

Board of Trustees Workshop, & Public Business Meeting

Thursday, October 22, 2015

Brookdale Community College

Lincroft Campus

Automotive Technology Building

765 Newman Springs Road Lincroft, NJ 07738

Parking Lot 6

Workshop- 5:30 PM, Automotive Technology Building

Public Business Meeting-7:30 PM, Automotive Technology Building

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.



BOARD OF TRUSTEES

General Functions

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AGENDA

October 22, 2015

Lincroft Campus Automotive Technology Building (AUTO); Room 102 Parking Lot 6

5:30 P.M. BOARD OF TRUSTEE WORKSHOP AGENDA

A.	Call to Order Reading of Statement and Roll Call	Guzzo
В.	Resolution to Hold a Closed Meeting	Guzzo
C.	Motion to Re-Open the Meeting to the Public	Guzzo
D.	Tour of Automotive Technology Building	
E.	Adoption of Agenda for Workshop and Public Meeting	Guzzo
F.	Reports from the Board Committees and Liaisons	
	Executive	Guzzo
	2. Finance & Facilities	DiBella
	a. Legal Costs, Government Relations and Public	
	Relations (Tab E)	
	3. Audit	Dalton
	4. Nominating	Campbell
	Foundation Update (golf tournament)	Abby-White
	Special Meeting on Major Capital	DiBella
	7. NJCCC Trustee Seminar	Murphy
G.	Review of Consent Agenda* and Business Meeting Agenda	Guzzo
	may be removed from the consent agenda for discussion by any voting of the Board of Trustees.	

^{*}Consent agenda items are routine, non-exceptional items requiring Board approval though not necessarily Board discussion.

7:30 P.M. BOARD OF TRUSTEE PUBLIC BUSINESS MEETING AGENDA

Lincroft Campus Automotive Technology Building (AUTO); Room 102 Parking Lot 6

Α.	Call to Order	Guzzo	
В.	Pledge of Allegiance	Guzzo	
C.	Reading of Statement and Roll Call	Gruskos	
D.	Public Comment on Agenda Items	Guzzo	
E.	Approval of Minutes of September 17, 2015 Board Meetings	Guzzo	Tab A
F.	Resolution for Trustee Charlie Karcher	Guzzo	Tab B
G.	President's Report	Murphy	Tab C
Н.	Gift Acceptance and Thank you – Monmouth County Clerk's Office –	Guzzo	Tab D
1.	a. Application of Grants b. Acceptance of Grants c. Acceptance of Gifts d. Approval of Human Resources e. Purchases in Excess of \$35,000 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of \$17,500 – RES150037 f. Open Invoice Payment Requests for Vendor, Student and Employee Payments g. Monthly Financial Report	Guzzo	Tab D
l.	Additional Approval Items Approval of New Academic Building Wall Campus-RES150038 Acceptance of Brookdale Community College's FY15 Enrollment Audit Non-consent agenda and any items removed from the consent agenda will be considered at this time.	Guzzo	Tab E
K.	Public Comment	Guzzo	
L.	Old/New Business	Guzzo	
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BROOKDALE COMMUNITY COLLEGE Board of Trustees Workshop Meeting

Thursday, September 17, 2015

Brookdale Community College Lincroft Campus – Performance Arts Center, Experimental Theatre 765 Newman Springs Rd. Lincroft, New Jersey 07738

- Chair Guzzo called the meeting to order at 5:00 PM
- 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:
 - On September 15, 2015, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 - On September 11, 2015, advance written notice of this meeting was emailed to The Asbury Park Press and the Star Ledger.
 - On September 11, 2015, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	10.000000000000000000000000000000000000
	Ms. Lora Campbell, Trustee	Dr. Maureen Murphy
	Dr. Hank Cram, Trustee	Ms. Cynthia Gruskos, Recorder
	Mr. Paul Crupi, Trustee	Ms. Louise Horgan
	Mr. William Dalton, Trustee	Ms. Patricia Sensi
	Mr. Joseph DiBella, Trustee	Ms. Maureen Lawrence
	Mr. Paul Geissler, Trustee	Ms. Avis McMillon
	Mr. Gary Tolchin, Trustee	Dr. Matthew Reed
	Dr. Carl Guzzo, Chair	Dr. Nancy Kegelman
		Dr. David Stout
		Ms. Marie Lucier-Woodruff
College Counsel	Mr. Matthew Giacobbe, Esq., Labor and General Counsel	Mr. Robert Francis
Absent	Mr. David Flaherty, Trustee	Brookdale Foundation Members (Attachment A)
	Mr. Charles Karcher, Trustee	
	Dr. Les Richens, Trustee	

C. Joint Meeting with the Foundation Executive Board

Welcome and Introductions

Chair Guzzo and Foundation Board Chair Langen-Sattenspiel provided a welcome to all the

- participants of the joint meeting. The Board of Trustees and the Foundation Board of Trustees introduced themselves.
- II. Foundation Mission and Vision
 - Foundation Board Chair Langen-Sattenspiel shared the Foundation's mission, vision, goals, and their board development process. (Attachment B)
- College Strategic Priorities President Murphy provided an overview of the four strategic priorities of the college. (Attachment B)
- IV. Brainstorming to Identify Three Ways Both Boards Can Support the College

At the conclusion of the brainstorming session, the Boards came to the consensus to support the following 3 strategic initiatives to further the mission of the Foundation:

- Brookdale Board of Trustees to assist in identifying potential Foundation Board members based on the provided GAP Analysis and to assist in the recruitment process.
 - Brookdale Board of Trustees members identify prospective Foundation Board of Trustee Members based on provided Gap Analysis. (goal 30 active and engaged Trustees)
 - Board of Trustees member to accompany prospective member to a meeting with Dr. Murphy and Mr. Zeiss, Executive Director, Foundation & Alumni Affairs.
- Boards to collaborate on a joint fundraising campaign for a tangible item. A subsequent marketing campaign to be developed to enhance the image of both Boards working together for the betterment of the college.
 - Suggestions on the tangible item should be communicated to Mr. Zeiss within 24 hours of the meeting.
- 3. Host 2 point of entry events, "Friendraisers", to create an educational and social opportunity for community members to learn about the college's mission and vision through success stories of our students, alumni and Faculty. The ultimate goal is to identify potential donors who would like to become a part of our success story through their financial support.
 - Create one point of entry event by the end of calendar year.
 - Create a subsequent point of entry event in the spring.
 - No fees to be charged for events, nor financial support requested at events.
 - Identify potential donors and create a relationship with them.
 - Suggestions for the theme of the events to be emailed to Mr. Zeiss within 24 hours of the meeting.
- D. In compliance with the resolution authorizing executive session, RES150034, Mr. Giacobbe stated the 4 issues that would be discussed in Executive session:
 - Labor negotiations
 - Litigation: BCC vs Frank Lawrence

Litigation: BCC vs Frank Lurch

Employee evaluations

A motion was made by Trustee Abby-White and seconded by Trustee Campbell to recess for 30 minutes and then hold an executive session commencing at 6:30 PM.

Motion carried by the following vote:

YES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella, Geissler, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

E. Chair Guzzo stated that no action was taken on any of the items discussed in closed session tonight.

A motion was made by Trustee Abby-White and seconded by Trustee Crupi to re-open the meeting to the public.

Motion carried by the following vote:

YES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella, Geissler, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

- F. Chair Announcements and Adoption of Agenda for Workshop and Public Meeting
 - We will not be recognizing Trustee McConnell tonight, because he is unable to attend this evening's meeting.
 - Next month we will honor Charles Karcher for his service to the Board.
 - We have added the Discontinuance of the Dental Hygiene A.A.S. Program, per the recommendation of the Policy & Education committee. (Attachment C)
 - An addendum has been added to the Human Resources items for the approval of the hire of the Director of Facilities Management & Construction per the recommendation of the Finance & Facilities committee. (Attachment D)
 - The Policy & Education committee has recommended that Policy 2.000 Acceptance of Gifts and Grants, be further revised and it has been pulled from tonight's agenda.

A motion was made to adopt the Workshop Agenda and Public Business Meeting Agenda with the above noted changes by Trustee Dibella and seconded by Trustee Abby-White.

Motion carried by the following vote:

YES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella, Geissler, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

F . Committee Reports

Executive – Chair Guzzo reported on the Executive committee held on September 8.

- 2. Ad-Hoc Police President Murphy reported on the outcomes of the last Ad-Hoc Police committee meeting on August 17 based on the report prepared by Trustee Flaherty. The recommendations of the committee were to continue with the blended model of campus safety that we currently have in place as it is the best model to serve our college. The Police accreditation process is almost complete and we are waiting for the final accreditation visit. President Murphy suggested that after the accreditation process is completed that we then revisit the topic of police department structure. Chair Guzzo's concerns for armed security at the Higher Education Centers will be addressed at the October meeting.
- 3. Finance & Facilities Trustee DiBella reported on the Finance & Facilities meeting held on September 8. At the Chairman's request, the Administration and Trustee Crupi will advocate for legislation to allow community colleges to float short term notes. They will be reaching out to Assemblymen O'Scanlon and Kean and Senator Singer. Trustee DiBella brought to the Board's attention the new general ledger format and the provided chart of accounts "cheat sheet" to aid in reviewing the new general ledger. He reviewed the contract award of the new Science Labs and the awarding of the day care operations to the Montessori School. Trustee DiBella announced that there will be a Special Meeting on October 6 to discuss major capital projects and funding. There was also a discussion on minor capital and the need for permanent funding sources; next month we will explore identifying additional funding sources. Trustee DiBella mentioned at the next committee meeting he would like to include on the agenda a discussion on insurance, enrollment and the strategic plan. He encouraged everyone to come prepared to discuss the strategic plan.
- Governance Trustee Crupi thanked everyone for their cooperation and patience with the
 presidential survey; it is in the final stages of preparation and will be completed shortly.
- 5. Policy & Education Trustee Cram reported on their September 10 meeting. He highlighted about their discussions on enrollment and the marketing research assessment. He stated that the gifts and grants policy will be further revised and the 5.000 series policies will be available to the college community for comment before further review of the committee. The committee recommends the discontinuance of the Dental Hygiene, A.A.S. program. The committee spent most of their time discussing the strategic planning grid and suggested that the planning grid document the strategic initiatives and baselines.
- Outcome of Joint meeting with the Foundation Board President Murphy reviewed the actionable plan the boards jointly created during the first part of the workshop meeting.
- G. Review of Consent Agenda No items were removed from the consent agenda. Mr. Giacobbe reported that the Facilities and Finance committee had requested him to review the RFP award for Professional Architectural/Engineering Services (Purchases in Excess of \$35,000, Capital 1) and he found it was in compliance with the law and can be awarded. He recommended that Purchases in Excess of \$35,000, Operating Item 5, Children's Day Care Services be approved subject to the following two conditions. Condition one receive insurance certificates requested by our Insurance Broker and condition 2 subject to a report from the Environmental Consultant Engineer reporting that the building is adequate and safe for children to utilize the space; we will not execute the lease unless these two conditions are met.

H. A motion was made to close the workshop meeting by Trustee DiBella and seconded by Trustee Abby-White.

Motion carried by the following vote:

YES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella, Geissler, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

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Meeting adjourned at 8:37 PM.

