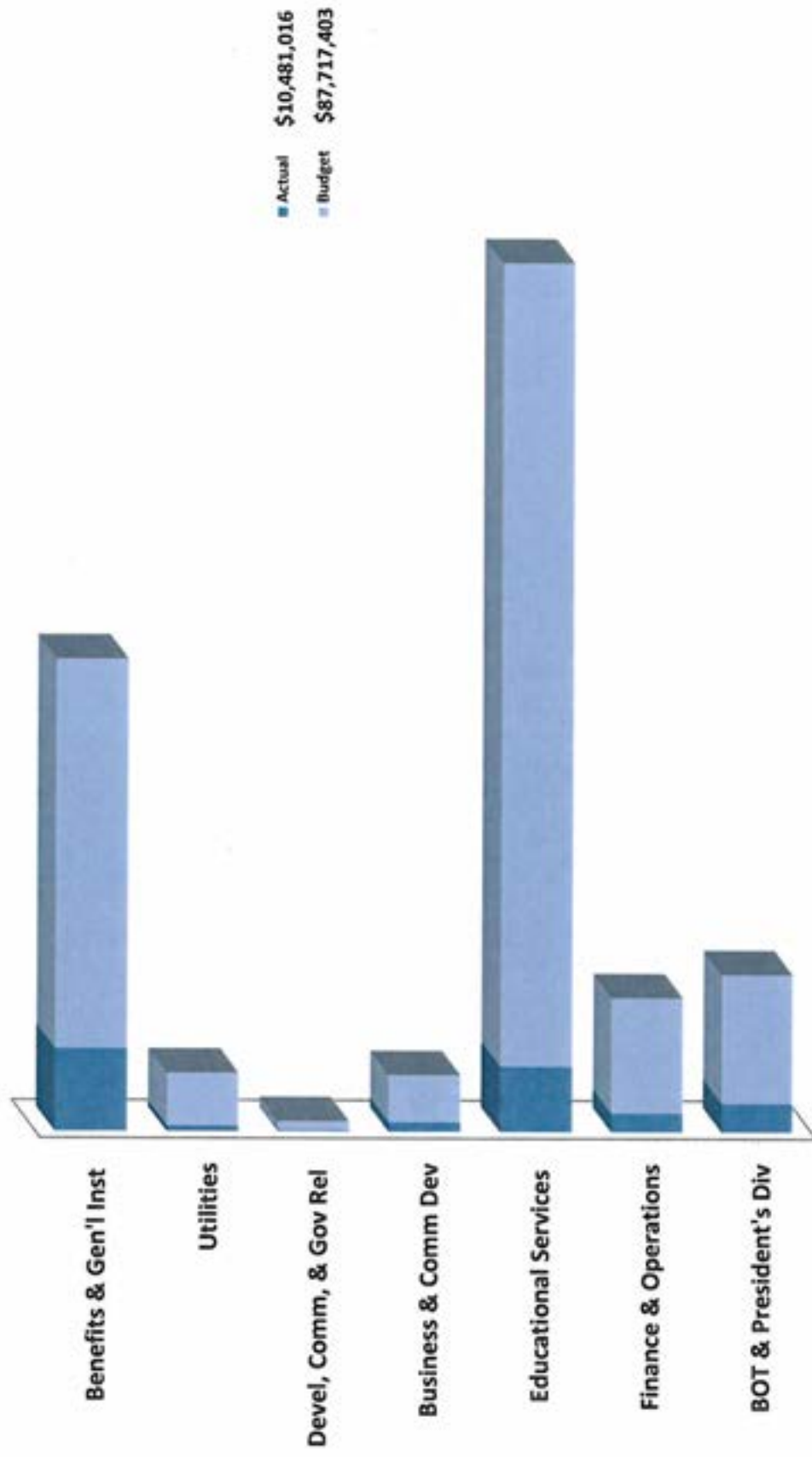
** Committed represents total funds encumbered for a good or service.

Brookdale Community College
Operating Fund
As of August 31, 2014
FY15



The overall FY15 projected operating budget is \$87,717,403; as of August 31, 2014, 44% or \$38,535,944 was spent and/or obligated.

Brookdale Community College
Expenditures vs. Budget
As of August 31, 2014
FY15

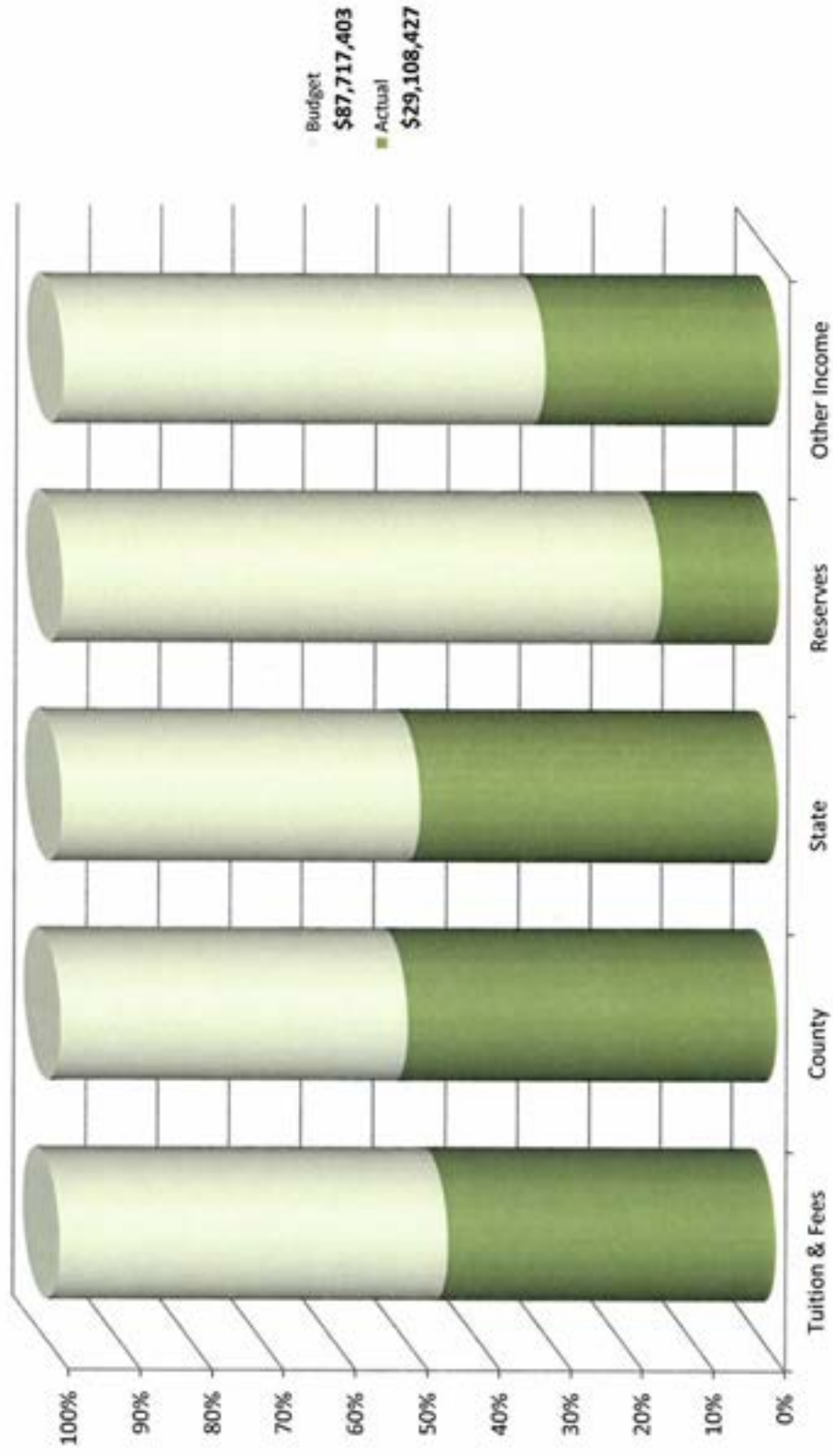


Brookdale Community College
 Operating Fund
 Income Summary Report
 FY15

AS OF AUGUST 31, 2014

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	\$10,293,332	\$ -	\$ 10,293,332	\$ 1,715,378	\$ 8,577,954
County of Monmouth	20,027,019	-	20,027,019	3,337,837	16,689,183
Student Tuition	40,948,750	-	40,948,750	18,882,387	22,066,363
General Service Fee	4,706,875	-	4,706,875	2,096,844	2,610,031
Other Student Fees	1,450,000	-	1,450,000	714,235	735,766
Business & Comm Dev	2,960,000	-	2,960,000	1,145,817	1,814,183
Approp from Reserve	6,356,427	-	6,356,427	1,059,405	5,297,023
Miscellaneous	975,000	-	975,000	156,525	818,475
Total	\$87,717,403	\$ -	\$ 87,717,403	\$ 29,108,427	\$ 58,608,976

Brookdale Community College Operating Income As of August 31, 2014 FY15



Brookdale Community College
Summary of Cash & Investments
FY15

AS OF AUGUST 31, 2014

Cash:

Operating	\$ 4,827,870.84
Payroll	<u>2,289.12</u>
	\$ 4,830,159.96

Certificates of Deposit:

10,000,000.00	<u>\$ 14,830,159.96</u>
---------------	-------------------------

Investment Details:

The College currently has five \$2M CDs, all for 12 month terms purchased between September 2013 and August 2014.

