



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, February 21, 2017 5:30 PM (EST)
60 Neptune Blvd. Neptune New Jersey 07753
Neptune HEC, Rooms 202 and 204

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo
- II. Pledge of Allegiance - Chair Guzzo
- III. Adoption of Agenda - Chair Guzzo
- IV. Brookdale Highlight
 - A. Neptune Higher Education Center Welcome - Dr. Charanne P. Smith, Director
 - B. Poseidon Early College High School Presentation
 - C. Overview of Recruitment Efforts for Early College High Schools and Online Students - Dr. David Stout
- V. Reports from the Board Committees and Liaisons - Chair Guzzo
 - A. Executive Committee - February 16, 2017 - Chair Guzzo
 - B. Finance & Facilities Committee - February 16, 2017 - Trustee Kaufmann
 - 1. Monthly Financial Reporting
 - C. Governance Committee - Trustee Crupi
 - 1. Board Professional Development Session - March 8, 2017, 5:30 PM - SLC, Twin Lights II
 - D. NJCCC and BCC Foundation - Trustees Crupi and Abby-White
 - 1. NJCCC Council Meeting - February 27, 5:30 PM
Holiday Inn of East Windsor, 399 Monmouth St., East Windsor, NJ 08520
 - E. ACCT Legislative Summit - Trustees Kaufmann, Przystawski, and Ferraro
 - F. Student's Perspective - Trustee Przystawski
 - G. Report from the Engineer of Record - Mr. Charles Rooney
Capital Project Report submitted in Financial Dashboard
- VI. Review of Consent Agenda - Chair Guzzo
 - *Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
 - A. Acceptance of Consent Agenda - Chair Guzzo
- VII. Approval of Public Business Meeting Minutes - January 18, 2017 - Chair Guzzo
 - A. Approval of Executive Session Minutes - January 18, 2017 - Chair Guzzo
- VIII. Public Comment on Agenda Items - Chair Guzzo

IX. Consent Agenda - Chair Guzzo - 5 minutes

A. Approval of Human Resources

B. Acceptance of Grants

Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program;

Educational Opportunity Fund (EOF);

Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY);

College Readiness III;

College Credit Now

C. 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

D. Open Invoice Payment Requests for Vendor, Student and Employee Payments

E. Monthly Financial Dashboards

X. Approval of Change Order Request

XI. Reclassification of Wall Higher Education Center to a Branch Campus

XII. Approval of Memorandum of Agreement between the Brookdale Community College and the PSA

XIII. President's Report - Dr. Murphy

A. MSCHE Update - Dr. Nancy Kegelman

XIV. Public Comment - Chair Guzzo

XV. Old/New Business - Chair Guzzo

XVI. Resolution to Hold a Closed Meeting - Chair Guzzo

XVII. Motion to Re-Open the Meeting to the Public - Chair Guzzo

XVIII. Adjournment - Chair Guzzo

XIX. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

Wednesday, January 18, 2017

Brookdale Community College
Brookdale Lincroft
Navesink Rooms
765 Newman Springs Rd.
Lincroft, NJ 07738

- A. Chair Guzzo called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On January 12, 2017, at 12:00 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On January 12, 2017, at 12:00 PM advance written notice of this meeting was emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Trustee, 5:45 PM	Dr. Nancy Kegelman
	Ms. Latonya Brennan, Trustee	Dr. David Stout
	Mr. Hank Cram, Trustee	Dr. Anita Voogt
	Mr. Paul Crupi, Vice-Chair	Ms. Avis McMillon
	Ms. Madeline Ferraro, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Bret Kaufmann, Trustee	Dr. Matthew Reed
	Dr. Maureen Murphy, Secretary	Ms. Maureen Lawrence
	Mr. Kevin Przystawski, Trustee	
	Ms. Marta Rambaud, Trustee, 5:40 PM	
	Dr. Les Richens, Trustee	
	Dr. Carl Guzzo, Chair	
		Ms. Cynthia Gruskos, Recorder
Absent	Mr. William Dalton, Trustee	
	Mr. Joe DiBella, Trustee(On leave of absence)	
		Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel;

Minutes of the Public Business Meeting, January 18, 2017
DRAFT

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C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting –	<p>A motion to adopt the agenda with the addition of a public hearing on tuition and fees preceding public comment on agenda items only was made by Trustee Richens and seconded by Trustee Kaufmann.</p> <p>YES: Trustees Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Committee Reports and Liaisons</p> <p>Executive Committee – January 9, 2017 Chair Guzzo reported on the Executive Committee meeting held on January 9, 2017.</p> <p>Finance & Facilities Committee –Trustee Kaufmann reported on the Finance & Facilities committee meeting held on January 10, 2017. His comments are recorded in Attachment A.</p> <p>Governance Committee – Trustee Crupi – no report.</p> <p>Policy and Education Committee – January 9, 2017 Trustee Cram reported on the Policy & Education committee meeting held on January 9, 2017. He provided the following meeting highlights:</p> <ol style="list-style-type: none"> 1. Dr. Kegelmann provided an update on the progress of the MSCHE Standing committee. 2. Dr. Murphy provided an update on the progress of the college in moving forwarding with adopting the Voluntary Framework of Accountability. 3. An update by Dr. Murphy and Ms. Sensi was provided on their investigations of governance and policy review services available through AGB and ACCT, which we look forward to availing ourselves of these services in the near future. 4. Dr. Voogt continued the discussion of the proposal to reclassify the Wall HEC to a branch campus. 5. Dr. Reed provided information on two program changes. An A.S. in Science Education is designed to better prepare students interested in pursuing a degree in teaching careers in one of the STEM areas. The second curriculum change is from Fashion Merchandising A.A.S. to Fashion Design and Merchandising A.S. which has been designed to better prepare students to transfer to four year institutions. 		

Audit Committee – Trustee Rambaud – no report

NJCC & BCC Foundation – Vice Chair Crupi and Trustee Abby-White- Trustee Abby-White reported that the next Foundation Board of Trustees meeting will be held on January 19, 2017. She stated that the Foundation Board is encouraging 100% participation from the Board of Trustees in the Building Minds and Building Futures Scholarship

Student’s Perspective – Trustee Przystawski - Trustee Przystawski reported on the experience of 4 students in transferring of 30 college credits or less from four year institutions to Brookdale and he reported that they did not experience any issues in the transfer process.

Report from the Engineer of the Record – Mr. Charles Rooney provided a report on our capital projects. (Capital Project Report submitted in Financial Dashboard)

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Review of Consent Agenda No items were removed from the consent agenda for separate vote	A motion to adopt the consent agenda was made by Crupi and seconded by Trustee Richens. YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo NAYS: None ABSTENTIONS: None	
Approval of Minutes of the December 20, 2016, Public Business meeting. There were no revisions to the minutes.	A motion to approve the December 20, 2016 minutes of the Public Business meeting was made by Trustee Ferraro and seconded by Trustee Abby-White. YES: Trustees Abby-White, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo NAYS: None ABSTENTIONS: Trustee	

	Cram and Richens	
Approval of Minutes of the December 20, 2016 Executive Session. There were no revisions to the minutes.	A motion to approve the December 20, 2016 Executive session minutes was made by Trustee Cram and seconded by Trustee Ferraro. YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo NAYS: None ABSTENTIONS: Trustee Richens	
Public Comment on Tuition and Fees for FY18 Chair Guzzo invited any member of the public to make comment on the proposed tuition and fees for FY18. No public comment was made.		
Public Comment on Agenda Items No public comment was made.		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
Consent Agenda- A. Approval of Human Resources B. Application of Executive Compensation C. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” bids, and the Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 D. Open Invoice Payment Requests for Vendor, Students and Employee Payments E. Monthly Financial Dashboards	A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Abby-White. YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo NAYS: None ABSTENTIONS: None	
President’s Report		

Dr. Murphy reported on convocation, enrollment trends in relationship to unemployment trends and on upcoming Trustee and college events. **Full report – Attachment B**

MSCHE Report – Dr. Kegelmann provided a report on the progress and timeline of the MSCHE accreditation process. The MSCHE Co-Chairs are providing feedback to the 7 working groups on their submitted reports. The working groups will provide the MSCHE Co-Chairs report revisions by February 10. The MSCHE Co-Chairs will then draft the chapters into one cohesive voice based on the working group reports, with an expected completion date of March 3, 2017. The draft chapters will be reviewed for feedback by the working groups and then the chapters will be distributed for feedback to the entire college community on March 10, 2017 for input through the end of June.

The Chair of the MSCHE accreditation committee will make a college visit in October and they anticipate feedback from the Chair on the submitted report.

The Co-Chairs of MSCHE will also solicit input from the Trustees on the report.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of New Degree – Associate Science Education	<p>A motion was made to approve the New Degree – Associate Science Education was made by Trustee Abby-White and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Resolution to approve the change in nomenclature and degree designation for the Fashion Merchandising Associate in Applied Science to Fashion Design and Merchandising Associate in Science.	<p>A motion was made to approve the change in nomenclature and degree designation for the Fashion Merchandising Associate in Applied Science to Fashion Design and Merchandising Associate in Science was</p>	

	<p>made by Trustee Cram and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Approval of Change Order Request	<p>A motion to approve the change order request was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Approval of FY18 Schedule of Tuition and Fees	<p>A motion to approve the FY18 schedule of Tuition and Fees as presented was made by Trustee Brennan and seconded by Trustee Crupi.</p> <p>YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

Approval of FY18 Operating and Capital Budgets	<p>A motion to approve the prepared annual FY18 Operating & Capital Budgets as presented was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment – Chair Guzzo</p> <p>Mr. Giacobbe read the following statement – Anyone from the public wishing to address the Board of Trustees on any matter, please come up to the podium and state your name and address for the record. You will have 5 minutes to address the Board. There will be no cross dialogue during the public portion. Any exhibits presented during this period must be given to the board attorney and will become the property of the college. After everyone from the public wishing to speak has been heard, any Trustee of the Board or the President, may address your comments and/or questions.</p> <p>Christine Forman, - Associate – Veteran’s Center – acknowledged Trustee Kaufmann’s attendance at a Veteran’s Club meeting and the positive response from the students. She suggested based on the student’s responses that every Trustee attend at least one student club meeting this semester and provided a list of all of the student clubs on campus.</p> <p>Deborah Mura, Faculty - provided information on the International Holocaust Remembrance Day Commemoration event sponsored by Chhange to be held on January 30. She invited all to attend. She announced the Global Citizenship Project, is utilizing the book <i>Mountains Beyond Mountains</i> by Tracy Kidder as a global read amongst our students and faculty. The Global Citizenship adopted global health as their mission and our students are currently working together to raise awareness for global health, raising funds and support for the Martin Luther King Health Training College in Ghana and to sponsor a faculty member from the Martin Luther King Health Training College to come to Brookdale to be mentored by a Brookdale Faculty member. A list of items they are collecting was distributed as well as a link to financially support their project. .</p> <p>In addition, she voiced displeasure in the board’s failure to address Joe DiBella’s ongoing membership on the Board of Trustees due to his twitter comments he acknowledged as his, which she described as hurtful, demeaning, bigoted and mean spirited. She believes that the board’s lack of action, undermines the work being done on the campus to support the value of diversity. She suggested that if the board does not have the means to remove Trustee DiBella that they change their bylaws to empower</p>		

themselves to remove him. She challenged the board to prove that diversity is a core value for this board.

