

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

Thursday August 21, 2014

**Brookdale Community College
Lincroft Campus
Student Life Center
765 Newman Springs Road
Lincroft, NJ 07738**

**Workshop- Twin Lights Rooms
Public Business Meeting- Twin Lights Rooms**

Mission

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

Mission Based Institutional Effectiveness Indicators

Student Success and Progress
Quality and Excellence
Value Added to the Community
Access

Jubilee Plan 2013-2017

Goal 1: Inspire Student Success
Goal 2: Maximize Resources
Goal 3: Strengthen and expand Brookdale's alliances and partnerships
Goal 4: Leverage Brookdale's Excellence

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

Priority #1: Maximize all administrative, educational, and infrastructure IT processes.Jubilee Goal 2: Maximize resources.

- 2.1 Expand the professional and personal potential of all staff to ensure a culture of high performance, collaboration and innovation.
- 2.2 Implement strategic media and technology solutions with a measureable impact on student learning and faculty/staff productivity.
- 2.4 Enhance internal communication to provide open, two-way information flows, and enhance and facilitate teamwork, cooperation and collaboration.

Priority #2: Assess all college programs, including governance structuresJubilee Goal 1: Inspire student success.

- 1.5 Increase the use of new and existing analytical data to increase support for student and lifelong learners.

Jubilee Goal 2: Maximize resources.

- 2.5 Develop a comprehensive fiscal plan to include new revenue streams.

Priority #3: Based on research and data, define multi-campus college and operationsJubilee Goal 1: Inspire student success.

- 1.1 Maximize learning-centered environments and successful student outcomes by ensuring alignment of curriculum, programs, services and co-curricular activities.
- 1.6 Implement short and long-term enrollment development plans focusing on defined markets and emerging populations.

Jubilee Goal 4: Leverage Brookdale's excellence.

- 4.7 Develop centers of excellence that will attract students, funding, and research opportunities

Priority #4: Support employee development in college policies and regulations and compliance mattersJubilee Goal 2: Maximize resources.

- 2.1 Expand the professional and personal potential of all staff to ensure a culture of high performance, collaboration and innovation.
- 2.2 Implement strategic media and technology solutions with a measureable impact on student learning and faculty/staff productivity.
- 2.3 Increase facility maintenance and planning to ensure a safe physical setting and a quality student learning environment.
- 2.4 Enhance internal communication to provide open, two-way information flows, and enhance and facilitate teamwork, cooperation and collaboration

BROOKDALE COMMUNITY COLLEGE

Board of Trustees 2014 Committee Appointments

Board Bylaw 1.4020, appointments to Standing Committee

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

Executive Committee

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

Audit Committee

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

Finance and Facilities

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

Policy and Education

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

The **Human Resources Committee**
will operate as a committee of the whole.

Governance Committee

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

Board of School Estimate

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

Liaison to New Jersey Council of County Colleges

Dr. David G. Flaherty

New Jersey Council of County Colleges Trustee Ambassador

Mrs. Lucille Jones
Mr. David G. Flaherty

Liaison to Brookdale Community College Foundation

Mr. Gary Tolchin

REVISED DRAFT SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2014

5PM Workshop & 7PM Public Business Meetings	Executive	Audit	Finance & Facilities CONFERENCE CALL*	Policy & Education	Governance	Nominating
Thursday, January 23 Lincroft	January 8 4.30PM Orientation 6.30PM Exec Cmt		January 14 4.30PM Finance & Audit BOT Workshop 6.30PM F&F meeting			
Wednesday, February 19 Lincroft	Wed., February 5 5PM	Thurs., February 6 6.30PM	Thurs., February 6 5PM			
Thursday, March 20 Lincroft	Wed., March 5 5PM	Mon., March 31 5PM	Wed., March 12 5PM	Mon., March 10 5PM		
Wednesday, April 23 Lincroft	Tuesday, April 8 5PM		Monday, April 21 5PM	Mon. April 14 5PM	Mon. April 14 6PM	
Thursday, May 22 Lincroft	Thursday, May 8 5PM		Thursday, May 15 5PM			
Thursday, June 19 Freehold Branch Campus	Thursday, June 5 5PM		Thursday, June 12 5PM	Mon., June 9 5PM		
Thursday, August 21 Lincroft	Thursday, August 7 5PM		Thursday, August 14 5PM*			
Wednesday, September 17 Lincroft	Thurs., September 4 5PM		Wed., September 10 5PM*	Mon., September 8 5PM		Appointment of committee
Thursday, October 16 Lincroft	Thursday, October 2 5PM		Thursday, October 9 5PM			Committee discussion
Thursday, November 20 Lincroft	Thurs., November 6 5PM		Thurs., November 13 5PM			Vote of full BOT at Annual Meeting
Thursday, December 18 TBD	Thurs., December 4 5PM		Thurs., December 11 5PM	Mon., December 8 5PM		

Human Resources is a Committee of the whole: shall meet as required and/or as requested.

Conference Call Number is: 1-888 291-0312; the Passcode is 9112 895#

Dr. Murphy: 732 224-2204; mmurphy@brookdalecc.edu

Ms. Horgan: 732 224-2207; lhorgan@brookdalecc.edu

Ms. Gruskos: 732-224-2204; cgruskos@brookdalecc.edu

Revised August 12, 2014

BROOKDALE COMMUNITY COLLEGE
UPCOMING EVENTS
August - December 2014

BOLD indicates off campus

2014

August 21 th	Board meeting –Lincroft – 4 PM – Twin Lights Rooms
September 4 th	Executive Committee conference call re Agenda – 5 PM
September 8 th	Policy & Education Committee meeting – 5 PM President’s Conference Room
September 10 th	Finance & Facilities Committee meeting – 5 PM Conference Call
September 15th	NJCCC Trustee Seminar – 5 PM – 6 PM – Mercer County College
September 17 th	Board meeting in Lincroft
October 2 nd	Executive Committee conference call re Agenda – 5 PM
October 9 th	Finance & Facilities Committee meeting – 5 PM President’s Conference Room
October 16 th	Board meeting in Lincroft
October 22-25	ACCT Conference in Chicago
November 6 th	Executive Committee conference call re Agenda – 5 PM
November 13 th	Finance & Facilities Committee meeting – 5 PM President’s Conference Room
November 20 th	Board meeting in Lincroft – annual reorganization meeting
December 4 th	Executive Committee conference call re Agenda – 5 PM
December 8 th	Policy & Education Committee meeting – 5 PM President’s Conference Room
December 11 th	Finance & Facilities Committee meeting – 5 PM President’s Conference Room
December 18 th	Board meeting – location TBD

Updated August 12, 2014

Prepared by: Cynthia Gruskos



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

AGENDA for August 21, 2014

Brookdale Community College, Lincroft Campus

Warner Student Life Center, Twin Lights Rooms

- 4 P.M. BOARD OF TRUSTEE EXECUTIVE SESSION**
- A. Call to Order**
 - B. Reading of Statement and Roll Call**
 - C. Resolution to hold a Closed Meeting**
 - Labor Relations**
 - D. Motion to Re-open the Meeting to the Public**

AGENDA for August 21, 2014**Brookdale Community College, Lincroft Campus****Warner Student Life Center, Twin Lights Rooms****7:00 p.m. BOARD OF TRUSTEE PUBLIC BUSINESS MEETING****Agenda Tab****A. Call to Order****B. Pledge of Allegiance****C. Reading of Statement and Roll Call****D. Information & Discussion Items**

1. Report of Executive Committee
2. Report of Audit Committee
3. Report of Ad Hoc Governance Committee

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

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

F. Public Comment on Agenda Items**G. Approval of Minutes of the June 19, 2014 & July 22, 2014 Public Meetings****Minutes Tab****H. APPROVAL ITEMS****Consent Agenda Tab****(1.51)****Acceptance of Gifts**

Quality and Excellence

Value Added to Community

Goal 2: Maximize Resources

Goal 4: Leverage

Brookdale's Excellence

(2.1)**Application of Grants****(2.2)****Acceptance of Grants**

AGENDA for August 21, 2014
Brookdale Community College, Lincroft Campus
Warner Student Life Center, Twin Lights Rooms
(3.1)
**Approval of Human
Resources**

Quality and Excellence
Value Added to Community

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

(4.1)
**Monthly Financial
Report**

Quality and Excellence
Access

Goal 2: Maximize Resources

(4.2)
**Purchases in Excess of
\$34,100 and NJ "Pay-to-
Play" bids, and Pursuant to
the NJ "Pay-to-Play"
Process, in Excess of \$17,500**
(4.2b)
**Open Invoice Payment
Requests for Vendor,
Student, and Employee
Payments**
(5.1) Curriculum
**Approval of non-credit,
short term career, training
programs**

Student Success and
Progress
Quality and Excellence
Value Added to Community
Access

Goal 1: Inspire Student
Success
Goal 2: Maximize Resources
Goal 3: Strengthen and
expand Brookdale's alliance
and partnerships
Goal 4: Leverage
Brookdale's excellence

I. Additional Approval Items



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

AGENDA for August 21, 2014

Brookdale Community College, Lincroft Campus

Warner Student Life Center, Twin Lights Rooms

- J. Public Comment**
- K. Old/New Business**
- L. Adjournment of Public Business Meeting**

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Workshop Meeting

Thursday, June 19, 2014

Brookdale Community College
Freehold Branch Campus
3860 Route 9 South
Freehold, NJ
FR103/104

- A. Trustee Lucille Jones called the meeting to order at 5:08 P.M.
- B. Ms. Brennan then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On June 17, 2014, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On June 17, 2014, advance written notice of this meeting was faxed to *The Asbury Park Press and the Star Ledger*.
 3. On June 17, 2014, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present:	Mrs. Lucille Jones, Trustee	
	Ms. Tracey Abby-White, Trustee	Mr. McConnell, Trustee
	Ms. Lora Campbell, Trustee	Mr. Joseph Passiment, Jr., Trustee
	Dr. Carl J. Guzzo, Jr., Trustee	Mr. Gary Tolchin, Trustee
Absent:	Mr. William Dalton, Trustee	Mr. Brian Butch, Chair
	Mr. Charles Karcher, Trustee (arrived 5:10 PM)	Mr. David G. Flaherty, Trustee
	Mr. Joseph DiBella, Trustee	

- C. It was MOVED by Trustee Campbell and seconded by Trustee Guzzo that the following resolution be approved.

