

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

Thursday June 19, 2014

**Brookdale Community College
Freehold Branch Campus
3680 Route 9 South
Freehold Township, NJ
Workshop- FR103/104
Public Business Meeting- FR103/104**

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 structures

Jubilee 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 operations

Jubilee 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 matters

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.
- 2.3 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 TBD	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. Brennan 732-224-2204; bbrennan@brookdalecc.edu

Revised May 13, 2014

BROOKDALE COMMUNITY COLLEGE
UPCOMING EVENTS
June 2014 -December 2014

BOLD indicates off campus

2014

June 2nd	Poseidon Reception for those students who will participate in the Early College High School partnership with Neptune High School. The reception Will be at 7:30PM at the Atrium – 55 Neptune Boulevard, Neptune
June 5 th	Executive Committee conference call re Agenda – 5PM
June 6 th	70 th Anniversary of D-Day – collaboration between Assemblywoman Hanlin and the Center for WWII Studies – ceremony begins at 10AM and after ceremony there will be a reception (Note: Several Freeholders attending)
June 9 th	Policy & Education Committee meeting – 5PM President’s Conference Room
June 11	ABE Commencement in Long Branch – 7PM at Portugese Club
June 12 th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
June 16	NJCCC Trustee Seminar & Spirit Awards - 5PM Holiday Inn, East Windsor
June 19th	Board meeting at Freehold Branch Campus – 5PM
July	Board Retreat to be scheduled – date to be determined
August 7 th	Executive Committee conference call re Agenda – 5PM
August 14 th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
August 21 th	Board meeting –location TBD
September 4th	Executive Committee conference call re Agenda – 5PM
September 8 th	Policy & Education Committee meeting – 5PM President’s Conference Room
September 10th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
September 17 th	Board meeting in Lincroft
October 2 nd	Executive Committee conference call re Agenda – 5PM
October 9th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
October 16 th	Board meeting in Lincroft
October 22-25	ACCT Conference in Chicago
November 6th	Executive Committee conference call re Agenda – 5PM
November 13th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
November 20 th	Board meeting in Lincroft – annual reorganization meeting
December 4 th	Executive Committee conference call re Agenda – 5PM
December 8 th	Policy & Education Committee meeting – 5PM President’s Conference Room
December 11th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
December 18 th	Board meeting – location TBD

Updated June 12, 2014

Prepared by: Barbara Brennan

AGENDA for June 19, 2014**Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104****5:00 p.m. BOARD OF TRUSTEE WORKSHOP**

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

E. Adoption of Agenda for Workshop and Public Meeting**Agenda Tab****F. Information & Discussion Items**

- 1. Report of Ad Hoc Governance Committee
 - a. President's Evaluation
 - b. BOT Self-Evaluation
- 2. Report of Finance & Facilities Committee
 - a. Monthly Financial Report
 - b. Purchases in Excess of \$34,100/Pay to Play
 - c. Change order (Information Kiosks)
 - d. Open Invoice Payment Requests
 - e. Auxiliary Services & Event Management Budget FY15 Budget
 - f. FY 15 Operating Statement for the Associated Students of BCC
 - g. Revised Operating and Capital Statements
 - h. Risk Management
 - d. Shared Services
- 3. Report of Policy & Education Committee
 - a. Freehold Campus Update
 - b. Online Advising
 - c. Revision of Board Policies to comply with SaVE Act
 - d. Discontinuance of Humanities AA Speech Communication Option
 - e. Discontinuance of Horticulture Academic Credit Certificate, Floral Design Academic Credit Certificate of Achievement and Landscape Design Academic Credit Certificate of Achievement

Finance Tab**Policies Tab**



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

AGENDA for June 19, 2014

**Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104**

4. Update: Police Department

G. 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.

1. Approval of Lodging of Revision to Board Policies
2. Human Resources
3. Finance and Facilities
 - a. Purchases in Excess of \$34,100 and NJ Pay-to-Play (4.2)
 - b. Change Order Request Report (4.2a)
 - c. Open Invoice Payment Request (4.2b)

Policies Tab

Human Resources Tab

Finance Tab

H. New Business

AGENDA for June 19, 2014
Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104

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. Public Comment on Agenda Items**

E. Approval of Minutes of the April 23, 2014 Workshop/Public Meeting Minutes Tab

F. President’s Report

G. Brookdale Spotlight

Spotlight	Mission-Based Indicators	Jubilee Plan Goals
Collage Magazine Advisors: Professors Kathleen Kennedy and Marie Maber	Student Success and Progress Quality and Excellence Value Added to the Community	Goal 1: Inspire Student Success Goal 3: Strengthen and expand Brookdale’s alliances and partnerships Goal 4: Leverage Brookdale’s Excellence

H. APPROVAL ITEMS -- Consent Agenda Tab

(2.1) Application for Grants	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale’s Excellence
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AGENDA for June 19, 2014
**Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104**
(2.2)
**Approval of Revisions to
Board Policies**

 Quality and Excellence
Value Added to Community

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

**2.1000 College Safety &
Security**
3.9002 Non-Discrimination
3.9007 Affirmative Action
**6.1002 Campus Sexual
Assault Victim Bill of Rights**
(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**

AGENDA for June 19, 2014

**Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104**

I. Additional Approval Items

Items removed from the consent agenda will be voted upon at this time.

(4.3) Auxiliary Services & Event Management FY15 Operating Statements**(4.4) FY15 Operating Statement for the Associated Students of Brookdale
Community College****(4.5) Revised Operating and Capital Statement****(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

H. Public Comment**I. Old/New Business****J. Adjournment of Public Business Meeting**

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 June 12, 2014.

Brookdale Community College
Outstanding and Paid Invoice Register
June 19, 2014

	Student	Vendor	Employee	Totals
ASBCC	\$ -	\$ 43,307.25	\$ 1,031.42	\$ 44,338.67
Athletics	-	45,367.92	7,422.34	52,790.26
Bookstore	-	36,937.96	-	36,937.96
College	25.00	2,018,693.18	34,168.60	2,052,886.78
OBCD	660.97	64,500.03	262.27	65,423.27
	<u>\$ 685.97</u>	<u>\$ 2,208,806.34</u>	<u>\$ 42,884.63</u>	<u>\$ 2,252,376.94</u>



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

AGENDA for June 19, 2014

Freehold Campus –3680 Route 9 South, Freehold Township

Room 103-104

G. Review of Consent Agenda and Business Meeting Agenda

Consent Agenda Tab

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2. Human Resources
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 - a. Purchases in Excess of \$34,100 and NJ Pay-to-Play (4.2)
 - b. Change Order Request Report (4.2a)
 - c. Open Invoice Payment Request (4.2b)

Policies Tab

Human Resources Tab

Finance Tab

AGENDA for June 19, 2014
Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104

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. Public Comment on Agenda Items**

- E. Approval of Minutes of the April 23, 2014 Workshop/Public Meeting**

Minutes Tab

- F. President’s Report**

- G. Brookdale Spotlight**

Spotlight	Mission-Based Indicators	Jubilee Plan Goals
Collage Magazine Advisors: Professors Kathleen Kennedy and Marie Maber	Student Success and Progress Quality and Excellence Value Added to the Community	Goal 1: Inspire Student Success Goal 3: Strengthen and expand Brookdale’s alliances and partnerships Goal 4: Leverage Brookdale’s Excellence

H. APPROVAL ITEMS -- Consent Agenda Tab

(2.1) Application for Grants	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale’s Excellence
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AGENDA for June 19, 2014
**Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104**
(2.2)
**Approval of Revisions to
Board Policies**
**2.1000 College Safety &
Security**
3.9002 Non-Discrimination
3.9007 Affirmative Action
**6.1002 Campus Sexual
Assault Victim Bill of Rights**

 Quality and Excellence
Value Added to Community

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

(3.1)
**Approval of Human
Resources**

 Quality and Excellence
Value Added to Community

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

(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**



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

AGENDA for June 19, 2014

**Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104**

I. Additional Approval Items

Items removed from the consent agenda will be voted upon at this time.

(4.3) Auxiliary Services & Event Management FY15 Operating Statements

**(4.4) FY15 Operating Statement for the Associated Students of Brookdale
Community College**

(4.5) Revised Operating and Capital Statement

(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

H. Public Comment

I. Old/New Business

J. Adjournment of Public Business Meeting

4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending April 30, 2014, were \$8,011,924.09.

The Monthly Financial Report contains summary information regarding all financial transactions of the College for the month of April. 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 June 12, 2014.

Brookdale Community College
Monthly Analysis of Change

	04/30/14	03/31/14	CHANGE	% CHANGE
OPERATING EXPENDITURES *				
Educational Services Division	\$41,147,697	\$ 40,342,506	\$ 805,191	2.0%
Benefits & General Institutional	21,689,508	21,889,508	(200,000)	(0.9)%
Sub Total	62,837,205	62,232,014	605,191	1.0%
All other divisions	20,039,388	19,822,607	216,781	1.1%
Total Operating Expenses	82,876,593	82,054,621	821,972	1.0%
OPERATING REVENUE				
Tuition	39,480,571	38,670,577	809,994	2.1%
General Service Fees	4,495,792	4,397,989	97,803	2.2%
Sub Total	43,976,363	43,068,566	907,797	2.1%
State Appropriations	8,634,430	7,770,987	863,443	11.1%
County Appropriations	17,880,758	16,092,682	1,788,076	11.1%
All other revenue	7,848,967	7,842,847	6,120	0.1%
Total Operating Revenue	78,340,518	74,775,082	3,565,436	4.8%
CASH & INVESTMENTS				
Cash	12,180,703	13,323,428	(1,142,725)	(8.6)%
Investments	11,000,000	10,000,000	1,000,000	10.0%
Total Cash & Investments	23,180,703	23,323,428	(142,725)	(0.6)%
CAPITAL EXPENDITURES *				
Renewals & Replacements	5,528,669	5,523,732	4,937	0.1%
Minor Capital	4,513,547	4,371,984	141,563	3.2%
Total Capital Expenses	10,042,216	9,895,716	146,500	1.5%
CAPITAL REVENUE				
State	1,237,474	1,236,759	715	0.1%
County	1,237,474	1,236,759	715	0.1%
Other	5,359,138	5,334,595	24,543	0.5%
Total Capital Revenue	7,834,086	7,808,113	25,973	0.3%
GRANTS				
Federal Grants	2,224,570	2,100,662	123,908	5.9%
State Grants	531,413	505,130	26,283	5.2%
Other Grants	335,383	324,567	10,816	3.3%
Total Grants	\$ 3,091,366	\$ 2,930,359	\$ 161,007	5.5%

