Board of Trustees
Workshop, & Public Business Meeting

Thursday, December 17, 2015

Brookdale Community College
Lincroft Campus
Warner Student Life Center, Navesink Rooms
765 Newman Springs Road
Lincroft, NJ 07738
Parking Lot 7
Workshop- 5:30 PM,
Public Business Meeting-7:30 PM

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.
December 17, 2015
Lincroft Campus: Navesink Rooms, Warner Student Life Center

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

| A. Call to Order Reading of Statement and Roll Call | Guzzo |
| B. Resolution to Hold a Closed Meeting | Guzzo |
| C. Motion to Re-Open the Meeting to the Public | Guzzo |
| D. Adoption of Agenda for Workshop and Public Meeting | Guzzo |
| E. Reports from the Board Committees and Liaisons |  |
| 1. Executive |  |
| a. Board January 2016 Retreat | Guzzo |
| b. Meeting Schedule for 2016 |  |
| c. Appointment of Standing Committees |  |
| 2. Audit |  |
| 3. Finance & Facilities |  |
| a. Budget 2017 | Dalton  |
| b. Update on Managed Services RFP | DiBella |
| 4. Alumni Report on Communicating Tuition & Fees | Geissler  |
| F. Kathy Swanson, Clarus Corporation | Murphy |
|  |  |
| F. Review of Consent Agenda* and Business Meeting Agenda | Guzzo |

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

*Consent agenda items are routine, non-exceptional items requiring Board approval though not necessarily Board discussion.
Thursday, November 19, 2015

Brookdale Community College
Lincroft Campus – Student Life Center, Navesink Rooms
Lincroft, New Jersey 07738

A. Vice Chair Abby-White called the meeting to order at 5:30 PM
B. Ms. Gruskos then read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:

1. On November 13, 2015, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
2. On November 13, 2015, advance written notice of this meeting was emailed to The Asbury Park Press and the Star Ledger.
3. On November 13, 2015, advance written notice of this meeting was filed with the Clerk of the County of Monmouth.”

Roll Call:

<table>
<thead>
<tr>
<th>Present</th>
<th>Trustees</th>
<th>Administration:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Ms. Tracey Abby-White, Vice-Chair</td>
<td>Dr. Matthew Reed</td>
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<td></td>
<td>Ms. Lora Campbell, Trustee</td>
<td>Ms. Maureen Lawrence</td>
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<td></td>
<td>Dr. Hank Cram, Trustee</td>
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<td>Mr. Paul Crupi, Trustee</td>
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<td>Mr. Joseph DiBella, Trustee</td>
<td>Dr. Nancy Kegelman</td>
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<td></td>
<td>Mr. Paul Geissler, Trustee</td>
<td>Ms. Patricia Sensi</td>
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<td></td>
<td>Mr. Bret Kaufmann, Trustee (arrived 5:35 PM)</td>
<td>Dr. Nancy Kegelman</td>
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<td></td>
<td>Dr. Maureen Murphy, Secretary</td>
<td>Ms. Avis McMillon</td>
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<td></td>
<td>Mr. Gary Tochlin, Trustee</td>
<td>Mr. Robert Francis</td>
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<td></td>
<td>Dr. Les Richens, Trustee</td>
<td>Ms. Cynthia Gruskos, Recorder</td>
</tr>
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<td></td>
<td>Dr. Carl Guzzo, Chair (arrived 5:35 PM)</td>
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<tr>
<td>Absent</td>
<td>Dr. William Dalton, Trustee</td>
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<td></td>
<td>Mr. David Flaherty, Trustee</td>
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<td></td>
<td>Ms. David Flaherty</td>
<td></td>
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<tr>
<td>College</td>
<td>Mr. Matthew Giacobbe, Esq., General and Labor Counsel</td>
<td></td>
</tr>
</tbody>
</table>

C. A motion was made by Trustee DiBella and seconded by Trustee Abby-White to adopt resolution RES150045 (Attachment A) to authorize the Board to hold an Executive Session. Ms. Gruskos read the resolution.

Motion carried by the following vote:
YES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Richens, Tolchin and Chair Guzzo
NAYS: None
ABSTENTIONS: None

D. Chair Guzzo announced no action was taken on any of the items discussed in closed session. A motion was made to reopen the meeting by Trustee Richens and seconded by Trustee Cram.

Motion carried by the following vote:
YES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Richens, Tolchin and Chair Guzzo
NAYS: None
ABSTENTIONS: None

E. Adoption of Agenda for Workshop and Public Meeting
A motion was made to adopt the workshop and public business meeting agendas by Trustee Richens and seconded by Trustee Campbell.

Motion carried by the following vote:
YES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Richens, Tolchin and Chair Guzzo
NAYS: None
ABSTENTIONS: None

F. Reports from the Board Committees and Liaisons

÷ Executive – Chair Guzzo reported that the Annual Reorganization meeting will be held on November 30 at 5:30 PM. Mr. Giacobbe announced that the Board will be acting on the approval of the NJ Residency Exemption Report (NJ First Act) which was amended to remove some titles. Chair Guzzo reported that the Executive Committee will review the entire full packet at the Executive Committee and any changes to the materials will be brought to the attention of the Chair, Vice Chair and the full Board. Dr. Murphy is hoping we can move to electronic board packets.

÷ Finance & Facilities – Trustee DiBella reported on the November 16 Finance Committee meeting. He highlighted the following:
- Vice President Lawrence gave an overview of the most recent monthly financial report. She highlighted that 46% of the budget’s revenues have been received to date.
- Two of the three capital items in the board’s package are funded by Chapter 12.
- The Foundation’s Audit report was reviewed. Dr. Guzzo raised a concern on the decline of the Foundations’ investment income. Trustee Tolchin was asked to review their investment portfolio policies and to report back.
- Noteworthy was that the operating budget will not be dependent on our reserves on this budget.
- Our reserves are projected to be 10 million as of June 30, 2016.
Vice President Lawrence reported on our enrollment projections at the committee meeting. As of September 30, 2015, we have a decline of enrollment of 122 FTE and we had budgeted for a reduction of 38 FTE. Mr. DiBella stated the decline of enrollment equates to $500,000, and results in an economic impact on the college.

The committee discussed the financial parameters to be used to create our next fiscal budget. The committee’s consensus was to use the January retreat time to solely focus on planning a multi-year financial strategic initiatives to address our short and long-term economic position of the college. Full board meeting participation will be needed.

Foundation Audit – Trustee Tolchin addressed the concern on the Foundation’s investment loss. He reported that the loss was minimal. The Foundation’s Finance committee meeting will meet on December 3 and he will report back to the Board after that meeting. He is very comfortable with the committee that is responsible for the financial oversight of the investments.

Trustee Campbell brought up her concerns about the role and relationship of the Board to the Foundation. Trustee Lawrence stated that the Foundation is an entity of the college and we are required to review and report their financial information. Counsel gave a legal opinion on the role and relationship of the Board and the Foundation. He offered to write a detailed report. Trustee Campbell was happy with his explanation and did not request to have a memo. Ms. Lawrence reported that there is a relationship because the Foundation’s employees are college employees and they are required to follow all board approved policies and regulations. Trustee DiBella requested at the January Finance & Facilities committee meeting to have an agenda item to review the policy parameters for the review and acceptance of the Foundation’s finances.

Nominating – Trustee Campbell reported that the nominating committee met and heard presentations from Tracey Abby-White and Carl Guzzo and based on the presentations and their conferences the committee unanimously recommends the following slate: Chair – Carl Guzzo, Jr. and Vice Chair – Joseph DiBella.

Policy & Education – Trustee Cram reported on the November 12 meeting and the working session held prior to the committee meeting. He reported the following:

- Bifurcation of the original policy 2.0000 Acceptance of Gifts and Grants; the changes clarified some of the concerns the Board had related to that policy. Policy 2.0000-A and 2.0000-B are being recommended for lodging and possible approval tonight.
- Revisions to the existing Policy 2.1000 College Security, incorporated changes to allow security officers to carry College approved handguns. This policy will be recommended for lodging and possible approval tonight.
- Staff reports were made at the committee and detailed in the committee minutes. This included discussion on the OneStop initiative, amendments to the Higher Education Regulations, and the need to re-orient the board on the Middle States Commission on Higher Education’s standards for accreditation in early 2016.
- Student Success Grid. The grid will use a 3 year term timeframe and identified metrics to be used to measure success.
- Chair Guzzo requested the consulting company, Cosgrove & Associates provide parameters they are going to use prior to their investigation. The final recommendations by the consulting company on the program accreditation process will be presented by Dr. Kegelman in early 2016.
Governance – Trustee Abby-White asked when the President’s evaluation would be shared with the President and the full board. Trustee Crupi responded that the evaluation would be shared with the President after the November 30 meeting and then with the full board.

G. Building Our Future Bond Act – President Murphy informed the Board that Governor Christie has issued another round of GO Bonds opportunities. If we want to move forward with submitting an application, the completed application packet must be turned in by January 15, 2016. Dr. Murphy asked the board to deliberate this evening if they want to direct them to gather the data to identify the projects that might fit this program and present this to you on November 30 or not. Vice President Lawrence gave an overview of the program.

- The purpose of the program is to increase academic capacity through expansion of academic spaces or purchase of equipment.
- Certain colleges did not submit originally in 2012, and as a result there is 27 million dollars still available to community colleges.
- There is no guarantee that we will be accepted, there is a 25% match and we would have to make a commitment with a board resolution. She felt that it would allow us to do renovations and expansion at a fraction of the cost.
- Potential projects would be mapped to the facilities master plan and the workforce needs.