Old/New Business

Trustee Richens commented on the article in the *NJCCC Trustee News* that featured Trustee Abby-White in their Trustee Ambassador Spotlight.

Chair Guzzo read the following statement: The Board of Trustees recognizes that Brookdale Community College has had some very challenging issues to deal with over the last several years. We want to assure the College Community that, despite these challenges, the Board remains committed to the College's mission, vision, and values. The Board will continue to carry out its responsibilities in a fair and impartial manner. It is up to all of us in the College Community to re-dedicate ourselves to this mission and strive to maintain Brookdale as one of the finest Community Colleges in the Country.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Resolution to Hold a Closed Meeting Mr. Giacobbe to read the resolution to hold a closed meeting. Attachment C	A motion to accept the resolution to hold an executive session was made by Trustee Crupi and seconded by Trustee Richens. YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo NAYS: None ABSTENTIONS: None	
Re-open the meeting to the public.	A motion was made to re-open the meeting to the public by Trustee Crupi and seconded by Trustee Abby-White. YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo NAYS: None	

	ABSTENTIONS: None	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Professional Services of Public Accountant	<p>A motion to hire Robert Allison, CPA to perform professional accounting services to not exceed \$25,000 was made by Trustee Cram and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Adjournment – The meeting was adjourned at 10:10 PM	<p>A motion to adjourn the meeting was made by Trustee Abby-White and seconded by Trustee Kaufmann.</p> <p>YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

January 18, 2017

F&F report to the BOT at Brookdale CC

Let me start by stating that much of the following is my opinion. In addition, I may be using some figures that are not exact due to reliance on information submitted to me and not verified. I believe the numbers are close enough for this discussion.

Over the past 4 FY's, Brookdale CC;

Revenue from tuition and fees have declined 6.1% (\$3,150,000), which is the 4th greatest loss of the 19 NJ cc's.

State and County aid has declined 2.9% (\$309,000), which is the 5th largest percentage reduction of the 19 cc's.

For Academic year 2016/17, Brookdale CC is the 5th most expensive of the 19 cc's in NJ based on tuition/fees. Students pay approximately 57% of the school's costs through tuition and fees.

FT employees are at the lowest they've been in 20 years;

FT employees	YEAR	Full time enrollment/full time employee
720	1995	12.5 FTE students per employee
671	2000	12.6 FTE students per employee
711	2005	13.9 FTE students per employee
780	2010	15.7 FTE students per employee
574	2016	18.9 FTE students per employee

This is mostly due to greater reliance on part-time staff and adjunct professors. The full time workforce is supplemented by 450 adjunct professors and 250 part time employees.

As of November 30, 2016;

FY16 actual enrollment was 9,818; FY17 forecasts an enrollment of 9,405, a decrease of 4.2 percent. County college enrollment is declining as a national trend and Brookdale's decline is the 3rd smallest as a percentage of the 19 NJ cc's.

State and County contributions are meeting statutory required funding levels at 13% and 25% of revenue respectively and are timely.

Cash balances are lower than prior year's due to both a decrease in enrollment & the delay in reimbursement for capital expenditures.

The Reserve

The BCC reserve fund is critically low. Through no fault of anyone currently at Brookdale, we find ourselves with a very low reserve. Dr Murphy and her staff are taking steps to replenish the fund, but for the foreseeable

future, we have very little ability to react to unforeseen financial challenges. There was a reported contribution to the reserve fund of approximately 1,200,000 last year. The anticipated contribution to the reserve fund for the coming year is about \$71,000. In addition, the administration has pledged to dedicate any monetary savings that are recognized through the recent energy audit program to the reserve as well.

Capital funding and operations are on schedule. Capital funding through the State and County are anticipated to increase by almost 20%. I will let the EOR Charley Rooney brief you on project progress shortly.

The Budget

Building a budget can be difficult because the process insures that fiscal challenges are addressed and tough decisions are made. Acceptance of a budget is normally a relief because it means that financial challenges have been resolved and there is optimism about future operations. This budget does not do that. This budget resolves the immediate challenges that the college is facing and allows us to continue operations for the coming year and will provide the resources to meet the college's goals and objectives.

This budget does not address the fundamental difficulty that the institution is confronted with; Brookdale CC enrollment is declining in a linear fashion and our operating costs are increasing exponentially. Salary increases for virtually all employees at Brookdale are expected to increase at 2-4% while benefits (20% of the expenditures) increase at 10%. The imbalance of declining enrollment and increasing expenses creates an unsustainable financial future for Brookdale.

Tuition was increased in last years budget by about 5% and is proposed to increase this year by 4%. Some lab fees are to rise significantly to about \$1,000/year/student to reflect the high cost of operating the equipment, primarily in the Health Sciences and auto-tech areas. The General Service Fee is also to rise at 5% due to an additional 1% increase in the capital improvement fee.

No one is pleased with the idea of raising tuition. I have seen operating models that indicate future increases that are much higher than 4% and some that are double-digit. To continue this path could undermine the school's ability to provide open access to an affordable, quality, educational experience for the citizens of Monmouth County.

The FY 18 budget relies on a reduction in enrollment decline to 3%, which is overly optimistic.

Under the able leadership of Dr Murphy, VP Lawrence and her staff have achieved remarkable efficiencies and made cuts and modifications to existing programs so that the school will have a balanced operating budget for the third year in a row.

I believe that additional efficiencies and modifications to programs may be much more difficult to achieve in the near future. The fundamental challenge is to create financial stability so that revenue is approximately equal to expenses. Dr Murphy has already made difficult and profound changes to approach this balance. More, effective work in the area of developing strategic partnerships with nearby 4 year colleges and major institutions as well as developing alternative revenue streams will be essential in the near future.

In addition, retaining Brookdale students and inspiring and guiding them through to graduation is an essential component of the financial stability of the institution. This is a call to faculty, staff and administrators to renew their commitment to student success. The better the students do, the better Brookdale does.

Bret Kaufmann
Trustee, BCC

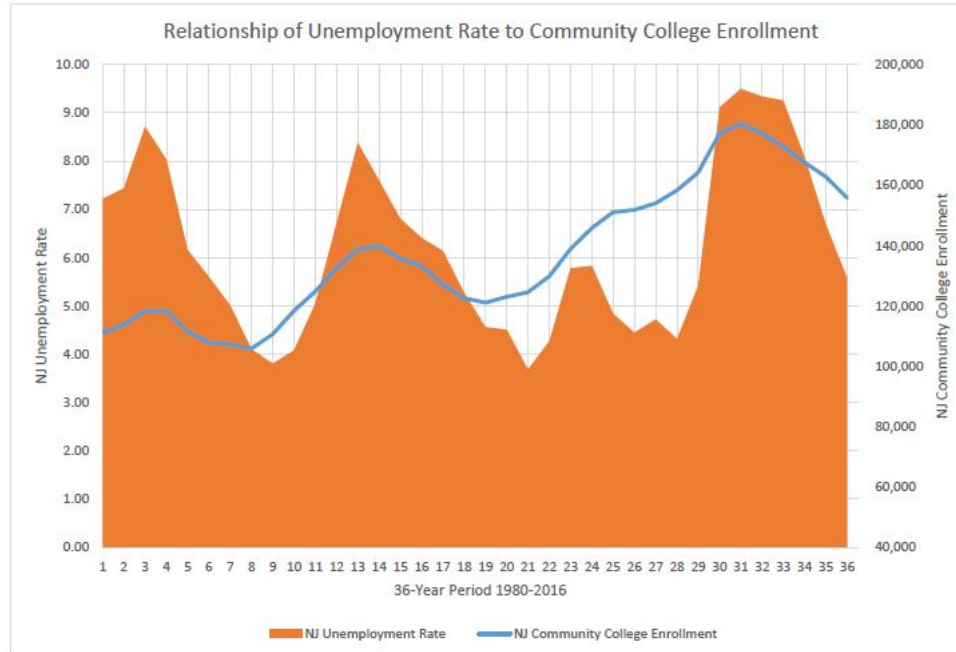
President's Report January 18, 2017Convocation

Our Spring convocation yesterday kicked off a new semester. We welcomed employees who had joined us since the Fall convocation, but largely we focused on Middle States and began by actively addressing a recommendation from Working Group 1, which was to review the college's mission. The last time the college reviewed its mission was in 2009, and this review is a good, healthy activity. Some of the input was reported out at convocation and much was collected in written form. The results of the feedback, including proposed revisions, will be shared with the college community in an April forum and the Board Governance Committee in May. Our goal is for the Board of Trustees to affirm our mission statement no later than Fall 2017.

Enrollment and Enrollment Trends

While enrollment is down across the sector, Brookdale Community College's aggressive recruitment and retention efforts have helped us a great deal. State funding for community colleges is dispersed through the Council of County Colleges based on an enrollment-based formula. Our percentage, which has held at 8.6% for many years, has increased to 8.8%. If the sector allocation remains flat for FY 18, Brookdale will see a modest increase in state funds.

As we have discussed in other settings, community college enrollment is counter-cyclical to the business cycle. Good economy means declining enrollment and vice versa. The trends for the last 50 years in New Jersey have been updated and are at your place on the table.



Sources: NJCCC Fact Books, Federal Reserve Economic Data

There is a statistically significant correlation between unemployment and enrollment (P-value: 0.005494).

Created by:
William Austin (c) 2017

National Legislative Summit in DC

Trustees Kaufmann, Ferraro, and Pryztawski will be attending ACCT's National Legislative Summit in a couple weeks. If you watched or read about the Senate confirmation hearings last evening for the Secretary of Education, you realize there is a lot of uncertainty regarding the direction of the DOE in the new administration. During the first day of the Summit, we will get a policy briefing that may help us with our federal agenda for the next four years.