Note:

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

Brookdale Community College
Operating Fund
Budget Summary Report
FY14

AS OF APRIL 30, 2014

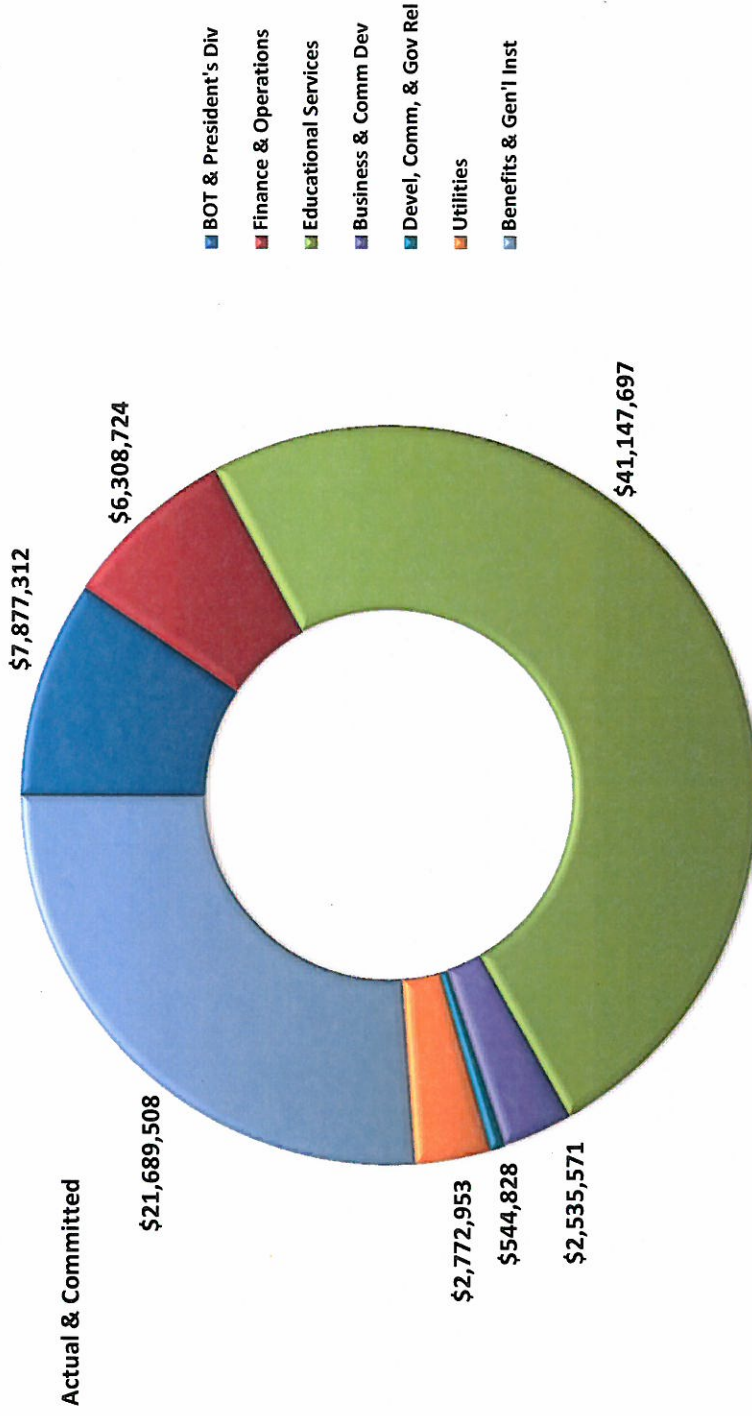
	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
BOT & President's Div	\$ 7,965,702	\$ (88,353)	\$ 7,877,349	\$ 6,609,173	\$ 1,268,139	\$ 37
Finance & Operations	6,365,035	8,703	6,373,738	5,481,529	827,195	65,014
Educational Services	44,406,564	(1,762,527)	42,644,037	33,925,295	7,222,402	1,496,340
Business & Comm Dev	2,844,859	(150,603)	2,694,256	2,226,546	309,025	158,685
Devel, Comm, & Gov Rel	573,220	21,159	594,379	474,821	70,007	49,551
Utilities	2,898,980	(128,300)	2,770,680	2,125,508	645,172	-
Bnfts & Gen'l Inst	25,758,782	(4,069,274)	21,689,508	15,153,849	6,535,659	-
Total	\$ 90,813,142	\$ (6,169,195)	\$ 84,643,947	\$ 65,996,722	\$ 16,877,598	\$ 1,769,627

Notes:

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

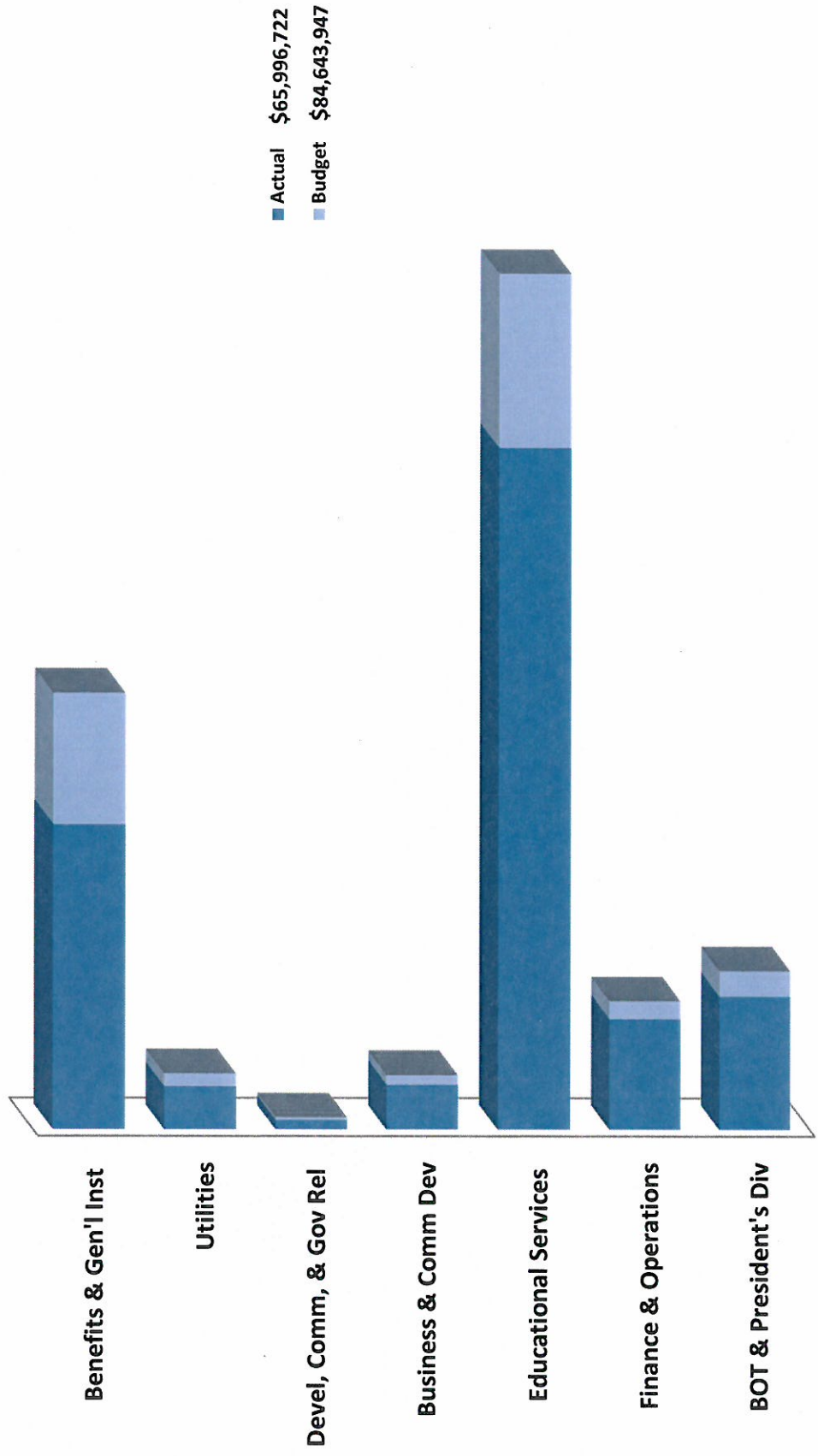
** Committed represents total funds encumbered for a good or service.

Brookdale Community College
 Operating Fund
 As of April 30, 2014
 FY14



The overall FY14 projected operating budget is \$84,643,947; as of April 30, 2014, 98% or \$82,876,593 was spent and/or obligated.