Three CDs are with First Choice Bank; one is with NJ Community Bank; and one is with Central Jersey Bank.

Rates vary from a low of .55 to a high of .80 percent.

Interest at maturity totals \$71,000.

Total amount redeemed through August 31, 2014, is \$2,000,000 with earned interest of \$11,030.08.

Brookdale Community College
Capital Fund
Budget Summary Report
FY15

AS OF AUGUST 31, 2014

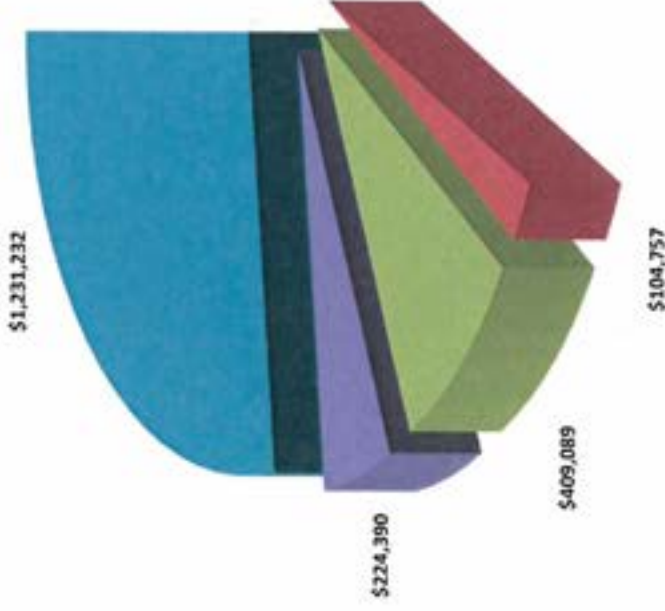
	BUDGET	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 5,233,820		\$ -	\$ 4,824,731
8120520 - Gorman Hall	-	410,951	158,958	251,993
8120530 - Energy Efficiency	-	237,507	35,606	201,901
8120535 - Window Replacement WM	-	214,525	214,525	-
FY13 Chapter 12 Projects	1,500,000	-	-	1,500,000
FY14 Chapter 12 Projects	4,250,000	-	-	4,250,000
* FY15 Chapter 12 Projects	3,200,000	-	-	3,200,000
FY15 Capital Projects	-	-	-	-
8102410 - ADA Compliance	323,372	-	7,605	315,767
8131005 - Higher Ed Bond Administration	12,000,000	-	-	12,000,000
8132450 - College GO Bond Match	3,374,648	-	841,415	2,533,233
8131010 - Equipment Leasing Fund (ELF)	2,727,303	-	-	2,727,303
8131015 - Hi Ed Technology Infrastructure (HETI)	1,160,562	-	-	1,160,562
8132455 - College HETI Match	1,160,562	-	-	1,160,562
8142425 - Fascia Project	113,018	-	113,018	-
8152405 - Poseidon	547,151	-	132,110	415,041
FY15 Infrastructure Projects	1,000,000	-	-	-
8152415 - General	-	969,677	194,067	775,610
8132416 - Central Utility Plant Roof	-	30,323	30,323	-
Renewals & Replacements	36,590,436	1,862,983	1,727,627	35,316,703
SLC/B4 Debt Service	1,135,547	-	117,011	1,018,536
Brookdale @ Freehold Debt Service	886,247	-	20,073	866,174
Minor Capital	400,000	-	104,757	295,243
TIP	750,000	-	369,343	380,657
Student & BCD Tech Fee	2,271,094	-	2,209,644	61,450
Minor Capital	5,442,888	-	2,820,828	2,622,060
Total	\$ 42,033,324	\$ 1,862,983	\$ 4,548,455	\$ 37,938,763

* Pending State Approval

Brookdale Community College Capital Fund As of August 31, 2014 FY15

Actual and Committed

\$1,231,232



- Technology
- Minor Capital
- Chapter 12
- Infrastructure
- Other Projects

\$2,578,987

The overall FY14 capital budget is \$41,942,173; as of August 31, 2014, 10.8% or \$4,548,455 was spent and/or obligated.

Brookdale Community College
Capital Fund
Income Summary Report
FY15

AS OF AUGUST 31, 2014

	BUDGET	ADJUST	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 1,600,000	\$ 20,945,284	\$ 22,545,284	\$ 4,415	\$ 22,540,869
County of Monmouth	1,600,000	6,333,187	7,933,187	4,415	7,928,772
Other	6,442,888	5,111,965	11,554,853	1,627,628	9,927,225
Total	\$ 9,642,888	\$ 32,390,436	\$ 42,033,324	\$ 1,636,458	\$ 40,396,866

Brookdale Community College
Grants

Budget Summary Report
FY15

AS OF AUGUST 31, 2014

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
Federal Grants					
Brookdale	\$ 2,432,820	\$ -	\$ 2,432,820	\$ 399,729	\$ 2,033,091
Subgrants	192,000	-	192,000	-	192,000
SUBTOTAL	2,624,820	-	2,624,820	399,729	2,225,091
State Grants	479,807	-	479,807	85,678	394,129
Other Grants	205,316	-	205,316	86,500	118,816
TOTAL	\$ 3,309,943	\$ -	\$ 3,309,943	\$ 571,907	\$ 2,738,036

4.2 *Purchases in Excess of \$34,100 and
New Jersey "Pay-to-Play" bids, and
Pursuant to the New Jersey "Pay to
Play" Process, in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$34,100. These proposed contracts have been bid in accordance with "County College Contracts 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 met the New Jersey State "Pay-to-Play" Law, N.J.S.A. 19:44a-20.1 et seq., Chapters 51 and 271.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 23, 2014

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$34,100, or purchases with a combined total in excess of \$34,100; 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 Board of Trustee approval for any purchase over \$17,500, that is 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; 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

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 \$34,100
October 30, 2014

* Estimated expense based on historical data

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	The Gillespie Group	Police Building Flooring Removal and Replacement / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the removal and replacement of flooring through a co-op agreement with Middlesex Regional Educational Services Commission.	Exempt	\$ 34,217.90
2	Winner Ford	Police Vehicles / Exempt 18A:64A.25.9 (State Contract). This contract is for the purchase of 2 Police SUVs and 1 Police sedan.	Exempt	\$ 99,670.00
3	TierPoint Pennsylvania, LLC	Co-Location Services, Bid No. 15-07 / Notice was sent to 12 vendors, received 2 replies. This is an 18-month contract for co-location services to provide space, power, cooling, and physical security for the storage of servers and networking equipment.	Bid	\$ 79,200.00
Grant				
4	County of Monmouth	Career Center Program / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for consulting and administration services to coordinate clients with counselors for the One-Stop Career Center program.	Exempt	\$ 19,820.00
Operating				
5	Culture Quest, Inc. Gate 1	Travel Services for Short-term Programs / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). These contracts are for the payment of travel expenses for faculty-led short term programs to Italy, Spain, and Greece funded by student program fees.	Exempt	\$ 142,366.00 *

6	Woodruff Energy N.J. Natural Gas	Natural Gas / Exempt 18A:64A-25.5.a.(8) (Supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities) and Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a 2-year co-op agreement for the supply and delivery of natural gas for participating County Colleges under the New Jersey County College Joint Purchasing Consortium (NJCCJPC) at an All-Inclusive Fixed Rate of \$5.55/Dekatherm.	Exempt	\$	500,000.00	*
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****Unless otherwise exempt, bids were publicly advertised according to law.**

4.2a *Change Order Request Report*

The Change Order Request Report contains summary information and a resolution for increases to existing Blanket Purchase Orders.