WHEREAS, the Board of Trustees of Brookdale Community College proposes to discuss the following subjects: Human Resources matters, Labor negotiations; and real estate;

WHEREAS, the Board of Trustees has determined that within the provisions of Subsection 7(B) of the Open Public Meetings Law, the public should be excluded from the discussion of said subjects;

NOT THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that a meeting of said Board shall be held, at which the public shall be excluded, on Thursday, June 19, 2014 at approximately 5:00 P.M. for the purpose of discussing said subjects.

BE IT FURTHER RESOLVED that the discussions on human resources can be disclosed to the public when the matters have been concluded. June 19, 2014

Motion carried by the following vote:

AYES: Trustee Abby-White, Campbell, Guzzo, Jones, Passiment, Tolchin, McConnell

NAYS: None

ABSTENTIONS: None

- D. It was MOVED by Trustee Passiment and seconded by Trustee Dalton that the meeting be re-opened to the public at 6:50 P.M. Approval was unanimous.

Roll Call

Present:	Mr. Brian Butch, Chair	Mrs. Lucille Jones, Trustee
	Ms. Tracey Abby-White, Trustee	Mr. McConnell, Trustee
	Ms. Lora Campbell, Trustee	Mr. Joseph Passiment, Jr., Trustee
	Dr. Carl J. Guzzo, Jr., Trustee	Mr. Gary Tolchin, Trustee
	Mr. Joseph DiBella, Trustee	Mr. Charles Karcher, Trustee
Absent:	Mr. William Dalton, Trustee	Mr. David G. Flaherty, Trustee

- E. Motioned made to adopt agenda for Open and Public meetings made by Trustee Abby-White and seconded by Trustee Guzzo.

Roll Call

Present:	Mr. Brian Butch, Chair	Mrs. Lucille Jones, Trustee
	Ms. Tracey Abby-White, Trustee	Mr. McConnell, Trustee
	Ms. Lora Campbell, Trustee	Mr. Joseph Passiment, Jr., Trustee
	Dr. Carl J. Guzzo, Jr., Trustee	Mr. Gary Tolchin, Trustee
	Mr. Joseph DiBella, Trustee	Mr. Charles Karcher, Trustee
Absent:	Mr. William Dalton, Trustee	Mr. David G. Flaherty, Trustee

- E. Information and Discussions

Topic & Discussion	Action and Follow-up Actions
<p>Ad Hoc Governance Committee – Trustee Karcher reported that the committee reviewed the board's self- assessment and they found it was a valuable tool. They have planned two Board Advance meetings and have chosen Dr. Linda Milstein to be the facilitator.</p> <p>There was a discussion on the process for the President's Evaluation.</p>	<p>Trustees will commit and attend the two planned Board Advance meetings on July 22 and August 11.</p> <p>By July 3, Trustees need to submit the President's Evaluation. Governance Committee will present finding</p>

	to Chair Butch and Chair Butch will present the findings to Dr. Murphy...
<p>Finance and Facilities Committee - Trustee DiBella reported on their discussion at their meeting on June 12. Their discussion focused on the following items in excess of \$34,100 (4.2):</p> <ul style="list-style-type: none"> • #2 Ellucian maintenance contract. • #7 replace the current Portal system (Campus EAI) to reduce expenses but the need to renew for 6 months to allow for a transition period • #18 Renewal of Winning Strategies contract • #19 Outside Printing Costs • #21 Translation Services • #22 Liability insurance increasing by \$130,000. • <p>They also discussed Change Order (4.2a) – The additional purchase of 2 additional directional kiosks to allow the whole Brookdale Lincroft campus to be served.</p> <p>Discussion of (4.4) which is the funds from student fees and it is directed to support all student organizations.</p> <p>Discussion of Revised Operating and Capital Statement (4.5) The Board had approved the budget in January; this is revised.</p> <p>Dr. Murphy added that Maureen Laurence had finalized the successful negotiations for the leasing of the 2nd Floor of the Neptune facility.</p>	
<p>Policy & Education Committee – Trustees Abby-White and Jones reported on their meeting on June 9. They gave an update on the Freehold Campus's enrollment, student services and facilities, as well as their partnership with Rutgers. They reported on our new online video interactive advising initiative.</p> <p>Trustee Abby-White discussed the SaVE Act and that the following policies need to be revised in order to comply with the Violence Against Women Act: Policy 2.1000 College Security (College Safety and Security); 3.9002 Non-Discrimination; 3.9007 Affirmative Action and 6.1002 Campus Sexual Assault Victim's Bill of Rights. They also concurred that the policies could be passed without being lodged for comments at tonight's meeting.</p>	

<p>Trustee Abby-White discussed the board's edict to deliver relevant education to our community and as a result of that charge they unanimously decided to discontinue the following programs that are no longer viable :</p> <ul style="list-style-type: none"> • Humanities AA Speech Communication Option • Horticulture Academic Credit Certificate Floral • Floral Design Academic Credit Certificate of Achievement • Landscape Design Academic Credit Certificate of Achievement 	
<p>Memorandum of Agreement with the Administrative Association – Dr. Murphy commended all of our associations on their problem based solving approach and their positive spirit. The Administrative Association has ratified their contract. PSA will vote to ratify their agreement next week.</p>	
<p>Review of consent agenda: No questions on consent agenda</p>	

- F. It was MOVED by Trustee Passiment and seconded by Trustee Guzzo that the Workshop Meeting be adjourned at 7:35 P.M. Approval was unanimous.

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting

Thursday, June 19, 2014

Brookdale Community College
Freehold Branch Campus
3860 Route 9 South
Freehold, NJ
FR103/104

- A. Chair Butch called the meeting to order at 7:35 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Brennan then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On June 17, 2014, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On June 16, 2014, advance written notice of this meeting was faxed to *The Asbury Park Press* and *the Star Ledger*.
 3. On June 16, 2014, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present:	Mr. Brian Butch, Chair	Mrs. Lucille Jones, Trustee
	Ms. Tracey Abby-White, Trustee	Mr. McConnell, Trustee
	Ms. Lora Campbell, Trustee	Mr. Joseph Passiment, Jr., Trustee
	Dr. Carl J. Guzzo, Jr., Trustee	Mr. Gary Tolchin, Trustee
	Mr. Joseph DiBella, Trustee	Mr. Charles Karcher, Trustee
Absent:	Mr. William Dalton, Trustee	Mr. David G. Flaherty, Trustee

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Public Comment on Agenda: No Comment		
Minutes of May 22 Workshop and Regular Business Meeting	Motion was made by Trustee Passiment and seconded by Trustee Abby-White that the minutes be approved. AYES: Trustees DiBella, Jones, Passiment, Tolchin,	

	<p>McConnell and Chair Butch</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustees Abby-White, Campbell, Guzzo and Karcher</p>	
<p>President's Report: Reported that tonight is the last board meeting for two extraordinary people, Dr. Webster Trammel and Barbara Brennan. She shared that they will both be truly missed.</p>		
<p>Brookdale Spotlight – Collage Magazine: Advisors Professors Kathleen Kennedy and Marie Maber shared information on our award winning Magazine <i>Collage</i>. Student Rachelle Miller shared her involvement and her experience as Creative Director/Visual Arts Editor</p>		
<p>Consent Agenda</p>	<p>A motion was made by Trustee Abby-White and seconded by Trustee Passiment to approve the consent agenda.</p> <p>AYES: Trustees Abby White, Campbell, DiBella, Guzzo, Jones, Karcher, Passiment, Tolchin, McConnell, Chair Butch</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Memorandum of Agreement with Administrative Association Item 3.2</p>	<p>A motion was made by Trustee Passiment and seconded by Trustee Campbell to approve the Memorandum of Agreement with Administrative Association (3.2)</p> <p>AYES: Trustees Abby White, Campbell, DiBella, Guzzo, Jones, Karcher, Passiment, Tolchin, McConnell, Chair Butch</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Item 4.3 – Auxiliary Services & Event</p>	<p>A motion was made</p>	