Event Highlights

- January 26: Gallery Opening at the CVA featuring alumni
- January 19-31: Men's and Women's Basketball home stand
- February 10-11: Athletic Hall of Fame Weekend

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 10 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Support Staff

Adjuncts

Recommendations

2

4

B. Change of Status

Faculty

Recommendations

3

C. Separations

Support Staff

Recommendations

1

A. HIRES**SUPPORT STAFF**

1. Name: Rosa Ferraro
Department: Continuing & Professional Studies
Position: Associate
Salary: \$38,513, subject to current contract negotiations
Effective: 3/1/17
2. Name: Daniel McMaster
Department: Physical Plant, Utilities
Position: Senior Specialist, Electrical
Salary: \$44,290, subject to current contract negotiations
Effective: 3/1/17

ADJUNCTS

1. Name: Antoinette Leemann
Department: Nursing
2. Name: Michael McMahon
Department: Paralegal
3. Name: Paul Newell
Department: Paralegal
4. Name: Janette Parsons
Department: Nursing

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
2	2

B. CHANGE OF STATUS**FACULTY**

1. Name: Barbara Boyington
Department: Business Management
Position: Professor
Action: Medical leave using sick time for 40% reduction in load
New Salary: No change
Effective: 1/17/17 – 6/30/17
2. Name: Isaac Kanu
Department: Anthropology
Position: Associate Professor
Action: Extension of Special Purpose Leave without pay
Effective: 1/17/17 - 6/30/17
3. Name: Colleen Lineberry
Department: English
Position: Associate Professor
Action: Medical leave using sick time for 40% reduction in load
New Salary: No change
Effective: 1/17/17 – 6/30/17

C. SEPARATIONS**SUPPORT STAFF**

1. Name: Diana DiBuccio
Department: Human Resources
Position: Associate, Human Resources
Action: Resignation
Effective: 2/9/17

2.1 Acceptance of Grants

Executive Summary

Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program

Brookdale has been awarded a grant from the New Jersey Department of Labor and Workforce Development under its Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program. Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to approximately 500 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy Volunteers-Monmouth County; (2) Monmouth County Vocational School District; (3) Community Affairs and Resource Center; and (4) Ladacin Network, Inc. In addition to serving as lead agency, the College will provide direct services to over 300 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED). Brookdale's direct services are available at Long Branch, Hazlet, Freehold and Neptune Higher Education Centers. Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant awarded is **\$533,180**. The college provides an in-kind contribution of **\$108,582** for a total of **\$641,762**.

Educational Opportunity Fund (EOF)

Brookdale has been awarded a grant from the New Jersey Commission on Higher Education under its Educational Opportunity Fund program. The program helps low-income New Jersey residents' access higher education by offering supplemental financial aid and a wide array of campus-based outreach and support services for program students. The program is under the direction of Richard Morales-Wright, Director of the college's EOF program.

The total grant awarded is **\$487,851***. The college provides an in-kind contribution of **\$453,760** for a total of **\$941,611**. *Includes student financial aid and program support.

February 21, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

- 1 General Functions
- 2 Administration**
- 3 Human Resources
- 4 Business & Finance

Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY)

Brookdale has been awarded a grant to the County of Monmouth, Workforce Investment Board under its Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY). The program will target service areas of Neptune, Long Branch, Asbury Park, Freehold, and the Bayshore area. The OSY Program will provide 110 disengaged youth between the ages of 16 and 24 with instruction and support to achieve the program Performance Measures for 2016-17 including: placement into employment or education; attainment of a degree or certificate including the high school equivalency and achievement of measurable skills gains. Brookdale will serve students at five locations including college's regional locations in Long Branch (25 students), Neptune (20), and Hazlet (25), its Branch Campus in Freehold (20), and the Asbury Park Parent Center (20). Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant requested is **\$380,550** and does not require a match.

College Readiness Now (CRN) III Program

Brookdale has been awarded a grant from the New Jersey Council of County Colleges (NJCCC) for funding under the College Readiness Now (CRN) III Program. Brookdale will partner with Long Branch and Neptune high schools in an afterschool program designed to identify eligible students from 11th and 12th grade deemed not ready for college based on PARCC or other test scores and as defined by the College Readiness guidelines. The CNRIII program includes Instruction in reading, writing, Math (computation and algebra), and college readiness workshops two afternoons a week, over a 15-week period. Franklyn Rother, Dean Academic and Career Transitions Institute will provide project oversight.

The total grant award is **\$54,292** and does not require a match from the college.

College Credit Now (CCN) Program

Brookdale has been awarded a College Credit Now (CCN) grant from the New Jersey Council of County Colleges (NJCCC). Both the CRN III and CCN programs will be linked through the student assessment process and aim to identify eligible students from 11th and 12th grades in Long Branch and Neptune high school. A total of 20 students, 10 from each high school who are deemed college ready based on PARCC or other test scores, and as defined by the College Credit Now guidelines, will be eligible to take two college courses, English Composition (ENGL 121) and First Year Seminar (HUDV107). Franklyn Rother, Dean Academic and Career Transitions Institute will provide project oversight.

The total grant award is **\$20,017** and does not require a match from the college.

Recommendation:

February 21, 2017: Director of Grants and Institutional Development, Laura Quassaunee

BOARD OF TRUSTEES AGENDA

1 General Functions

2 Administration

3 Human Resources

4 Business & Finance

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.

February 21, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

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

	<u>Amount</u>
Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program	\$533,180
Educational Opportunity Fund (EOF)	\$487,851
Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY)	\$380,550
College Readiness III	\$54,292
College Credit Now	\$20,017

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.

February 21, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

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 February 16, 2017.

February 21, 2017: Vice President, Finance & Operations, Maureen Lawrence

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
February 21, 2017**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Allstate Office Interiors	Flooring Removal and Installation / Exempt 18A:64A-25.9 (State Contract). This contract is for the removal and installation of flooring in PAC 105, MAN 104, MAN 202, MAC 200, MAC 202, and MAC 210-212. This contract is funded by Chapter 12.	Exempt	\$ 40,985.20
Operating				
2	Suburban Trails, Inc. R. Helfrich & Son Corp.	Charter Bus Services for Tour & Talk Trips, Spring 2017, Bid No. 17-29 / Notice was sent to 5 vendors, received 3 replies. These contracts are for charter bus services for Tour & Talk trips and are funded by CPS' revenue generating programs.	Bid	\$ 12,191.00
3	Davant Corp., DBA Small Business Service Center	Bulk Mailing Services, Bid No. 17-10 / This is the 2nd year of a 2 year contract for bulk mailing services and is funded by the FY18 operating budget.	Bid	\$ 30,000.00 *
4	Konica Minolta Business Solutions USA Inc.	Copier Services / Exempt 18A:64A-25.9 (State Contract). This is the 5th year of a 5 year State contract for copier services, maintenance, and supplies. This contract is funded by Printing Services' FY18 operating budget.	Exempt	\$253,708.08

* Estimated expense based on historical data

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

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

Payments made to vendors, students, and employees totaled \$4,467,624.51. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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 February 16, 2017.



4.1 Monthly Dashboard Summary Month Ending December 31, 2016

The comparative schedule compares data reported from the same time frame last year to the current time period. FY16 actual enrollment was 9,818; FY17 forecasts an enrollment of 9,431, a decrease of 3.9 percent. Transactions are trending as projected.

Cash disbursements totaled \$9,888,879.18. In addition to payroll expenses and Bookstore purchases, significant vendor payments were made for the Wall academic structure (\$1.1M), Ellucian managed services (\$430K), and the MAS renovation project \$(689K) and Winter Services for snow prep and removal (\$70).

Cash balances are lower than prior year's due to both a decrease in enrollment & the delay in reimbursement for capital expenditures. Cash on hand from November to December Note the difference in capital spending in prior year vs. current.

Annual Comparative Change

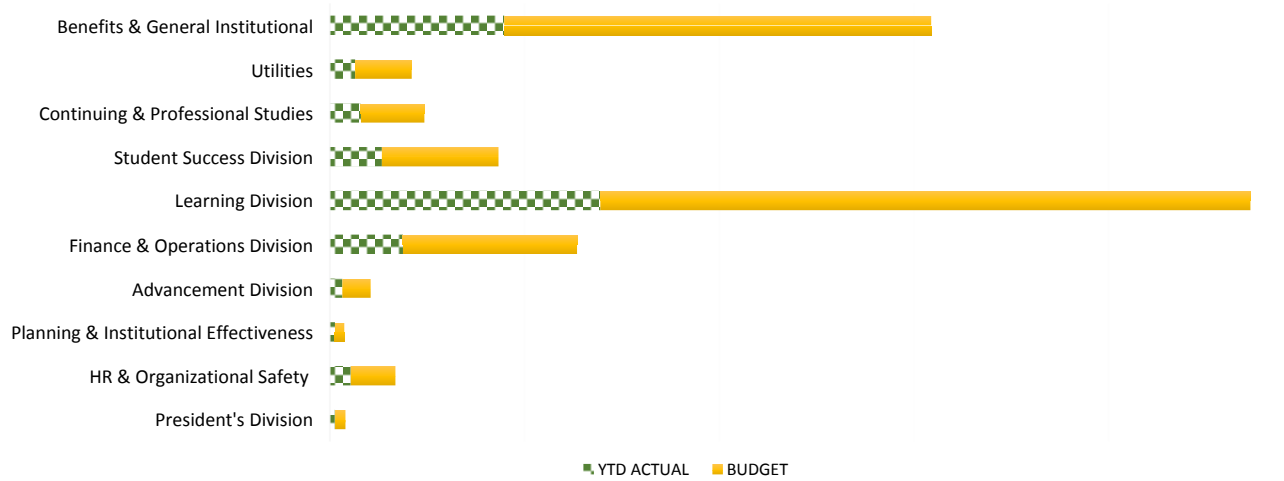
	Current Year 12/31/16	Prior Year 12/31/15	CHANGE
ENROLLMENT			
Credit FTE	9,431	9,818	(387) -3.9%
OPERATING EXPENDITURES *			
Learning Division	\$ 27,333,659	\$ 27,730,754	\$ (397,095)
Benefits & General Institutional	9,961,057	10,195,738	(234,681)
Sub Total	37,294,716	37,926,492	(631,776)
All other divisions	22,027,830	23,861,482	(1,833,652)
Total Operating Expenses	59,322,546	61,787,974	(2,465,428)
OPERATING REVENUE			
Tuition	32,955,862	33,551,781	(595,919)
Fees **	4,048,219	5,139,820	(1,091,601)
Sub Total	37,004,081	38,691,601	(1,687,520)
State Appropriations	5,189,470	5,175,432	14,038
County Appropriations	10,013,510	10,013,510	-
All other revenue	2,149,269	2,333,929	(184,660)
Total Operating Revenue	54,356,330	56,214,472	(1,858,142)
CASH			
Cash	4,591,257	10,307,904	(5,716,647)
Total Cash	4,591,257	10,307,904	(5,716,647)
CAPITAL EXPENDITURES *			
Renewals & Replacements	17,462,179	22,611,195	(5,149,016)
Minor Capital	2,681,036	3,001,581	(320,545)
Total Capital Expenses	20,143,215	25,612,776	(5,469,561)
CAPITAL REVENUE			
State	5,684,982	234,320	886,771
County	1,121,091	2,240,951	3,444,031
Other	3,517,252	3,401,879	115,373
Total Capital Revenue	10,323,325	5,877,150	4,446,175

Note:

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

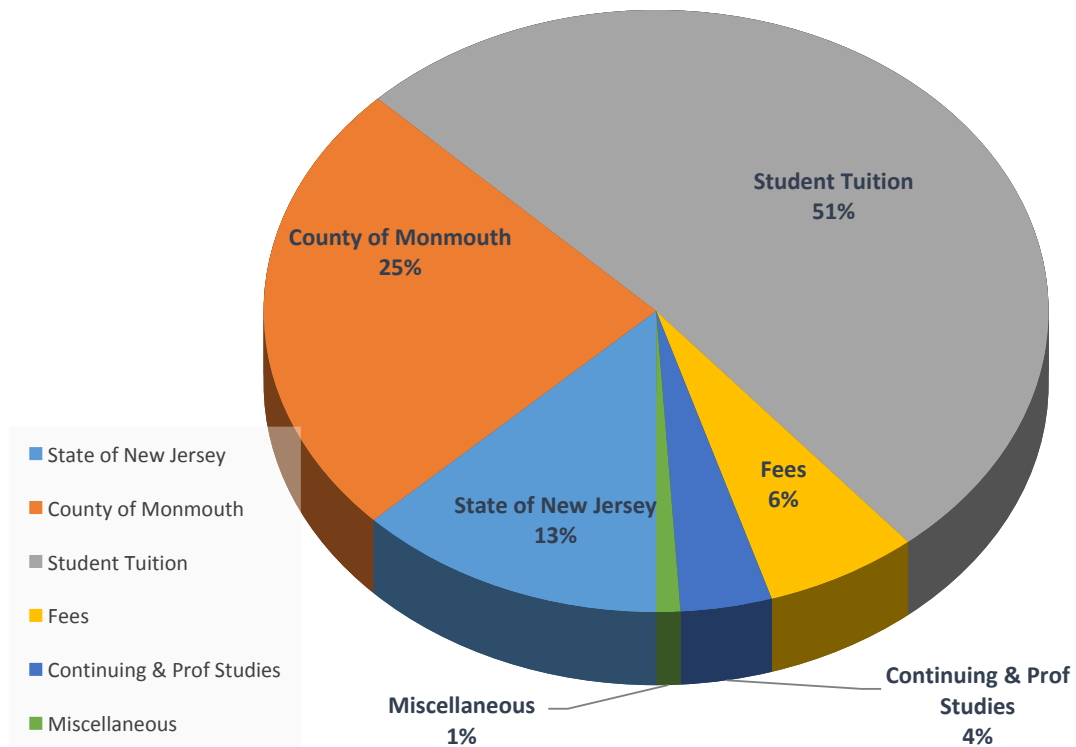
** Reduction in Fees revenue is due to a change in the funding formula. A larger portion of fee revenue collected is used to fund the capital budget, eliminating reliance on reserves.

December 2016 Operating Expenses



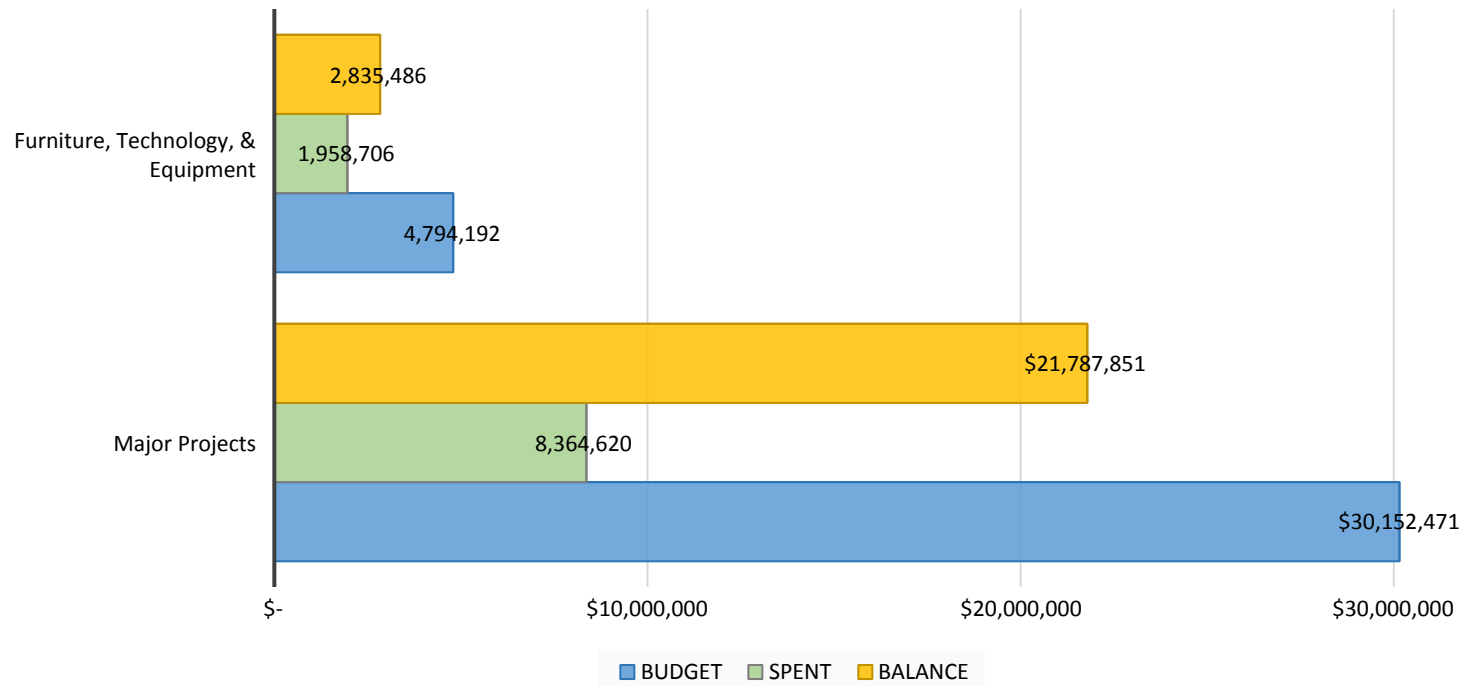
	BUDGET	YTD ACTUAL	COMMIT	BALANCE
President's Division	\$ 534,558	\$ 264,487	\$ 184,995	\$ 85,076
HR & Organizational Safety	2,291,747	1,073,561	872,424	345,762
Planning & Institutional Effectiveness	479,457	259,594	183,552	36,311
Advancement Division	1,455,137	637,939	567,217	249,981
Finance & Operations Division	8,941,201	3,752,655	4,165,076	1,023,470
Learning Division	33,389,075	13,890,481	13,443,178	6,055,416
Student Success Division	5,990,565	2,668,840	2,610,773	710,952
Continuing & Professional Studies	3,258,216	1,595,022	1,009,996	653,198
Utilities	2,905,962	1,296,071	885,627	724,264
Benefits & General Institutional	21,931,209	8,951,292	1,009,765	11,970,150
Total	<u>\$ 81,177,127</u>	<u>\$ 34,389,943</u>	<u>\$ 24,932,603</u>	<u>\$ 21,854,580</u>

December 2016 Operating Revenue Sources



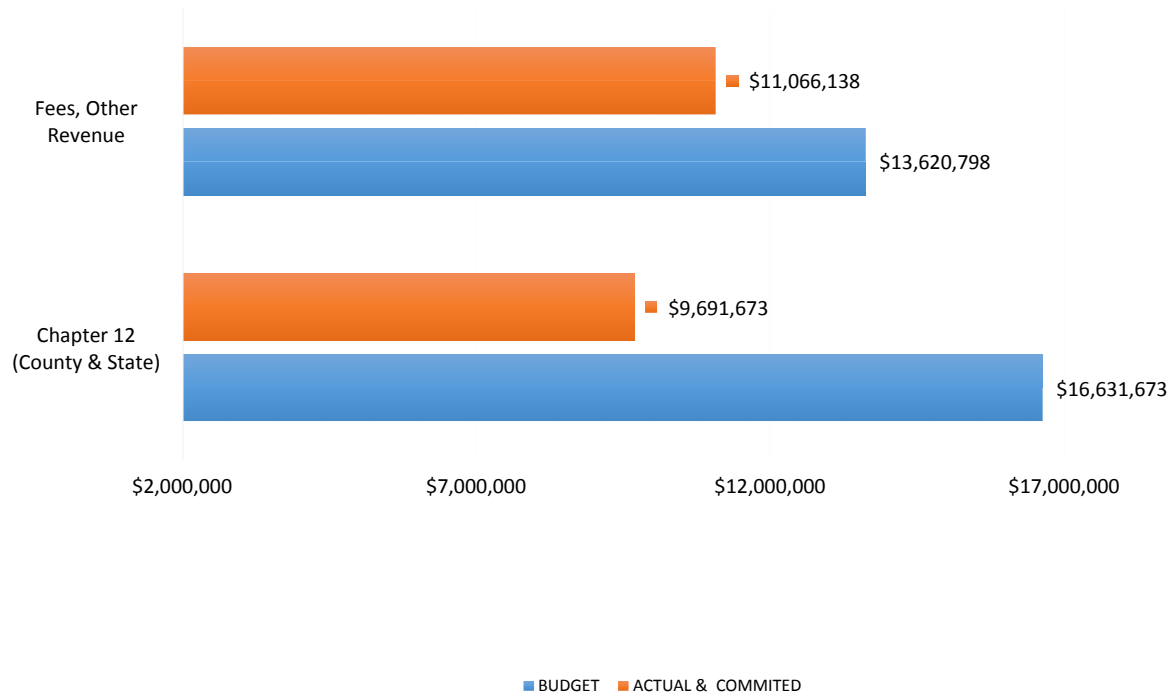
		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,378,940	\$	5,189,470	\$	5,189,470
County of Monmouth		20,027,019		10,013,510		10,013,509
Student Tuition		41,764,827		32,955,862		8,808,965
Fees		5,142,341		4,048,219		1,094,122
Continuing & Prof Studies		3,060,000		1,850,506		1,209,494
Approp from Reserve		-		-		-
Miscellaneous		804,000		298,763		505,237
Total	\$	81,177,127	\$	54,356,330	\$	26,820,797

December 2016 Capital Fund Expenditures



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	30,152,471	\$	9,691,673	\$	8,364,620	\$ 21,787,851
Furniture, Technology, & Equipment		4,794,192		-		1,958,706	2,835,486
Total	\$	34,946,663	\$	9,691,673	\$	10,323,326	\$ 24,623,337