This report is submitted to the Board of Trustees to provide background information to enable the approval of the change requests.

Additional details for these proposed purchases are available in the Purchasing Office for review by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 23, 2014.

Brookdale Community College
Change Order Reconciliation
October 30, 2014

			Change Orders		Current	Proposed	Contract	Proposed %
Vendor Name	Description	Contract Award	Approved		Contract Value	C/Os	Total	Increase
1 Viaco Construction	Additional scope of work to meet code requirements for the pre-action systems at Gorman Hall.	\$ 2,440,615.25	\$ -		\$2,440,615.25	\$ 18,456.90	\$ 2,459,072.15	1%
2 Spiezle Architectural Group Inc.	Additional scope of work for new parking lot expansion at Wall Campus.	752,785.00	-		752,785.00	79,310.00	832,095.00	11%
		<u>\$ 3,193,400.25</u>	<u>\$ -</u>		<u>\$3,193,400.25</u>	<u>\$ 97,766.90</u>	<u>\$ 3,291,167.15</u>	

4.2b *Payments to
Vendors, Students, and Employees*

Payments to vendors, students, and employees are contained in this report as summary information for all payment transactions of the College including payments made on previously approved purchase orders. This report serves as background information for the transactions.

Additional documentation for payments is available in the Accounts Payable Department.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 23, 2014.

Brookdale Community College
Paid Invoice Register
October 30, 2014

	Student	Vendor	Employee	Totals
ASBCC	\$ -	\$ 25,863.92	\$ 1,353.09	\$ 27,217.01
Athletics	-	34,576.72	8,380.00	42,956.72
Bookstore	-	1,057,970.95	-	1,057,970.95
College	261.00	2,735,352.26	22,439.38	2,758,052.64
OBCD	1,081.82	112,727.13	329.55	114,138.50
	<u>\$ 1,342.82</u>	<u>\$ 3,966,490.98</u>	<u>\$ 32,502.02</u>	<u>\$ 4,000,335.82</u>

4.3 *Legal Costs, Government Relations, and Public Relations*

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public no later than November 1 each year, “an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations.”

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 23, 2014.

Brookdale Community College
Report of Legal Fees, Government Relations, and Public Relations
For the Fiscal Years 2014 and 2013

	FY14	FY13
Legal Fees	\$205,824	\$144,466
Government Relations	60,000	60,000
Public Relations	<u>100,346</u>	<u>99,900</u>
TOTAL	<u>\$366,170</u>	<u>\$304,366</u>

4.4 *Acceptance of Brookdale Community College's FY14 Financial Statement Audit*

Pursuant to the requirements of the Higher Education Reorganization Act of 1994, the Board of Trustees authorized the appointment of external auditors, EisnerAmper LLP, to perform the required annual audit of the College finances for fiscal year 2014 at its April 23, 2014 meeting.

An audit of financial accounts has been completed, and the results of the College's FY14 Financial Statement audit are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held October 27, 2014.

October 30, 2014: Vice President for Finance & Operations, Maureen Lawrence

4.5 *Acceptance of Brookdale Community College's FY14 Enrollment Audit*

Pursuant to the requirements set forth in the Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasurer, the Board of Trustees authorized EisnerAmper LLP to perform the required annual audit of enrollment for fiscal year ending June 30, 2014, at its April 23, 2014 meeting.

An audit of the College's schedule of total unweighted credit-hours for the year ended June 30, 2014 are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held October 27, 2014.

4.6 *Acceptance of Brookdale Community College's FY14 Radio Station WBJB-FM Audit*

Pursuant to the requirements of the grantor, Corporation for Public Broadcasting (CPB), an audit was performed on the financial accounts of the College's Radio Station, WBJB-FM, for fiscal year ending June 30, 2014. The Board of Trustees authorized EisnerAmper LLP to perform the required audit for fiscal year ending June 30, 2014, at its April 234, 2014 meeting.

An audit of the College's radio station for the year ended June 30, 2014 are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held October 27, 2014.

October 30, 2014: Vice President, Finance & Operations, Maureen Lawrence

Consent Agenda
October 30, 2014

(2.1)
Application of Grants

Quality and Excellence
Value Added to Community

Goal 2: Maximize Resources
Goal 4: Leverage Brookdale's
Excellence

(2.2)
Acceptance of Grants

Quality and Excellence
Value Added to Community

Goal 2: Maximize Resources
Goal 4: Leverage Brookdale's
Excellence

(2.3)
**Approval of Budget
Modifications**

Value Added to Community

Goal 2: Maximize Resources
Goal 4: Leverage Brookdale's
Excellence

(3.1)
**Approval of Human
Resources**

Quality and Excellence
Value Added to Community

Goal 2: Maximize Resources
Goal 4: Leverage Brookdale's
Excellence

(3.2)
**Approval of Employment
Contract**

Quality and Excellence
Value Added to Community

Goal 2: Maximize Resources
Goal 4: Leverage Brookdale's
Excellence

(4.1)
**Monthly Financial
Report**

Quality and Excellence

Goal 2: Maximize Resources

Consent Agenda
October 30, 2014

(4.2) Purchases in Excess of \$34,100 and NJ “Pay-to- Play” bids, and Pursuant to the NJ “Pay-to-Play” Process, in Excess of \$17,500	Quality and Excellence	Goal 2: Maximize Resources
(4.2a) Change Order	Quality and Excellence	Goal 2: Maximize Resources
(4.2b) Open Invoice Payment Requests for Vendor, Student, and Employee Payments	Quality and Excellence	Goal 2: Maximize Resources
(4.3) Approval of Legal Costs, Government Relations and Public Relations	Quality and Excellence	Goal 2: Maximize Resources

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

January 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Years Day	2	3
4	5 Nurses Pinning 6 PM	6	7	8	9	10
11	12	13	14	15	16	17
18	19 M L King DaY	20	21	22 Spinnaker Awards	23	24
25	26	27 Meridian BOT	28	29 BCC BOT Lincroft NAV I,II Ft. Hancock & Trustees Conf. Room	30	31

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

February 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Brookdale Hall of Fame Induction	7
8	9 ACCT Washington	10 ACCT Washington	11 ACCT Washington	12 ACCT Washington	13	14
15	16 Presidents Day	17	18	19 SLC Unavailable NJ Stars Info. Session	20	21
22	23 Trustee Seminar E. Windsor	24	25	26 BCC BOT Lincroft NAV I & II Ft. Hancock, TCR	27 Wilber Ray Dinner	28

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

March 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 SLC Unavailable Caring Awards	20	21
22	23	24 Meridian BOT	25 Annual Scholarship Recognition Reception - 4:30 PM	26 BCC BOT Lincroft Twin Lights I,II Monmouth Battleground Room & MollyPitcher	27	28
29	30	31				

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

April 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Good Friday Passover Begins sunset	4 Passover
5 Easter Sunday Passover	6 Passover	7 Passover	8 Passover	9 Passover	10 Passover	11 Passover ends
12	13	14	15	16	17	18 AACC Annual Convention
19 AACC Annual Convention	20 AACC Annual Convention	21 AACC Annual Convention	22	23 BCC BOT Freehold Campus (SLC NA)	24	25
26	27	28 Meridian BOT	29	30		

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

May 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Barringer Award Dinner	2
3	4	5	6	7	8	9
10 Mother's Day	11	12	13 Allied Health Pinning	14 Foundation Board Meeting	15 Graduation	16
17	18	19	20	21 BCC BOT Lincroft Twin Lights I,II Monmouth Battleground & Molly Pitcher	22	23
24	25 Memorial Day	26	27	28	29 Scholarship Ball	30
31						

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

June 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 BCC BOT Lincroft Nav I & II Ft. Hancock & Trustees Conf.	19	20
21 Fathers Day	22 Spirit Award Dinner Trenton	23	24	25 Foundation Board Mtg.	26	27
28	29	30				

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

July 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Independence Day
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28 Meridian BOT	29	30	31	

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

August 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 BCC BOT Lincroft NAV I & II Ft. Hancock & Trustees Conf.	21	22
23	24	25	26	27	28	29
30	31					

