



# BROOKDALE COMMUNITY COLLEGE

Brookdale Community College  
Board of Trustees Public Meeting  
Tuesday, June 20, 2017 5:30 PM (EDT)  
765 Newman Springs Rd. Lincroft New Jersey 07738  
Lincroft, Student Life Center, Navesink Rooms  
An evening to honor Trustee Kevin Przystawski

- 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. Reports from the Board Committees and Liaisons - Chair Guzzo
  - A. Executive Committee - June 13, 2017 - Chair Guzzo
  - B. Finance & Facilities Committee - June 13, 2017 - Chair Guzzo
    1. Monthly Financial Reporting
  - C. NJCCC and BCC Foundation
    1. NJCCC - Dr. David Stout
    2. BCC Foundation - Trustee Abby-White
  - D. Student's Perspective - Trustee Przystawski
  - E. Report from the Engineer of Record - Mr. Charles Rooney  
*Capital Project Report submitted in Financial Dashboard*
- V. Approval of Public Business Meeting Minutes - May 16, 2017 - Chair Guzzo
  - A. Approval of Executive Session Minutes - May 16, 2017 - Chair Guzzo
- VI. Approval of Public Business Meeting Minutes - May 22, 2017 - Chair Guzzo
  - A. Approval of Executive Session Minutes - May 22, 2017 - Chair Guzzo
- VII. 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
- VIII. Public Comment on Agenda Items - Chair Guzzo
- IX. Consent Agenda - Chair Guzzo - 5 minutes
  - A. Approval of Human Resources
  - B. Executive Compensation
  - C. Application of Grants  
*Grants - Employment Training*
  - D. Acceptance of Gifts

- E. 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
- F. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- G. Monthly Financial Dashboards
- X. Officer of the Day Report - Dr. David Stout
  - A. MSCHE Update - Dr. Nancy Kegelman
- XI. Approval of Change Order Request - Chair Guzzo
- XII. Acceptance of Purchasing Cooperative - Chair Guzzo
- XIII. Approval of Revised FY18 Operating & Capital Budget - Chair Guzzo
- XIV. Approval of FY18 Auxiliary Services Operating Statements - Chair Guzzo
  - Auxiliary Services FY18 Operating Statements*
- XV. Approval of FY18 Associated Students of Brookdale Community College (ASBCC) Budget - Chair Guzzo
  - The annual Association Students of Brookdale Community College (ASBCC) FY18 Budget*
- XVI. Authorization to approve MOU between BCC and New Jersey City University (NJCU) - Chair Guzzo
- XVII. Recognition of Trustee Kevin Przystawski - Chair Guzzo
- XVIII. Public Comment - Chair Guzzo
- XIX. Old/New Business - Chair Guzzo
- XX. Resolution to Hold a Closed Meeting - Chair Guzzo
- XXI. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XXII. Appointment of Interim President - Chair Guzzo
- XXIII. Adjournment - Chair Guzzo
- XXIV. Appendix - Board Materials

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Public Business Meeting Minutes**

**May 16, 2017**

**Brookdale Community College**

*Brookdale Lincroft  
Student Life Center - Navesink Rooms  
765 Newman Springs Rd.  
Lincroft, NJ 07738*

- A. Chair Guzzo called the meeting to order at 5:37 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 May 10, 2017 at 5:30 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  - 2. On May 10, 2017, at 5:30 PM advance written notice of this meeting was emailed to *The Star Ledger* and *The Asbury Park Press* and the *Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Tracey Abby-White, Trustee</b>	
	<b>Mr. Daniel Becht, Trustee</b>	Ms. Maureen Lawrence
	<b>Ms. Latonya Brennan, Trustee</b>	Dr. Nancy Kegelman
	<b>Mr. Hank Cram, Trustee</b>	Mr. Robert Francis
	<b>Mr. Paul Crupi, Vice Chair</b>	Dr. David Stout
	<b>Ms. Madeline Ferraro, Trustee</b>	Dr. Anita Voogt
	<b>Mr. Bret Kaufmann, Trustee</b>	Ms. Avis McMillon
	<b>Dr. Maureen Murphy, Secretary</b>	Ms. Marie Lucier-Woodruff
	<b>Mr. Kevin Przystawski, Trustee</b>	Dr. Matthew Reed
	<b>Ms. Marta Rambaud, Trustee</b>	Ms. Pat Sensi
	<b>Dr. Carl Guzzo, Chair</b>	
<b>Absent</b>	<b>Dr. Les Richens, Trustee</b>	
		Ms. Cynthia Gruskos, Recorder
		Mr. Charles Rooney, Engineer of Record
<b>College Counsel</b>	<b>Mr. Mathew Giacobbe, Esq., General &amp; Labor Counsel</b>	Mr. Mitchell Jacobs, Esq., General Counsel

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adoption of Agenda for Public Business Meeting</b></p>	<p>A motion was made to adopt the agenda by Trustee Abby-White and seconded by Trustee Brennan.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo.</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Committee Reports and Liaisons</b></p> <p><b>Executive Committee – May 8, 2017 - Chair</b> Guzzo reported on a productive Executive Committee.</p> <p>Audit Committee – May 2, 2017 – Trustee Rambaud reported on the Audit Committee held on May 2, 2017. She highlighted the following:</p> <ul style="list-style-type: none"> <li>• O’Connor and Drew, our external audit firm provided a presentation on the upcoming financial audit and she reported that they received an engagement letter from O’Connor and Drew.</li> <li>• The college hotline report was discussed.</li> <li>• The Internal Auditor, Mr. Francis reported further on a hotline complaint from a student. The college is pursuing a new hotline provider. He reported on the progress of the employee annual compliance documents. In addition, her made reference to internal audits he prepared this year.</li> </ul> <p><b>Finance &amp; Facilities Committee –</b> Trustee Kaufmann reported on the Finance &amp; Facilities meeting held on May 9, 2017 and highlighted the following:</p> <ul style="list-style-type: none"> <li>• He provided a financial status as of March 31, 2017. Enrollment declined 3.9%, operating expenditures declined 4.1%, operating revenue declined by 1.6%, cash is \$6.5M, capital expenditures declined by 21% and capital revenue is up 82% compared to last year.</li> <li>• He stated that in December 2016, Brookdale’s external audit firm discovered a mistake in how it reported the classification of bond funds which was determined to date back to FY 2011. An investigation determined that in subsequent years, the college’s principle payments on the bonds were also misclassified. This error has been corrected, and the Brookdale Board of Trustees approved the finalized audit in March 2017. The correction made in this audit does not change the college’s net assets but does eliminate the school’s unrestricted reserves that BCC had previously believed were available for operations.</li> <li>• He reported on the concern for the college to pay bills this summer. He pointed out that</li> </ul>		

traditionally, colleges do experience cash flow challenges during the mid-summer months and Brookdale is not an exception. This concern became a higher priority for the board and the administration after the recent audit showed that the college's unrestricted reserve had been essentially eliminated. To improve financial stability, VP Lawrence and her staff have restructured FY17 – FY18 expenses that results in a delay of \$1.6M of pending expenses. The college is also expecting reimbursement for capital expenditures from Monmouth County in the amount of \$2M.

- A report by Holman Frenia Allison, indicate the college is expected to end FY17 with \$1M surplus. He reported that this is the same surplus left from FY16 operations. This surplus, along with the restructured expense payments and reimbursements from the county will bring the college's cash balance to over \$4.2M, which is believed to be sufficient to meet the college's financial obligations.
- He stated that BCC continues to face a structural financial shortfall, with increasing costs of about \$2.2M, decreasing annual revenue of \$1.6M, and the need to re-build our reserve funds. He pointed out that Brookdale is the only NJ community college with debt that costs us approximately \$1.8M a year to service.
- He brought to the board's attention that the current Administration has successfully implemented balance budgets for two consecutive years, through cost cutting, realized efficiencies and increased enrollment from non-traditional sources.
- He anticipates that balancing budgets will become more difficult in the coming years and expects that the college will have to increase revenue by \$5M, reduce our costs by \$5M or strike a balance between the two.
- The Board of Trustees is committed to providing affordable, quality education and training to the residents of Monmouth County.

**NJCCC** - Vice Chair Crupi encouraged the Trustees to attend the NJCCC Spirit Awards and Council Meeting on June 19 at 5:30 PM in Trenton. Neil Cavaleri, Zodiac Aeospace will be presented with the Spirit Award for their support for the NJ Business and Industry Association Basic Skills Training Programs. Zodiac Aeospace is also being honored at our Scholarship Ball.

**BCC Foundation** – Trustee Abby-White reported that the next Foundation meeting will be held on May 18 to finalize the Scholarship Ball on June 9. She will be submitting an ad on behalf of the board.

**Student's Perspective**

Trustee Przystawski reported on commencement. He spoke on the merits of raising tuition modestly to allow the college to continue to provide quality affordable education.

**Report from the Engineer of the Record** – Mr. Charles Rooney reported on capital projects.(Capital Project Report submitted in Financial Dashboard)

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Approval of Minutes of the April 18, 2017 Public Business Meeting.</b></p> <p>There were no revisions to the minutes.</p>	<p>A motion to approve the April 18, 2017 minutes of the Public Business Meeting was made by Vice-Chair Crupi and seconded by Trustee Abby-White.</p>	

	<p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee Cram</p>	
<p><b>Approval of Minutes of the April 18, 2017 Executive Session.</b></p> <p>There were no revisions to the minutes.</p>	<p>A motion to approve the April 18, 2017 minutes of the Executive Session was made by Vice-Chair Crupi and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee Cram</p>	
<p><b>Review of Consent Agenda – Chair Guzzo</b></p> <p><b>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</b></p> <p>No items were removed from the consent agenda.</p> <p>Trustee Abby-White requested that in the future that there will be an accounting of the professional services. Dr. Murphy suggested that the invoices could be loaded into Boardmax.</p>	<p>A motion to adopt the consent agenda was made by Trustee Cram and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

<p><b>Public Comment on Agenda Items – Chair Guzzo</b></p> <p>Mr. Giacobbe read the statement of public comment.</p> <p>Professor Jack Ryan asked for a clarification of how the accounting error was not detected until this past external audit. He also wanted clarification as to the timing of the communication of the error by O’Connor and Drew and when was the error reported to the Administration, Board of Trustees and the Freeholders and by whom.</p>		
<p><b>President’s Report</b> –Dr. Murphy provided an overview from 2012-2017 of our strategic enrollment management history in written form to the board and also provided a summary at the board meeting. (Report uploaded to SharePoint for public access). She also provided an update on the strategic priorities. MSCHE standard 5 committee had made a recommendation that our strategic enrollment management plan needs to be updated and she concurs.</p> <p>Leadership Brookdale – Ms. Scocco provided background of the internal leadership program that she is currently coordinating over the past 2 years. She introduced the charge Dr. Murphy gave to the participants this year, which was to research and provide enrollment stability techniques by identifying creative strategies to increase student enrollment and retention. A presentation was made by cohort members to the board (report provided in <b>Appendix A</b>)</p> <p><b>MSCHE Report</b> – Dr. Kegelmann provided an update on the MSCHE accreditation process. <b>(Full report – Attachment B).</b></p> <p>Dr. Yesenia Madas provided a presentation that she had shared with the college community at our Scholars Day, which charged the whole college community to continue to be the best community college in NJ and to focus on what matters most, which is changing lives. Her final charge was that we are not only changing lives but generations.</p> <p>Dr. Murphy brought the board’s attention the data that has been analyzed during the Blue Sky Sessions and provided the board with the same data. She stated that the data will give you a sense of who we are and who we serve.</p> <p>Dr. Murphy acknowledged Vice President Lawrence’s many contributions to the college during her 14 years of service.</p>		
<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Actions</b>
<b>Consent Agenda- Chair Guzzo</b>	A motion to approve the	

<ol style="list-style-type: none"> <li><b>1. Approval of Human Resources</b></li> <li><b>2. Acceptance of Gifts</b></li> <li><b>3. Acceptance of Grants -</b> Title III Strengthening Institutions Program; Integrated Adult Basic Skills, English Literacy &amp; Civics Education Grant Program; Displaced Homemakers</li> <li><b>4. 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</b></li> <li><b>5. Open Invoice Payment Requests for Vendor, Students and Employee Payments</b></li> <li><b>6. Monthly Financial Dashboards</b></li> </ol>	<p>consent agenda was made by Vice-Chair Crupi and seconded by Trustee Ferraro.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Change Order Request</b></p>	<p>A motion to accept the change order request was made by Vice Chair Crupi and seconded by Trustee Kaufmann.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Amendment to Contract Awards</b></p> <p>Trustee Abby-White asked for a further explanation for the need of the motion.</p> <p>Mr. Giacobbe provided an explanation.</p>	<p>A motion to amend and re-issue the contract with Holman Frenia Allison, P.C. dated January 25, 2017, to not exceed \$17,000 was made by Trustee Ferraro and seconded by Trustee Becht.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro,</p>	

	<p>Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p> <p>A motion was made to cancel the contract with Holman Frenia Allison, P.C. dated March 21, 2017 by Trustee Ferraro and seconded by Vice-Chair Crupi.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p> <p>A motion was made to authorize the college to issue a RFP for accounting and financial consulting and advisory services by Trustee Abby-White and seconded by Trustee Brennan.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
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<p><b>MOA between BCC and Keyport School District</b></p>	<p>A motion was made to approve by resolution that the college enter into a partnership with the Keyport School District to be called the Keyport Rising Stars Early College Academy by Trustee Cram and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>MOA between BCC and Middletown Township School District</b></p>	<p>A motion was made by resolution that the college enter into a partnership with the Middletown Early College Academy by Trustee Cram and seconded by Trustee Brennan.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>MOA between BCC and Wall School District</b></p>	<p>A motion was made to approve by resolution that the college enter into a partnership with</p>	

	<p>the Wall School District to be called the Wall Crimson College Academy by Trustee Becht and seconded by Trustee Ferraro.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
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**Public Comment – Chair Guzzo**

**Mr. Giacobbe read the statement on public comment.**

Former Board Chair Brian Butch thanked Dr. Murphy for her service to the college and the community. He acknowledged her many accomplishments and dedication to the college.

Former Board Chair Jacob Elkes – thanked Dr. Murphy for accepting the challenge to be the president of Brookdale during a difficult time and bringing stability to the college. He wished her well in her new position in Maryland.

Ms. Debbie Almeida –Manager – Accounts Payable & Special Projects - She spoke on behalf of her many colleagues and acknowledged the service of VP Lawrence. She specifically acknowledged VP Lawrence’s support of the development of her staff through professional education.

Ann Marie Sparaco – Assistant to the Vice President of Finance - She stated that it has been an honor and a privilege to work with VP Lawrence. She acknowledged the leadership skills of VP Lawrence and thanked her for her service to the college and her staff.

Michelle Branagan –Associate, Finance & Operations - She conveyed her admiration and respect to VP Lawrence. She acknowledged her deep commitment to the college.

Helen Vota – President PSA - She acknowledged the commitment and service of President Murphy and VP Lawrence. She acknowledged their support of PSA and their employees. She addressed the board to keep open communications with the staff and asked to be included in the decision of the leadership transition.

Tim Drury, Director – Facilities Management & Construction – He thanked President Murphy and VP Lawrence for their leadership and service to the college.

Tom Riley, Instructor Chemistry – He addressed concerns for the integrity of the work of students taking online courses.

Jack Ryan – Professor English–He thanked Dr. Madas for reminding us all that our decisions need to be always focused on our students. He was concerned by the actions taken by former interim President Toms including the firing of Frank Lawrence and the lowering of tuition. He spoke to the merits of having a president with higher education experience.