Capital Funding Sources



Capital Summary

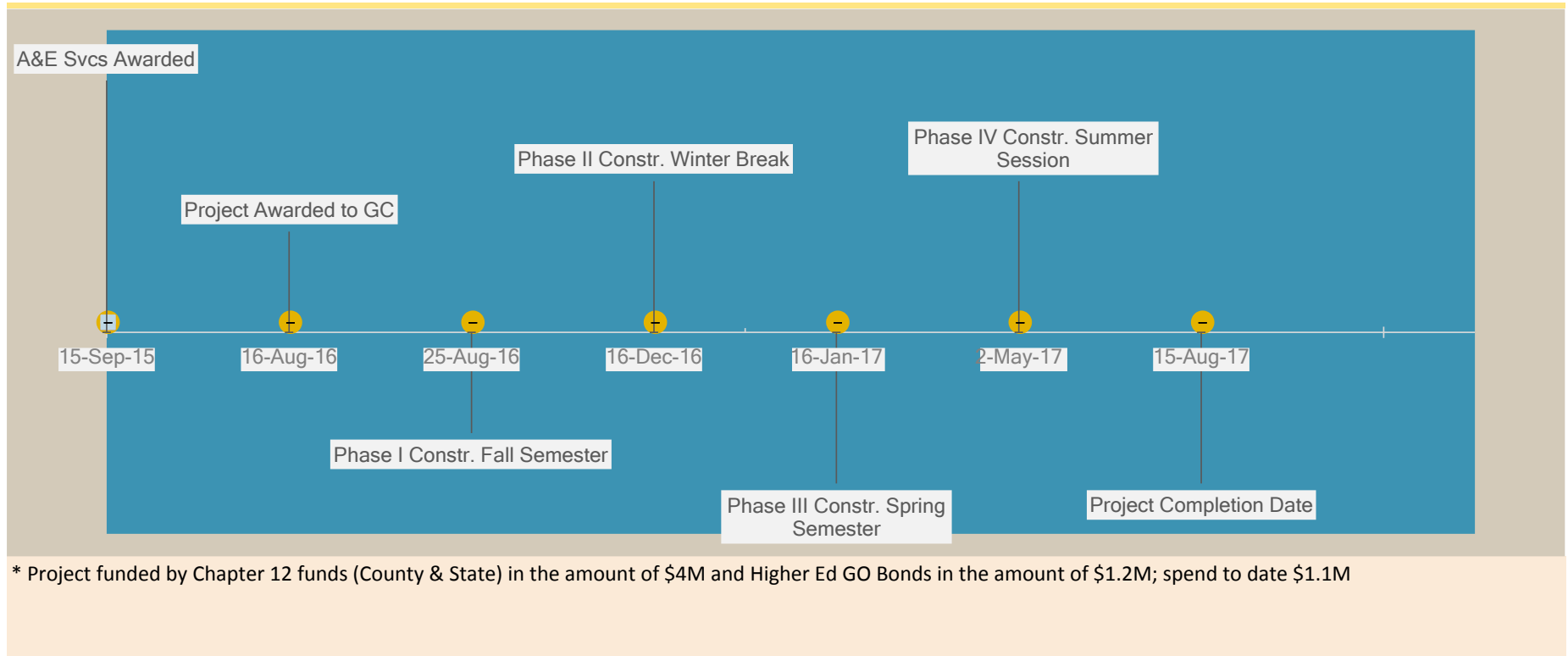
		BUDGET		ACTUAL & COMMITTED
Chapter 12 (County & State)	\$	16,631,673	\$	9,691,673
Fees, Other Revenue	\$	13,620,798	\$	11,066,138

Capital Summary through December 31, 2016

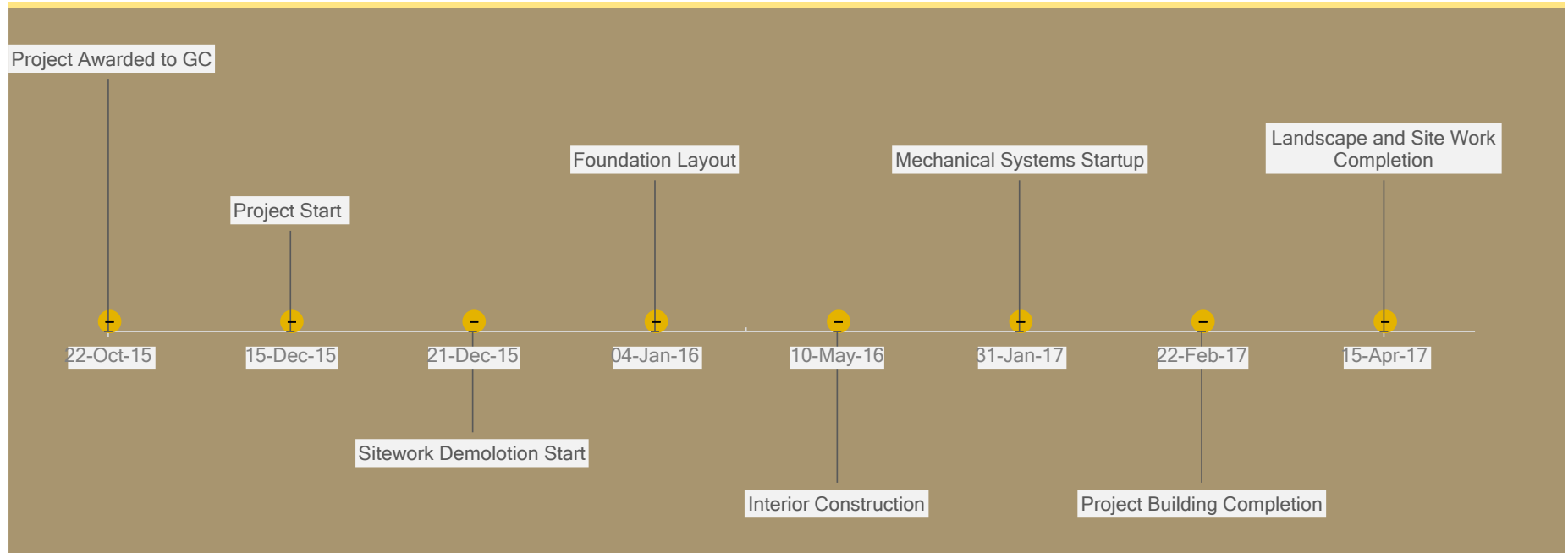
	ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
Chapter 12				
FY12	\$ 1,951,142		\$ -	\$ -
8120520 - Gorman Hall	-	298	298	-
8120545 - Back Campus Walkway	-	403,240	403,240	-
8120550 - Wall Campus Expansion	-	1,547,604	1,347,712	199,892
	<u>1,951,142</u>	<u>1,951,142</u>	<u>1,751,250</u>	<u>199,892</u>
FY13	1,228,633	400,000	-	400,000
8130515 - Replacement of Carpet and Flooring MAC	-	370,830	17,553	353,277
8130530 - Infrastructure Improvements Lincroft	-	457,803	457,803	-
	<u>1,228,633</u>	<u>1,228,633</u>	<u>475,356</u>	<u>753,277</u>
FY14	3,761,898	-	-	-
8140505 - Renovation of MAS Science Labs	-	3,742,244	3,742,244	-
8140510 - Infrastructure Improvements Lincroft	-	19,654	-	19,654
	<u>3,761,898</u>	<u>3,761,898</u>	<u>3,742,244</u>	<u>19,654</u>
FY15	3,190,000	-	-	2,035,000
8150505 - Central Utility Plant Upgrade	-	500,000	46,000	454,000
8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	1,095,000	35,000	1,060,000
8150515 - Infrastructure Improvements	-	1,155,000	346,191	808,809
	<u>3,190,000</u>	<u>2,750,000</u>	<u>427,191</u>	<u>2,762,809</u>
FY16 *	3,000,000	-	-	3,000,000
FY17 *	3,500,000	-	-	3,500,000
Total Chapter 12	<u>16,631,673</u>	<u>9,691,673</u>	<u>6,396,041</u>	<u>10,235,632</u>
Capital Projects				
8131005 - Higher Ed Bond Administration - Wall	7,825,270	-	7,731,909	93,361
8131010/8131030 - Equipment Leasing Fund (ELF)	1,287,093	-	542,526	744,567
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	150,056	-	73,605	76,451
8161005 - Higher Ed Bon Administration - MAS	1,200,000	-	36,170	1,163,830
8122410 - Wall Campus Reserve	-	-	-	-
8132450 - College Hi Ed Bond Admin Match - Wall	2,608,323	-	2,608,323	-
8132455/8132460 - College HETI Match	150,056	-	73,605	76,451
8162450 - College Hi Ed Bond Admin Match - MAS	400,000	-	-	400,000
Total Capital Projects	<u>13,620,798</u>	<u>-</u>	<u>11,066,138</u>	<u>2,554,660</u>
	<u>\$ 30,252,471</u>	<u>\$ 9,691,673</u>	<u>\$ 17,462,179</u>	<u>\$ 12,790,292</u>

* Pending County Bond Sale

MAS Science Lab Renovation



Wall Academic Building



* Technology infrastructure (drops, wiring, etc) funded by HETI Bonds in the amount of \$385K (50/50 bond and College) to-date spend \$153K respectively.

* Technical hardware/equipment fund by ELF Bonds in the amount of \$1.7M; spend to date \$786K.

* Parking Lot funded \$1.8M, Chapter 12 funds (County & State), total spend to date \$565K; Construction funded by Higher Ed GO Bonds (75% bond/25% College Match) total to-date spend \$10.8M



2/2/17

BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CAPITAL PROJECTS

1) <u>NEW ACADEMIC BUILDING/WALL CAMPUS-</u>	Benjamin Harvey	Contract Award	\$13,520,000
		Change Orders to date	\$665,876
		REVISED CONTRACT	\$14,185,876
		Payments to Date	\$12,198,950.82

SCOPE: Construction of a new 36,000 SF New Academic Building that is two stories in height with mechanical penthouse. The building contains 8 General Classrooms, Learning Commons with Testing Center, Computer Classrooms, Seminar Rooms, Science Laboratories and Support Spaces, Nursing Laboratory and Support Spaces, Administrative Spaces, and Building Support Spaces. Also included are associated site improvements including lighting, landscaping, sidewalks and 4 parking lots totaling 394 spaces.

STATUS: The building exterior and interior systems are approximately 90% complete; metal siding, gutters, downspouts, and soffit installations continue. Parking and exterior improvements are ongoing as weather and site conditions permit. The service/loading lane and access drive to the existing parking lot from Eighth Street have been base paved and sidewalk preparation in the courtyard area is in progress. Regarding parking lot H (porous pavement), infiltration stone and filter fabric have been installed; however, paving of this lot along with the North Parking Lots have been delayed by adverse weather conditions and completion is tentatively scheduled for the spring.

Mechanical, electrical, communications/security, plumbing, and fire protection are nearing completion. The building temperature conditioning systems are scheduled to be online in the upcoming days. The emergency generator is onsite and final connections are scheduled. The elevator is substantially complete and turnover is pending final inspection. Interior finishes including ceiling grid, acoustical tile, paint, and flooring installations are ongoing. Interior door and hardware installations are nearing completion.

Original Completion date: 11/11/16; Tentative Revised Completion Date: February 22, 2017 for building; site work completion is dependent on the weather with final paving and landscaping scheduled for the spring.