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

September 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13 Rosh Hashanah Begins sunset	14 Rosh Hashanah	15 Rosh Hashana Ends at nightfall	16	17 BCC BOT Lincroft NAV I & II Ft. Hancock & Trustees Conf.	18	19
20	21	22 Meridian? Yom Kippur Begins sunset	23 Yom Kippur	24	25	26
27	28 Sukkot	29 Sukkot	30			

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

October 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Columbus Day HERDI	13 HERDI	14 ACCT	15 ACCT	16 ACCT	17 ACCT
18	19	20	21	22 BCC BOT Lincroft NAV I & II Ft. Hancock, Trustees Conf.	23	24
25	26	27	28	29	30	31 Halloween

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

November 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Veterans Day	12	13	14
15	16	17	18	19 BCC BOT Lincroft NAV I & II Ft. Hancock, Trustees Conf.	20	21
22	23	24 Meridian BOT	25	26 Thanksgiving Day	27	28
29	30					

DRAFT Brookdale Community College – Board of Trustees Meetings for 2015

December 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 MSCHE Annual Mtg.	3 MSCHE Annual Mtg.	4 MSCHE Annual Mtg.	5
6	7	8	9	10	11	12
13	14	15	16	17 BCC BOT Lincroft NAV I & II Ft. Hancock & Trustees Conf.	18	19
20	21	22	23	24	25 Christmas	26
27	28	29	30	31		

Information for BOT Workshop - 30 October 2014

Brookdale Board of Trustee Bylaws

1.4020 Appointments to Standing Committees

Membership on standing committees of the Board of Trustees, except as otherwise herein expressly provided shall consist of five Trustees, including the Chair of the Committee. The Board Chair is an ex-officio member and the Vice Chair serves as an alternate to the Board Chair as an ex-officio for purposes of a quorum.

As soon as reasonably practical, following the election of the Chair and Vice Chair, the full Board of Trustees shall meet to discuss Trustee assignments to standing committees, subcommittees, and any other appointed positions. The process of committee selection shall be open and collaborative and include all Board members.

If the Trustees do not agree on committee selections, the Chair-Elect shall have the right to make a final decision regarding all Trustee appointments and appoint the Chair of the Standing Committees.

Standing committees are advisory in nature. Such appointments shall be made annually at the organizational meeting of the Board of Trustees. Members of standing committees shall serve for a term of two years or until their successors have been appointed.



AGENDA for October 30, 2014
Lincroft Campus – Student Life Center – Twin Lights I & II
765 Newman Springs Road
Lincroft, NJ 07738

7:00 P.M. BOARD OF TRUSTEE PUBLIC BUSINESS MEETING

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Reading of Statement and Roll Call**

D. Public Comment on Agenda Items

Agenda Tab

E. Approval of Minutes of the September 22, 2014 Public Meeting

Minutes Tab

F. Resolution for Dianna Phillips

Resolution Tab

G. APPROVAL ITEMS

Approval Items Tab

(1.1) BOT Policy 1.1001 BCC Collegial Governance	Quality and Excellence	Goal 3: Strengthen and expand Brookdale's alliances and partnerships Goal 4: Leverage Brookdale's Excellence
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(4.4) Acceptance of FY-14 Financial Audit	Quality and Excellence	Goal 2: Maximize Resources
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(4.5) Acceptance of FY-14 Enrollment Audit	Student Success and Progress Quality and Excellence	Goal 2: Maximize Resources
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(4.6) Acceptance of FY-14 Radio	Quality and Excellence Value	Goal 2: Maximize Resources
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AGENDA for October 30, 2014
Lincroft Campus – Student Life Center – Twin Lights I & II
765 Newman Springs Road
Lincroft, NJ 07738
H. Consent Agenda
Consent Agenda Tab

(2.1) Application of Grants	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(2.2) Acceptance of Grants	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(2.3) Approval of Budget Modifications	Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(3.1) Approval of Human Resources	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(3.2) Approval of Employment Contract	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence

AGENDA for October 30, 2014**Lincroft Campus – Student Life Center – Twin Lights I & II****765 Newman Springs Road****Lincroft, NJ 07738****(4.1)****Monthly Financial
Report**

Quality and Excellence

Goal 2: Maximize Resources

(4.2)**Purchases in Excess of
\$34,100 and NJ “Pay-to-
Play” bids, and Pursuant to
the NJ “Pay-to-Play”
Process, in Excess of \$17,500**

Quality and Excellence

Goal 2: Maximize Resources

(4.2a)**Change Order**

Quality and Excellence

Goal 2: Maximize Resources

(4.2b)**Open Invoice Payment
Requests for Vendor,
Student, and Employee
Payments**

Quality and Excellence

Goal 2: Maximize Resources

(4.3)**Approval of Legal Costs,
Government Relations and
Public Relations**

Quality and Excellence

Goal 2: Maximize Resources

AGENDA for October 30, 2014**Lincroft Campus – Student Life Center – Twin Lights I & II****765 Newman Springs Road****Lincroft, NJ 07738****H.****Additional Approval Items**

Items not on the consent
agenda or items removed
from the consent agenda will
be considered at this time.

I. Public Comment**J. Old/New Business****K. Resolution to hold a Closed Meeting****L. Motion to Re-open the Meeting to the Public****M. Adjournment of Public Business Meeting**

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Workshop Meeting

Monday, September 22, 2014

Brookdale Community College
Lincroft Campus – Student Life Center – Navesink I, II
765 Newman Springs Rd.
Lincroft, New Jersey 07738

- A. Chair Butch called the meeting to order at 5:04 P.M.
- B. Ms. Gruskos then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On September 18, 2014, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On September 17, 2014, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger*.
 3. On September 17, 2014, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present:	Ms. Abby-White	Ms. Campbell
	Dr. Guzzo	Mr. Karcher
	Mr. Passiment	Mr. McConnell
	Chair Butch	Ms. Gruskos, Recorder
Absent:	Mr. Dalton	Mr. DiBella
	Mr. Flaherty	Ms. Jones
	Mr. Tolchin	

- C. It was MOVED by Trustee Guzzo and seconded by Trustee Abby-White to enter into a closed session.

Motion carried by the following vote:

AYES: Trustee Abby-White, Campbell, Guzzo, Karcher, Passiment, McConnell, Chair Butch

NAYS: None

ABSTENTIONS:

- D. It was MOVED by Trustee Guzzo and seconded by Trustee Abby-White that the meeting be re-opened to the public at 6:42 P.M. Approval was unanimous.

Roll Call:

Present:	Ms. Abby-White	Ms. Campbell
	Mr. Dalton	Mr. DiBella
	Mr. Flaherty	Dr. Guzzo
	Mr. Karcher	Mr. Passiment
	Mr. McConnell	Mr. Tolchin
	Chair Butch	
Absent:	Ms. Jones	

Attorney Hoffman announced that closed session was to discuss contract negotiations and no action was taken.

E. Information and Discussions

Topic & Discussion	Action and Follow-up Actions
The Executive Committee met on September 10 to discuss and set the agenda. Chair Butch announced that there is a resolution to appoint a nominating committee to be formally approved at tonight's meeting. The Nominating committee's responsibility is to bring the names of potential Chair and Vice Chair to the Board for discussion at the October 30 Board Meeting, and to offer names in nomination for the Chair and Vice Chair for voting at the annual meeting on November 20. The Nominating Committee is: Trustee Lora Campbell as Chair, Trustee Charles Karcher and Trustee Gary Tolchin.	Committee will bring forward name(s) for discussion at the October meeting for voting at the November Annual Meeting.
<p>Policy & Education Committee – Trustee Abby-White reported that tonight we will lodge Board Policy 1.1001 Brookdale Collegial Governance. This policy will reaffirm our desire to have open governance and the committee recommends the lodging of this policy.</p> <p>Progress Report to Middle States – The progress report is prepared every 5 years at the request by Middle States to document our institutional strategic plan and the assignment of responsibilities; and to show progress in implementing strategies to measure and assess the level, and efficient utilization of, institutional resources required to support our mission and goals.</p> <p>ReDesign Proposals – Trustee Abby-White noted that the ReDesign proposals have been provided and when we enter the Executive Session in the old bookstore we will have the opportunity to view large visuals of these proposals. Trustee Abby-White made note of what she found interesting during her review of the proposals.</p> <p>2013-2014 Update on Goals – The new goals have been outlined and are self-explanatory. They each tie back to the Middle States report. Responsibilities for priorities have been delegated by the President to her senior staff, who will report on their progress throughout the</p>	<p>Board Policy 1.1001 will be brought forward to October meeting for approval.</p> <p>Trustees to continue review of Re-Design proposals.</p>

year. 2014-2015 Annual Priorities – These priorities flow from our mission and vision statements. The four main priorities are goals of the Jubilee Plan 2012-2017 and the sub-priorities identify several new as well as ongoing institutional initiatives.	
Finance and Facilities Committee – Trustee DiBella reported on the conference call meeting held on September 17. He made note that this is the first month of reported financials for the new fiscal year. He brought to the Board’s attention purchases in excess of the bid threshold: salt for the Lincroft campus; tuition chargebacks for study abroad students; and yearly transportation of all intercollegiate athletic teams	

- F. It was MOVED by Trustee DiBella and seconded by Trustee Campbell that the Agenda be approved. Approval was unanimous.
- G. New Business: Trustee Campbell asked for an update on SunGard (former name for Ellucian) and Dr. Murphy said that we would address this question in Executive Session.
- H It was MOVED by Trustee Passiment and seconded by Trustee Flaherty that the Workshop Meeting be adjourned at 6:55 p.m. Approval was unanimous.