Respectfully submitted

Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting

Thursday, September 17, 2015

Brookdale Community College
Lincroft Campus – Performance Arts Center, Experimental Theatre
765 Newman Springs Rd.
Lincroft, New Jersey 07738

- Chair Guzzo called the meeting to order at 8:38 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:
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Roll Call:

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	
	Ms. Lora Campbell, Trustee	Dr. Maureen Murphy
	Dr. Hank Cram, Trustee	Ms. Cynthia Gruskos, Recorder
	Mr. Paul Crupi, Trustee	Ms. Louise Horgan
	Mr. William Dalton, Trustee	Ms. Patricia Sensi
	Mr. Joseph DiBella, Trustee	Ms. Maureen Lawrence
	Mr. Paul Geissler, Trustee	Ms. Avis McMillon
	Mr. Gary Tolchin, Trustee	Dr. Matthew Reed
	Dr. Carl Guzzo, Chair	Dr. Nancy Kegelman
		Dr. David Stout
		Ms. Marie Lucier-Woodruff
College Counsel	Mr. Matthew Giacobbe, Esq., Labor and General Counsel	Mr. Robert Francis
Absent	Mr. David Flaherty, Trustee	
	Mr. Charles Karcher, Trustee	
	Dr. Les Richens, Trustee	

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Public Comment on Agenda Items: None		7444
Approval of Amended Minutes of the Board Retreat June 5 & 6, 2015	A motion to approve the June 5 & 6 Retreat minutes was made by Trustee Abby-White and seconded by Trustee Dalton. AYES: Trustees Abby-White, Cram, Crupi, Dalton, DiBella, and Chair Guzzo NAYS: None ABSTENTIONS: Trustees Campbell, Geissler and Tolchin	
Approval of Minutes of the August 20, 2015 Executive, Workshop and Public Business meetings.	A motion to approve the August 20, 2015 minutes of the Executive, Workshop and Public Business meetings was made by Trustee Campbell and seconded by Trustee Crupi. AYES: Trustees Campbell, Cram, Crupi, Dalton, Geissler, Tolchin and Chair Guzzo NAYES: None ABSENTIONS: Trustees Abby-White and DiBella	
President Murphy gave her President's Report (Attachment E.)		
Approval of Consent Agenda Application of Grants Acceptance of Grants – RES150034 Approval of Human Resources Purchases in Excess of \$35,000 and Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of \$17,500 RES150033	A motion to approve the consent agenda with the following modifications: a. Addendum to Approval of Human Resources – Hire of Director of Facilities Management & Construction (Attachment D)	

e. Open Invoice Payment Requests for Vendor, Student and Employee Payments f. Monthly Financial Report.	b. Purchases in Excess of \$35,000, Operating Item 5, Children's Day Care Services be approved subject to the following two conditions. Condition one - receive insurance certificates requested by our Insurance Broker and condition 2 - subject to a report from the Environmental Consultant Engineer reporting that the building is adequate and safe for children to utilize the space; we will not execute the lease unless these two conditions are met, was made by Trustee Abby-White and seconded by Trustee Crupi. AYES: Trustees Abby- White, Campbell, Cram, Crupi, Dalton, DiBella, Geissler, Tolchin and Chair Guzzo NAYES: None	
Approval Discontinuance of the Dental Hygiene A.A.S. program (Attachment C)	ABSTENTIONS: None A motion was made to discontinue the Dental Hygiene A.A.S. program by Trustee Abby-White and seconded by Trustee Dalton. AYES: Trustees Abby- White, Campbell, Cram, Crupi, Dalton, DiBella, Geissler, Tolchin and Chair Guzzo NAYES: None	
Public Comment	ABSTENTIONS: None	
Student Kevin Przystawski spoke about his concerns for enrollment and he suggested		

that we improve the marketing of the college by highlighting the quality of our Faculty.	
Old/New Business	
At the request of the Board, Mr. Giacobbe created an RFP to hire a Professional Engineer to provide general engineering consultation as needed. The RFP has been reviewed by Administration and as long as there are no questions or concerns from the Board the RFP can be advertised.	
NJCCC Trustee Seminar will be on September 21 and Dr. Murphy encouraged the Board members to attend.	
Trustee Abby-White encouraged all to attend the Education Open Golf Outing on September 24.	
Trustee Abby-White will attend the ACCT Leadership National Conference and the Chair's Academy. While at the ACCT conference she will be meeting with past winners of the Aspen Prize for Community College Excellence, to learn about their ourney to this national recognition.	
The Trustees were given a handout of the upcoming Performing Arts events and Dr. Murphy encouraged the Trustees to attend a performance.	

D. It was MOVED by Trustee Abby-White and seconded by Trustee Dalton that the meeting be adjourned at 9:00 PM. Approval was unanimous.

Respectfully submitted

Maureen Murphy, Ph.D., Secretary



BROOKDALE COMMUNITY COLLEGE FOUNDATION BOARD OF TRUSTEES

JULY 1, 2015 - JUNE 30, 2016

Elaine G. Boyko, Treasurer
Brian C. Burriss, Secretary, Finance Committee Chair
Dennis DeVito
Karen Escobedo, Scholarship Ball Co-Chair
F. Candy Langan-Sattenspiel, R.N., President,
Scholarship Ball Co-Chair
John E. McEnery, Board Development Chair
James McNamara
Bettina E. Munson, Immediate Past President,
Education Open Co-Chair
Laura L. Neitzel
Domenick M. Servodio, Education Open Co-Chair
Peggi Shader-Gother, Vice President

Ex-Officio

Richard Sorrell

James Tignanelli Roseann S. Weber

Dr. Maureen Murphy, President Tim Zeiss, Executive Director, Foundation & Alumni Affairs



HISTORY

The Brookdale Community College Foundation Trust was founded in 1973 by the Brookdale Community College Board of Trustees to encourage support for Brookdale Community College. It is governed by a volunteer Board of Trustees comprised of local business and community leaders.

PURPOSE

To develop and manage private financial support for the College and its students for the following purposes:

- ✓ Scholarship Programs
- ✓ Educational Excellence Grants (now called Brookdale Innovation Grants)
- ✓ Endowment
- ✓ Educational and Cultural Enrichment Programs
- ✓ Building and Capital Expansion Projects

MISSION

To help students achieve their dream of earning a college degree so they can build better futures for themselves, their families and our communities.

FAST FACTS

- ✓ The primary fundraising focus has been scholarships. The Foundation generates funds for scholarships via the "Building Minds, Building Futures" scholarship fund (created in 2006), the Education Open Golf Outing, the Brookdale Scholarship Ball, and securing funding for named and endowed scholarships.
- ✓ The Brookdale Foundation currently secures and provides funding to support scholarships to students, the Brookdale Innovation Grants (BIG) program, the Honors Program, Business & Community Development, POSEIDON Early College High School, the Visiting Arts Series Program and the Athletics Hall of Fame.
- Since the year 2000, the Foundation has provided over \$4 million in funding for scholarships (for over 6,000 students), grants and programs.
- Since the year 2000, the Brookdale Foundation's net position has increased from \$928,423 (all restricted) to \$5,681,532 in FY15, while simultaneously increasing scholarships, grants and program support significantly.
- ✓ Since the year 2000, the Brookdale Foundation has reimbursed the College \$1.3 million for operational costs.

June 3, 2015

Timothy P. Zeiss, Executive Director Foundation & Alumni Affairs Brookdale Community College Foundation 765 Newman Springs Road Lincroft, NJ, 07738

Dear OceanFirst Foundation,

Thank you for choosing me to be a recipient of the OceanFirst Scholarship through the Brookdale Community College Foundation. This award will motivate me to work harder in all of my college courses and make my financial situation of paying off tuition that much easier. This opportunity will help me to devote all of my time and effort to my studies and to the Brookdale Community.

Although my major is undecided, I believe that the rigorous coursework and large selection of classes will help me to pursue a career I am passionate about. I am hoping to pursue a career that is geared toward helping others and finding new ways to help less fortunate people. Throughout my four years at St. Rose High School, I was able to better understand my love for helping others and being involved within the community. My goal is to be able to have a career of that type where I will still be paid for this type of job.

I would like to thank the OceanFirst Scholarship through the Brookdale Community College Foundation for choosing me as one of the recipients of this award. This rewarding opportunity will help me to expand my horizons at Brookdale and will allow me to pursue and affordable and worthwhile education.

Sincerely yours,

Grace Groh



BROOKDALE COMMUNITY COLLEGE FOUNDATION BOARD OF TRUSTEES

GAP ANALYSIS

GOAL: 30 ACTIVE & ENGAGED TRUSTEES

STATUS: 19 TRUSTEES AS OF SEPTEMBER 1, 2015

9 WOMEN AND 10 MEN

NEED REPRESENTATIVES FROM FOLLOWING INDUSTRIES/BUSINESSES/SECTORS:

Automotive

- Healthcare
- > Technology
- Legal/Paralegal
- Marketing/Promotion
- Community (Socialites, Philanthropists and Community Investors)
- Entrepreneurs/Business Owners
- Faculty (Retired and/or Active)
- Legal (Estate Planning)
- > Retail
- Retired Executives

CONSIDER REPRESENTATIVES FROM:

- High School Educators
- Brookdale Advisory Committees

NEED REPRESENTATIVES FROM FOLLOWING GEOGRAPHIC AREAS:

- Two River Peninsula (Rumson, Navesink, Fair Haven, Little Silver, Shrewsbury)
- Locations of HECs (Hazlet, Freehold, Neptune, Long Branch, Wall)
- Western Monmouth (Freehold, Manalapan, Marlboro, Millstone)
- Southern Monmouth (Wall, Spring Lake, Sea Girt, Manasquan)

NEED MORE REPRESENTATIVES FROM FOLLOWING "COMMUNITIES":

- African- American
- Hispanic/Latino
- > Asian
- > Alumni



BOARD OF TRUSTEES ROLE

- Attend at least four Board meetings annually (total of six), unless there are extenuating circumstances approved by the Executive Committee.
- Executive Board Members should attend at least four Executive Board Meetings, unless there are extenuating circumstances.
- Serve in an active capacity (attend meetings, complete tasks) on at least one Board Standing Committee and one Fundraising Committee.
- Attend and/or financially support at least two Foundation fundraising events or activities annually.
- Make a financial commitment to the Foundation (including purchasing tickets and sponsorships for Foundations events).
 Support from businesses related to a Board member (the employer's) may be considered a Board member's personal support.
- When possible, identify potential donors and assist staff with introductions.
- Keep current on Brookdale, the mission, programs, etc. Be an advocate in the community for the College.
- Identify and recommend potential Board candidates.

Brookdale Community College Foundation Board Candidate Form

It is essential that we recruit the right individuals to fill our vacancies on the board. A formal Board Development Committee assists with this process. If you would like to be considered for nomination to the Brookdale Community College Foundation Board of Trustees, please return this form along with your resume.

NAME:	
(First Name) (Middle Name or I	nitial) (Last Name)
ADDRESS:	
ZIP CODE:	
DAYT TIME TELEPHONE #(S):	<u>_</u>
E-Mail Address	
OCCUPATION:	
History of volunteer work, employment or other interesponsibilities).	
What areas of the Brookdale Foundation Board work a	
low will being a Brookdale Foundation Board Directo	r be good for you personally?

15	
Have you attended/graduate	d from Brookdale?
	rustees spend an average of 4-5 hours per month on Depending on your level of involvement and commitment, this see this as a problem?
Please supply two references worked in an employment cap	: At least one should be from someone with whom you have pacity or as part of a group.
1. Name:	
Address:	
Telephone #(s):	
2. Name:	
Address:	
Telephone #(s):	
BOARD	
	d for nomination to the Brookdale Community College . I am willing to commit my time to the Foundation.
	Signature
	Date
	OR
VOLUNTEER	20
I prefer to consider a voluntee coordinator.	er role other than Board work. Refer my name to the voluntee
	Signature
	Date
PLEASE ATTACH A RESUME	LISTING DEGREES, HONORS OR AWARDS RECEIVED.
Board Development	
Brookdale Board Candidate form2	



JOINT BOARD OF TRUSTEES MEETING THURSDAY, SEPTEMBER 17, 2015 5 P.M. TO 6 P.M. EXPERIMENTAL THEATER IN THE PERFORMING ARTS CENTER

AGENDA

- I. WELCOME & INTRODUCTIONS
- II. FOUNDATION MISSION AND VISION
- III. COLLEGE STRATEGIC PRIORITIES
- IV. BRAINSTORMING TO IDENTIFY THREE WAYS BOTH BOARDS CAN SUPPORT COLLEGE
- V. ACTION PLAN



BROOKDALE COMMUNITY COLLEGE FOUNDATION BOARD OF TRUSTEES

JULY 1, 2015 - JUNE 30, 2016

Elaine G. Boyko, Treasurer

Brian C. Burriss, Secretary, Finance Committee Chair

Jody Calendar

Phyllis Chaplin

Dennis DeVito

Karen Escobedo, Scholarship Ball Co-Chair

Robert A. Honecker, Jr.

F. Candy Langan-Sattenspiel, R.N., President,

Scholarship Ball Co-Chair

John E. McEnery, Board Development Chair

James McNamara

Bettina E. Munson, Immediate Past President,

Education Open Co-Chair

Laura L. Neitzel

Domenick M. Servodio, Education Open Co-Chair

Peggi Shader-Gother, Vice President

Richard Sorrell

James Tignanelli

Dr. William Toms

Andrew A. Vitale, Finance Committee Co-Chair

Roseann S. Weber

Ex-Officio

Dr. Maureen Murphy, President

Tim Zeiss, Executive Director, Foundation & Alumni Affairs



BOARD OF TRUSTEES General Functions

State of the state

Board of Trustees 2015

Ms. Tracey Abby-White, Vice Chair

Ms. Lora U. Campbell

Dr. Henry Cram

Mr. Paul Crupi

Mr. William G. Dalton

Mr. Joseph M. DiBella

Mr. David G. Flaherty

Mr. Paul Geissler, Graduate Trustee

Dr. Carl J. Guzzo, Jr., Chair

Mr. Charles Karcher

Dr. Maureen Murphy, President and Secretary of the Board

Dr. Les Richens

Mr. Gary S. Tolchin



Strategic Priorities

2015-2017

Student Success

Financial Stability

Facilities Planning

College Image Enhancement

Strategic Priorities 2015 – 2017: Goals

In fulfilling the mission of the College, the overarching goals of the Board of Trustees Strategic Priorities are to focus the College on its future and establish the groundwork for the next strategic plan.

