

**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 <ul style="list-style-type: none"> 1. Executive <ul style="list-style-type: none"> a. Board January 2016 Retreat b. Meeting Schedule for 2016 c. Appointment of Standing Committees 2. Audit 3. Finance & Facilities <ul style="list-style-type: none"> a. Budget 2017 b. Update on Managed Services RFP 4. Alumni Report on Communicating Tuition & Fees 	Guzzo Dalton DiBella Geissler Murphy	
F. Kathy Swanson, Clarus Corporation		
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.

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Workshop Meeting Minutes

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:

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

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

A handwritten signature in black ink, appearing to read 'Maureen Murphy', with a large, stylized initial 'M' and a long, sweeping horizontal stroke extending to the right.

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 _____

☒ x

"(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 _____

☒ x "(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:
1. On October 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 October 13, 2015, advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger*.
 3. On October 13, 2015, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Vice-Chair	Dr. Matthew Reed
	Ms. Lora Campbell, Trustee	Ms. Maureen Lawrence
	Dr. Hank Cram, Trustee	Dr. David Stout
	Mr. Paul Crupi, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Joseph DiBella, Trustee	Dr. Nancy Kegelman
	Mr. Paul Geissler, Trustee	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Dr. Nancy Kegelman
	Dr. Maureen Murphy, Secretary	Ms. Avis McMillon
	Mr. Gary Tolchin, Trustee	Mr. Robert Francis
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Carl Guzzo, Chair	
Absent	Dr. William Dalton, Trustee	
	Mr. David Flaherty, Trustee	
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Public Comment on Agenda Items:</p> <p>Professor Jack Ryan – He commented on college security and suggested that all safety and security issues be reviewed, including issues with classrooms with glass doors and the Wall campus classrooms that are all at ground floor and surrounded by windows. In addition, he suggested that the college consider the rights of all student's in the classrooms when there is a student who is acting out in the classroom. He was thankful that the Board was being proactive with safety and security.</p>		
<p>Approval of Minutes of the October 22, 2015 Executive, Workshop and Public Business meetings.</p>	<p>There were no revisions to the minutes.</p> <p>A motion to approve the October 22, 2015 minutes of the Executive, Workshop and Public Business meetings was made by Trustee DiBella and seconded by Trustee Tolchin.</p> <p>AYES: Trustees Abby-White, Campbell, DiBella, Geissler, Tolchin and Chair Guzzo NAYES: None ABSENTIONS: Trustees Cram, Crupi, Kaufmann, Richens,</p>	
<p>Public Swearing in of new Trustee Kaufmann</p>	<p>Oath of Office – Attachment A</p>	
<p>President's Report -</p> <p>President Murphy commended the Brookdale Employee Volunteer Connection. Helen Vota and Lynn Johnson introduced our distinguished guests, Sue Harbison, President of HABcore Board of Trustees, Amy Almasy, Development Director and Executive Director, Steve Heisman.</p>		

<p>Lynn Johnson recounted the origins, mission and work of the Employee Volunteer Connection.</p> <p>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.</p> <p>HABcore honored the Employee Volunteer Connection and presented the award to President Murphy and the Board.</p>		
<p>Approval of Consent Agenda</p> <p>Page 34 of the Human Resources Recommendations has been amended due to a clerical error. Attachment B</p> <ul style="list-style-type: none"> a. Application of Grants b. Acceptance of Gifts – RES150041 c. Approval of Human Resources 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 e. Change Order Request – RES150039 f. Open Invoice Payment Requests for Vendor, Student and Employee Payments g. Monthly Financial Report 	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>AYES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Riches, Tolchin and Chair Guzzo NAYES: None ABSTENTIONS: None</p>	
<p>Approval of Policy 2.000A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations – RES150042</p>	<p>Lodging was declined by the Board.</p> <p>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.</p> <p>AYES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Riches, Tolchin and Chair Guzzo NAYES: None</p>	

	ABSTENTIONS: None	
Approval of Policy 2.000B Application and Acceptance of Grants – RES150043	<p>Lodging was declined by the Board.</p> <p>A motion was made to approve Policy 2.000B Application and Acceptance of Grants by Trustee Cram, and seconded by Trustee Campbell.</p> <p>AYES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Riches, Tolchin and Chair Guzzo NAYES: None ABSTENTIONS: None</p>	
Approval of Policy 2.1000 College Security – RES150044	<p>Lodging was declined by the Board.</p> <p>A motion was made to approve Policy 2.1000 by Chair Guzzo and seconded by Trustee Campbell.</p> <p>AYES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler, Kaufmann, Riches, Tolchin and Chair Guzzo NAYES: None ABSTENTIONS: None</p>	
Approval of Revised Exception Report – NJ First – At the Executive Session, the Exception Report was amended. Attachment C	<p>A motion was made to approve the amended Revised Exception Report by Trustee Crupi and seconded by Trustee Richens.</p> <p>AYES: Trustees Abby-White, Campbell, Cram, Crupi, DiBella, Geissler,</p>	