Kenneth McGee, Learning Space Specialist – Innovations Center – He shared his disappointment that during the time of the RIF that Dr. Murphy did not listen to his ideas that he wanted to present to her.

Dr. Murphy responded to his concern and conveyed her sincerest apology for not following up with him on his presentation.

Mr. Giacobbe responded to the online cheating issue and he will continue to provide guidance to Dr. Reed and the faculty union on how to best handle this problem.

**Old/New Business –**

Chair Guzzo read the resolution accepting Dr. Murphy’s resignation and acknowledgement of her many accomplishments. He wished her well in her new career in Maryland.

Trustee Abby-White acknowledged Dr. Murphy’s leadership skills at Brookdale and nationally, her collaborative communication skills, and her enthusiasm and passion for serving the college as president.

Trustee Brennan thanked Dr. Murphy for mentoring her during her initial time on the board.

Trustee Przystawski felt that he had the good fortune to be on the board when Dr. Murphy and VP Lawrence worked at the college and thanked them both for their service to the college.

Trustee Rambaud acknowledged the dedication of Dr. Murphy and wished her well in her new position..

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Resolution to Hold a Closed Meeting</b> Mr. Giacobbe read the resolution to hold a closed meeting. (<i>Attachment C</i>)</p>	<p>A motion to accept the resolution to hold an executive session was made by Trustee Becht and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p>	

	<p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Re-open the meeting to the public.</b></p>	<p>A motion was made to re-open the meeting to the public by Vice Chair Crupi and seconded by Trustee Cram.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Adjournment – Chair Guzzo</b></p> <p>The meeting was adjourned at 9:05 PM</p>	<p>A motion to adjourn the meeting was made by Chair Guzzo and unanimously approved.</p>	

Respectfully submitted



Maureen Murphy, Ph.D., Secretary



**Alpha Beta Cohort**  
*Leadership Brookdale*  
*2016 - 2017*

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**Cohort Members**

Pamela Anania  
Christine Busacca Tuzzio /Project Manager  
Jill Donovan/ Project Manager  
Katherine Edward  
Cynthia Gruskos  
Tim Macaluso  
Lauren Watson  
Katherine Wiegiers

**Forward**

The Alpha Beta Cohort of Leadership Brookdale is grateful for the opportunity to take part in this initiative and appreciates the supporting efforts from their fellow colleagues. The recommendations put forth in this document reflect the collective views of the Alpha Beta Cohort.

**Project Charge**

Research and provide enrollment stability techniques by identifying creative strategies to increase student enrollment and retention.

**Assumption**

Prospective students who are a part of underserved populations require institutional support and services that will aid in their success.

Current students are intelligent, dynamic, and require support (emotional, academic, technological, foundational, etc.) to achieve.

Brookdale employees are talented and want to embrace systems and best practices that will support student success.

**Timeline**

The College needs to adapt to today's diverse learner while providing support, both hands-on and through technology, to increase student success. It is imperative that this work be adaptable and include short and long term strategic goals.

**Project Scope Statement**

To make recommendations to increase recruitment efforts of particular underserved student populations, increase retention efforts of currently enrolled students, and to improve cohesion and communication between employee constituencies.

**Project Exclusions**

Recommendations will be assessed for feasibility and risk but will not be implemented by this group.

Recommendations will be limited to information available at the time and are subject to change.

Recommendations will not address every need or area of improvement due to the time frame of the project.

Recommendations will not highlight all underserved populations within Monmouth County.

**Project Deliverables**

The narrative will provide recommendations for each of the identified areas of improvement. The recommendations will consist of both short- and long- term techniques and will consider the college's financial state and current procedures and practices.

**Project Timeframe**

Final report and presentation due Thursday, May 4, 2017.

### Process

The project's charge led the Alpha Beta Cohort to a discussion about what recruitment and retention strategies are already in place at Brookdale Community College and what data will be relevant to this project. Since recruitment initiatives are charges of multiple departments on campus, it was important for the group to understand what is currently being done.

Before the cohort was able to address the areas of concentration, it was important to re-evaluate specifics of Monmouth County. The County is diverse. Cities range in wealth and income, and as whole, the county is highly educated. It is important to keep in mind that the county compared to New Jersey and the United States at large, has fewer persons under 5 and 18 years of age, and has a larger percent of its population 65 years of age and older (Clarus Report, 2015).

According to the Clarus report, Monmouth County's estimated population in 2014 was 629,279, which is a -0.2% decrease from the estimated population of 2010. Approximately, 76% of the population is Caucasian, 8% is African American, 11% is Hispanic or Latino, and 6% is Asian. In addition, 13% of Monmouth County's population speaks a language other than English at home, which is up 5% since 2009.

Monmouth County is also a community that values education. Approximately 92% of the county has a high school degree and 41% has a bachelor's degree or higher. Brookdale can provide approximately 8% of the population with GED/ABE. In addition, only 26% of the population has only a high school degree. Although Monmouth County's emphasis on education is promising, it does limit the type of services typical to community college. This is why it is critical for Brookdale Community College to look at enrollment and retention strategies with fresh eyes. It is important to target these underserved populations not only to meet the mission of community colleges, but for the sustainability of the Brookdale (Clarus Report, 2015).

In addition to researching Brookdale's current recruitment initiatives, the Alpha Beta Cohort examined best practices from the Aspen Institute. As a whole, Brookdale incorporates many recommendations from the Aspen Institute including strong student support services, orientations and campus tours, and strong relationships with the K-12 districts. Brookdale does have many recommended best practices in place, however with certain line items, the college only has the framework implemented. The following recommended best practice items could be improved upon at Brookdale:

- Quick application and registration process
  - According to Aspen best practices, application and registration is completed within 3-4 days.
- Consistent communication with prospective students and current students
  - It is important to communicate with college students often about the student experience, including upcoming events, athletic games, workshops, etc.
  - Communication channels should be based off student recommendation, but could include email and text.
- Academics and student services that focus on 'pathways'
  - Exceptional colleges have comprehensive strategies for student success centered on clear pathways. This includes focusing on goals such as career/major advising and proactive (intrusive) advising.
  - Pathways need to have a clear goal – workforce or transfer.

- Communicate internal data to employees and provide brainstorming and analyzing sessions about data college-wide
  - All employees should be given structured time and space to meet, analyze, and discuss data on student outcomes and institutional data.
  - The Alpha Beta Cohort recommends the afternoon after Convocation for college-wide discussion and brainstorming sessions.
- When needed, redesign systems from scratch and implement them college-wide quickly after testing.
- Build strong ties with regional industries to design curricula for the jobs that currently exist as well as those anticipated to grow
  - The Alpha Beta Cohort is aware of on-going meetings with County officials, but recommends expanding discussions to include credentials and professional development opportunity that would aid industry growth, such as health care (RWJBarnabas Health) and engineering and technology (ComVault).

Through information gathering and discussions, the cohort identified three broad areas for concentration specifically for the project.

1. Identify underserved populations of prospective students
2. Identify missed connections with currently enrolled and prospective students
3. Clarification of all employee constituencies roles in student recruitment and retention

#### **Identify Underserved Populations of Prospective Students**

The Alpha Beta Cohort is aware that there are numerous underserved populations in Monmouth County. Some populations can be better served by the college with little to no additional resources, whereas, with other populations, the college would need to invest in additional resources. Due to the scope of the project and the diverse needs from one population to another, the Alpha Beta Cohort has decided to focus on the following underserved populations:

- Veterans
- English as a Second Language (ESL)/General Education Development (GED)

Due to the scope of the project, the Alpha Beta Cohort was unable to focus on the adult learner at large. This is an example of an underserved population that would need the investment of the college, including services, systems, and financial. However, the cohort did not want this demographic to go unnoticed. Collectively, the cohort recommends that the executive leadership team, members of continuing and professional studies, and the academic deans research colleges who successfully serve this demographic. It is important that the college examines and evaluates current efforts dedicated to the adult learner. The cohort also recommends a feasible timeline and strategic plan on how to successfully recruit and retain this demographic. Since Monmouth County residents' value education, Brookdale can provide specific mid-to upper-level training, certifications, and credentials in health care, engineering and technology, and business. This would target adult learners seeking professional advancement. In order for this to flourish, the college should focus on enhancing existing partnerships with local industry leaders, such as CommVault and RWJBarnabas Health, in order to develop and ultimately expand upper level training and certifications needed to advance within those organizations. Training could be offered at Brookdale and on-site at the organization, and as a result, would enhance Brookdale's presence within the community. This collaboration would directly match one of the Aspen Institute's best practices.

In addition to mid-to upper-level training, the college needs to focus on a schedule that works for today's learner. Hybrid courses, night and weekend classes, and cohorts must be considered to attract currently employed individuals seeking new opportunities, career change, and professional/academic growth. The Alpha Beta Cohort recommends a pilot of specific program(s) that could be condensed to a cohort format specifically targeting adult learners seeking the flexibility of a night and weekend program.

### **Veterans**

Brookdale Community College already provides an array of services for veterans, including the Veterans Center, a dedicated space on the Lincroft campus. This designated location provides veterans with a safe space where they can unwind, connect, seek counseling, and most importantly receive specific assistance and support related to their GI Bill. The center is also equipped to help veterans find resources for housing and general Veterans Affairs (VA) benefits.

Despite having a dedicated center, strategic recruitment strategies for veterans are lacking. Although word-of-mouth is one of the most successful marketing tools, Brookdale does not regularly promote the Veterans Center internally or externally. This forces the college to be reactive to self-identified students rather than proactively recruit veterans on campus and in the community. Veterans are a unique group of students. According to the Department of Veteran Affairs:

- 73%- 80% of student veterans are males; 21%-27% are female
- Only 15% of student veterans are traditional aged college students. Most are between 24 and 40 years of age.
- 47% of student veterans have children
- 47% of student veterans are married
- 62% of student veterans are first-generation college students

The personal attention and specialized knowledge provided at the Veterans Center is a true asset to Brookdale Community College. In order to better support our veterans, the Alpha Beta Cohort recommends the following:

- Implement a strategic recruitment plan that targets New Jersey veterans
  - Promotion of in-person and online courses and the Veterans Center
- Develop strong relationships with local bases and reserve units
  - Establish a presence and provide support (professional and academic) to prospective veteran students
- Encourage veterans and families to attend Brookdale information sessions geared towards veterans
  - Educate veterans and families about the benefits related to their GI Bill and education
- Provide professional development and training to all employees about proper interaction with veterans and their needs (emotional, psychological, etc.)
  - The Alpha Beta Cohort recommends that this be directly charged to Human Resources and the Professional Development Committee.
- Strengthen the relationship between the Veterans Center and Continuing and Professional Studies (CPS)
  - Align programming, support, and events with the veteran student in mind
- Establish and promote credit for prior training (academic and career training) if applicable to program

**Non-Credit ESL to Credit ESL**

Monmouth County’s population is racially and ethnically diverse. A projected growth in the Hispanic population resulted in an increased need for English language courses offered at the College. This growth has created a need for cultural awareness training for college employees and community members (e.g., local employers). For this reason, the college must ensure that its English as a Second Language (ESL) offerings, both credit and non-credit, reflect continuity, geographic populations, and use of appropriate campuses (Brookdale’s Strategic Enrollment Management Plan, 2013).

Brookdale can accomplish this by recruiting several hundred students, who complete non-credit ESL classes at Brookdale’s Regional Locations, into the academic (credit) ESL program taught on the Lincroft Campus. ESL Students, enrolled in the academic program, have stated when surveyed that they want to attend classes at Lincroft, where they can mingle with native English speaking students, actively use the campus support services, and pursue other Brookdale career study and transfer degree programs.

Total annual enrollment in the ESL courses is more than 500. Approximately 40% of the attending students enroll full time, and 35% of Brookdale International Students also pursue the academic ESL program.

It is imperative that Brookdale determine how best to serve the needs of these prospective Monmouth County students. Many more would like to attend but they:

- Don’t understand the application process
- Can’t afford the tuition
- Are not aware of financial aid opportunities
- Need scholarships to attend
- Don’t know the program exists

Brookdale also competes with commercial programs that recruit prospective clients from the County’s non-native English speaking population. Tuition charged varies per the program taken.

<i>Program</i>	<i>Number of Students/Waitlist</i>	<i>Possible recruits</i>
<b>GED</b>	<b>200/98</b>	<b>50-60</b>
<b>Non-credit ESL</b>	<b>400/252</b>	<b>200</b>
<b>Credit ESL</b>	<b>500 *</b>	<b>80-100 per year **</b>

\* A student might take four classes during any one semester and may be counted four times in this total number

\*\* Includes future international students and non-native speakers of English

In fall 2016, the Humanities Institute revised and included in the academic ESL program a Continuing and Professional Studies (CPS) Bridge Class to help transition students into the program. Brookdale took a major step in addressing how it serves the needs of Monmouth County students seeking credit-level training in English. The new academic program includes:

- Continued use of a computer lab

- Course revisions
- Curriculum changes
- Reduction of class size to 18 students
- Tutoring
- Placement testing to transition graduates into an appropriate Brookdale English course – ESL section of Accelerated Learning Program (ALP) English or ENGL121

As a result, Brookdale can potentially recruit from 80 to 100 Academic ESL Program graduates to continue their studies at the college.

Many ESL students come to Brookdale with rich educational backgrounds and work experience from their native countries. To retain these students, Brookdale needs to connect them with appropriate professionals, who can explain what higher education options are available in the United States based on the studies the students completed in their own countries.

In order for the non-native speakers of English to be successful on campus, all employees need to be aware of the support offered to these students, including the International Center and academic and language tutors.

#### **GED to Credit**

General Education Development (GED) is a federally funded, One Stop New Jersey Department of Labor sponsored initiative offered at Brookdale's Long Branch, Hazlet, Neptune, and Freehold locations.

While most of the students pursue a vocation at the completion of the GED program, some continue their studies and enroll in Brookdale credit programs. These include courses in college-level math, science, social science, and language arts programs. There is potential to actively recruit approximately 50 to 60 new students into Brookdale's career and transfer degree programs from a cohort of 200 qualified graduates.

#### **Missed Connections: Students**

Brookdale Community College provides services and opportunities for our students to grow academically and personally. However, community college students struggle with understanding the importance of being involved outside of the classroom, due to the various personal and professional demands in their lives. This pull provides a great disconnect between the mandatory requirements relating to the academic component of education and the extra-curricular component of the student experience.

According to Cuseo and Franam, "research reveals that retention is higher at institutions where students: (a) are provided with accurate information and clear lines of communication about institutional purposes, policies, and procedures, (b) are given opportunities to participate in organizational decision-making, and (c) have experiences with administration that support rather than impede their progress" (2013). In order to increase retention efforts at Brookdale, the college needs to truly invest in retention. Employees must not only communicate the opportunities outside the classroom, but stress the importance of how this directly aids in transfer and career goals.

In Redesigning America's Community Colleges, Bailey, Smith Jagers, and Jenkins (2015) state that "[community college entrants] often arrive at college with no clear goals or firm ideas about their

prospective majors or programs” (p. 53). Brookdale employees witness this uncertainty daily, but it is the responsibility of the college and its team to provide guidance and support. If Brookdale continues to offer appropriate services, reframes existing services to meet pathway goals, and markets the importance of these programs to our current students, retention can increase. In order to best support our current and future students, the Alpha Beta Cohort recommends the following:

#### **Implement a strategic retention plan**

Despite recruitment and retention being a college-wide responsibility, there is a disconnect amongst employees on their role in both. The cohort recommends professional development workshops/webinars for all employees on how to best serve Brookdale students overall and not only in their designated area. This could be a future Scholar’s Day or Convocation discussion or panel.