There was a discussion of possible funding sources and if the college could afford the 25% match. The President could bring forward the financial information at the November 30 meeting and possible matching sources could be cash, bonds or County assistance.

Chair Guzzo asked President Murphy to send the parameters of the Building Our Future Bond Act.

Trustee DiBella recommended that we direct the Administration to research the options and present back at the November 30 meeting. He suggested that Dr. Murphy and the Chair reach out to the County and present the opportunity and ask them how they might help us with the match. All Trustees were in consensus.

H. Review of Consent Agenda and Business Meeting Agenda

Chair Guzzo announced that page 34 of the Human Resources Recommendations has been amended due to a clerical error. The amended page has been distributed. There are significant amendments to the NJ First policy.

No items were removed from the consent agenda.

I. Adjournment
A motion to adjourn the Workshop meeting was made by Trustee Crupi and seconded by Trustee Richens. Motion passed unanimously.
Meeting adjourned at 7:40 PM.

Respectfully submitted

Maureen Murphy, Ph.D., Secretary
RESOLUTION NO. RES150045

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 4 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on November 19, 2015 at 5:30 P.M., and

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

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

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

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

☐ "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body." The collective bargaining contract(s) discussed are between the Board and BCCFA, BCCAA, PSA, and FOP.

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

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

☐ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are BCC vs Frank Lawrence, BCC vs Frank Lurch, and NJ First and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is an update on the ongoing litigation with Frank Lawrence and Frank Lurch and legal update on NJ First and personnel matters.

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

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

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

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

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

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

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

Board of Trustees
Public Business Meeting Minutes

Thursday, November 19, 2015

Brookdale Community College
Lincroft Campus –
Student Life Center, Navesink Rooms
765 Newman Springs Rd.
Lincroft, New Jersey 07738

A. Chair Guzzo called the meeting to order at 7:40 P.M. and the group made the Pledge of Allegiance.

B. Ms. Gruskos then read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:

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<td>Dr. Les Richens, Trustee</td>
<td>Ms. Cynthia Gruskos, Recorder</td>
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<td>Dr. Carl Guzzo, Chair</td>
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Absent 

Dr. William Dalton, Trustee
Mr. David Flaherty, Trustee

College Counsel 

Mr. Matthew Giacobbe, Esq., General and Labor Counsel
C.

<table>
<thead>
<tr>
<th>Topic and Discussion</th>
<th>Votes Taken</th>
<th>Action and Follow-up Actions</th>
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<tbody>
<tr>
<td><strong>Public Comment on Agenda Items:</strong></td>
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<tr>
<td>Professor Jack Ryan – He commented on college security and suggested that all safety</td>
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<td>and security issues be reviewed, including issues with classrooms with glass doors</td>
<td>There were no revisions to the minutes.</td>
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<td>and the Wall campus classrooms that are all at ground floor and surrounded by</td>
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<td>windows. In addition, he suggested that the college consider the rights of all</td>
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<td>student’s in the classrooms when there is a student who is acting out in the</td>
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<td>classroom. He was thankful that the Board was being proactive with safety and</td>
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<td>security.</td>
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<tr>
<td><strong>Approval of Minutes of the October 22, 2015 Executive, Workshop and Public Business</strong></td>
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<td>meetings.</td>
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<tr>
<td>Public Swearing in of new Trustee Kaufmann</td>
<td>Oath of Office – Attachment A</td>
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<tr>
<td><strong>President’s Report</strong> -</td>
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<tr>
<td>President Murphy commended the Brookdale Employee Volunteer Connection. Helen Vota</td>
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<td>and Lynn Johnson introduced our distinguished guests, Sue Harbison, President of</td>
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<td>HABcore Board of Trustees, Amy Almasy, Development Director and Executive Director,</td>
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<td>Steve Heisman.</td>
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Lynn Johnson recounted the origins, mission and work of the Employee Volunteer Connection.

On, October 2, the Monmouth County Chosen Freeholders honored the Brookdale Volunteer Connection for their 10 plus years of their sustained support of HABcore's mission of housing the homeless.

HABcore honored the Employee Volunteer Connection and presented the award to President Murphy and the Board.

<table>
<thead>
<tr>
<th>Approval of Consent Agenda</th>
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<tbody>
<tr>
<td>Page 34 of the Human Resources Recommendations has been amended due to a clerical error. Attachment B</td>
</tr>
<tr>
<td>a. Application of Grants</td>
</tr>
<tr>
<td>b. Acceptance of Gifts – RES150041</td>
</tr>
<tr>
<td>c. Approval of Human Resources</td>
</tr>
<tr>
<td>d. Purchases in Excess of $35,000 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of $17,500 – RES150040</td>
</tr>
<tr>
<td>e. Change Order Request – RES150039</td>
</tr>
<tr>
<td>f. Open Invoice Payment Requests for Vendor, Student and Employee Payments</td>
</tr>
<tr>
<td>g. Monthly Financial Report</td>
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</tbody>
</table>

A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Crupi.

AYES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Riches, Tolchin and Chair Guzzo
NAYES: None
ABSTENTIONS: None

<table>
<thead>
<tr>
<th>Approval of Policy 2.000A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations – RES150042</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging was declined by the Board.</td>
</tr>
<tr>
<td>A motion was made to approve Policy 2.000A Solicitation, Acceptance and Deaccessioning of Gifts and or Donations by Trustee Cram and seconded by Trustee Campbell.</td>
</tr>
<tr>
<td>AYES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Riches, Tolchin and Chair Guzzo</td>
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<tr>
<td>NAYES: None</td>
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<tr>
<td>Approval of Policy 2.000B Application and Acceptance of Grants – RES150043</td>
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<td>--------------------------------------------------------------------------</td>
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<tr>
<td>Lodging was declined by the Board.</td>
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<tr>
<td>A motion was made to approve Policy 2.000B Application and Acceptance of Grants by Trustee Cram, and seconded by Trustee Campbell.</td>
</tr>
<tr>
<td>AYES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Riches, Tolchin and Chair Guzzo</td>
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<tr>
<td>NAYES: None</td>
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<tr>
<td>ABSTENITIONS: None</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Approval of Policy 2.1000 College Security – RES150044</th>
<th>ABSTENITIONS: None</th>
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<tbody>
<tr>
<td>Lodging was declined by the Board.</td>
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<tr>
<td>A motion was made to approve Policy 2.1000 by Chair Guzzo and seconded by Trustee Campbell.</td>
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<tr>
<td>AYES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Riches, Tolchin and Chair Guzzo</td>
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<td>NAYES: None</td>
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<td>ABSTENITIONS: None</td>
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<tr>
<th>Approval of Revised Exception Report – NJ First – At the Executive Session, the Exception Report was amended. Attachment C</th>
<th>ABSTENITIONS: None</th>
</tr>
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<tbody>
<tr>
<td>A motion was made to approve the amended Revised Exception Report by Trustee Crupi and seconded by Trustee Richens.</td>
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<tr>
<td>AYES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler,</td>
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</table>
Public Comment

Professor Brandon Gramer – Thanked the Trustees for volunteering to teach in the classroom and to attend college events. He spoke of Union Community College’s loss of their shared governance system and promotion process. The BCCFA will start their negotiations and hope that it will strengthen the college and make it a better place to teach and learn.

Danielle Banyaksci, President Student Life Board and Alex Nichols – She shared the results of the Student Speak Out and a student survey on Advisement. She reported that 80% of the students felt that Advisement Department needs to be improved. The top students concerns are knowing what courses to take, wait times, short advisement times, and ill advisement. The Administration came up with great solutions.

Professor Jack Ryan, Congratulated the Woman’s Soccer Team for winning their third National Championship.

Professor Tom Riley – Honored Lynn Johnson for her significant contributions to the college and outstanding work at the college. He wished her well in her retirement.

Professor Goll – reported on the 700 attendees to the Chemistry Carnival and 700 pounds of food was donated to the Monmouth Food Bank.

Old/New Business

Trustee Abby-White reported on the NJCCC Meeting which focused on campus safety and security.
Trustee Abby-White remarked on the Monmouth Arts Council’s Fundraiser which honored President Murphy and Brookdale Community College for their dedication to fostering the arts in Monmouth County.

Trustee Abby-White commended Public Relations for spotlighting our Faculty on our website.

Trustee Abby-White attended the Athena Awards and was honored to represent Brookdale and support President Murphy’s nomination.

D. It was MOVED by Trustee Kaufmann and seconded by Trustee Richens that the meeting be adjourned at 8:25 PM. Approval was unanimous.

Respectfully submitted

[Signature]

Maureen Murphy, Ph.D., Secretary
OATH OF OFFICE

Member of the Board of Trustees
of
Brookdale Community College

"I, Bret Kaufmann solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability."