Vision

Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society.

Brookdale plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire all community members to fulfill their aspirations to the best of their ability.

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.

Values

The following values guide the Brookdale community in the fulfillment of our Mission; each being of equal weight and importance.

- Students and Student Success
- One Brookdale
- Excellence in Teaching and Support Services
- Diversity
- Integrity
- Our Employees
- Commitment to Collegial Governance
- Lessons from our Past
- Our Role in our Community

Goals of the 2015 Reorganization

- To provide more focused and timely service for students
- To provide clearer pathways to graduation
- To reduce time in remediation
- To reduce our operating expenses and to eliminate dependence on the reserve

Pathways to Completion



Priority 1: Student Success

Helping Students Find Their Paths and Finish What They Started

Strategic Objectives	Performance Indicators
Refine systems to enhance student completion retention and persistence	 Graduation Rates Fall to Spring Retention Rates Fall to Fall Retention Rates
Streamline academic programs to enhance curricular strengths and eliminate unintentional barriers to success	 College Readiness Programs Foundational Studies Reform Guided Pathways Analysis
Enhance outreach strategies for target student markets	 High school partnerships Dual enrollment headcount and FTE Latino enrollment Adult learner enrollment

- Disseminate Student Success Indicators to Board of Trustees and College community
- Implement auto-grad program through Division of Student Success
- Participate in Superintendents' Roundtables (President)
- Implement College Readiness programs with Long Branch and Asbury Park School districts, if funded
- Launch One Stop Student Services
- Continue Foundational Studies work begun in Washington DC to include accelerated Reading and enhanced Mathematics strategies
- Work with New Jersey Council of County Colleges Center for Student Success and the Community College Research Center for technical support for faculty and Institute Deans in Guided Pathways analysis

Priority 2: Financial Stability

Ensuring the College Has the Resources Necessary to Fulfill Its Mission

Performance Indicators
 Expenditure ratios Collaborative purchasing consortia
 Academic program review results
Tuition
 Auxiliary Services
 Grants and Gifts

- · Develop expenditures dashboard
- Develop Return on Investment element for academic program review
- Develop 3-5 year tuition and fee strategies
- Develop 3 year Auxiliary Service plan



Ensuring the College Has the Physical Plant Necessary to Fulfill Its Mission

Strategic Objective	Performance Indicators
Clear vision for purpose, function, and strategic role of all college properties	 Facilities Master Plan Deferred Maintenance Plan Capital Funding Plan

- Review and update Facilities Master Plan to reflect current student needs
- Develop both short-term and long-term deferred maintenance strategies
- Determine strategic function of all College locations: two campuses and four higher education centers

Priority 4: Image Enhancement

Promoting the Quality of College Programs to All Communities

Strategic Objective	Performance Indicators
Increase awareness through Success Reimagined campaign	Results of perception survey Editorial board with Asbury Park Press
Enhance relationships with external stakeholders	Meetings with Board of Chosen Freeholders Meetings with Assemblymen, Assemblywomen, and State Senators National engagement through ACCT

- President
 - Continue monthly meetings with Freeholder liaison
 - Hold summit with Freeholders, trustees, and key internal constituents to showcase College
- Trustees and President
 - Meet with Freeholders in executive session twice annually
 - Schedule annual visits to each assembly person/senator
 - o Engage in New Jersey Council of County Colleges Trustee Seminars
- Trustees
 - Activate role of trustee ambassador for NJCCC
 - Participate in ACCT Annual Legislative Summit
 - o Participate in annual ACCT Leadership Congress
 - Participate in Governance Leadership Institutes, if fairly local

Community College Trustee Appointment Guidelines

Preface

When New Jersey's higher education system was restructured in 1994, a key objective was to provide more autonomy to colleges and universities throughout the state. Trustees were especially empowered with many new responsibilities. Preservation of this local autonomy into the next millennium will be dependent on the responsible discharge by trustees of their increased decision making authority, and the maintenance of public confidence in the trustee appointment process. These Trustee Appointment Guidelines support autonomy.

Participants in the current appointment process for New Jersey's community college trustees include:

- Trustee Search Committee Solicits, reviews, and recommends trustee candidates to the county appointing authority;
- County Appointing Authority Makes eight trustee appointments based on recommendations of the Trustee Search Committee. Where a community college has more than one sponsoring county, the membership of the board of trustees is increased by two members for each additional county, with the seats on the board apportioned among the sponsoring counties according to population;
- College Boards of Trustees May recommend trustee candidates for appointment by the Governor; and
- Governor Appoints two trustees. Additionally, the county superintendent of schools serves on the community college board of trustees at the pleasure of the Commissioner of Education.

Thus, the trustee search committee, the county appointment authority, the college board of trustees, and the Governor all have responsibilities regarding the trustee appointment and reappointment process. It is desirable to establish common objectives to guide all of these participants in the trustee appointment process. These Trustee Appointment Guidelines establish these common objectives.

Prior to July 1, 1994, the State Board of Higher Education promulgated the criteria to be applied by the trustee search committee for nominating individuals to the county appointing authority. The 1994 Higher Education Restructuring Act states that trustee appointments shall be made "according to criteria... as shall be established." The contemplated appointment criteria have never been established. These Trustee Appointment Guidelines establish these criteria.

In summary, these Trustee Appointment Guidelines are presented to: (1) support the autonomy now enjoyed by community college boards of trustees; (2) establish common objectives for consideration by all of the participants in the trustee appointment process; and (3) respond to the statutory provision that clear criteria should be established for the trustee appointment process.

The guidelines are in four parts.

- Appointment Objectives What are the objectives of the trustee appointment process?
- 2. Trustee Qualifications What should we be looking for in community college trustees? What kinds of individuals best serve the colleges, their communities, the counties, and the state?
- 3. Trustee Search Process After agreement is reached on the types of individuals who make good trustees, how do we find them?
- 4. Trustee Code of Ethics As trustee candidates are identified, what can be done to ensure that they are properly aware of the code of ethics promulgated by the NJ Commission on Higher Education and their own college?

These Trustee Appointment Guidelines will be periodically reviewed and revised as appropriate to assure that the objectives of the trustee appointment process are being achieved.

1. Appointment Objectives

Community colleges are governed by lay boards entrusted to provide ethical leadership and responsible stewardship in balancing current and emerging needs of many constituencies. The strength of the college depends upon the qualifications of citizens entrusted to govern on behalf of the community. Accordingly, trustee appointments and reappointments should:

- a) Assure that the composition of the governing board will reflect balance, depth, and varied expertise, experience, and abilities;
- Reflect diversity of ethnicity, gender, age, and county geographic representation in order to ensure that the needs of the entire community to be served are recognized and addressed; and
- Be consonant with the standards of ethics adopted by the NJ Commission on Higher Education.

2. Trustee Qualifications.

N.J.S.A. 18A:64A-8 and 9 provide the following list of qualifications for candidates for appointment to a community college board of trustees:

- must be a resident of the county in which the college is located for four years prior to the appointment;
- · shall not be an elected official;
- shall not be an employee of a constituent county;
- · shall not be an employee of the college;
- shall not have been a member of the trustee search committee within the six months prior to the appointment to the board of trustees; and
- at least two appointed trustees shall be of each gender.

The following additional qualifications are recommended for appointment and reappointment of community college trustees (adopted from A Guide to the Election and Appointment of Community College Trustees published by the Association of Community College Trustees):

- a) Appointees should understand and appreciate the distinct mission of the community college;
- Appointees should be knowledgeable about community issues and have demonstrated service to the community;

- c) Appointees should possess a desire to advocate for the college and its students;
- d) Appointees should be knowledgeable about board governance responsibilities and appreciate the difference between board governance and administrative responsibilities;
- e) Appointees should be able to commit sufficient time to board governance responsibilities;
- f) Appointees should be aware of ethical issues of board governance and be unencumbered by private agendas;
- g) Appointees should be sensitive to issues of diversity;
- Appointees should understand that governance authority is vested in the board, not the individual trustee;
- Appointees should be committed to continuing trustee development and completion of a training program during the first year of service as a trustee;
- j) Appointees should possess characteristics and qualities that will enhance the standing of the college within the community; and
- Appointees should not be an immediate family member of nor be involved in a common business venture with a county official or college employee.

3. Trustee Search Process

Under current statute (N.J.S.A. 18A:64A-8), an independent and autonomous search for trustee nominees is conducted by a trustee search committee established by the county appointing authority. The trustee search committee, consisting of at least five members, nominates individuals for appointment to the board of trustees by the county appointing authority. The members of the trustee search committee:

- · must be residents of the county; and
- cannot be elected public officials.

The following additional guidelines are recommended for the trustee search process:

- a) Appointments to the trustee search committee should reflect the diversity of the county.
- Individuals with potential conflicts of interest should not be appointed to the trustee search committee. For example:

COMMUNITY COLLEGE TRUSTEE APPOINTMENT GUIDELINES

- Trustees and employees of the county college should be ineligible to serve on the trustee search committee;
- Employees of the appointing county should be ineligible to serve on the trustee search committee; and
- An immediate family member or business associate of a county official, county employee, college trustee, or college employee should be ineligible to serve on the trustee search committee.
- The county appointing authority should specify a term of appointment for members of the trustee search committee.
- Trustee search committees should publish solicitations for applicants for trustee appointments.
- e) Trustee appointments by the county appointing authority should be limited to individuals nominated by the trustee search committee.
- f) The trustee search committee should adopt and transmit a resolution to the county appointing authority, nominating for consideration for appointment to the board of trustees individuals who satisfy the qualifications and criteria set forth in these Trustee Appointment Guidelines. The nominating resolution should be available to the public upon receipt by the county appointing authority.
- g) The trustee search committee should transmit its recommendation in a time frame that permits the appointing authority to fill the trustee position as soon as it becomes available.
- h) The trustee search committee should initiate a new candidate solicitation and search if one has not been conducted within the six month period preceding the need for a trustee appointment or reappointment.
- The trustee search committee should adopt internal procedures to guide its deliberations addressing such matters as quorum requirements, voting, methods for soliciting potential candidates, and the interviewing process.
- j) The number of candidates to be recommended per appointment should be developed collaboratively with the county appointing authority.
- k) The trustee search committee should conduct its business in a manner that instills public confidence in the trustee nomination process.

For gubernatorial appointments to the board of trustees, a search committee is not required. Under current statute (N.J.S.A. 18A:3B-6), boards of trustees may recommend individuals for appointment to the board by the Governor, with the final appointing authority resting with the Governor. Boards of trustees should adopt a policy to govern the process for making trustee appointment recommendations to the Governor.

4. Trustee Code of Ethics

The NJ Commission on Higher Education has approved an Institutional Code of Ethics (N.J.A.C. 9A:3-1.1) setting forth general standards to be incorporated in a code of ethics adopted by each public institution of higher education for its officers and employees. The provisions of the Commission's Code of Ethics generally mirror the requirements of the New Jersey Conflicts of Interest Law (N.J.S.A. 52:13D-12) and the Local Government Ethics Law (N.J.S.A. 40A:9-22.1). The standards of the code of ethics are intended to ensure that officers and employees conducting the business of public institutions of higher education avoid conflicts of interest or the appearance of conflicts of interest. Trustees are prohibited from:

"having an interest, financial or otherwise, direct or indirect, or engaging in any business or transaction or professional activity which is in substantial conflict with the proper discharge of their duties."

The Commission's code of ethics and the code of ethics of the college should be considered in evaluating candidates for a seat on the board of trustees. The background of candidates for trustee appointment should be evaluated by the trustee search committee to determine whether the candidates have any business or professional interests or activities that would be incompatible with the code of ethics if the candidate were to be appointed as a trustee.

Prior to nomination, each trustee candidate should receive and review a copy of the code of ethics adopted by the college. Candidates should confirm in writing the absence of any circumstance that would represent an appearance of conflict of interest. Additionally, appropriate inquiry by the trustee search committee should confirm the absence of any conduct by the appointee that would negatively impact the integrity and interests of the college.

County Colleges

330 West State Street
Trenton, New Jersey 08618
Phone: (609) 392-3434
Fax: (609) 392-8158
www.njccc.org
email: info@njccc.org



BOARD OF TRUSTEES

Administration
Administration
Policy & Education

5.1 Curriculum

The faculty and administration of the College have proposed discontinuance of the Dental Hygiene A.A.S. Program.

The Dental Hygiene A.A.S. program has been offered in partnership with Rutgers School of Health Related Professions (SHRP). Rutgers SHRP is no longer offering an A.A.S. in Dental Hygiene and has transitioned their A.A.S. degree to a Dental Hygiene baccalaureate degree to be implemented in January 2017. The last application for Rutgers Dental Hygiene A.A.S. was April 1, 2015.