Management FY15 Operating Statements	by Trustee DiBella and seconded by Trustee Abby-White to approve Item 4.3. AYES: Trustees Abby White, Campbell, DiBella, Guzzo, Jones, Karcher, Passiment, Tolchin, McConnell, Chair Butch NAYS: None ABSTENTIONS: None	
Approval of Item 4.4 – FY15 Operating Statement for the Associated Students of Brookdale Community College	A motion was made by Trustee DiBella and seconded by Trustee Passiment to approve Item 4.4. AYES: Trustees Abby White, Campbell, DiBella, Guzzo, Jones, Karcher, Passiment, Tolchin, McConnell, Chair Butch NAYS: None ABSTENTIONS: None	
Approval of Item 4.5 - Revised Operating and Capital Statement	A motion was made by Trustee DiBella and seconded by Trustee Abby-White to approve Item 4.5. AYES: Trustees Abby White, Campbell, DiBella, Guzzo, Jones, Karcher, Passiment, Tolchin, McConnell, Chair Butch NAYS: None ABSTENTIONS: None	
Approval of Item 4.6 – Lease of Second Floor at Eastern Monmouth (Neptune) Higher Education Center	A motion was made by Trustee Jones and seconded by Trustee Passiment to approve Item 4.6. AYES: Trustees Abby White, Campbell, DiBella, Guzzo, Jones, Karcher, Passiment, Tolchin, McConnell, Chair Butch	

	NAYS: None ABSTENTIONS: None	
Approval of Item 5.1 – Curriculum – Discontinuance of Humanities AA Speech Communication Option; Discontinuances of Horticulture Academic Credit Certificate; Floral Design Academic Credit; Certificate of Achievement and Landscape Design Academic Credit Certificate of Achievement	A motion was made by Trustee Abby- White and seconded by Trustee Passiment to approve Item 5.1. AYES: Trustees Abby White, Campbell, DiBella, Guzzo, Jones, Karcher, Passiment, Tolchin, McConnell, Chair Butch NAYS: None ABSTENTIONS: None	
Public Comment: Karyn Arnold, President of the Administrative Association, thanked the Board for approving their contract. She gave a highlight of the accomplishments of her very talented colleagues. Barbara Brennan and Webster Trammel gave their farewell remarks.		
Old/New Business – Trustee Abby-White shared that the Brookdale Radio station helped to promote the Atlantic Highland's Farmer Market and it was well noted by the community. Trustee Abby-White shared her positive experience of attending the adult education graduation and the ESL graduation. Chair Butch thanked Carl DeJura for his work at the college and wished him well in his retirement.		

- D. It was MOVED by Trustee Passiment and seconded by Trustee Abby-White that the meeting be adjourned at 8:16 PM. Approval was unanimous.

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Special Session

Tuesday, July 22, 2014

Brookdale Community College

Lincroft Campus, 765 Newman Springs Road, Lincroft, NJ 07738

Warner Student Life Center – Twin Lights Room

- A. Chair Butch called the meeting to order at 5:09 PM.
- B. Ms. Cynthia Gruskos read the Compliance Statement and took initial roll call.

Roll Call:

Present:	Mr. Brian Butch Chair	Ms. Abby-White
	Ms. Lora Campbell	Mr. William Dalton
	Mrs. Lucille Jones	Mr. Joseph Passiment
	Mr. James McConnell	Mr. Gary Tolchin
Absent:	Mr. Joseph DiBella	Mr. David Flaherty*
	Mr. Carl Guzzo*	Mr. Charles Karcher*
• Arrived after the Public business was conducted.		
TOPIC & DISCUSSION	VOTES TAKEN	ACTION & Follow Up Actions
Minutes: Human Resources Recommendations Item & File#: 3.2	Motion made by Trustee Campbell and seconded by Trustee Abby-White to approve the consent Agenda, except for item 6 under 4.2 of Finance and Facilities. AYES: Trustees Abby-White, Campbell, Dalton, Jones, Passiment, McConnell, Tolchin, Chair Butch NAYS: None ABSTENTIONS: None	.
Discussion of Item 6 of (4.2) of Finance and Facilities of the Consent Agenda. Trustee Campbell requested a breakdown of the annual Student Recruitment Advertising Budget of \$438,500. She additionally, wanted to discuss the past success of our advertising expenditures and the justification of spending this amount on advertising. Dr. Murphy noted: <ul style="list-style-type: none">1. We have reduced our advertising budget by \$146,000 from last year and this figure reflects our total yearly advertising expense.2. Two thirds of the budget is spent on TV advertising3. Metrics tracked for online advertising – We		Identify appropriate time to update Board on Marketing efforts. Build into our operations the ability to document marketing effectiveness and ROI on our advertising dollars by

<p>receive a lot of hits, but we do not have a tracking mechanism to track input on lead to admission.</p> <p>4. New Focus Student Groups – Consistent theme is that the Bus Wraps are leading to a successful brand building campaign.</p> <p>5. Trigger Marketing Piece: Success Re-Imagined trigger piece was introduced. This piece targets our non- traditional and minority students (Latino).</p>		<p>measuring direct impact on lead to admission. First steps are to include a question on application to identify how students were led to Brookdale.</p>
	<p>Trustee Passiment made a motion to approve Item 6 of Finance and Facilities (4.2) and seconded by Trustee Tolchin.</p> <p>AYES: Trustees Abby-White, Campbell, Dalton, Jones, Passiment, McConnell, Tolchin, Chair Butch</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Board Development Workshop was led by Dr. Linda Milstein. The focus of the workshop was on the critical role that the Board of Trustee Member plays and determining the key components of a high functioning board. Trustees were paired together to share a past success when working on a board, council, committee or team that worked superbly to achieve a common goal. They identified their role and what were the conditions that allowed them or their team to function successfully. The Trustees created an extensive list of the key components of success. In addition, Linda shared national norms on the characteristics of a high functioning Community College Board and asked Trustees to match up their experiences to these norms. Linda also tallied the results from the board's self- assessment survey. The results were to be posted on the board portal for review. Each trustee shared their personal motivation to become a Trustee. Dr. Milstein will conduct the next board retreat on August 11, and the focus will continue on the goal of creating a high functioning board.</p>		

Motion to adjourn was made by Trustee Passiment and seconded by Trustee Abby-White. All concurred.
Meeting adjourned at 7:17 PM.

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

AGENDA for August 21, 2014
Brookdale Community College, Lincroft Campus
Warner Student Life Center, Twin Lights Rooms
H. APPROVAL ITEMS
Consent Agenda Tab
(1.51)
Acceptance of Gifts

Quality and Excellence
Value Added to Community

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

(2.1)
Application for Grants
(2.2)
Acceptance of Grants
(3.1)
**Approval of Human
Resources**

Quality and Excellence
Value Added to Community

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

(4.1)
**Monthly Financial
Report**

Quality and Excellence
Access

Goal 2: Maximize Resources

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

AGENDA for August 21, 2014**Brookdale Community College, Lincroft Campus****Warner Student Life Center, Twin Lights Rooms****(4.2b)****Open Invoice Payment****Requests for Vendor,
Student, and Employee
Payments****(5.1) Curriculum
Approval of non-credit,
short term career, training
programs**Student Success and
Progress
Quality and Excellence
Value Added to Community
AccessGoal 1: Inspire Student
Success
Goal 2: Maximize Resources
Goal 3: Strengthen and
expand Brookdale's alliance
and partnerships
Goal 4: Leverage
Brookdale's excellence

**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 April 23, 2014, meeting.

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

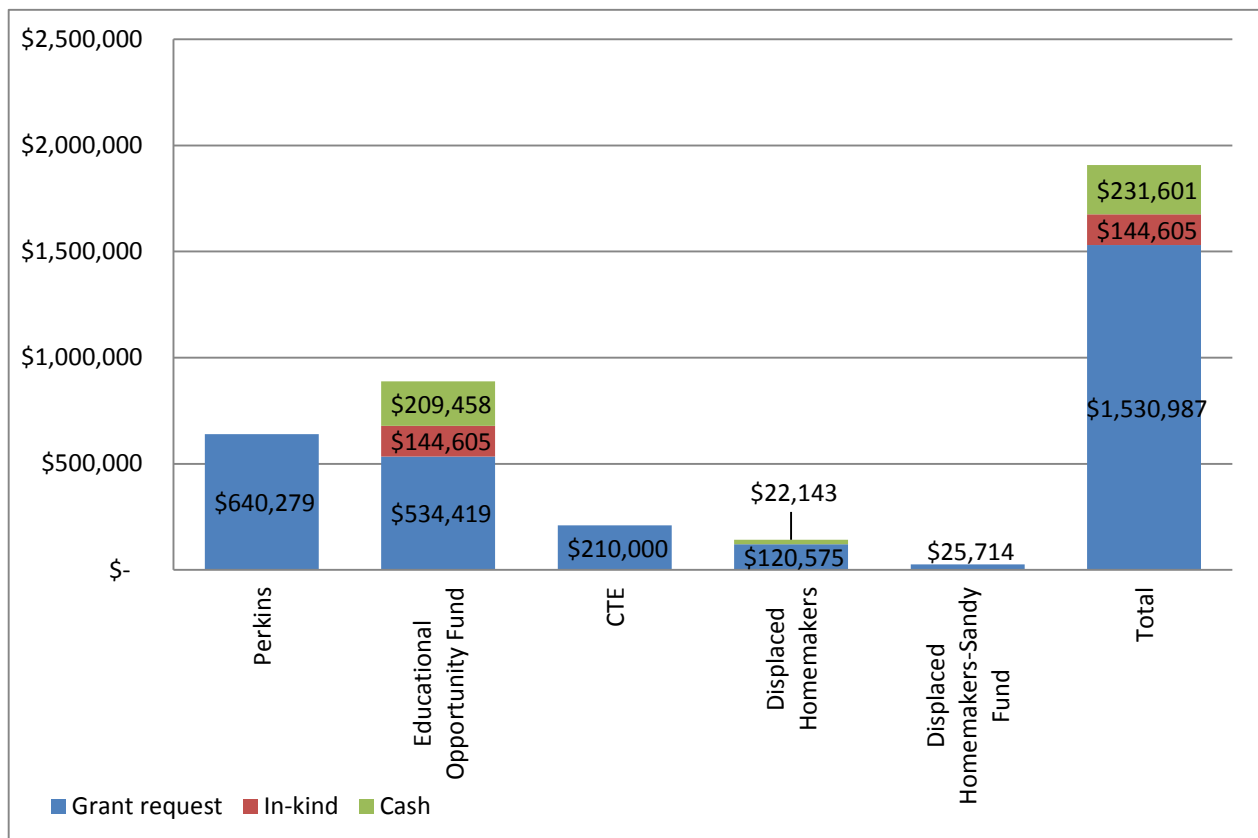
The following gifts have been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
1st & 2nd QTR 2014	GM Technology Donations Program 1919 Technology Drive Troy, MI 48083 c/o Jennifer Morris	Donations of 2012 Buick Lacrosse, 2013 Cadillac ATS, 2012 GMC Terrain and 2014 Chevrolet Silverado automobiles to support student training in automotive technology. These donations are part of the General Motors Service Operations on-going support of technical training.
3/21/14	GM Technology Donations Program 1919 Technology Drive Troy, MI 48083 c/o Jennifer Morris	Donation of service tools. To support student training in automotive technology. This donation is part of the General Motors Service Operations on-going support of technical training.