	Kaufmann, Riches, Tolchin and Chair Guzzo NAYES: None ABSTENTIONS: None	
<p>Public Comment</p> <p>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.</p> <p>Danielle Banyacski, 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.</p> <p>Professor Jack Ryan, Congratulated the Woman’s Soccer Team for winning their third National Championship.</p> <p>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.</p> <p>Professor Goll – reported on the 700 attendees to the Chemistry Carnival and 700 pounds of food was donated to the Monmouth Food Bank.</p>		
<p>Old/New Business</p> <p>Trustee Abby-White reported on the NJCCC Meeting which focused on campus safety and security.</p>		

<p>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.</p> <p>Trustee Abby-White commended Public Relations for spotlighting our Faculty on our website.</p> <p>Trustee Abby-White attended the Athena Awards and was honored to represent Brookdale and support President Murphy's nomination.</p>		
---	--	--

- 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

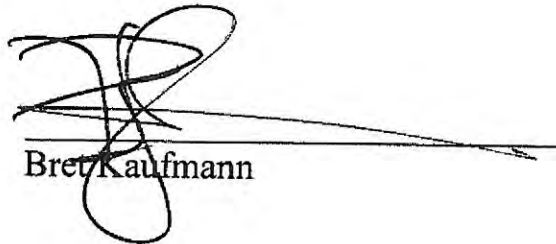


Maureen Murphy, Ph.D., Secretary

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."



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

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
Education: M.A., 2004, Educational Technology/Curriculum Development, University of Phoenix
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, Mananalpan Board of Education

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

Experience: B.A., 2000, Urban Studies, Rutgers University
A.A., 1995, Education, Brookdale Community College
A.A., 1993, Business Administration, Brookdale Community College
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

9. Name: Lynne Shaffery
 Address: Holmdel, New Jersey
 Semester: Fall 2015
 Department: Counseling - HUDV
 Rate: \$725/Credit Hour
 Education: M.S. Ed., 2008, Education, Monmouth University
 B.A., 1975, Mathematics, Douglass College
 Experience: 2014 – Present, Student Services Generalist, Brookdale Community College
 2010 – 2014, Learning Assistant, HEC, Brookdale Community College
 2002 – 2010, Hourly Learning Assistant, Brookdale Community College
10. Name: Janet Port
 Address: Morganville, New Jersey
 Department: English
 Rate: \$725/Credit Hour
 Education: M.S., 1993, Reading Specialist, St. John's University
 B.S., 1989, Criminal Justice, St. John's University
 Experience: 2005 - Present, Retired
 1997 - 2005, English Teacher, South Plainfield Board of Education
11. Name: Matthew Siegel
 Address: Little Silver, New Jersey
 Semester: Fall 2015 11 week
 Department: English
 Rate: \$725/Credit Hour
 Education: M.A. 2013, Education/English, Monmouth University
 B.A., 2010, Communications/English/History, Monmouth University
 Experience: 2014, Present, Writing and Subject Tutor, Huntington Learning Center
 2009-2014, Private Tutor, Self-Employed
 2006-2008, Engineering Recruiter, Civil Source Engineering
12. Name: Christina Skyers
 Address: Long Branch, New Jersey
 Semester: Fall 2015
 Department: Counseling - HUDV
 Rate: \$725/Credit Hour
 Education: M.S., 2013, Clinical Mental Health Counseling, Mercer University
 B.A., 2010, Psychology, Augusta State University
 Experience: 2014 – Present, Hourly Associate, EOF, Brookdale Community College
 2012 – 2013, Intern Counselor, Gwinnet County Detention Center
 2012 – 2013, Intern Counselor, Integrated Wellness Services

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 Bacany
 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

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

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Reorganization Meeting Minutes

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:

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

A handwritten signature in black ink, appearing to read 'Maureen Murphy', with a stylized, flowing script.

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	Cleveland Steam Kettle
Jade Range Grill	Cryovac
Vulcan Ovens (2)	Manitowoc Ice Machine
Robertshaw Dual Oven	3 Bay Sink
Blodgett Convection	2 Hand Sinks
Cleveland Steamer	2 Bay Sink
Traulsen Glass Door	1 Prep Sink
Refrigerator	2 Hand Sinks
Traulsen 3 Door Reach In	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

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

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.