**Brookdale Community College
Expenditures vs. Budget
As of April 30, 2014
FY14**

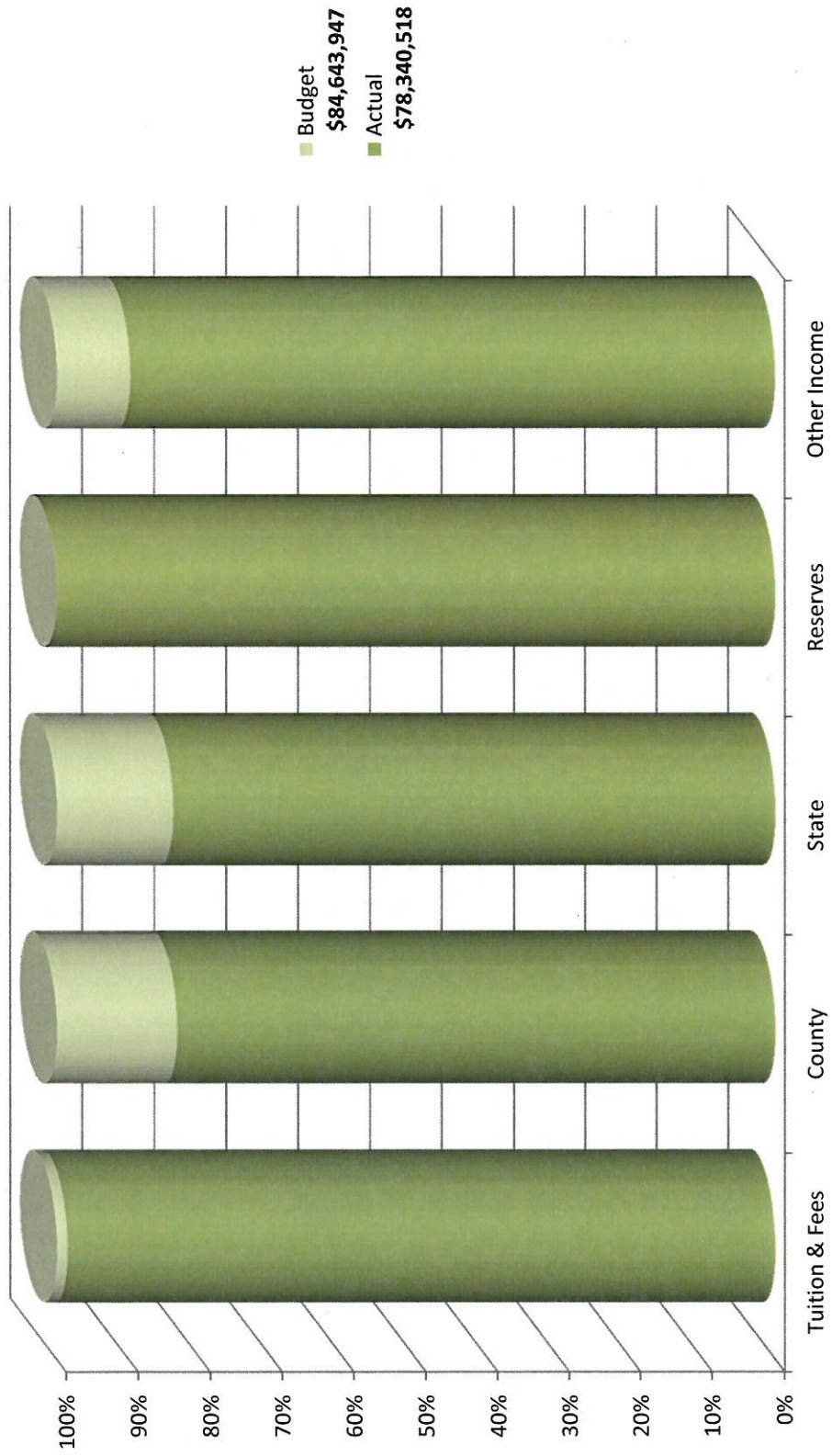


Brookdale Community College
Operating Fund
Income Summary Report
FY14

AS OF APRIL 30, 2014

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 10,417,065	\$ (123,733)	\$ 10,293,332	\$ 8,634,430	\$ 1,658,902
County of Monmouth	21,456,909	-	21,456,909	17,880,758	3,576,152
Student Tuition	40,110,324	(111,889)	39,998,435	39,480,571	517,864
General Service Fee	4,624,007	(44,663)	4,579,344	4,495,792	83,552
Other Student Fees	1,500,000	(56,936)	1,443,064	1,361,827	81,237
Business & Comm Dev	3,000,000	(178,356)	2,821,644	2,571,683	249,961
Approp from Reserve	8,569,837	(5,477,613)	3,092,224	3,092,224	-
Miscellaneous	1,135,000	(176,005)	958,995	823,234	135,761
Total	\$ 90,813,142	\$ (6,169,195)	\$ 84,643,947	\$ 78,340,518	\$ 6,303,429

Brookdale Community College Operating Income As of April 30, 2014 FY14



Brookdale Community College
Summary of Cash & Investments
2013/2014

AS OF APRIL 30, 2014

Cash:				
	Operating	\$ 12,153,512.53		
	Payroll	<u>27,190.73</u>		
			\$	12,180,703.26
	Certificates of Deposit:	<u>11,000,000.00</u>	\$	<u><u>23,180,703.26</u></u>

Investment Details:

The College currently has one \$1M and five \$2M for a total of six CDs, all for 12 month terms purchased between May 2013 and April 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 April 30, 2014, is \$13,000,000 with earned interest of \$95,720.82.

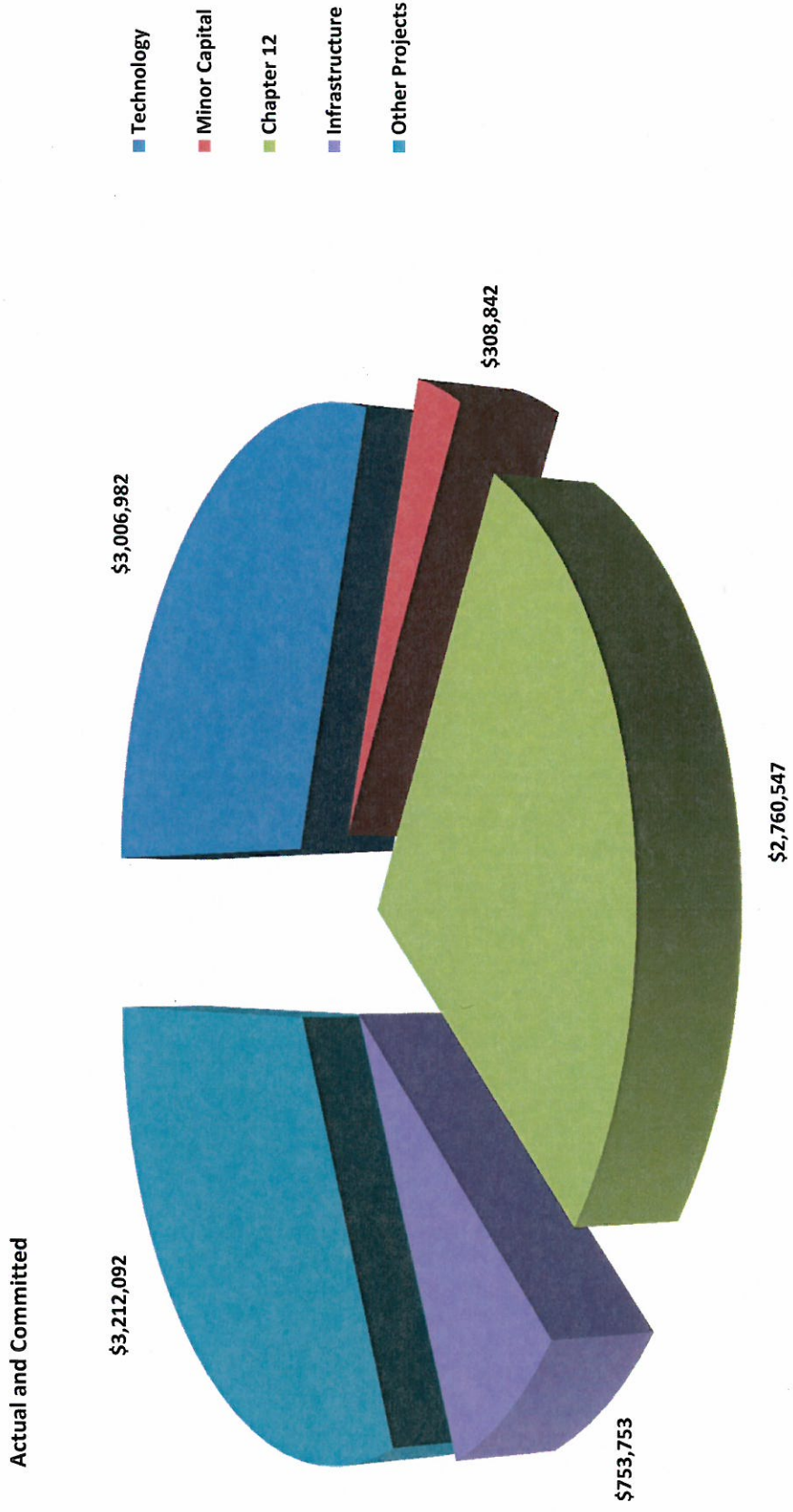
Brookdale Community College
Capital Fund
Budget Summary Report
FY14

AS OF APRIL 30, 2014

	BUDGET	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 8,500,000	\$ -	\$ -	\$ 5,461,771
8120520 - Gorman Hall	-	3,016,180	2,738,498	277,682
8120530 - Energy Efficiency	-	22,049	22,049	-
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	218,327	187,935
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	4,416,779	5,528,669	31,638,106
SLC/B4 Debt Service	1,120,227	-	1,056,517	63,710
Brookdale @ Freehold Debt Service	-	141,206	141,206	-
Minor Capital	500,000	-	196,221	303,779
ASBCC	-	116,620	112,621	3,999
TIP	1,000,000	-	795,855	204,145
Student & BCD Tech Fee	2,240,454	(29,127)	2,211,127	200
Minor Capital	4,860,681	228,699	4,513,547	575,833
Total	\$ 41,548,906	\$ 4,645,478	\$ 10,042,216	\$ 32,213,939

Brookdale Community College Capital Fund

As of April 30, 2014
FY14



The overall FY14 capital budget is \$41,548,906; as of April 30, 2014, 24.2% or \$10,042,216, was spent and/or obligated.

Brookdale Community College
Capital Fund
Income Summary Report
FY14

AS OF APRIL 30, 2014

	BUDGET	ADJUST	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 18,009,865	\$3,741,224	\$ 21,751,089	\$ 1,237,474	\$ 20,513,615
County of Monmouth	4,125,000	\$3,741,223	7,866,223	1,237,474	6,628,749
Other	9,570,681	2,360,913	11,931,594	5,359,138	6,572,456
Total	\$ 31,705,546	\$9,843,360	\$ 41,548,906	\$ 7,834,086	\$ 33,714,821

Brookdale Community College
Grants
Budget Summary Report
FY14

AS OF APRIL 30, 2014

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
Federal Grants					
Brookdale	\$ 3,338,007	\$ 156,648	\$ 3,494,655	\$ 2,058,315	\$ 1,436,340
Subgrants	293,400	-	293,400	166,255	127,145
SUBTOTAL	3,631,407	156,648	3,788,055	2,224,570	1,563,485
State Grants	682,990	-	682,990	531,413	151,577
Other Grants	588,001	-	588,001	335,383	252,618
TOTAL	\$ 4,902,398	\$ 156,648	\$ 5,059,046	\$ 3,091,366	\$ 1,967,680

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 June 12, 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

WHEREAS, all bases of recommendations have been reviewed and approved by College Counsel;