2.1 Application for Grants

Executive Summary

Grant Request and College Contribution Analysis				
	Grant request	In-kind	Cash	Total
Perkins	\$ 640,279	\$ -	\$ -	\$ 640,279
Educational Opportunity Fund	\$ 534,419	\$ 144,605	\$ 209,458	\$ 888,482
CTE	\$ 210,000	\$ -	\$ -	\$ 210,000
Displaced Homemakers	\$ 120,575	\$ -	\$ 22,143	\$ 142,718
Displaced Homemakers-Sandy Fund	\$ 25,714	\$ -	\$ -	\$ 25,714
Total	\$ 1,530,987	\$ 144,605	\$ 231,601	\$ 1,907,193



Perkins Career and Technical Education

Brookdale plans to submit a proposal to the New Jersey State Department of Education, Office of Career and Technical Education, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. Funding for FY'15 will enable the College to update equipment and technology in several career and technical education programs; increase or maintain performance levels in skill proficiency, program completion and retention, career placement and participation in non-traditional programs; and integrate academic and career and technical instruction. Nancy Kegelman, Dean of Academic Affairs, will administer the program.

The total grant amount requested is **\$640,379** and does not require a match from the college.

Educational Opportunity Fund

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

The total grant award is **\$534,419***, with a cash match of **\$209,458** and an in kind match of **\$144,605**, for a total of **\$888,482**. *Includes student financial aid and program support.

CTE Provisional Teacher Pilot Program (Year 5 of 5)

Brookdale submitted a proposal to the New Jersey Department of Education (NJDOE), Office of Vocational-Technical, Career and Adult Programs, for funding under its Carl D. Perkins Vocational and Technical Education Act (Perkins III) Program on August 5, 2014. The Career and Technical Education Provisional Teacher Pilot program is a continuation grant which was previously awarded to BCD in FY 11, FY 12, FY13 & FY14. The program curriculum meets the specific educational needs of CTE provisional teacher candidates. The pilot program is designed to ensure that individuals entering the CTE alternate route program are adequately prepared, knowledgeable, and skilled teachers in the wide range of CTE program areas offered in New Jersey and are familiar with the Literacy and Math Common Core Standards and the new teacher evaluation system. As a result, CTE teacher retention rates and student performance will increase by preparing them for challenges of their first year in the classroom. Linda Milstein will serve as CTE Project Director and the grant will be administered by BCD.

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

Displaced Homemakers

Brookdale submitted a proposal to the New Jersey Department of Community Affairs, Division on Women for continued funding under its Displaced Homemakers Program on July 18, 2014. The program provides employability skills training to approximately 200 displaced homemakers residing in Monmouth County. Program services include intake assessment, educational training/employment development, individual and group counseling, workshops, referrals and job development/placement and are offered at the Eastern Monmouth, Northern Monmouth, Long Branch, and Western Monmouth Higher Education Centers. The program, under the direction of Laurie Salka, Director Displaced Homemakers, has been funded for over thirty years.

The total grant award is **\$120,575** with a cash match of **\$22,143** for a total of **\$142,718**.

Displaced Homemakers – Sandy Fund-Social Services Block Grant (SSBG) (Year 2 of 2)

Brookdale submitted a proposal to the New Jersey Department of Children and Families, Divisions on Women and Family and Community Partnership for funding under its Displaced Homemakers Sandy Fund on July 18, 2014. Funding will primarily assist displaced homemakers from affected counties to successfully complete a training program that will lead to employment. The program is under the direction of Laurie Salka, Director Displaced Homemakers.

The total grant amount requested is **\$25,714** and does not require a College match.

Recommendation:

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

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 16 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Faculty

Support Staff

Recommendations

4

3

B. Change of Status

Faculty

Support Staff

Coaches

Recommendations

4

1

1

C. Separations

Faculty

Administrative

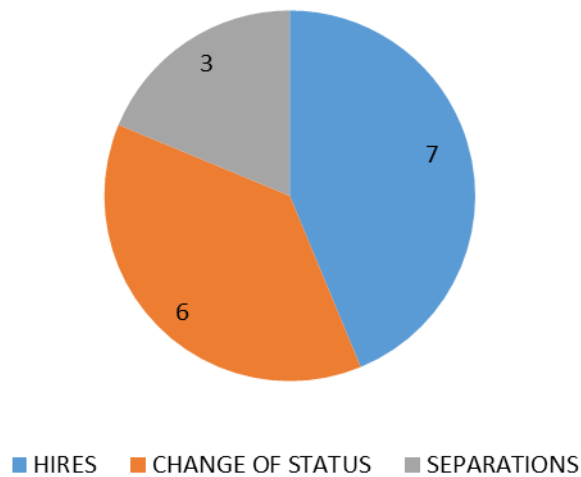
Support Staff

Recommendations

1

1

1

AUGUST 2014 HR Actions**A. HIRES****FACULTY**

1. Name: Ivan Anderson
Department: Automotive Technology
Position: Instructor
Salary: \$55,204
Effective: 9/1/14
2. Name: Michael Cohen
Department: Psychology
Position: Instructor
Salary: \$52,575
Effective: 9/1/14
3. Name: Ann Marie Hughes
Department: Fashion/Marketing
Position: Instructor, temporary one-year position
Salary: \$52,575
Effective: 9/1/14 – 6/30/14

4. Name: Ashish Samuel
Department: Health Information Technology
Position: Instructor, temporary fall semester
Salary: \$25,461 prorated from an annual base of \$52,575
Effective: 9/1/14 – 12/23/14

FACULTY DEGREE SUMMARY

Doctoral	Masters	Baccalaureate
1	1	2

SUPPORT STAFF

1. Name: Kenneth Clark
Department: Physical Plant & Utilities
Position: Senior Specialist, Mechanic
Salary: \$38,013
Effective: 9/2/14
2. Name: Mary Ann Gurrera
Department: Communiversity/HEC's
Position: Higher Education Center Assistant
Salary: \$8,459 prorated from an annual base of \$34,799
Effective: 9/2/14 – until further notice, but not later than 12/23/14
3. Name: Jeanne McCarthy
Department: English & Reading
Position: Learning Assistant
Salary: \$12,528 prorated from an annual base of \$41,229
Effective: 9/1/14 – until further notice, but not later than 12/23/14

B. CHANGE OF STATUS**FACULTY**

1. Name: Mary Ann DeSarno
Department: English
Position: Professor
Action: Reduced load for reduced pay, 20% reduction;
Additional 20% reduction in schedule, sick leave
New Salary: 80% salary
Effective: 9/1/14 – 12/23/14

2. Name: Peter Geiselman
 Department: Computer Science
 Position: Instructor
 Action: Change in position from N5 to faculty position through bona fide search
 New Salary: \$52,575
 Effective: 9/1/14

3. Name: Colleen Lineberry
 Department: English
 Position: Associate Professor
 Action: FMLA leave, schedule reduced by 40%
 New Salary: No change
 Effective: 9/1/14 – 12/23/14

4. Name: Sally Sorrell
 Department: Learning Disabilities
 Position: Professor
 Action: FMLA leave, schedule reduced by 20%
 New Salary: No change
 Effective: 9/1/14 – 6/30/15

SUPPORT STAFF

1. Name: Danielle Nelson
 Department: Architecture
 Position: Learning Assistant
 Action: NJFLA/FLI childrearing leave with pay
 Effective: 8/8/14 – 12/23/14

COACHES

1. Name: George Binaco
 Department: Athletics
 Position: Interim Men's Head Soccer Coach
 Compensation: \$4,250
 Dates: 7/1/14 – 11/30/14

C. SEPARATIONS**FACULTY**

1. Name: Marilyn Ryder
Department: Marketing
Position: Assistant Professor
Action: Retirement
Effective: 7/31/14

ADMINISTRATIVE

1. Name: William Bruno
Department: Auxiliary Services & Special Events
Position: Director
Action: Resignation
Effective: 8/1/14

SUPPORT STAFF

1. Name: Daniel Bielskie
Department: Mathematics
Position: Learning Assistant
Action: Resignation
Effective: 8/22/14

4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending May 31, 2014, were \$9,077,650.13.