[Signature]
Bret Kaufmann

Sworn and subscribed to:
Before me this 19th day:
of November 2015:

______________________________
Matthew Giacobbe
Attorney at Law of New Jersey
3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 25 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires
   Administrative
   Support Staff
   Adjuncts

   Recommendations
   4
   1
   13

B. Change of Status
   Administrative
   Support Staff

   Recommendations
   1
   2

C. Separations
   Faculty
   Support Staff

   Recommendations
   1
   3
A. HIRES

**ADMINISTRATIVE**

1. Name: Daniel McGraw  
   Address: Tinton Falls, New Jersey  
   Department: Finance & Operations  
   Position: Manager, Facilities Operations  
   Salary: $36,710 prorated from an annual base of $60,155  
   Effective: 11/20/15  
   Education: High School Graduate  
   Experience: 2014 – Present, Facilities Manager, Ashtin Group  
               2013 – 2014, Portable/HVAC Sales, Stillwell Hansen  
               2011 – 2013, Maintenance Foreman, Acts Retirement

2. Name: Gregory Menza  
   Address: Clark, New Jersey  
   Department: Continuing & Professional Studies  
   Position: Job Placement Specialist, grant-funded position  
   Salary: $33,094 prorated from an annual base of $51,590  
   Effective: 12/1/15, contingent upon final reference check from current employer  
   Education: Certificate, Commercial Art, duCret School of the Arts  
   Experience: 2011 – Present, Job Developer/Career Counselor, Essex County College  
               2007 – 2010, Senior Recruiter, PSE & G  
               2006 – 2007, Executive Recruiter, The Rosen Group

3. Name: Suzanne Rauso  
   Address: Red Bank, New Jersey  
   Department: Advising  
   Position: Academic Advisor  
   Salary: $30,094 prorated from an annual base of $51,590  
   Effective: 12/1/15  
   Education: M.Ed., 2008, Education, Monmouth University  
               B.A., 1981, Sociology/Psychology, Glassboro State College  
   Experience: 2008 – Present, Adjunct, Academic Advising, Brookdale Community College  
               2008 – Present, English Adjunct, Brookdale Community College  
               1996 – Present, Self-Employed Trainer/Consultant

November 19, 2015: Associate Vice President, Human Resources & Organizational Safety, Patricia Sensi  
Amended Document – Approved November 19, 2015 - Minutes of Public Business Meeting, Attachment B
4. Name: Stephanie Rosseter  
   Address: Forked River, New Jersey  
   Department: Advising  
   Position: Academic Advisor  
   Salary: $25,795 prorated from an annual base of $51,590  
   Effective: 1/4/16, contingent upon final reference check from current employer  
   Education: M.ED., 2014, Student Affairs/College Counseling, Monmouth University  
   B.S., 2007, Business Management, New Jersey City University  
   A.A., 2005, Business Administration, Brookdale Community College  
   Experience: 2014 – Present, Admissions Representative, Ocean County College  
               2014, Graduate Intern, Student Success, Brookdale Community College  
               2013 – 2014, Academic Advising Intern, Georgian Court University

SUPPORT STAFF
1. Name: Robert Zampella  
   Address: Neptune, New Jersey  
   Department: HEC’s & K-16 Partnerships  
   Position: Student Assistant, HEC’s, 10 month position  
   Salary: $34,774, prorated from an annual base of $41,729  
   Effective: 12/1/15  
               B.A., 1998, Mathematics, Dominican College  
   Experience: 2013 – Present, Adjunct/Hourly Learning Assistant, Brookdale Community College  
               2009 – 2011, Teacher, Emerson Board of Education  
               2008 – 2009, Development Director, the Princeton Review

ADJUNCTS
1. Name: Peggy Austin  
   Address: Manalapan, New Jersey  
   Semester: Fall 2015  
   Department: Counseling - HUDV  
   Rate: $725/Credit Hour  
   Education: M.H.R.M., 2011, Human Resources Management, Rutgers University  
               B.S., 1989, Business Management, Rutgers University  
               A.A.S., 1979, Business Management, Brookdale Community College  
   Experience: 2008 – Present, Evening Administrator, Brookdale Community College  
               2006, Administrative Director, Red Bank Education & Development Initiative  
               2001 - 2002, Teacher, Manalapan Board of Education

November 19, 2015: Associate Vice President, Human Resources & Organizational Safety, Patricia Sensi  
Amended Document – Approved November 19, 2015 - Minutes of Public Business Meeting, Attachment B
2. **Name:** Kerry Bogert  
**Address:** Lakewood, New Jersey  
**Semester:** Fall 2015 11 week  
**Department:** English  
**Rate:** $725/Credit Hour  
**Education:**  
M.A., 2014, English, Monmouth University  
B.A., 2008, English, Rider University  
**Experience:**  
2009 - Present, Licensed Massage Therapist, Massage Envy  
2014, Contributing Writer, Massage Magazine  
2012 - 2014, Licensed Massage Therapist, Hand and Stone  

3. **Name:** Lauren Brutsman  
**Address:** Neptune City, New Jersey  
**Semester:** Fall 2015  
**Department:** Counseling - HUDV  
**Rate:** $725/Credit Hour  
**Education:**  
M.B.A., 2002, Business Administration, Wagner College  
B.S., 2000, Business Administration/Marketing, Wagner College  
**Experience:**  
2004 – Present, Assistant Director, Student Life & Activities, Brookdale Community College  
2000 – 2002, Graduate Assistant, Wagner College  

4. **Name:** Blair Dayton  
**Address:** Hazlet, New Jersey  
**Semester:** Fall 2015  
**Department:** Counseling - HUDV  
**Rate:** $725/Credit Hour  
**Education:**  
M.S., 2014, Education, Monmouth University  
B.A., 2007, Communication Studies, University of Rhode Island  
**Experience:**  
2014 – Present, Hourly Career Services Representative, Brookdale Community College  
2013 - 2014, Graduate Assistant, Monmouth University  
2007 - 2010, Head Client Engagement Specialist, Lee Hecht Harrison  

5. **Name:** Dineen Jackson  
**Address:** Tinton Falls, New Jersey  
**Semester:** Fall 2015  
**Department:** Counseling - HUDV  
**Rate:** $725/Credit Hour  
**Education:**  
M.A., 2011, Holistic Health, Georgian Court University

November 19, 2015: Associate Vice President, Human Resources & Organizational Safety, Patricia Sensi
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B.A., 2000, Urban Studies, Rutgers University  
A.A., 1995, Education, Brookdale Community College  
A.A., 1993, Business Administration, Brookdale Community College  

Experience:  
2004 – Present, Grants Coordinator, Brookdale Community College  
2001 – 2004, Senior Office Assistant, Brookdale Community College  
1996 – Present, Broker/Sales, Heritage House Sothebys International Realty  

6. Name: Bruce Marich  
Address: North Brunswick, New Jersey  
Semester: Fall 2015  
Department: Counseling - HUDV  
Rate: $725/Credit Hour  
Education:  
M.A., 1965, Geography, Rutgers University  
B.A., 1963, History, Rutgers University  
Experience:  
2015 – Present, Director, Brookdale at Hazlet, Brookdale Community College  
1987 – 2015, Recruitment Director, Brookdale Community College  
1986 – 1987, Admission Assistant Director, Brookdale Community College  

7. Name: Melanie Miller  
Address: Tinton Falls, New Jersey  
Semester: Fall 2015  
Department: Counseling - HUDV  
Rate: $725/Credit Hour  
Education:  
M.S. Ed., 2014, School Counseling, Monmouth University  
B.S., 2011, Sociology, Kean University  
A.A., 2009, Business Administration, Brookdale Community College  
Experience:  
2009 – Present, Server, Sirena Ristorante  
2014, Counseling Intern, Middletown Board of Education  
2014, Counseling Intern, Neptune Board of Education  

8. Name: Deborah Moslin  
Address: Morganville, New Jersey  
Semester: Fall 2015  
Department: Counseling - HUDV  
Rate: $725/Credit Hour  
Education:  
M.S., 1993, Counseling, Long Island University  
B.S., 1986, Business, College of Staten Island  
Experience:  
2007 – 2010, Trainer/Adult Education, Nassau BOCES  
2007, Academic Advisor, Adelphi University  
2006 – 2007, Freshman Seminar Instructor, Nassau Community College  

November 19, 2015: Associate Vice President, Human Resources & Organizational Safety, Patricia Sensi  
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<table>
<thead>
<tr>
<th>Name</th>
<th>Lynne Shaffery</th>
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<tr>
<td>Address</td>
<td>Holmdel, New Jersey</td>
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<td>Semester</td>
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<td>Education</td>
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<td>B.A., 1975, Mathematics, Douglass College</td>
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<td>Experience</td>
<td>2014 – Present, Student Services Generalist, Brookdale Community College</td>
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<td>2010 – 2014, Learning Assistant, HEC, Brookdale Community College</td>
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<tr>
<td></td>
<td>2002 – 2010, Hourly Learning Assistant, Brookdale Community College</td>
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<thead>
<tr>
<th>Name</th>
<th>Janet Port</th>
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<tr>
<td>Address</td>
<td>Morganville, New Jersey</td>
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<tr>
<td>Department</td>
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<td>Education</td>
<td>M.S., 1993, Reading Specialist, St. John’s University</td>
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<td>B.S., 1989, Criminal Justice, St. John’s University</td>
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<td>Experience</td>
<td>2005 - Present, Retired</td>
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<td></td>
<td>1997 - 2005, English Teacher, South Plainfield Board of Education</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Matthew Siegel</th>
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<td>Address</td>
<td>Little Silver, New Jersey</td>
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<td>Department</td>
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<td>Rate</td>
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<tr>
<td>Education</td>
<td>M.A. 2013, Education/English, Monmouth University</td>
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<td>B.A., 2010, Communications/English/History, Monmouth University</td>
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<td>Experience</td>
<td>2014, Present, Writing and Subject Tutor, Huntington Learning Center</td>
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<td>2009-2014, Private Tutor, Self-Employed</td>
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<td>2006-2008, Engineering Recruiter, Civil Source Engineering</td>
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<thead>
<tr>
<th>Name</th>
<th>Christina Skyers</th>
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<tr>
<td>Address</td>
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<tr>
<td>Semester</td>
<td>Fall 2015</td>
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<td>Department</td>
<td>Counseling - HUDV</td>
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<tr>
<td>Rate</td>
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<tr>
<td>Education</td>
<td>M.S., 2013, Clinical Mental Health Counseling, Mercer University</td>
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<td>B.A., 2010, Psychology, Augusta State University</td>
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<td>Experience</td>
<td>2014 – Present, Hourly Associate, EOF, Brookdale Community College</td>
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<td>2012 – 2013, Intern Counselor, Gwinnet County Detention Center</td>
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<td></td>
<td>2012 – 2013, Intern Counselor, Integrated Wellness Services</td>
</tr>
</tbody>
</table>

November 19, 2015: Associate Vice President, Human Resources & Organizational Safety, Patricia Sensi
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13. Name: Robert Weir  
   Address: Jackson, New Jersey  
   Semester: Fall 2015  
   Department: Engineering & Technology  
   Rate: $725/Credit Hour  
   Education: M.S., Anticipated December 2015, Mechanical Engineering, Rutgers University  
   B.S., 2012, Mechanical Engineering, Rutgers University  
   Experience: 2015-Present, Research Assistant, Rutgers University  
   2012-2015, Mechanical Product Engineer, Light Age Inc.  
   2012, Mechanical Product Intern, Light Age Inc.