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting**

**Thursday, September 22, 2014
Brookdale Community College
Lincroft Campus – Student Life Center – Navesink I, II
765 Newman Springs Road
Lincroft, NJ 07738**

- A. Chair Butch called the meeting to order at 7:03 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos then read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On September 18, 2014, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On September 17, 2014, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger*.
 3. On September 17, 2014, advance written notice of this meeting was filed with the Clerk of the County of Monmouth.”

Roll Call:

Present:	Ms. Abby-White	Ms. Campbell
	Mr. Dalton	Mr. DiBella
	Mr. Flaherty	Dr. Guzzo
	Mr. Karcher	Mr. Passiment
	Mr. McConnell	Chair Butch
Ex-Officio	Dr. Murphy	Ms. Gruskos, Recorder
Absent:	Mrs. Jones	Mr. Tolchin

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Public Comment on Agenda: Jack Ryan, Faculty, commented on the minutes of August 21, and wanted to know once the minutes were approved if the personnel records of William Bruno would become public under the Public Meetings Act due to his resignation. He also questioned why William Bruno was paid an incentive bonus and then subsequently was paid through August when it did not appear he was		

working on campus. Since Mr. Bruno's behavior appeared to be inappropriate at times during his time at Brookdale, he wanted the board to investigate his hiring. He also stated that he lacked confidence in the upper administration to carry us through these tough times.		
Minutes of August 21, 2014 Workshop and Regular Business Meeting	Motion was made by Trustee Abby-White and seconded by Trustee Campbell that the minutes be approved. AYES: Trustees Abby-White, Campbell, Dalton, DiBella, Guzzo, Karcher, Passiment, McConnell, and Chair Butch NAYS: None ABSTENTIONS: Trustee Flaherty	
Board Policy 1.1001 Brookdale Collegial Governance	A motion was made by Trustee Passiment and seconded by Trustee Abby-White to lodge Board Policy 1.1001 Brookdale Collegial Governance. AYES: Trustees Abby-White, Campbell, Dalton, Flaherty, Guzzo, Karcher, Passiment, McConnell, Chair Butch	Policy will be brought forward for approval at the October 30 th meeting.
Nominating Committee of The Board of Trustees: Chair Butch appointed the following Nominating Committee: Chair: Trustee Campbell Members: Trustee Karcher and Trustee Tolchin	A motion was made by Trustee Abby-White and seconded by Trustee Passiment to approve the nominating committee of the Board of Trustees for 2014. AYES: Trustees Abby-White, Campbell, Dalton, DiBella, Flaherty, Guzzo, Karcher, Passiment, McConnell, Chair	Nominating Committee to bring forward the names of a potential Chair and Vice Chair for discussion at our October 30 Board meeting and to offer nominations for Chair and Vice Chair at the annual meeting of the Board in November.

	Butch ABSTENTIONS: None	
Consent Agenda: 1. Acceptance of Grants: Perkins Career and Technical Education Educational Opportunity Fund Club Brookdale 2. Human Resources 1. Hires a. Support Staff – 1 b. Coaches - 6 2. Change of Status a. Faculty – 1 b. Administrative – 8 c. Support Staff – 3 d. Coaches - 1 3. Separations a. Administrative – 2 b. Support Staff - 3 3. Finance & Facilities Purchases in Excess of \$34,100 and NJ Pay to Play (4.2) Open Invoice Payment Request (4.2b)	A motion was made by Trustee Passiment and seconded by Trustee Dalton to approve the consent agenda. AYES: Trustees Abby- White, Campbell, Dalton, DiBella, Flaherty, Guzzo, Karcher, Passiment, McConnell, Chair Butch ABSTENTIONS: None	
Public Comment: No Comments from the public.		
Old/New Business – No old business. New Business: Trustee Abby-White attended the Convocation and she wanted to share that it was very enlightening and inspiring to see the faculty and staff very engaged. She also attended a NJ Council of Community Colleges meeting on September 15 with Trustee Passiment. She handed out the legislative updates and brought to the other trustees' attention the NJ Stars eligibility legislation and the consortium for workforce & economic development legislation. The CFO and Trustee Abby-White participated in the Brookdale Foundation Golf Outing and the Foundation raised \$43,000. She encouraged others to attend next year.		

<p>The ACCT Leadership meeting will take place in Chicago during the week of October 19 and Trustees Abby-White and McConnell will attend. They will report back after the meeting.</p> <p>Dr. Murphy announced the invitation to the Trustees to attend the grand opening of our new Veterans Center on September 26.</p> <p>Students in the audience were recognized by the board.</p>		
<p>Resolution to hold a closed meeting. Ms. Gruskos read the following resolution: WHEREAS, the Board of Trustees of Brookdale Community College proposes to discuss the following subjects: personnel matters and labor relations; WHEREAS, the Board of Trustees has determined that within the provisions of Subsection 7(b) of the Open Public Meetings Law, the public should be excluded from the discussion of said subject; NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that a meeting of said Board shall be held, at which the public shall be excluded, on Monday, September 22, 2014 at approximately 7:30 P.M. for the purpose of discussing said subjects; NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that a meeting of said Board shall be held, at which the public shall be excluded, on Thursday, October 30, 2014 at approximately 5 p.m. for the purpose of discussing said subjects; BE IT FURTHER RESOLVED that the discussions on Personnel Matters and labor relations can be disclosed to the public when the matters have been concluded.</p> <p>Chair Butch announced that there would be no action taken after the meeting when it was re-opened to the public.</p>	<p>A motion was made by Trustee DiBella and seconded by Trustee Guzzo to hold a closed meeting.</p> <p>AYES: Trustees Abby-White, Campbell, Dalton, DiBella, Flaherty, Guzzo, Karcher, Passiment, McConnell, Chair Butch ABSTENTIONS: None</p>	

- D. It was MOVED by Trustee DiBella and seconded by Trustee Abby-White that the meeting be adjourned at 9:35 PM. Approval was unanimous.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Maureen Murphy', with a stylized flourish at the end.

Maureen Murphy, Ph.D., Secretary

RESOLUTION

RESOLVED by the Board of Trustees of Brookdale Community College, County of Monmouth, State of New Jersey; that

WHEREAS, Dr. Dianna Phillips' educational credentials include an M.S. from Buffalo State College and a Ph.D. from the University at Buffalo, and she proudly cites her 14 years in the United States Navy as an invaluable learning experience; and

Whereas, Dr. Phillips served as the Executive Vice President of Educational Services at Brookdale from July 2011 to October 2014; and

WHEREAS, Dr. Dianna Phillips presided as 'second-in-command' at Brookdale, with responsibility for both academics and student services, working closely with faculty, staff, administrators and students; and

WHEREAS, Dr. Dianna Phillips liaised with the Policy and Education Committee of the Board of Trustees, and endeavored to engage the Board in the College's educational priorities and student success initiatives; and

WHEREAS, Dr. Dianna Phillips has enriched the lives of countless students, faculty and staff; and has provided excellent support to the entire community; demonstrating incredible patience, caring and pride in her work and the College;

NOW THEREFORE BE IT RESOLVED that the Brookdale community extends to Dr. Dianna Phillips its sincere appreciation for her many contributions and for her devoted service to the College;

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of the October 30, 2014 Board of Trustees meeting and that a true copy be presented to Dr. Dianna Phillips as a permanent reminder of the high esteem she has earned among her colleagues and the Board of Trustees.

