

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

Thursday, June 25, 2015

**Brookdale Community College
Lincroft Campus
Student Life Center
765 Newman Springs Road
Lincroft, NJ 07738
Workshop- 5:30 PM, Navesink I & II
Public Business Meeting-7:30 PM, Navesink I & II**

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.

AGENDA for June 25, 2015**5:30 P.M. BOARD OF TRUSTEE WORKSHOP**

- A. Call to Order Reading of Statement and Roll Call
- B. Resolution to Hold a Closed Meeting
- C. Motion to Re-Open the Meeting to the Public
- D. Adoption of Agenda for Workshop and Public Meeting Agenda Tab
- E. Report from the Board Committees and Liaisons
 - 1. Ad Hoc Committee on General Counsel and Labor Counsel – Trustees Campbell & Crupi
 - 2. Executive Committee & Report on BOT Retreat – Chair Guzzo
 - 3. Finance & Facilities Committee – Trustee DiBella Finance Tab
 - a. Auxiliary Services & Event Management Budget Budgets Tab
 - b. Associated Students of BCC (ASBCC) Budget Budgets Tab
 - c. Revised Operating and Capital Budget Budgets Tab
 - 4. Foundation Update & the Scholarship Ball – Trustees Abby-White & Tolchin
 - 5. Governance Committee – Trustee Crupi
- F. Schedule of Meetings – Trustee Abby-White Schedule Tab
- G. Review of Consent Agenda* and Business Meeting Agenda - 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.

7:30 P.M. BOARD OF TRUSTEE PUBLIC BUSINESS MEETING

- A. Call to Order
- B. Pledge of Allegiance
- C. Reading of Statement and Roll Call
- D. Statement from Chair Guzzo
- E. Public Comment on Agenda Items Public Agenda Tab
- F. Approval of Minutes of the May 19, 2015 Board Meetings Minutes Tab
- G. Resolution for Dr. Richard Fulton
- H. Acknowledgement of Performance Recognition Awardees
- I. Collage 2015 – Brookdale’s Literary and Visual Magazine

J. APPROVAL ITEMS

Consent Agenda Consent Agenda Tab

- 1.51 Acceptance of Gifts Gifts Tab
- 2.1 Applications for Grants Grants Tab
- 3.1 Approval of Human Resources Human Resources Tab
- 4.1 Monthly Financial Report Finance Tab
- 4.2 Purchases in Excess of \$34,100 and NJ Pay to Play bids, and Pursuant to the
NJ Pay to Play Process, in Excess of \$17,500 Finance Tab
- 4.2b Open Invoice Payment Requests for Vendor, Student and Employee
Payments Finance Tab

H. Additional Approval Items

- 1. Approval of Board Policy 2.1001 SAVE Act and Violence Against Women
Act Policy Tab
- 2. BOT Meeting Schedule Schedule Tab
- 3. 4.3 - Revised Operating and Capital Budget Budgets Tab
- 4. 4.4 Associated Students of BCC Budget Budgets Tab
- 5. 4.5 Auxiliary Services & Event Management Budget Budgets Tab
- 6. Compensation for Executive & Confidential Staff Human Resources Tab
- 7. Items removed from the consent agenda will be considered at this time.

I. Public Comment

J. Old/New Business

K. Adjournment

Consent Agenda**Consent Agenda Tab**

1.51	Acceptance of Gifts	Gifts Tab
2.1	Applications for Grants	Grants Tab
3.1	Approval of Human Resources	Human Resources Tab
4.1	Monthly Financial Report	Finance Tab
4.2	Purchases in Excess of \$34,100 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of \$17,500	Finance Tab
4.2b	Open Invoice Payment Requests for Vendor, Student and Employee Payments	Finance Tab

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Workshop Meeting

Tuesday, May 19, 2015

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

- A. Chair Guzzo called the meeting to order at 5:35 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 May 14, 2015, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On May 14 2015, advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger*.
 3. On May 14, 2015, advance written notice of this meeting was filed with the Clerk of the County of Monmouth.”

Roll Call:

Present:	Ms. Abby-White	Dr. Cram
	Mr. Crupi	Mr. Dalton
	Mr. DiBella	Mr. Flaherty
	Mr. Karcher	Mr. McConnell (arrived 6:55 PM)
	Dr Richens	Mr. Tolchin
	Dr Guzzo	Mr. Golum, College Counsel
		Ms. Gruskos, Recorder
Absent	Ms. Campbell	

It was MOVED by Trustee Richens and seconded by Trustee Flaherty that the following resolution be approved.

WHEREAS, the Board of Trustees of Brookdale Community College proposes to discuss the following subjects: Litigation: BCC vs Frank Lawrence; Litigation: Wall Campus removal of debris; real estate matters and College Counsel matters

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that a meeting of said Board shall be held, at which the public shall be excluded, on

Tuesday, May 19, 2015 at approximately 6:00 P.M. for the purpose of discussing Litigation: BCC vs Frank Lawrence; Litigation: Wall Campus removal of debris; real estate matters and College Counsel matters

BE IT FURTHER RESOLVED that the discussions on Litigation, Real Estate and College Counsel matters can be disclosed to the public when the matters have been concluded.

Motion carried by the following vote:

AYES: Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, Richens, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

- C. A motion was made by Trustee Abby-White and seconded by Trustee DiBella to re-open the meeting to the public at 6:55 PM.

Motion carried by the following vote:

AYES: Trustees Abby-White, Cram, Crupi, Dalton, DiBella, McConnell, Richens, Tolchin, and Chair Guzzo

NAYS: None

ABSTENTIONS: None

NOT PRESENT: Trustees Flaherty, Karcher

Chair Guzzo stated that no action will be taken on any of the items discussed in closed session tonight.

- D. Review and Adoption of Consent Agenda and Business Meeting Agenda

Chair Guzzo stated that there is an addendum to the Consent Agenda, 3.1, Human Resources to reflect the hire of the new Vice President of Learning, Dr. Matthew Reed.

A motion was made by Trustee Dalton and seconded by Trustee DiBella to adopt the consent agenda and business meeting agenda.

Motion carried by the following vote:

AYES: Trustees Abby-White, Cram, Crupi, Dalton, DiBella, McConnell, Richens, Tolchin, and Chair Guzzo

NAYS: None

ABSTENTIONS: None

NOT PRESENT: Trustees Flaherty, Karcher

- E. Report from the Board Committees and Liaisons

Audit Committee – Trustee Dalton reported on the Audit committee meeting held on May 18, 2015. He highlighted the following:

- It was determined that there were no significant matters to be reported on the entity level discussions.

- Old Business – The committee recommends that it is not necessary to have a committee member act as a “Financial Expert”.
- New Business – Mr. Francis gave a presentation on the new Audit SharePoint site.
- Mr. Dalton requested that the August Audit committee meeting be reconsidered due to vacation timing of members.
- Mr. Glueck, our independent auditor, briefed the committee on the planning, scoping and timelines of the 2015 financial audit. Initial fieldwork is presently underway. Draft audited financial statements are planned on being ready for Audit Committee review by September 30.
- Internal Audit – Mr. Francis completed an audit of the College’s employee separation processes and submitted his report to College management. He will be assisting the external audit firm with certain aspects of their 2015 financial audit internal control testing.

Brookdale Community College Foundation –Trustee Abby-White and Trustee Tolchin encouraged participation in the Scholarship Ball, which is the foundations biggest fundraiser. All Trustees participated in placing a full page ad in the event program.

Executive – Chair Guzzo reported that it was a successful meeting.

Finance & Facility – Trustee Tolchin reported on the Finance & Facilities meeting held on May 11. He highlighted the following financial reports:

- 4.1 –Vice President Lawrence discussed continued cash flow monitoring.
- 4.2 - There was robust conversations on the 4.2 purchases.
 - Ellucian purchases are for the software licenses of our ERP and not managed services contract.
 - Further analysis of merchant services fees will be provided to the Board to explore ways to reduce this cost to the college
 - Our current telephone system will need to be replaced. State grant funds will be used to finance this expenditure and the new service will be put into place in the next fiscal year.
 - Trustee Flaherty suggested ideas on how the purchasing department can expand advertising of bid and RFPs utilizing free services. General Counsel will advise if this method is an allowable practice.
 - Trustee Flaherty recommended that we hire a Qualified Purchasing Agent (QPA) and a current purchasing staff member is taking a certification class and will be certified by end of calendar year.
- 4.2a – Change Order Request Report -The increases to existing blanket POs and Purchase Orders - These expenditures will be utilized to increase existing blanket POs for normal time and materials for normal maintenance and upkeep of the institution.

Litigation - Mr. Hoffman announced that a resolution will be voted on tonight to allow General Counsel to take appropriate action in connection with the contractual dispute with Frank Lurch Demolition Company, including litigation if necessary.

Governance Committee – Trustee Crupi reported on the Governance meeting held on April 13. He highlighted the following:

- The upcoming retreat to be held on June 5 & 6 will be led by Dr. Byron McClenney. President Murphy and Trustees Cram and Crupi will create an agenda based on conclusions they have drawn from the board self-evaluation.
- The Board Self-Evaluation is due on May 20 at 5 PM. Trustee Crupi will resend the link.
- The President's Evaluation survey will be provided as an online anonymous survey and the dates of the survey are June 18 to June 26. The Governance committee will receive the raw data and will share the results with the board at large. Chair Guzzo will speak to the President about her evaluation.
- The committee did not come to consensus on if a board gap analysis should be provided to the Freeholders.

Policy & Education – Trustee Cram reported that the committee agreed to lodge Revisions to Board Policy 6.1002, SAVE Act and Violence against Women Act. The revisions ensure that our policies are compliant with legal and regulatory requirements.

Ad Hoc Committee on General Counsel and Labor Counsel – There was no report.

F. Schedule of Meetings – Trustee Abby-White stated that the meeting schedule will be revised to create a more consistent schedule. The Public Business Meeting will begin at 7:30 PM.

G. Governmental Relations – Winning Strategies – Mr. Mike Merola , Founding Partner, Donna Mullins, Managing Partner and Laura Lay, Principal & Director of Grants gave an overview of Winning Strategies, Washington. They discussed the four principal areas they are focusing on this year:

- Assisting staff in grant writing initiatives
- Assisting college to position themselves to take advantage of federal transportation funding
- Protecting Pell grant funding
- Sustaining relationships in Washington.

Upon questions by Trustees, Winning Strategies suggested that it is possible to adjust services and retainers based on our needs. They recommended that we would receive more value if we pay a monthly retainer vs pay per grant.

H. Marketing & Advertising Brookdale Community College – Executive Director of College Relations, Avis McMillon, provided a presentation on our Marketing and Advertising Strategy for FY16 last month and provided a handout that summarized that presentation. She brought forward a revised advertising budget, in which they reduced the budget by \$100,000 from the previous year's budget. They reduced the proposed budget from last month by \$46,000. She provided a handout of how the \$475,000 of advertising dollars will be allocated.