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held August 14, 2014.

Brookdale Community College
Monthly Analysis of Change

	05/31/14	04/30/14	CHANGE	% CHANGE
OPERATING EXPENDITURES *				
Educational Services Division	\$41,443,002	\$ 41,147,697	\$ 295,305	0.7%
Benefits & General Institutional	21,689,509	21,689,509	-	0.0%
Sub Total	63,132,511	62,837,206	295,305	0.5%
All other divisions	19,912,928	20,039,387	(126,459)	(0.6)%
Total Operating Expenses	83,045,439	82,876,593	168,846	0.2%
OPERATING REVENUE				
Tuition	40,073,936	39,480,571	593,365	1.5%
General Service Fees	4,585,344	4,495,792	89,552	2.0%
Sub Total	44,659,280	43,976,363	682,917	1.6%
State Appropriations	9,497,873	8,634,430	863,443	10.0%
County Appropriations	19,456,909	17,880,758	1,576,151	8.8%
All other revenue	8,269,264	7,848,967	420,297	5.4%
Total Operating Revenue	81,883,326	78,340,518	3,542,808	4.5%
CASH & INVESTMENTS				
Cash	9,505,355	12,180,703	(2,675,349)	(22.0)%
Investments	11,000,000	11,000,000	-	0.0%
Total Cash & Investments	20,505,355	23,180,703	(2,675,349)	(11.5)%
CAPITAL EXPENDITURES *				
Renewals & Replacements	5,689,411	5,528,669	160,742	2.9%
Minor Capital	4,725,624	4,513,547	212,077	4.7%
Total Capital Expenses	10,415,035	10,042,216	372,819	3.7%
CAPITAL REVENUE				
State	1,289,090	1,237,474	51,616	4.2%
County	1,289,088	1,237,474	51,614	4.2%
Other	5,579,808	5,359,138	220,670	4.1%
Total Capital Revenue	8,157,986	7,834,086	323,900	4.1%
GRANTS				
Federal Grants	2,362,441	2,224,570	137,871	6.2%
State Grants	565,093	531,413	33,680	6.3%
Other Grants	377,919	335,383	42,536	12.7%
Total Grants	\$ 3,305,453	\$ 3,091,366	\$ 214,087	6.9%

Note:

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

Brookdale Community College
Operating Fund
Budget Summary Report
FY14

AS OF MAY 31, 2014

	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
BOT & President's Div	\$ 7,965,702	\$ (88,353)	\$ 7,877,349	\$ 7,241,010	\$ 667,260	(30,921) ***
Finance & Operations	6,365,035	8,703	6,373,738	5,974,289	359,289	40,159
Educational Services	44,406,564	(1,762,527)	42,644,037	38,354,300	3,088,702	1,201,034
Business & Comm Dev	2,844,859	(150,603)	2,694,256	2,437,090	178,332	78,834
Devel, Comm, & Gov Rel	573,220	21,159	594,379	512,650	35,530	46,198
Utilities	2,898,980	(128,300)	2,770,680	2,219,173	288,305	263,202
Bnfts & Gen'l Inst	25,758,782	(4,069,274)	21,689,508	16,569,346	5,120,163	-
Total	\$ 90,813,142	\$ (6,169,195)	\$ 84,643,947	\$ 73,307,858	\$ 9,737,581	\$ 1,598,508

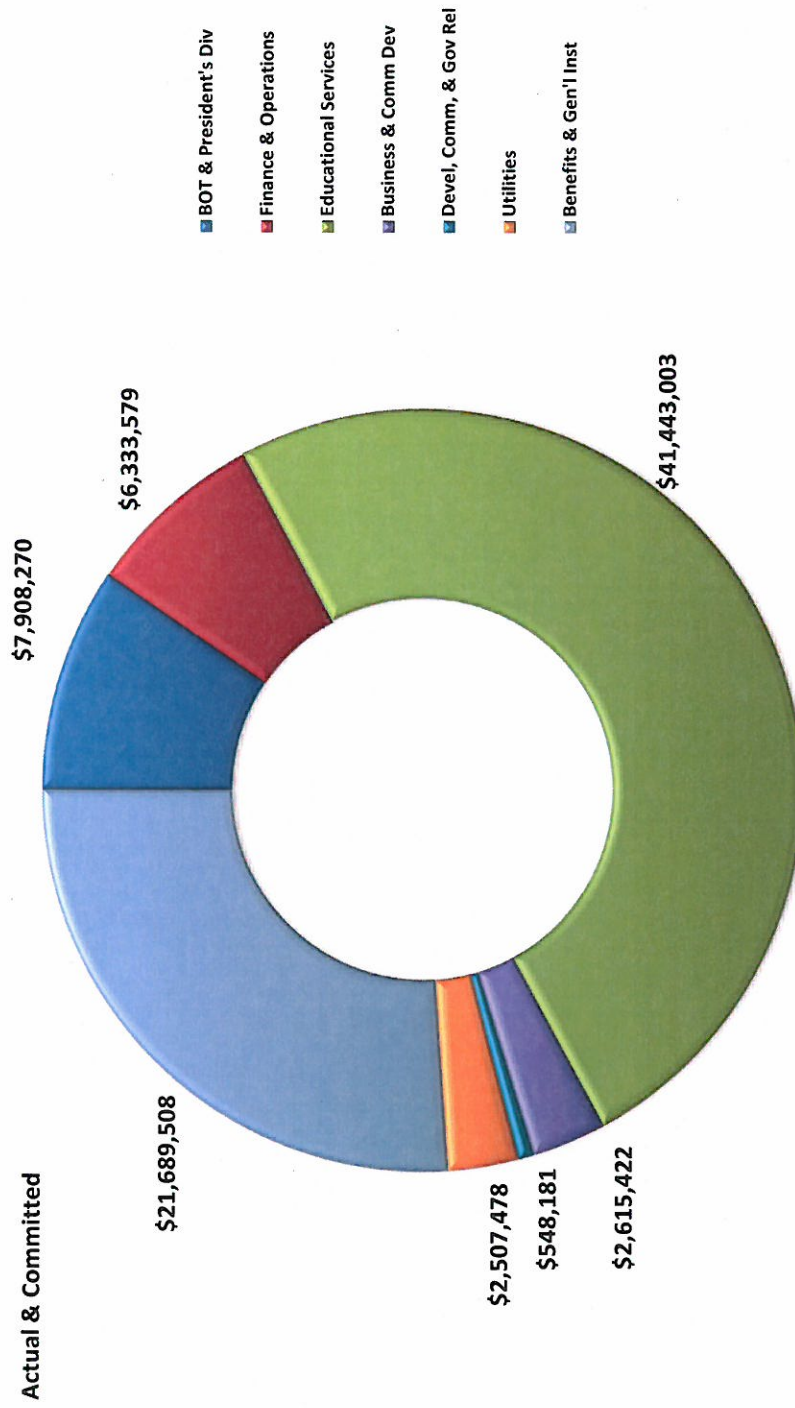
Notes:

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

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

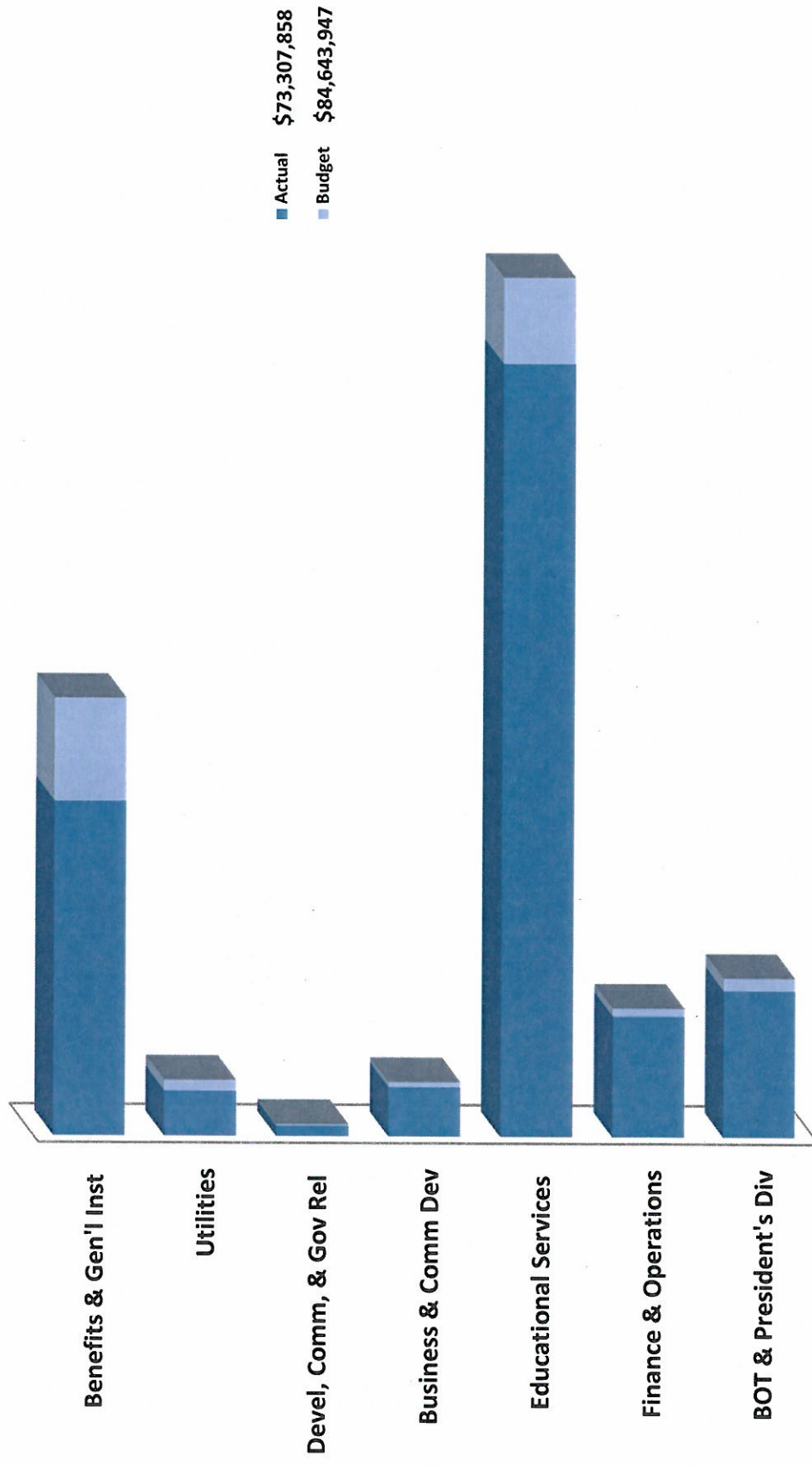
*** Represents O/T costs for safety and security.