ADJUNCT DEGREE SUMMARY
Masters
13

B. CHANGE OF STATUS

ADMINISTRATIVE
1. Name: Michelle Kneute  
   Department: Human Resources & Organizational Safety  
   Position: Benefits Coordinator  
   Action: Extension of interim position  
   New Salary: No change  
   Effective: 1/1/16 – until further notice, but not later than 6/30/16

SUPPORT STAFF
1. Name: Kristin Bacary  
   Department: Admission & Registration  
   Position: Senior Assistant, Enrollment  
   Action: Extension of temporary assignment  
   New Salary: No change  
   Effective: 1/1/16 until further notice, but not later than 6/30/16

2. Name: Barbara Cattelona  
   Department: Accounts Payable  
   Position: Specialist, Accounts Payable  
   Action: Reclassification from N3 to N4  
   New Salary: $38,733  
   Effective: 11/6/15

November 19, 2015: Associate Vice President, Human Resources & Organizational Safety, Patricia Sensi  
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C. SEPARATIONS

FACULTY
1. Name: Joseph Essilfie  
   Department: Mathematics  
   Position: Instructor  
   Action: Resignation  
   Effective: 6/30/15

SUPPORT STAFF
1. Name: Lynn Johnson  
   Department: Institute of Health Sciences  
   Position: Senior Office Assistant  
   Action: Retirement  
   Effective: 1/31/16
2. Name: James Purcaro  
   Department: Police Department  
   Position: Security Guard  
   Action: Retirement  
   Effective: 2/29/16
3. Name: Geraldine Young  
   Department: Payroll  
   Position: Associate  
   Action: Retirement  
   Effective: 12/31/15
State of New Jersey Residency Exemption Report
NJ First Act (P.L. 2011, c. 70)

BROOKDALE COMMUNITY COLLEGE
765 Newman Springs Road
Lincroft, NJ 07738

The job titles listed below require a significant level of technical expertise. Failure to exempt these positions would seriously impede the ability of Brookdale Community College to compete successfully with similar colleges in other states.

Executive/Administrative Titles
Registrar
Director – Disability Services
Director – Financial Aid

Faculty Titles*
Professor
Associate Professor
Assistant Professor
Instructor

* Faculty titles will be exempt only if the vacant position requires specialization within the discipline or additional expertise/certifications

Report filed with:

Dana M. Burley
Clerk of the General Assembly
New Jersey State House
Room 214
P.O. Box 098
Trenton, NJ 08625

Honorable Thomas Scrivo
Chief Counsel to the Governor
New Jersey State House
P.O. Box 001
Trenton NJ 08625

Kent M. Hicks
Secretary of the Senate
New Jersey State House
Room 115
P.O. Box 009
Trenton, NJ 08625

Board Approved 10/20/11, Rev 11/19/15
Md/legislation/regs/case law, 10/6/2011
Monday, November 30, 2015 -

Brookdale Community College
Lincroft Campus – Student Life Center, Navesink Rooms
Lincroft, New Jersey 07738

A. Chair Guzzo called the meeting to order at 5:30 PM

B. Ms. Gruskos then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:

1. On November 13, 2015, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
2. On November 13, 2015, advance written notice of this meeting was emailed to The Asbury Park Press and the Star Ledger.
3. On November 13, 2015, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

<table>
<thead>
<tr>
<th>Present</th>
<th>Trustees</th>
<th>Administration:</th>
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<tbody>
<tr>
<td></td>
<td>Ms. Tracey Abby-White, Vice-Chair *</td>
<td>Dr. Matthew Reed</td>
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<tr>
<td></td>
<td>Ms. Lora Campbell, Trustee</td>
<td>Ms. Maureen Lawrence</td>
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<td></td>
<td>Dr. Hank Cram, Trustee*</td>
<td>Dr. David Stout</td>
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<td></td>
<td>Mr. Paul Crupi, Trustee</td>
<td>Ms. Marie Lucier-Woodruff</td>
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<td></td>
<td>Mr. William Dalton, Trustee* (left at 6:05 PM)</td>
<td>Dr. Nancy Kegelman</td>
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<td></td>
<td>Mr. Joseph DiBella, Trustee</td>
<td>Ms. Patricia Sensi</td>
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<td>Mr. Paul Geissler, Trustee</td>
<td>Ms. Avis McMillon</td>
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<td>Mr. Bret Kaufmann, Trustee</td>
<td>Mr. Robert Francis</td>
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<td>Dr. Maureen Murphy, Secretary</td>
<td>Ms. Louise Horgan</td>
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<td>Dr. Les Richens, Trustee</td>
<td>Ms. Cynthia Gruskos, Recorder</td>
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<td>Dr. Carl Guzzo, Chair</td>
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</tbody>
</table>

Absent

- Mr. David Flaherty, Trustee
- Mr. Gary, Tolchin, Trustee

College Counsel

- Mr. Matthew Giacobbe, Esq., General and Labor Counsel

C. Public Comment – No comment
D. **Annual Meeting**  
**Election of Officers of the Board of Trustees**

Trustee Campbell stated that based on the decision of the nominating committee, the slate for Chair was Chair Guzzo.

Trustee Campbell moved before this Board that Dr. Guzzo remain as Chair of the Brookdale Community College Board of Trustees, and was seconded by Trustee DiBella.

Mr. Giacobbe asked if there were any other nominations from the floor for Chair. Hearing none, the nominations for Chair were closed. He stated that there is a motion and a second for Carl Guzzo to serve as the Chairman for the 2015-2016 year. He asked Ms. Gruskos to call the roll.

Motion carried by the following vote:  
**AYES:** Trustees Campbell, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Richens, and Guzzo  
**NAYS:** Trustee Abby-White  
**ABSTENTIONS:**

Trustee Campbell, Nominating Chair, moved to nominate Trustee DiBella for Vice Chair and seconded by Trustee Crupi.

Chair Guzzo asked for any other nominations from the floor. Hearing none, nominations for Vice Chair were closed. Roll Call was called.

Motion carried by the following vote:  
**AYES:** Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Richens, and Guzzo  
**NAYS:** None  
**ABSTENTIONS:**

**Appointment of Standing Committees**

Chair Guzzo will send out a draft committee list and after board discussion on December 17, it will be finalized. President Murphy suggested that she send out a questionnaire to all Trustees asking for their preferences and a description of each committee.

**Establishment of Regular Meeting Schedule of the Board of Trustees**

The schedule will be determined at the December 17 meeting.

**Designation of Official Media for Public Notification**

Ms. Gruskos read the statement of official media. (Attachment A)
Annual Report of the College
President Murphy handed out our Annual Institutional Profile (Attachment B) which we file with the state of NJ, which was also distributed to the Trustees via mail. She stated that the profile measures our key performance indicators. She stated that we are strong, we are healthy and doing very well. She brought to their attention that the headcount enrollment for our non-credit division is roughly the same as the headcount for the credit division. We touch 30,000 students each year.

Ms. Avis McMillon, Executive Director of College Relations presented our Annual Report, located at http://www.brookdalecc.edu/2015annualreport/. She played the video that will serve as a commercial and the introduction to the annual report and encouraged to Board members to access the site for the full report. The annual report links 54 Newsroom stories which highlights the many accomplishments of our students, employees and Board.

E. Building our Future Bond Act: Fall 2015 Cycle Round Two (Go Bonds)

At the November 19th Board meeting, the Board requested that President Murphy present possible projects at this evening’s meeting, that would meet the criteria for the second round of funding for a Fall 2015 grant cycle of the Building Our Future Bond Act. She explained that the grant submission criteria would be the same as the earlier cycle in 2012 and that it is a competitive process which will require a quick turnaround; the deadline is January 15, 2016. If the Board authorizes the Administration to move forward, a board resolution approving the application and commitment of support will have to be approved at the meeting on December 17 to support the application.

She requested the Board’s guidance and direction in the application and submission of the grant. She provided a handout which outlines three project options with descriptions, the populations to be served, the facilities and equipment needed, and the estimated cost. (Attachment C)

- Project 1: Culinary Satellite Program at Freehold Campus
- Project 2: Expanded Renovation of the Main Academic South (MAS) Science Labs
- Project 3: Technical Training Center at Long Branch

The Trustees and President Murphy discussed the merits, and costs of each project. Ms. Lawrence stated that there are costs (i.e.: architect costs, engineering costs …) and staff resources associated with writing and submitting a grant. Joe DiBella referred to those costs as “soft costs”. She estimated that these costs would not exceed $25,000 per project. President Murphy suggested that it would be logical to choose one project vs multiple projects.