If retention continues to be an institutional priority, the college must invest. Retention needs to be embedded in our culture and as a result, appropriate resources (personnel, technology, and programming) needs to be strategically implemented.

#### **Implement needed services for evening students**

Evening students have different needs than day students and Brookdale needs to research, evaluate, and meet the needs of this population. The Alpha Beta Cohort recommends focus groups for this population. From focus groups, Planning and Institutional Effectiveness (PIE) can determine not only what services are lacking, but what services are needed to best assist evening students.

#### **Find a channel to communicate with students regularly**

As previously stated, many students would like to get involved in the college experience, but often have other commitments. It is important that students make the connection that the full student experience will help them develop transferable skills needed for their future. The cohort recommends weekly or biweekly communication blasts of upcoming student events. The cohort also recommend that the Student Life Board (SLB) work with students to determine the preferred way of communication to increase student involvement (i.e.: email, text, Canvas).

Brookdale offers students two different accounts, traditional email and Canvas for courses. Communication between the LMS and Brookdale email should be synced. Having the platforms connected not only provides easier accessibility, but also has the potential for increased readability.

In addition, the college needs to make better use of existing technology such as virtual components for communicating with students. This includes increasing virtual student advising and orientations. With the absence of the telephone operator, a virtual help desk or webchat should also be available for non-technology questions.

#### **Establish excitement around admittance and acceptance**

Brookdale needs to mirror the four-year college admittance experience. Four year schools embrace the importance of admittance and pride and Brookdale needs to emulate that hype and culture.

Consistent and timely communication with admitted students should occur from the first point of contact to the first day of courses. Brookdale should also host a variation of ‘welcome week’ during the summer for new students and families to further fuel the excitement of starting college.

Orientation should be a requirement for all new students. The program would be developed to provide information while promoting the Brookdale experience. It's strongly encouraged by the Alpha Beta Cohort that this is a college-wide initiative, incorporating student services, faculty, student life, and more. Orientations can be adaptable and targeted to specific populations with a change in format depending on the needs of a particular demographic (i.e.: transfers, evening, international, online, etc.).

In addition to orientation, the First Year Experience (FYE) should be a targeted, intentional way to ensure incoming students are connected and understand the variety of what Brookdale will offer. The cohort recommends a more comprehensive program that incorporates both outside of the classroom experiences and a revised HUDV-107 course, based on the recommendations of the Community College Research Center's 2013 survey of student success courses. The new course should "...narrow the course content, focus on teaching-for-application, and engage the academic side of the college" (p. 69, Bailey, Smith Jagers, and Jenkins, 2015)

### **Development of guided pathways**

The Alpha Beta Cohort recommends that guided pathways not only incorporate academic components, but include programs and offerings provided by the student success division. By incorporating both, Brookdale students will develop transferable skills and competencies that will better prepare them for transfer or employment.

### **Clarification of employee constituencies' roles in student recruitment and retention**

According to the American Association of Community Colleges (AACC), "an effective community college leader uses clear listening, speaking, and writing skills to engage in honest, open dialogue at all levels of the college and its surrounding community, to promote the success of all students, and to sustain the community college mission."

To examine the current baseline on the expectation of an employee's role, the Alpha Beta Cohort sent out a broadcast asking for feedback on an individual's role in recruitment and retention. The survey, which was sent to all employees, asked constituency group identification and whether or not recruitment or retention was part of their job description. The results, which only totaled 71 responses, is not an accurate sample size, but it did provide insight. First, the lack of responses shows a potential disconnect between employees and engagement with the college. Second, despite the Alpha Beta Cohort believing that every employee plays a vital role in student recruitment and retention, the majority of those surveyed believe that they had a role in retention, but not recruitment.

Although this data provided interesting information that should be further analyzed, the cohort initially tightened the scope of employees to focus on the largest employee constituency group on campus, adjuncts. With approximately 52% of credit hours taught by adjunct faculty, adjuncts could potentially have the largest impact on student success. In contrast, according to 2016's Community College Faculty Survey of Student Engagement (CCFSE), adjunct faculty are less likely to refer students to academic support services. If the largest constituency group on campus is unaware or does not recommend academic support services, student success may suffer. The cohort recommends that PIE further research what academic services are suggested to students and why.

With this and additional data in mind, the Alpha Beta Cohort developed recommendations for employees to take ownership of their role and responsibility in recruitment and retention. The recommendations listed below can be scaled to assist all Brookdale employees or specific contingencies.

Depending on the recommendation, it could be implemented college-wide, by institute, division, or department.

**Require employee orientation**

Similar to the recommendations for mandating student orientation, new employees should be required to participate in a hybrid orientation that contains both face-to-face and LMS components. During the orientation there should be an emphasis on student recruitment, retention, and the services provided.

The orientation should also serve as an opportunity to familiarize employees with the LMS while providing the flexibility of anywhere anytime course.

Overall, a required orientation can better connect the academic, operations, and student service components of Brookdale. Although each area acts differently, all should be focusing on aiding student success. This collaboration will provide better service for students while breaking down potential employee silos.

**Expand teaching/learning circles**

Mirroring the Math Department, all academic institutes or departments should encourage adjuncts (with the potential to include operational and student service employees if needed) to participate in learning circles. This type of inclusiveness will not only encourage adjuncts to be a part of the Brookdale community, but will provide professional development opportunities to strengthen their classroom experience and institutional knowledge.

**Better utilization of learning management system (LMS)**

Using the Nursing Department as a reference, CANVAS shells can be utilized for faculty, staff, and administrators to communicate in one centralized location.

In all Canvas academic shells, it is recommended that links for available academic support and services be included. This would continue to reiterate interdepartmental roles in student success.

**Resources and tools readily available**

It is recommended that every classroom computer have a thumbnail to existing employee handbooks. The handbook should be updated to reflect changes in student services, support (academic, professional, and personal), and resources available. By having this information on the LMS and on every computer, all employees will have access to necessary information to help guide students.

**Improve internal communication**

The cohort recommends that communication from senior leadership be consistent, frequent, and timely. Similar to the recommendations relating to student communication, the cohort recommends that College Life in Governance provide feedback on frequency of communication and preferred topics to employees. Although this was a charge for the committee in the past, it would be helpful to reexamine this with all constituency groups and needs in mind.

Relating to in-person communication, Convocation should be enhanced to incorporate college-wide meetings to discuss institutional goals and priorities.

With the change of employees and job descriptions over recent years, there is a disconnect on job responsibilities and the individuals managing the work. In order to stay current with personnel changes, an organizational chart should be maintained on the Brookdale website or SharePoint.

### **Final Thoughts**

The cohort discussed underserved populations, current students, and employee roles and recognized one common theme: missed connections. By working together, Brookdale employees have the opportunity to reframe recruitment and retention strategies. With the college's financial state in mind, the cohort developed the majority of the recommendations based on the resources and tools the college currently has in place. The cohort understands and stresses the importance that many of the existing practices and tools will need to be reframed in order to meet the optimal goal of increasing student recruitment and retention.

The Alpha Beta Cohort requests that the Steering Committee of Governance review this document and charge the Professional Development and College Life committees with the tasks related to the appropriate recommendations. The cohort also recommends the Executive Leadership Team further evaluate and ultimately implement recommendations believed to bring about immediate change.

Every employee is an ambassador for this college. The more informed our employees are the more of a positive impact they will have on student success.

***“One Brookdale” can only be meaningful if we act as “One Brookdale”.***

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## Brookdale Community College

### Middle States Update

May 16, 2017

Since the April 18 Board meeting the draft chapters related to the following standards were released for college wide and student feedback:

- Standard I - Mission and Goals
- Standard II - Ethics and Integrity
- Standard III - Design and Delivery of the Student Experience
- Standard V - Educational Effectiveness Assessment
- Standard VII - Governance, Leadership and Administration

May 26 is the date set for the release of the final draft chapter related to Standard VI, Planning, Resources and Institutional Improvement.

Highlights from the five chapters recently shared are:

**Standard I Mission and Goals** recommendation action - A college wide mission review kicked-off at Spring 2017 Convocation is underway. Governance Steering, charged with engaging the college community in a mission review discussion, solicited feedback on the draft statement at the April Forum.

**Standard II Ethics and Integrity** – recommendation - “Through professional development focusing on issues of diversity, tailored to roles and responsibilities of individual constituents, the College will remain committed in its efforts to foster a climate of welcoming, understanding, and respect across the campus community.”

**Standard III – Design and Delivery of the Student Experience** - Envisioning the Future statement – “Monmouth County is affluent on the whole, but home to considerable wealth gap. As more student present with economic challenges, support services and programming should adapt to students’ needs.”

**Standard V – Educational Effectiveness Assessment** - recommendation - “Review and modify as necessary metrics that support the goals of increasing the number of graduates, increasing the number of students in job training programs, and

accelerating student's time to completion in light of recent demographic and competitive changes.”

**Standard VII - Governance, Leadership and Administration** - A significant accomplishment noted in the chapter is that the Forum voted to recommend the approval of the Collegial Governance redesign in April 2017 after a two-year pilot.

Thank you to all who have read any of the drafts and we invite others to do the same and share their feedback. To date there have been 91 responses, 64 from students. Response surveys will be available through June 30. The feedback will be shared with the working groups and revisions to the chapters will be made as appropriate.

We are on target to send a complete self-study draft to our Middle States Team Chair, Belinda Miles, early fall anticipating a visit from her shortly after.

**BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that 2 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **May 16, 2017 at approximately 7:45 PM**

WHEREAS, the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: \_\_\_\_\_ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

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\_\_\_\_\_

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

**Approved - May 16, 2017**

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"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body."

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality \_\_\_\_\_

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"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **matters falling within the attorney client privilege; and litigation (HFA Report); BCC vs Frank Lawrence; Pending Unfair Labor Practice – BCCFA.**

"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is **the discussion of the appointment of an interim president and; the resignation and replacement of the Vice President of Finance & Facilities.**

"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the

**RESOLUTION AUTHORIZING EXECUTIVE SESSION  
Approved - May 16, 2017**

responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

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WHEREAS, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one)  reconvene and  immediately adjourn or  reconvene and proceed with business where formal action may be taken.

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Brookdale Community College Board of Trustees hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed; and

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall post this Resolution on the Board website and furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**  
**Approved - May 16, 2017**

**Brookdale Community College  
Board of Trustees  
Public Business Meeting Minutes**

**May 22, 2017**

**Brookdale Community College**  
Brookdale Lincroft  
Student Life Center – Trustees Conference Room  
765 Newman Springs Road  
Lincroft NJ 07738

- A. Chair Guzzo called the meeting to order at 5:45 P.M. and the group made the Pledge of Allegiance.
- B. Ms. McGreevy read the following statement: “In compliance with the Open Public Meeting Act, N.J.S. 10:4-6 et seq., advance written notice of the meeting of the Board of Trustees was provided in the following manner:
  - 1. On May 18, 2017 at 9:30 AM. advance written notice of the meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center
  - 2. On May 18, 2017, at 9:30 AM. advance written notice of this meeting was emailed to The Asbury Park Press and the Star Leger and filed with the Clerk of the County of Monmouth.

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration</b>
	<b>Ms. Tracey Abby-White, Trustee</b> (video conference)	Ms. Patricia Sensi
	<b>Mr. Daniel Becht, Trustee</b> (video conference)	
	<b>Ms. Latonya Brennan, Trustee</b> (5:53 P.M.)	
	<b>Mr. Hank Cram, Trustee</b>	
	<b>Mr. Paul Crupi, Vice Chair</b>	
	<b>Ms. Madeline Ferraro, Trustee</b>	
	<b>Dr. Carl Guzzo, Chair</b>	
	<b>Mr. Bret Kaufman, Trustee</b>	
	<b>Mr. Kevin Przystawski, Trustee</b>	Ms. Kathleen McGreevy - recorder
	<b>Ms. Marta Rambaud, Trustee</b>	
	<b>Dr. Les Richens, Trustee</b> (8:30 P.M.)	
<b>Absent</b>		
<b>College Counsel</b>	<b>Mr. Mitchell Jacobs, Esq., General Counsel</b>	

C.

Topic and Discussion	Votes Taken	Action & Follow-up Actions
<p><b>Adoption of Agenda for Public Business Meeting</b></p>	<p>A motion was made to adopt the agenda by Trustee Cram and seconded by Trustee Kaufman</p> <p><b>YES:</b> Trustees Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> NONE</p> <p><b>ABSTENTIONS:</b> NONE</p>	
<p><b>Public Comments on agenda items - Chair Guzzo</b></p> <p>Ms. AnnMarie Johnson was present, but had no comments regarding the agenda. She thanked the Board for their service.</p>		
<p><b>Resolution to Hold a Closed Meeting – Chair Guzzo</b></p> <p><i>(Attachment A)</i></p>	<p>A motion to accept the resolution to hold an executive session was made by Trustee Crupi and seconded by Trustee Cram.</p> <p><b>YES:</b> Trustee Trustees Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> NONE</p> <p><b>ABSTENTIONS:</b> NONE</p>	
<p><b>Re-open the meeting to the public.</b></p>	<p>A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Trustee Abby-White</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud,</p>	

	<p>Richens and Chair Guzzo</p> <p><b>NAYS:</b> NONE</p> <p><b>ABSTENTIONS:</b> NONE</p>	
<p>Adjournment – Chair Guzzo</p> <p>The meeting was adjourned at 10:35 P.M.</p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Becht and unanimously approved.</p>	

**BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that 1 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **May 22, 2017 at approximately 5:30 PM**

WHEREAS, the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: \_\_\_\_\_ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

**May 22, 2017**

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"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body."

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality \_\_\_\_\_

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"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is:

"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is **the interviews for interim President and discussion of the appointment of an interim president and the discussion on the acting/interim CFO position.**

"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is

**RESOLUTION AUTHORIZING EXECUTIVE SESSION  
May 22, 2017**

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WHEREAS, the length of the Executive Session is estimated to be 3 and hours after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) reconvene and  immediately adjourn or  reconvene and proceed with business where formal action may be taken.

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Brookdale Community College Board of Trustees hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed; and

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall post this Resolution on the Board website and furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

**RESOLUTION AUTHORIZING EXECUTIVE SESSION  
May 22, 2017**

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 45 recommended items. A summary of the action items is listed below with supporting documentation attached.