Brookdale Community College
Operating Fund
As of May 31, 2014
FY14



The overall FY14 projected operating budget is \$84,643,947; as of May 31, 2014, 98.2% or \$83,045,439 was spent and/or obligated.

Brookdale Community College
Expenditures vs. Budget
As of May 31, 2014
FY14

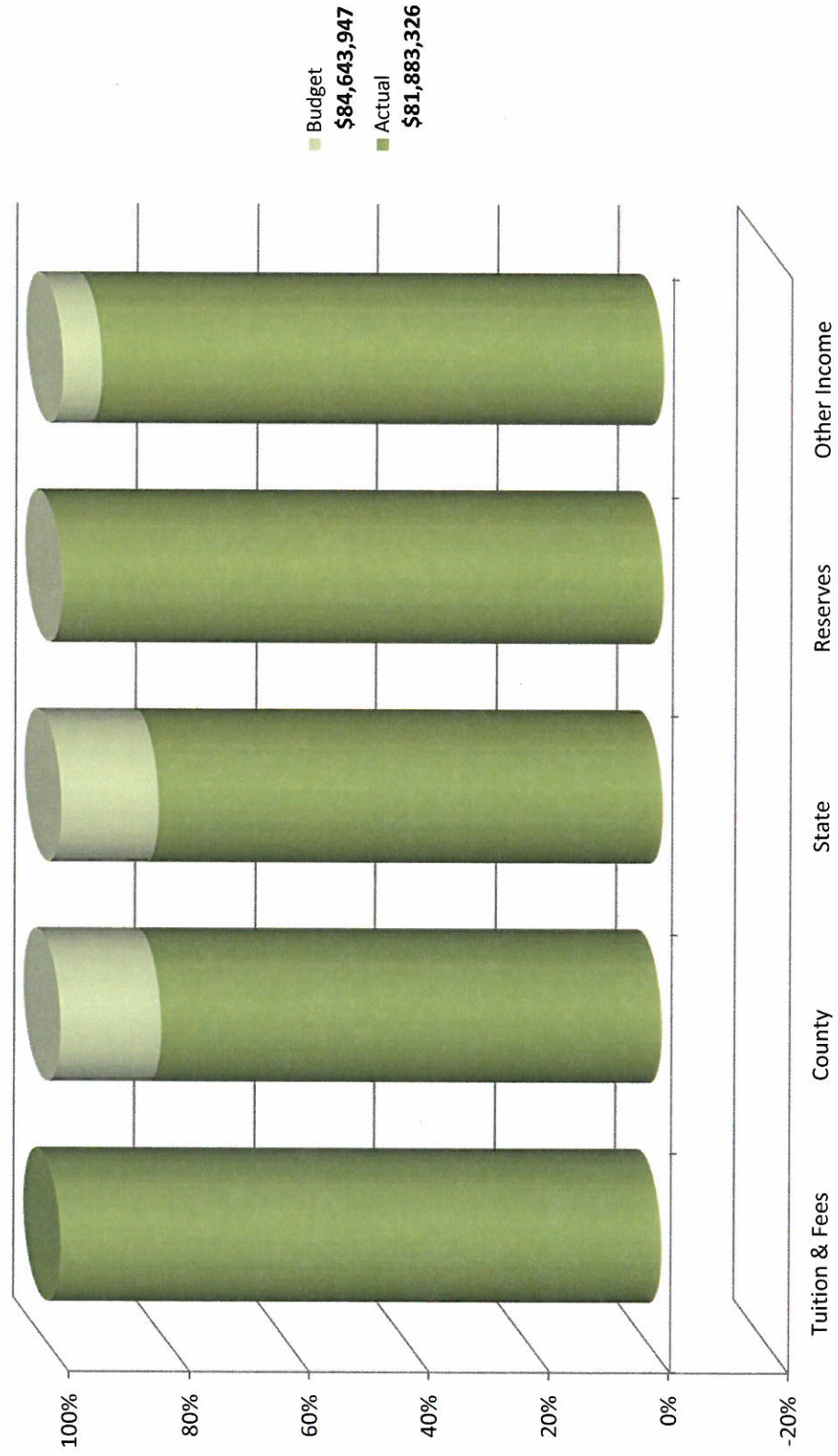


Brookdale Community College
Operating Fund
Income Summary Report
FY14

AS OF MAY 31, 2014

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	\$10,417,065	\$ (123,733)	\$ 10,293,332	\$ 9,497,873	\$ 795,459
County of Monmouth	21,456,909	-	21,456,909	19,668,833	1,788,076
Student Tuition	40,110,324	(111,889)	39,998,435	40,073,936	(75,501)
General Service Fee	4,624,007	(44,663)	4,579,344	4,585,584	(6,240)
Other Student Fees	1,500,000	(56,936)	1,443,064	1,427,824	15,240
Business & Comm Dev	3,000,000	(178,356)	2,821,644	2,681,199	140,445
Approp from Reserve	8,569,837	(5,477,613)	3,092,224	3,092,224	-
Miscellaneous	1,135,000	(176,005)	958,995	855,854	103,141
Total	\$90,813,142	\$ (6,169,195)	\$ 84,643,947	\$ 81,883,326	\$ 2,760,621

Brookdale Community College Operating Income As of May 31, 2014 FY14



Brookdale Community College
Summary of Cash & Investments
2013/2014

AS OF MAY 31, 2014

Cash:

Operating	\$ 9,475,922.77
Payroll	29,431.88
	\$ 9,505,354.65

Certificates of Deposit:

11,000,000.00	\$ 20,505,354.65
	\$ 20,505,354.65

Investment Details:

The College currently has one \$1M and five \$2M for a total of six CDs, all for 12 month terms purchased between June 2013 and May 2014.

Two CDs are with First Choice Bank; two are with NJ Community Bank; one is with Colonial American Bank, and one is with Central Jersey Bank.

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

Interest at maturity totals \$71,500.

Total amount redeemed through May 31, 2014, is \$13,000,000 with earned interest of \$95,720.82.

Brookdale Community College
Capital Fund
Budget Summary Report
FY14

AS OF MAY 31, 2014

	BUDGET	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 8,500,000	\$ -	\$ -	\$ 5,233,820
8120520 - Gorman Hall	-	3,016,180	2,758,019	258,161
8120530 - Energy Efficiency	-	250,000	22,049	227,951
FY13 Chapter 12 Projects	1,500,000	-	-	1,500,000
FY14 Chapter 12 Projects	4,250,000	-	-	4,250,000
FY14 Capital Projects				
8102410 - ADA Compliance	330,790	-	25,546	305,244
8122420 - Chhange	4,888	-	4,888	-
8132430 - PAC Rigging	13,490	(2,218)	11,272	-
8132435 - Long Branch Roof Replacement	37,430	(18,715)	18,715	-
8131005 - Higher Ed Bond Administration	12,000,000	-	-	12,000,000
8132450 - College GO Bond Match	4,000,000	-	1,454,465	2,545,535
8131010 - Equipment Leasing Fund (ELF)	2,724,303	-	-	2,724,303
8131015 - Hi Ed Technology Infrastructure (HETI)	1,160,562	-	-	1,160,562
8132455 - College HETI Match	1,160,562	-	-	1,160,562
8142425 - Fascia Project	-	499,483	499,483	-
FY14 Infrastructure Projects	900,000	-	-	-
8142415 - General	-	406,262	359,548	46,714
8142423 - CAR Carpeting	-	98,846	98,846	-
8132416 - Central Utility Plant Roof	-	255,188	255,188	-
8132417 - Camp Evans Study	-	44,351	43,982	369
8132418 - HW Bypass Removal	-	70,953	25,953	45,000
8132421 - Lincroft Roof	-	24,400	23,975	425
8132405 - One Card project	106,200	-	87,482	18,718
Renewals & Replacements	36,688,225	4,644,730	5,689,411	31,477,364
SLC/B4 Debt Service	1,120,227	-	1,056,517	63,710
Brookdale @ Freehold Debt Service	-	141,206	141,206	-
Minor Capital	500,000	-	226,366	273,634
ASBCC	-	116,620	112,621	3,999
TIP	1,000,000	-	977,788	22,212
Student & BCD Tech Fee	2,240,454	(29,127)	2,211,126	201
Minor Capital	4,860,681	228,699	4,725,624	363,756
Total	\$ 41,548,906	\$ 4,873,429	\$ 10,415,035	\$ 31,841,120