Based on Trustee DiBella's suggestion to hire a marketing firm to evaluate our advertising strategy, Ms. McMillon spoke with 3 agencies which all suggested that the college should engage in the following:

- Brand Perception Survey
- Media Survey
- Communications Audit

Ms. McMillon stated that the prices range from \$25,000 to \$45,000 to engage the services of a marketing consultant. If the board approved the purchase at the June meeting the company could begin the survey in August and we would receive results 3 months later. After reviewing the results, media choices and message can be altered going forward in the next fiscal year. Ms. McMillon stated that the consultant could be paid out of the proposed budget for FY16, and she would not be asking for additional funds for this purchase.

Trustees and staff discussed the advertising budget, budgetary concerns, the need for the ability to measure effectiveness of our advertising strategy, the value of enhancing the college's image, comparing our advertising budget to our sister institutions and the new competition from 4 year institutions and for profit institutions.

G. Review of Consent Agenda and Business Meeting Agenda –

Consent Agenda items from Finance 4.2, #25 (CoreTranz Business Services), #32 (Winning Strategies Washington, LLC) and #33 (Tuition Management Systems, Inc.) will be pulled for vote next month. Finance 4.2, Item # 36 (Student Recruitment Advertising) will be pulled for a separate vote tonight.

H. A motion to adjourn the Workshop meeting was made by Trustee Flaherty and seconded by Trustee Crupi to adjourn the Workshop Meeting.

Motion carried by the following vote:

AYES: AYES: Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, McConnell, Richens, Tolchin, and Chair Guzzo

NAYS: None

ABSTENTIONS: None

The Workshop was adjourned at 8:15 PM.

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting**

**Tuesday, May 19, 2015
Brookdale Community College
Lincroft Campus – Student Life Center – Twin Light Rooms
765 Newman Springs Road
Lincroft, NJ 07738**

- A. Chair Guzzo called the meeting to order at 8:15 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 May 14, 2015, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On May 14, 2015, advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger*.
 3. On May 14, 2015, advance written notice of this meeting was filed with the Clerk of the County of Monmouth.”

Roll Call:

Present:	Ms. Abby-White	Dr. Cram
	Mr. Crupi	Mr. Dalton
	Mr. DiBella	Mr. Flaherty
	Mr. Karcher	Mr. McConnell
	Dr. Richens	Mr. Tolchin
	Dr. Guzzo, Jr.	Mr. Hoffman, College Counsel
	Dr. Murphy	Recorder: Ms. Gruskos
Absent	Ms. Campbell	

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Public Comment on Agenda Items: Ms. Helen Vota – On behalf of PSA, she thanked Dr. Murphy and the Board for placing as many members as possible into new positions. They will all continue to work hard and to continue to serve the students first. She suggested that the Board encourage Dr. Murphy to stay and see all the		

<p>changes through with continuity and stability for the college.</p> <p>Professor Jack Ryan – Suggested that the Board could have saved jobs if they had taken a closer look at the discretionary items in the budget prior to the RIF. He feels that after July 1, students will be negatively affected by the RIF. He also believes that the college should settle with Frank Lawrence.</p> <p>Barbara Gonos = Spoke on Item 13 –on the 4.2, maintenance of hardware and software Onecard System. She questions the “corporate invasion” in this time of austerity; the card has the DISCOVER logo on it. She also questioned the value of the Onecard System.</p>		
<p>Approval of all Minutes, April 30, 2015</p> <p>Trustee McConnell requested that the Workshop Meeting reflect that he attended the meeting via teleconference.</p>	<p>A motion to approve all minutes from the April 30, 2015 meeting was made by Trustee Richens and seconded by Trustee Dalton.</p> <p>AYES: Trustees Abby-White, Crupi, Dalton, DiBella, Karcher, McConnell, Richens and Chair Guzzo NAYS: None ABSTENTIONS: Trustees Cram, Flaherty & Tolchin</p>	
<p>An excerpt from the student production of RENT was viewed.</p>		
<p>Committee Assignments: Chair Guzzo appointed Trustee Richens to serve on the Policy & Education committee after a full discussion of the board.</p>		<p>Trustee Richens accepted the appointment.</p>
<p>Dr. Murphy added the hire of Dr. Matthew Reed, VP, Learning to the 3.1 as an addendum. Dr. Reed will join Brookdale on July 16, 2015. He will be on a one year contract.</p>		
<p>Dean Sensi acknowledged the Professional Staff members by name who received performance recognition awards. She announced the recipients: MaryAnn Kerwin, Learning Assistant ,English; Caitlin Burns,</p>		<p>Dr. Guzzo requested they attend our June meeting to be acknowledged in person.</p>

Learning Assistant, Biology; Lisa Savage, Senior Office Assistant; Pat Tierney, Associate in BCD.		
<p>Consent Agenda:</p> <ul style="list-style-type: none"> • Items Removed– 4.2 – #32 – Winning Strategies Washington • #25 (CoreTranz Business Services • #33 (Tuition Management Systems, Inc.) <p>will not be considered at this meeting.</p> <p>Finance 4.2, #36 (Student Recruitment Advertising) will be considered as a separate vote.</p> <p>Added to Consent Agenda: 3.1 Addendum for the hire of Dr. Matthew Reed, VP, Education.</p>	<p>A motion to approve the consent agenda without the removed items was made by Trustee Crupi and seconded by Trustee DiBella.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Flaherty (Abstained only on item 17 of 3.1), Karcher, McConnell, Richens, Tolchin and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee Flaherty on item 17 of 3.1 only</p>	
Lodge Revisions to Board Policy 6.1002, Campus Sexual Assault Victim's Bill of Rights.	<p>A motion to lodge revisions to Board Policy 6.1002 Campus Sexual Assault Victim's Bill of Rights was made by Trustee Cram and seconded by Trustee Flaherty.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, McConnell, Richens, Tolchin and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
No Discussion	<p>A motion was made to approve item Finance 4.2, #36 (Student Recruitment Advertising) by Trustee DiBella and seconded by Trustee Cram.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Flaherty,</p>	

	<p>Karcher, McConnell and Tolchin.</p> <p>NAYS: Trustee Richens & Chair Guzzo</p> <p>ABSTENTIONS: None</p>	
	<p>Ms. Gruskos read the following resolution:</p> <p>WHEREAS the Board of Trustees awarded a contract dated August 22, 2013 to Frank Lurch Demolition Company, LLC ("Lurch") which included an obligation to dispose of concrete; and</p> <p>WHEREAS Lurch charged the College the sum of \$70 per ton to dispose of concrete; and</p> <p>WHEREAS the College has determined Lurch improperly billed the College on the basis of \$70 per ton for loading, transporting and disposal of concrete; and</p> <p>WHEREAS the College administration has made an effort to resolve this matter with Lurch;</p> <p>NOW THEREFORE BE IT RESOLVED that the Board of Trustees hereby authorizes college counsel to further investigate this matter and pursue resolution of this matter with Lurch, including but not limited to filing of our action in court if deemed by college Counsel to be meritorious and have a likelihood of success.</p> <p>A motion to approve the resolution was made by Trustee DiBella and</p>	

	<p>seconded by Trustee Dalton.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, McConnell, Richens, Tolchin and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment:</p> <p>Kayrn Arnold, President BCCAA – She shared the many accomplishments of her Colleagues. She appreciates the reappointments of 106 current members.</p> <p>Many Administrators were honored at the Employee Recognition Ceremony.</p> <p>Helen Vota, President PSA – Last month at the NJEA Higher Ed. Conference, Karyn Arnold, Laura Longo, Helen Vota, and Jill Donovan, Laura Kirkwood gave a workshop on interest based bargaining. At the April 30 meeting, she asked you to make a commitment to the Brookdale community to show your support to the college by attending the college events. She was disappointed that you did not attend the Barringer Awards Dinner and she was happy to see some of you at Commencement. She wants to be partners with you and not adversaries.</p> <p>Professor Brandon Gramer – President BCCFA - He believes it is our shared duty to continue to lobby for appropriate funding for Brookdale at the state and county level.</p>		
<p>Old/New Business –</p> <p>Trustee Crupi reminded the Trustees to fill out the self-evaluation survey.</p> <p>Chair Guzzo congratulated the President, Faculty, and Staff on a well-run commencement ceremony.</p>		

Trustee Abby-White attended the Nursing Pinning Ceremony and encouraged the other Trustees to attend next year's ceremony.		
	<p>It was MOVED by Trustee Crupi and seconded by Trustee DiBella that the following resolution be approved.</p> <p>WHEREAS, the Board of Trustees of Brookdale Community College proposes to discuss the following subjects: personnel matters;</p> <p>WHEREAS, the Board of Trustees has determined that within the provisions of Subsection 7(b) of the Open Public Meetings Law, the public should be excluded from the discussion of said subjects; NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that a meeting of said Board shall be held, at which the public shall be excluded, on Tuesday, May 19, 2015 at approximately 9:00 p.m. for the purpose of discussing personnel matters</p> <p>BE IT FURTHER RESOLVED that the discussions on personnel matters can be disclosed to the public when the matters have been concluded.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, McConnell,</p>	

	Richens, Tolchin and Chair Guzzo NAYS: None ABSTENTIONS: None	
	A motion was made to reopen the meeting to the public by Trustee DiBella and seconded by Trustee Abby-White. AYES: Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, McConnell, Richens, Tolchin and Chair Guzzo NAYS: None ABSTENTIONS: None	

- D. It was MOVED by Trustee DiBella and seconded by Trustee Karcher that the meeting be adjourned at 10:40 PM. Approval was unanimous.

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

**1.51 Acceptance of Gifts
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month. The most recent report to the Board of Trustees was made at the April 30, 2015, meeting.