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

June 19, 2014

* Estimated expense based on historical data

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Valiant National AV Supply	Multimedia Projectors, Bid No. 14-31 / Notice was sent to 18 vendors, received 7 replies. This contract is for the supply and delivery of 25 Casio multimedia projectors and cables to upgrade Technology-Enhanced Classrooms (TEC).	Bid	\$ 31,638.75
2	Ellucian	Ellucian Support Services and Partner Renewals / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This annual contract provides the College with Colleague software maintenance for the administrative software modules. It includes software upgrades on all listed (purchased) modules and telephone support. The upgrades will include yearly regulatory releases and functional improvements.	Exempt	\$ 390,901.00
3	Perceptive Software	Image Now Software, Services and Maintenance / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract provides the College with software and technical services for ImageNow and CaptureNow users in Admissions and Records, Recruitment, Counseling, Human Resources and Finance & Operations.	Exempt	\$ 19,649.00
4	Hewlett Packard Company	Maintenance Support for Servers / Exempt 18A:64A.25.9 (State Contract). This is a 1 year state contract for the maintenance support of HP servers for FY15.	Exempt	\$ 30,170.52
5	Aspire Technology Partners	Cisco Smartnet Maintenance / Exempt 18A:64A.25.9 (State Contract). This is a 1 year state contract for Cisco equipment maintenance for FY15.	Exempt	\$ 42,559.05

6	Instructure, Inc.	Learning Management System (LMS), RFP 07-13 / This is the 2nd year of a 5 year contract for a hosted learning management system (LMS). The LMS is a critical system for the College and an integral part of its growth strategy. The LMS will support a range o	RFP	\$ 189,000.00
7	Campus EAI	Extension of Annual Portal License, Enterprise Agreement and MyCampus Test Development / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract is for a 6-month extension of the portal license and enterprise agreement	Exempt	\$ 48,000.00
8	Adobe Systems Inc.	Adobe License Agreement / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software) and 18A:64A-25.28.d. (Contracts extending beyond the fiscal year, multi-year). This is the 2nd year of a 3 year contract for adobe enterprise term licen	Exempt	\$ 37,868.00
9	Dell Apple Computer Inc.	Computers / Exempt 18A:64A.25.9 (State Contract). These state contracts are for the purchase of computers for FY15.	Exempt	\$ 825,000.00 *
Operating				
10	Powerhouse Signworks	Banners and Signage, Bid No. 14-26 / Notice was sent to 19 vendors, received 3 replies. This contract is for the supply, delivery and installation of banners and signage for FY15.	Bid	\$ 25,000.00 *
11	White Star Tours Inc.	Travel Services for Tour & Talk Overnight Trips, Bid No. 14-27 / Notice was sent to 7 vendors, received 1 reply. This contract is for travel services for Tour & Talk overnight trips. This is the 2nd time bid has received 1 reply.	Bid	\$ 63,120.00
12	Cooper Electric Supply Company	Electrical Supplies, Bid No. 14-29 / Notice was sent to 5 vendors, received 2 replies. This is a 1 year contract with an option for a 2nd year for the supply and delivery of electrical supplies.	Bid	\$ 40,000.00 *

13	Northeast Roof Maintenance, Inc.	Roof Repairs, Bid No. 14-30 / Notice was sent to 12 vendors, received 3 replies. This is a 1 year contract with an option for a 2nd year for roof repairs.	Bid	\$	100,000.00	*
14	The College Board	PowerFails Software License / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract is for the renewal of the PowerFails software license which automates the entire financial aid process. The software manages student eligibility, verification, Pell Grant management, award packaging, loan origination, reporting and research. The latest federal rules are programmed into the software to ensure compliance with federal regulations.	Exempt	\$	34,000.00	
15	International Business Machines Corporation	Software License Subscription / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the IBM SPSS Statistics Capmus Addition license subscription and support for FY15.	Exempt	\$	32,970.00	
16	Electro Maintenance Inc.	Electrical Time and Material, Bid No. 14-28 / Notice was sent to 9 vendors, received 2 replies. This is a 1 year contract with an option for a 2nd year for electrical time and material.	Bid	\$	100,000.00	*
17	Allied Oil, LLC	Unleaded 87 Octane Gasoline and Diesel Fuel / Exempt 18A:64A-25.9. (State Contract). This state contract is for the supply and delivery of unleaded gasoline and diesel fuel for FY15.	Exempt	\$	70,000.00	*
18	Winning Strategies	Professional Representation with Federal Agencies, The U.S. Congress and the State of New Jersey, RFP No. 10-14 / Notice was sent to 10 vendors, received 2 replies. This is a 1 year contract with an option for a 2nd year for professional representation at the federal and state levels.	RFP	\$	60,000.00	
19	See attached list	Printing Services, RFQ 02-2014 / Notice was sent to 26 vendors, received 13 replies. This is a 1 year contract with an option for a 2nd year for pre-qualified vendors to provide printing services.	RFQ	\$	125,000.00	*

20	All World Language Consultants, Inc. Natural Languages, LLC Cheryl A. Huber Christine E. Snyder ASL Interpreter Referral Service, Inc. Brianna C. Davidson Indus Translation Services	Sign Language Interpreters, RFQ 03-2014 / Notice was sent to 19 vendors, received 7 replies. This is a 1 year contract with an option for a 2nd year for pre-qualified professionals to provide sign language interpretation services for students who have requested this service through the Office of Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institutions responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities.	RFQ	\$ 165,000.00 *
21	Natural Languages, LLC	Communication Access Realtime Translation Services (CART), RFP No. 11-14 / Notice was sent to 14 vendors, received 3 replies. This is a 1 year contract with an option for a 2nd year for translation services for students who have requested this service through the Office of Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institutions responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities.	RFP	\$ 41,000.00 *
22	D & H Alternate Risk Solutions True & Associates	Insurance Services Property & Liability / Exempt 18A:64A-25.5.a.(11) (Insurance). This contract is for property and liability insurance premiums for FY15.	Exempt	\$ 823,495.28
23	T.L. Groseclose	Intercollegiate Sports Insurance / Exempt 18A:64A-25.5.a.(11) (Insurance). This contract is for intercollegiate sports accident and catastrophic insurance premiums for FY15.	Exempt	\$ 98,864.00
24	UNUM Insurance Company of America	Short Term Disability Insurance / Exempt 18A:64A-25.5.a.(11) (Insurance). This contract is for short-term disability insurance premium for FY15. A 2nd RFP was recently sent to 19 vendors, received 3 replies. This RFP was rejected for a 2nd time due to non-compliance with RFP requirements. UNUM, our current provider who did not respond to the RFP, agreed to extend the services under the same terms, conditions and cost of the existing contract.	Exempt	\$ 420,000.00
25	N.J. Community College Insurance Pool	Workers Compensation Insurance / Exempt 18A:64A-25.5.a.(11) (Insurance). This contract is for workers compensation insurance for FY15.	Exempt	\$ 309,932.00

26	Bollinger Insurance	Dental Insurance, RFP No. 14-14 / Notice was sent to 10 vendors, received 3 replies. This contract is for basic and enhanced dental insurance for college employees for FY15. Enhanced insurance is an option for employees who pay this additional coverage.	RFP	\$ 515,000.00
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27		SSO and/or Comprehensive Portal Solution RFP No. 04-14 / Notice was sent to 16 vendors, received 5 replies. RFP was rejected due to cost and non-compliance with RFP requirements.
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****Unless otherwise exempt, bids were publicly advertised according to law.**

****Pre-approved Vendors for RFQ 02-2014, Printing Services**

Board Item #19

- Premier Graphics, Inc.
- Tretina Printing Inc.
- Bartash Publications, Inc.
- Hummel Printing, Inc.
- The Wall Street Group, Inc.
- Graphic Image Inc.
- Evergreen Printing Company
- AJ Images, Inc.
- Courier Printing Corporation
- Jersey Printing Associates, Inc.
- White Eagle Printing Company, Inc.
- Moore Wallace North America, Inc.
- Spectrum Printing, Inc.

4.2a *Change Order Request Report*

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 12, 2014.

Change Order Reconciliation

June 19, 2014

Vendor Name	Description	Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
1 Allied Environmental Signage LLC	Supply and installation of 2 additional Kiosks with solar panels	\$ 66,000.00	\$ -	\$ 66,000.00	\$ 33,000.00	\$ 99,000.00	50%
		<u>\$ 66,000.00</u>	<u>\$ -</u>	<u>\$ 66,000.00</u>	<u>\$ 33,000.00</u>	<u>\$ 99,000.00</u>	

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 June 12, 2014.

Brookdale Community College
Outstanding and Paid Invoice Register
June 19, 2014

	Student	Vendor	Employee	Totals
ASBCC	\$ -	\$ 43,307.25	\$ 1,031.42	\$ 44,338.67
Athletics	-	45,367.92	7,422.34	52,790.26
Bookstore	-	36,937.96	-	36,937.96
College	25.00	2,018,693.18	34,168.60	2,052,886.78
OBCD	660.97	64,500.03	262.27	65,423.27
	<u>\$ 685.97</u>	<u>\$ 2,208,806.34</u>	<u>\$ 42,884.63</u>	<u>\$ 2,252,376.94</u>



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

4.4 FY15 *Associated Students of Brookdale Community College (ASBCC)* *Operating Statement*

The office of Student Life and Activities has prepared the FY15 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, College health services and Athletics.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 12, 2014.

June 19, 2014: Vice President for Finance & Operations, Maureen Lawrence

Student Life and Activities has prepared the FY15 budget based on enrollment of 10,625 FTEs and includes \$650,499 in student fees, an increase of \$9,156 from the FY14 request.

OPERATIONS

In reviewing budget information and last year's allocations with the Student Life Board's Finance Committee, it was noted that student clubs and organizations, as well as departments that sponsor and support campus life programs responded well to the fiscal realities of the past year. The slight increase in funding for FY15, coupled with the reallocation of program funds earmarked for the now closed Student Health Center will allow the ASBCC budget to absorb the anticipated cost for phase two of the OneCard implementation, new initiatives in orientation programs, and a new program series focused on students' post Brookdale plans.

ADMINISTRATION

The FY15 budget seeks an increase of \$27,000 in the administrative budget lines to bring the allocation more in line with the actual amounts spent in FY14. Increased funding will be placed in the Commons Operations line and earmarked to purchase the additional hand-held OneCard readers, which will be used at events to track student participation rates. Funds will also provide support to the continuation of our interactive New Student Orientation program. This August initiative engages incoming Brookdale students' on their first day on campus thus creating a positive experience for this first year co-hort.

COMMUNICATIONS

The FY15 Communication budget will remain almost flat with a slight increase to reflect printing student print media. The STALL, the student newspaper, and the award winning COLLAGE literary magazine, where the print process is part of the learning experience for student leaders, are supported by the Communication budget.