<b>A. Hires</b>	<b>Recommendations</b>
Faculty	1
Adjuncts	2
<b>B. Reappointment of Executive Administration</b>	11
<b>C. Change of Status</b>	<b>Recommendations</b>
Executive	1
Faculty	2
Administrative	6
Support Staff	6
<b>D. Separations</b>	<b>Recommendations</b>
Faculty	8
Administrative	1
Support Staff	7

**A. HIRES**
**FACULTY**

1. Name: Tara Rostron-Lorenz  
 Department: Nursing  
 Position: Instructor  
 Salary: \$56,777  
 Effective: 9/1/17

**FACULTY DEGREE SUMMARY**

 Masters  
 1

**ADJUNCTS**

1. Name: William Kelly  
 Department: K-12 Partnerships
2. Name: Timothy Macaluso  
 Department: Environmental Science

**ADJUNCT DEGREE SUMMARY**

Masters	Bachelors
1	1

**B. REAPPOINTMENT OF EXECUTIVE ADMINISTRATION**

Anoop Ahluwalia	Institute Dean	STEM
Burns, William	Dean	Innovation & Learning Resources
Calendar, Carl	Institute Dean	Humanities
Edman, Jayne	Institute Dean	Health Sciences
Gallo, Patricia	Institute Dean	Business & Social Sciences
Kegelman, Nancy	Associate Vice President	Planning & Institutional Evaluation
Lucier-Woodruff, Marie	Associate Vice President	Continuing & Professional Services
Madas, Yesenia	Campus Dean	Brookdale at Freehold
Reed, Matthew	Vice President	Learning
Rother, Franklyn	Dean	K-12 Partnerships
Sensi, Patricia	Associate Vice President	Human Resources & Organizational Safety
Voogt, Anita	Executive Dean	HEC's & K-16 Partnerships

**C. CHANGE OF STATUS****EXECUTIVE**

1. Name: Herb Cohen, Ed.,D.  
Department: Student Success  
Position: Interim Vice President, Student Success  
Action: Temporary reassignment  
New Salary: \$127,000  
Effective: 7/1/17, until further notice, but not later than 6/30/18

**FACULTY**

1. Name: Barbara Gonos  
Department: Criminal Justice  
Position: Professor  
Action: 20% reduction in load for 20% reduction in pay  
New Salary: \$83,198  
Effective: 9/1/17 – 6/30/18
2. Name: Debra Umlauf  
Department: Nursing  
Position: Instructor  
Action: Resignation rescinded  
Effective: 5/8/17

**ADMINISTRATIVE**

1. Name: Hilda Dudick  
Department: Learning  
Position: Administrator  
Action: Extension of monthly stipend  
Effective: 7/1/17 – until further notice, but not later than 12/31/17
2. Name: Robert Francis  
Department: Finance & Operations  
Position: Interim Director of Operations  
Action: Temporary reassignment  
New Salary: \$121,530  
Effective: 7/1/17 until further notice, but not later than 6/30/18

3. Name: Avis McMillon  
Department: College Relations  
Position: Executive Director  
Action: Extension of monthly stipend  
Effective: 7/1/17, until further notice, but not later than 12/31/17

4. Name: Teresa Manfreda  
Department: Finance & Operations  
Position: Manager, Finance  
Action: Monthly stipend of \$550 for additional duties  
Effective: 7/16/17, until further notice, but not later than 6/30/18

5. Name: Bonnie Passarella  
Department: Finance & Operations  
Position: Manager, Contract Administration  
Action: Monthly stipend of \$550 for additional duties  
Effective: 7/16/17, until further notice, but not later than 6/30/18

6. Name: Joseph Pingitore  
Department: Finance & Operations  
Position: Interim Executive Director, Finance  
Action: Temporary reassignment  
New Salary: \$109,821  
Effective: 7/1/17 until further notice, but not later than 6/30/18

**SUPPORT STAFF**

1. Name: Danielle Basmagy  
Department: Career Pathways  
Position: Senior Office Assistant, part-time 29 hrs/wk, grant funded position  
Action: Extension of temporary position  
New Salary: \$28,343  
Effective: 7/1/17 through 9/30/17, or end of assignment, whichever is earlier

2. Name: Cindy Berman  
Department: Continuing & Professional Studies  
Position: Associate, Healthcare Training, part-time 29 hrs/wk, grant funded position  
Action: Extension of temporary  
New Salary: \$30,924  
Effective: 7/1/17 through 9/30/17, or end of assignment, whichever is earlier

3. Name: Glen Breyta  
Department: Innovation Center  
Position: Technology Operations Specialist  
Action: Title change only  
Effective: 6/21/17
4. Name: Nilufer Onder  
Department: Event Management  
Position: Specialist, Conference Facility Services  
Action: Extension of temporary assignment  
New Salary: \$40,349  
Effective: 7/1/17 until further notice, but not later than 6/30/18
5. Name: Denise Vigil  
Department: HEC's & K-12 Partnerships  
Position: Associate  
Action: Department transfer & title change  
Effective: 7/1/17
6. Name: Robert Yamello  
Department: Innovation Center  
Position: Electronics Technology Specialist  
Action: Title change only  
Effective: 6/21/17

**D. SEPARATIONS****FACULTY**

1. Name: Amy Alfano-Hills  
Department: Computer Science  
Position: Instructor  
Action: End of temporary assignment  
Effective: 6/30/17
2. Name: Maureen Dellocono  
Department: Allied Health  
Position: Instructor, Health Information Technology  
Action: Resignation  
Effective: 6/30/17

3. Name: Kevin Holl  
Department: Computer Science  
Position: Instructor  
Action: End of temporary assignment  
Effective: 6/30/17
4. Name: Carol Hunter  
Department: Speech  
Position: Professor  
Action: Retirement  
Effective: 6/30/17
5. Name: Daniel Markowicz  
Department: English  
Position: Instructor  
Action: End of temporary assignment  
Effective: 6/30/17
6. Name: Joseph Sanpietro  
Department: English  
Position: Instructor  
Action: End of temporary assignment  
Effective: 6/30/17
7. Name: Barbara Tozzi  
Department: Mathematics  
Position: Professor  
Action: Retirement  
Effective: 6/30/17
8. Name: Jaclyn Wilt  
Department: Reading  
Position: Instructor  
Action: Resignation  
Effective: 6/30/17

**ADMINISTRATIVE**

1. Name: Billie Ciano  
Department: Finance & Operations  
Position: Coordinator, Grants & Special Projects  
Action: Resignation  
Effective: 6/30/17

**SUPPORT STAFF**

1. Name: Safwat Azab  
Department: Chemistry  
Position: Instructional Assistant  
Action: Retirement  
Effective: 11/30/17
  
2. Name: James Grammer  
Department: Writing  
Position: Academic Tutor  
Action: End of temporary assignment  
Effective: 6/30/17
  
3. Name: Rosemary Kochman  
Department: Police  
Position: Desk Clerk  
Action: Retirement  
Effective: 7/31/17
  
4. Name: Blanca Kopacz  
Department: Financial Aid  
Position: Financial Aid Specialist  
Action: Retirement  
Effective: 6/30/17
  
5. Name: Edward Manning  
Department: Brookdale at Freehold  
Position: Student Assistant  
Action: Retirement  
Effective: 6/30/17
  
6. Name: John Ostar  
Department: Engineering  
Position: Instructional Assistant  
Action: End of temporary assignment  
Effective: 6/30/17
  
7. Name: Jeanne McCarthy  
Department: Reading  
Position: Instructional Assistant  
Action: End of temporary assignment  
Effective: 6/30/17



**BOARD OF TRUSTEES**

General Functions

Administration

**HUMAN RESOURCES**

Finance & Facilities

Policy & Education

SUBJECT: Adoption of FY2018 Executive Compensation      DATE:      June 20, 2017

ITEM & FILE #: 3.3

REASON FOR BOARD CONSIDERATION: Approval

ENCLOSURE(S): Resolution

### 3.2      Executive Compensation

General wage increases are determined each year in one of several ways – they are negotiated through collective bargaining agreements for unionized employees, implemented consistent with Policy 3.0002 for non-represented employees up to the level of Dean, and recommended by the President for executive level positions (Dean, Associate Vice President, Executive Dean, and Vice President). The following resolution is presented on behalf of the President for the Board's approval for FY2018 executive compensation.

June 20, 2017: Associate Vice President of Human Resources & Organizational Safety,  
Patricia Sensi

# RESOLUTION

**WHEREAS**, Policy 3.0002 states that the President shall make recommendations to the Board of Trustees on proposed compensation for individuals in positions at the Dean's level and above; and

**WHEREAS**, such recommendations have historically followed the settlements of the collective bargaining agreement for the Administrative Association; and

**WHEREAS**, the Board ratified a contract with the Administrative Association providing a general wage increase in FY18 of \$1,650 or 2.4%, whichever is greater; and

**WHEREAS**, the members of the executive team have performed with excellence and dedication through the past year; and

**WHEREAS**, the President recommends and strongly supports salary adjustments consistent with unionized administrators; and

**WHEREAS**, notwithstanding the above, the President recommends a 2% increase for the executive leadership team, balancing the need to maintain a differential between the administrative staff and the executive staff with a need for fiscal restraint;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees approves salary adjustments for members of the executive staff in positions of Dean, Executive Dean, Associate Vice President, and Vice President consistent with the above recommendation; and

**BE IT FURTHER RESOLVED** that the Board of Trustees wishes to acknowledge the leadership of said employees and thanks them for their service and dedication to the College and our students.

June 20, 2017: Dr. Maureen Murphy, President

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

## **2.1 Application for Grants Executive Summary**

### **Employment Directed Activities Work First New Jersey**

Brookdale submitted a proposal to the Monmouth County Division of Workforce Development under its Employment Directed Activities Work First New Jersey Program on June 6, 2017. The goal of the program is for participants receiving public assistance to be gainfully employed and self-sufficient upon completion of the program activities. The program will provide integrated literacy and occupational training in three major sectors; healthcare, technology and hospitality. Participants within existing TANF, GA, SNAP, ABAWD programs will be given the opportunity to achieve their high school equivalency diploma, increase their literacy and numeracy and obtain a national credential or a Brookdale Community College certification. Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant requested is **\$452,500** and does not require a match.

#### **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.

June 20, 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>
Employment Directed Activities Work First New Jersey Program	\$452,500

**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.

June 20, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

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

**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 May 16, 2017, 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:

<b>DATE</b>	<b>DONOR</b>	<b>ITEM</b>
<b>5/8/17</b>	<b>Ms. Marilyn Maguire 17 Silverbrook Place Lincroft, NJ 07738</b>	<b>Donation of World War II Era Books for the Narozanick Resource Center for World War II Studies</b>
<b>6/7/17</b>	<b>Mr. Jim Granelli 113 Highland Avenue Neptune, NJ 07753</b>	<b>Donation of eighteen historical photographic images of Camp Evans to be displayed in the new West Building at Brookdale at Wall</b>
<b>6/7/17</b>	<b>Mr. Kevin Burkitt 512 Helen Terrace Shark River Hills, NJ 07753</b>	<b>Donation of seven poster-size photographic prints of the Camp Evans property to be displayed in the new West Building at Brookdale at Wall</b>

June 20, 2017: Laura Qaissaunee, Director of Grants & Institutional Development

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 Director, Finance & Operation and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 13, 2017.

June 20, 2017: Director, Finance & Operations, Joseph Pingitore

## **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 Director, 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**

**June 20, 2017**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>FY18 Amount of Purchase</b>
	<b>Auxiliary</b>			
1	CulinArt Inc.	<b>Management and Operations of Food, Beverage and Catering Services, RFP No. 18-13 /</b> Exempt 18A:64A, 25.5 & 25.28. This is a five year contract extension (7/1/18 - 6/30/23) for the management and operations of food, beverage and catering services.	RFP	Revenue \$475,000.00
	<b>Capital</b>			
2	List of pre-qualified firms attached.	<b>Architectural, Engineering and other Professional Services, RFQ No. 01-16 /</b> This is a one year pre-qualification for 29 firms to provide architectural, engineering, and other professional services and are funded by Chapter 12. FY17 YTD \$300,000.	RFQ	\$ 75,000.00 *
3	Allstate Office Interiors	<b>Furnish &amp; Installation of Flooring /</b> Exempt 18A:64A.25.9 (State Contract). This State contract is for the supply, delivery and installation of flooring in MAS Lower Level and is funded by Chapter 12.	Exempt	\$ 23,273.54
	<b>Capital/IT</b>			
4	Dell	<b>Computers /</b> Exempt 18A:64A.25.9 (State Contract). This State contract is for FY18 purchases of Dell computers and is funded by the capital budgets of IT and various departments. FY17 YTD \$407,000.	Exempt	\$ 350,000.00 *
5	Apple Inc.	<b>Computers /</b> Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for FY18 purchases of Apple computers through a co-op agreement with the Middlesex Regional Educational Services Commission and is funded by the capital budgets of IT and various departments. FY17 YTD \$68,500.	Exempt	\$ 75,000.00 *

6	SHI International	<b>Commvault Software Maintenance / Exempt 18A:64A-25.9 (State Contract).</b> This is the 1st year of a 3 year State contract (\$111,000) for Commvault software maintenance and is funded by the IT capital budget. FY17 YTD \$30,006.36. The annual payment of \$37,000 due July 1 each year.	Exempt	\$	37,000.00
7	TierPoint, LLC	<b>Co-Location Services, RFP No. 10-17 /</b> Notice was sent to 16 vendors, received 4 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for co-location services to provide space, power, cooling, and physical security for the storage of servers and networking equipment. This contract is funded by the IT capital budget and payable monthly. FY17 YTD \$40,200.	RFP	\$	45,120.00
<b>Grant</b>					
8	List of pre-qualified consultants attached.	<b>Consulting Services for E-Mate Grant Program, RFQ 02-2018 and RFQ 04-2018 /</b> Notice was sent to 92 vendors, received 15 replies. This is a one year pre-qualification, with an option for a 2nd year renewal for consulting services and is funded by the NSF grant. FY17 YTD \$65,000.	RFQ	\$	90,000.00 *
<b>Operating</b>					
9	Veritiv, Inc. dba XPEDX Paper Mart, Inc. W.B. Mason Co., Inc. Paterson Card and Paper Co.	<b>Printing Services Paper &amp; Envelopes, Bid No. 17-47 /</b> Notice was sent to 13 vendors, received 5 replies. These contracts are for the supply and delivery of paper and envelopes for the period of July 1 through December 31, 2017 and are funded by the Printing Services budget. FY17 YTD \$58,000.	Bid	\$	35,000.00 *
10	W.B. Mason Co., Inc.	<b>Copy Paper and Recycled Paper, Bid No. 17-48 /</b> Notice was sent to 12 vendors, received 4 replies. This contract is for the supply and delivery of copy and recycled paper for the New Jersey County College Joint Purchasing Consortium (NJCCJPC) for the period of July 1 through December 31, 2017. Brookdale Community College is the lead agency for the Consortium purchase. This contract is funded by the Printing Services budget. FY17 YTD \$33,600.	Bid	\$	36,000.00 *

11	Trane Building Services	<b>Chiller Maintenance Services</b> / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software) and Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This a 3 year contract (\$89,850) with an option for a 4th and 5th year renewal for chiller maintenance services and is funded by the Facilities budget with monthly payment of \$2,495.83. FY17 YTD \$26,900.	Exempt	\$	29,950.00
12	Simonik Transportation & Warehousing Group, LLC	<b>Moving Services T&amp;M, Bid No. 17-22</b> / This is the 2nd year of a 2 year contract for moving services T&M. This contract is funded by the Facilities budget, payable as service is incurred. FY17 YTD \$6,403.	Bid	\$	17,500.00 *
13	Mazza Recycling Services Ltd.	<b>Trash Disposal &amp; Recycling, Bid No. 17-42</b> / Notice was sent to 11 vendors, received 5 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for trash disposal and recycling for Lincroft, Freehold, Wall and Hazlet. This contract is funded by the Facilities budget and is payable monthly. FY17 YTD \$71,763.	Bid	\$	104,588.00 *
14	Harring Fire Protection, LLC	<b>Fire Extinguisher Services, Bid No. 17-43</b> / Notice was sent to 15 vendors, received 6 replies. This is a one year contract with an option for a 2nd year renewal for fire extinguisher services. This contract is funded by the Facilities budget. FY17 YTD \$6,078.	Bid	\$	6,000.00 *
15	Fyr-Fyter Sales and Service, Inc.	<b>Fire Suppression Services, Bid No. 17-44</b> / Notice was sent to 17 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for fire suppression services. This contract is funded by the Facilities budget. Annual inspection is \$11,500 due in May of 2018; the balance is T&M for maintainance and repairs. FY17 YTD \$50,000.	Bid	\$	50,000.00 *
16	Fire Security Technologies, Inc.	<b>Fire Alarm, Inspection, Testing and Repairs, Bid No. 17-45</b> / Notice was sent to 14 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for fire alarm, inspection, testing and repairs. This contract is funded by the Facilities budget. Annual inspection is \$40K due in May 2018; balance is T&M maintainance and repairs. FY17 YTD \$79,206.	Bid	\$	80,765.00 *