Maureen Murphy
President

Brian T. Butch, Chair
Brookdale Board of Trustees

October 30, 2014

(1.1) Approval of Board Policy 1.1001 Brookdale Collegial Governance

RESOLUTION

WHEREAS, Brookdale Community College has long prided itself on its collegial Governance system; and

WHEREAS, the Steering Committee of Governance and the Council of Former Chairs led a comprehensive, College-wide review of the collegial Governance system, and is developing a revised model; and

WHEREAS, one of the recommendations of the Steering Committee and the Council of Former Chairs was the adoption of a Board Policy to solidify the collegial and interdependent relationship between the Board of Trustees and the collegial Governance system; and

WHEREAS, the proposed Board Policy 1.1001 – Brookdale Community College Collegial Governance, has been discussed and reviewed by the College Forum and the Policy & Education Committee of the Board, and was lodged by the Board of Trustees at the September 22, 2014 meeting;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Board Policy 1.1001 Brookdale Community College Collegial Governance is approved at this time.

30 October 2014

October 30, 2014

BROOKDALE COMMUNITY COLLEGE
BOARD POLICY 1.1001

I. Title of Policy

1.1001 Brookdale Community College Collegial Governance

II. Objective of Policy

To define the collegial Governance system of Brookdale Community College and by doing so delineate the role of the Board of Trustees, President, Faculty, Staff, Students, and the community; to describe their relationships; establish and revise Board Policies and College Regulations; administer the College, and to emphasize students and learning as the focus of the institution.

III. Authority

The BOT derives its authority from New Jersey Statute 18A:64A-1 et seq. The Board and Administration and Faculty are subject to provisions of the Constitution of the State of New Jersey, the Regulations and Standards for New Jersey Community Colleges, the Board of Trustee Bylaws, and its own policies and regulations, including 2.0003R, Policy Items Requiring Action by the President, and 2.0004R, Action by the Board of Trustees.

IV. Policy Statement

The goal of Brookdale Collegial Governance is to authentically enfranchise the whole College community in the deliberative and recommending purposes of the College and in planning for the future.

The Brookdale Collegial Governance system encompasses new and existing Brookdale structures and processes for cooperative and collegial deliberation and communications. Brookdale Collegial Governance shall engage the Board, the faculty, staff, administrators and students, in proactive support of the effective and efficient functioning of the College. Brookdale Collegial Governance will operate under the principle that well informed decisions are better when made by those who are accountable for the results, and with the active participation of those who can best contribute to their implementation. The ultimate objective of Brookdale Collegial Governance is to ensure student success.

The Board of Trustees delegates to the President, working collaboratively with Faculty, Staff and Students, the identification of regulations and procedures to guide Brookdale Collegial Governance, ensure consistency and transparencies in decision making, promote academic excellence and administer the College.

V. Responsibility for Implementation

President

Lodged: 22 September 2014
Approved: proposed for approval 30 October 2014

4.4 *Acceptance of Brookdale Community College's FY14 Financial Statement Audit*

Pursuant to the requirements of the Higher Education Reorganization Act of 1994, the Board of Trustees authorized the appointment of external auditors, EisnerAmper LLP, to perform the required annual audit of the College finances for fiscal year 2014 at its April 23, 2014 meeting.

An audit of financial accounts has been completed, and the results of the College's FY14 Financial Statement audit are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held October 27, 2014.

4.5 *Acceptance of Brookdale Community College's FY14 Enrollment Audit*

Pursuant to the requirements set forth in the Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasurer, the Board of Trustees authorized EisnerAmper LLP to perform the required annual audit of enrollment for fiscal year ending June 30, 2014, at its April 23, 2014 meeting.

An audit of the College's schedule of total unweighted credit-hours for the year ended June 30, 2014 are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held October 27, 2014.

4.6 *Acceptance of Brookdale Community College's FY14 Radio Station WBJB-FM Audit*

Pursuant to the requirements of the grantor, Corporation for Public Broadcasting (CPB), an audit was performed on the financial accounts of the College's Radio Station, WBJB-FM, for fiscal year ending June 30, 2014. The Board of Trustees authorized EisnerAmper LLP to perform the required audit for fiscal year ending June 30, 2014, at its April 23, 2014 meeting.

An audit of the College's radio station for the year ended June 30, 2014 are herewith transmitted to the Board of Trustees for its review and acceptance.

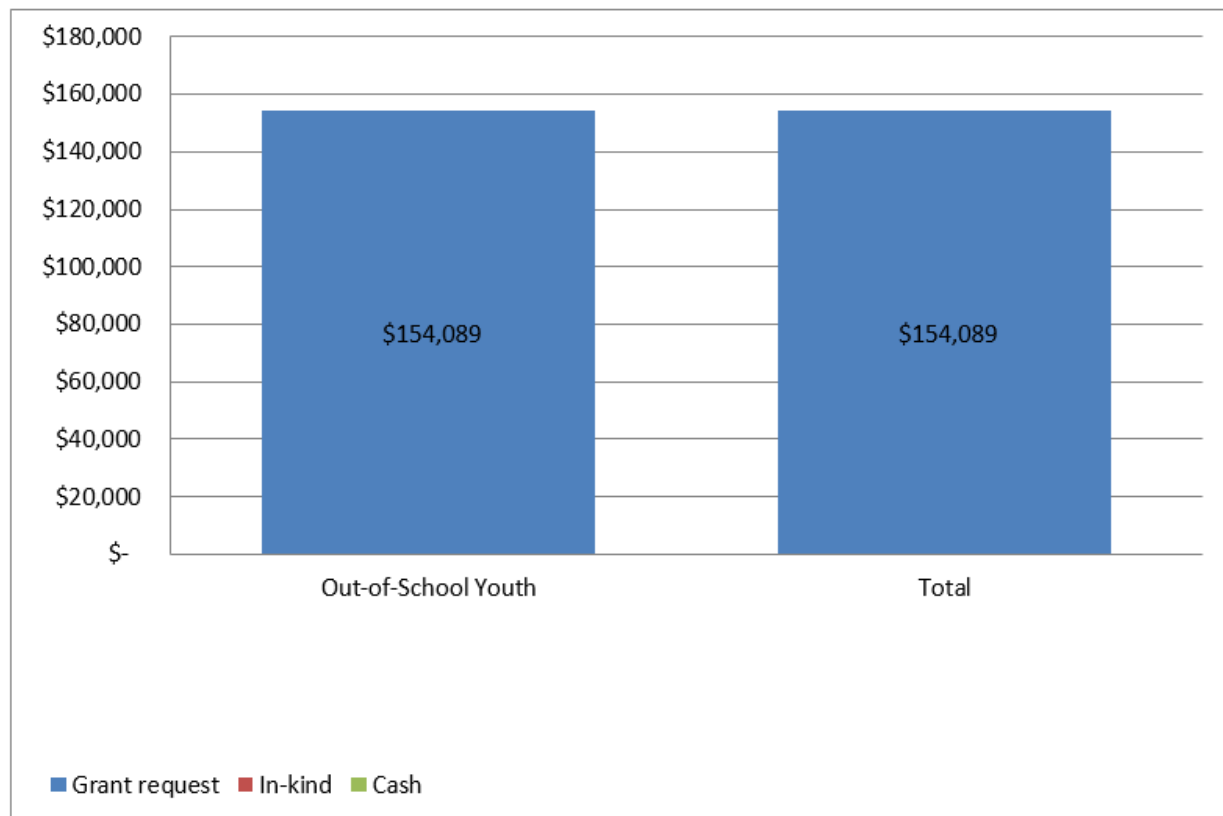
This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held October 27, 2014.

October 30, 2014: Vice President, Finance & Operations, Maureen Lawrence

2.1 Application for Grants

Executive Summary

Grant Request and College Contribution Analysis				
	Grant request	In-kind	Cash	Total
Out-of-School Youth	\$ 154,089	\$ -	\$ -	\$ 154,089
Total	\$ 154,089	\$ -	\$ -	\$ 154,089



Out-of-School Youth Program

Brookdale Community College would like to submit a grant to the County of Monmouth, Workforce Investment Board under its Youth Employment and Training program. This Program will provide approximately 30 Out-of-School Youth residing in Neptune, Long Branch, or Asbury Park with instruction and support to assist them improving their basic literacy and numeracy skills deficient; ensuring attainment of a degree or certificate including the GED; and entering into training or unsubsidized employment. Unique to this program is the addition of Career Pathways in Healthcare month-long instruction to better prepare students for the rigor of Healthcare training programs that result in industry credentials and ultimately employment. Linda Roma, Program Director, ABE/GED, will administer the program.