COLLEGE WIDE ACTIVITIES

College Wide Activities will see an increase of \$11,500 in FY15. Increases to Welcome Back Week and Spring Fling will assist the Student Life Board in planning these signature events, and allow Student Life to continue to provide events at the regional locations, such as the successful FY14 Iced ID's event at the Student Success Centers as part of Welcome Back Week.

The increase to Student Life Center Programs will allow the department to offer more Health and Wellness programs to support both mental and physical well-being. Program plans include depression screenings and mental health awareness planned with Counseling & Advising; HIV/AIDs awareness programs in collaboration with community partners and the PAC's planned performance of *RENT*, and expanded nutrition programs with the campus food vendor CulinArt.

DIVISION ACTIVITIES

Division Activities are those programs and events most directly tied into classroom learning. The total budget in this area sees an increase of \$1,750, but realignments have occurred within individual cost centers to reflect anticipated spending. For example, the Freehold campus will receive its own programming budget while the four remaining HECs will operate from one pooled fund. The Math division, which piloted a successful integration of FYE (First Year Experience) into their developmental 015 course, will receive additional funding to continue to support these student centric efforts in FY15.

CLUBS and ORGANIZATIONS

Each of the over 50 student clubs and organizations recognized by ASBCC worked to provide programs on campus at Lincroft, Freehold, the HECs, and through service projects to our community. The Student Life Board recognized four new clubs in FY14; the Portuguese Cultural Club, Music Connection Club, a Pre-Med Society, and a Network Engineering & Technology (NET) organization. This year also saw the return of the Middle Eastern Cultural Awareness (MECA) organization.

The slight increase in this area of \$3,200 will allow the Student Life Board's Finance Committee more flexibility in the appropriation of funds throughout FY15 to support activities sponsored by student organizations directly.

ATHLETICS

The Jersey Blues Athletics department budget allocation from ASBCC will increase \$1,500 to assist in fielding the 13 intercollegiate teams. ASBCC also supports the operations of the Student Athlete Advisory Committee (SAAC) and Intramural Activities under other budget areas.

INSURANCE

The Insurance cost area was increased by 10% over last year's budget. Legislative changes in the State of New Jersey as well as through the Federal Affordable Care Act have forced a re-examination of how we manage student accident insurance for FY15. The department will work under the advisement of Finance & Operations to determine the best way to mitigate risk and provide coverage for the students and advisors, who participate in our activities.

GRADUATION EXPENSE

Graduation for FY15 will see a decrease of \$4,000 from last year's budget. Given the move to two ceremonies, the department of Student Life & Activities cancelled the graduation picnic this year, and hopes that rolling those funds into Spring Fling will allow for the Student Life Board to develop a proper send off during this traditional end-of-year activity.

REVENUE GENERATING ACTIVITIES

This line represents revenue generated by the clubs and organizations, ticket sales, bus trips and other miscellaneous activities.

The following FY15 Operating and Capital Statements are for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

**BROOKDALE COMMUNITY COLLEGE
ASSOCIATED STUDENTS OF BROOKDALE COMMUNITY COLLEGE
FY15 BUDGET**

	FY13 Actual	FY14 Budget	Actual through 5/31/14	Estimated through 6/30/14	FY15 Request
Revenue:					
Student Activities Fee	\$ 971,365	\$ 641,342	\$ 627,549	\$ 631,277	\$ 650,499
Appropriation From Reserves	-	102,000	-	102,000	
Other Revenue	95,331	95,000	89,112	90,000	95,000
Total Revenue	1,066,696	838,342	716,661	823,277	745,499
Expenditures:					
ASBCC Administration	175,693	82,000	66,997	80,000	109,000
ASBCC Communications	28,188	19,500	9,150	17,500	20,000
Capital Improvements	-	102,000	112,621	112,621	-
College Wide Activities	326,583	237,500	194,803	200,000	249,000
Division Activities	65,567	51,950	18,264	25,000	53,700
Clubs and Organizations	123,999	97,600	97,947	104,000	100,800
Athletics	163,707	99,792	87,608	99,000	101,349
Insurance Expense	10,041	11,500	11,500	11,500	12,650
Graduation Expense	9,481	8,000	1,770	3,200	4,000
College Health Services	37,498	33,500	17,231	17,231	-
ASBCC Scholarship Fund	866	-	-	-	-
Revenue Generating Activities*	-	95,000	89,112	90,000	95,000
Reserve Contingency*	53,144	-	-	-	-
Intercollegiate Travel Reserve	39,179	-	55,528	55,528	-
Total Expenditures	1,033,946	838,342	762,531	815,580	745,499
Excess Revenue/Expense	\$ 32,750	\$ -	\$ (45,870)	\$ 7,697	\$ -
Beginning Fund Balance	\$ 693,157	\$ 725,907	\$ 725,907	\$ 725,907	\$ 639,301
Excess	32,750	-	(45,870)	7,697	-
Appropriation from Reserve	-	(102,000)	-	(102,000)	-
Ending Fund Balance	\$ 725,907	\$ 623,907	\$ 634,167	\$ 639,301	\$ 639,301

* 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.



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

4.5 FY15 Revised Operating and Capital Statements

The College has developed the following FY15 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 President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 12, 2014.

June 19, 2014: Vice President for Finance & Operations, Maureen Lawrence

On January 23, 2014, the Board of Trustees adopted the FY15 Operating and Capital Budget. Subsequently, there have been revisions to both revenue and expenditures in both the budgets, which should be approved by the Board of Trustees.

The revised operating budget is based on a credit enrollment of 11,191 full-time equated students (FTEs). This includes 10,625 credit FTEs, which is slightly down from the original budget of 10,661 credit FTEs. The revised Operating Budget is \$1,021,901 more than the previous operating budget for a 1.2% increase.

The proposed FY15 budget allows the College to maintain an open door policy, stimulate enrollment growth and sustainability, support existing programs as well as exciting new initiatives, and continue critical facilities deferred maintenance. It should be noted 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 increase of \$1,021,901, which represents a \$390,641 decrease in tuition and fees, \$67,984 decrease in State appropriation (based on final enrollment audit information for the sector), a \$160,000 decrease in other income and a \$1,640,526 increase in appropriation from reserves to cover the operating budget shortfall.

Revised Operating Expenditures

The following are those significant changes in operating expenditures for FY15:

- Increases in both health and liability insurance premiums estimated at \$295,063 and \$130,000 respectively.
- A reserve of \$421,000 for FY15 labor contract negotiations
- An increase of \$291,511 in general operating expenditures primarily due to increases in the custodial and waste management contracts.
- A reserve of \$130,000 for anticipated lease obligations to the Neptune Township Board of Education for additional space to house the Poseidon Early College High School Program slated to begin later this summer

On January 23, 2014, the Board of Trustees also approved the FY15 capital budget of \$11,281,458. The budget has decreased by \$1,388,570 to \$9,642,888. Reductions include \$250,000 in the technology improvement program (TIP), \$58,570 in tech fees, \$27,612 in SLC/Big 4 fees, and \$1,302,388 in debt service fees. The schedule is included in this report for your reference.

The budget was reviewed by Cabinet, the President and the Finance Committee of the Board of Trustees at a meeting held on June 12, 2014.

The following FY15 Operating and Capital Statements are provided for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

**Brookdale Community College
Operating Budget Summary
FY15**

	FY15 Original Budget January 2014			FY15 Revised Budget June 2014	
	Amount	Percent of Total	Adjustment	Amount	Percent of Total
Current Revenue:					
Tuition	\$ 41,162,121	47.5%	(213,371)	\$ 40,948,750	46.7%
Monmouth County	20,027,019	23.1%	-	20,027,019	22.8%
State Aid	10,361,316	11.9%	(67,984)	10,293,332	11.7%
General Service Fees	4,744,145	5.5%	(37,270)	4,706,875	5.4%
Non Credit Income	3,050,000	3.5%	(90,000)	2,960,000	3.4%
Interest Income	185,000	0.2%	(60,000)	125,000	0.1%
Other Fees	1,500,000	1.7%	(50,000)	1,450,000	1.7%
Other Income	950,000	1.1%	(100,000)	850,000	1.0%
Reserves	4,715,901	5.4%	1,640,526	6,356,427	7.3%
Total Current Revenue	\$ 86,695,502	100.0%	1,021,901	\$ 87,717,403	100.0%
Current Expenditures:					
Educational Services	\$ 43,883,840	50.6%	(499,958)	\$ 43,383,882	49.5%
Bus & Comm Develop	2,834,100	3.3%	(9,029)	2,825,071	3.2%
Finance & Operations	6,383,592	7.4%	296,470	6,680,062	7.6%
President's Office	7,872,779	9.1%	(20,744)	7,852,035	9.0%
Develop, Comm & Gov't Rel	511,245	0.6%	(3,478)	507,767	0.6%
Benefits	17,761,768	20.5%	495,890	18,257,658	20.8%
General Expenses	4,669,478	5.4%	632,750	5,302,228	6.0%
Utilities	2,778,700	3.2%	130,000	2,908,700	3.3%
Total Current Expenditures	\$ 86,695,502	100.0%	1,021,901	\$ 87,717,403	100.0%

**Brookdale Community College
Capital Budget Summary
FY15**

	FY15 Original Budget January 2014			FY15 Revised Request June 2014	
	Amount	Percent of Total	Adjustment	Amount	Percent of Total
Revenue					
County:					
County Chapter 12	\$ 1,600,000	14.2%	\$ -	\$1,600,000	16.6%
Subtotal County	1,600,000	14.2%	-	1,600,000	16.6%
State:					
State Chapter 12	1,600,000	14.2%	-	1,600,000	16.6%
Subtotal State	1,600,000	14.2%	-	1,600,000	16.6%
Other:					
Other	4,588,635	40.7%	(1,552,388)	3,036,247	31.5%
Fees	3,492,823	31.0%	(86,182)	3,406,641	35.3%
Subtotal Other	8,081,458	71.6%	(1,638,570)	6,442,888	66.8%
Total Revenue	11,281,458	100.0%	(1,638,570)	9,642,888	100.0%
Expenditures:					
Minor Capital	7,081,458	62.8%	(1,638,570)	5,442,888	56.4%
Renewal & Replacements	4,200,000	37.2%	-	4,200,000	43.6%
Total Expenditures	\$ 11,281,458	100.0%	\$ (1,638,570)	\$9,642,888	100.0%

2. 2 Administration

Policy Revisions for Approval

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

The SaVE Act

The Campus Sexual Violence Elimination Act (SaVE) seeks to address the violence women face on college campuses and updates the Jeanne Cleary Act (Cleary Act). Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

The SaVE Act obligates colleges and universities to provide programming for students and employees addressing the issues of domestic violence, dating violence, sexual assault and stalking. Brookdale has developed and/or will utilize education programs to include safe and positive options for bystander intervention; information on risk reduction to recognize warning signs of abusive behavior, and ongoing prevention and awareness programs for students, faculty and staff.