Through articulation with Rutgers, Brookdale students interested in pursuing the Dental Hygiene B.S. must complete a minimum of 30 prerequisite and general education credits at Brookdale to transfer to the Rutgers program. Students will be directed to enroll in Brookdale's Social Science A.A., Health Science Option as this program provides the prerequisite and general education courses required for transfer to Rutgers' Dental Hygiene B.S. degree.

The Dental Hygiene A.A.S. discontinuance has been reviewed by Academic Division Deans, the Dean of Academic Affairs, Academic Council, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution discontinuing the Dental Hygiene A.A.S. program.



BOARD OF TRUSTEES

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WHEREAS, the faculty and administration of the College have proposed the discontinuance of the Dental Hygiene, A.A.S. program; and

WHEREAS, the Dental Hygiene A.A.S. program has been offered in partnership with Rutgers School of Health Related Professions (SHRP); and

WHEREAS, Rutgers SHRP is no longer offering an A.A.S. in Dental Hygiene and has transitioned their A.A.S. to a Dental Hygiene baccalaureate degree to be implemented in January 2017; and

WHEREAS, through articulation with Rutgers, Brookdale students interested in pursuing the Dental Hygiene B.S. must complete a minimum of 30 prerequisite and general education credits at Brookdale to transfer to the Rutgers program; and

WHEREAS, students will be directed to enroll in Brookdale's Social Science A.A.,

Health Science Option as this program provides the prerequisite and general education courses required for transfer to Rutgers' Dental Hygiene B.S. degree; and

WHEREAS, the Dental Hygiene A.A.S. discontinuance has been reviewed by

Academic Division Deans, the Dean of Academic Affairs, Academic Council, the Registrar, the Vice

President for Learning, the President, and the Policy and Education Committee of the Board.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Dental Hygiene A.A.S. be discontinued.



BOARD OF TRUSTEES

General Functions Administration **HUMAN RESOURCES** Finance & Facilities Policy & Education

3.1 Human Resources & Organizational Safety Recommendations

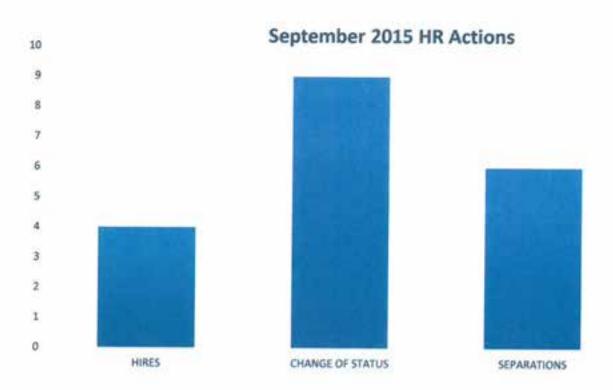
Hires, Change of Status & Separations - This month there are a total of 19 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Faculty	1
Administrative	1
Support Staff	2
B. Change of Status	Recommendations
Faculty	1
Administrative	4
Support Staff	4
C. Separations	Recommendations
Faculty	1
Administrative	1
Support Staff	4

General Functions Administration

HUMAN RESOURCES

Finance & Facilities Policy & Education



HUMAN RESOURCES ADDENDUM

A. HIRES

1. Name: Tim Drury

Address: Manville, New Jersey

Department: Facilities

Position: Director, Facilities Management & Construction Salary: \$76,503 prorated from an annual base of \$97,983

Effective: 9/21/15

Education: B.S., 1987, Industrial Engineering Technology, Trenton State College

Experience: 2007 - Present, Facilities Director, DTZ at the College of Mount Saint Vincent

4/07 - 7/07, Senior Project Manager, Property Solutions, Inc.

2006 - 2007, Senior Project Manager, Valcon

September 17, 2015: Dean of Human Resources & Organizational Safety, Patricia Sensi Attachment D – Minutes, September 17, 2015

Narrative for President's Report September 17, 2015

This has been a week of conflicting community college data. Pertinent to this evening is that two different ways of calculating graduation have shown up in the College Scorecard and the Community College Week annual Top 100 Report.

We have talked a lot about measures of student success in the Policy and Education Committee. Our working definition of student success for the purposes of our strategic priorities is "helping students find their paths and finish what they started." One of the College's initiatives is to improve graduation rates. In order to monitor our progress, we need to understand that there are three different ways to calculate graduation. Page 26 in Tab B gives definitions of each type.

The first measure comes from the Integrated Postsecondary Education Data System or IPEDS, a system used by all colleges and universities in the country.

The IPEDS graduation rate is the percentage of full-time, first-time students in a Fall cohort who graduate in 150%% of the normal time to completion. For an associate degree, that is three years. For a bachelor's degree, it is six years. This is the model used by the College Scorecard, and it describes fewer than 30% of Brookdale's student body. Part-time students are excluded, as are transfer students, and dual enrollment students. Our IPEDS graduation rates are on page 27, and are slightly higher than the national community college average.

We also report graduation to the Council of County Colleges for the "New Jersey Student Success Model." This model attempts to capture the progress and completion of all student, full and part-time, under-prepared, non-native English speaker, etc. The model extends 6 years. During the board retreat, Dr. Byron McClenney emphasized the importance of engaging in disaggregated longitudinal tracking. As you can see on page 28, at the end of 6 years 59.5% of our students have earned credentials, transferred, or are still making academic progress.

Page 29 shows our annual graduation rate by program, with a total at the bottom. That's the number of people who graduated within an academic year, regardless of how long it took them, regardless of whether they were part-time or full-time, and regardless of whether they started their academic programs with us. That's the number that Community College Week looks at for their Top 100 report. The top 100 colleges, of the more than 1100 nationally, are ranked from highest number of graduates to smallest, regardless of the size of the institution. We learned this week that Brookdale is ranked 77th in the nation. We should be proud.

Each of these methods is useful for different reasons, and agreed upon at the June retreat, we will continue to track our student progress closely and report to the board the progress we are making in helping our students find their paths and finish what they start.

RESOLUTION

WHEREAS, Charles Karcher, Esq. has served with distinction on the Board of Trustees of Brookdale Community College since April 2012; and

WHEREAS, Trustee Karcher was appointed by the Monmouth County Board of Chosen Freeholders, and served with honor as a respected attorney, civic leader, and loyal ambassador and ally of Brookdale Community College; and

WHEREAS, Trustee Karcher provided exemplary services as Chair of the Information Technology Committee in 2012-2013; as Chair of the Governance Committee in 2014, and advanced the work of the Finance and Facilities, Audit, and Human Resources Committees, with his astute observations on, and deep respect for, the complexities of the College; and

WHEREAS, Trustee Karcher served during a period of unprecedented change at the College, and wisely counseled the President through some difficult decisions and recommendations; and

WHEREAS, Trustee Karcher always put the welfare of Brookdale students at the forefront of any debate or discussion;

NOW, THEREFORE, BE IT RESOLVED that the President, the Board of Trustees and the entire College community extends it appreciation to Charles Karcher, Esq. for his dedication, diligence and unwavering commitment to Brookdale Community College;

BE IT FURTHER RESOLVED that this resolution is spread upon the minutes of this meeting and a true copy is presented to Charles Karcher, Esq. so that he has a permanent reminder of the high esteem he has earned among his colleagues.

October 22, 2015

Dr. Maureen Murphy President Brookdale Community College

Dr. Carl J. Guzzo, Esq. Chairman Brookdale Community College



Highlights

October 2015

'We're Committed!' Engaging Students in the College Completion Agenda

Building on its unprecedented national success, the Center for Student Success is proudly partnering with New Jersey's 19 Phi Theta Kappa chapters to program the Garden State's 3rd annual statewide Community College Completion Challenge, better known to many as #NJC4.

Scheduled October 19 to 23, 2015, Phi Theta Kappa student leaders across the state will engage their fellow peers in conversations about the many benefits associated with completing the associates degree. The objective of the program is to keep students focused on achieving their academic goals.

Throughout the week, community college students across the state of New Jersey will be invited to sign the pledge to complete their degrees, while also receiving access to campus support services such as

on-the-spot advising, college transfer fairs, civic engagement activities, alumni panels, and more.

From NJC4 brochure

Brookdale's C4 Events

Tuesday, October 20: Campus College Completion Kick-Off Celebration - C4 Information Booth and Signing Event

 Completion banner will be displayed for student signatures • Opportunity for administrators, faculty and staff to become Completion Champions and sign pledge cards

Wednesday, October 21: Recognize a Faculty/ Staff Member Day

 Pre-printed thank you cards for students to give to a faculty/staff member who has made a difference in their academic lives

Thursday, October 22: College Transfer Information Session

Discussion Transfer Scholarships resources *
 Attendance at the Board of Trustees meeting





Return of Science Mondays

The following guest lectures are offered this fall through the Science Mondays series, presented by the Environment Club at Brookdale. All programs are free and open to the public, and will be held in the Warner Center from 6-8 PM on selected Mondays; to learn more contact Pat Dillon, Professor of Biology, at 732-224-2871 or e-mail public procedures edu

Monday, September 28 – The Mixed Blessing of Invasive Species
Presented by Dr. Pedram P. Daneshgar, Assistant Professor of Biology,
Monmouth University. The increasing presence of invasive species is
threatening the health and number of native species in New Jersey and
throughout the world. Dr. Daneshgar will discuss the reasons why invasive populations are accelerating, and the disruptive impact this acceleration is having on NJ coastal environments and the NJ Pine Barrens. Efforts to restore native, rare and endangered plant species will be described.

Monday, October 26 - Views on the Climate

Presented by Rosemary Carey, spokesperson for 350.org. Climate experts agree that a "safe" level of carbon dioxide molecules in the atmosphere is 350 ppm (parts per million). The current atmospheric level of CO2 is 400 ppm, a number that is growing by 2 ppm every year. Carey will describe her organization's efforts to reduce carbon emissions throughout the world. The Keystone XL pipeline, coal-fired power plants, and a plan to decrease carbon emissions in New Jersey will be discussed.

Monday, November 23 – Conservation of the Coastal Habitat
Presented by Dr. Tim Dillingham, Executive Director, American Littoral
Society. The health of the New Jersey's coastal habitat is challenged continuously by climate change, severe weather events, and coastal development; Dr. Dillingham will discuss the importance of restoring and protecting New Jersey's coastline and describe some defensive strategies to manage predicted rises in sea level.

Visiting Writers Series

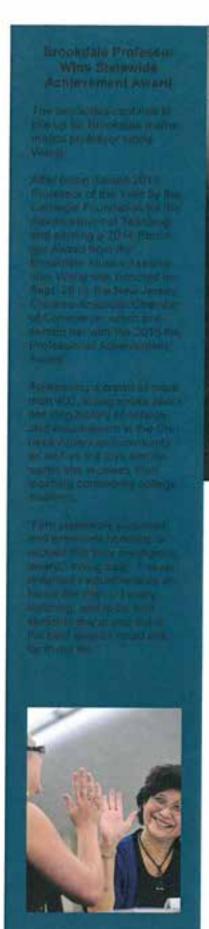
The Fall 2015 Visiting Writers Series will bring the following writers, poets, and critics to campus:

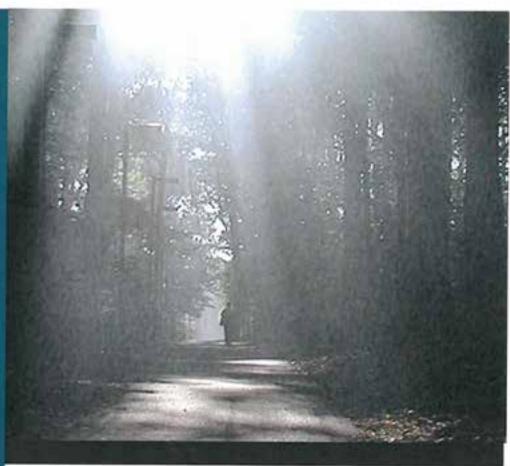
Monday, Oct. 5 – Poets Ilyse Kusnitz and Michael Broek

Tuesday, Nov. 3 – Novelist, poet, playwright and former faculty member William Watkins

Monday, Dec. 7 – Poet Tim Seibles and novelist/graphic novelist Mat Johnson







#IAMUCC

"Brookdale Community College held a moment of silence on Thursday, October 8, at 2 p.m., to honor the victims of the shooting at Umpqua Community College in Oregon. All Brookdale students and employees were encouraged to pause for a moment of reflection for the victims, their loved ones, and the survivors of this terrible tragedy.

The moment of silence was part of a nationwide effort coordinated by the American Association of Community Colleges.

This event, and the tragic events at Northern Arizona University and Texas southern University, have highlighted the need to be vigilant around campus safety. As a result, all constituencies across Brookdale Community College are engaged in reviewing protocols, assessing risks, and ensuring communications strategies that reach all. Brookdale Community College is consistently ranked among the safest colleges in New Jersey.