17	Burlew Mechanical LLC.	<b>Plumbing T&amp;M, Bid No. 17-46</b> / Notice was send to 9 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for plumbing time and material. This contract is funded by the Facilities budget and payable as services are rendered. FY17 YTD \$34,322.	Bid	\$	40,000.00 *
18	PARS Environmental, Inc.	<b>Health, Safety, and Environmental Regulatory Compliance Services, RFP No. 12-17</b> / Notice was sent to 18 vendors, received 6 replies. This is a one year contract with an option for a 2nd year renewal for health, safety, and environmental regulatory compliance services. This contract is funded by the Facilities budget and payable as services are rendered. FY17 YTD \$30,000.	RFP	\$	40,000.00 *
19	Aetna	<b>Dental Insurance</b> / This is the 2nd year of a 2 year contract for basic and enhanced dental insurance for college employees. The basic coverage is funded by the operating budget; the enhanced insurance is provided as an option for employees who pay \$60K for the additional coverage. This is estimated (total # of empoloyees) and payable monthly. FY17 YTD \$380,000.	RFP	\$	455,000.00
20	UNUM	<b>Short Term Disability Insurance</b> / This is the 2nd year of a 2 year contract for short term disability insurance and is funded by the operating budget and is estimated for your reference, and payable monthly. FY17 YTD \$289,123.	RFP	\$	265,000.00
21	PeopleAdmin Inc.	<b>Software License for Applicant Tracking</b> / Exempt 18A:64A-25.5.a.(19) (Proprietary Software). This contract is for the annual renewal of the software license used by Human Resources to track job applicants' information. This contract is funded by the Human Resources budget. FY17 YTD \$23,508.96.	Exempt	\$	25,389.70
22	CoreTranz Business Services	<b>Use of Credit Card (Merchant Services), Bid No. 17-41</b> / Notice was sent to 15 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for the use of credit card services for charges for tuition and fees for credit and non-credit courses, bookstore purchases and public events. This contract is funded by the operating budget. FY17 YTD \$350,000.	Bid	\$	350,000.00 *

23	Cleary, Giacobbe, Alfieri, Jacobs, LLC	<b>College Counsel, RFP No. 11-15</b> / This is the 3rd year of a 3 year contract for college counsel services and is funded by the operating budget with an hourly rate of \$175 per hour and payable monthly according to services rendered. FY17 YTD \$120,098.	RFP	\$ 175,000.00 *
24	Cleary, Giacobbe, Alfieri, Jacobs, LLC	<b>College Labor Counsel, RFP No. 12-15</b> / This is the 3rd year of a 3 year contract for college labor counsel services and is funded by the operating budget with an hourly rate of \$175 per hour and payable monthly according to services rendered. FY17 YTD \$80,790.	RFP	\$ 50,000.00 *
25	T & M Associates	<b>General Engineering Services as the Engineer of Record for the College, RFP No. 04-16</b> / This is the 3rd year of a 3 year contract for general engineering services and is funded by the operating budget and payable monthly as services are rendered. FY17 YTD \$115,019.	RFP	\$ 100,000.00 *
26	N.J. Community College Insurance Pool	<b>Workers Compensation Insurance</b> / Exempt 18A:64A-25.5.a.(11) (Insurance). This FY18 contract is for workers compensation insurance and is funded by the operating budget payable July 1. FY17 YTD \$286,000.	Exempt	\$ 295,955.00
27	Borden Perlman True & Associates Balken Risk Management Services, LLC	<b>Insurance Services Property &amp; Liability, RFP No. 05-15</b> / This is the 3rd year of a 3 year contract for property & liability insurance premiums and are funded by the operating budget. A payment of \$383,995 is due July 1; and \$175,591 due for the remaining three quarters. FY17 YTD \$923,683.28.	RFP	\$ 910,766.72
28	Winning Strategies Washington, LLC	<b>Professional Representation with Federal Agencies, The U.S. Congress and the State of New Jersey, RFP No. 10-14</b> / This is a one year contract extension for professional representation at the federal and state levels with a general focus on federal competitive grant activities. This contract is funded by the operating budget payable monthly. FY17 YTD \$36,000.	RFP	\$ 36,000.00
29	Rave Mobile Safety	<b>Emergency Alert Services, RFP No. 11-17</b> / Notice sent to 13 vendors, received 2 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for emergency alert services. This enhanced service will allow communication to multiple locations/devices from one system. This contract is funded by the Institutional Marketing budget, \$24,988.50 payable July 1; 2nd & 3rd payments of \$4,386.25 to follow. FY17 YTD \$18,885.	RFP	\$ 33,761.00

30	International Facility Management Association	<b>Student Materials for SFP and FMP Programs / Exempt 18A:64A-25.5.a.(3)</b> (Sole Source). This contract is for the supply and delivery of student materials for the Sustainability Facility Professional and the Facility Management Professional programs. This contract is funded by CPS revenue generating programs, payable as purchased. FY17 YTD \$17,982.	Exempt	\$	20,000.00 *
31	Suburban Trails, Inc. R. Helfrich & Son Corp.	<b>Charter Bus Services for Tour &amp; Talk Trips, Summer 2017, Bid No. 17-49 /</b> Notice was sent to 9 vendors, received 4 replies. These contracts are for charter bus services for 10 Tour & Talk trips and are funded by CPS revenue generating programs. FY17 YTD \$37,579.	Bid	\$	9,597.00
32	Assessment Technologies Institute, LLC Elsevier	<b>Nursing Comprehensive Assessment &amp; Review Program and Student Exams / Exempt 18A:64A-25.5.a.(3)</b> (Materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted) and Exempt 18A:64A-25.5.a.(19)(Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware). These FY18 contracts are for on-line comprehensive assessment and tutorial review programs and customized HESI exams for nursing students. These contracts are funded by student lab fees. FY17 YTD \$113,388.	Exempt	\$	142,856.50
33	County of Monmouth	<b>911 Shared Services Program / Exempt 18A:64A-25.5.b.</b> (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of the 911 shared services program with the County and is funded by the Police budget, payment due July 1. FY17 YTD \$51,070.	Exempt	\$	51,070.00

\* Estimated expense based on historical data

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

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\$ 4,530,376.46

**\*\*Pre-approved Architectural, Engineering and other Professional Services  
RFQ 01-2016 – 1 year Extension**

**Board Item No. 2**

Brecht Engineers BT, Inc.	Langan Associates
Brinkerhoff Environmental Services, Inc.	LAN Associates
Cambridge Construction Management	Maser Consulting
CHA	Nelson Consulting
Clarke Canton Hintz	PARS Environmental
DBL Associates	Partner Engineering & Science
Di Cara Rubino Architects	Pennoni Associates
EI Associates	Settembrino Architects
Engineered Design Group	SNS Architects & Engineers
Fraytak Veisz Hopkins Duthie, PC	Solutions Architecture, LLC
Fletcher Thompson	Spiezle Group
French & Parrello	SSP Architectural Group
Greyhawk Construction Managers	Torcon, Inc.
Hatch Mott MacDonald	USA Architects
Johnson Urban LLC	

**\*\*Pre-approved Consultants for E-Mate Grant Program  
RFQ 02-2018 and RFQ 04-2018, 1<sup>st</sup> year with an option for 2<sup>nd</sup> year renewal**

**Board Item No. 8**

Jaime L. Mahoney  
Academy Source  
Mary Ann C McMEnamin, JD  
Philliber Research & Evaluation  
Center for Occupational Research & Development Inc. (CORD)  
Lamoka Educational Consulting (Margaret D. Weeks)  
P. David Lees, Ed.D.  
SCORE Publishing/Bradley Metrock  
Black Ink Creative Partners  
Jonathan Fingerut  
Learnobject, LLD/Malcolm Johnstone  
Ian Anderson  
Chris Giunco  
Terry D. Vaughn  
Mullins Consulting, Inc. /Megan Mullins



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

Payments made to vendors, students, and employees totaled \$3,208,380.84. 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 Director, Finance & Operations and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 13, 2017.

June 20, 2017: Director, Finance & Operations, Joseph Pingitore



## **4.1 Monthly Dashboard Summary Month Ending April 30, 2017**

The comparative schedule compares data reported from the same time frame last year to the current time period. FY16 actual enrollment was 9,818; the forecasted enrollment for FY17 is 9,424, a decrease of 4.0 percent. Transactions are trending in accordance with the forecast.

Cash disbursements through April 30 totaled \$7,467,366.85. In addition to payroll expenses and Bookstore purchases, significant vendor payments were made for the Wall academic structure (\$1.071m) and includes emergency phones of (\$60k) and furniture and equipment purchases of (\$24k); Dell computers (\$143k); MAS science lab renovations (\$52k); and snow removal (\$87k).

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 March through April 30 illustrates the difference in capital spending in prior year vs. current.

**Annual Comparative Change**

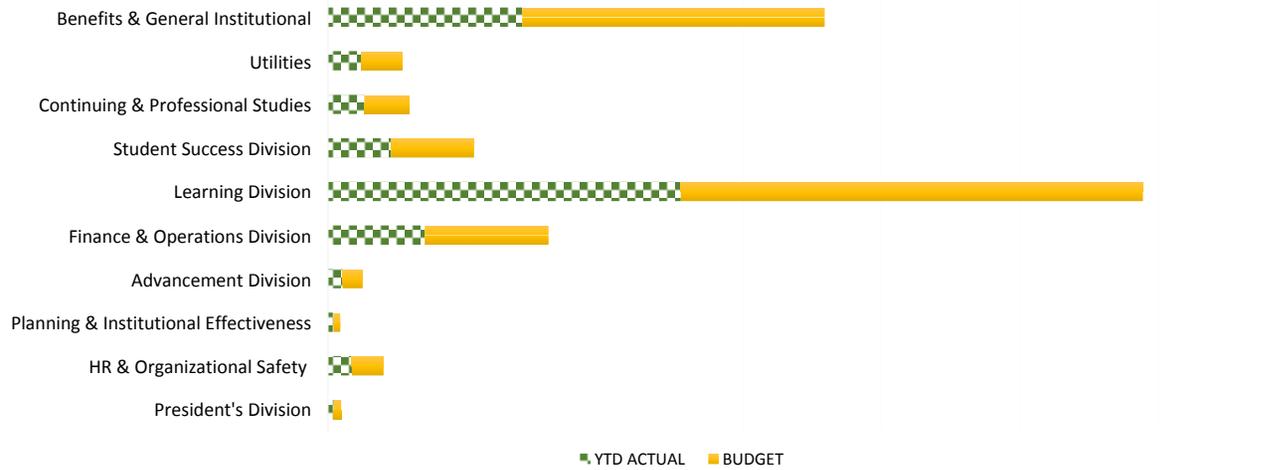
	<b>Current Year 04/30/17</b>	<b>Prior Year 04/30/16</b>	<b>CHANGE</b>
<b>ENROLLMENT</b>			
Credit FTE	9,424	9,818	(394) -4.0%
<b>OPERATING EXPENDITURES *</b>			
Learning Division	\$ 30,482,254	\$ 30,747,303	\$ (265,049)
Benefits & General Institutional	14,523,414	14,967,044	(443,630)
<b>Sub Total</b>	<b>45,005,668</b>	<b>45,714,347</b>	<b>(708,679)</b>
All other divisions	24,077,884	24,059,863	18,021
<b>Total Operating Expenses</b>	<b>69,083,552</b>	<b>69,774,210</b>	<b>(690,658)</b>
<b>OPERATING REVENUE</b>			
Tuition	38,955,810	39,302,160	(346,350)
Fees **	4,990,330	5,964,450	(974,120)
<b>Sub Total</b>	<b>43,946,140</b>	<b>45,266,610</b>	<b>(1,320,470)</b>
State Appropriations	8,649,117	8,625,471	23,646
County Appropriations	16,689,183	16,689,183	-
All other revenue	3,187,251	3,261,525	(74,274)
<b>Total Operating Revenue</b>	<b>72,471,691</b>	<b>73,842,789</b>	<b>(1,371,098)</b>
<b>CASH</b>			
Cash	6,419,494	12,759,785	(6,340,291)
<b>Total Cash</b>	<b>6,419,494</b>	<b>12,759,785</b>	<b>(6,340,291)</b>
<b>CAPITAL EXPENDITURES *</b>			
Renewals & Replacements	17,957,519	23,234,064	(5,276,545)
Minor Capital	3,768,406	4,033,737	(265,331)
<b>Total Capital Expenses</b>	<b>21,725,925</b>	<b>27,267,801</b>	<b>(5,541,876)</b>
<b>CAPITAL REVENUE</b>			
State	9,864,905	3,718,633	6,146,272
County	2,777,891	1,043,640	1,734,251
Other	5,281,855	6,076,946	(795,091)
<b>Total Capital Revenue</b>	<b>17,924,651</b>	<b>10,839,219</b>	<b>7,085,432</b>

Note:

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

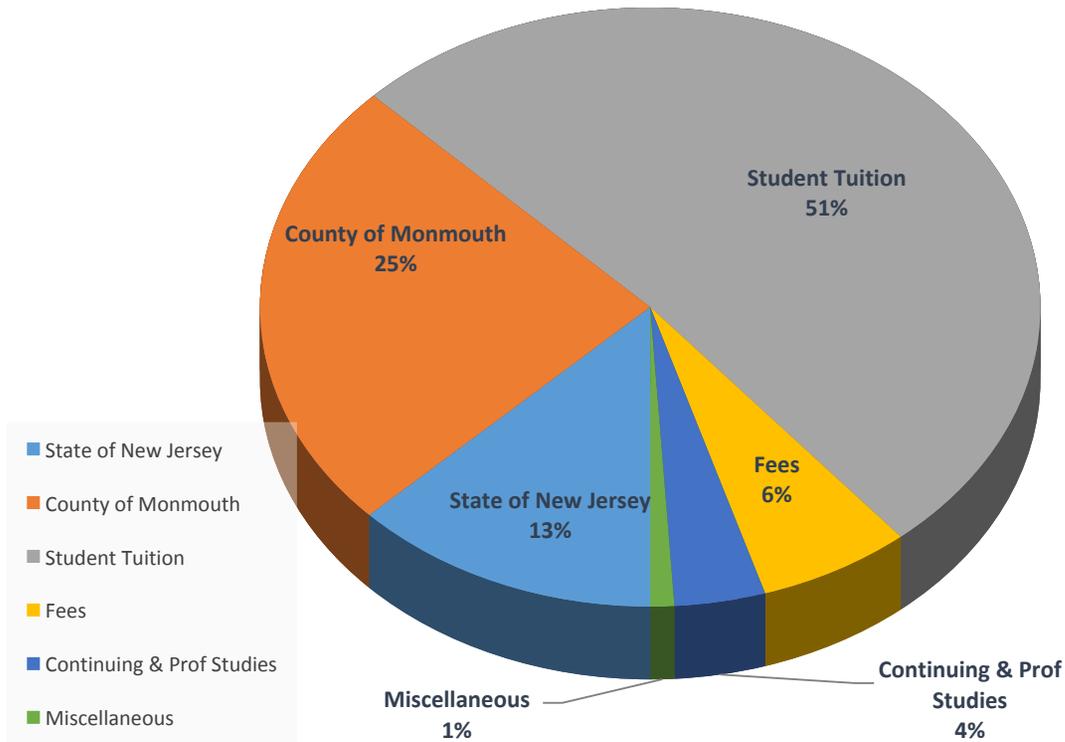
\*\* Reduction in Fees revenue is due to a change in the funding formula. A larger portion of fee revenue collected is used to fund the capital budget, eliminating reliance on reserves.