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

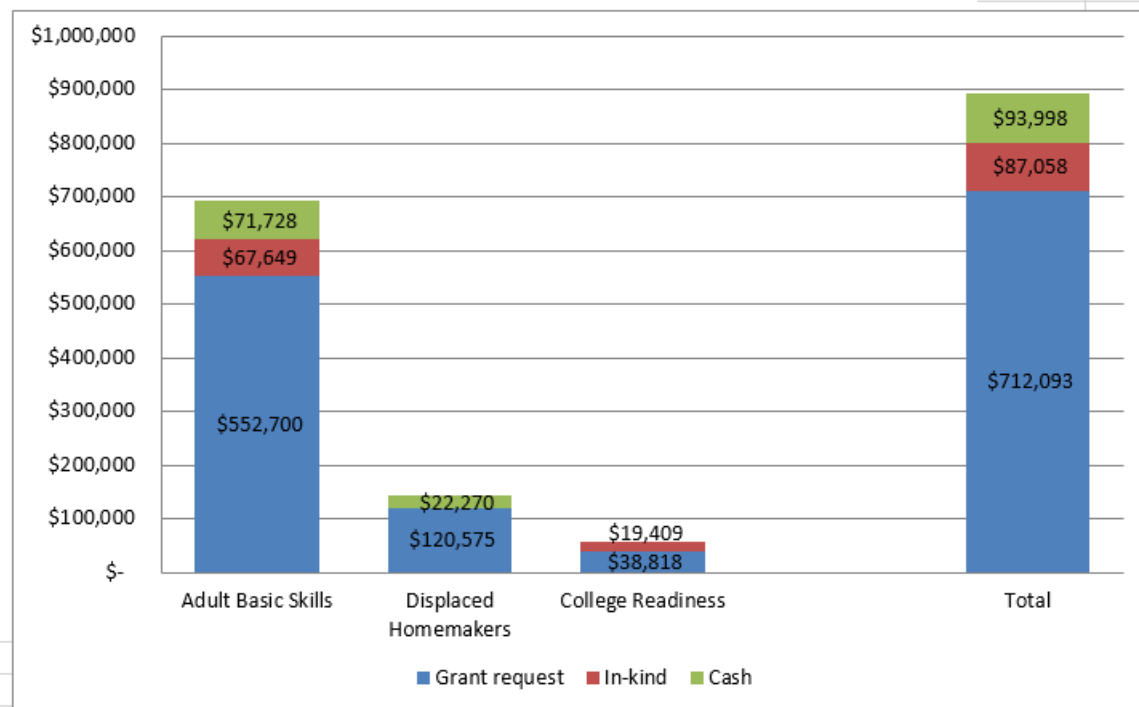
The following gifts have been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
4/21/15 & 5/28/15	GM Technology Donations Program 1919 Technology Drive Troy, MI 48083 c/o Jennifer Morris	Donations of a 2013 Chevrolet Traverse, 2013 Cadillac ATS, six 2.4 L GM engines and seven-2.2L GM engines to support student training in automotive technology. These donations are part of the General Motors Service Operations on-going support of technical training.

2.1 Application for Grants

Executive Summary

Grant Request and College Contribution Analysis				
	Grant request	In-kind	Cash	Total
Adult Basic Skills	\$ 552,700	\$ 67,649	\$ 71,728	\$ 692,077
Displaced Homemakers	\$ 120,575	\$ -	\$ 22,270	\$ 142,845
College Readiness	\$ 38,818	\$ 19,409	\$ -	\$ 58,227
Total	\$ 712,093	\$ 87,058	\$ 93,998	\$ 893,149



**Integrated Adult Basic Skills,
English Literacy & Civics Education Grant Program**

Brookdale submitted a proposal to the New Jersey Department of Labor and Workforce Development under its Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program on June 9th. Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to approximately 500 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for nearly twenty years. Consortium agencies include: (1) Literacy Volunteers-Monmouth County; (2) Monmouth County Vocational School District; (3) Community Affairs and Resource Center; and (4) Ladacin Network, Inc. In addition to serving as lead agency, the College will provide direct services to approximately 300 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), and Civics Education. Brookdale's direct services are available at Hazlet, Long Branch and Freehold Higher Education Centers. Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant requested is **\$552,700**. The college provides a cash match of **\$71,728** and in in-kind contribution of **\$67,649** for a total of **\$692,077**.

Displaced Homemakers

Brookdale submitted a proposal to the New Jersey Department of Community Affairs, Division on Women for continued funding under its Displaced Homemakers Program on May 20, 2015. The program provides employability skills training to approximately 200 displaced homemakers residing in Monmouth County. Program services include intake assessment, educational training/employment development, individual and group counseling, workshops, referrals and job development/placement and are offered at Long Branch, Neptune, Hazlet and Freehold Higher Education Centers. The program, under the direction of Laurie Salka, Director Displaced Homemakers, has been funded for over thirty years.

The total grant award is **\$120,575** with a cash match of **\$22,270** for a total of **\$142,845**.

College Readiness Now II Program



BOARD OF TRUSTEES AGENDA

1 General Functions

2 Administration

3 Human Resources

4 Business & Finance

Brookdale would like to submit a grant to the New Jersey Council of County Colleges (NJCCC) for funding under the College Readiness Now II Program. Brookdale will partner with area high schools from SDA districts (formerly Abbott Districts) to offer a Summer Bridge Program for 60 students from 11th and 12th grades who are not likely to be college ready at the end of high school. The three-week Summer Bridge Program will provide students with skills assessment, foundational coursework in Mathematics, Reading, and English, and activities that expose students to the college experience.

The Director of Grants and Institutional Development will provide project oversight until a Project Director has been identified.

The total grant award is **\$38,818** with an in-kind match of **\$19,409** for a total of **\$58,277**.

Recommendation:

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

Revision of Board Policy 6.1002**Approval of Board Policy 2.1001 – *SAVE Act and Violence Against Women Act***

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

The SaVE Act

In June 2015, the Board of Trustees lodged revisions to Board Policy 6.1002, *SAVE Act and Violence Against Women Act*. In June 2014, the Board reviewed and approved revisions to three Board Policies to reflect the College's commitment to meeting all the obligations of the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (SaVE) Act and ensure an educational environment free of discrimination. The statutory changes made by VAWA require the college to compile statistics for certain crimes that are reported to the police including incidents of dating violence, domestic violence, sexual assault and stalking. The college is also required to include certain policies, procedures, and programs pertaining to these crimes in our annual security report (Clery Report).

The original BOT Policy 6.1002 *Campus Sexual Assault Victim Bill of Rights*, has been retitled 2.1001 *SAVE Act and Violence against Women Act*; it incorporates the requirements of the *Bill of Rights* and VAWA/SaVE. Policy 6.1002 has been revised to include stronger statements about sanctions and consequences of inappropriate behavior. The Brookdale Police Annual Security Report was updated November 2014, ahead of the Federal compliance deadline in July 2015. College regulations are under review and revision.

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

Revised Policy 2.1001 *SAVE Act and Violence against Women Act*, includes up-to-date links to the following documents.

- *Student Code of Conduct*
- *Employee Code of Conduct*

- *Board of Trustees Code of Ethics*
- Rape Care Program brochure
- Rape Care Program brochure for the LGBTQI Community
- *The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (with the inclusion of new definitions of domestic violence, dating violence, sexual assault and certain bias or hate crimes)
- Other documents to be determined.

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

Students who participate in New Student Orientation attend a session led by a representative from the police department. This presentation includes a review of policies and procedures and crime prevention strategies. Here is a link to the Newsmaker version the police did last August for online sharing: <https://www.youtube.com/watch?v=3AHppWub1rQ> The Brookdale Police also conduct crime prevention speeches at parent orientations, in classrooms and for employees.

The Student Life and Activities (SLA) lecture series addresses a variety of issues including those related to crime. Programs centered on Title IX and VAWA issues in fall 2014 included the SLA support for the BIG READ which addressed the issues of violence against women through Julia Alvarez's depiction of the Mirable Sisters "*In the Time of the Butterflies*". Programs included talks by Lee Ann De Reus, Associate Professor at Pennsylvania State University-Altoona, and the Assistant Executive Director/Co-founder of Panzi Foundation USA dedicated to providing aid to rape victims in Congo and Anna Diaz-White, Executive Director of 180 Turning Lives Around. Trina Takuldar founder of Kranti-India.org discussed human trafficking at sporting events and ways students could work to stop it. In spring 2015, SLA hosted Annie E Clark, activist and co-founder of End Rape Now, who discussed student rights under Title IX.

Committed to remaining 'the safest cc campus in NJ', the College has recently made significant improvements in lighting, parking lot paving and pot hole repair. There have been enhancements made in fire safety and security systems, including upgrading all fire panel boxes. The exit sign lighting has been updated. Last month the BOT approved new lighting for indoor spaces and the Lincroft parking lots; over 100 bulbs have been replaced in the Arena and B/REC, making the environments much brighter and appealing. Curbing and sidewalks destroyed during the winter are being replaced and trees are being trimmed to improve sight lines.

Board Bylaw 1.6020 *Lodging of Policy*, states that ‘no matter of policy shall be submitted to the Board for approval or placed on a regular or special meeting agenda for action by the Board unless it has been presented in writing at a previous regular meeting of the Board. This revised Policy 1.6002 was lodged at the 19 May 2015 Board of Trustees meeting; it has been further refined and renumbered as Policy 2.1001 *SAVE Act and Violence Against Women Act*.

The President recommends Approval of the revision of Board Policy 2.1001 *SAVE Act and Violence Against Women Act*

BROOKDALE COMMUNITY COLLEGE

BOARD POLICY

2.1001

I. Title of Policy

SAVE Act and Violence Against Women Act Campus Sexual Misconduct, Violence and/or Assault Victim's Bill of Rights

II. Objective of Policy

To affirm the College's commitment to create and maintain an environment that is free from sexual misconduct, domestic violence, dating violence, sexual assault and/or stalking. As a result of this Board policy and as required by law, Brookdale Community College is compliant with the Violence Against Women Reauthorization Act (VAWA) and the obligations on all post-secondary institutions under its Campus Sexual Violence Act (SAVE) The College adopts the recommendations of Sexual Violence Elimination on Campus.

To ensure implementation of the Campus Sexual Assault Victim's Bill of Rights.

III. Authority

All applicable legislation including but not limited to the Clery Act by the Violence Against Women Reauthorization Act (VAWA) of 2013; the Campus SaVE Act of 2012; Title IX of the Higher Education Act; the Prevention of Domestic Violence Act of 1991, N.J.S.A. 2C:25-17 et seq; State of New Jersey P.L. 1994, Chapter 160; other applicable State or Federal law; and the Bylaws of the Board of Trustees.

State of New Jersey P.L. 1994, Chapter 160; the Violence Against Women Reauthorization Act (VAWA) SaVE Act provision.

IV. Policy Statement

Brookdale Community College is committed to prevention of sexual misconduct / violence so that that no student or employee shall engage in such behavior or be victimized by such behavior. This includes domestic violence, dating violence, sexual assault, stalking and sexual harassment, as defined by our non-discrimination policy. The College provides prevention, awareness, risk reduction, compliance, and bystander intervention programming; crime statistics, and methods for reporting incidents, and

ensures confidentiality for victims. The Student Conduct Code and the Disciplinary Appeal Procedure; and the Employee's Code of Ethics, are disseminated annually.

-Sexual assaults are serious violations of the College's student judicial code, faculty standards and College employee policies, and will not be tolerated. They are crimes, punishable by fines and/or imprisonment; and subject to civil suit for damages.

As required by law, the Brookdale Community College Annual Security Report contains policy statements and crime statistics for all Brookdale locations.

~~Brookdale Community College will not tolerate sexual misconduct, violence and/or assault in any form. Sexual assault includes any forcible and/or nonforcible sex offense, including acquaintance rape, in accordance with current state and federal law.~~

~~It is therefore the policy of Brookdale Community College to create and maintain an environment that supports human dignity, free from violence, sexual assault and non-consensual sexual contact in accordance with State of New Jersey P.L. 1994, Chapter 160.~~

V. Responsibility for Implementation

President.