BOARD OF TRUSTEES General Functions

Consent Agenda - October 22, 2015

- a. Application of Grants
- b. Acceptance of Grants
- c. Acceptance of Gifts
- d. Approval of Human Resources
- e. Purchases in Excess of \$35,000 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of \$17,500 – RES150037
- f. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- g. Monthly Financial Report



1 General Functions

2 Administration

3. Hitmin Resduces

4 Business & Finance

2.1 Application for Grants Executive Summary

E-MATE 2.0

Brookdale submitted a proposal to the National Science Foundation under its Advanced Technological Education Program on October 8, 2015. The proposed project, E-MATE 2.0: Building Capacity for Interactive Teaching and Learning, builds on the success of a previously funded NSF award. Under the current grant, the project team developed a framework of interactive learning resources. The goal of the new project is to build capacity and empower faculty to develop and deploy their own interactive learning content.

Project work will include the following:

- Working to develop faculty champions from Brookdale and ATE centers throughout the country to model the adoption and use of e-textbooks and interactive content for their peers and their students;
- Filling the void left by publishers' reluctance to offer dynamic, interactive e-textbooks;
- Addressing the ballooning costs of traditional instructional materials;
- Building e-textbooks and interactive content that is available across a range of devices and operating systems;
- Integrating interactive learning content into technician education resources.

The project will be administered by Michael Qaissaunee, Department Chair, Engineering and Technologies.

The total grant amount requested is \$899,899 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.



- I General Functions
- 2 Administration
- 3 Human Resources
- A Business & Finance

2.2 Acceptance of Grants Executive Summary

CTE Provisional Teacher Pilot Program (Year 6 of 6)

Brookdale has been awarded a grant from the New Jersey Department of Education (NJDOE), Office of Career Readiness, for funding under its Carl D. Perkins Career and Technology Improvement Act of 2006. This is a continuation grant which was previously awarded to Continuing and Professional Services (CPS) for the past five years. The program curriculum meets the specific educational needs of CTE provisional teacher candidates. The purpose of the program is to ensure that individuals entering the CTE alternate route teacher program are adequately prepared, knowledgeable, and skilled 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. Paul Hankins will serve as the new CTE Project Director and the grant will be administered by CPS.

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.



7 General Tunction

2 Administration

Human Besources

Business & Finance

RESOLUTION

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

CTE Provisional Teacher Pilot Program Yr 6/6

Amount \$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.



- 1 Capperal Functions
- 2 Administration
- 5 Human Resources
- 4. Business & Fusance

1.51 Acceptance of Gifts Background

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month. The most recent report to the Board of Trustees was made at the August 20, 2015, meeting.

The College continues to receive a variety of useful and welcome gifts from many sources. These are generally donated by private individuals, business firms, students, and staff whose continued interest and support are evinced in these actions.

The following gifts have been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM			
10/22/15	Monmouth County Clerk's Office Christine Giordano Hanlon and Claire French Monmouth County Clerks – current and immediate past Market Yard 33 Mechanic Street Freehold, NJ 07728	Donation of 48 Dell Latitude D610 laptop computers to be used in Electronics/ Technology and Computer Science courses.			
9/10/15 Demand, LLC 36 South Adamsville Road Bridgewater, NJ 08807		Donation of miscellaneous steel plate, tube and angle iron to be used in Brookdale's welding program.			



General Functions
Administration
HUMAN RESOURCES
Finance & Facilities
Policy & Education

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 102 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Administrative	2
Support Staff	1
Police	2
Adjuncts	73
Coaches	1
B. Change of Status	Recommendations
Faculty	2

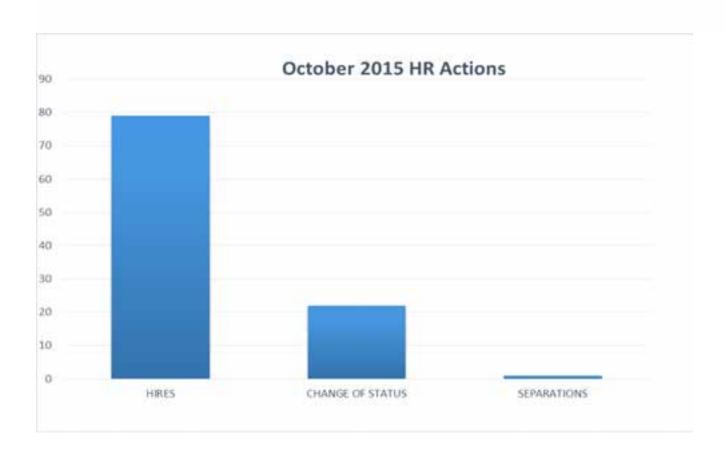
recommend
2
7
13

C. Separations	Recommendations
Faculty	1



General Functions
Administration
HUMAN RESOURCES
Finance & Facilities

Policy & Education



A. HIRES

ADMINISTRATIVE

1. Name: Brett Burk

Department: Planning & Institutional Effectiveness
Position: Senior Analyst, Market & Survey Research