### April 2017 Operating Expenses



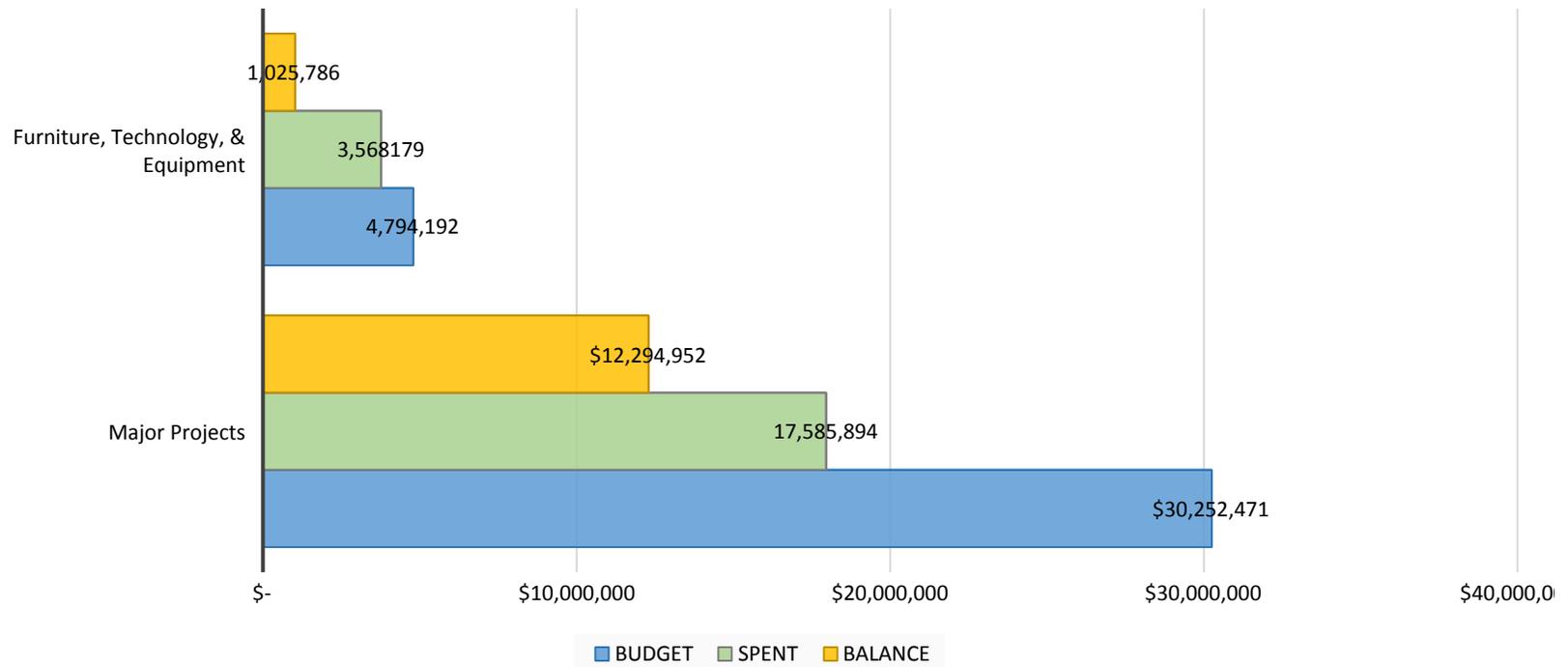
	BUDGET	YTD ACTUAL	COMMIT	BALANCE
<b>President's Division</b>	\$ 534,558	\$ 419,127	\$ 65,721	\$ 49,710
<b>HR &amp; Organizational Safety</b>	2,291,747	1,728,528	292,680	270,539
<b>Planning &amp; Institutional Effectiveness</b>	479,457	409,404	24,128	45,925
<b>Advancement Division</b>	1,455,137	1,055,360	193,966	205,811
<b>Finance &amp; Operations Division</b>	8,956,452	6,996,474	1,674,812	285,166
<b>Learning Division</b>	33,423,575	25,511,882	4,970,372	2,941,321
<b>Student Success Division</b>	5,996,673	4,570,296	903,336	523,041
<b>Continuing &amp; Professional Studies</b>	3,258,216	2,643,715	479,677	134,824
<b>Utilities</b>	2,905,962	2,426,865	193,795	285,302
<b>Benefits &amp; General Institutional</b>	21,875,350	14,043,827	479,587	7,351,936
<b>Total</b>	<u>\$ 81,177,127</u>	<u>\$ 59,805,478</u>	<u>\$ 9,278,074</u>	<u>\$ 12,093,575</u>

### April 2017 Operating Revenue Sources



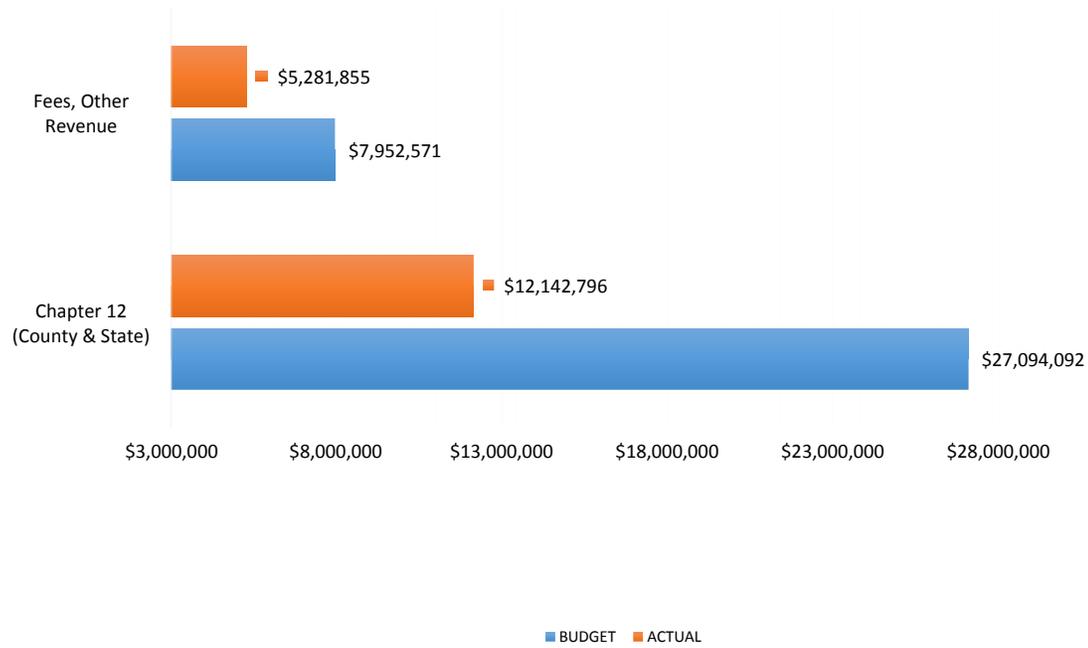
	BUDGET	YTD ACTUAL	BALANCE
State of New Jersey	\$ 10,378,940	\$ 8,649,117	\$ 1,729,823
County of Monmouth	20,027,019	16,689,183	3,337,836
Student Tuition	41,764,827	38,955,810	2,809,017
Fees	5,142,341	4,990,330	152,011
Continuing & Prof Studies	3,060,000	2,706,072	353,928
Approp from Reserve	-	-	-
Miscellaneous	804,000	481,179	322,821
<b>Total</b>	<b>\$ 81,177,127</b>	<b>\$ 72,471,691</b>	<b>\$ 8,705,436</b>

### April 2017 Capital Fund Expenditures



	BUDGET	ALLOCATED	SPENT	BALANCE
Major Projects	\$ 30,252,471	\$ 8,377,283	\$ 17,957,519	\$ 12,294,952
Furniture, Technology, & Equipment	4,794,192	-	3,768,406	1,025,786
<b>Total</b>	<b>\$ 35,046,663</b>	<b>\$ 8,377,283</b>	<b>\$ 21,725,925</b>	<b>\$ 13,320,738</b>

### Capital Funding Sources



#### Capital Summary

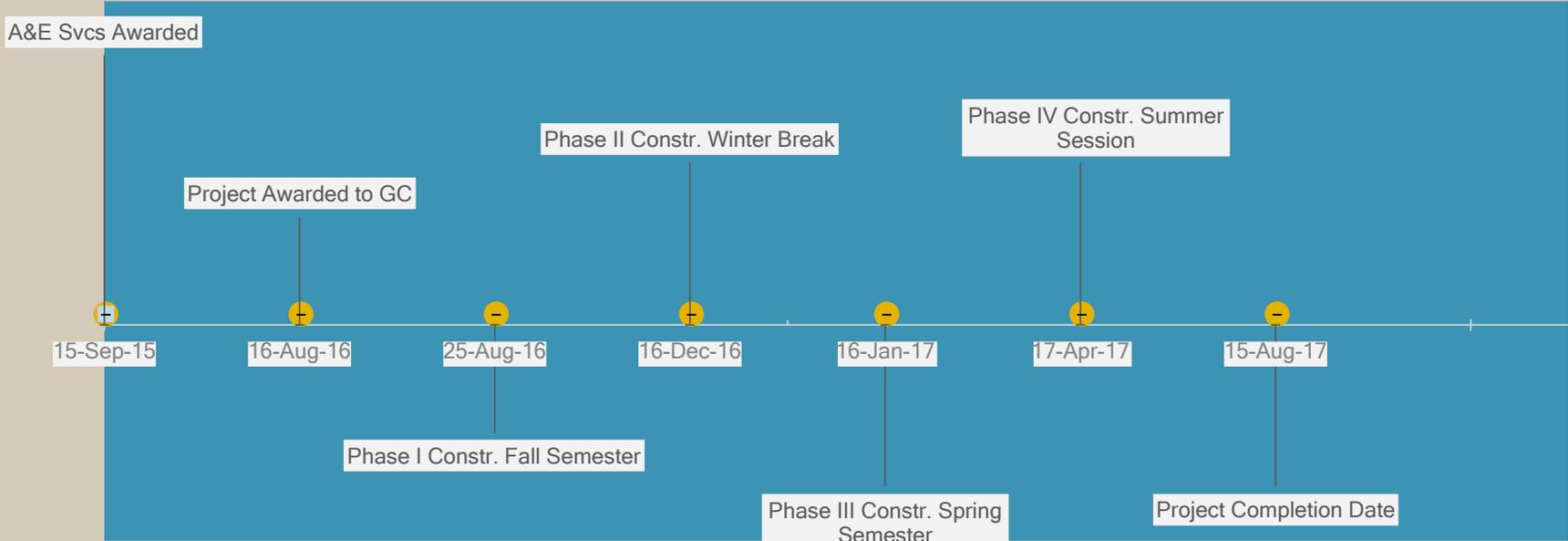
	BUDGET	ACTUAL
Chapter 12 (County & State) \$	27,094,092 \$	12,142,796
Fees, Other Revenue \$	7,952,571 \$	5,281,855

**Capital Summary through April 30, 2017**

	<b>ASSOCIATED REVENUE</b>	<b>ALLOCATED</b>	<b>ACTUAL &amp; COMMIT</b>	<b>BALANCE</b>
<b>Chapter 12</b>				
<b>FY12</b>	\$ 1,951,142		\$ -	\$ -
8120520 - Gorman Hall	-	298	298	-
8120545 - Back Campus Walkway	-	403,240	403,240	-
8120550 - Wall Campus Expansion	-	1,547,604	1,386,654	160,950
	<u>1,951,142</u>	<u>1,951,142</u>	<u>1,790,192</u>	<u>160,950</u>
<b>FY13</b>	1,228,633	400,000	-	400,000
8130515 - Replacement of Carpet and Flooring MAC	-	370,830	57,083	313,747
8130530 - Infrastructure Improvements Lincroft	-	457,803	457,803	-
	<u>1,228,633</u>	<u>1,228,633</u>	<u>514,886</u>	<u>713,747</u>
<b>FY14</b>	3,761,898	-	-	1,314,391
8140505 - Renovation of MAS Science Labs	-	2,390,853	2,390,853	-
8140510 - Infrastructure Improvements Lincroft	-	19,654	9,779	9,875
8140515 - SLC Police Station Renovation	-	20,000	8,907	11,093
8140520 - Gorman Hall Water Main	-	17,000	17,000	-
	<u>3,761,898</u>	<u>2,447,507</u>	<u>2,426,539</u>	<u>1,335,359</u>
<b>FY15</b>	3,190,000	-	-	440,000
8150505 - Central Utility Plant Upgrade	-	500,000	46,000	454,000
8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	595,000	33,123	561,877
8150515 - Infrastructure Improvements	-	1,155,000	369,941	785,059
8150520 - CAR One Stop Renovation	-	500,000	14,400	485,600
	<u>3,190,000</u>	<u>2,750,000</u>	<u>463,464</u>	<u>2,726,536</u>
<b>FY16 *</b>	3,000,000	-	-	3,000,000
<b>FY17 *</b>	3,500,000	-	-	3,500,000
<b>Total Chapter 12</b>	<u>16,631,673</u>	<u>8,377,282</u>	<u>5,195,081</u>	<u>11,436,592</u>
<b>Capital Projects</b>				
8131005 - Higher Ed Bond Administration - Wall	7,825,270	-	7,729,927	95,343
8131010/8131030 - Equipment Leasing Fund (ELF)	1,287,093	-	510,254	776,839
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	150,056	-	74,428	75,628
8161005 - Higher Ed Bon Administration - MAS	1,200,000	-	1,064,277	135,723
8132450 - College Hi Ed Bond Admin Match - Wall	2,608,323	-	2,954,548	(346,225)
8132455/8132460 - College HETI Match	150,056	-	74,428	75,628
8162450 - College Hi Ed Bond Admin Match - MAS	400,000	-	354,576	400,000
<b>Total Capital Projects</b>	<u>13,620,798</u>	<u>-</u>	<u>12,762,438</u>	<u>1,212,936</u>
<b>Total Major Capital</b>	<u>30,252,471</u>	<u>8,377,282</u>	<u>17,957,519</u>	<u>12,649,528</u>
<b>Minor Capital</b>	4,794,192	-	3,768,406	1,025,786
<b>Total Capital</b>	<u>\$ 35,046,663</u>	<u>\$ 8,377,282</u>	<u>\$ 21,725,925</u>	<u>\$ 13,675,314</u>