Approved: Board of Trustees
1/15/98

Approved: 6/19/14

Revised: 29 January 2015

Approved: 26 February 2015

Revised: Proposed Revision 19 May 2015

Name Change Policy formerly known as 6.1002- 25 June 2015

BROOKDALE COMMUNITY COLLEGE**BOARD POLICY****2.1001****I. Title of Policy**

SAVE Act and Violence Against Women Act

II. Objective of Policy

To affirm the College's commitment to create and maintain an environment that is free from sexual misconduct, domestic violence, dating violence, sexual assault and/or stalking. As a result of this Board policy and as required by law, Brookdale Community College is compliant with the Violence Against Women Reauthorization Act (VAWA) and the obligations on all post-secondary institutions under its Campus Sexual Violence Act (SAVE) .

III. Authority

All applicable legislation including but not limited to the Clery Act by the Violence Against Women Reauthorization Act (VAWA) of 2013; the Campus SaVE Act of 2012; Title IX of the Higher Education Act; the Prevention of Domestic Violence Act of 1991, N.J.S.A. 2C:25-17 et seq; State of New Jersey P.L. 1994, Chapter 160; other applicable State or Federal law; and the Bylaws of the Board of Trustees.

IV. Policy Statement

Brookdale Community College is committed to prevention of sexual misconduct / violence so that that no student or employee shall engage in such behavior or be victimized by such behavior. This includes domestic violence, dating violence, sexual assault, stalking and sexual harassment, as defined by our non-discrimination policy. The College provides prevention, awareness, risk reduction, compliance, and bystander intervention programming; crime statistics, and methods for reporting incidents, and ensures confidentiality for victims. The Student Conduct Code and the Disciplinary Appeal Procedure; and the Employee's Code of Ethics, are disseminated annually.

Sexual assaults are serious violations of the College's student judicial code, faculty standards and College employee policies, and will not be tolerated. They are crimes, punishable by fines and/or imprisonment; and subject to civil suit for damages.

As required by law, the Brookdale Community College Annual Security Report contains policy statements and crime statistics for all Brookdale locations.

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Approved: 6/19/14

Revised: 29 January 2015

Approved: 26 February 2015

Revised: Proposed Revision 19 May 2015

Name Change Policy formerly known as 6.1002- 25 June 2015

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 24 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**No Recommendations****B. Reappointment of Executive Administration****7 Recommendations****C. Change of Status****Recommendations**

Faculty

1

Administrative

4

Support Staff

5

D. Separations**Recommendations**

Faculty

1

Executive

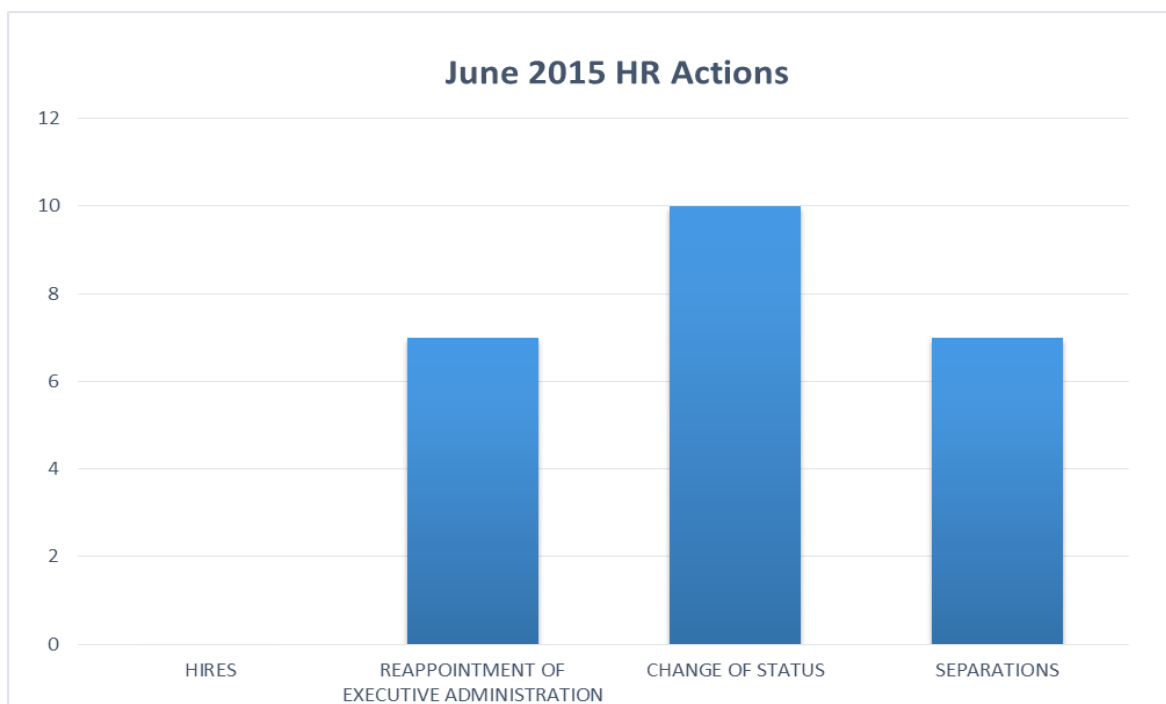
1

Administrative

2

Support Staff

3



A. HIRES

No Hires this month

B. REAPPOINTMENT OF EXECUTIVE ADMINISTRATION – Other Fiscal Year 2016 Executive Administrative Staff reappointments were reported in February 2015 as part of the College reorganization.

EXECUTIVE

Horgan, Louise	Executive Assistant to the President	President's Office
Lawrence, Maureen	Vice President, Finance & Operations	Finance & Operations
Lucier-Woodruff, Marie	Dean, Continuing & Professional Studies	Continuing & Professional Studies
Pfeffer, Richard	Campus Dean	Brookdale at Freehold
Sensi, Patricia	Dean, Human Resources & Organizational Safety	Human Resources & Organizational Safety
Stout, David	Dean, Student Success	Student Success
Voogt, Anita	Dean, Communitiversity & Higher Education Centers	HEC's & K-16 Partnerships

C. CHANGE OF STATUS**FACULTY**

1. Name: Paula Padavano
Department: Mathematics
Position: Assistant Professor
Action: Special Purpose Leave, unpaid
Effective: 9/2/15 – 6/30/16

ADMINISTRATIVE

1. Name: Jody Angelo
Department: Experiential Learning & Career Services
Position: Career Services Representative
Action: Extension of temporary A3 assignment
New Salary: Salary prorated from an annual base of \$51,790
Effective: 7/1/15 – until further notice, but not later than 9/30/15
2. Name: Steven Chudnick
Department: Library
Position: Interim Director
Action: Temporary A6 administrative assignment
New Salary: \$86,900
Effective: 7/1/15, until position is filled, but not later than 12/31/15
3. Name: Hilda Dudick
Department: Office of the Vice President for Learning
Position: Administrator
Action: Extension of monthly stipend
Effective: 7/1/15 – until further notice, but not later than 12/31/15
4. Name: Avis McMillon
Department: Advancement
Position: Executive Director
Action: Extension of monthly stipend
Effective: 7/1/15 – until further notice, but not later than 12/31/15

SUPPORT STAFF

1. Name: Kristin Bacany
 Department: Admissions & Registration
 Position: Senior Assistant, Enrollment
 Action: Extension of temporary assignment
 New Salary: \$36,399
 Effective: 7/1/15 – until further notice, but not later than 12/23/15

2. Name: Timothy Kohan
 Department: Police Department
 Position: Security Guard
 Action: Voluntary leave without pay
 Effective: 7/1/15 – 7/31/15

3. Name: John Scarinzi
 Department: Police Department
 Position: Security Guard
 Action: Voluntary leave without pay
 Effective: 7/1/15 – 7/31/15

4. Name: Richard Pease
 Department: Police Department
 Position: Security Guard
 Action: Voluntary leave without pay
 Effective: 7/1/15 – 7/31/15

5. Name: Amy Yates
 Department: Continuing & Professional Studies
 Position: Senior Assistant, Registration
 Action: Temporary grant-funded position, through grant extension
 New Salary: \$37,438
 Effective: 7/1/15– 9/30/15 or separation at end of assignment

D. SEPARATIONS**FACULTY**

1. Name: Joan Raso
Department: Nursing
Position: Instructor
Action: End of temporary assignment
Effective: 6/30/15

EXECUTIVE

1. Name: Richard D. Fulton, Ph.D.
Department: Educational Services
Position: Interim Executive Vice President
Action: End of interim assignment
Effective: 6/30/15

ADMINISTRATIVE

1. Name: Elizabeth Deignan
Department: Planning, Assessment & Research
Position: Senior Analyst, Market & Survey Research
Action: Resignation
Effective: 6/30/15
2. Name: Matthew Ragucci
Department: Library
Position: Supervisor
Action: Resignation
Effective: 6/5/15

SUPPORT STAFF

1. Name: Denise Anderson
Department: Brookdale at Long Branch
Position: Learning Assistant
Action: Separation
Effective: 5/29/15
2. Name: Francella Chatzikyriakos
Department: Human Resources
Position: Associate
Action: Retirement
Effective: 6/30/15

3. Name: Danielle Propert
 Department: Outreach, Business & Community Development
 Position: Senior Assistant, Registration
 Action: Resignation
 Effective: 6/30/15

RESOLUTION

WHEREAS, the Vice Presidents, Deans, Executive Assistant to the President, and the confidential non-represented employees have performed at a consistently high level; and

WHEREAS, they have contributed to the excellent operation of Brookdale Community College, particularly during a period of challenging times;

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees of Brookdale Community College that the confidential non-represented employees at Brookdale Community College shall be compensated in fiscal year 2016 in accordance with Board Policy 3.0002; and

BE IT FURTHER RESOLVED, by the Board of Trustees of Brookdale Community College that the Vice Presidents, Deans, and Executive Assistant to the President at Brookdale Community College shall be compensated in fiscal year 2016 consistent with the Board approved increases for the unionized administrative employees.

This recommendation is hereby approved effective July 1, 2015.

4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending April 30, 2015, were \$8,076,698.66.

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 16, 2015.