The total grant requested is **\$154,089** and does not require a match from the college.

Recommendation:

The President recommends that the Board of Trustees approve submission of the grant applications listed.

2.2 Acceptance of Grants

Executive Summary

Grant Request and College Contribution Analysis				
	Grant request	In-kind	Cash	Total
CTE Year 5	\$ 210,000	\$ -	\$ -	\$ 210,000
Total	\$ 210,000	\$ -	\$ -	\$ 210,000



CTE Provisional Teacher Pilot Program (Year 5 of 5)

Brookdale has been awarded a grant from the New Jersey Department of Education (NJDOE), Office of Vocational-Technical, Career and Adult Programs, for funding under its Carl D. Perkins Vocational and Technical Education Act (Perkins III) Program. The Career and Technical Education Provisional Teacher Pilot program is a continuation grant which was previously awarded to OBCD in FY11, FY12, FY13 & FY14. The program curriculum meets the specific educational needs of CTE provisional teacher candidates. The pilot program is designed to ensure that individuals entering the CTE alternate route program are adequately prepared, knowledgeable, and skilled teachers in the wide range of CTE program areas offered in New Jersey and are familiar with the Literacy and Math Common Core Standards and the new teacher evaluation system. As a result, CTE teacher retention rates and student performance will increase by preparing them for challenges of their first year in the classroom. Linda Milstein will serve as CTE Project Director and the grant will be administered by OBCD.

The total grant award is **\$210,000** and does not require a match from the college.

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.



BOARD OF TRUSTEES AGENDA

1 General Functions

2 Administration

3 Human Resources

4 Business & Finance

RESOLUTION

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

	<u>Amount</u>
CTE Year 5	\$210,000

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.

2.3 Approval of Budget Modification to the New Jersey Department of Education, Office of Vocational-Technical, Career and Adult Programs

Perkins Career and Technical Education

Brookdale would like to submit a budget modification to the New Jersey State Department of Education, Office of Career and Technical Education, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase equipment for the culinary program. Nancy Kegelmann, Dean Academic Affairs administers the program.

The New Jersey Department of Education requires a signed board resolution which authorizes acceptance of the changes. A copy of the resolution is attached.

Recommendation:

The President recommends that the Board of Trustees adopt a resolution accepting the budget modification and authorizing the President to sign the resolution to the New Jersey Department of Education.

RESOLUTION

WHEREAS, Brookdale Community College would like to submit a budget modification to the New Jersey Department of Education, Office of Career and Technical Education, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional equipment for the culinary program; and

WHEREAS, The New Jersey Department of Education, Office of Career and Technical Education requires this resolution; and

WHEREAS, the President recommends submission of said budget modification;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College authorizes the submission of this budget modification to the New Jersey Department of Education, Office of Career and Technical Education.

Date:

SIGNED:

Maureen Murphy, Ph.D., President

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 84 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Administrative

1

Adjuncts

64

Coaches

1

B. Change of Status**Recommendations**

Faculty

2

Administrative

2

Police

3

Coaches

1

C. Separations**Recommendations**

Faculty

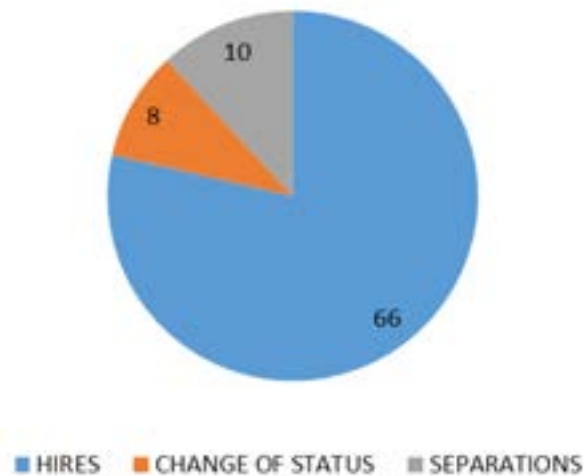
5

Administrative

2

Support Staff

3

OCTOBER 2014 HR Actions**A. HIRES****ADMINISTRATIVE**

1. Name: Richard D. Fulton, Ph.D.
Department: Educational Services
Position: Interim Executive Vice President
Salary: \$100,000
Effective: 11/1/14 – 6/30/15

ADJUNCTS

1. Name: Valerie Blanchard
Semester: Fall 2014
Department: Speech Communication
Rate: \$711/Credit Hour
2. Name: Marissa Brown
Semester: Fall 2014
Department: Languages
Rate: \$711/Credit Hour

3. Name: Christine Busacca
 Semester: Fall 2014
 Department: Communication Media
 Rate: \$711/Credit Hour

4. Name: Aileen Collucci
 Semester: Fall 2014
 Department: Speech Communication
 Rate: \$711/Credit Hour

5. Name: Douglas Doyle
 Semester: Fall 2014
 Department: Communication Media
 Rate: \$711/Credit Hour

6. Name: Andrew Gioulis
 Semester: Fall 2014
 Department: Design – Graphics
 Rate: \$711/Credit Hour

7. Name: Kevin Kately
 Semester: Fall 2014
 Department: Art – Digital Animation
 Rate: \$711/Credit Hour

8. Name: Liza Katz
 Semester: Fall 2014
 Department: Languages
 Rate: \$711/Credit Hour

9. Name: Wendy Lin
 Semester: Fall 2014
 Department: Languages
 Rate: \$711/Credit Hour

10. Name: Alexis Nulle
 Semester: Fall 2014
 Department: Communication Media
 Rate: \$711/Credit Hour

- | | | |
|-----|-------------|--------------------------|
| 11. | Name: | Tatyanna Salnikova |
| | Semester: | Fall 2014 |
| | Department: | Languages |
| | Rate: | \$711/Credit Hour |
| | | |
| 12. | Name: | Margaret Salvatore |
| | Semester: | Fall 2014 |
| | Department: | Languages |
| | Rate: | \$711/Credit Hour |
| | | |
| 13. | Name: | Falilou Seck |
| | Semester: | Fall 2014 |
| | Department: | Languages |
| | Rate: | \$711/Credit Hour |
| | | |
| 14. | Name: | Kimberly Sharpe |
| | Semester: | Fall 2014 |
| | Department: | Languages |
| | Rate: | \$711/Credit Hour |
| | | |
| 15. | Name: | Thomas Czernik |
| | Semester: | Fall 2014 |
| | Department: | Computer Science |
| | Rate: | \$711/Credit Hour |
| | | |
| 16. | Name: | Daniel Iachetta |
| | Semester: | Fall 2014 |
| | Department: | Engineering Technologies |
| | Rate: | \$711/Credit Hour |
| | | |
| 17. | Name: | Rodney Noel |
| | Semester: | Fall 2014 |
| | Department: | Computer Science |
| | Rate: | \$711/Credit Hour |
| | | |
| 18. | Name: | Thomas Vorbach |
| | Semester: | Fall 2014 |
| | Department: | Business |
| | Rate: | \$711/Credit Hour |

19. Name: Tasha Youngblood
 Semester: Fall 2014
 Department: Business
 Rate: \$711/Credit Hour

20. Name: Corinne Cavallo
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour

21. Name: Amanda Connelly
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour

22. Name: Lisa Fallon
 Semester: Fall 2014
 Department: Reading
 Rate: \$711/Credit Hour

23. Name: Patricia Florio
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour

24. Name: Samantha Glassford
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour

25. Name: Annette Hurley
 Semester: Fall 2014
 Department: Reading
 Rate: \$711/Credit Hour

26. Name: Helen Keaveny
 Semester: Fall 2014
 Department: Reading
 Rate: \$711/Credit Hour

27. Name: Jessica Lauter
 Semester: Fall 2014
 Department: Reading
 Rate: \$711/Credit Hour
28. Name: Maureen Murin
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour
29. Name: John Phelan
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour
30. Name: Jana Phelps
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour
31. Name: Joseph Sanpietro
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour
32. Name: Rachel Scardelli
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour
33. Name: Heather Sciarappa
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour
34. Name: Arleen Seamon
 Semester: Fall 2014
 Department: Reading
 Rate: \$711/Credit Hour