Salary: \$38,754 prorated from an annual base of \$60,155

Effective: 11/9/15

2. Name: Bonnie Passarella

Department: Purchasing

Position: Manager, Contract Administration

Salary: \$40,103, prorated from an annual base of \$60,155

Effective: 11/2/15



General Functions Administration

HUMAN RESOURCES

Finance & Facilities Policy & Education

SUPPORT STAFF

1. Name: David Hoosein Department: Office of STEM

Position: Lab Specialist, Sciences

Salary: \$38,513 Effective: 11/9/15

POLICE

1. Name: Rocco Belloni

Department: Police Department

Position: Probationary Police Officer

Salary: \$35,666 Effective: \$11/2/15

2. Name: Scott Tait

Department: Police Department

Position: Probationary Police Officer

Salary: \$34,627 Effective: \$11/2/15

ADJUNCTS

1. Name: Sean Ahern Semester: Fall 2015

Department: Communication Media Rate: \$725/Credit Hour

2. Name: Judith Angona Semester: Fall 2015

Department: English

Rate: \$725/Credit Hour

3. Name: Djenane Bartholomew

Semester: Fall 2015 Department: Nursing

Rate: \$725/Credit Hour

4. Name: Stephanie Bennett

Semester: Fall 2015 Department: Writing



General Functions
Administration
HUMAN RESOURCES
Finance & Facilities

Policy & Education

5. Name: John Blair
Semester: Fall 2015
Department: Language

Rate: \$725/Credit Hour

6. Name: Sean Bramley
Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour

7. Name: Robert Brice Semester: Fall 2015

Department: Criminal Justice Rate: \$725/Credit Hour

8. Name: Olga Bush
Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour

9. Name: Joseph Carideo

Semester: Fall 2015 Department: Business

Rate: \$725/Credit Hour

10. Name: Courtney Castelli

Semester: Fall 2015 Department: English

Rate: \$725/Credit Hour

11. Name: Christopher Cherbini

Semester: Fall 2015

Department: Criminal Justice Rate: \$725/Credit Hour

12. Name: Bryan Cocchiara

Semester: Fall 2015 Department: Philosophy



General Functions Administration HUMAN RESOURCES

Finance & Facilities Policy & Education

13. Name: Kevin Coffey Semester: Fall 2015

Department: Biology

Rate: \$725/Credit Hour

14. Name: Darcy Cohan

Semester: Fall 2015 Department: English

Rate: \$725/Credit Hour

15. Name: Jennifer Corrigan

Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour

16. Name: Joseph Czop

Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour

17. Name: Susan deBrigard

Semester: Fall 2015 Department: Education

Rate: \$725/Credit Hour

18. Name: Lisa Denholtz

Semester: Fall 2015 Department: Reading

Rate: \$725/Credit Hour

19. Name: Catherine Dillon

Semester: Fall 2015 Department: Nursing

Rate: \$725/Credit Hour

20. Name: Samantha Doluweera

Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour



General Functions Administration HUMAN RESOURCES

Finance & Facilities Policy & Education

21. Name: Marilyn Drennan

Semester: Fall 2015

Department: English and Reading Rate: \$725/Credit Hour

22. Name: Harris Drucker

Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour

23. Name: Stephen Essien

Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour

24. Name: Ronald Facciponti

Semester: Fall 2015

Department: Criminal Justice/Social Science

Rate: \$725/Credit Hour

25. Name: Eric Farwell

Semester: Fall 2015 Department: English

Rate: \$725/Credit Hour

26. Name: Kristin Florio

Semester: Fall 2015

Department: Communication Media

Rate: \$725/Credit Hour

27. Name: Diane Galatro

Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour

28. Name: Chrismol George

Semester: Fall 2015 Department: Biology



General Functions Administration

HUMAN RESOURCES

Finance & Facilities Policy & Education

29. Name: Gina Gili Semester: Fall 2015

Department: Communication Media Rate: \$725/Credit Hour

30. Name: Tara Gonzalez Semester: Fall 2015

Department: Biology

Rate: \$725/Credit Hour

31. Name: Jennifer Higgins

Semester: Fall 2015 Department: Language

Rate: \$725/Credit Hour

32. Name: Keith Howey

Semester: Fall 2015

Department: Anthropology/Geography/Sociology

Rate: \$725/Credit Hour

33. Name: Matthew Kaminski

Semester: Fall 2015 Department: English

Rate: \$725/Credit Hour

34. Name: Kelsey Kazmac

Semester: Fall 2015 Department: Reading

Rate: \$725/Credit Hour

35. Name: Kimberly Kepich

Semester: Fall 2015

Department: Anthropology, Sociology & Human Geography

Rate: \$725/Credit Hour

36. Name: Theresa Kosko

Semester: Fall 2015 Department: Business



General Functions Administration

HUMAN RESOURCES

Finance & Facilities Policy & Education

37. Name: Jacquelyn Kyle

Semester: Fall 2015

Department: Anthropology, Human Geography & Sociology

Rate: \$725/Credit Hour

38. Name: Erich Lindauer

Semester: Fall 2015
Department: Automotive

Rate: \$725/Credit Hour

39. Name: Ritu Maharishi

Semester: Fall 2015 Department: Biology

Rate: \$725/Credit Hour

40. Name: Jennifer Mauriello

Semester: Fall 2015 Department: Biology

Rate: \$725/Credit Hour

41. Name: Linda McKay

Semester; Fall 2015 Department: Psychology

Rate: \$725/Credit Hour

42. Name: Margaret Morales

Semester: Fall 2015 Department: Language

Rate: \$725/Credit Hour

43. Name: Sandra Mummolo

Semester: Fall 2015 Department: English

Rate: \$725/Credit Hour

44. Name: Joanne Nadell

Semester: Fall 2015 Department: Paralegal



General Functions Administration

HUMAN RESOURCES

Finance & Facilities Policy & Education

45. Name: Abdo Nahmod

Semester: Fall 2015 Department: Nursing

Rate: \$725/Credit Hour

46. Name: Jonathan Owens

Semester: Fall 2015

Department: Engineering & Technology

Rate: \$725/Credit Hours

47. Name: Loretta Pasquarella

Semester: Fall 2015 Department: Nursing

Rate: \$725/Credit Hour

48. Name: Danielle Pelose

Semester: Fall 2015 Department: English

Rate: \$725/Credit Hour

49. Name: Daniel Picker

Department: English Semester: Fall 2015

Rate: \$725/Credit Hour

50. Name: Frank Pietropollo

Semester: Fall 2015 Department: Business

Rate: \$725/Credit Hour

51. Name: Rose Pritchard

Semester: Fall 2015
Department: Business

Rate: \$725/Credit Hour

52. Name: Alexander Quinn

Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour



General Functions Administration

HUMAN RESOURCES

Finance & Facilities Policy & Education

53. Name: Amanda Richardson

Semester: Fall 2015 Department: English

Rate: \$725/Credit Hour

54. Name: Stacey Russell

Semester: Fall 2015 Department: Nursing

Rate: \$725/Credit Hour

55. Name: Melanie Rizzo

Semester: Fall 2015
Department: Anthropology
Rate: \$725/Credit Hour

56. Name: Jennifer Rosh

Semester: Fall 2015 Department: Reading

Rate: \$725/Credit Hour

57. Name: Eric Sandve

Semester: Fall 2015 Department: English

Rate: \$725/Credit Hour

58. Name: John Sico

Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour

59. Name: Janis Stacy

Semester: Fall 2015 Department: Reading

Rate: \$725/Credit Hour

60. Name: Lauren Sullivan

Semester: Fall 2015 Department: Nursing



General Functions
Administration
HUMAN RESOURCES
Finance & Facilities

Policy & Education

61. Name: Jeanette Taono

Semester: Fall 2015 Department: Language

Rate: \$725/Credit Hour

62. Name: Sarah Tarbell

Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour

63. Name: Rebekka Trapp

Semester: Fall 2015 Department: English

Rate: \$725/Credit Hour

64. Name: Gerdina Vanderwal

Semester: Fall 2015 Department: Nursing

Rate: \$725/Credit Hour

65. Name: Kristina Veintimilla

Semester: Fall 2015 Department: Nursing

Rate: \$725/Credit Hour

66. Name: Gladys Veitch

Semester: Fall 2015 Department: Reading

Rate: \$725/Credit Hour

67. Name: Jennifer Vogel

Semester: Fall 2015 Department: Nursing

Rate: \$725/Credit Hour

68. Name: Joseph Whelan

Semester: Fall 2015 Department: Language



General Functions Administration HUMAN RESOURCES

Finance & Facilities Policy & Education

69. Name: Wallace Wilson

Semester: Fall 2015
Department: Mathematics
Rate: \$725/Credit Hour

70. Name: William Winans

Semester: Fall 2015

Department: Criminal Justice Rate: \$725/Credit Hour

71. Name: William Wall

Semester: Fall 2015 Department: English

Rate: \$725/Credit Hour

72. Name: Jill Wedinger

Semester: Fall 2015 Department: Nursing

Rate: \$725/Credit Hour

73. Name: Elizabeth Welch

Semester: Fall 2015

Department: Communication Media Rate: \$725/Credit Hour

ADJUNCT DEGREE SUMMARY

Doctoral Masters Associates

5 67 1

COACHES

1. Name: Alyssa Mayrose

Department: Freehold, New Jersey

Position: Assistant Coach, Women's Basketball

Compensation: \$3,150

Dates: 10/1/15 – 3/30/16



General Functions
Administration
HUMAN RESOURCES
Finance & Facilities

Policy & Education

B. CHANGE OF STATUS

FACULTY

1. Name: Barbara Boyington
Department: Business Management

Position: Professor

Action: 60% reduction in load

New Salary: No change

Effective: 9/1/15 – 12/31/15

2. Name: Nicole Jackson Department: Psychology

Position: Assistant Professor

Action: 60% reduction in load/maternity leave

New Salary: No change

Effective: 10/19/15 – 6/30/16

EXECUTIVE

1. Name: Nancy Kegelman

Department: Planning & Institutional Effectiveness

Position: Associate Vice President

Action: Change in title
New Salary: No change
Effective: 9/1/15

2. Name: Maureen Lawrence

Department: Finance & Operations

Position: Vice President

Action: Expanded responsibilities

New Salary: \$155,000 Effective: \$9/1/15

3. Name: Marie Lucier-Woodruff

Department: Continuing & Professional Studies

Position: Associate Vice President

Action: Change in title
New Salary: No change
Effective: 9/1/15



General Functions Administration HUMAN RESOURCES

Finance & Facilities Policy & Education

4. Name: Richard Pfeffer

Department: Freehold Campus
Position: Executive Dean
Action: Change in title
New Salary: No change
Effective: 9/1/15

5. Name: Patricia Sensi

Department: Human Resources & Organizational Safety

Position: Associate Vice President

Action: Change in title
New Salary: No change
Effective: 9/1/15

6. Name: David Stout

Department: Student Success
Position: Vice President
Action: Change in title
New Salary: \$123,000
Effective: 9/1/15

7. Name: Anita Voogt

Department: Higher Education Centers, Communiversity & K-16 Partnerships

Position: Executive Dean Action: Change in title New Salary: No change Effective: 9/1/15

ADMINISTRATIVE

1. Name: Richard Brown Department: Print Shop

Position: Manager

Action: Change in position from A3 to A4

 New Salary:
 \$60,155

 Effective:
 9/1/15



General Functions Administration HUMAN RESOURCES

Finance & Facilities Policy & Education

2. Name: Christine Busacca Department: College Relations

Position: Manager, Social Media, Advertising & Production
Action: Temporary change in position from A3 to A4
New Salary: \$20,051 prorated from an annual base of \$60,155

Effective: 9/1/15 – until further notice, but not later than 12/31/15

3. Name: Kelly Canonico

Department: Continuing & Professional Services

Position: Director, Education Grant, part-time, 30 hrs/wk, grant-funded position Action: Extension of temporary grant-funded position, pending grant extension

New Salary: No change

Effective: 10/1/15 - 6/30/16 or separation at end of assignment

4. Name: Vivian DeLosSantos

Department: Facilities Administration
Position: Administrative Assistant

Action: Monthly stipend for increased duties, FY15 \$395, FY16 \$400 Effective: 4/1/15 until further notice, but not later than 12/31/15

5. Name: Allison Fitzpatrick
Department: Brookdale at Wall

Position: Director

Action: Change in position from A4 to A5

New Salary: \$71,262 Effective: 9/1/15

6. Name: Christopher Jeune

Department: Student Conduct & Compliance

Position: Manager

Action: Change in position from A3 to A4

New Salary: \$60,155 Effective: 9/1/15

7. Name: Edward Johnson

Department: Brookdale at Long Branch

Position: Director

Action: Change in position from A4 to A5

New Salary: \$71,262 Effective: 9/1/15



General Functions Administration

HUMAN RESOURCES

Finance & Facilities Policy & Education

7. Name: Bruce Marich
Department: Brookdale at Hazlet

Position: Director

Action: Change in position from A4 to A5

New Salary: No change Effective: 9/1/15

8. Name: Kelly Parr

Department: Technologies

Position: Project Manager, E-Mate

Action: Extension of temporary grant-funded position

New Salary: No change

Effective: 10/1/15 - 6/30/16 or separation at end of assignment

9. Name: Joseph Pingitore

Department: Finance & Operations

Position: Director, Finance & Operations

Action: Expanded responsibilities and title change

New Salary: \$97,983 Effective: 9/1/15

10. Name: Kelli Sanders

Department: Events Management

Position: Coordinator, Conference Facility Services

Action: Monthly stipend for increased duties, FY15 \$395, FY16 \$400 Effective: 12/1/14 until further notice, but not later than 12/31/15

12 Name: Susan Scarangella

Department: Continuing & Professional Studies

Position: Program Coordinator, NNJHPC, temporary, grant-funded position

Action: Extension of temporary grant-funded position, pending grant extension

New Salary: No change

Effective: 10/1/15 - 6/30/16 or separation at end of assignment

13. Name: Charanne Smith

Department: Brookdale at Neptune

Position: Director

Action: Change in position from A4 to A5

New Salary: \$71,262 Effective: 9/1/15



General Functions
Administration
HUMAN RESOURCES
Finance & Facilities
Policy & Education

C. SEPARATIONS

FACULTY

1. Name: Paul Zigo Department: History

Position: Associate Professor

Action: Retirement Effective: 12/31/15



Administration
Finance & Facilities

4.2 Purchases in Excess of \$35,000 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 \$35,000. 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 19, 2015.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,000, or purchases with a combined total in excess of \$35,000; and

WHEREAS, the New Jersey State "Pay-to-Play" Law, N.J.S.A. 19.44a-20.1 et seq, Chapters 51 and 271, requires Board of Trustee approval for any purchase over \$17,500, that is not awarded pursuant to a "fair and open" process; and

WHEREAS, the Vice President, Finance & Operations has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the vendor has completed all the required certifications and disclosures; 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 \$35,000 October 22, 2015

Estimated expense based on

			historical data	m		
Board Item			Basis of	٩	Amount of	
No.	Vendor/Contractor	Category / Description	Award		Purchase	
Capital						
FF.	Three G's Plumbing & Heating, Inc.	Emergency Repairs / Exempt 18A:64A-25.6 (Emergency purchases and contracts). This emergency contract is for the piping work and replacement of heating lines at the ATEC building. This contract is funded by the capital budget.	Exempt	\$	120,000.00	
Operating						
2	Culture Quest, Inc. Bella Travel Group Ltd.	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 Iceland and Cuba which are funded by student program fees.	Exempt	40	103,555.00	
m	Hillcrest Paving & Excavating Inc.	Snow Removal Services, Bid No. 13-58 / This is the 3rd year of a 3 year contract for snow removal services and is funded by the Facilities' operating budget.	Bid	•	400,000.00	
4	Coach USA/ Suburban Trails, Inc. Stout's Charter Service, Inc. R. Helfrich & Son Corp.	Charter/Coach Bus Services for Intercollegiate Athletics, Bid No. 16-10/ Notice was sent to 9 vendors, received 4 replies. These contracts are for charter/coach bus services for intercollegiate athletic teams and are funded by the operating budget.	Pig	S	66,476.00	

**Unless otherwise exempt, bids were publicly advertised according to law.



Administration
Human Feedback
Finance & Facilities

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 19, 2015.

Brookdale Community College Paid Invoice Register October 22, 2015

		Student	Vendor	Employee	Totals
ASBCC	\$	104.00	\$ 28,722.75	\$ 700.00	\$ 29,526.75
Athletics		-	34,818.42	8,168.18	42,986.60
Bookstore			1,093,882.92		1,093,882.92
College		12.00	2,609,484.98	28,547.03	2,638,044.01
CPS	2	2,793.25	111,104.30	950.18	114,847.73
	\$	2,909.25	\$ 3,878,013.37	\$ 38,365.39	\$ 3,919,288.01



Administration
Human Resources
Finance & Facilities

4.1 Monthly Financial Report

Operating and payroll disbursements for the month ending August 31, 2015, were \$6,459,742.97.

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 19, 2015.