There was a discussion of the 25% match the college would be responsible for. The resolution to be voted on at the December 17 meeting will have to state how we will finance the match. President Murphy will present this opportunity to Freeholder Curley on December 1. Source of matching funds
will be discussed at the next Finance and Faculties meeting on December 8. The Trustees deliberated and made the following motion.

A motion was made by Trustee DiBella and seconded by Trustee Richens for the Board to direct the Administration to pursue two application for grants for the science labs expansion and the technical training center at Long Branch; that we obligate an estimated $50,000 for soft costs related to making the application; that the President and the Chair meet with the Freeholders and their representatives, as soon as possible, to solicit their financial support for this project; and that we will convene on the 17th to take final action.

Motion carried by the following vote:
AYES*: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Richens, and Guzzo
NAYS: None
ABSTENTIONS:
*Trustee Dalton had left the conference call at 6:05 PM and did not vote.

F. Public Comment – No comment.

H. New Business – A survey will go out to decide the date of the January retreat, which will be dedicated to short and long range planning. It was suggested that a Saturday after January 16 be chosen. The agenda for the retreat will be drafted at the next Finance & Facilities committee meeting. It was also suggested that the Trustees participate in a van tour to see all of our facilities.

G. Adjournment - It was MOVED by Trustee Richens and seconded by Trustee DiBella that the meeting be adjourned at 6:15 PM. Approval was unanimous.

Respectfully submitted

Maureen Murphy, Ph.D., Secretary
The Board of Trustees does hereby designate the Asbury Park Press and the Star Ledger as the official newspapers to receive notices of meetings.

All required notices of meetings of the Board of Trustees shall be posted on the bulletin board on the floor of the Brookdale Administrative Center.

A copy of all notices of meetings of the Board of Trustees shall be filed with the Clerk of the County of Monmouth.
Capital Projects 2016

Project 1: Culinary Satellite Program at Freehold Campus

Overview
The College would renovate and equip a production kitchen and dining room to offer 11 culinary courses in the 32.5 Culinary Arts Academic Credit Certificate. This condensed program of study provides the student with skills needed to perform a variety of basic food preparation activities required by the entry-level food service job. The student must successfully pass the SERV-SAFE sanitation examination to receive the certificate. Most credits earned may be applied to the A.A.S. degree. Upon completion, students are awarded a Certificate of Proficiency.

Population Served
The leisure and hospitality industry makes up about eight percent of Monmouth County’s industry employment, making it a key industry in the County. The program along with Adult Basic Education programs in GED and ESL would enable a significant and growing population in the western part of the county to receive education and training in the food services industry in Monmouth County. The program would simulate on-the-job training. Those earning a certificate would have the skills employers seek for employment and promotion in the food service and hospitality industries.

Facilities & Equipment Needed
The program would need a kitchen, dining room, dish room and the following equipment:

**Kitchen**
- Alto Shaam Smoker
- Jade Range Grill
- Vulcan Ovens (2)
- Robertshaw Dual Oven
- Blodgett Convection
- Cleveland Steamer
- Traulsen Glass Door Refrigerator
- Traulsen 3 Door Reach In

**Cleveland Steam Kettle**
- Cryovac
- Manitowoc Ice Machine
- 3 Bay Sink
- 2 Hand Sinks
- 2 Bay Sink
- 1 Prep Sink
- 2 Hand Sinks
- Hobart 10 Quart Mixer

**Dish Room**
- Dishwasher
- (2) Storage Cabinets
- Shelving for trays, cutting boards, breakdown
- Hand sink
- Assorted rolling racks with glass and dish racks

**Dining Room**
- 12 Square Tables
- 48 Chairs

**Estimated Cost**
- $4,200,000
- $1,050,000 Match
Project 2: Expanded Renovation of the Main Academic South (MAS) Science Labs

Overview
The County of Monmouth Board of Chosen Freeholders approved Chapter 12 capital funding in the amount of $4,845,000 to support a renovation project in the Main Academic South section of the Megastructure. The project includes complete demolition, design and reengineering of eight science labs, five for Chemistry and three for Biology.

Due to financial constraints, other lab spaces that could benefit from similar renovation plans were not included in this project.

Population Served
The primary population is Brookdale’s credit students, particularly those in science and health science programs. One of the major industries in Monmouth County is health care, and these labs support education in the health fields. Further, a statewide priority is education in Science Technology, Engineering and Math

Facilities & Equipment Needed
Those additional spaces to be upgraded include a General Science Lab, three Anatomy and Physiology labs, and the Environmental Sciences.

The original project’s Architectural and Engineering services were awarded to Spiezle Architectural Group, Inc., and since they are already familiar with the spaces, it would be easy for that firm to expand their services to include the additional labs. An additional grant request of $3,000,000 would be necessary to fund this additional project scope. The required College grant match would be $750,000.

Estimated Cost
$3,000,000
$ 750,000 Match
Project 3: Technical Training Center at Long Branch

Overview

The purpose of this proposal is to renovate and equip the Long Branch Higher Education Center in order to transform it into a Technical Skills Training Center. Training would be focused on entry-level skills in wood, glass and metal fabrication as well as welding to prepare technicians and mechanics for employment in regional manufacturing and construction support industries. Training would encompass three levels:

- Basic workplace skills: communication, team building, problem solving, reading and customer service
- Basic industry skills: use of hand tools, blue print reading, mathematics, measurement, geometry, basic mechanical aptitude, equipment operation, organizing and prioritizing work
- Core skills: related to specific field: welding, carpentry, glazing, plumbing, metal fabrication, etc.

Various paths would be available and upon completion students could earn a Certificate of Successful Completion or an industry credential. This project addresses the workforce readiness criteria of the Go Bond.

Population Served

In the construction, manufacturing and utility industries there is an estimated 8% employment growth projection for the next 5 years in this region. This translates into over 2,000 small to mid-size (10+) manufacturing and construction support companies, many of whom report a chronic shortage of entry level employees with a basic mechanical knowledge and willingness to learn. This proposed training, developed with employer input to meet industry standards would help meet that need.

Additionally, Long Branch is ideally situated for such a training center. Currently through an industry partnership the college has built a Patient Care Technician training lab in this Center to answer local employer need. There is a growing ABE-GED program (200 currently in training; 100 on the waitlist in Long Branch alone) that can provide the “on ramp” to training, and ultimately employment. In addition, there are over 3,000 Veterans in the Asbury Park-Long Branch area, many of whom could benefit from this training.

Facility & Equipment Needs

A rough estimate of renovating and equipping this facility is $6,000,000. This includes 6-8 welding stations with required ventilation; open work areas for fabrication and construction; computers for simulations; hand tools and equipment.

Estimated Cost
$6,000,000
$1,500,000 Match
## Summary of Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Projected Cost</th>
<th>Match</th>
<th>Grant Criteria Met</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Lab Expansion (5 labs)</td>
<td>$3,000,000</td>
<td>$750,000</td>
<td>STEM-related Improvement and expansion of educational opportunities</td>
<td>Architect already engaged</td>
</tr>
<tr>
<td>Culinary Satellite Program at Freehold</td>
<td>$4,200,000</td>
<td>$1,050,000</td>
<td>Workforce readiness and enhancement of economic competitiveness Expansion</td>
<td>Two potential partners: Radisson and Monmouth Battleground 8% of Monmouth County employment</td>
</tr>
<tr>
<td>Technical Training Center at Long Branch</td>
<td>$6,000,000</td>
<td>$1,500,000</td>
<td>Entry-level STEM Workforce readiness and enhancement of economic competitiveness Expansion</td>
<td>8% employment growth Priority for Freeholders</td>
</tr>
</tbody>
</table>
Consent Agenda – December 17, 2015

a. Approval of Human Resources
b. Purchases in Excess of $35,000 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of $17,500 – RES150046
c. Open Invoice Payment Requests for Vendor, Student and Employee Payments
d. Monthly Financial Report
3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 11 recommended items. A summary of the action items is listed below with supporting documentation attached.