A. Hires

Administrative

Adjuncts

Recommendations

1

1

B. Change of Status

Faculty

Administrative

Support Staff

Recommendations

1

3

1

C. Separations

Faculty

Administrative

Support Staff

Recommendations

1

1

2

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

2. Name: Thomas Hughes
 Department: Enrollment Management
 Position: Associate, Recruitment & Advising
 Action: Retirement
 Effective: 12/31/15

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.

Agenda for Purchases in Excess of \$35,000
December 17, 2015

* Estimated expense based on historical data

Board Item	Category / Description	Basis of Award	Amount of Purchase
No.	Vendor/Contractor		
Operating			
1	Paper Mart, Inc. Paterson Card and Paper Company W.B. Mason Co., Inc.	Bid	\$ 35,000.00 *
	Printing Services Paper & 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.		
2	Paper Mart, Inc.	Bid	\$ 36,000.00 *
	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 (NJCCJPC) 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.		
3	Land Tours LLC	Exempt	\$ 25,788.00
	Travel Services for Short Term Program / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to Ghana which is funded by student program fees.		
4	Worldwide Gear.com Corp.	Bid	\$ 25,000.00
	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.		
5	ISS Facility Services, Inc.	Bid	\$ 2,507,067.00
	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.		

****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.

Brookdale Community College
Paid Invoice Register
December 17, 2015

	Student	Vendor	Employee	Totals
ASBCC	\$ -	\$ 21,754.47	\$ 2,423.45	\$ 24,177.92
Athletics	-	38,624.57	5,834.10	44,458.67
Bookstore	-	106,977.53	-	106,977.53
College	-	1,105,014.32	18,044.96	1,123,059.28
CPS	480.00	39,245.63	829.64	40,555.27
	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 480.00	\$ 1,311,616.52	\$ 27,132.15	\$ 1,339,228.67
	<hr/>	<hr/>	<hr/>	<hr/>

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.

Brookdale Community College
Monthly Analysis of Change

	10/31/15	09/30/15	CHANGE
OPERATING EXPENDITURES *			
Learning Division	\$27,264,525	\$ 24,307,735	\$ 2,956,790
Benefits & General Institutional	7,923,390	6,833,991	1,089,399
Sub Total	35,187,915	31,141,726	4,046,189
All other divisions	23,150,852	22,369,533	781,319
Total Operating Expenses	58,338,767	53,511,259	4,827,508
OPERATING REVENUE			
Tuition	20,165,029	20,148,655	16,374
General Service Fees	2,268,682	2,263,973	4,709
Sub Total	22,433,711	22,412,628	21,083
State Appropriations	3,450,288	2,587,716	862,572
County Appropriations	6,675,673	5,006,755	1,668,918
All other revenue	2,812,443	2,586,177	226,266
Total Operating Revenue	35,372,115	32,593,276	2,778,839
CASH			
Cash	16,236,202	7,545,017	8,691,185
Total Cash	16,236,202	7,545,017	8,691,185
CAPITAL EXPENDITURES *			
Renewals & Replacements	22,181,540	7,335,679	14,845,861
Minor Capital	2,925,589	2,879,296	46,293
Total Capital Expenses	25,107,129	10,214,975	14,892,154
CAPITAL REVENUE			
State	44,045	25,292	18,753
County	2,016,586	65,675	1,950,911
Other	2,972,556	1,816,802	1,155,754
Total Capital Revenue	5,033,187	1,907,769	3,125,418
GRANTS			
Federal Grants	993,639	873,891	119,748
State Grants	394,225	365,803	28,422
Other Grants	80,481	65,755	14,726
Total Grants	\$ 1,468,345	\$ 1,305,449	\$ 162,896

Note:

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

Brookdale Community College
Operating Fund
Budget Summary Report
FY16

AS OF OCTOBER 31, 2015

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

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

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	\$10,352,862	\$ -	\$ 10,352,862	\$ 3,450,288	\$ 6,902,574
County of Monmouth	20,027,019	-	20,027,019	6,675,673	13,351,346
Student Tuition	41,105,238	-	41,105,238	20,165,029	20,940,209
General Service Fee	4,667,620	-	4,667,620	2,268,682	2,398,938
Other Student Fees	1,597,296	-	1,597,296	869,965	727,331
Continuing & Prof Studies	3,052,625	-	3,052,625	1,712,894	1,339,731
Approp from Reserve	92,920	-	92,920	30,973	61,947
Miscellaneous	935,000	-	935,000	198,610	736,390
Total	\$81,830,580	\$ -	\$ 81,830,580	\$ 35,372,115	\$ 46,458,465

Brookdale Community College
Summary of Cash
FY16

AS OF OCTOBER 31, 2015

Cash:

Operating
Payroll

\$	16,226,963.17	
	<u>9,238.67</u>	
\$	<u><u>16,236,201.84</u></u>	

Brookdale Community College
Capital Fund
Budget Summary Report
FY16

AS OF OCTOBER 31, 2015

	PROJECTED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 4,427,165		\$ -	\$ 60,587
8120520 - Gorman Hall	-	\$ 290,453	25,246	265,207
8120545 - Back Campus Walkway	-	2,062,291	2,001,004	61,287
8120550 - Wall Campus Expansion	-	2,013,834	1,263,742	750,092
FY13 Chapter 12 Projects	1,500,000	-	-	1,500,000
FY14 Chapter 12 Projects	4,250,000	-	-	-
8140505 - Renovation of MAS Science Labs	-	4,250,000	223,850	-
FY15 Chapter 12 Projects*	3,200,000	-	-	3,200,000
FY16 Chapter 12 Projects*	3,000,000	-	-	3,000,000
FY16 Capital Projects	-	-	-	-
8131005 - Higher Ed Bond Administration	11,237,162	-	10,317,228	919,934
8132450 - College Higher Ed Bond Administration Match	3,745,721	-	3,439,076	306,645
8131010/8131030 - Equipment Leasing Fund (ELF)	2,724,218	-	1,699,705	1,024,513
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	1,160,554	-	1,054,496	106,058
8132455/8132460 - College HETI Match	1,160,554	-	1,054,496	106,058
8142524 - Fascia Replacement	56,122	-	56,122	-
FY16 Infrastructure Projects	750,000	-	-	-
8162415 - General	-	602,730	74,305	528,425
8162416 - ATeC Retaining Wall	-	68,000	68,000	-
8162417 - Heat Trace	-	96,529	79,270	17,259
8162418 - Freehold Campus Parking Lot	-	705,000	705,000	-
8162419 - ATeC Heating System	-	120,000	120,000	-
Renewals & Replacements	37,211,496	10,208,837	22,181,540	11,846,065
SLC/B4 Debt Service	1,120,658	-	147,989	972,669
Brookdale @ Freehold Debt Service	840,246	-	19,365	820,881
ELF Debt Services	23,645	-	10,246	13,399
Minor Capital	400,000	-	97,521	302,479
ASBCC	-	20,000	6,340	13,660
TIP	750,000	-	527,888	222,112
Student & BCD Tech Fee	2,238,274	-	2,116,240	122,034
Minor Capital	5,372,823	20,000	2,925,589	2,467,234
Total	\$ 42,584,319	\$ 10,228,837	\$ 25,107,129	\$ 14,313,299

* Pending Approval

Brookdale Community College
Capital Fund
Income Summary Report
FY16

AS OF OCTOBER 31, 2015

	BUDGET	ADJUST *	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 1,500,000	\$ 21,810,517	\$ 23,310,517	\$ 44,045	\$ 23,266,472
County of Monmouth	1,500,000	8,561,443	10,061,443	2,016,586	8,044,858
Other	6,122,823	3,089,536	9,212,359	2,972,556	6,239,803
Total	\$ 9,122,823	\$ 33,461,496	\$ 42,584,319	\$ 5,033,187	\$ 37,551,133

* Adjustments reflect prior year capital funding balances

Brookdale Community College

Grants

Budget Summary Report

FY16

AS OF OCTOBER 31, 2015

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
Federal Grants					
Brookdale	\$ 2,514,261	\$ -	\$ 2,514,261	\$ 983,700	\$ 1,530,561
Subgrants	192,000	-	192,000	9,939	182,061
SUBTOTAL	2,706,261	-	2,706,261	993,639	1,712,622
State Grants	426,596	210,000	636,596	394,225	242,371
Other Grants	217,429	-	217,429	80,481	136,948
TOTAL	\$ 3,350,286	\$ 210,000	\$ 3,560,286	\$ 1,468,345	\$ 2,091,941

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.

RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF MAIN ACADEMIC SOUTH (MAS) SCIENCE LABS RENOVATION AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAMS MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY COLLEGES OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATIONS TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAMS AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE COLLEGE DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORMS APPROVED BY THE OFFICERS OF THE COLLEGE EXECUTING SUCH AGREEMENTS; AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE COLLEGE TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECTS

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

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.

RESOLUTION APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF A PROJECT CONSISTING OF THE TECHNICAL SKILLS TRAINING CENTER AT LONG BRANCH AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECT THROUGH PROGRAMS MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY COLLEGES OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATIONS TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAMS AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE COLLEGE DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATION TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORMS APPROVED BY THE OFFICERS OF THE COLLEGE EXECUTING SUCH AGREEMENTS; AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE COLLEGE TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECTS

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 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 \$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.