35. Name: Katherine Seay
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour
36. Name: Ruth Unterman-Regen
 Semester: Fall 2014
 Department: Reading
 Rate: \$711/Credit Hour
37. Name: Sandra Varone
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour
38. Name: Peter Waldman
 Semester: Fall 2014
 Department: English
 Rate: \$711/Credit Hour
39. Name: Ballari Chatterjee
 Semester: Fall 2014
 Department: Mathematics
 Rate: \$711/Credit Hour
40. Name: Joseph Cagliostro
 Semester: Fall 2014
 Department: Nursing
 Rate: \$711/Credit Hour
41. Name: Anne Gilson
 Semester: Fall 2014
 Department: Environmental Science
 Rate: \$711/Credit Hour
42. Name: Erica Gravina
 Semester: Fall 2014
 Department: Nursing
 Rate: \$711/Credit Hour

43. Name: Brenda Mergenthaler
Semester: Fall 2014
Department: Nursing
Rate: \$711/Credit Hour
44. Name: Naz Onel
Semester: Fall 2014
Department: Environmental Science
Rate: \$711/Credit Hour
45. Name: Jeana Reyes
Semester: Fall 2014
Department: Nursing
Rate: \$711/Credit Hour
46. Name: Gaetano Ricciardone
Semester: Fall 2014
Department: Biology
Rate: \$711/Credit Hour
47. Name: Aqsa Sheikh
Semester: Fall 2014
Department: Biology
Rate: \$711/Credit Hour
48. Name: Robin Torpey
Semester: Fall 2014
Department: Nursing
Rate: \$711/Credit Hour
49. Name: Debra Umlauf
Semester: Fall 2014
Department: Nursing
Rate: \$711/Credit Hour
50. Name: Annemarie Welch Peters
Semester: Fall 2014
Department: Nursing
Rate: \$711/Credit Hour

51. Name: Carrie Zanyor
 Semester: Fall 2014
 Department: Environmental Science
 Rate: \$711/Credit Hour
52. Name: Melissa Boege
 Semester: Fall 2014
 Department: Psychology
 Rate: \$711/Credit Hour
53. Name: Joseph Cali
 Semester: Fall 2014
 Department: Psychology
 Rate: \$711/Credit Hour
54. Name: Tameka Chatman
 Semester: Fall 2014
 Department: Psychology
 Rate: \$711/Credit Hour
55. Name: Dana Dobbins
 Semester: Fall 2014
 Department: Education
 Rate: \$711/Credit Hour
56. Name: Julie McClure
 Semester: Fall 2014
 Department: Criminal Justice
 Rate: \$711/Credit Hour
57. Name: Jeff Nixon
 Semester: Fall 2014
 Department: Criminal Justice
 Rate: \$711/Credit Hour
58. Name: Jamil Paden
 Semester: Fall 2014
 Department: Sociology
 Rate: \$711/Credit Hour

59. Name: Christian Perez
Semester: Fall 2014
Department: Political Science
Rate: \$711/Credit Hour
60. Name: Jonathan Scheick
Semester: Fall 2014
Department: Psychology
Rate: \$711/Credit Hour
61. Name: Megan Sherman
Semester: Fall 2014
Department: Sociology
Rate: \$711/Credit Hour
62. Name: Jennifer Trimarchi
Semester: Fall 2014
Department: Psychology
Rate: \$711/Credit Hour
63. Name: Robin Hafen
Semester: Fall 2014
Department: Counseling
Rate: \$711/Credit Hour
64. Name: Kim Clifton
Semester: Fall 2014
Department: Mathematics
Rate: \$711/Credit Hour

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
5	56	3

COACHES

1. Name: Skye Rubel
Department: Athletics
Position: Assistant Coach, Women's Tennis
Compensation: \$1,000
Dates: 7/1/14 – 11/30/14

B. CHANGE OF STATUS**FACULTY**

1. Name: Yesenia Madas
Department: Counseling
Position: Executive Director, New Jersey Center for Student Success
Action: Grant-funded release, 2-year grant
New Salary: \$100,000
Effective: 9/1/14
2. Name: Ronald Sopenoff
Department: Criminal Justice
Position: Professor
Action: 20% reduction in load for 20% reduction in pay
Effective: 9/1/14 – 12/23/14

ADMINISTRATIVE

1. Name: Elizabeth Deignan
Department: Planning, Assessment & Research
Position: Senior Analyst, Market & Survey
Action: End of interim A5 assignment, return to A4 position
New Salary: \$49,844 prorated from an annual base of \$66,459
Effective: 10/1/14
2. Name: Laura Longo
Department: Planning, Assessment & Research
Position: Director, Institutional Research & Evaluation
Action: End of interim A6 assignment, return to A5 position
New Salary: \$64,157 prorated from an annual base of \$85,543
Effective: 10/1/14

POLICE

1. Name: Anthony Ceglie
Department: Police Department
Position: Sergeant
Action: Change in position from Senior Police Officer to Sergeant
New Salary: \$67,911.64
Effective: 11/1/14
2. Name: Shaun White
Department: Police Department
Position: Sergeant
Action: Change in position from Senior Police Officer to Sergeant
New Salary: \$67,911.64
Effective: 11/1/14
3. Name: Risheem Whitten
Department: Police Department
Position: Sergeant
Action: Change in position from Senior Police Officer to Sergeant
New Salary: \$67,911.64
Effective: 11/1/14

COACH

1. Name: George Binaco
Department: Athletics
Position: Interim Men's Head Soccer Coach
Action: Salary correction
New Salary: \$5,750
Effective: 7/1/14 – 6/30/15

C. SEPARATIONS**FACULTY**

1. Name: Mary Ann DeSarno
Department: English
Position: Professor
Action: Retirement
Effective: 12/31/14

2. Name: Lillian Harris
 Department: Legal Studies
 Position: Associate Professor
 Action: Retirement
 Effective: 12/31/14

3. Name: Patricia Hines
 Department: Computer Science
 Position: Associate Professor
 Action: Retirement
 Effective: 12/31/14

4. Name: Thomas Mason
 Department: Business Management
 Position: Professor
 Action: Retirement
 Effective: 12/31/14

5. Name: Laura Miceli
 Department: Counselling
 Position: Assistant Professor
 Action: Retirement
 Effective: 11/30/14

ADMINISTRATIVE

1. Name: Bart Coma
 Department: Educational Technology Services
 Position: Manager
 Action: Retirement
 Effective: 12/31/14

2. Name: Dianna Phillips
 Department: Educational Services
 Position: Executive Vice President
 Action: Resignation
 Effective: 10/31/14

SUPPORT STAFF

1. Name: Linda Barna
 Department: Disability Services
 Position: Senior Office Assistant
 Action: Retirement
 Effective: 6/30/15

2. Name: Barbara Ewald
 Department: Scheduling
 Position: Associate
 Action: Retirement
 Effective: 12/31/14

3. Name: Emily Romano
 Department: Enrollment
 Position: Enrollment Specialist
 Action: Retirement
 Effective: 12/31/14

SUBJECT: HUMAN RESOURCES RECOMMENDATION

DATE: October 30, 2014

CATEGORY: Human Resources

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution

BACKGROUND: In accordance with the Board's current agreement with the President, a decision to extend the President's contract is required at this time. The Board has unanimously voted to extend Dr. Murphy's employment contract for the period from July 1, 2015 through June 30, 2018. The attached resolution confirms the Board's agreement with Dr. Murphy for continued employment as President of Brookdale Community College for the above noted period of time.

RECOMMENDATION: The Board of Trustees approves this Human Resources recommendation as submitted.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: October 30, 2014

EFFECTIVE DATE: As Indicated

October 30, 2014: Dean of Human Resources, Patricia Sensi

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College ("Brookdale") has determined that is in the best interests of Brookdale to renew the services of Dr. Maureen Murphy as President of Brookdale ("President"); and

WHEREAS, The Board and the President have negotiated an Employment Agreement extending from July 1, 2015 to June 30, 2018;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College as follows:

1. The Board of Trustees approves the Employment Agreement between the Board and the President for the term beginning on July 1, 2015 and ending on June 30, 2018.
2. The Chairman is authorized to execute the Employment Agreement on behalf of the Board.
3. This resolution shall be effective immediately.