2) MAS SCIENCE LABS RENOVATION PROJECT- Circle A Construction Contract Award \$3,632,500 8/16/16

SCOPE: Phased renovation of Science Labs in MAS building:

Phase 1- Two Chemistry Labs	COMPLETED
Phase 2- Three Biology Labs; Chemical Storage Room and Prep Room	COMPLETED
Phase 3- Two General Labs	Complete by mid May 2017
Phase 4- Three Chemistry Labs and Three Biology Labs	Complete by mid August 2017

STATUS: Phase I renovations are complete.
Phase 2 renovations are substantially complete except for punch list items
Phase 3 demolition work substantially complete



- 3) FREEHOLD CAMPUS DRAINAGE IMPROVEMENTS- Precise Construction Inc.
Contract Award \$39,790 12/20/16

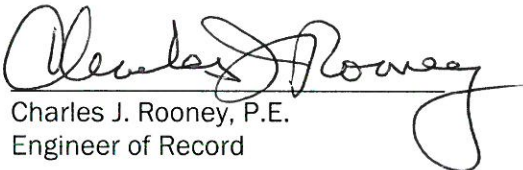
SCOPE: Due to underlying clay soil conditions, perched stormwater runoff under the parking lot pavement currently bleeds out at several locations following heavy rain events. This condition creates icing problems in the winter and over time will shorten the life of the pavement. Our office in conjunction with Tim Drury/Director of Facilities completed plans and specifications for the installation of a perimeter underdrain system along the south edge of the parking lot

STATUS: A contract with Precise Construction Inc. was awarded on December 20, 2016. The contractor has substantially completed the project with only re-seeding of the lawn areas and top course paving of the parking lot trench scheduled for this spring. Preliminary observations show improvements to two of the three problem areas. The center parking lot area will require additional observation and perhaps additional work to resolve the problem. Repairs to the Belgium block curbing at all three locations is recommended to further reduce the groundwater seepage problem.

B. DESIGN/STUDIES/REPORTS

- 1) LINCROFT CAMPUS CENTRAL UTILITY PLANT- Design Assistance and Technical Guidance

Bid documents for replacing the cooling towers and condenser water piping within the plant have been completed. Based on discussions with potential bidders and suppliers, there is concern about meeting a completion deadline prior to the upcoming cooling season (mid-April). This is due to anticipated long lead times (6 to 8 weeks) for some of the required pipe couplings, fittings and valves along with the new cooling towers (if awarded). In addition, bidding the project now with a compressed schedule would most likely reduce the number of bidders (if any) and certainly increase costs. Therefore, in order to not jeopardize the ability to provide cooling by mid-April, we recommend construction be delayed until fall 2017. We further recommend the project be advertised in the summer to allow for delivery of the required components well in advance of construction.



Charles J. Rooney, P.E.
Engineer of Record

4.2a *Change Order Request Report*

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

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

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

This item was discussed with the Finance and Facilities Committee of the Board of Trustees at a meeting held February 16, 2017.

February 21, 2017: Vice President, Finance & Operations, Maureen Lawrence

R E S O L U T I O N

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, College policy requires Board approval for a change in contractual terms to any previously Board approved purchase, and

WHEREAS, the Board of Trustees has reviewed the purchase 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.

Change Order Reconciliation
February 21, 2017

		Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
Vendor Name	Description						
1 T & M Associates	Additional construction management services for Wall Building.	\$ 95,000.00	\$ 30,000.00	\$ 125,000.00	\$ 10,000.00	\$ 135,000.00	8%
		<hr/> <div> <div>\$ 95,000.00</div> <div>\$ 30,000.00</div> <div>\$ 125,000.00</div> <div>\$ 10,000.00</div> <div>\$ 135,000.00</div> </div> <hr/>					

Wall Branch Campus Proposal

Brookdale Community College is requesting permission from the Middle States Commission to reclassify the Wall Higher Education Center from an “additional location” to a “branch campus” offering the following full degrees effective summer, 2017.

- Health Sciences AS
- Business Administration AA
- Social Science AA
- Liberal Education AA
- Criminal Justice AS

Per Middle States, an “additional location” is a site that offers at least 50% of a degree. A branch campus is a site that is geographically apart and independent of the primary/main campus. The branch campus is considered independent of the main campus if it is permanent in nature; offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; has its own faculty and administrative or supervisory organization; and has its own budgetary and hiring authority. (34 CFR §600.2)

The creation of a branch campus at Wall has been a priority of the College’s long-range capital and program plan since 1999 to expand access to the southern region of the County. It was also a goal of the 2013 Strategic Enrollment Management Plan that projected construction of the new academic building that would feature programming in the health sciences. The new building will open spring, 2017.

Programmatically, the campus will offer:

- Articulated associate and baccalaureate-completion programs in conjunction with the on-site university partner, New Jersey City University;
- The Health Sciences AS to address the critical health care shortages in the County;
- K-12 partnership and pre-college programs
- Workforce development programs to address the State’s priority employment needs
- Academic and student support services

The new building is equipped with two science labs and a nursing simulation lab that will increase capacity to serve up to 5,000 students in pre-professional health-related credit and workforce development programs.

Administratively, the branch campus will:

- Be housed in the Learning Division of the College under the direction of a Campus Dean. The cost to reclassify the current Center Director position to Campus Dean is \$32,000.
- Adhere to all institutional policies and standards for programmatic, service and operational quality and the staff will be an active members of the college-wide collegial governance process.

February 21, 2016 – Vice President Learning, Dr. Matthew Reed

RESOLUTION

Wall Branch Campus Application to the Middle States Commission on Higher Education

WHEREAS, the Board of Trustees of Brookdale Community College is required to review and approve all applications to the Middle States Commission on Higher Education regarding the reclassification of any of its sites, and

WHEREAS, the Board of Trustees has reviewed the application to reclassify the Wall Higher Education Center site from an additional location to a branch Campus, and

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the application has been reviewed and same has been approved.

February 21, 2017

SUBJECT: Adoption of Administrative Settlement Agreement

DATE: February 21, 2017

CATEGORY: Human Resources

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution Adopting 2016-19
Professional Staff Settlement Agreement

Memorandum of Agreement

BACKGROUND:

In accordance with current collective bargaining agreement (CBA) language, the College entered into negotiations with the Professional Staff Association for a successor agreement on February 19, 2016. The current CBA expired on June 30, 2016. After numerous negotiating sessions, the Professional Staff Association and the Management teams came to a tentative agreement on January 12, 2017, subject to ratification.

The membership of the Professional Staff Association ratified the proposed contract with the College February 17, 2017. A summary of the changed terms of the 2016-19 contract is attached. Board ratification of this Agreement is respectfully recommended.

RECOMMENDATION:

The President recommends that the Board of Trustees adopt the resolution approving the provisions of the Agreement between the Professional Staff Association and Brookdale Community College, as proposed.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: February 21, 2017

EFFECTIVE DATE: As Indicated

February 21, 2017: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi

RESOLUTION

WHEREAS, the Brookdale Community College Professional Staff Association is the exclusive representative for collective negotiations on behalf of the support staff; and

WHEREAS, the current labor agreement between the Board of Trustees of Brookdale Community College and the Brookdale Community College Professional Staff Association covering terms and conditions of employment expired on June 30, 2016; and

WHEREAS, both the College and the Association identified provisions in the contractual Agreement which required revision; and

WHEREAS, a Memorandum of Agreement has been signed by both parties, subject to ratification by the Association and the Board of Trustees; and

WHEREAS, the Professional Staff Association ratified the Agreement on February 17, 2017; and

WHEREAS, Labor Counsel and the President recommend approval of the proposed Agreement, approved by the Brookdale Community College Professional Staff Association; and

WHEREAS, the Board of Trustees of Brookdale Community College considers the Agreement reasonable and proper and that the recommendation of Labor Counsel and the President be accepted;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the attached Memorandum of Agreement is hereby approved.

BE IT FURTHER RESOLVED that the proper Officers of the College are authorized to execute this Agreement, signed on January 12, 2017, on behalf of the Board of Trustees of Brookdale Community College.

Memorandum of Agreement
Brookdale Community College Board of Trustees
and
Brookdale Community College Professional Staff Association
January 12, 2017




1. All provisions previously agreed.
2. Retroactive to July 1, 2016.
3. Title changes will be made throughout the current language.
4. Term: July 1, 2016 to June 30, 2019
5. General Wage Increases:
 - a. Year 1: 1.8%
 - b. Year 2: 2.0% plus \$500 for any employee enrolled in a health benefits plan through the College at the time of ratification
 - c. Year 3: 2.4% or \$1,000, whichever is greater
6. Mins and Max to go up by 80% of the percent increase for each year.
7. Direct 15 to be the base plan effective 7-1-2017. Employees can purchase a more expensive plan at his/her sole expense in addition to his/her health care contributions in accordance with the rates set forth in Chapter 78, P.L. 2011.
8. Closed Lab Instructional Assistants (CLIA) in the science area - \$3,000 per year for qualified 10 month CLIAs in accordance with current practices
9. Longevity – payment on July 15 for those who reach an anniversary date for which longevity is reached during the prior fiscal year
10. Bereavement – same language change as agreed for administrators. (5 days for death in immediate family)


For the College

1/12/17
Date


For the Association

1/12/17
Date







Revised Provisions Agreed Prior to January 12, 2017
PSA FY17-19

1.2 Whenever the College creates new classifications and titles that are within the bargaining unit as recognized, the College shall **notify and confer with** the Association regarding the same.

3.10 **This Agreement will be available electronically and printed upon request.** The College and the Association agree to share equally in the full cost of reproducing copies of this Agreement **as requested.**

4.1 Normal hours for a regular employee working a thirty-seven and one-half (37.5) hour work week shall be seven and one-half hours per day exclusive of lunch periods, and scheduled during a full calendar week. The normal hours for a regular employee working a forty (40) hour work week shall be eight (8) hours per day, exclusive of lunch periods, and scheduled during a full calendar week. **The normal workweek shall be 8:30 AM to 5:00 PM with a one hour unpaid lunch break, Monday through Friday, unless otherwise designated by the appropriate supervisor.**

4.5 Eliminate “dispatchers and.” Change “Central Heating Plant” to “Central Utility Plant.”

4.12 Eliminate “and Dispatchers.”

4.14 In an effort to foster a family friendly environment the parties recognize the implementation of a Voluntary Compressed Workweek Plan as advisable. Plan participation shall be voluntary; however, work schedules may **only** be changed **at the beginning of the semester in the months of January, May and September since schedules will be in effect** for a minimum of ~~four~~ two (4) (2) months. Workflow considered, offices shall be encouraged to be flexible in establishing and changing work schedules.

4.15 Non-Standard ~~Learning Assistant~~ Schedules for Instructional Assistants, Academic Tutors, Studio/Lab Assistants, Student Assistants, and Learning Commons Assistants.

The College recognizes that certain **Learning Assistants employees in the above named titles** must work non-standard schedules. In the event their office or the College is closed due to an emergency, snow day or other authorized reason, these employees will be required to maintain their regular work schedules for the balance of the days in the work week. Such weeks will not require any adjustment to their weekly pay.