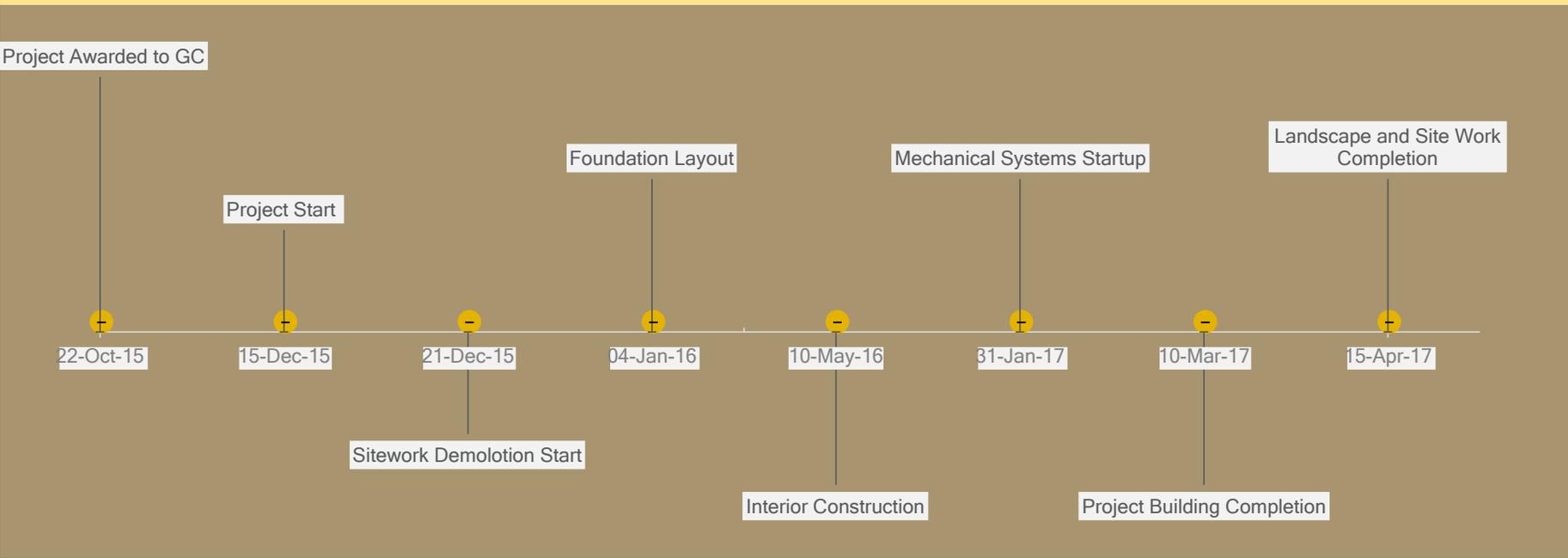
\* Pending County Bond Sale

# MAS Science Lab Renovation



\* Project funded by Chapter 12 funds (County & State) in the amount of \$4M and Higher Ed GO Bonds in the amount of \$1.2M; spend to date \$2.6M

# 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 \$161K respectively.  
 \* Technical hardware/equipment fund by ELF Bonds in the amount of \$1.7M; spend to date \$858K.  
 \* Parking Lot funded \$1.8M, Chapter 12 funds (County & State), total spend to date \$896K; Construction funded by Higher Ed GO Bonds (75% bond/25% College Match) total to-date spend \$14.6M

## BROOKDALE COMMUNITY COLLEGE PROJECTS

## A. CAPITAL PROJECTS

- 1) NEW ACADEMIC BUILDING/WALL CAMPUS- Benjamin Harvey Contract Award \$14,698,000 10/22/15  
 Change Orders to date \$665,876 3/21/17  
 REVISED CONTRACT 15,363,876
- Payments to Date \$14,939,220.94
- Pending Final Change Order \$100,000 +/-

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: Temporary Certificate of Occupancy (TCO) was issued May 4, 2017. The College is currently using the building. Two conditions/concerns were identified by Wall Township in the TCO namely, drainage problems and unrestricted access issues both affecting the Info Age property to the north. We are currently attempting to resolve these issues with Wall Township Engineer. In addition, project closeout activities have been initiated.

- 2) MAS SCIENCE LABS RENOVATION PROJECT- Circle A Construction Contract Award \$3,632,500 8/16/16  
 Change Orders to date \$25,000 3/21/17
- REVISED CONTRACT \$3,657,500
- Recommended Change Order  
 \$15,000 (add. concrete demo)
- Payments to Date \$2,350,043.50

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	COMPLETED
Phase 4- Three Chemistry Labs and Three Biology Labs	Complete by mid August 2017

STATUS: Phase 1- renovations are complete.  
 Phase 2- renovations are complete  
 Phase 3- renovations are complete  
 Phase 4- demolition complete; rough installations of electric, plumbing and HVAC are underway

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 substantially completed the project in early January 2017. We are currently monitoring and assessing the performance of the underdrain. Top course paving of the trench and reseeding of the disturbed lawn areas are scheduled for next week.

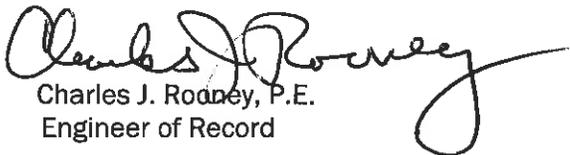
**B. DESIGN/STUDIES/REPORTS**

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

**SCOPE:** Replace cooling tower and condenser water piping within plant (base bid) with possible replacement of the replacement of the cooling towers (alternate bid).

**TENTATIVE SCHEDULE:**

Advertise project	May 25, 2017
Open Bids	July 13, 2017
Award Contract	August 22, 2017 BOT meeting
Commence Work	November 2017

  
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 Director, Finance & Operations and the Finance and Facilities Committee of the Board of Trustees at a meeting held June 13, 2017.

June 20, 2017: Director, Finance & Operations, Joseph Pingitore

**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**, 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**  
**June 20, 2017**

<b>Vendor Name</b>	<b>Description</b>	<b>Contract Award</b>	<b>Change Orders Approved</b>	<b>Current Contract Value</b>	<b>Proposed C/Os</b>	<b>Contract Total</b>	<b>Proposed % Increase</b>
1 Circle A Construction Co.	MAS Lab Renovations: Concrete demoliton and upgrade to the fire alarm system.	\$ 3,632,500.00	\$ 25,000.00	\$ 3,657,500.00	\$ 15,000.00	\$ 3,672,500.00	0.41%
		<b>\$ 3,632,500.00</b>	<b>\$ 25,000.00</b>	<b>\$ 3,657,500.00</b>	<b>\$ 15,000.00</b>	<b>\$ 3,672,500.00</b>	

#### 4.2c *Utilization of Cooperative Purchasing Initiative*

The College is a current participant in the New Jersey County College Joint Purchasing Consortium, Monmouth County Shared Services, the Middlesex Regional Educational Services Commission, the County of Somerset Cooperative, and the National Intergovernmental Purchasing Alliance Company (National IPA)/ The Cooperative Purchasing Network (TCPN) to promote the reduction in cost of goods or services by bidding or quoting in conjunction with other county colleges, the County of Monmouth, and other governmental agencies.

The College has investigated the feasibility and fit with the U.S. Communities Government Purchasing Alliance and determined that this would be of great benefit to the College. The resolutions that follow will serve as the Board's approval to engage the contract for participation.

**This report was reviewed by the Director, Finance & Operations and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 13, 2017.**

**June 20, 2017: Director, Finance & Operations, Joseph Pingitore**

## **RESOLUTION**

**WHEREAS**, Brookdale Community College is entering into a Cooperative Pricing Agreement with the U.S. Communities Government Purchasing Alliance; and

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the U.S. Communities Government Purchasing Alliance hereinafter referred to as the "Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

**WHEREAS**, the Board of Trustees of the Brookdale Community College, County of Monmouth, State of New Jersey approves participation in a Cooperative Pricing System for the provision and performance of goods and services; and

**NOW, THEREFORE BE IT RESOLVED** that the U.S. Communities Government Purchasing Alliance and Brookdale Community College enter into this cooperative pricing agreement.

#### 4.3 FY18 Revised Operating and Capital Statements

The College has developed the following FY18 Revised Operating and Capital Statements for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the Director, Finance & Operations and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 13, 2017.

June 20, 2017: Director, Finance & Operations, Joseph Pingitore

On January 18, 2017, the Board of Trustees adopted the FY18 Operating and Capital Budget. Subsequently, there have been revisions to both revenue and expenditures in the Operating and Capital budgets, which should be approved by the Board of Trustees.

The revised operating budget is based on a credit enrollment of 9,139 full-time equated students (FTEs). The revised Operating Budget is \$79,740,878, which is \$627,873 less than the original FY18 operating budget, a 0.8% decrease.

The proposed FY18 budget allows the College to maintain an open door policy, stimulate enrollment growth and sustainability, support existing programs, and strategically funds creative initiatives such as the “OneStop” for Student Services. It should be noted that additional changes will be made to this budget during the fiscal year, which could result in savings or costs that are yet to be determined.

#### **Revised Operating Revenue**

The revised operating budget shows a total revenue decrease of \$627,873, which represents a \$717,463 decrease in tuition offset by an increase in fees of \$89,590 as a result of the increase in lab fees for the Nursing and Automotive programs.

#### **Revised Operating Expenditures**

Revised operating expenditures decreased \$627,873, or 0.8%, due to changes in contractual obligations such as the non-renewal of the 2<sup>nd</sup> floor of the Neptune lease, decrease in premiums for property and liability insurance, decrease in premiums for health benefits coverage due to a change in plan offerings, and staff attrition due to resignations & retirements.

#### **Revised Capital Budget**

On January 18, 2017, the Board of Trustees also approved the FY18 capital budget. The revised capital budget of \$11,389,925 represents an increase of \$1,600,000. The increase is due to the award of the Building our Future Bond Act funds to be used for the science laboratory renovation project.

**Brookdale Community College**  
**Enrollment History - FTEs**  
**FY14 - FY18**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY17 Projected</b>	<b>FY18 Budget</b>
<b>Credit FTEs:</b>						
Summer III	313	299	303	294	256	248
% of Year	2.8%	2.8%	2.9%	2.9%	2.6%	2.6%
Fall	4,920	4,740	4,591	4,538	4,435	4,302
% of Year	43.7%	44.2%	44.3%	44.3%	44.6%	44.6%
Spring	4,432	4,271	4,096	4,037	3,963	3,844
% of Year	39.4%	39.8%	39.5%	39.4%	39.7%	39.7%
Summer I & II	910	875	828	800	768	745
% of Year	8.1%	8.2%	8.0%	7.8%	7.7%	7.7%
Credit Subtotal	10,575	10,185	9,818	9,669	9,422	9,139
% of Year	94.0%	95.0%	94.6%	94.3%	94.5%	94.5%
% Increase/(Decrease)	(2.2%)	(3.7%)	(3.6%)	(1.5%)	(4.0%)	(3.0%)
<b>Non-Credit FTEs:</b>						
Non-Fundable FTEs	672	541	556	582	550	534
% of Year	6.0%	5.0%	5.4%	5.7%	5.5%	5.5%
Total	11,247	10,726	10,374	10,251	9,972	9,673
% Increase/(Decrease)	(2.1%)	(4.6%)	(3.3%)	(1.2%)	(3.9%)	(3.0%)

**Brookdale Community College  
Operating Budget Summary  
FY18**

	<b>FY18 Original Budget January 2017</b>			<b>FY18 Revised Budget June 2017</b>		
	<b>Amount</b>	<b>Percent of Total</b>	<b>Adjustments</b>	<b>Amount</b>	<b>Percent of Total</b>	
<b>Current Revenue:</b>						
Tuition	\$ 40,938,761	50.9%	\$ (717,463)	40,221,298	50.4%	
Monmouth County	20,027,019	24.9%	-	20,027,019	25.1%	
State Aid	10,446,940	13.0%	-	10,446,940	13.0%	
Fees	4,978,723	6.2%	89,590	5,068,313	6.4%	
Non Credit Income	3,200,000	4.0%	-	3,200,000	4.0%	
Other Income	777,308	1.0%	-	777,308	1.1%	
Reserves	-	0.0%	-	-	0.0%	
<b>Total Current Revenue</b>	<b>\$ 80,368,751</b>	<b>100.0%</b>	<b>\$ (627,873)</b>	<b>\$ 79,740,878</b>	<b>100.0%</b>	
<b>Current Expenditures:</b>						
Learning Division	\$ 33,448,195	41.6%	\$ 488,533	\$ 33,936,728	42.6%	
Continuing & Prof. Studies	3,319,460	4.1%	(220,639)	3,098,821	3.9%	
Student Success Division	6,024,302	7.5%	(11,188)	6,013,114	7.5%	
President's Division	524,841	0.7%	(20,907)	503,934	0.6%	
Finance & Operations	9,112,841	11.3%	(101,375)	9,011,466	11.3%	
Human Resources & Safety	2,340,304	2.9%	4,088	2,344,392	2.9%	
Advacement Division	1,483,872	1.9%	(26,000)	1,457,872	1.8%	
Planning & Inst. Effectiveness	497,153	0.6%	2,954	500,107	0.6%	
Utilities	2,980,962	3.7%	(406,548)	2,574,414	3.2%	
Benefits	15,865,791	19.7%	(154,791)	15,711,000	19.8%	
General Expenses	4,771,030	5.9%	(182,000)	4,589,030	5.8%	
<b>Total Current Expenditures</b>	<b>\$ 80,368,751</b>	<b>100.0%</b>	<b>\$ (627,873)</b>	<b>\$ 79,740,878</b>	<b>100.0%</b>	

**Brookdale Community College  
Capital Budget Summary  
FY18**

	<b>FY18 Original Budget January 2017</b>			<b>FY18 Revised Budget June 2017</b>		
	<b>Amount</b>	<b>Percent of Total</b>	<b>Adjustment</b>	<b>Amount</b>	<b>Percent of Total</b>	
<b>Revenue</b>						
<b>County:</b>						
County Chapter 12	\$ 1,900,000	19.4%	-	\$ 1,900,000	16.7%	
County Bond	-	0.0%	400,000	400,000	3.5%	
Subtotal County	<u>1,900,000</u>	<u>19.4%</u>	<u>400,000</u>	<u>2,300,000</u>	<u>20.2%</u>	
<b>State:</b>						
State Chapter 12	1,900,000	19.4%	-	1,900,000	16.7%	
State Higher Education Bon	-	0.0%	1,200,000	1,200,000	10.5%	
Subtotal State	<u>1,900,000</u>	<u>19.4%</u>	<u>1,200,000</u>	<u>3,100,000</u>	<u>27.2%</u>	
<b>Other:</b>						
Fees	5,989,925	61.2%	-	5,989,925	52.6%	
Subtotal Other	<u>5,989,925</u>	<u>61.2%</u>	<u>-</u>	<u>5,989,925</u>	<u>52.6%</u>	
Total Revenue	<u><u>9,789,925</u></u>	<u><u>100.0%</u></u>	<u><u>1,600,000</u></u>	<u><u>11,389,925</u></u>	<u><u>100.0%</u></u>	
<b>Expenditures:</b>						
Minor Capital	5,989,925	61.2%	-	5,989,925	52.6%	
Renewal & Replacements	3,800,000	38.8%	1,600,000	5,400,000	47.4%	
Total Expenditures	<u><u>\$ 9,789,925</u></u>	<u><u>100.0%</u></u>	<u><u>1,600,000</u></u>	<u><u>\$ 11,389,925</u></u>	<u><u>100.0%</u></u>	

#### 4.4 *Auxiliary Services FY18 Operating Statements*

The College manages several operations which fall under the general heading of Auxiliary Services, which include, but are not limited to, Conference & Event Services, Dining, and the Scroll and Pen Bookstore.

The College has developed the following FY18 Operating Statement for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the Director, Finance & Operations and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 13, 2017.

June 20, 2017: Director, Finance & Operations, Joseph Pingitore

The following narrative captures the highlights of Conference & Event Services and the Scroll and Pen Bookstore FY18 Operating Statements.