The following Brookdale Board Policies have been reviewed and revised to reflect the College's commitment to meeting all the obligations of the SaVE Act and ensuring an educational environment free of discrimination.

2.1000 College Safety and Security

3.9002 Non Discrimination

6.1002 Campus Sexual Assault Victim Bill of Rights

Board Bylaw 1.6020 Lodging of Policy, states that "no matter of policy shall be submitted to the Board for approval or placed on a regular or special meeting agenda for action by the Board unless it has been presented in writing at a previous regular meeting of the Board. **This rule may be waived only by the unanimous consent of those Board members present and voting at the meeting when any such proposed action is contemplated** (emphasis added). "

The Policy & Education Committee of the Board, meeting on 9 June 2014, reviewed this material and recommends the full Board waive lodging these policy revisions and approve them at the Public Meeting of the Board on 19 June 2014.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 52 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Faculty

Adjuncts

Recommendations

1

1

B. Reappointment of Executive Administration**15 Recommendations****C. Change of Status**

Faculty

Administrative

Support Staff

Recommendations

4

15

3

Separations

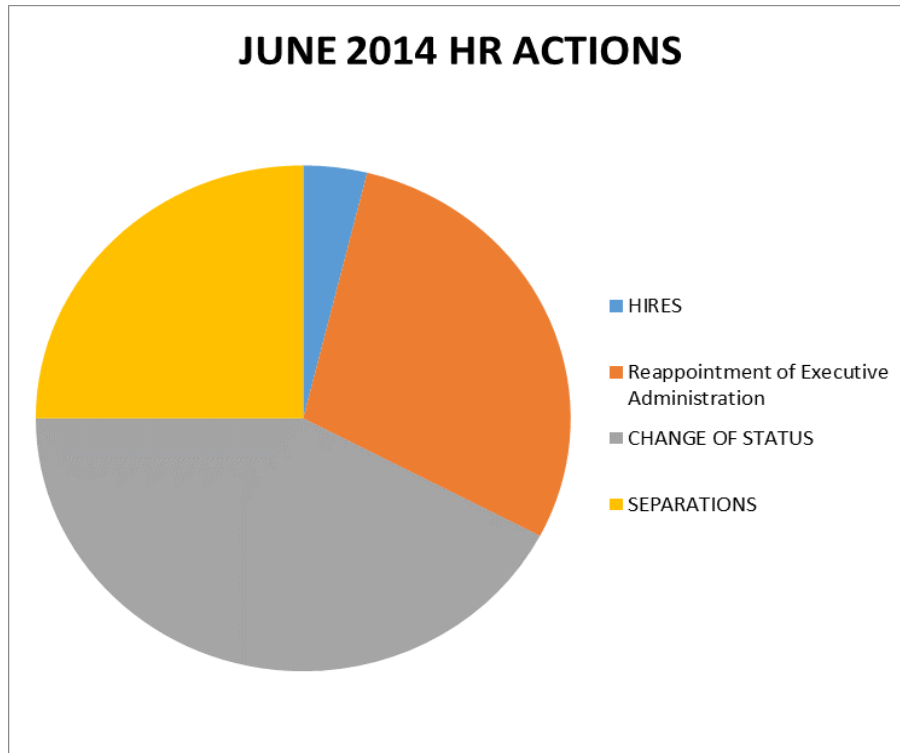
Faculty

Support Staff

Recommendations

10

3

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

1. Name: Maureen Dellocono
Department: Allied Health
Position: Instructor, Health Information Technology
Salary: \$55,204
Effective: 9/1/14

FACULTY DEGREE SUMMARY

Baccalaureate

1

ADJUNCTS

1. Name: Diane Mantlick
Department: Language
Rate: \$697/Credit Hour
Term: Summer 1 2014

ADJUNCT DEGREE SUMMARY

Masters

1

B. REAPPOINTMENT OF EXECUTIVE ADMINISTRATION – July 1, 2014 – June 30, 2015**EXECUTIVE**

Burns, William F	Academic Division Dean-Arts & Communications	Office of Arts & Communication
Calendar, Carl E	Academic Division Dean-English & Reading	Office of English & Reading
Edman, Jayne P	Academic Division Dean-Sciences & Health Sciences	Office of Science & Health Sci.
Gallo, Patricia A	Academic Division Dean-Business & Technology	Office of Business & Tech
Healy, Teresa C	Academic Division Dean-Mathematics	Office of Mathematics
Horgan, Louise M	Executive Assistant to the President	President's Office
Kegelman, Nancy M	Dean-Academic Affairs	Dean of Academic Affairs
Lawrence, Maureen M	Vice President-Finance & Operations	Accounting-Administration
Lucier-Woodruff, Marie C	Dean-Business & Community Development	Business & Community Dev
Pfeffer, Richard J	Dean-Enrollment Development & Student Affairs	Enrollment Dev & Student Affairs
Phillips, Dianna	Executive Vice President-Educational Services	EVP-Educational Services
Rother, Franklyn	Academic Division Dean-Social Science & Education	Office of Social Sciences & Ed
Sensi, Patricia	Dean-Human Resources	Human Resources and Diversity
Stout, David	Campus Dean- Freehold	Freehold Campus
Voogt, Anita C	Dean-Communiversy and Higher Education Centers	Communiversy/HEC

C. CHANGE OF STATUS**FACULTY**

1. Name: Maryann DeSarno
Department: English
Position: Professor
Action: End of 20% reduction in workload for 20% reduction in pay
Effective: 6/30/14
2. Name: Barbara Gonos
Department: Criminal Justice
Position: Professor
Action: End of 20% reduction in workload for 20% reduction in pay
Effective: 6/30/14
3. Name: Maryann Krenz
Department: Nursing
Position: Associate Professor
Action: Long Term Disability
Effective: 4/1/14
4. Name: Thomas Riley
Department: Chemistry
Position: Instructor
Action: Reassignment from PSA to faculty position through bona fide search
New Salary: \$52,575
Effective: 9/1/14

ADMINISTRATIVE

1. Name: Ann Marie Alfieri
Department: Commiversity & Higher Education Centers
Position: Confidential Administrative Assistant II
Action: Reassignment from temporary A1 to regular A2 position through bona fide search
New Salary: Salary prorated from an annual base of \$46,634 pending negotiated contract settlement
Effective: 7/8/14

2. Name: Jody Angelo
Department: Experiential Learning & Career Services
Position: Career Services Representative
Action: Extension of temporary A3 assignment
New Salary: Salary prorated from an annual base of \$50,290 pending negotiated contract settlement
Effective: 7/1/14 – until further notice, but not later than 12/31/14

3. Name: Nancy Bennett
Department: Learning Disabilities
Position: Learning Disabilities Administrator
Action: Extension of temporary assignment
New Salary: Salary prorated from an annual base of \$50,290 pending negotiated contract settlement
Effective: 5/16/14 – until incumbent returns but not later than 12/23/14

4. Name: Eunice Clark
Department: Outreach, Business & Community Development
Position: Administrative Assistant, Health Profession Opportunity Grant, temporary grant-funded position
Action: Reassignment to temporary A1 administrative position
New Salary: \$16,285 prorated from an annual base of \$43,426 pending negotiated contract settlement
Effective: 7/1/14 – 11/15/14

5. Name: Elizabeth Cooner
Department: Planning, Assessment & Research
Position: Senior Analyst, Market & Survey Research, temporary
Action: Extension of temporary assignment
New Salary: Salary prorated from an annual base of \$58,855 pending negotiated contract settlement
Effective: 7/1/14 – until further notice, but not later than 12/23/14

6. Name: Linda DeButts
Department: Human Resources
Position: Training Specialist, part-time, 25 hrs/wk
Action: Extension of temporary assignment
New Salary: \$34,128 pending negotiated contract settlement
Effective: 7/1/14 – until further notice, but not later than 9/30/14

7. Name: David DeFrancesco
Department: Commons Services
Position: Mail Services Coordinator
Action: Extension of monthly stipend
Effective: 7/1/14 – until further notice, but not later than 9/30/14
8. Name: Elizabeth Deignan
Department: Planning Assessment & Research
Position: Acting Director, Institutional Research & Evaluation
Action: Extension of acting assignment
New Salary: \$69,961 pending negotiated contract settlement
Effective: 7/1/14 – until further notice, but not later than 12/31/14
9. Name: Denise DeMichael
Department: Registration
Position: Manager, Educational Services Systems
Action: Extension of monthly stipend
Effective: 7/1/14 – until further notice, but not later than 9/30/14
10. Name: Cynthia Gruskos
Department: President's Office
Position: Confidential Assistant to the President and Board of Trustees
Action: Reassignment from N4 to A3 administrative position through bona fide search
New Salary: \$1,354 prorated from an annual base of \$50,290
FY15 salary pending negotiated contract settlement
Effective: 6/20/14
11. Name: Laura Longo
Department: Planning, Assessment & Research
Position: Acting Executive Director, Planning, Evaluation & Research
Action: Extension of acting assignment
New Salary: \$89,033 pending negotiated contract settlement
Effective: 7/1/14 – until further notice, but not later than 12/31/14

12. Name: Kelly Parr
Department: Technologies Division
Position: Co-Principal Investigator, E-MATE, part-time, 30 hrs/wk, temporary grant-funded position
Action: Change in position from A3 to A4
New Salary: \$47,084 prorated from an annual base of \$58,855, pending negotiated contract settlement
Effective: 7/1/14
13. Name: Matthew Ragucci
Department: Library
Position: Supervisor
New Salary: \$47,461 pending negotiated contract settlement
Action: End of temporary faculty assignment, return to administrative position
Effective: 7/1/14
14. Name: Susan Scarangella
Department: Outreach, Business & Community Development
Position: Program Coordinator, NNJHPC, temporary, grant-funded position
Action: Reassignment from N5 to A3 administrative position through bona fide search
New Salary: \$50,290 pending negotiated contract settlement
Effective: 7/1/14 – 9/30/14
15. Name: Jorge Terreros
Department: Counseling
Position: Academic Advisor
Action: Reassignment from N3 to A3 administrative position through bona fide search
New Salary: \$50,290 pending negotiated contract settlement
Effective: 7/1/14