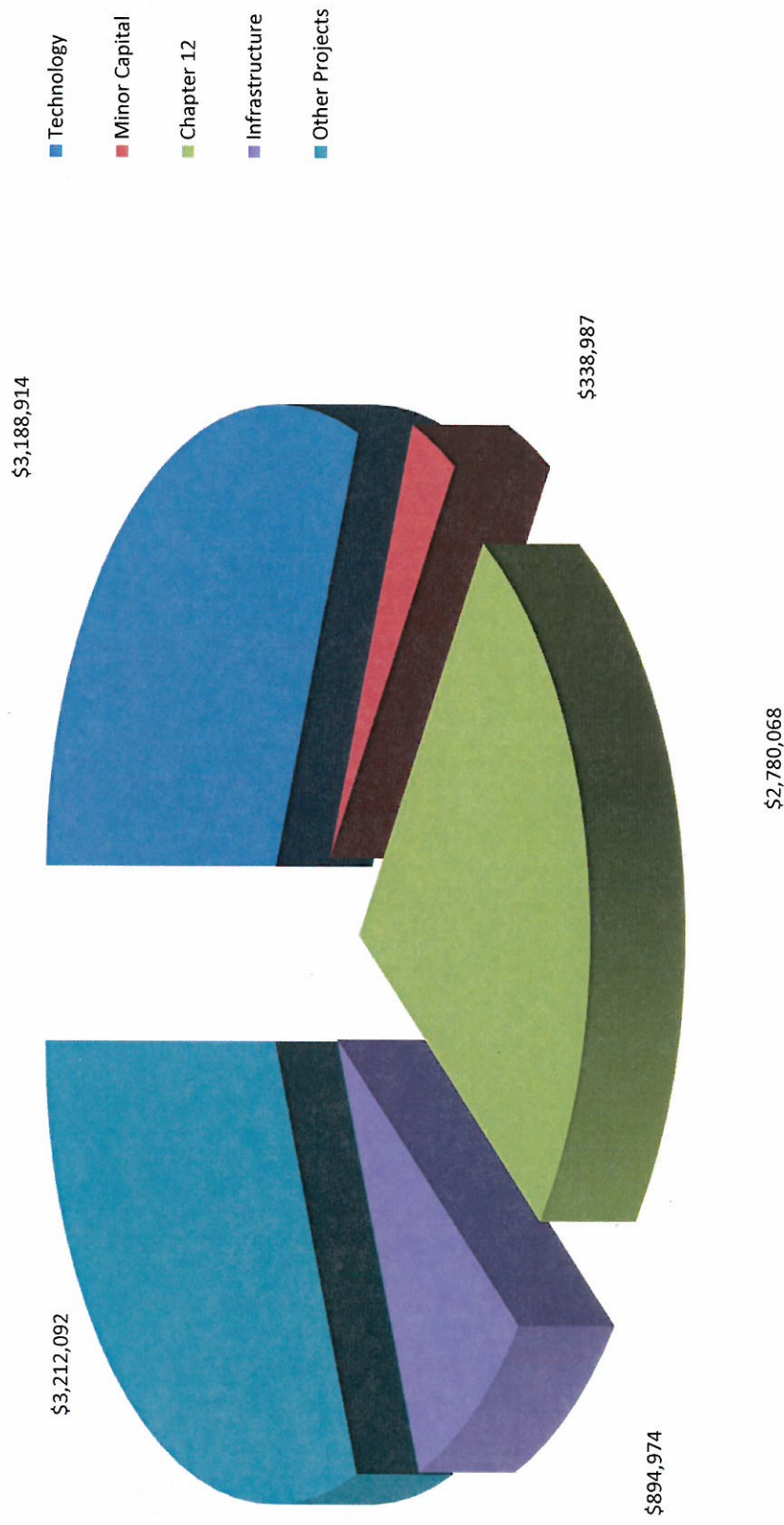
Brookdale Community College

Capital Fund

As of May 31, 2014

FY14

Actual and Committed



The overall FY14 capital budget is \$41,548,906; as of May 31, 2014, 25.1% or \$10,415,035 was spent and/or obligated.

Brookdale Community College
Capital Fund
Income Summary Report
FY14

AS OF MAY 31, 2014

	BUDGET	ADJUST	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 18,009,865	\$3,741,224	\$ 21,751,089	\$ 1,289,090	\$ 20,461,999
County of Monmouth	4,125,000	\$3,741,223	7,866,223	1,289,088	6,577,135
Other	9,570,681	2,360,913	11,931,594	5,579,808	6,351,786
Total	\$ 31,705,546	\$9,843,360	\$ 41,548,906	\$ 8,157,986	\$ 33,390,920

Brookdale Community College

Grants

Budget Summary Report

FY14

AS OF MAY 31, 2014

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
Federal Grants					
Brookdale	\$ 3,494,655	\$ 150,860	\$ 3,645,515	\$ 2,188,985	\$ 1,456,530
Subgrants	293,400	-	293,400	173,456	119,944
SUBTOTAL	3,788,055	150,860	3,938,915	2,362,441	1,576,474
State Grants	682,990	-	682,990	565,093	117,897
Other Grants	588,001		588,001	377,919	210,082
TOTAL	\$ 5,059,046	\$ 150,860	\$ 5,209,906	\$ 3,305,453	\$ 1,904,453

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

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$34,100. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

Also listed are bids and proposals over \$17,500 that met the New Jersey State "Pay-to-Play" Law, N.J.S.A. 19:44a-20.1 et seq., Chapters 51 and 271.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held August 14, 2014.

RESOLUTION

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

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

WHEREAS, the Director of Materiel and Printing Services has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the vendor has completed and submitted a Political Contribution Disclosure, and a Business Entity Disclosure Certification; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file in the Purchasing Office with this resolution; and

WHEREAS, the Board of Trustees has reviewed the purchases on the list attached hereto and made a part hereof; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.

Agenda for Purchases in Excess of \$34,100

August 21, 2014

* Estimated expense based on historical data

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase	
Capital					
1	Three G's Plumbing & Heating, Inc.	Internal Domestic Water System, Bid No. 15-01 / Notice was sent to 6 vendors, received 1 reply. This contract is for the replacement of the domestic water pipe system throughout the Megastructure.	Bid	\$ 298,000.00	
2	Traffic Lines, Inc.	Lincroft Campus Parking Lot and Roadway Striping, Bid No. 15-05 / Notice was sent to 8 vendors, received 1 reply. This contract is for the roadway striping on the Lincroft Campus. The parking lot striping is rejected due to changes in the detailed specification requirements.	Bid	\$ 40,250.00	
Operating					
3	Burlew Mechanical LLC	Plumbing T & M, Bid No. 15-04 / Notice was sent to 8 vendors, received 3 replies. This is a 10-month contract for plumbing time and material with an option for a 2nd year.	Bid	\$ 50,000.00	*
4	Elsevier	Nursing Student Exams / Exempt 18A:64A-25.5.a.(3)(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). This contract is for customized HESI Exams for FY15 nursing students. The cost of the exam is included in the lab fee assessed to the students upon registration. The College holds the funds and then pays the vendor directly.	Exempt	\$ 42,000.00	*

- 5 Assessment Technologies Institute, LLC **Comprehensive Assessment & Review Program** / Exempt 18A:64A-25.5.a.(3)(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). This contract is for an on-line comprehensive assessment and tutorial review program for nursing students in preparation of the N-CLEX for FY15. The cost of the exam is included in the lab fee assessed to the students upon registration. The College holds the funds and then pays the vendor directly. Exempt \$ 92,000.00 *
- 6 **Athletic Fields Landscaping Services, Bid No. 15-03** / Notice was sent to 11 vendors, received 2 replies. Bid is rejected due to changes in detailed bid specifications.

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

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

The open invoice payment requests for vendor, student, and employee payments report contains summary information and a resolution regarding all requested payment transactions of the College. Additionally, it contains payments made on previously approved purchase orders. This report provides background information for the payment requests and payment transactions for those items.

Additional documentation for the proposed invoice payment requests is available in the Accounts Payable Department.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held August 14, 2014.

Brookdale Community College
Paid Invoice Register
August 21, 2014

	Student	Vendor	Employee	Totals
ASBCC	\$ -	\$ 15,544.10	\$ -	\$ 15,544.10
Athletics	-	34,608.66	33.61	34,642.27
Bookstore	-	453,958.91	-	453,958.91
College	-	2,740,051.11	17,880.49	2,757,931.60
OBCD	-	95,318.22	375.82	95,694.04
	<hr/>	<hr/>	<hr/>	<hr/>
	\$ -	\$ 3,339,481.00	\$ 18,289.92	\$ 3,357,770.92
	<hr/>	<hr/>	<hr/>	<hr/>

5.1 Non-credit Program Approval

On August 22, 2013, the Board of Trustees approved the College's participation in a pilot program – *Experimental Sites Initiative* – sponsored by the U.S. Department of Education's and Office of Federal Student Aid. Under this pilot program Brookdale expanded federal Pell Grants to eligible low income students enrolling in three non-credit, short term career training programs that address local workforce needs. Two of these programs, MRI Advanced Level Certificate and Hemodialysis Technician, will be offered in January 2015 for the first time with financial aid eligibility. One program, Medical Coding Specialist opened for registration in late June 2014 for the first time with financial aid eligibility. The program will begin on September 9, 2014, and interested students have requested information and/or applied for financial aid.