Conference & Event Services (CES) include both internal (Institutional) and external (community) events held in the Donald D. Warner Student Life Center (WSLC), the Robert J. Collins Arena (Arena), and the Brookdale Recreation Center (BREC). Additionally, non-Brookdale athletic events are held in our facilities or on the outdoor fields. The WSLC remains a focal point for campus life for students, staff, and community. The number of seminars and training classes conducted on premise are increasing. Additionally, the parking lots are utilized to hold food truck events, marathons, and cycling races.

In the past several years, the Collins Arena has been transformed into a reputable sports and entertainment venue with various annual events. The continued support of a variety of special events along with the Collins Arena Internship Program will continue to provide strong revenue streams and education opportunities in operations for FY18. The FY17 athletic rentals added a four day Regional Gymnastics Competition which has been booked by the client for FY18.

The dining program hosts a pop up café program, which is a portable café that “pops up” at different locations on the campus and features varying menus with cuisine from around the globe. Dining continues to provide services for both internal and external events, as well as the daily food operations for faculty, staff, and students. Dining Services has three internship programs for special needs high school and college students. While participating in the programs, students learn valuable core working skills. The programs will continue to grow in FY18, with plans for expanding the program to include work in the Collins Arena and BREC.

The Scroll and Pen Bookstore, a full service bookstore in the Student Life Center, sells new and used textbooks, classroom supplies, clothing, trade books, and a variety of novelty items. In keeping with technology trends, the store layout features more electronic devices for sale i.e., laptops, tablets, headphones, and accessories. Online orders have increased each semester for the last six semesters.

The text book rental program, which began in the fall semester of FY15, increases each semester. This program lends to our student success – it’s more affordable when compared to the cost of new textbooks. While the initial “actual sales revenue” decreases with the first rental, rental books are for a two year cycle, and revenue is recuperated in the second rental year. Additionally, the program is a loss leader for the foot traffic it generates in the store. The number of faculty created lab manuals and textbooks continues to increase, which helps keep the prices down for the students. Online sales continue to grow.

The following FY18 Operating Statement is for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

**Brookdale Community College  
Auxiliary Services FY18 Budget**

	<b>FY16 Actual</b>	<b>FY17 Projected</b>	<b>FY18 Budget</b>
<b>Gross Profit</b>			
Bookstore	\$1,516,401	\$1,150,000	\$1,130,000
Dining Services	270,061	276,000	273,000
Events Management	315,835	286,140	300,300
Student Life Center	160,000	176,000	178,000
<b>Total Revenue</b>	<u>2,262,297</u>	<u>1,888,140</u>	<u>1,881,300</u>
<b>Operating Expenses</b>			
Bookstore	641,074	\$587,002	574,468
Dining Services	195,533	203,691	129,842
Events Management	299,581	264,099	296,692
Student Life Center	192,619	190,967	237,404
<b>Total Operating Expenses</b>	<u>1,328,807</u>	<u>1,245,759</u>	<u>1,238,406</u>
<b>Net Profit before overhead</b>	<u>933,490</u>	<u>642,381</u>	<u>642,894</u>
<b>Overhead</b>	252,650	255,460	258,000
<b>Net Profit</b>	<u>\$ 680,840</u>	<u>\$ 386,921</u>	<u>\$ 384,894</u>
<b>Net Profit Percentage</b>	30.10%	20.49%	20.46%

4.5 *FY18 Associated Students of Brookdale Community College (ASBCC)  
Operating Statement*

The office of Student Life and Activities has prepared the FY18 Associated Students of Brookdale Community College (ASBCC) budget. This budget supports programming needs for students, faculty, and staff. It also funds student publications, clubs and organizations, and provides support for other campus wide activities such as orientation, graduation, and Athletics.

This report was reviewed by the Director, Finance & Operations and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 13, 2016.

June 20, 2017: Director, Finance & Operations, Joseph Pingitore

The Annual ASBCC budget is funded in combination of student General Service Fees, fundraising, and reserve appropriations, if allocated. The FY18 budget of \$450,000 presented here is based on a projected enrollment of 9,139 FTEs and includes an additional \$95,000 of other revenues.

The fiscal year allocations were allocated to align with the College's redesign, earmarking funds to support the goals and mission of the Institution while continuing to provide opportunities for co-curricular learning that compliments classroom activities. The intention is to foster complimenting curriculum while creating more diverse and cultural programs supporting priorities in academic areas and departments. The Student Life Board provided input and advisement on this budget based on their experience with planning programs and their collaborative oversight of clubs and organizations.

ASBCC recognizes over 55 active clubs and organizations on campus and participating at all College locations. The clubs and organizations generate revenue through fundraising, ticket sales, bus trips and activities.

The five top retention priorities for FY18 are as follows:

1. Support co-curricular learning in the institutes and newly designed FYE/2YE initiatives
  - a. Fund institute activities for a broader learning outside the classroom experience
  - b. Continue funding for Brookdale's Visiting Writers Series, which brings world class authors to campus
  - c. Add a Brookdale's Visiting Artist Series, to bring world class artists to campus
  - d. Support software contract for Adobe Connect with face-to-face online connection continues for distance education orientation and co-curricular programming (including student planning, training etc.)
2. Continued support of collaborate department activities
  - a. Fund lectures of small/large scale speakers with the International Education Center and History Department
  - b. Fund contemporary issues for continued support of planned large scale speaker(s) with CHHANGE
  - c. Support of a large scale speaker for the Annual Jack Needle Lecture program
  - d. Support a new initiative with our Police Department and Student Conduct
  - e. Fund Career Service and Leadership Development initiatives to encourage participation in workshops presented for leadership and career centered programs
  - f. Support Maxient software to ensure precise process of Judicial Affairs and Compliance
  - g. Continue to support Athletic program initiatives
3. Support of diversity and cultural initiatives
  - a. Fund programs/panel discussions centered around world issues
  - b. Fund extended travel program to engage students to learn about culture and community
  - c. Support programming with Disability Services and the International Center that promote awareness of diversity in the communities that they live in
  - d. Support for participation in a Volunteer Service program, helping Brookdale engage in our surrounding community and beyond
4. Creation of Budget lines in support of new Student Engagement Department in 3 areas
  - a. Orientations

- i. Working with departments to identify gaps in current cohort sessions for targeted student populations so students attend one standardized orientation
    - ii. Develop online tutorials and newsletters to support individual department initiatives and create marketing material to support the information's dissemination
  - b. First Year Experience/2YE
    - i. Support developmental courses and HUDV for outside of the classroom events which support a learned curriculum
    - ii. Fund activities that support retention initiatives
    - iii. Support creation of a collaborative FYE/2YE program
  - c. Graduation
    - i. Support of activities for graduating students
- 5. Continue to support and expand social programs that provide positive student engagement opportunities
  - a. Explore new speakers to meet educational goals as part of ongoing lecture series
  - b. Continue to support student run social programs reflecting a sense of community, networking, friendship, and connections to the College
  - c. Continue to book talent for successful *Laugh at Lunch* program to build community at a commuter campus
  - d. Continue to book talent for successful *Live at Lunch* series that allows students opportunities to appreciate diversity through exploration of other cultures

The following FY18 Operating and Capital Statement has been developed for review and discussion by the Finance & Facilities Committee and approval by the Board of Trustees.

**Brookdale Community College**  
**Associated Students of Brookdale Community College**  
**FY18 Budget**

	FY16 Actual	FY17 Budget	Actual at 5/31/2017	Estimated through 6/30/17	FY18 Request
<b>Revenue:</b>					
Student Activities Fee	\$ 653,904	\$ 552,800	\$ 428,192	\$ 482,703	\$ 450,000
Other Revenue	79,519	95,000	71,247	72,000	95,000
<b>Total Revenue</b>	<b>733,423</b>	<b>647,800</b>	<b>499,439</b>	<b>554,703</b>	<b>545,000</b>
<b>Expenditures:</b>					
ASBCC Administration	79,029	69,000	41,416	51,405	49,900
ASBCC Communications	14,986	42,350	13,894	13,894	13,700
Capital Improvements	-	17,000	-	-	15,000
College Wide Activities	201,229	179,500	184,557	216,043	197,300
Division Activities	28,863	35,750	16,554	19,592	26,500
Clubs and Organizations	67,833	72,700	53,570	56,341	59,600
Athletics	116,374	116,000	115,652	115,652	73,000
Graduation Expense	2,815	2,500	-	2,500	1,500
ASBCC Scholarship Fund	-	1,000	-	1,000	1,000
Student Engagement Programs	-	17,000	1,276	6,276	12,500
Revenue Generating Activities*	-	95,000	72,520	72,000	95,000
<b>Total Expenditures</b>	<b>511,129</b>	<b>647,800</b>	<b>499,439</b>	<b>554,703</b>	<b>545,000</b>
Excess Revenue/Expense	222,294	-	-	-	-
Beginning Fund Balance	653,904	876,198	876,198	876,198	876,198
Excess	222,294	-	-	-	-
<b>Ending Fund Balance</b>	<b>\$ 876,198</b>	<b>\$ 876,198</b>	<b>\$ 876,198</b>	<b>\$ 876,198</b>	<b>\$ 876,198</b>

\* Amounts reflect reserve allocations or revenue projections budgeted for specific operating or capital needs; the actual expense for those items is recorded in other cost centers as appropriate.

## **RESOLUTION**

**WHEREAS, Maureen Murphy, President of Brookdale Community College (the "College") has tendered to the Board of Trustees (the "Board") of Brookdale Community College (the "College"), her resignation as President of the College effective June 30, 2017, and**

**WHEREAS the College is in need of an individual to serve in the capacity of Interim President of the College until a proper search is conducted and an appointment is made for the permanent President position ; and**

**WHEREAS, the Board has advertised the anticipated vacancy in the office of the President, has received and reviewed numerous resumes and applications in response to said advertisement and has interviewed several candidates to fill the position of Interim President; and**

**WHEREAS, the Board has reviewed the qualifications of Dr. David Stout, who has been employed by the College in various capacities over a twenty (20) year period and who currently serves as the College's Vice President of Student Success; and**

**WHEREAS, at this challenging moment in the College's history, the Board recognizes that Dr. Stout's excellent credentials, unique skill set, leadership qualities and his educational and administrative background will serve the College and the Board's needs to provide academic, financial and operational oversight of the day to day operations of the College and to ensure that the College meets the high standards of governance required of a public institution, without compromising the educational quality and excellence that has made Brookdale Community College one of the top community colleges in the State of New Jersey; and**

**WHEREAS, the Board of Trustees of Brookdale Community College hereby desires to hire Dr. David Stout to serve as Interim President of Brookdale Community College.**

**NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that it hereby hires Dr. David Stout to serve as Interim President of Brookdale Community College commencing Saturday, July 1, 2017 at a weekly salary of \$3,365.38 (which is based upon an annual total salary of \$175,000). Dr. Stout will serve for a term not exceeding eighteen (18) months, unless otherwise extended by the Board.**

**BE IT FURTHER RESOLVED that the Negotiating Committee of the Board of Trustees as established by the Board Chair, in consultation with College Counsel, is hereby authorized and directed, to negotiate other mutually agreeable terms and incorporate same into a mutually acceptable employment agreement, which shall be ratified by the entire Board at the next meeting immediately following the finalization of such employment agreement. The Chairman of the Board is hereby authorized and directed to execute and deliver such employment agreement on behalf of the Board.**

**Dated June 20, 2017**



## *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.

**BROOKDALE 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.

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

\* The Human Resources Committee – A committee of the whole

**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
<b>DATES/LOCATIONS</b> 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
<b>Wednesday, January 18*</b> Lincroft, SLC, Navesink II & III	January 9 5:00 PM		January 10 5:00 PM		January 9 6:00 PM	January 19
<b>Tuesday, February 21</b> Neptune HEC	February 16 5:00 PM		February 16 6:00 PM	<b>February 16</b> <b>7:00 PM</b>		
<b>Tuesday, March 21</b> Lincroft, SLC, Navesink II & III	March 13 5:00 PM	<del>March 13</del> 6:00 PM	March 14 5:00 PM	<del>March 14</del> 6:00 PM		March 23
<b>Tuesday, April 18</b> Lincroft, SLC, Navesink I & II	April 11 5:00 PM		April 11 6:00 PM		April 13 6:00 PM	
<b>Tuesday, May 16</b> <b>Lincroft, SLC, Navesink I &amp; II</b>	May 8 5:00 PM	<del>May 8</del> 6:00 PM	May 9 5:00 PM	<del>May 9</del> May 2 6:00 PM		May 18
<b>Tuesday, June 20</b> <b>Lincroft, SLC, Navesink I &amp; II</b>	June 13 5:00 PM		June 13 6:00 PM			June 15
<b>Tuesday, July 18</b> Lincroft, BAC President's Conference Room						
<b>Tuesday, August 22</b> Lincroft, BAC President's Conference Room						
<b>Tuesday, September 12</b> Lincroft, SLC, Navesink I & II	September 5 5:00 PM				September 5 6:00 PM	
<b>Tuesday, October 17</b> Freehold Campus, 103 & 104	October 9 5:00 PM	October 9 6:00 PM	October 10 5:00 PM	October 10 6:00 PM		
<b>Tuesday, November 14</b> Reorganization Meeting <b>Lincroft, SLC, Navesink I &amp; II</b>	November 6 5:00 PM		November 7 5:00 PM	November 7 6:00 PM	November 6 6:00 PM	
<b>Tuesday, December 19</b> 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**

**BROOKDALE COMMUNITY COLLEGE  
UPCOMING EVENTS**

**BOLD indicates off of the Lincroft campus**

**2017**

- June 9**                    **50<sup>th</sup> Anniversary Scholarship Ball – 5 PM – Eagle Oaks Country Club**  
June 13                    Executive Committee Meeting – 5:00 PM, Conference Call  
June 13                    Finance & Facilities Committee Meeting – 6:00 PM, BAC, President’s Conference Room  
June 20                    BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink Rooms
- July 18                    BOT Public Business Meeting – 5:30 PM, Lincroft, BAC, President’s Conference Room
- August 22                BOT Public Business Meeting – 5:30 PM, Lincroft, BAC, President’s Conference Room
- Sept. 5                    Executive Committee Meeting – 5:00 PM, Conference Call  
Sept. 5                    Policy & Education Committee Meeting – 6:00 PM BAC, President’s Conference Room  
Sept. 12                   BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II  
**Sept. 19**                   **Foundation Golf Outing – Eagle Oaks Country Club**  
**Sept. 25-28**              **ACCT Leadership Congress – Las Vegas**
- Oct. 9**                    Executive Committee Meeting – 5:00 PM, Conference Call  
Oct. 9                    Governance Committee Meeting – 6:00 PM, BAC, President’s Conference Room  
Oct. 10                   Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room  
Oct. 10                   Audit Committee Meeting – 6:00 PM BAC, President’s Conference Room  
**Oct. 17**                   **BOT Public Business Meeting – 5:30 PM, Brookdale at Freehold**
- Nov. 6                    Executive Committee Meeting – 5:00 PM, Conference Call  
Nov. 6                    Policy & Education Committee Meeting – 6:00 PM BAC, President’s Conference Room  
Nov. 7                    Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room  
Nov. 7                    Audit Committee Meeting – 6:00 PM BAC, President’s Conference Room  
Nov. 14                   BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II
- Dec. 11                   Executive Committee Meeting – 5:00 PM, Conference Call  
Dec. 11                   Governance Committee Meeting – 6:00 PM, BAC, President’s Conference Room  
Dec. 12                   Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room  
Dec. 19                   BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II