ENCL. NO 1

Brookdale Community College Monthly Analysis of Change

Total Operating Expenses 47,872,907 38,162,719 9,710,18 OPERATING REVENUE Tuition 19,064,680 15,447,763 3,616,91 General Service Fees 508,738 414,453 94,28 Sub Total 19,573,418 15,862,216 3,711,20 State Appropriations 1,725,144 862,572 862,57 County Appropriations 3,337,837 1,668,918 1,668,918 All other revenue 1,971,329 1,578,644 392,68 Total Operating Revenue 26,607,728 19,972,350 6,635,37 CASH Cash 10,132,209 5,870,668 4,261,54 Cash 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES * Renewals & Replacements 6,385,822 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5,278 2,025		08/31/15	07/31/15	CHANGE
Benefits & General Institutional 2,588,176 4,325,292 1,262,888 Sub Total 29,599,706 21,035,910 8,563,799 All other divisions 18,273,201 17,126,809 1,146,399 Total Operating Expenses 47,872,907 38,162,719 9,710,188 3,616,2719 9,710,188 3,616,2719 9,710,188 3,616,2719 9,710,188 3,616,2719 9,710,188 3,616,2719 9,710,188 3,616,2719 3,711,208 3,616,918 3,61		624.011.520	£ 45 740 548	6 7 300 013
Sub Total 29,599,706 21,035,910 8,563,79 All other divisions 18,273,201 17,126,809 1,146,39 Total Operating Expenses 47,872,907 38,162,719 9,710,18 OPERATING REVENUE Tuition 19,064,680 15,447,763 3,616,91 General Service Fees 508,738 414,453 94,28 Sub Total 19,573,418 15,862,216 3,711,20 State Appropriations 1,725,144 862,572 862,57 County Appropriations 3,337,837 1,668,918 1,668,91 All other revenue 1,971,329 1,578,644 392,68 Total Operating Revenue 26,607,728 19,972,350 6,635,37 CASH 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES * Renewals & Replacements 6,385,822 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 5,278 <td< td=""><td></td><td></td><td></td><td></td></td<>				
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OPERATING REVENUE Tuition 19,064,680 15,447,763 3,616,91 General Service Fees 508,738 414,453 94,28 Sub Total 19,573,418 15,862,216 3,711,20 State Appropriations 1,725,144 862,572 862,57 County Appropriations 3,337,837 1,668,918 1,668,91 All other revenue 1,971,329 1,578,644 392,68 Total Operating Revenue 26,607,728 19,972,350 6,635,37 CASH 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES * Renewals & Replacements 6,385,822 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5,278 2,025 3,25 County 45,661 2,025 43,63				1,146,392
Tuition 19,064,680 15,447,763 3,616,91 General Service Fees 508,738 414,453 94,28 Sub Total 19,573,418 15,862,216 3,711,20 State Appropriations 1,725,144 862,572 862,57 County Appropriations 3,337,837 1,668,918 1,668,91 All other revenue 1,971,329 1,578,644 392,68 Total Operating Revenue 26,607,728 19,972,350 6,635,37 CASH Cash 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES* Renewals & Replacements 6,385,822 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE State 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	Total Operating Expenses	47,872,907	38,162,719	9,710,188
General Service Fees 508,738 414,453 94,28 Sub Total 19,573,418 15,862,216 3,711,20 State Appropriations 1,725,144 862,572 862,57 County Appropriations 3,337,837 1,668,918 1,668,91 All other revenue 1,971,329 1,578,644 392,68 Total Operating Revenue 26,607,728 19,972,350 6,635,37 CASH 20,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES* 8 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242	OPERATING REVENUE			
Sub Total 19,573,418 15,862,216 3,711,20 State Appropriations 1,725,144 862,572 862,57 County Appropriations 3,337,837 1,668,918 1,668,91 All other revenue 1,971,329 1,578,644 392,68 Total Operating Revenue 26,607,728 19,972,350 6,635,37 CASH 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES* 6,385,822 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690<	Tuition	19,064,680	15,447,763	3,616,917
State Appropriations 1,725,144 862,572 862,57 County Appropriations 3,337,837 1,668,918 1,668,91 All other revenue 1,971,329 1,578,644 392,68 Total Operating Revenue 26,607,728 19,972,350 6,635,37 CASH 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES * Renewals & Replacements 6,385,822 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE State 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70	General Service Fees	508,738	414,453	94,285
County Appropriations 3,337,837 1,668,918 1,668,91 All other revenue 1,971,329 1,578,644 392,68 Total Operating Revenue 26,607,728 19,972,350 6,635,37 CASH 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES* 6,385,822 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	Sub Total	19,573,418	15,862,216	3,711,202
County Appropriations 3,337,837 1,668,918 1,668,91 All other revenue 1,971,329 1,578,644 392,68 Total Operating Revenue 26,607,728 19,972,350 6,635,37 CASH 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES * 8 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	State Appropriations	1,725,144	862,572	862,572
Total Operating Revenue 26,607,728 19,972,350 6,635,37 CASH 10,132,209 5,870,668 4,261,54 Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES * 8 8 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41			1,668,918	1,668,919
CASH Cash Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES* Renewals & Replacements Minor Capital Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE State County 45,661 2,025 County 45,661 2,025 43,63 Other Total Capital Revenue 1,358,806 1,242,192 116,61 Total Capital Revenue 524,634 536,635 637,668 4,261,54 1,961,58 1,628,369 78,82 2,040,41 CAPITAL REVENUE State 5,278 2,025 3,25 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41		1,971,329	1,578,644	392,685
Cash Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES * Renewals & Replacements 6,385,822 4,424,234 1,961,58 Minor Capital Minor Capital Total Capital Expenses 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	Total Operating Revenue	26,607,728	19,972,350	6,635,378
Total Cash 10,132,209 5,870,668 4,261,54 CAPITAL EXPENDITURES * 8 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	CASH			
CAPITAL EXPENDITURES * Renewals & Replacements 6,385,822 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE State 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	Cash	10,132,209	5,870,668	4,261,541
Renewals & Replacements 6,385,822 4,424,234 1,961,58 Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS 621,529 580,631 40,89 State Grants 621,529 580,631 40,89 Other Grants 44,925 32,513 12,41	Total Cash	10,132,209	5,870,668	4,261,541
Minor Capital 1,707,196 1,628,369 78,82 Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	CAPITAL EXPENDITURES *			
Total Capital Expenses 8,093,018 6,052,603 2,040,41 CAPITAL REVENUE 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	Renewals & Replacements	6,385,822	4,424,234	1,961,588
CAPITAL REVENUE State 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	Minor Capital	1,707,196	1,628,369	78,827
State 5,278 2,025 3,25 County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	Total Capital Expenses	8,093,018	6,052,603	2,040,415
County 45,661 2,025 43,63 Other 1,358,806 1,242,192 116,61 Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	CAPITAL REVENUE			
Other Total Capital Revenue 1,358,806 1,242,192 116,61 GRANTS 1,409,745 1,246,242 163,50 Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	State	5,278	2,025	3,253
Total Capital Revenue 1,409,745 1,246,242 163,50 GRANTS 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	County	45,661	2,025	43,636
GRANTS Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	Other	1,358,806	1,242,192	116,614
Federal Grants 621,529 580,631 40,89 State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	Total Capital Revenue	1,409,745	1,246,242	163,503
State Grants 321,394 298,690 22,70 Other Grants 44,925 32,513 12,41	GRANTS			
Other Grants 44,925 32,513 12,41	Federal Grants	621,529	580,631	40,898
	State Grants	321,394	298,690	22,704
Total Grants \$ 987,848 \$ 911,834 \$ 76,01	Other Grants	44,925		12,412
	Total Grants	\$ 987,848	\$ 911,834	\$ 76,014

Note:

^{*} Includes year-to-date actual and committed expenses.

ENCL. NO. 2

Brookdale Community College Operating Fund Budget Summary Report AS OF AUGUST 31, 2015

v.	BUDGET	ADJUST*	AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
	575,718 \$	3,029	\$ 578,747	\$ 100,008	100,008 \$ 414,341 \$	\$ 64,398
HK & Organizational Safety 2,253	2,263,510	4,423	2,267,933	394,154	1,452,758	421,021
Planning & Institutional Effectiveness 594	594,037	(65,380)	528,657	75,046	330,888	122,723
Advancement Division 1,499	1,499,035	(49,526)	1,449,509	222,186	945,010	282,313
Finance & Operations Division 10,628	10,628,702	42,353	10,671,055	1,093,033	3,492,355	6,085,667
Learning Division 33,168	33,168,629	13,611	33,182,240	1,484,316	22,527,214	9,170,710
Student Success Division 5,975	5,975,883	26,350	6,002,233	905,602	3,946,730	1,149,901
Continuing & Professional Studies 3,121	3,121,953	090'9	3,128,013	542,496	1,476,157	1,109,360
Utilities 2,884	2,884,162	38	2,884,162	146,014	2,736,423	1,725
Benefits & General Institutional 21,118,951 Total \$81,830,580	21,118,951	19,080	21,138,031	3,912,717	1,675,459	15,549,855

Notes:

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

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

ENCL. NO. 3

Brookdale Community College Operating Fund Income Summary Report FY16

	BUDGET	ADJUST	H	TOTAL	YTD ACTUAL	BALANCE
State of New Jersey	\$10,352,862	₩.	50	\$ 10,352,862		\$ 1,725,144 \$ 8,627,718
County of Monmouth	20,027,019		2.8	20,027,019	3,337,837	16,689,183
Student Tuition	41,105,238		30	41,105,238	19,064,680	22,040,558
General Service Fee	4,667,620		650	4,667,620	508,738	4,158,882
Other Student Fees	1,597,296		3.4	1,597,296	767,476	829,820
Continuing & Prof Studies	3,052,625		*	3,052,625	1,143,196	1,909,429
Approp from Reserve	92,920		477	92,920	15,487	77,433
Miscellaneous	935,000		-20	935,000	45,171	889,829
Total	\$81,830,580 \$	ş	*	\$ 81,830,580	\$ 81,830,580 \$ 26,607,728 \$ 55,222,852	\$ 55,222,852

Brookdale Community College Summary of Cash

FY16

AS OF AUGUST 31, 2015

Cash:

Operating Payroll

10,125,093.43

S

10,132,208.68

ENCL. NO. 5

Brookdale Community College Capital Fund Budget Summary Report FY16

	130	OJECTED EVENUE	A	LLOCATED	- 67	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$	4,427,165			\$		\$ 60,587
8120520 - Gorman Hall			5	290,453		5,950	284,503
8120545 - Back Campus Walkway		2		2,062,291		1,966,541	95,750
8120550 - Wall Campus Expansion		5.0		2,013,834		85,742	1,928,092
FY13 Chapter 12 Projects		1,500,000		-			1,500,000
FY14 Chapter 12 Projects		4,250,000		4		50	4,250,000
FY15 Chapter 12 Projects*		3,200,000					3,200,000
FY16 Chapter 12 Projects*		3,000,000				2	3,000,000
FY16 Capital Projects		10 to 2				10	
8131005 - Higher Ed Bond Administration	1	1,237,162				176,897	11,060,265
8132450 - College Higher Ed Bond Administration Match		3,745,721		1.0		59,408	3,686,313
8131010/8131030 - Equipment Leasing Fund (ELF)		2,724,218		4		1,699,705	1,024,513
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)		1,160,554				1,051,236	109,318
8132455/8132460 - College HETI Match		1,160,554		5.4		1,051,236	109,318
8142524 - Fascia Replacement		56,122		-		56,122	
FY16 Infrastructure Projects		750,000				100000	- 4
8162415 - General				603,000		68,456	534,544
8162416 - Atec Retaining Wall		2		68,000		68,000	
8162417 - Heat Trace				96,529		96,529	
Renewals & Replacements	3	37,211,496		5,134,107		6,385,822	30,843,203
SLC/B4 Debt Service		1,120,658				147,989	972,669
Brookdale @ Freehold Debt Service		840,246				19,365	820,881
ELF Debt Services		23,645		5.4		-	23,645
Minor Capital		400,000				74,127	325,873
ASBCC				20,000		5,351	14,649
TIP		750,000				479,559	270,441
Student & BCD Tech Fee		2,238,274				980,805	1,257,469
Minor Capital		5,372,823		20,000		1,707,196	3,685,627
Total	\$ 4	12,584,319	\$	5,154,107	\$	8,093,018	\$ 34,528,830
	-						

^{*} Pending Approval

Brookdale Community College Capital Fund Income Summary Report

					Δ.	PROJECTED				
		BUDGET	(1)	ADJUST *		REVENUE	Ĕ	YTD ACTUAL		BALANCE
State of New Jersey	\$	1,500,000	S	1,500,000 \$ 21,810,517 \$ 23,310,517	\$	23,310,517	S	5,278 \$		23,305,239
County of Monmouth		1,500,000		8,561,443		10,061,443		45,661		10,015,782
Other		6,122,823	- 1	3,089,536		9,212,359 1,358,806	200	1,358,806		7,853,553
Total	S	9,122,823	s/s	9,122,823 \$ 33,461,496 \$ 42,584,319 \$ 1,409,745 \$ 41,174,574	S	42,584,319	S	1,409,745	S	41,174,574

Adjustments reflect prior year capital funding balances

ENCL. NO 7

Brookdale Community College Grants Budget Summary Report FY16

		BUDGET		ADJUST	-	FUNDS		ACTUAL & COMMIT		BALANCE
Federal Grants Brookdale Subgrants	w	2,592,261	S	(78,000)	S	2,514,261	s,	621,529	S	1,892,732
SUBTOTAL		2,784,261		(78,000)		2,706,261		621,529		2,084,732
State Grants		426,596		N.		426,596		321,394		105,202
Other Grants		217,429				217,429		44,925		172,504
TOTAL	S	3,428,286	S	\$ (000'84)	s	3,350,286	s	987,848	s	2,362,438



BOARD OF TRUSTEES

Administration
Human Resources
Finance & Facilities

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 19, 2015.

Brookdale Community College Report of Legal Fees, Government Relations, and Public Relations For the Fiscal Years 2015 and 2014

Legal Fees	FY15 \$388,555	FY14 \$205,824
Government Relations	60,000	60,000
Public Relations	32,878	100,346
TOTAL	\$481,433	\$366,170



BOARD OF TRUSTEES

Admiration Function Admiration Function Function

4.5 Purchases in Excess of \$35,000 – Wall Project

Enclosed is a resolution with a proposed Public Contract for Brookdale Community College in excess of \$35,000. This proposed contract has 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.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 19, 2015.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,000, or purchases with a combined total in excess of \$35,000; and

WHEREAS, the New Jersey State "Pay-to-Play" Law, N.J.S.A. 19.44a-20.1 et seq,

Chapters 51 and 271, requires Board of Trustee approval for any purchase over \$17,500, that is not awarded pursuant to a "fair and open" process; and

WHEREAS, the Vice President, Finance & Operations has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the vendor has completed all the required certifications and disclosures; 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.

Purchase in Excess of \$35,000 - Wall Project October 22, 2015

Estimated expense based on

ata Amount of Purchase	\$ 14,698,000.00
historical data Basis of Award	Bid
Category / Description	New Academic Building Wall Campus, Bid No. 16-07 / Notice was sent to 16 vendors, received 10 replies. This contract is for the construction of the New Academic Building at the Wall Campus which includes the alternate to install a new parking lot on the northern side of the property. This contract is funded by the Higher Ed Go Bond, Chapter 12, County support, and the capital budget.
Vendor/Contractor	Benjamin R. Harvey Co., Inc.
Board Item No.	Capital 1

^{**}Unless otherwise exempt, bids were publicly advertised according to law.



BOARD OF TRUSTEES

Administration
Homan Rescourse
Finance & Facilities
Policy & Education

4.4 Acceptance of Brookdale Community College's FY15 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, 2015.

An audit of the College's schedule of total unweighted credit-hours for the year ended June 30, 2015, 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 19, 2015.