<table>
<thead>
<tr>
<th>Category</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Hires</strong></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>1</td>
</tr>
<tr>
<td>Adjuncts</td>
<td>1</td>
</tr>
<tr>
<td><strong>B. Change of Status</strong></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>1</td>
</tr>
<tr>
<td>Administrative</td>
<td>3</td>
</tr>
<tr>
<td>Support Staff</td>
<td>1</td>
</tr>
<tr>
<td><strong>C. Separations</strong></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>1</td>
</tr>
<tr>
<td>Administrative</td>
<td>1</td>
</tr>
<tr>
<td>Support Staff</td>
<td>2</td>
</tr>
</tbody>
</table>
A. HIRES

ADMINISTRATIVE
1. Name: Cindy Czapor  
   Department: Advising  
   Position: Academic Advisor, temporary position  
   Salary: $25,795 prorated from an annual base of $51,590  
   Effective: 1/4/16 until further notice, but not later than 6/30/16

ADJUNCTS
1. Name: Keri Sansevere  
   Semester: Fall 2015  
   Department: Anthropology, Human Geography & Sociology  
   Rate: $725/Credit Hour

B. CHANGE OF STATUS

FACULTY
1. Name: Anthony Snyder  
   Department: History  
   Position: Professor  
   Action: 20% reduction in load for 20% reduction in pay  
   Effective: 1/19/16 – 6/30/16

ADMINISTRATIVE
1. Name: Steven Chudnick  
   Department: Library  
   Position: Director  
   Action: Change in position from faculty to administration through bona fide search  
   New Salary: $46,861 prorated from an annual base of $93,723  
   Effective: 1/1/16

2. Name: Pasqualina DeLucia  
   Department: Outreach, Business & Community Development  
   Position: Assistant Director, Small Business Development Center, part-time, 30 hrs/wk  
   Action: Extension of grant-funded position  
   New Salary: $21,511 prorated from an annual base of $43,022  
   Effective: 1/1/16 – 6/30/16
3. Name: Jackeline Mejias-Fuertes  
   Department: Outreach, Business & Community Development  
   Position: Director, Small Business Development Center  
   Action: Extension of grant-funded position  
   New Salary: $36,144 prorated from an annual base of $72,289  
   Effective: 1/1/16 – 6/30/16

SUPPORT STAFF
1. Name: Galyna Zakhalyavko  
   Department: Chemistry  
   Position: Instructional Assistant, 10-month position  
   Action: Change in status from temporary to regular position through bona fide search  
   New Salary: Salary remains $34,774  
   Effective: 12/24/15

C. SEPARATIONS

FACULTY
1. Name: David Scott Ridley  
   Department: English  
   Position: Associate Professor  
   Action: Resignation  
   Effective: 12/31/15

ADMINISTRATIVE
1. Name: Jody Angelo  
   Department: Experiential Learning  
   Position: Career Services Representative  
   Action: Retirement  
   Effective: 3/1/16

SUPPORT STAFF
1. Name: Marianne Drake  
   Department: Office of Innovation  
   Position: Senior Office Assistant  
   Action: Deceased, 11/21/15
<table>
<thead>
<tr>
<th>Name:</th>
<th>Thomas Hughes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Enrollment Management</td>
</tr>
<tr>
<td>Position:</td>
<td>Associate, Recruitment &amp; Advising</td>
</tr>
<tr>
<td>Action:</td>
<td>Retirement</td>
</tr>
<tr>
<td>Effective:</td>
<td>12/31/15</td>
</tr>
</tbody>
</table>
4.2  Purchases in Excess of $35,000 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of $17,500

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of $35,000. These proposed contracts have been bid in accordance with “County College Contracts Law,” N.J.S. Chapter 64A-Title 18A, and Board of Trustees’ Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 8, 2015.
RESOLUTION

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.
<table>
<thead>
<tr>
<th>Board Item</th>
<th>Vendor/Contractor</th>
<th>Category/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper Mart, Inc.</td>
<td>Printing Services Paper &amp; Envelopes, Bid No. 16-12 / Notice was sent to 16 vendors, received 3 replies. This contract is for the supply and delivery of paper and envelopes for the period of January 1, 2016 through June 30, 2016. These contracts are funded by the Printing Services' operating budget.</td>
</tr>
<tr>
<td>2</td>
<td>Paper Mart, Inc.</td>
<td>Copy Paper and Recycled Paper, Bid No. 16-13 / Notice was sent to 18 vendors, received 5 replies. This contract is for the supply and delivery of copy paper and recycled paper for the New Jersey County College Joint Purchasing Consortium (NJCCPC) for the period of January 1, 2016 through June 30, 2016. Brookdale Community College is the lead agency for the Consortium purchase. These contracts are funded by the Printing Services' operating budget.</td>
</tr>
<tr>
<td>3</td>
<td>Land Tours LLC</td>
<td>Travel Services for Short Term Program / Exempt 18A:84A-125.5.a.23 (Travel expenses for faculty-led short term program to Ghana which is funded by student program fees.)</td>
</tr>
<tr>
<td>4</td>
<td>Worldwide Gear.com Corp.</td>
<td>Caps and Gowns, Bid No. 15-13 / This is the 2nd year of a 2 year contract for the supply and delivery of caps and gowns which is funded by Commencement's student fees.</td>
</tr>
<tr>
<td>5</td>
<td>ISS Facility Services, Inc.</td>
<td>Custodial Services, Bid No. 16-11 / Notice was sent to 45 vendors, received 9 replies. This is an 18-month contract with an option to renew for 1 additional year for custodial services. This contract is funded by the Facilities' operating budget.</td>
</tr>
</tbody>
</table>

**Unless otherwise exempt, bids were publicly advertised according to law.**
4.2b Payments to Vendors, Students, and Employees

Payments to vendors, students, and employees are contained in this report as summary information for all payment transactions of the College including payments made on previously approved purchase orders. This report serves as background information for the transactions.

Additional documentation for payments is available in the Accounts Payable Department.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 8, 2015.
<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>Vendor</th>
<th>Employee</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASBCC</td>
<td>$</td>
<td>$21,754.47</td>
<td>$2,423.45</td>
<td>$24,177.92</td>
</tr>
<tr>
<td>Athletics</td>
<td>-</td>
<td>$38,624.57</td>
<td>$5,834.10</td>
<td>$44,458.67</td>
</tr>
<tr>
<td>Bookstore</td>
<td>-</td>
<td>$106,977.53</td>
<td>-</td>
<td>$106,977.53</td>
</tr>
<tr>
<td>College</td>
<td>-</td>
<td>$1,105,014.32</td>
<td>$18,044.96</td>
<td>$1,123,059.28</td>
</tr>
<tr>
<td>CPS</td>
<td>$480.00</td>
<td>$39,245.63</td>
<td>$829.64</td>
<td>$40,555.27</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$480.00</td>
<td>$1,311,616.52</td>
<td>$27,132.15</td>
<td>$1,339,228.67</td>
</tr>
</tbody>
</table>
4.1 Monthly Financial Report

Operating and payroll disbursements for the month ending October 31, 2015, were $13,125,285.96.

The Monthly Financial Report contains summary information regarding all financial transactions of the College for the month of October. 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 December 8, 2015.

December 17, 2015: Vice President, Finance & Operations, Maureen Lawrence
## Monthly Analysis of Change

**Brookdale Community College**

<table>
<thead>
<tr>
<th>OPERATING EXPENDITURES *</th>
<th>10/31/15</th>
<th>09/30/15</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Division</td>
<td>$27,264,525</td>
<td>$24,307,735</td>
<td>$2,956,790</td>
</tr>
<tr>
<td>Benefits &amp; General Institutional</td>
<td>7,923,390</td>
<td>6,833,991</td>
<td>1,089,399</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td><strong>35,187,915</strong></td>
<td><strong>31,141,726</strong></td>
<td><strong>4,046,189</strong></td>
</tr>
<tr>
<td>All other divisions</td>
<td>23,150,852</td>
<td>22,369,533</td>
<td>781,319</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>58,338,767</strong></td>
<td><strong>53,511,259</strong></td>
<td><strong>4,827,508</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATING REVENUE</th>
<th>10/31/15</th>
<th>09/30/15</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>20,165,029</td>
<td>20,148,655</td>
<td>16,374</td>
</tr>
<tr>
<td>General Service Fees</td>
<td>2,268,682</td>
<td>2,263,973</td>
<td>4,709</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td><strong>22,433,711</strong></td>
<td><strong>22,412,628</strong></td>
<td><strong>21,083</strong></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>3,450,288</td>
<td>2,587,716</td>
<td>862,572</td>
</tr>
<tr>
<td>County Appropriations</td>
<td>6,675,673</td>
<td>5,006,755</td>
<td>1,668,918</td>
</tr>
<tr>
<td>All other revenue</td>
<td>2,812,443</td>
<td>2,586,177</td>
<td>226,266</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td><strong>35,372,115</strong></td>
<td><strong>32,593,276</strong></td>
<td><strong>2,778,839</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASH</th>
<th>10/31/15</th>
<th>09/30/15</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>16,236,202</td>
<td>7,545,017</td>
<td>8,691,185</td>
</tr>
<tr>
<td><strong>Total Cash</strong></td>
<td><strong>16,236,202</strong></td>
<td><strong>7,545,017</strong></td>
<td><strong>8,691,185</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAPITAL EXPENDITURES *</th>
<th>10/31/15</th>
<th>09/30/15</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewals &amp; Replacements</td>
<td>22,181,540</td>
<td>7,335,679</td>
<td>14,845,861</td>
</tr>
<tr>
<td>Minor Capital</td>
<td>2,925,589</td>
<td>2,879,296</td>
<td>46,293</td>
</tr>
<tr>
<td><strong>Total Capital Expenses</strong></td>
<td><strong>25,107,129</strong></td>
<td><strong>10,214,975</strong></td>
<td><strong>14,892,154</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAPITAL REVENUE</th>
<th>10/31/15</th>
<th>09/30/15</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>44,045</td>
<td>25,292</td>
<td>18,753</td>
</tr>
<tr>
<td>County</td>
<td>2,016,586</td>
<td>65,675</td>
<td>1,950,911</td>
</tr>
<tr>
<td>Other</td>
<td>2,972,556</td>
<td>1,816,802</td>
<td>1,155,754</td>
</tr>
<tr>
<td><strong>Total Capital Revenue</strong></td>
<td><strong>5,033,187</strong></td>
<td><strong>1,907,769</strong></td>
<td><strong>3,125,418</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRANTS</th>
<th>10/31/15</th>
<th>09/30/15</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Grants</td>
<td>993,639</td>
<td>873,891</td>
<td>119,748</td>
</tr>
<tr>
<td>State Grants</td>
<td>394,225</td>
<td>365,803</td>
<td>28,422</td>
</tr>
<tr>
<td>Other Grants</td>
<td>80,481</td>
<td>65,755</td>
<td>14,726</td>
</tr>
<tr>
<td><strong>Total Grants</strong></td>
<td><strong>$1,468,345</strong></td>
<td><strong>$1,305,449</strong></td>
<td><strong>$162,896</strong></td>
</tr>
</tbody>
</table>