Two additional programs have become eligible. At this time Board of Trustee approval of all five programs is necessary so that students participating are eligible for financial aid:

1. Diagnostic Medical Sonography
2. Medical Assistant Certification
3. Magnetic Resonance Imaging (MRI) Advanced Level Certificate Program
4. Hemodialysis Technician
5. Medical Coding Specialist

The attached Board Brief details the programs, the market demand for employees in these areas, and the process for financial aid application and award.

With recent federal and state initiatives focused on developing middle skills and increasing local workforce development initiatives, Brookdale is uniquely positioned to provide the Monmouth County region with relevant, quality services and programs through its non-credit programming. Eligibility for federal financial aid for non-credit programming is an added incentive and maximizes the opportunity for students to achieve their educational goals regardless of financial resources.

The President recommends the Policy and Education Committee and the Board of Trustees adopt a resolution approving the non-credit programs in Diagnostic Medical Sonography; Medical Assistant Certification; Magnetic Resonance Imaging (MRI) Advanced Level Certificate Program; Hemodialysis Technician and Medical Coding Specialist.

Board Brief: Business & Community Development Financial Aid Eligible Programs

Operations personnel in the Business and Community Development Division will assist students who register for these programs and wish to apply for financial aid. As with all financial aid, the students will fill out the federal financial aid application (FAFSA). Brookdale's Financial Aid office will employ the same processes currently used for students in academic credit programs to determine student eligibility for Pell grants and/or federal student loans in these career training programs. An administrator in the Business and Community Development Division, in coordination with the appropriate instructors, will monitor student class attendance and program completion to ensure that all requirements mandated by the financial aid office are met for the following programs:

1. **Diagnostic Medical Sonography**-This is a full-time, twelve month program with 292 lecture hours of instruction, 45 lab hours and 1136 hours of clinical application. Pre-requisites for the program include an Associate's degree as well as certain healthcare related courses. Students will be prepared to operate diagnostic medical sonography equipment to produce diagnostic ultrasound images. Upon completion, students are eligible to sit for the American Registry of Radiologic Technologist in Sonography (ARRT) certification exam. The program cost is \$9,095. Job growth in Monmouth County for Medical Sonographers is projected to increase over 26% over the next 10 years. The current median earnings are \$35.77/hour. (Economic Modeling Specialists International (EMSI) database)
2. **Medical Assistant Certification**- The program is 560 classroom/lab hours and 160 clinical externship hours. Students will learn concepts in patient interaction, infection control, scheduling, insurance billing, medical terminology, emergency procedures, phlebotomy, EKG, minor procedures, and CPR certification. Students will be prepared to take the Registered Medical Assistant certification exam through American Medical Technologists (AMT). The program also meets the New Jersey regulatory requirements for certification. The cost of the program is \$7925. The projected rate of job growth for Medical Assistants in Monmouth County over the next ten years is over 24%. The current median earnings are \$15.64/hour. (EMSI database)
3. **Magnetic Resonance Imaging (MRI) Advanced Level Certificate**- This twenty-week program consists of 70 lecture hours and 136 hours of clinical application for those students with a current NJ diagnostic radiologic or nuclear medical technologist license. Students will be prepared to operate MRI equipment and produce diagnostic MRI images. The cost is \$2,979. The NJ Labor and Workforce Development Department reported the average 2012 salary of Radiologic Technologists to be \$62,810 per year. The occupation is projected as one of the highest in New Jersey in terms of percentage growth from 2010-2020 at 13.7 %, adding 900 positions. (NJLWD)
4. **Hemodialysis Technician**-This is a six month, 350 hour program to prepare students to take the BONENT (Board of Nephrology Examiner Nursing & Technology) exam for Certified Hemodialysis Technologist, as

well as two other national certifications in the hemodialysis area. The BONENT certification will allow graduates to work for employers in the area as technicians assisting patients with end stage renal disease to receive dialysis treatments. The cost is \$5,195. The NJ Labor and Workforce Development Department reported that Kidney Dialysis Centers were one of the fastest growing healthcare industries from 2007-12, growing from 82 sites in New Jersey to 114.

Medical Coding Specialist- This program consists of 242 hours of instruction over six months to prepare students for two national certifications as medical coders. Students will be prepared to take the Certified Professional Coder (CPC) exam and/or the Certified Coding Apprentice (CCA) exam. The cost of the program is \$2,985. A 27% increase in medical records and health information technicians is anticipated through 2020. (EMSI database). The median earnings for these technicians is \$16.53/hour.

Board of Trustee Brief

Non Credit programs in Diagnostic Medical Sonography; Medical Assistant Certification; Magnetic Resonance Imaging (MRI) Advanced Level Certificate Program; Hemodialysis Technician and Medical Coding Specialist

Process for financial aid application and award

Operations personnel in the Business and Community Development Division will assist students who register for these programs and wish to apply for financial aid. As with all financial aid, the students will fill out the federal financial aid application. Brookdale's Financial Aid office will employ the same processes currently used for students in academic credit programs to determine student eligibility for Pell grants and/or federal student loans in these career training programs. An administrator in the Business and Community Development Division, in coordination with the appropriate instructors, will monitor student class attendance and program completion to ensure that all requirements mandated by the financial aid office are met for the following programs.

Program Descriptions

1. Diagnostic Medical Sonography-This is a full-time, twelve month program with 292 lecture hours of instruction, 45 lab hours and 1136 hours of clinical application. Pre-requisites for the program include an Associate's degree as well as certain healthcare related courses. Students will be prepared to operate diagnostic medical sonography equipment to produce diagnostic ultrasound images. Upon completion, students are eligible to sit for the American Registry of Radiologic Technologist in Sonography (ARRT) certification exam. The program cost is \$9,095. Job growth in Monmouth County for Medical Sonographers is projected to increase over 26% over the next 10 years. The current median earnings are \$35.77/hour. (Economic Modeling Specialists International (EMSI) database)
2. Medical Assistant Certification- The program is 560 classroom/lab hours and 160 clinical externship hours. Students will learn concepts in patient interaction, infection control, scheduling, insurance billing, medical terminology, emergency procedures, phlebotomy, EKG, minor procedures, and CPR certification. Students will be prepared to take the Registered Medical Assistant certification exam through American Medical Technologists (AMT). The program also meets the New Jersey regulatory requirements for certification. The cost of the program is \$7925. The projected rate of job growth for Medical Assistants in Monmouth

County over the next ten years is over 24%. The current median earnings are \$15.64/hour. (EMSI database)

3. Magnetic Resonance Imaging (MRI) Advanced Level Certificate- This twenty-week program consists of 70 lecture hours and 136 hours of clinical application for those students with a current NJ diagnostic radiologic or nuclear medical technologist license. Students will be prepared to operate MRI equipment and produce diagnostic MRI images. The cost is \$2,979. The NJ Labor and Workforce Development Department reported the average 2012 salary of Radiologic Technologists to be \$62,810 per year. The occupation is projected as one of the highest in New Jersey in terms of percentage growth from 2010-2020 at 13.7 %, adding 900 positions. (NJLWD)

4. Hemodialysis Technician-This is a six month, 350 hour program to prepare students to take the BONENT (Board of Nephrology Examiner Nursing & Technology) exam for Certified Hemodialysis Technologist, as well as two other national certifications in the hemodialysis area. The BONENT certification will allow graduates to work for employers in the area as technicians assisting patients with end stage renal disease to receive dialysis treatments. The cost is \$5,195. The NJ Labor and Workforce Development Department reported that Kidney Dialysis Centers were one of the fastest growing healthcare industries from 2007-12, growing from 82 sites in New Jersey to 114.

5. Medical Coding Specialist- This program consists of 242 hours of instruction over six months to prepare students for two national certifications as medical coders. Students will be prepared to take the Certified Professional Coder (CPC) exam and/or the Certified Coding Apprentice (CCA) exam. The cost of the program is \$2,985. A 27% increase in medical records and health information technicians is anticipated through 2020. (EMSI database). The median earnings for these technicians is \$16.53/hour.

RESOLUTION

WHEREAS, On August 22, 2013, the Board of Trustees of Brookdale Community College approved the College's participation in *Experimental Sites Initiative*, sponsored by the U.S. Department of Education and the Office of Federal Student Aid; and

WHEREAS, Under this pilot program Brookdale expanded Federal Pell Grants to eligible low income students enrolling in three non-credit, short-term career training programs that address local workforce needs; and

WHEREAS, in August 2013 the Board of Trustee approved the original three programs, and there are now two additional programs; and

WHEREAS, those programs are as follows:

1. Diagnostic Medical Sonography (new program now eligible)
2. Medical Assistant Certification (new program now eligible)
3. Magnetic Resonance Imaging (MRI) Advanced Level Certificate Program (original program being offered for the first time in January 2015 with financial aid eligibility)
4. Hemodialysis Technician (original program being offered for the first time in January 2015 with financial aid eligibility)
5. Medical Coding Specialist (opened for registration in late June 2014 to begin on September 9, 2014 for the first time with financial eligibility)

WHEREAS, eligibility for federal financial aid for non-credit programming is an added incentive and maximizes the opportunity for students to achieve their educational goals regardless of financial resources;

NOW THEREFORE BE IT RESOLVED that the Policy and Education Committee and the Board of Trustees hereby adopt a resolution approving the non-credit programs listed above so that students participating in these programs are eligible for financial aid.

August 21, 2014