Brookdale Community College
Monthly Analysis of Change

	04/30/15	03/31/15	CHANGE
OPERATING EXPENDITURES *			
Educational Services Division	\$40,345,505	\$ 40,039,561	\$ 305,944
Benefits & General Institutional	16,195,134	14,972,628	1,222,506
Sub Total	56,540,639	55,012,189	1,528,450
All other divisions	19,364,793	19,180,010	184,783
Total Operating Expenses	75,905,432	74,192,199	1,713,233
OPERATING REVENUE			
Tuition	39,679,569	38,691,383	988,186
General Service Fees	4,479,410	4,361,629	117,781
Sub Total	44,158,979	43,053,012	1,105,967
State Appropriations	8,576,890	7,719,201	857,689
County Appropriations	16,689,183	15,020,264	1,668,919
All other revenue	10,066,105	9,314,977	751,128
Total Operating Revenue	79,491,157	75,107,454	4,383,703
CASH & INVESTMENTS			
Cash	10,672,450	13,701,705	(3,029,254)
Investments	2,000,000	4,000,000	(2,000,000)
Total Cash & Investments	12,672,450	17,701,705	(5,029,254)
CAPITAL EXPENDITURES *			
Renewals & Replacements	3,203,428	3,118,709	84,719
Minor Capital	4,330,566	4,304,074	26,492
Total Capital Expenses	7,533,994	7,422,783	111,211
CAPITAL REVENUE			
State	380,639	327,612	53,027
County	380,639	327,611	53,028
Other	5,569,753	5,220,680	349,073
Total Capital Revenue	6,331,031	5,875,903	455,128
GRANTS			
Federal Grants	2,004,897	1,845,437	159,460
State Grants	554,680	537,206	17,474
Other Grants	248,810	227,511	21,299
Total Grants	\$ 2,808,387	\$ 2,610,154	\$ 198,233

Note:

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

Brookdale Community College
Operating Fund
Budget Summary Report
FY15

AS OF APRIL 30, 2015

	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
BOT & President's Div	\$ 7,852,035	\$ 30,694	\$ 7,882,729	\$ 6,586,924	\$ 1,210,532	\$ 85,273
Finance & Operations	6,680,062	25,786	6,705,848	5,005,081	1,010,025	690,741
Educational Services	43,383,882	(94,987)	43,288,895	34,066,252	6,279,253	2,943,390
Business & Comm Dev	2,825,071	(8,369)	2,816,702	2,229,918	285,605	301,179
Devel, Comm, & Gov Rel	507,767	(8,200)	499,567	260,145	54,187	185,235
Utilities	2,908,700	-	2,908,700	2,428,833	293,542	186,324
Bnfts & Gen'l Inst	23,559,886	55,076	23,614,962	15,657,899	537,235	7,419,828
Total	<u>\$ 87,717,403</u>	<u>\$ -</u>	<u>\$ 87,717,403</u>	<u>\$ 66,235,053</u>	<u>\$ 9,670,379</u>	<u>\$ 11,811,971</u>

Notes:

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

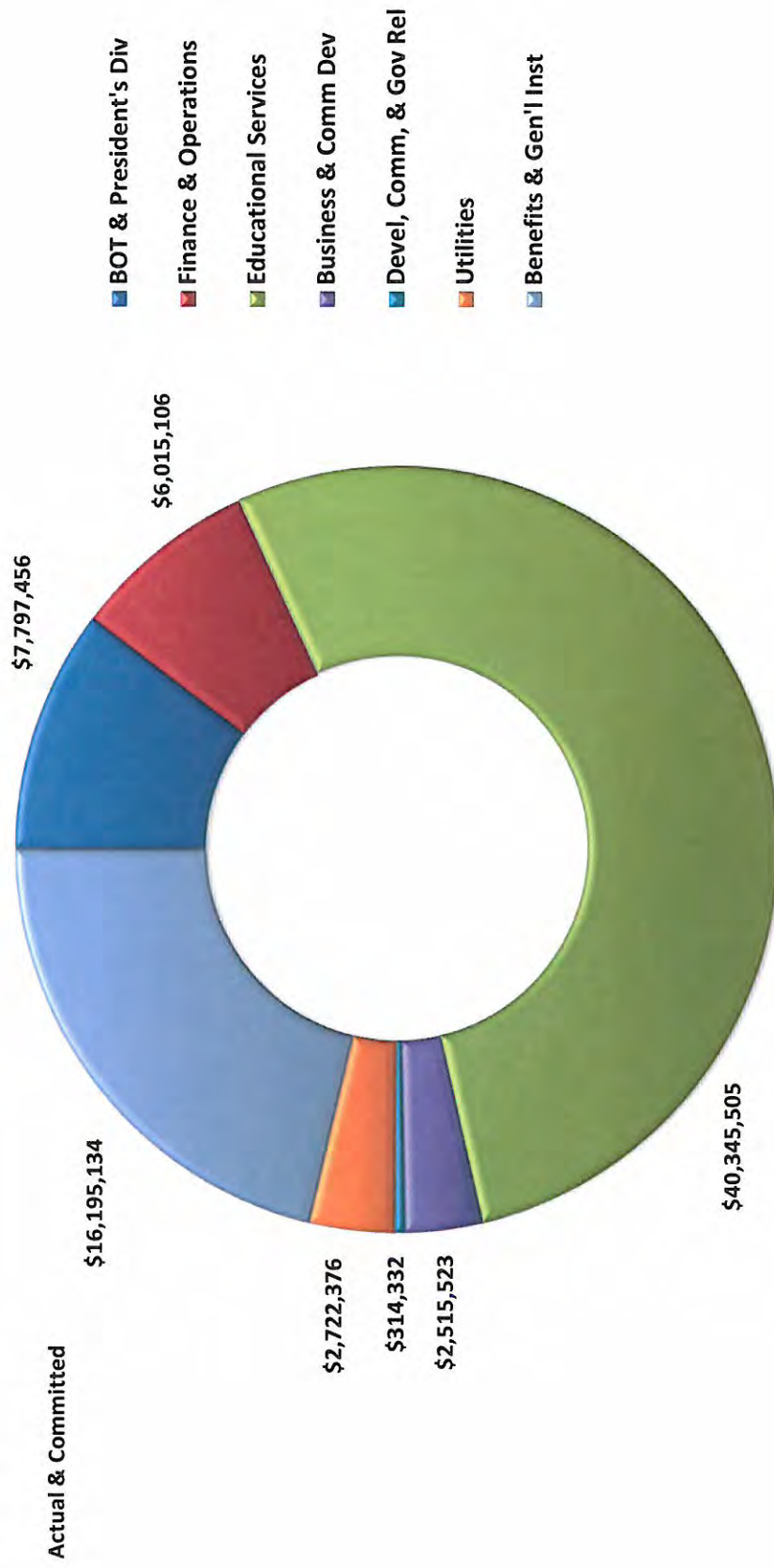
** Committed represents total funds encumbered for a good or service.

Brookdale Community College

Operating Fund

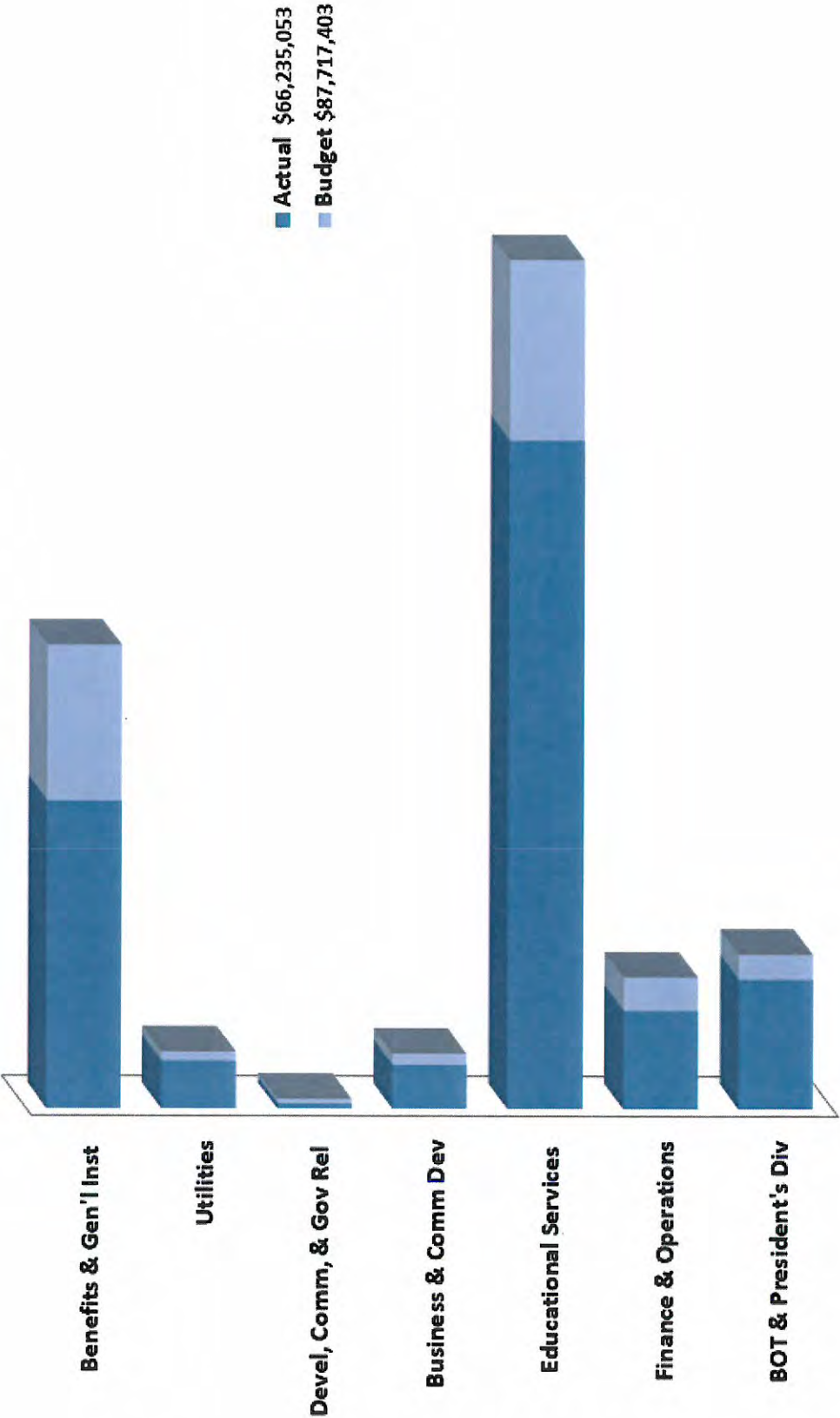
As of April 30, 2015

FY15



The overall FY15 projected operating budget is \$87,717,403; as of April 30, 2015, 86.5% or \$75,905,432 was spent and/or obligated.