7.1 When a vacancy occurs or a new position is created within the bargaining unit, the College shall **send a college-wide broadcast email with the job title, referring interested parties to the Jobs website. The vacancy will be posted for 7 calendar days.**

9.1 Seniority shall be defined as an employee's total length of service with the College beginning with the date of hire, **reduced by unpaid leaves of absence of more than 30 days.** Upon successful completion of the initial probationary period, service seniority shall accumulate from the date of hire until there is a break in service.

9.2 A break in continuous service occurs when an employee resigns, is discharged for cause, retires, or is laid off. A break in service shall not occur when a regular employee is on leave of absence; ~~however, the time of the leave shall not accrue towards seniority.~~

10.2 A regular employee within a job title shall not be laid off before any temporary employee ~~or part-time regular employee~~ serving within the same job title.

10.3 The College shall provide, as a minimum, ~~two (2) weeks'~~ thirty (30) days' notice of impending layoff to any regular employee affected. ~~For employees with more than ten (10) years of service, three (3) weeks' notice shall be provided.~~

11.2 C. ~~Employees considering bumping into a position shall have the opportunity to discuss the position and its job responsibilities with the supervisor or designee. Any employee assigned to another position will be subject to a performance evaluation thirty (30) days in the job title. Any~~ employee assigned to another position shall have the opportunity to discuss the position and its job responsibilities with the supervisor or designee in order to determine if the employee wishes to accept the position or chooses to be laid off. If the employee accepts the position, he/she will be subject to a performance evaluation thirty (30) days in the job title. In the absence of acceptable performance at the end of ninety (90) days, the employee shall be laid off and not subject to recall provisions.

14.2 Revise to read: ~~The College shall extend tuition reimbursement for studies relevant to the current or future job responsibilities of the staff member. Approval must be obtained prior to registration. If the degree program is outside the staff member's current job responsibilities, initial pre-approval from the President or President's designee is necessary before submission of the tuition reimbursement request.~~

~~The school must be accredited by the regional accrediting agency recognized on the Commission on Higher Education Accreditation list. The employee shall provide course by course NACES equivalency certification for programs that do not award credits for coursework and for courses from foreign education institutions. Tuition reimbursement will be for twelve (12) credits per fiscal year to those regular employees in an active pay status having an associate's degree or the equivalent and enrolled in a baccalaureate program. The first application for tuition reimbursement by staff members enrolling in a baccalaureate program must be accompanied by a degree audit from the baccalaureate institution confirming their acceptance at junior status or higher. Staff members in a regular position and an active pay status having a baccalaureate degree and enrolled in a program of study working toward a master's or doctoral degree shall be eligible for tuition reimbursement for twelve (12) credits per fiscal year. The maximum of 12 credits per year will be applied separately from coursework approved during Educational Leave.~~

~~Tuition reimbursement shall be at actual cost not to exceed Rutgers University rates and at the discretion and upon prior approval of the College and in accordance with applicable state law. Approval must be obtained up to and through the President or her designed prior to the beginning of each semester. Reimbursement will be made after verification of successful course completion if submitted within one (1) year of the start of the class for which reimbursement has been approved. Such approval shall not be arbitrarily or capriciously withheld.~~

Staff members who voluntarily leave employment within two (2) years after receiving tuition reimbursement will be required to repay monies as follows:

If the last tuition reimbursement was within twelve (12) calendar months of separation, repayment of 100% of that year's reimbursement will be required. If the last tuition reimbursement was between 13 and 24 calendar months prior to separation, repayment of 50% of that year's reimbursement will be required.

Example:

A staff member leaves December 31, 2013. Repayment obligation would be as follows:

CY 2013 reimbursement is \$2,000. Repayment required is \$2,000

CY 2012 reimbursement is \$2,000. No reimbursement was made in CY13. Repayment required is \$1,000

CY 2011 reimbursement is \$2,000. No reimbursement was made in CY13 or CY12. No repayment is required.

Will revise the example to update the years

14.6. C Revise to read: A regular employee may use up to ~~three (3)~~ **five (5)** days with pay for bereavement leave upon the occasion of death in his/her immediate family, including parents, siblings, spouse, children, ~~foster parents, foster children,~~ step-parents, step-children, ~~adopted children,~~ parents-in-law, ~~grandparents, great-grandparents,~~ or any person or relative domiciled in the residence of the employee. Additional days, if needed, may be charged to sick leave. On the occasion of death of any relative not cited above, one (1) working day with pay may be used for bereavement. Eligibility shall begin on the first day of employment. An employee may be required to provide proper ~~justification of~~ **documentation for** use of bereavement days.

14.6. I. Change heading to read: Child Care Leave for Employees with Less Than One (1) Continuous Year of Service **not Yet Eligible under NJFLA.**

14.7 B. Applications, which shall be received by the appropriate ~~Executive~~ Vice President or, in the case of the President's division, by the appropriate Cabinet member, by 12/15 of the fiscal year prior to the time of the anticipated leave, shall include the following:

§ Cover letter

§ Completed application

§ Letters from immediate and all intermediate supervisors up to the appropriate Vice President (or Cabinet member ~~in the~~ **if there is no Vice President 's-Division** in the Division)

14.7 D. Cover letters, applications, and supervisory letters shall be reviewed by the ~~Executive~~ Vice President (or Cabinet member **if there is no Vice President in the Division in the President's division**) and forwarded with his/her comments to the ~~Executive~~ Vice President, **Educational Services for Learning** by January 15.

15.5 Insofar as it shall be possible, the College shall offer a regular employee his/her choice of vacation leave times. Vacation leave schedules shall be prepared by the supervisor subject to approval of the appropriate Officer of the College. Whenever two (2) or more employees in the same area wish to take vacation leave at the same time, seniority shall determine the schedule except that employees with greater seniority shall not bump less senior employees with previously approved vacation leave. In the event of the same seniority, then the supervisor will make the determination. Seniority shall be defined as ~~date of hire at the College and continuous period of service identified in Article 9~~. The College has final approval of vacation leave schedules. If an employee's absence shall seriously hamper the work flow of a department, the employee may be asked to reschedule vacation leave to accommodate the workload of the department.

17.1 The College agrees, in accordance with appropriate law, to provide for deduction for PERS/ABP supplemental and/or tax-sheltered annuities, ~~First Financial Federal Credit Union~~, and other programs authorized by the College for an employee who properly authorizes the College to make such payroll deductions pursuant to Chapter 310, Public Laws of 1966. Paychecks are processed through direct deposit ~~The College agrees to make direct deposit of paychecks to one (1) FDIC bank for union members who have duly executed an authorization authorized by the employee.~~

21.1 Purpose

Performance Recognition acknowledges and rewards exemplary employees who exhibit meritorious performance and go above and beyond to contribute to the College's effectiveness through engagement in the College's strategic plan priorities and the Vision, Values, and Mission. There is no entitlement to the award. Without sustained exceptional performance, an employee is not eligible to submit a packet for consideration.

~~This program provides a link between performance and monetary reward and is an affirmation of the importance of sustained excellence in performance, continual professional development, and contributions to the College.~~

~~Neither the performance recognition criteria nor the decisions of the committees and management are subject to grievance, negotiations, or arbitration.~~

October 16-November 15

The Local and College-Wide Performance Recognition Committees will be appointed by the Cabinet ~~after solicitation for nominees~~ (See 21.5 for committee composition). ~~The committees will meet prior to November 30 to select chairpersons.~~ All nominations will be forwarded to Cabinet.

E. December 7

Performance Recognition packets, including the candidate's and the supervisor's signatures, are due in the Human Resources Office by 5 p.m. An original and one copy of the packet will be submitted. The original will be returned to the applicant at the end of the process.

F. By December 10

Meeting of all Local and College Wide Performance Recognition Committees to review procedures and deadlines and to select chairpersons.

G. December ~~8-11~~ to December 23

Packets will be reviewed by the Local Performance Recognition Committee Chairperson for completeness. (See ~~below and~~ 21.3.B for required contents).

(Moved to F)

G. ~~By December 10~~

~~Meeting of all Local Performance Recognition Committees with members of the College-Wide Performance Recognition Committee to review procedures and deadlines.~~

January 28

Each Local Performance Recognition Committee will forward its recommendations to the Chairperson of the College-Wide Performance Recognition Committee, copied to the Dean, HR. The Local Performance Recognition Committee will notify each candidate of its decision to forward or not to forward recommendations forwarded the candidate's packet to the College-Wide Performance Recognition Committee within one week of making the recommendations.

21.3. B.5. And B.6 Change "strategic plan" to "strategic priorities."

21.3.7. 7. Demonstrated, sustained professional development; ~~especially development that is including but not limited to programs~~ offered through the College's in-house efforts, webinars, and/or through attainment of additional degrees/certifications. Show evidence of added that adds value to the College and ~~has~~ relevance to the College's strategic plan priorities, Vision, Values, and/or Mission. Documentation must have been achieved and has been conducted within the past 5 years or your last recognition award timeframe, whichever is more recent, such as:

21.4. Committee Composition and Responsibilities

A. Local Performance Recognition Committee

1. There will be ~~four~~ three (3) review committees established by band: N5 Committee, N4 Committee, and N3, N2, N1 Committee ~~and an N2-N1 Committee~~. Each committee will be comprised of 3 constituent employees. Nominations will be solicited for each band.

Each Local Performance Recognition Committee will be appointed by Cabinet after nominations are solicited. Committee members from their constituent bands will be appointed to a three-year term. as follows: Nominations will be solicited from constituent members for elections within each band. The top 5 staff members receiving the most votes within each band will be forwarded to Cabinet for selection and appointment to a three-year term. (Appointments will be staggered at the start.) Terms will begin when the committees meet for the first time during the fiscal year. Cabinet reserves the right to request additional elections.

2. Members of the Local Performance Recognition Committee are eligible for reappointment to the Local Performance Recognition Committee for two (2) consecutive three-year terms. After 2 consecutive terms, a break of at least one year must occur before eligibility to be selected for another term. If the selected persons decline/defer the appointment, the Cabinet will choose alternates ~~from the elected employees~~ to complete that part of the term declined or deferred. ~~Cabinet reserves the right to request additional elections.~~ If constituent members are not available, willing to serve, or acceptable, ~~elections may be conducted for~~ members from other constituent groups may be appointed or the packets may be assigned to another Local Committee, at the discretion of the Associate Vice President, Human Resources & Organizational Safety ~~Dean, Human Resources~~ and the Chair of the College-Wide Committee.
6. A staff member, currently serving a term on a Local Performance Recognition Committee or on the College-Wide Performance Recognition Committee, who becomes eligible for Performance Recognition may step down for the year in which he/she makes application. Cabinet will select an alternate ~~from elected employees~~ to serve for the year. Following the application year, the original staff member will return to the committee to finish his/her term.
7. A staff member ~~elected~~ appointed to serve as an alternate for partial terms may not serve for a total of more than ~~three~~ six (36) consecutive years.