SUPPORT STAFF

1. Name: Daniel Bielskie
Department: Mathematics
Position: Learning Assistant
Action: End of temporary faculty assignment, return to PSA Learning Assistant position
New Salary: \$42,305 pending negotiated contract settlement
Effective: 7/1/14

2. Name: Francella Chatzikyriakos
Department: Human Resources
Position: Associate
Action: Reduction in hours from 37.5 to 30
New Salary: \$1,268 prorated from an annual base of \$30,423
FY15 salary pending negotiated contract settlement
Effective: 6/16/14
3. Name: Susan Tencer
Department: Experiential Learning & Career Services
Position: Associate
Action: Extension of temporary N4 assignment
New Salary: \$37,513 pending negotiated contract settlement
Effective: 7/1/14 – until further notice, but not later than 12/31/14

D. SEPARATIONS**FACULTY**

1. Name: Janice Antczak
Department: English
Position: Professor
Action: Retirement
Effective: 6/30/14
2. Name: Elizabeth Carr
Department: Mathematics
Position: Instructor
Action: End of temporary assignment
Effective: 6/30/14
3. Name: Michael Elgawly
Department: Economics
Position: Instructor
Action: End of temporary assignment
Effective: 6/30/14

4. Name: Elizabeth Gualtieri
Department: Nursing
Position: Professor
Action: Retirement
Effective: 6/30/14
5. Name: Mariah Hale
Department: Fashion/Marketing
Position: Instructor
Action: End of temporary assignment
Effective: 6/30/14
6. Name: Paul Hye
Department: Automotive Technology
Position: Assistant Professor
Action: End of temporary assignment
Effective: 6/30/14
7. Name: Kyle Murphy
Department: Chemistry
Position: Instructor
Action: End of temporary assignment
Effective: 6/30/14
8. Name: John Notre
Department: Computer Science
Position: Instructor
Action: End of temporary assignment
Effective: 6/30/14
9. Name: Tanya Usyk
Department: Mathematics
Position: Instructor
Action: End of temporary assignment
Effective: 6/30/14
10. Name: Anthony Valentino
Department: English
Position: Instructor
Action: End of temporary assignment
Effective: 6/30/14

SUPPORT STAFF

1. Name: Jeanne McCarthy
Department: Reading
Position: Learning Assistant, full-time temporary
Action: End of temporary assignment
Effective: 6/15/14

2. Name: Lorraine Pyanoe
Department: Communiiversity & Higher Education Centers
Position: Higher Education Center Assistant, temporary
Action: Resignation
Effective: 4/29/14

3. Name: Vincent Rizzo
Department: Common Services
Position: Common Services Assistant
Action: End of temporary assignment
Effective: 6/30/14

AGENDA for June 19, 2014
**Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104**
H. APPROVAL ITEMS -- Consent Agenda Tab

(2.1) Application for Grants	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale’s Excellence
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(2.2) Approval of Revisions to Board Policies 2.1000 College Safety & Security 3.9002 Non-Discrimination 3.9007 Affirmative Action 6.1002 Campus Sexual Assault Victim Bill of Rights	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale’s Excellence
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(3.1) Approval of Human Resources	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale’s Excellence
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(4.1) Monthly Financial Report	Quality and Excellence Access	Goal 2: Maximize Resources
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(4.2) Purchases in Excess of \$34,100 and NJ “Pay-to- Play” bids, and Pursuant to		
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AGENDA for June 19, 2014**Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104****the NJ “Pay-to-Play”
Process, in Excess of \$17,500****(4.2b)****Open Invoice Payment
Requests for Vendor,
Student, and Employee
Payments****I. Additional Approval Items***Items removed from the consent agenda will be voted upon at this time.***(4.3) Auxiliary Services & Event Management FY15 Operating Statements****(4.4) FY15 Operating Statement for the Associated Students of Brookdale
Community College****(4.5) Revised Operating and Capital Statement****(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

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Workshop Meeting

Thursday, May 22, 2014

Brookdale Community College
Performing Arts Center
Black Box
Lincroft, New Jersey

- A. Chair Butch called the meeting to order at 5:10 p.m.
- B. Mrs. Karl 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 May 15, 2014, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On May 15, 2014, advance written notice of this meeting was faxed to *The Asbury Park Press and the Star Ledger*.
 3. On May 15, 2014, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present: Father Brian T. Butch, Chair
Mr. William G. Dalton, Trustee
Mr. Joseph DiBella, Trustee
Mr. David G. Flaherty, Trustee
Mrs. Lucille Jones, Trustee (arrived at 5:45 p.m.)
Mr. Joseph Passiment, Trustee
Mr. Gary Tolchin, Trustee
Mr. Zachary Eisenberg, Graduate Trustee
Dr. Maureen Murphy, Secretary

Absent: Ms. Tracey Abby-White, Trustee
Ms. Lora Campbell, Trustee
Dr. Carl Guzzo, Jr., Trustee
Mr. Charles Karcher, Trustee

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

WHEREAS, the Board of Trustees of Brookdale Community College proposes to discuss the following subjects: Human Resources matters, Litigation, and Interest-Based Bargaining negotiations; and

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, May 22, 2014 at approximately 5:15 p.m. for the purpose of discussing Human Resources matters, Litigation, and Interest Based Bargaining negotiations.

BE IT FURTHER RESOLVED that the discussions on these matters can be disclosed to the public when the matters have been concluded. May 22, 2014

Motion carried by the following vote:

AYES: Trustee Dalton, DiBella, Flaherty, Passiment, Tolchin, Eisenberg, Butch

NAYS: None

ABSTENTIONS: None

- D. It was MOVED by Trustee Tolchin and seconded by Trustee Eisenberg that the meeting be re-opened to the public at 6:45 p.m. Approval was unanimous.

E. Information and Discussions

Topic & Discussion	Action and Follow-up Actions
The Executive Committee met to set the agenda.	
Finance and Facilities Committee - Trustee Tolchin reported on the meeting. They reviewed Chapter 11, shared services. President Murphy advised that she met with the County Administrator to explore additional shared services with the county in order to save money.	Look into more shared services with the County.
Governance Committee – President Murphy spoke on behalf of Trustee Karcher. She noted that the Governance Committee had conducted Board evaluation and brought the responses together. The Governance Committee has recommended that the board have a two-hour facilitated session to determine where the Board is going in the future. They discussed training for all trustees, and that will be a topic of discussion at the two-hour session. The President’s evaluation was also discussed, and it will be sent out to the Board. Dr. Murphy indicated that a flash drive was sent out to all of the trustees last summer; however, her evaluation did not happen. Trustee Karcher requests that the Board respond to the President’s evaluation within two weeks. Recommendations can be made at the June 19 th meeting.	Plan a two-hour meeting to review the Board’s self-evaluation and discuss the President’s evaluation.

- F. It was MOVED by Trustee Passiment and seconded by Trustee Jones that the Consent Agenda be approved. Approval was unanimous.

- G. It was MOVED by Trustee Dalton and seconded by Trustee Passiment that the Workshop Meeting be adjourned at 6:55 p.m. Approval was unanimous.

Respectfully submitted

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

Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting**

Thursday, May 22, 2014

**Brookdale Community College
Performing Arts Center
Black Box
Lincroft, New Jersey**

- A. Chair Butch called the meeting to order at 7:00 p.m. and the group made the Pledge of Allegiance.
- B. Mrs. Karl 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 May 15, 2014, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 - 2. On May 15, 2014, advance written notice of this meeting was faxed to *The Asbury Park Press and the Star Ledger*.
 - 3. On May 15, 2014, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

- Present: Father Brian T. Butch, Chair
Mr. William G. Dalton, Trustee
Mr. Joseph DiBella, Trustee
Mr. David G. Flaherty, Trustee
Mrs. Lucille Jones, Trustee (arrived at 5:45 p.m.)
Mr. Joseph Passiment, Trustee
Mr. Gary Tolchin, Trustee
Mr. Zachary Eisenberg, Departing Graduate Trustee
Mr. James McConnell, Incoming Graduate Trustee
Dr. Maureen Murphy, Secretary
- Absent: Ms. Tracey Abby-White, Trustee
Ms. Lora Campbell, Trustee
Dr. Carl Guzzo, Jr., Trustee
Mr. Charles Karcher, Trustee

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
The following Resolution was read by Chair Butch: WHEREAS , Zachary Eisenberg was elected by his peers to serve as Graduate Trustee on the Board of Trustees of Brookdale Community College, and served from May 2013 until May 2014; and WHEREAS , Mr. Eisenberg was unswerving in his dedication to the position of Graduate Trustee; and WHEREAS , his enthusiastic participation on the Buildings and Grounds, Educational Services, and Finance Committees, and		

<p>later on the Finance and Facilities Committee, is deeply appreciated; and</p> <p>WHEREAS, Mr. Eisenberg's respect for and deep personal commitment to Brookdale Community College, and his advocacy for Brookdale students will long be remembered; and</p> <p>WHEREAS, he brought to the Board the first-hand knowledge and various experiences that he gained during his years as a Brookdale student; and</p> <p>WHEREAS, the term of a Graduate Trustee is limited by statute, and Mr. Eisenberg is due to leave the Board in May 2014;</p> <p>NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Board extends to Zachary Eisenberg its deep and sincere appreciation for his dedicated service to Brookdale; and</p> <p>BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and that a true copy be presented to Mr. Eisenberg so that he can have a permanent reminder of the high esteem he has earned among his colleagues; and</p> <p>BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Director of the Monmouth County Board of Chosen Freeholders.</p> <p style="text-align: center;">May 22, 2014</p> <p>Dr. Maureen Murphy, President /s/ Brian T. Butch, Chair, Board of Trustees /s/</p> <p>Mr. Eisenberg praised Brookdale's Board of Trustees and said he had learned much from his experience. He hoped he had adequately represented the students at Brookdale. He thanked the Board for its support and praised President Murphy.</p> <p>College Counsel then swore in the new graduate Trustee, James McConnell, whose term will expire May of 2015.</p>		
<p>Dean Sensi introduced Brookdale's new police officer Dana Paige, who was hired by the Board at the April meeting.</p>		
<p>Presentations to Students: Zachary Eisenberg presented certificates to students Delila Reed and Amber Feliz, recognizing their selection to the Phi Theta Kappa All USA Team.</p>		
<p>Minutes of April 23 Workshop and Regular Business Meeting</p>	<p>Motion was made by Trustee Passiment and seconded by Trustee Jones that the minutes be approved. Trustee DiBella and Graduate Trustee McConnell abstained, and Trustee Flaherty indicated he approved the minutes after his arrival at 5:45 p.m.</p> <p>AYES: Trustee Dalton, Flaherty, Jones, Passiment, Tolchin</p> <p>NAYS: None</p>	