**Brookdale Community College
Expenditures vs. Budget
As of April 30, 2015
FY15**

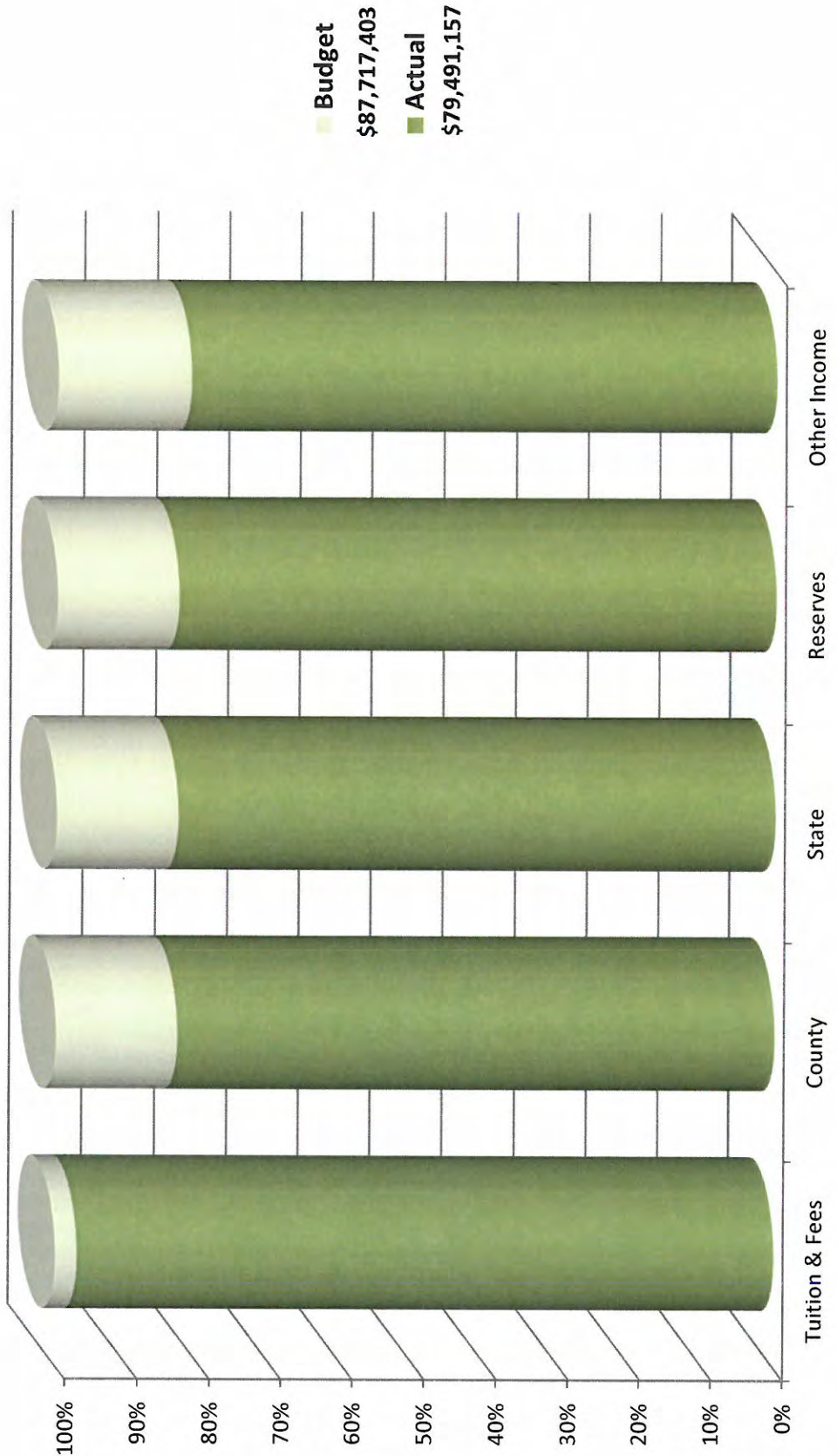


Brookdale Community College
Operating Fund
Income Summary Report
FY15

AS OF APRIL 30, 2015

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 10,293,332	\$ -	\$ 10,293,332	\$ 8,576,890	\$ 1,716,442
County of Monmouth	20,027,019	-	20,027,019	16,689,183	3,337,837
Student Tuition	40,948,750	-	40,948,750	39,679,569	1,269,181
General Service Fee	4,706,875	-	4,706,875	4,479,410	227,465
Other Student Fees	1,450,000	-	1,450,000	1,553,108	(103,108)
Business & Comm Dev	2,960,000	-	2,960,000	2,453,463	506,537
Approp from Reserve	6,356,427	-	6,356,427	5,297,023	1,059,405
Miscellaneous	975,000	-	975,000	762,512	212,488
Total	\$ 87,717,403	\$ -	\$ 87,717,403	\$ 79,491,157	\$ 8,226,246

Brookdale Community College
Operating Income
As of April 30, 2015
FY15



Brookdale Community College
Summary of Cash & Investments
FY15

AS OF APRIL 30, 2015

Cash:	Operating	\$ 10,665,606.25	
	Payroll	<u>6,843.81</u>	
		\$	10,672,450.06

Certificates of Deposit:	<u>2,000,000.00</u>	\$	<u>12,672,450.06</u>
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Investment Details:

The College currently has one \$2M CD for a 12 month term with First Choice Bank, has an interest rate of .80 percent, and will earn \$16,000 at maturity.

Total amount redeemed through April 30, 2015, is \$10,000,000 with earned interest of \$66,633.54.

Brookdale Community College
Capital Fund
Budget Summary Report
FY15

AS OF APRIL 30, 2015

	BUDGET	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 5,233,820		\$ -	\$ 4,080,642
8120520 - Gorman Hall	-	410,951	186,029	224,922
8120530 - Energy Efficiency	-	237,507	206,292	31,215
8120535 - Window Replacement WM	-	214,525	214,525	-
8120540 - Megastructure Water Main	-	298,000	298,000	-
8120545 - Back Campus Walkway	-	1,500,363	89,200	1,411,163
8120550 - Wall Campus Expansion	-	1,800,000	159,132	1,640,868
FY13 Chapter 12 Projects	1,500,000	-	-	1,486,737
8130505 - Freehold Campus Parking Lot	-	310,000	4,213	305,787
8130510 - Freehold Campus Sprinkler	-	70,000	9,050	60,950
FY14 Chapter 12 Projects	4,250,000	-	-	4,250,000
FY15 Chapter 12 Projects*	3,200,000	-	-	3,200,000
FY15 Capital Projects	-	-	-	-
8102410 - ADA Compliance	323,372	-	7,605	315,767
8131005 - Higher Ed Bond Administration	12,000,000	-	-	12,000,000
8132450 - College GO Bond Match	3,374,648	-	870,262	2,504,386
8131010 - Equipment Leasing Fund (ELF)	2,727,303	-	-	2,727,303
8131015 - Hi Ed Technology Infrastructure (HETI)	1,160,562	-	-	1,160,562
8132455 - College HETI Match	1,160,562	-	-	1,160,562
8142425 - Fascia Project	113,018	-	113,018	-
8152405 - Poseidon	547,151	51,336	598,487	-
FY15 Infrastructure Projects	1,000,000	-	-	-
8152415 - General	-	969,677	417,292	552,385
8132416 - Central Utility Plant Roof	-	30,323	30,323	-
Renewals & Replacements	36,590,436	5,892,682	3,203,428	37,113,249
SLC/B4 Debt Service	1,135,547	-	1,006,295	129,252
Brookdale @ Freehold Debt Service	886,247	-	136,264	749,983
ELF Debt Services	-	46,839	42,716	4,123
Minor Capital	400,000	-	294,094	105,906
TIP	750,000	-	637,053	112,947
Student & BCD Tech Fee	2,271,094	-	2,214,144	56,950
Minor Capital	5,442,888	46,839	4,330,566	1,159,161
Total	\$ 42,033,324	\$ 5,939,521	\$ 7,533,994	\$ 38,272,409

* Pending Approval

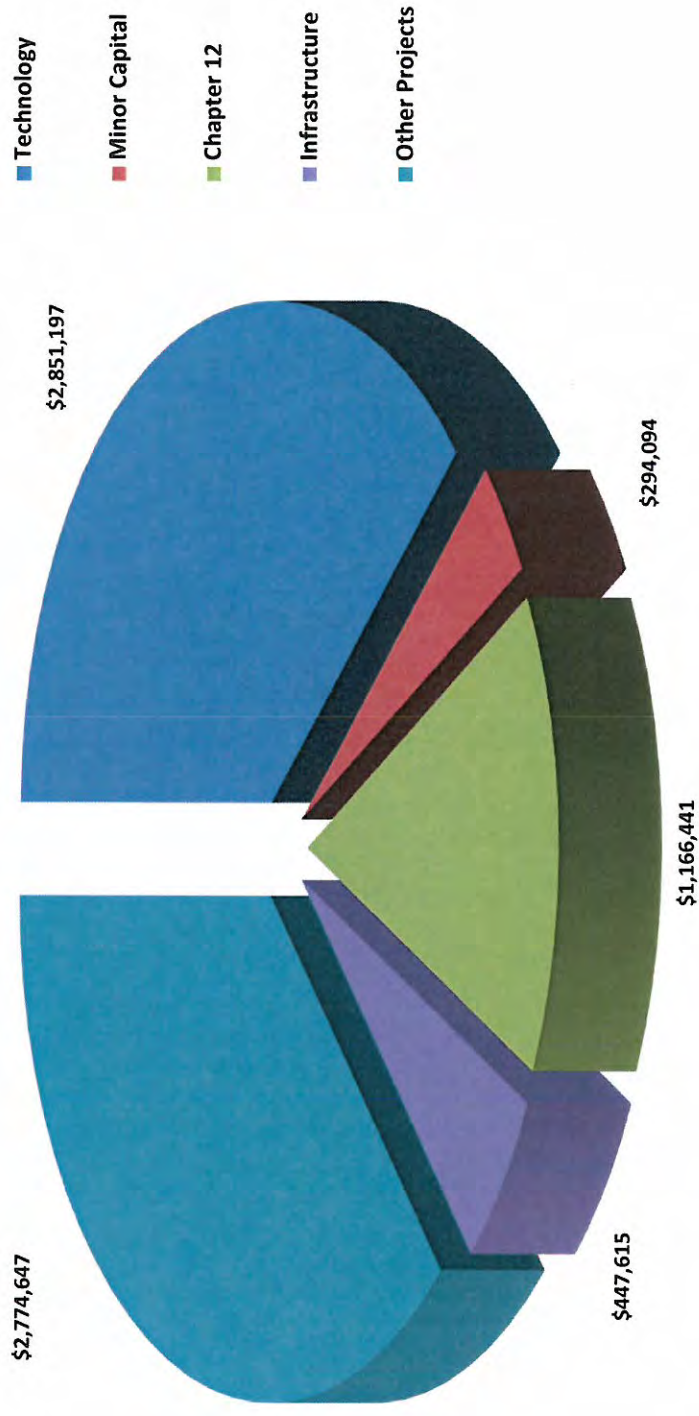
Brookdale Community College

Capital Fund

As of April 30, 2015

FY15

Actual and Committed



The overall FY15 capital budget is \$42,033,324; as of April 30, 2015, 17.9% or \$7,533,994 was spent and/or obligated.