Local Committee Responsibilities

- e. ~~Keeping a record of its deliberations for three years. Records will be provided to and maintained by the Chair, College-Wide Committee.~~ Forwarding the record of its deliberations to the Associate Vice President, Human Resources & Organizational Safety for retention in accordance with legal requirements.
- g. Providing a collective rationale for its decision to any applicant who requests it, to be conducted within 60 days of the following Committee's decision not to forward a packet to the College-Wide Performance Recognition Committee.

B. College-Wide Performance Recognition Committee

1. The College-Wide Performance Recognition Committee will consist of 3 representatives from each of the 3 constituent groups (N5, N4, and combined N3, N2 and N1). These representatives will be selected by the Cabinet after nominations are solicited for three-year terms (staggered at the start). No member of the College-Wide Performance Recognition Committee may be appointed for more than two (2) consecutive three-year terms. Terms will begin when the committees meet for the first time during a fiscal year.

~~College-Wide Performance Recognition Committee~~

1. ~~The College-Wide Performance Recognition Committee will consist of 2 representatives from each of the 4 constituent groups (N5, N4, N3 and combined N2 and N1). These representatives will be elected by band constituencies for three-year terms (staggered at the~~

start). ~~No member of the College-Wide Performance Recognition Committee may be elected for more than two (2) consecutive three-year terms.~~

2. ~~The College-Wide Performance Recognition Committee will be appointed as follows: Nominations will be solicited from constituent members for election within each band. The top four (4) members receiving the most votes within each band will be forwarded to the Cabinet for selection and appointment to a 3-year term. Cabinet reserves the right to request additional elections.~~
3. ~~Members of the College-Wide Performance Recognition Committee are eligible for reappointment to the College-Wide Performance Recognition Committee for 2 consecutive three-year terms.~~ After 2 consecutive terms, a break of at least one year must occur before eligibility to be selected for another term. If the selected persons decline/defer the appointment, the Cabinet will choose alternates ~~from the elected employees~~ to complete that part of the term declined or deferred. ~~Cabinet reserves the right to request additional elections.~~ If constituent members are not available, willing to serve, or acceptable, ~~elections may be conducted for~~ members from other constituent groups may be appointed or the Committee may be reduced in number to reflect the vacant position(s), at the discretion of the Dean/Associate Vice President, Human Resources & Organizational Safety and the Chair of the College Wide Committee.
8. The President, with sole discretion, will inform the College-Wide Performance Recognition Committee of the approximate budget set aside by the College for staff Performance Recognition awards by ~~February 15~~ March 17.

College Wide Committee Responsibilities

- d. Forward the record of its deliberations to the Associate Vice President, Human Resources & Organizational Safety for retention in accordance with legal requirements.

Priority 1: Student Success

1.1: Increase Graduation Rate

Progress on Strategies

- Implement One Stop Student Services
 - Launched in July
- Revised Early Bird expanded to all locations
 - Completed
- Implement Auto-Graduation
 - Completed
- Implement Student Planning Module for all students
 - Completed
- Develop default programs/meta-majors
 - Health Science meta-major launched this Spring
- Revise Reverse transfer regulation
 - In Academic Standards committee
- Establish or update articulation agreements with top transfer institutions
 - In process

***College national rank rose from 77/1100 to 72/1100.**

1.2: Increase Full-time Enrollment

Progress on Strategies

- Review and revise schedule to meet students' preferences
 - Surveys under development by PIE, and OIT is researching analytic software
- Revised Early Bird scheduling process
 - Completed

1.3: Increase Online Enrollment

Progress on Strategies

- Evaluate online course quality
 - 15% existing online course have gone through Quality Matters Assessment; required of all new online courses
 - All online faculty re required to get online teaching certification
- Implement Sandbox (technology learning environment for faculty and staff)
 - Completed
- Scale online orientation
 - Scaled and fully operational and required for all online students

1.4: Increase Dual Enrollment

Progress on Strategies

- Increase the number of agreements with high schools
 - Asbury Park and Hazlet Early college programs launched in Fall
 - In discussions with Freehold Regional and Middletown
- Adjust organizational structure to support growth in K-12 partnerships
 - Will happen this spring

1.5 Increase Percentage College-Ready by End of First Semester

Progress on Strategies

- College Readiness Partnerships with high schools
 - Grant-funded partnerships launched with Freehold (both Boro and Regional), Neptune, and Long Branch.
 - Donor-funded partnership launched with Asbury Park SD as part of the College Promise program.
- Developmental Reading Pilot
 - Results currently under analysis
- Scale ALP
 - Scaled from 197 students in Fall 14 to 326 in Fall 16.
- Begin longitudinal tracking of ALP students
 - Underway
- Accelerated Math Pilot
 - Math boot camps launched
- Engage Math Department in longitudinal analysis of developmental math students
 - Discussion on-going

Priority 2: Financial Stability

2.1: Enhance Monitoring of Resource Allocation Processes

Progress on Strategies

- Develop pilot annual snapshot based on recommendations from Cosgrove and Associates Report for 2015-2016 programs and 2016-2017 programs
 - Under development in PIE

2.2: Develop Alternative Revenue Streams

Strategies with Progress Reports 1/2017, 6/2017, 1/2018 & 6/2018

- Develop Auxiliary Services Plan
 - Engaging consultant; to be completed by May
- Renegotiate lease agreement with New Jersey City University and Rutgers University
 - NJCU nearing completion; Rutgers for FY18
- Increase employee participation in Foundation Annual Campaign
 - Engaging employees in scholarship award process
- Hire chief advancement officer to set groundwork for major development strategy
 - National search began January 2017

Priority 3: Facilities Planning

3.1: Clear vision and purpose for all college properties

Progress on Strategies

- Finalize deferred maintenance and renovation capital strategies
 - Completed analysis; prioritizing Chapter 12 funds behind this.
- Finalize program plan for Higher Education Centers
 - Completed in February; to be presented to F&F in March and P&E in April
- Develop proposals for alternative, revenue-generating uses for college spaces
 - Negotiations in process with Workforce Development Board
 - Auxiliary Services Plan may provide other opportunities
- Identify alternative funding for Long Branch Center
 - Still researching

Priority 4: College Image Enhancement

4.1: Continue Promotion of College Brand

Progress on Strategies

- Finalize revised marketing plan
 - Completed
- Launch bus campaign
 - Completed
- Integrate results of Economic Impact Study into marketing efforts
 - In process

4.2: Clear Messages for All Constituencies

Progress on Strategies

- Develop additional talking points based on results of Economic Impact Study
 - In process
- Launch “Did You Know” campaign
 - Launched on Howell bus line and on website

4.3: Enhanced Relationships with External Stakeholders

Progress on Strategies

- President will continue to meet monthly with Freeholder liaison
 - Established
- President and a trustee will meet with elected officials to present the Economic Impact Study
 - Has not occurred; President presented to Board of Chosen Freeholders in October
- College will host a combined meeting with the Board of Chosen Freeholders and the Board of Trustees
 - To be discussed



Strategic Priorities

2015-2017



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.

PBROOKDALE COMMUNITY COLLEGE
Board of Trustees
2017 Committee Appointments

Board Bylaw 1.4010, 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 voting member for purposes of a quorum.

Committees meeting monthly	<u>Executive Committee (5)</u> Dr. Carl Guzzo, Jr., Chair Mr. Paul Crupi, Vice-Chair Mr. Hank Cram Ms. Madeline Ferraro Mr. Bret Kaufmann Ms. Marta Rambaud	<u>Finance and Facilities (5)</u> Mr. Bret Kaufmann, Chair Mr. Paul Crupi Ms. Madeline Ferraro Mr. Joseph DiBella,	
Committees meeting 4 times per year	<u>Policy and Education (5)</u> Dr. Hank Cram, Chair Ms. Madeline Ferraro Dr. Les Richens Ms. Marta Rambaud Mr. Kevin Przystawski Ms. Tracey Abby-White	<u>Governance (5)</u> Mr. Paul Crupi, Chair Ms. Tracey Abby-White Ms. Latonya Brennan Mr. Hank Cram Mr. Joseph DiBella*	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Mr. Kevin Przystawski Ms. Latonya Brennan <i>Mr. William Dalton</i>
Committees Meeting on as needed basis	<u>By Laws Committee (5)</u> Ms. Madeline Ferraro, Chair Mr. Paul Crupi Dr. Hank Cram Ms. Marta Rambaud Mr. Joseph DiBella* <i>Mr. William Dalton</i>	<u>Nominating Committee (3)</u> Mr. Bret Kaufmann, Chair Mr. Hank Cram Ms. Marta Rambaud <i>Mr. William Dalton</i>	<u>The Human Resources Committee</u> A Committee of the whole
Liaisons	<u>Liaison to New Jersey Council of County Colleges</u> Mr. Paul Crupi Mr. Kevin Przystawski	<u>New Jersey Council of County Colleges Trustees Ambassador</u> Mr. Paul Crupi Mr. Kevin Przystawski	<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White Mr. Kevin Przystawski

APPROVED BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2017

2017 Public Business Meetings	Executive	Governance	Finance & Facilities	Audit	Policy & Education	Foundation Board
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	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	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Wednesday, January 18* Lincroft, SLC, Navesink II & III	January 9 5:00 PM		January 10 5:00 PM		January 9 6:00 PM	January 19
Tuesday, February 21 Neptune HEC	February 16 5:00 PM		February 16 6:00 PM			
Tuesday, March 21 Lincroft, SLC, Navesink II & III	March 13 5:00 PM	March 13 6:00 PM	March 14 5:00 PM	March 14 6:00 PM		March 23
Tuesday, April 18 Lincroft, SLC, Navesink I & II	April 11 5:00 PM		April 11 6:00 PM		April 13 6:00 PM	
Tuesday, May 16 Wall	May 8 5:00 PM	May 8 6:00 PM	May 9 5:00 PM	May 9-May 2 6:00 PM		May 18
Tuesday, June 20 Lincroft, SLC, Navesink I & II	June 13 5:00 PM		June 13 6:00 PM			June 15
Tuesday, July 18 Lincroft, BAC President's Conference Room						
Tuesday, August 22 Lincroft, BAC President's Conference Room						
Tuesday, September 12 Lincroft, SLC, Navesink I & II	September 5 5:00 PM				September 5 6:00 PM	
Tuesday, October 17 Freehold Campus, 103 & 104	October 9 5:00 PM	October 9 6:00 PM	October 10 5:00 PM	October 10 6:00 PM		
Tuesday, November 14 Reorganization Meeting Lincroft, SLC, Navesink I & II	November 6 5:00 PM		November 7 5:00 PM	November 7 6:00 PM	November 6 6:00 PM	
Tuesday, December 19 Lincroft, SLC, Navesink I & II	December 11 5:00 PM	December 11 6:00 PM	December 12 5:00 PM			

Nominating Committee Appointed in September for October discussion & November vote | Human Resources is a Committee of the whole

V2 – Changes to accommodate ACCT NLS and Discussion at 12/20/16 board meeting; * Change of January Board meeting approved 12/20/16; V3 - Change to May Audit Committee meeting