	<p>ABSTENTIONS: Trustee DiBella and Graduate Trustee McConnell.</p>	
<p>Presentations: Dr. William Burns gave a great month-by-month presentation on the many activities that go on in the Performing Arts Center each year. He commented on the numerous members of the community who come to the Brookdale campus for these activities.</p> <p>Professors Arminda Wey, Olga Malpica-Proctor and Barbara Tozzi gave a presentation (that they had also presented at the NJ Council of County Colleges’ Best Practices Conference on April 25) on their Comprehensive Adjunct Faculty Support Program for Enhancing Student Success in Developmental Mathematics.</p> <p>Professors Donna Flinn, Marcia Krefetz-Levine and Charles Mencil, who had also presented at the Best Practices Conference, gave a detailed presentation on their successful Advanced Learning Program, where English 095 and English 221 were taught simultaneously to those students who required the basic English 095.</p>		
<p>Consent Agenda – One additional termination was added to 3.1, Human Resources Recommendations.</p>	<p>It was MOVED by Trustee Passiment and seconded by Trustee Flaherty that the Consent Agenda, including the additional Human Resources termination item, be approved. AYES: Trustee Dalton, Flaherty, Jones, Passiment, Tolchin, McConnell, Butch. NAYS: None ABSTENTIONS: None</p>	
<p>Public Comment: Jack Ryan commented that the U.S. ranks second out of the 35 industrial nations, yet half of the children live at the poverty level, which affects them educationally. Basic skills students often fail because of their environment. Mr. Ryan said he hoped Brookdale would remain an “open</p>		

<p>door” institution as it has been over the last many years. Mr. Ryan also referred to the College’s contract with Ellucian and asked that any future technical contracts include input from the college community. He also remarked on the reason for some of the many customizations to the Colleague system.</p> <p>Karyn Arnold, President of the Administrative Association, thanked the Board for approving the appointment of the Administrators. She said she hoped for a new labor agreement by July 1. She also mentioned the accomplishments of the following colleagues: Allison Fitzpatrick, Kelly Parr, Ed Johnson, Joyce Cosentino and Beth Tarantino, Tom Brennan and Kristin Florio, Tim Zeiss, Richard Morales-Wright, Cheryl Cummings, Alice Armstrong, Bill DeVoe and David Weisman, Dineen Jackson, Jonathan Shaloum, Kelli Sanders, Donna Cuddy and Norah Kerr-McCurry, and BIG Grant winners Liz Deignan and Tani Ortore, Sarah McElroy, Jill Donovan and Synde Kaufman, Marta Quinn, Katie Shea, Mary Ehret, Linda Marti, Tani Ortore, Nancy O’Shea, Kelly Parr, Joan Rudinski, Trish Taylor and Sherri Vanderspiegel.</p> <p>Speaking for the Faculty Association, Jon Bukovec noted the accomplishments of Elaine Olaoye, Stephen Propert, Fidel Wilson, Barbara Gonos, Terry Konn, Laura Neitzel, Diditi Mitra, Ashley Zampogna-Krug and David Bassano, Paul Zigo, Jonathan Moschberger, Debbie DeBlasio and Jack Ryan. Mr. Bukovec invited all to the upcoming Shakespeare on the Lawn production of A Winter’s Tale in July.</p>		
<p>Old/New Business – There was no Old/New Business to be discussed.</p>		

- D. It was MOVED by Trustee Passiment and seconded by Trustee Jones that the meeting be adjourned at 8:35 p.m. Approval was unanimous.

Respectfully submitted



Maureen Murphy, Ph.D., Secretary



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

AGENDA for June 19, 2014

**Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104**

G. 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.

1. Approval of Lodging of Revision to Board Policies
2. Human Resources
3. Finance and Facilities
 - a. Purchases in Excess of \$34,100 and NJ Pay-to-Play (4.2)
 - b. Change Order Request Report (4.2a)
 - c. Open Invoice Payment Request (4.2b)

Policies Tab

Human Resources Tab

Finance Tab

AGENDA for June 19, 2014
Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104

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. Public Comment on Agenda Items**

E. Approval of Minutes of the April 23, 2014 Workshop/Public Meeting

Minutes Tab

F. President’s Report

G. Brookdale Spotlight

Spotlight	Mission-Based Indicators	Jubilee Plan Goals
Collage Magazine Advisors: Professors Kathleen Kennedy and Marie Maber	Student Success and Progress Quality and Excellence Value Added to the Community	Goal 1: Inspire Student Success Goal 3: Strengthen and expand Brookdale’s alliances and partnerships Goal 4: Leverage Brookdale’s Excellence

H. APPROVAL ITEMS -- Consent Agenda Tab

(2.1) Application for Grants	Quality and Excellence Value Added to Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale’s Excellence
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AGENDA for June 19, 2014
**Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104**
(2.2)
**Approval of Revisions to
Board Policies**
**2.1000 College Safety &
Security**
3.9002 Non-Discrimination
3.9007 Affirmative Action
**6.1002 Campus Sexual
Assault Victim Bill of Rights**

 Quality and Excellence
Value Added to Community

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

(3.1)
**Approval of Human
Resources**

 Quality and Excellence
Value Added to Community

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

(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**



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

AGENDA for June 19, 2014

**Freehold Campus –3680 Route 9 South, Freehold Township
Room 103-104**

I. Additional Approval Items

Items removed from the consent agenda will be voted upon at this time.

(4.3) Auxiliary Services & Event Management FY15 Operating Statements

**(4.4) FY15 Operating Statement for the Associated Students of Brookdale
Community College**

(4.5) Revised Operating and Capital Statement

(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

H. Public Comment

I. Old/New Business

J. Adjournment of Public Business Meeting

5.1 Curriculum

The faculty and administration of the College have proposed discontinuance of the following Certificates due to lack of student interest and low enrollment:

- Horticulture Academic Credit Certificate
- Floral Design Academic Credit Certificate of Achievement
- Landscape Design Academic Credit Certificate of Achievement

Despite efforts to increase enrollment, the scheduled Horticulture career courses have been cancelled due to enrollment and have not been offered since Spring 2011. The Biology Department has determined that the Certificates are no longer viable as employment in this field is not contingent upon completion of a certificate and there is little student interest.

There are four students identified as active in the Certificates. The students have been notified of the Certificate deletions and will be able to complete their program through independent projects (HORT 295) or internships (HORT 299). All other Horticulture courses will be deleted.

The discontinuances of the Horticulture Academic Credit Certificate, the Floral Design Academic Credit Certificate of Achievement and the Landscape Design Academic Credit Certificate of Achievement have been reviewed by Academic Division Deans, Academic Council, the Dean of Academic Affairs, the Registrar, the Executive Vice President for Educational Services, the President and the Policy and Education Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution discontinuing the Horticulture Academic Credit Certificate, the Floral Design Academic Credit Certificate of Achievement, and the Landscape Design Academic Credit Certificate of Achievement.

WHEREAS, the faculty and administration of the College have proposed the discontinuance of the Horticulture Academic Credit Certificate, the Floral Design Academic Credit Certificate of Achievement and the Landscape Design Academic Credit Certificate of Achievement due to lack of student interest and low enrollment; and

WHEREAS, despite efforts to increase enrollment, the scheduled Horticulture career courses have been cancelled due to enrollment and have not been offered since Spring 2011; and the Biology Department has determined that the Certificates are no longer viable as employment in this field is not contingent upon completion of a certificate and there is little student interest; and

WHEREAS, there are four students identified as active in the Certificates and the students have been notified of the Certificate deletions; and

WHEREAS, students will be able to complete the Certificate program through independent projects (HORT 295) or internships (HORT 299) and all other Horticulture courses will be deleted; and

WHEREAS, the discontinuances of the Horticulture Academic Credit Certificate, the Floral Design Academic Credit Certificate of Achievement and the Landscape Design Academic Credit Certificate of Achievement have been reviewed by Academic Division Deans, the Dean of Academic Affairs, Academic Council, the Registrar, the Executive Vice President for Educational Services, the President and the Policy and Education Committee of the Board.



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Horticulture Academic Credit Certificate, the Floral Design Academic Credit Certificate of Achievement and the Landscape Design Academic Credit Certificate of Achievement be discontinued.

June 19, 2014

5.1 Curriculum

The faculty and administration of the College have proposed a discontinuance of the Humanities A.A. Speech Communication Option due to lack of student interest and low enrollment.

The viability of the Speech Communication Option was assessed during the five year program review completed in 2012, and the Speech Department noted there was an enrollment decrease in speech majors. Despite efforts to increase enrollment, in Fall 2013, there were only 12 Speech Communication majors.

All speech courses will continue to be offered so that majors may complete the Speech Communication Option. Majors also have the opportunity to complete a new transfer option in Communication Disorders initiated in Fall 2013. The Communication Disorders Option is a pre-professional transfer program that provides both a foundation in human communication and an introduction to disorders of speech and language.

The discontinuance of the Humanities A.A. Speech Communication Option has been reviewed by Academic Division Deans, Academic Council, the Dean of Academic Affairs, the Registrar, the Executive Vice President for Educational Services, the President and the Policy and Education Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution discontinuing the Humanities A.A. Speech Communication Option.

WHEREAS, the faculty and administration of the College have proposed the discontinuance of the Humanities A.A. Speech Communication Option due to lack of student interest and low enrollment;

WHEREAS, the viability of the Speech Communication Option was assessed during the five year program review completed in 2012, and the Speech Department noted there was an enrollment decrease in speech majors; and

WHEREAS, despite efforts to increase enrollment, in Fall 2013, there were 12 Speech Communication majors; and

WHEREAS, all speech courses will continue to be offered so that majors may complete the Speech Communication Option; and

WHEREAS, majors also have the opportunity to complete a new transfer option in Communication Disorders initiated in Fall 2013 as the Communication Disorders Option is a pre-professional transfer program that provides both a foundation in human communication and an introduction to disorders of speech and language; and

WHEREAS, the discontinuance of the Humanities A.A. Speech Communication Option has been reviewed by Academic Division Deans, Academic Council, the Dean of Academic Affairs, the Registrar, the Executive Vice President for Educational Services, the President and the Policy and Education Committee of the Board.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Humanities A.A. Speech Communication Option be discontinued.

June 19, 2014