Brookdale Community College
Capital Fund
Income Summary Report
FY15

AS OF APRIL 30, 2015

	BUDGET	ADJUST *	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 1,600,000	\$ 20,945,284	\$ 22,545,284	\$ 380,639	\$ 22,164,644
County of Monmouth	1,600,000	6,333,187	7,933,187	380,639	7,552,548
Other	6,442,888	5,111,965	11,554,853	5,569,753	5,985,100
Total	<u>\$ 9,642,888</u>	<u>\$ 32,390,436</u>	<u>\$ 42,033,324</u>	<u>\$ 6,331,031</u>	<u>\$ 35,702,293</u>

* Adjustments reflect prior year capital funding balances

Brookdale Community College

Grants

Budget Summary Report

FY15

AS OF APRIL 30, 2015

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
Federal Grants					
Brookdale	\$ 3,481,701	\$ -	\$ 3,481,701	\$ 1,903,055	\$ 1,578,646
Subgrants	192,000	-	192,000	101,842	90,158
SUBTOTAL	3,673,701	-	3,673,701	2,004,897	1,668,804
State Grants	697,244	-	697,244	554,680	142,564
Other Grants	391,845	-	391,845	248,810	143,035
TOTAL	\$ 4,762,790	\$ -	\$ 4,762,790	\$ 2,808,387	\$ 1,954,403

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 16, 2015.

RESOLUTION

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

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

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

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

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

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

Agenda for Purchases in Excess of \$34,100

June 25, 2015

* Estimated expense based on historical data

Board Item No. Auxiliary	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Culinary Ventures Vending	Vending Beverage, RFP No. 07-10 / This is a 1-month extension for vending beverage services.	RFP	Revenue
2	**Attached Vendor List	Bookstore New Textbooks / Exempt18A:64A-25.5.a.(21) (Educational supplies, textbooks, miscellaneous articles purchased by a college county bookstore). These contracts are for the purchase of new textbooks for FY16.	Exempt	\$ 3,410,000.00 *
3	**Attached Vendor List	Bookstore Used Textbooks / Exempt18A:64A-25.5.a.(21) (Educational supplies, textbooks, miscellaneous articles purchased by a college county bookstore). These contracts are for the purchase of used textbooks for FY16.	Exempt	\$ 485,000.00 *
4	**Attached Vendor List	Bookstore Merchandise / Exempt18A:64A-25.5.a.(21) (Educational supplies, textbooks, miscellaneous articles purchased by a college county bookstore). These contracts are for the purchase of bookstore merchandise for FY16.	Exempt	\$ 429,000.00 *
Capital				
5	List of pre-qualified firms attached.	Architectural, Engineering and other Professional Services, RFQ No. 01-2016 / Notice was sent to 84 firms, received 43 replies. This is a 1 year contract with an option for a 2nd year for 29 pre-qualified firms to provide architectural, engineering, and other professional services. These contracts are funded by various capital budgets.	RFQ	\$ 600,000.00 *
6	Jade Construction and Contracting	Emergency Repairs / Exempt 18A:64A-25.6. (Emergency purchases and contracts). This contract is for emergency repairs to comply with construction and fire inspection codes. These contracts are funded by various capital budgets.	Exempt P2P	\$ 61,500.00 *
7	TC Landscape Construction Group Inc.	ATEC Retaining Wall, Lincroft Campus, Bid No. 15-47 / Notice was sent to 10 vendors, received 3 replies. This contract is for the repair of the existing retaining wall near the ATeC building.	Bid	\$ 68,000.00

Capital Bond				
8	Aspire Technology Partners	Cisco Networking Hardware / Exempt 18A:64A-25.9 (State Contract). This State contract is for the supply of various networking hardware for the LAN, Wireless, Unified Communications, and Virtualization projects to improve the IT infrastructure. This contract is funded by Higher Education Technology Infrastructure (HETI).	Exempt	\$ 3,599,500.35
9	CDW, LLC	Nimble Storage / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the supply and delivery of 1 nimble storage which provides additional space and efficiency to virtual desktop users for the Virtualization project. This purchase is through a co-op agreement with the Middlesex Regional Educational Services Commission and is funded by Higher Education Technology Infrastructure (HETI).	Exempt	\$ 39,886.45
10	N.J. Institute of Technology/NJEDGE.Net	VMWare Licensing / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the supply of VMWare licenses for the Virtualization project and is funded by Higher Education Technology Infrastructure (HETI).	Exempt	\$ 131,651.40
11	Network Cabling Inc.	Fiber Backbone Upgrade / Exempt 18A:64A-25.9 (State Contract). This State contract is for cabling services for the Infrastructure Upgrade project and is funded by Higher Education Technology Infrastructure (HETI).	Exempt	\$ 15,939.57
Capital/IT				
12	Image Access Corp.	Hardware Maintenance / Exempt 18A:64A.25.9 (State Contract). This State contract is for the maintenance of Fujitsu scanners and is funded by the IT capital budget.	Exempt	\$ 18,115.00
13	Aspire Technology Partners	Cisco Smartnet Maintenance / Exempt 18A:64A.25.9 (State Contract). This State contract is for Cisco equipment maintenance and is funded by the IT capital budget.	Exempt	\$ 52,566.33

14	N.J. Institute of Technology/NJEDge.Net	Internet Service Provider, VMWare Renewals and Membership Dues / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for internet services. NJ Institute of Technology/NJEDge.Net is a non-profit corporation of the New Jersey's Colleges and Universities President's Council. It is New Jersey's statewide high-speed Internet network for colleges and universities. Brookdale is utilizing this internet service for data services within and outside the State. We also use the service for ITV courses. This contract also includes the renewal of VMWare (virtual desktop) and membership dues for NJEDge.Net co-op pricing and other services. This contract is funded by the IT capital budget.	Exempt	\$	303,285.00
15	Dell Apple Computer Inc.	Computers / Exempt 18A:64A.25.9 (State Contract). These State contracts are for the purchase of computers for FY16 and is funded by the IT capital and various departmental capital budgets.	Exempt	\$	825,000.00 *
16	Adobe Systems Inc.	Adobe License Agreement / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software) and 18A:64A-25.28.d. (Contracts extending beyond the fiscal year, multi-year). This is the 3rd year of a 3 year contract for Adobe Enterprise term license agreement.	Exempt	\$	37,868.00
Grant					
17	County of Monmouth	Career Center Program / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for consulting and administration services to coordinate clients with counselors for the One-Stop Career Center program. This contract is funded by the Health Professional Opportunity grant.	Exempt	\$	19,820.00
Operating					
18	Direct Energy Business, LLC	Electric Service / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This 24-month co-op agreement with New Jersey County College Joint Purchasing Consortium is for electric supply service under BGS-CIEP and BGS-FP pricing. This contract is funded by the utility operating budget.	Exempt	\$	0.07435/kWh

19	Cooperative Communications, Inc.	Local and Long Distance Telephone Service to include PRI Circuits, Bid No. 14-20 / This is the 2nd year of a 2 year contract for local and long distance telephone services to include PRI circuits and is funded by various operating budgets.	Bid	\$	77,000.00	*
20	Pritchard Industries, Inc.	Custodial Services, Bid No. 13-29 / This is a 6-month extension for custodial services through December 31, 2015, and is funded by the Facilities operating budget.	Bid	\$	952,712.64	
21	Federal Elevator, Inc.	Elevator Maintenance Services, Bid No. 15-36 / Notice was sent to 9 vendors, received 3 replies. This is a 1 year contract with an option for a 2nd year for elevator maintenance services for the Lincroft and Freehold Campuses, and the Northern Monmouth and Long Branch Higher Education Centers. This contract is funded by the Facilities operating budget.	Bid	\$	55,000.00	*
22	Automated Building Controls, Inc.	Building Automation and Control System Service, Bid No. 15-37 / Notice was sent to 7 vendors, received 1 reply. This is a 1 year contract with an option for a 2nd and 3rd year for building automation and control system services. This contract is funded by the Facilities operating budget.	Bid	\$	200,000.00	*
23	Allied Fire & Safety Equipment Co., Inc.	Fire Extinguisher Maintenance Services, Bid No. 15-38 / Notice was sent to 8 vendors, received 2 replies. This is a 1 year contract with an option for a 2nd year for fire extinguisher maintenance services. This contract is funded by the Facilities operating budget.	Bid	\$	17,500.00	*
24	Oliver Sprinkler Co., Inc.	Fire Suppression Systems Service, Bid No. 15-39 / Notice was sent to 4 vendors, received 2 replies. This is a 1 year contract with an option for a 2nd year for fire suppression systems services. This contract is funded by the Facilities operating budget.	Bid	\$	35,000.00	*
25	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing and Repairs, Bid No. 15-40 / Notice was sent to 8 vendors, received 1 reply. This is a 1 year contract with an option for a 2nd year for fire alarm inspection, testing, and repairs. This contract is funded by the Facilities operating budget.	Bid	\$	76,175.00	*
26	Dynamic Coatings LLC	Painting Services, Bid No. 15-41 / Notice was sent to 10 vendors, received 5 replies. This is a 1 year contract with an option for a 2nd year for painting services. This contract is funded by the Facilities operating budget.	Bid	\$	150,000.00	*

27	Republic Services of New Jersey, LLC	Trash Disposal & Recycling, Bid No. 15-42 / Notice was sent to 6 vendors, received 3 replies. This is a 1 year contract with an option for a 2nd year for trash disposal and recycling. This contract is funded by the Facilities operating budget.	Bid	\$	112,275.00 *
28	Motors & Drives, Inc.	Pump Parts, Bid No. 15-43 / Notice was sent to 4 vendors, received 2 replies. This is a 1 year contract with an option for a 2nd year for the supply and delivery of pump parts. This contract is funded by the Facilities operating budget.	Bid	\$	48,000.00 *
29	PARS Environmental, Inc.	Health, Safety, and Environmental Regulatory Compliance Services, RFP No. 14-15 / Notice was sent to 9 vendors, received 6 replies. This is a 1 year contract with an option for a 2nd year for health, safety, and environmental regulatory compliance services. This contract is funded by the Facilities operating budget.	RFP	\$	133,184.00 *
30	Certified Background	Documentation Tracking/Healthcare, Criminal Record Research, RFP No. 16-15 / Notice was sent to 16 vendors, received 5 replies. This is 1 year contract with an option for a 2nd year for documentation tracking/healthcare, criminal record research services. This contract is funded by student fees.	RFP	\$	135,000.00 *
31	Bollinger, Inc.	Dental Insurance, RFP No. 17-15 / Notice was sent to 10 vendors, received 1 reply. This is a 1 year contract with an option for a 2nd year for basic and enhanced dental insurance for college employees. The basic coverage is funded by the General Institutional budget and the enhanced insurance is an option for employees who pay this additional coverage.	RFP	\$	500,000.00 *
32	Gallagher Bollinger	Short Term Disability Insurance, RFP No. 18-15 / Notice was sent to 8 vendors, received 4 replies. This is a 1 year contract with an option for a 2nd year for short term disability insurance and is funded by the General Institutional budget.	RFP	\$	375,000.00 *
33	Clarus Corporation	Brand Perception and Media Preference Study and Communication Audit, RFP No. 19-15 / Notice was sent to 13 vendors, received 6 replies. This is an 18-week contract for market research services for brand perception, media preference, and communication audit. This contract is funded by the Institutional Marketing operating budget.	RFP	\$	48,264.00
34	N.J. Community College Insurance Pool	Workers Compensation Insurance / Exempt 18A:64A-25.5.a.(11) (Insurance). This contract is for workers compensation insurance for FY16 and is funded by the General Institutional budget.	Exempt	\$	320,880.00