Draft For Discussion Purposes Only Subject to Completion of Proceedings Subject to Adjustments Review and Adjustments

BROOKDALE COMMUNITY COLLEGE

AGREED-UPON PROCEDURES REPORT ON SCHEDULE OF TOTAL CREDIT HOUR ENROLLMENTS

JUNE 30, 2015

Draft For Discussion Purposes Only
Subject to Completion of Procedures
Review and Adjustments

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Members of the Board of Trustees of Brookdale Community College

We have performed the procedures enumerated below, which were agreed to by Brookdale Community College ("College"); the New Jersey Department of the Treasury, Office of Management and Budget; and the New Jersey Council of County Colleges ("NJCCC") solely to assist you in connection with your reporting requirements, as set forth in the FY 2015 Statement of Auditing and Accounting Standards for County Colleges ("Standards") recommended by the New Jersey Council of County Colleges for use by the New Jersey Department of the Treasury, for the fiscal year ended June 30, 2015.

The College's management is responsible for meeting those requirements and maintaining records in accordance with these Standards. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We applied the following agreed-upon procedures for the fiscal year ended June 30, 2015:

- From the College's master list of fundable credit courses, we selected a sample of 60 courses and chose one student from each course during fiscal year ended June 30, 2015 and performed the following procedures:
 - a) Sent positive confirmation letters to all students included in the sample. The letters specifically attempted to confirm the student's enrollment in the particular course sampled, the amount billed for the semester, the amount paid for the semester, and the remaining balance due. Information concerning the methodology and results of this procedure is included in Schedule B of this report.
 - No exceptions were noted as a result of this procedure.
 - b) Traced the courses sampled to the NJCCC's list of approved credit courses and determined that (1) the courses were approved for funding in FY 2015; and (2) the number of credit hours claimed by the College agreed to the number of credit/contact hours approved by NJCCC.
 - During our testing, we noted that 2 courses selected for testing were not approved for funding by NJCCC. This was brought to management's attention and they promptly updated their schedules to reflect the course credits that should be deducted.
 - c) Examined source documentation for each course/student in the sample (e.g. registration records, grade assignments, payment records, class rosters, attendance records, etc.) to (1) verify the validity of the quantitative representations made on the management-prepared schedules; (2) make sure that adequate descriptions and course outlines were available for each course, in accordance with State funding requirements; and (3) determine the audit trail is valid and adequate for certification of the schedule of credit hour enrollments and Base Chargeback Rate per In-County Credit Hour.

No exceptions were noted as a result of this procedure.

We also performed the following procedures:

Draft For Discussion Purposes Only

2. Reviewed compliance with the FY 2015 Statement of Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of No exceptions were noted as a result.

3. Multiplied reported credit hours by appropriate standard tuition charges per credit hour and compared the result to tuition income per the relevant general ledger tuition income accounts.

No exceptions were noted as a result of this procedure.

4. Reviewed that the eligible portion of grant funded courses was calculated and reported accurately.

There were no grant funded courses included in our sample selections from Procedure 1.

5. Reviewed all contracts for the delivery of community college courses that were claimed for state aid to determine that the College demonstrated direct costs and control of the courses.

No exceptions were noted as a result of this procedure.

Obtained the accompanying Schedule A – Total Credit Hour Enrollments, for the year ended June 30. 2015, as prepared by management of the College. We reviewed the documentation underlying the calculation of credit hour enrollments, and added amounts reported in the Schedule both horizontally and vertically to verify mathematical accuracy.

No exceptions were noted as a result of this procedure.

Obtained the accompanying Schedule C – Base Chargeback Rate Per In-County Credit Hour, for the year ended June 30, 2015, as prepared by management of the College. Verified, from the sample of 60 students selected in Procedure 1, those that were resident, in-county students (51 of 60), and determined that they were properly classified within the in-county enrollments by verifying they resided in the county. The auditor also recalculated the Base Chargeback Rate Per In-County Credit Hour, as shown on Schedule C.

No exceptions were noted as a result of this procedure.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the items referred to above. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Brookdale Community College; the New Jersey Department of the Treasury, Office of Management and Budget; and the New Jersey Council of County Colleges and is not intended to be, and should not be, used by anyone other than the specified parties.

BROOKDALE COMMUNITY COLLEGE

Total Credit Hour Enrollments Year Ended June 30, 2015 Schedule A Draft For Discussion Purposes Only 888res Subject to Completion of Procedures Review and Adjustments

		Summer III 2014 Term	Fall 2014 Term	Winter and Spring 2015 Term	Summer I & II 2015 Term	Total Fiscal Year
A.	Credit Credit Hours	8,966	142,192	128,116	26,254	305,528
					y Credit Hours y Credit Hours	266,373 39,155
						305,528

Sampling Methodology and Results for Confirmation for Student Enrollment to Completion of Procedures
Year Ended June 30, 2015
Schedule B

Credit Student 5

Credit Student Enrollment

Methodology:

A sample of 60 students was arrived at using the following parameters:

AND	
Confidence level	95%
Expected rate of occurrence	1%
Maximum tolerable error rate	5%
Results:	
Mailed	60
Returned	19
Returned correct	19
Returned with exceptions	None
Returned undelivered	None

Alternate procedures were applied to the confirmations that had no responses to determine course enrollments.

BROOKDALE COMMUNITY COLLEGE

Base Chargeback Rate Per In-County Credit Hour Year Ended June 30, 2015 Schedule C Draft For Discussion Purposes Only 90 Subject to Completion of Procedure: Subject to Adjustments Review and Adjustments

Total In-County Resident Enrollment Credit Hours	266,373
Divided by 30 Credit Hours	30_
Resident FTE	8,879
Total County Aid	\$ 20,027,019
Divided by Resident FTE	8,879
Base Chargeback Rate per In-County FTE	2,256
Divided by 30	30
Base Chargeback Rate per In-County Credit Hour	\$ 75.18



Strategic Priorities 2015-2017

Student Success

Financial Stability

Facilities Planning

College Image Enhancement

Strategic Priorities 2015 - 2017: Goals

In fulfilling the mission of the College, the overarching goals of the Board of Trustees Strategic Priorities are to focus the College on its future and establish the groundwork for the next strategic plan.

BROOKDALE COMMUNITY COLLEGE

Board of Trustees 2015 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 Dr. Carl Guzzo, Jr., Chair Ms. Tracey Abby-White, Vice Chair Mr. Joseph. DiBella Mr. David Flaherty Ms. Lora Campbell	Audit Committee Mr. William Dalton, Chair Ms. Lora Campbell Mr. Charles Karcher	Finance and Facilities Mr. Joseph DiBella, Chair Mr. Gary Tolchin Mr. David Flaherty Mr. Paul Crupi Mr. Paul Geissler
Policy and Education Dr. Hank Cram, Chair Ms. Lora Campbell Mr. Paul Crupi Mr. William Dalton Dr. Les Richens	Governance Mr. Paul Crupi, Chair Mr. Joseph DiBella Mr. David Flaherty Ms. Tracey Abby-White	Nominating Committee Ms. Lora Campbell, Chair Mr. William Dalton Mr. Paul Crupi
Liaison to New Jersey Council of County Colleges Dr. David Flaherty Ms. Tracey Abby-White	New Jersey Council of County Colleges Trustee Ambassador Mr. David Flaherty Dr. Hank Cram Ms. Tracey-Abby-White	Liaison to Brookdale Community College Foundation Mr. Gary Tolchin Ms. Tracey Abby-White Mr. Joseph DiBella
The Human Resources Committee Operates as a committee of the whole	Ad-Hoc Engineering Committee Dr. Carl Guzzo, Jr., Chair Mr. Paul Crupi Dr. Hank Cram Mr. William Dalton Mr. Joseph DiBella Ms. Lora Campbell Created (07/16/15)	Ad Hoc By Laws Committee Ms. Lora Campbell, Chair Mr. Paul Crupi Dr. Hank Cram Mr. William Dalton Mr. Joseph DiBella Created (11/20/14)
Ad-Hoc Human Resources Dr. Carl Guzzo, Jr. Chair Dr. Hank Cram Dr. Les Richens Mr. Joseph DiBella Mr. Bill Dalton Created (08/20/15)	Ad Hoc Police Committee Mr. David Flaherty, Chair Mr. Joseph DiBella Mr. William Dalton Created (01/29/15) Dissolved (8/12/15)	

¹⁶ April 15 - updated to reflect J. Passiment's retirement and new chair and members of Governance committee

⁰⁷ May 15 - updated to reflect C. Karcher resignation of Governance, and appointment of T. Abby-White to Governance

¹⁵ June 15 - updated to reflect L Richens appointment to Policy & Education committee

⁰¹ July 15 - updated to reflect J. McConnell term ended; 10 Aug. 15 - updated Paul Geissler to Finance & Facilities

⁰¹ Sept. 15 - updated to reflect creation of the Ad-Hoc Engineering and Human Resources committees; Dissolved Ad-Hoc Police

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2015

2015 Workshop/Public Business Meetings (PBM)	Executive	Audit	Finance & Facilities	Policy & Education	Governance	Foundation Board Meetings	Nominating
DATES/LOCATIONS Public Workshop 5:30 PM Public Business Mtg. 7 PM	Agenda for Meetings: Emergent issues.	Shall meet minimum of five times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested		Appointed in September for October discussion &
Thursday, January 29 Lincroft – Navesink I & II	Jan. 15 5:30 –PM*		Jan. 20 6 PM	Jan. 8 5:30 PM	Jan. 7 S PM		200
Thursday, February 26 Lincroft- Navesink I & II	Feb. 17 5 PM*		Feb. 17 6 PM*		Feb. 12 5 PM		
Thursday, March 26 Lincroft – Twin Lights 1&2	March 12 5:30 PM*	March 23 5 PM	March 16 6 PM*	March 12 6 PM	March 18 5 PM	March 25	
Thursday, April 30 Freehold Campus	April 16 5:30 PM*		April 21 6 PM	April 13 5:30 PM	April 14 5 PM		
Tuesday, May 19 Lincroft- Twin Lights 1&2	May 7 5:30 PM*	May 18 5 PM	May 11 6 PM*			May 14 4 PM	
Thursday, June 25 Lincroft, Navesink 1 & 2	June 11 5:00 PM*		June 16 6 PM	June 11 5:30 PM		June 25	
Thursday, August 20 Lincroft, Twin Lights I & II	Aug. 11 5:30 PM*	Aug. 17 5 PM	Aug. 12 6 PM*	August 10 5 PM			
Thursday, September 17 Lincroft, Navesink I & II	Sept. 8 5 PM*		Sept. 8 6 PM*	Sept. 10 5:30 PM		Sept. 17	
Thursday, October 22 Lincroft – Navesink I & II	Oct. 8 5:30 PM*	Oct. 19 5 PM	Oct. 19 6 PM				
Thursday, November 19 Lincroft, Navesink I & II	Nov. 12 5 PM*	Nov. 23 5 PM	Nov. 16 6 PM	Nov. 12 5:30 PM		Nov. 19	
Monday, November 30 Reorganization Meeting Lincroft, Navesink I & II							
Thursday, December 17 Lincroft, Navesink I & II	Dec. 7 S PM"		Dec. 8 6 PM				
				The same of the sa		0.00	

Human Resources is a Committee of the whole: shall meet as required and/or requested Approved Revised Calendar on June 25, 2015 - Revised or Added Dates in Red

Updated 08/10/15 *Indicates Conference Call Conference Call Number is: 1-866-537-1618 - passcode: 6392 734#

BROOKDALE COMMUNITY COLLEGE UPCOMING EVENTS

BOLD indicates off campus

2015

October 8	Executive Meeting - 5:30 PM - Conference Call - President's Conference Room
October 13	ACCT Congress October 13-October 17, San Diego, CA
October 19	Audit Committee Meeting - 5 PM - President's Conference Room
October 19	Finance & Facilities - 6 PM - President's Conference Room
October 22	BOT Public Workshop 5:30 PM - Public Business Meeting -Navesink I& II
October 23	Monmouth Arts Gala - Honoring Dr. Murphy/BCC- 7 PM - Edgewater Bath & Cabana Club
November 9	NJCCC Trustee Orientation/Seminar – 4:00 PM – Hudson County Community College Seminar Campus Safety and Security
November 12	Executive Meeting - 5 PM - Conference Call - President's Conference Room
November 12	Policy & Education - 5:30 PM - President's Conference Room
November 16	Finance & Facilities - 6 PM - President's Conference Room
November 19	Foundation Board Meeting - 4 PM - SLC - Trustees Conference Room
November 19	BOT Public Workshop - 5:30 PM - Public Business Meeting - Navesink I & II
November 23	Audit Committee Meeting - 5 PM - President's Conference Room
November 30	Reorganization Meeting - 5:30 PM -Navesink I & II
December 7	Executive Meeting 5 PM - Conference Call - President's Conference Room
December 8	Finance & Facilities – 6 PM – President's Conference Room
December 17	BOT Public Workshop – 5:30 PM – Public Business Meeting - Navesink I & II