**Note:**

* Includes year-to-date actual and committed expenses.
Brookdale Community College  
Operating Fund  
Budget Summary Report  
FY16

AS OF OCTOBER 31, 2015

<table>
<thead>
<tr>
<th>Division</th>
<th>BUDGET</th>
<th>ADJUST*</th>
<th>TOTAL AVAILABLE</th>
<th>YTD ACTUAL</th>
<th>COMMIT **</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>President’s Division</td>
<td>$575,718</td>
<td>$3,029</td>
<td>$578,747</td>
<td>$190,737</td>
<td>$331,114</td>
<td>$56,896</td>
</tr>
<tr>
<td>HR &amp; Organizational Safety</td>
<td>2,263,510</td>
<td>4,423</td>
<td>2,267,933</td>
<td>727,161</td>
<td>1,215,883</td>
<td>324,889</td>
</tr>
<tr>
<td>Planning &amp; Institutional Effectiveness</td>
<td>594,037</td>
<td>(65,380)</td>
<td>528,657</td>
<td>143,755</td>
<td>304,814</td>
<td>80,088</td>
</tr>
<tr>
<td>Advancement Division</td>
<td>1,499,035</td>
<td>(49,526)</td>
<td>1,449,509</td>
<td>446,192</td>
<td>757,869</td>
<td>245,448</td>
</tr>
<tr>
<td>Finance &amp; Operations Division</td>
<td>10,628,702</td>
<td>42,353</td>
<td>10,671,055</td>
<td>3,597,707</td>
<td>5,206,061</td>
<td>1,867,287</td>
</tr>
<tr>
<td>Learning Division</td>
<td>33,168,629</td>
<td>24,694</td>
<td>33,193,323</td>
<td>7,201,172</td>
<td>20,063,353</td>
<td>5,928,798</td>
</tr>
<tr>
<td>Student Success Division</td>
<td>5,975,883</td>
<td>30,847</td>
<td>6,006,730</td>
<td>1,868,878</td>
<td>3,206,785</td>
<td>931,067</td>
</tr>
<tr>
<td>Continuing &amp; Professional Studies</td>
<td>3,121,953</td>
<td>6,060</td>
<td>3,128,013</td>
<td>1,087,691</td>
<td>1,182,257</td>
<td>858,065</td>
</tr>
<tr>
<td>Utilities</td>
<td>2,884,162</td>
<td>-</td>
<td>2,884,162</td>
<td>649,549</td>
<td>2,234,400</td>
<td>214</td>
</tr>
<tr>
<td>Benefits &amp; General Institutional</td>
<td>21,118,951</td>
<td>3,500</td>
<td>21,122,451</td>
<td>6,584,611</td>
<td>1,338,779</td>
<td>13,199,061</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$81,830,580</td>
<td>$</td>
<td>$81,830,580</td>
<td>$22,497,453</td>
<td>$35,841,314</td>
<td>$23,491,813</td>
</tr>
</tbody>
</table>

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
Income Summary Report
FY16

AS OF OCTOBER 31, 2015

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>ADJUST</th>
<th>TOTAL AVAILABLE</th>
<th>YTD ACTUAL</th>
<th>BALANCE</th>
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<td>$10,352,862</td>
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<td>Continuing &amp; Prof Studies</td>
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<td>Miscellaneous</td>
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<td><strong>Total</strong></td>
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<td><strong>$</strong></td>
<td><strong>$81,830,580</strong></td>
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Brookdale Community College
Summary of Cash
FY16

AS OF OCTOBER 31, 2015

Cash:

<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td>Operating</td>
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<td>Payroll</td>
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<td><strong>Total</strong></td>
<td><strong>$16,236,201.84</strong></td>
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Brookdale Community College
Capital Fund
Budget Summary Report
FY16

AS OF OCTOBER 31, 2015

<table>
<thead>
<tr>
<th></th>
<th>PROJECTED</th>
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<th>ACTUAL &amp;</th>
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<td>REVENUE</td>
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<td>COMMIT</td>
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<td>FY12 Chapter 12 Projects</td>
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<td>8120520 - Gorman Hall</td>
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<td>290,453</td>
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<td>8120545 - Back Campus Walkway</td>
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<td>2,062,291</td>
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<td>8120550 - Wall Campus Expansion</td>
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<td>FY13 Chapter 12 Projects</td>
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<td>1,500,000</td>
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<tr>
<td>FY14 Chapter 12 Projects</td>
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<td>8140505 - Renovation of MAS Science Labs</td>
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<td>FY15 Chapter 12 Projects*</td>
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<td>FY16 Chapter 12 Projects*</td>
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<td>FY16 Capital Projects</td>
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<td></td>
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<td>8131005 - Higher Ed Bond Administration</td>
<td>11,237,162</td>
<td>10,317,228</td>
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<td>8132450 - College Higher Ed Bond Administration Match</td>
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<td>8131010/8131030 - Equipment Leasing Fund (ELF)</td>
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<td>8131015/8131025 - Hi Ed Technology Infrastructure (HETI)</td>
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<td>8142524 - Fascia Replacement</td>
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<td>FY16 Infrastructure Projects</td>
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<td>8162415 - General</td>
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<td>8162416 - ATeC Retaining Wall</td>
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<td>8162417 - Heat Trace</td>
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<td>96,529</td>
<td>79,270</td>
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<td>8162418 - Freehold Campus Parking Lot</td>
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<tr>
<td>8162419 - ATeC Heating System</td>
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<td>Renewals &amp; Replacements</td>
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<td>Brookdale Freehold Debt Service</td>
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<td>TIP</td>
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<td>Student &amp; BCD Tech Fee</td>
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<td>$25,107,129</td>
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* Pending Approval
Brookdale Community College  
Capital Fund  
Income Summary Report  
FY16

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Adjust *</th>
<th>Projected Revenue</th>
<th>YTD Actual</th>
<th>Balance</th>
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<td>Other</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>$5,033,187</strong></td>
<td><strong>$37,551,133</strong></td>
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* Adjustments reflect prior year capital funding balances
Brookdale Community College
Grants
Budget Summary Report
FY16

AS OF OCTOBER 31, 2015

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>ADJUST</th>
<th>FUNDS AVAILABLE</th>
<th>ACTUAL &amp; COMMIT</th>
<th>BALANCE</th>
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<td>Federal Grants</td>
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</table>
4.5 Authorization to Submit Grant Application to the Higher Education Capital Facilities Programs for the Main Academic South (MAS) Science Labs Renovation Project

On November 16, 2015, the State announced the second solicitation for grant applications for the Building Our Future Bond Act. During the Fall 2015 cycle, up to $26,881,874 will be distributed of the original $150,000,000 allocated to community colleges. The purpose of the Act is to increase academic capacity at New Jersey institutions, and selection criteria includes promotion of academic excellence, workforce readiness, enhancement of the State’s economic competitiveness by assisting in the production of a highly skilled workforce; advancement of study in science, technology, engineering, mathematics.

The Main Academic South (MAS) Science Labs Project is an expansion of an existing eight lab renovation and will include the complete demolition, design and re-engineering of an additional five science laboratories, including a General Science Lab, three Anatomy and Physiology labs, and the Environmental Sciences lab.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 8, 2015.

WHEREAS: The Board of Trustees (the “Board”) of Brookdale Community College (the “College”) desires to approve the undertaking, implementation and financing of a project (the “Project”) Main Academic South (MAS) Science Labs Renovation.; and

WHEREAS: The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed $3,000,000; and

WHEREAS: The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the “State”) for certain projects of New Jersey Colleges of higher education (the "Programs"); and

WHEREAS: The Programs are the Building Our Future Bond Act, (P.L. 2012, c.41 (the "GO Bond Act); and

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the College; and

WHEREAS: The Board desires to approve financing of all or portions of the Project through the GO Bond Act; and

WHEREAS: Portions of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority, which bear tax-exempt interest for federal income tax purposes (“Tax-Exempt Bonds”), or funds otherwise available to the College; and

WHEREAS: In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through the GO Bond, (the “Proposed Programs”) issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the “Financing Structure”); and

WHEREAS: The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the “Secretary”) for the Proposed Programs for the Project, and to designate and authorize officers of the College to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

WHEREAS: The Board desires to authorize certain officers of the College to determine the Financing Structure which is most economically advantageous to the College provided the Financing Structure includes utilization of

RES150047
the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings ("Financing Costs"); and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds which will fund an applicable Project and/or Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BROOKDALE COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed $3,000,000.

SECTION 2. The Board approves the financing of all or any portion of the Project through the GO Bond program. The Board approves the Application for funding of the Project through such Programs in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Programs will obligate the College to: (a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Programs as applicable; and (d) fulfill other conditions imposed under the Programs and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Application.

The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program including without limitation providing for the operation and maintenance of the Project and using available funds of the College to pay for such operation and maintenance and to satisfy conditions of the Proposed Programs to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Programs from available funds of the College.

SECTION 3. The Board further approves the financing of all or any portion of the Project with Tax-Exempt Bonds and other funds available to the College and through the Financing Structure determined to be most economically advantageous to the College by President Maureen Murphy and Vice President, Finance & Operations, Maureen M. Lawrence (the "Designated Officers"). The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Project.

SECTION 4. The President and Vice President, Finance & Operations (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Board/College in as many counterparts as may be necessary, and to affix or impress the official seal of the College thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be
necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

SECTION 5. This Resolution is a declaration of the official intent of the College that the College reasonably expects and intends to reimburse expenditures for costs of the Project paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Project/Programs ["Applicable Tax-Exempt Debt"] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Tax-Exempt Debt expected to be issued to finance costs of the Project including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Tax-Exempt Debt is $3,000,000 (including Financing Costs).

SECTION 6. All resolutions, orders and other actions of the Board of the College in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

SECTION 7. This Resolution shall take effect immediately; and be it further

RESOLVED: That no further approvals by the Board are necessary to implement this Resolution.

RESOLUTION ADOPTED:
December 17, 2015

DULY CERTIFIED:
4.6 Authorization to Submit Grant Application to the Higher Education Capital Facilities Programs for the Technical Skills Training Center at Long Branch Renovation Project

On November 16, 2015, the State announced the second solicitation for grant applications for the Building Our Future Bond Act. During the Fall 2015 cycle, up to $26,881,874 will be distributed of the original $150,000,000 allocated to community colleges. The purpose of the Act is to increase academic capacity at New Jersey institutions, and selection criteria includes promotion of academic excellence, workforce readiness, enhancement of the State’s economic competitiveness by assisting in the production of a highly skilled workforce; advancement of study in science, technology, engineering, mathematics.

The Technical Skills Training Center Project will include the renovation of the Long Branch Higher Education Center in order to offer training focused on entry-level skills in wood, glass and metal fabrication as well as welding. Students will receive hands-on training to prepare technicians and mechanics for employment in regional manufacturing and construction support industries. The 23,000 square foot facility will include classroom space for traditional learning as well as welding stations with required ventilation, open work areas for fabrication and construction, computers for simulations, hand tools and other equipment.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 8, 2015.

WHEREAS: The Board of Trustees (the “Board”) of Brookdale Community College (the “College”) desires to approve the undertaking, implementation and financing of a project (the “Project”) Technical Skills Training Center at Long Branch; and

WHEREAS: The Board desires to approve the aggregate costs of the Project paid and or financed through all sources in an amount not to exceed $6,000,000; and

WHEREAS: The Board desires to finance all or a portion of the Project through one or more of the hereinafter defined Programs made available by the State of New Jersey (the “State”) for certain projects of New Jersey Colleges of higher education (the "Programs”); and

WHEREAS: The Programs are the Building Our Future Bond Act, (P.L. 2012, c.41 (the "GO Bond Act); and

WHEREAS: The Board has determined that the Project will assist in serving the needs of its students and providing a benefit to the College; and

WHEREAS: The Board desires to approve financing of all or portions of the Project through the GO Bond Act; and

WHEREAS: Portions of the Project may also be financed by bonds issued by the New Jersey Educational Facilities Authority, which bear tax-exempt interest for federal income tax purposes (“Tax-Exempt Bonds”), or funds otherwise available to the College; and

WHEREAS: In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Project through the GO Bond, (the “Proposed Programs”) issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the “Financing Structure”); and

WHEREAS: The Board wishes to approve the form of the Application to be submitted to the Secretary of Higher Education (the “Secretary”) for the Proposed Programs for the Project, and to designate and authorize officers of the College to take necessary and desirable actions to undertake, implement and submit to the Secretary the Application for the Project; and

WHEREAS: The Board desires to authorize certain officers of the College to determine the Financing Structure which is most economically advantageous to the College provided the Financing Structure includes utilization of
the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Project including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings ("Financing Costs"); and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Project paid prior to issuance of Tax-Exempt Bonds which will fund an applicable Project and/or Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BROOKDALE COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The Board approves the Project and authorizes the undertaking, implementation and financing of the Project in a maximum aggregate amount not to exceed $6,000,000.

SECTION 2. The Board approves the financing of all or any portion of the Project through the GO Bond program. The Board approves the Application for funding of the Project through such Programs in the form submitted to the Board and authorizes and directs the herein defined Designated Officials to submit such Application to the Secretary with such changes, modifications and additions as are approved by the Designated Officials and such changes, modifications and additions shall be conclusively evidenced by the submission of the Application to the Secretary. The Board acknowledges and agrees that approval of the Application and receipt of funds pursuant to the Programs will obligate the College to:(a) provide funds for the operation and maintenance of the Project, (b) contribute to the cost of the Project; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Programs as applicable; and (d) fulfill other conditions imposed under the Programs and hereby directs and authorizes the Designated Officials to certify such acknowledgement and agreement as part of the submitted Application.

The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Program including without limitation providing for the operation and maintenance of the Project and using available funds of the College to pay for such operation and maintenance and to satisfy conditions of the Proposed Programs to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Programs from available funds of the College.

SECTION 3. The Board further approves the financing of all or any portion of the Project with Tax-Exempt Bonds and other funds available to the College and through the Financing Structure determined to be most economically advantageous to the College by President Maureen Murphy and Vice President, Finance & Operations, Maureen M. Lawrence (the "Designated Officers"). The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Project.

SECTION 4. The President and Vice President, Finance & Operations (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Project and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Board/College in as many counterparts as may be necessary, and to affix or impress the official seal of the College thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Project and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be
necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Project and Financing Costs and the payment and/or repayment thereof.

SECTION 5. This Resolution is a declaration of the official intent of the College that the College reasonably expects and intends to reimburse expenditures for costs of the Project paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Project/Programs ["Applicable Tax-Exempt Debt"] in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Tax-Exempt Debt expected to be issued to finance costs of the Project including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Tax-Exempt Debt is $6,000,000 (including Financing Costs).

SECTION 6. All resolutions, orders and other actions of the Board of the College in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

SECTION 7. This Resolution shall take effect immediately; and be it further

RESOLVED: That no further approvals by the Board are necessary to implement this Resolution.

RESOLUTION ADOPTED: 
December 17, 2015

DULY CERTIFIED:
4.3  Acceptance of Brookdale Community College’s FY15 Financial Statement Audit

Pursuant to the requirements of the Higher Education Reorganization Act of 1994, the Board of Trustees authorized the appointment of external auditors, EisnerAmper LLP, to perform the required annual audit of the College finances for fiscal year 2015 at its April 30, 2015 meeting.

An audit of financial accounts has been completed, and the results of the College’s FY15 Financial Statement audit are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held December 8, 2015.
2015

To the Board of Trustees
Brookdale Community College
(A Component Unit of the County of Monmouth)
Lincroft, New Jersey

Ladies and Gentlemen:

We have audited the financial statements of Brookdale Community College (the “College”) (a Component Unit of the County of Monmouth) as of and for the year ended June 30, 2015, and have issued our report thereon dated ________, 2015. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit and OMB Circular A-133
As communicated in our engagement letter dated April 30, 2015, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the College solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Our responsibility is also to form and express an opinion on compliance for the College’s major federal and state programs based on our audit of the types of compliance requirements referred to above. We planned and performed the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the major programs occurred. An audit includes examining, on a test basis, evidence about the College’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.
Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. We consider the disclosures in College’s financial statements to be adequate and neutral in content, consistent, and clear.

Significant Difficulties Encountered during the Audit
We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements
For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. We did not identify any uncorrected or corrected misstatements during our audit.

Disagreements with Management
For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the College’s financial statements or the auditor’s report. No such disagreements arose during the course of the audit.

Representations Requested from Management
We have requested certain written representations from management, which are included in the attached letter dated ________, 2015.

Management’s Consultations with Other Accountants
In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues
In the normal course of our professional association with the College, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the College’s auditors.
Planned Scope and Timing of the Audit
We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence
The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity’s Significant Accounting Practices

Significant Accounting Policies
Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the College is included in Note 1 to the financial statements. As described in Note 1 to the financial statements, during the year, the College changed its methods of measurement and recognition of liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures related to their defined benefit pensions as a result of adopting Governmental Accounting Standards Board ("GASB") Statement No. 68, Accounting and Financial Reporting for Pensions—An amendment of GASB Statement No. 27, and GASB Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date—An Amendment of GASB Statement No. 68. Accordingly, the cumulative effect of the accounting change as of the beginning of the year has been reported in the Statement of Revenues, Expenses, and Changes in Net Position, as well as being described in Note 16 to the financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates
Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management’s current judgments.

The most sensitive accounting estimates affecting the financial statements are the allowance for student receivable doubtful accounts, allocation of program service expenses and the useful lives of capital assets.

Management’s estimate of the allowance for student receivable doubtful accounts is based on historical collection levels. Management’s estimate of the allocation of program services expenses, which is based primarily on direct charges to each of the programs. Management’s estimate of the useful lives of capital assets is based on historical asset lives and expectations of the assets. We evaluated the key factors and assumptions used to develop each of these accounting estimates and determined that they were reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.
This report is intended solely for the information and use of the Board of Trustees, Audit Committee, and management of the College and is not intended to be and should not be used by anyone other than these specified parties.

________________________________________

(Signature of Auditor)

______________________________

(Date)

Attachments:

Management Representation Letter
4.4 Acceptance of Brookdale Community College’s FY15 Radio Station WBJB-FM Audit

Pursuant to the requirements of the grantor, Corporation for Public Broadcasting (CPB), an audit was performed on the financial accounts of the College’s Radio Station, WBJB-FM, for fiscal year ending June 30, 2015. The Board of Trustees authorized EisnerAmper LLP to perform the required audit for fiscal year ending June 30, 2015, at its April 30, 2015 meeting.

An audit of the College’s radio station for the year ended June 30, 2015, are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held December 8, 2015.