35	PeopleAdmin Inc.	Software License for Applicant Tracking / Exempt 18A:64A-25.5.a.(19) (Proprietary Software). This contract is for the annual renewal of the software license used by Human Resources to track job applicants' information who responded to positions available at the college.	Exempt	\$	21,767.56
36	CoreTranz Business Services	Use of Credit Card Services, Bid No. 15-32 / Notice was sent to 10 vendors, received 1 reply. This is a 1 year contract with an option for a 2nd year for the use of credit card services, which allows students to incur charges for tuition and fees for credit and non-credit courses, bookstore purchases and public events. This contract is funded by the operating budget.	Bid	\$	350,000.00 *
37	Tuition Management Systems Inc.	Student Payment Plan Services, RFP No. 08-15 / Notice was sent to 5 vendors, received 2 replies. This is a 1 year contract with an option for a 2nd year for student payment plan services. This contract is funded by the General Institutional budget.	RFP	\$	375,000.00 *
38	Borden Perlman	Insurance Services Property & Liability, RFP No. 05-15 / Notice was sent to 15 vendors, received 5 replies. This is a 1 year contract with an option to renew a 2nd and 3rd year for Educators Legal liability insurance premium. This contract is funded by the General Institutional budget.	RFP		TBD
39	Research Corporation of the University of Hawaii	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 Hawaii and is funded by student program fees.	Exempt	\$	24,808.00
40		Masonry & Carpentry T & M, Bid No. 15-44 / Notice was sent to 6 vendors, received 2 replies. Bid was rejected due to changes in the bid specifications and non-compliance with bid requirements.			
41		Plumbing T & M, Bid No. 15-45 / Notice was sent to 5 vendors, received 4 replies. Bid was rejected due to changes in the bid specifications.			
42		Heat Tracing - Sections of Fourth Floor, Freehold Campus, Bid No. 15-46 / Notice was sent to 6 vendors, received 1 reply. Bid was rejected due to non-compliance with bid requirements.			
43		Vending Beverage, RFP No. 15-15 / Notice was sent to 5 vendors, received 2 replies. RFP was rejected due to changes in the specifications.			

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

Bookstore – New Textbooks

Board Item #2

Brookdale Community College Lincroft Campus

- ACEBO
- AHIMA
- American Institute of Professional Bookkeepers (AIBP)
- Alexander Publications
- Alfred Publishing
- Amazon
- American Hospital Association
- American Medical Association
- American Psychiatric Association
- American Technical Publishers
- Aspen Publishing
- Association for Supervision
- C2F Inc.
- Barron's
- BCC Holocaust Center
- Bookmasters
- CafeScribe
- Cambridge University Press
- Casemate
- Cengage
- Channing Bete
- Charles Dumont
- Charles Thomas
- Cheng & Tsui Co
- Chicago Distribution Center
- Congressional Quarterly
- Copyright Clearance Center
- CRC Press
- D & H Distributing
- Douglas Clarke
- Douglas Stewart
- Connect for Education
- Create Space
- Dearborn
- Dushkin Publications
- Educators Publishing Services
- Eider Press Bookmasters
- Elsevier
- EMC Publishers/Paradigm Publishing
- EPS Literacy
- F.A. Davis
- Fast Forward Academy
- Fischer Scientific
- Flinn Scientific
- Follet Higher Education
- Fairchild Publishing
- Goodheart & Wilcox
- Hachette
- Hal Leonard
- Harper Collins
- Hartman Publishing
- Hayden MacNeil
- High Tide Press
- Human Kinetics
- New Jersey Institute for Continuing Legal Education
- Inget
- Ingram
- Logical Operations (AXZO Press)
- Labyrinth Learning
- Laerdal
- Lyceum
- Lippincott
- J. A. Majors
- Joe Accurso
- John Wiley Publishing
- Jones & Bartlett
- Just Ask Publishing
- Kendall Hunt
- Kirshner Publisher
- MBS
- McCoy
- McGraw Hill Publishers
- MFASCO Health & Safety
- MiniTab
- Meeting Professionals International
- Merriam-Webster

- Mercer Tool Corp.
- Modern Language Association
- Morton Publishing
- MPS (MacMillan/Von Holtzbrink Publishers)
- NACS
- Nebraska Book Company
- NJ Institute for Continuing Legal Education
- W.W. Norton
- Oxford University Press
- Pearson/Prentice Hall
- Penguin Publishing
- Perseus Distribution
- Pocket Nurse
- Princeton University Press
- V.E. Ralph
- Random House
- Rittenhouse
- Rowman & Littlefield
- Sage Publishing
- Samsill
- San Diego CAD
- Sauders
- Scholastic
- School Specialty
- Schroff
- SkyScape
- Simon & Schuster
- Staywell
- Sybex
- Textile Fabric Consultants
- Yale University Press
- TLR
- Toyota (T-Ten)
- University Press of America
- Verso
- Wolters Kluwer (formerly Lippincott)
- Waveland

Bookstore – Used Textbooks

Board Item #3

Brookdale Community College Lincroft Campus

- Follet Higher Education
- MBS
- Nebraska Book Co.
- NACS

Bookstore – Merchandise

Board Item #4

Brookdale Community College Lincroft Campus

- Balloon Wholesalers
- Blue Mountain
- Chen International
- Ganz
- Hallmark Cards
- A & W Products
- Alexander Supply
- Alvin
- Ceramic Supply
- Col USA
- C2F
- Dick Blick
- D & H Distributors
- Douglas Stewart
- Empire Distributors
- General Pencil
- HPI International
- Jespen
- Mack Camera
- Pro-Edge
- Rio Grande
- SLS Arts
- WYNIT
- Arcadia
- Assessment Technologies
- Baker & Taylor
- Bar Charts
- Barron's Education
- Chicago University Press
- Cornell University Press
- Creative Homeowner
- Dover Publications
- Elsevier Health Sciences
- F.A. Davis
- Firefly Books
- Hachette Book Group
- Harper Collins
- Houghton Mifflin
- Ingram Books
- John Wiley
- Just Three Chicks
- Kappa Map Group
- Kevin Pilkington
- Klutz
- Long Leaf Services
- McCoy
- Merriam Webster
- Microsoft Corp.
- MPS Virginia
- NACS Corp.
- New York University Press
- Partners Distribution
- Penguin Group USA
- Perseus Distributors
- Peter Pauper Press
- R & D Specialty
- Random House
- Research & Education
- Rittenhouse
- Rutgers University Press
- Schiffer Publishers
- Simon & Schuster
- Sterling Publishers
- Taylor & Francis Group
- The History Press
- University Press of N.E.
- Weird NJ
- Workman Publishers
- W.W. Norton
- Partnership
- Fed Ex
- UPS
- Badger Sportswear
- Branded Sportswear
- Boxercraft
- Everest
- Jansport/V.F. Outdoors
- League Collegiate Wear
- Legacy Athletic
- Logofit

- MV Sport
- Merchandise Inc.
- Microsoft Corp.
- Monmouth Arts Council
- Oarsman
- Ouray Sportswear
- Russell Athletics
- Storm Duds
- The Game
- Third Street
- Top Sox
- U-Trau
- Vantage
- Vapur Inc.
- American Decorators
- CDI Corp.
- CSI Corp.
- Framing Success
- Herff Jones
- Image Watches
- Market Identity
- Mascot Factory
- MCM Group
- R & D Specialty
- El Dorado
- Exaclair Inc.
- Filing Source
- Ink Media
- Michael Rogers
- OnHand
- Pierre Belvedere
- Roaring's Springs
- Samsill
- School Datebooks
- Service Wholesale
- The Nelson Line
- Thermos LLC
- U.S. Flash & Technologies

Board Item Number 5
Architectural, Engineering & Other Professional Services

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

4.2a *Change Order Request Report*

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 16, 2015.

June 25, 2015: Vice President, Finance & Operations, Maureen Lawrence

RES150021

R E S O L U T I O N

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

WHEREAS, College policy requires Board approval for a change in contractual terms to any previously Board approved purchase, and

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

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

Brookdale Community College
Increases to Existing Blanket POs and Purchase Orders
June 25, 2015

Vendor Name	Description	Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
1 Stavola Asphalt Co., Inc.	Increased purchase and delivery of asphalt to repair roadways on Lincroft campus; work performed by the County as part of shared service agreement.	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 4,700.00	\$ 24,700.00	24%
		<u>\$ 20,000.00</u>		<u>\$ 20,000.00</u>	<u>\$ 4,700.00</u>	<u>\$ 24,700.00</u>	

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 June 16, 2015.

Brookdale Community College
Paid Invoice Register
June 25, 2015

	Student	Vendor	Employee	Totals
ASBCC	\$ 70.00	\$ 42,121.03	\$ 2,432.92	\$ 44,623.95
Athletics	-	39,834.89	9,370.68	49,205.57
Bookstore	-	160,602.16	-	160,602.16
College	964.63	1,844,725.98	46,269.56	1,891,960.17
OBCD	1,446.82	49,546.97	712.87	51,706.66
	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 2,481.45	\$ 2,136,831.03	\$ 58,786.03	\$ 2,198,098.51
	<hr/>	<hr/>	<hr/>	<hr/>

4.3 FY16 Revised Operating Statement

The College has developed the following FY16 Revised Operating Statement for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 16, 2015.

On February 26, 2015, the Board of Trustees adopted the FY16 Operating and Capital Budget. Subsequently, there have been revisions to both revenue and expenditures in the Operating budget, which should be approved by the Board of Trustees.

The revised operating budget is based on a credit enrollment of 10,147 full-time equated students (FTEs). The revised Operating Budget is \$5,886,823 less than the FY15 operating budget for a 6.7% decrease.

The proposed FY16 budget allows the College to maintain an open door policy, stimulate enrollment growth and sustainability, and support existing programs as well as exciting new initiatives including the OneStop for Student Services and the Learning Commons. It should be noted additional changes will be made to this budget during the fiscal year, which could result in savings or costs that are yet to be determined.

Revised Operating Revenue

The revised operating budget shows a total revenue increase of \$338,169, which represents a \$779,222 increase in tuition and fees, \$59,530 increase in State appropriation (based on final enrollment audit information for the sector), a \$40,412 decrease in other income and a \$637,796 decrease in appropriation from reserves.

Revised Operating Expenditures

Revised operating expenditures increased \$338,169, or .04%, due to changes in contractual obligations such as insurance coverage for general property & liability, Educators Legal, and student athletes, offset by decreases in utilities, sponsorships and the cost for managed services.

On February 26, 2015, the Board of Trustees also approved the FY16 capital budget of \$9,372,823, which remains constant.

The budget was reviewed by Cabinet, the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held on June 16, 2015.

Brookdale Community College
Operating Budget Summary
FY16

	FY16 Original Budget			FY16 Revised Budget		
	February 2015			June 2015		
		Percent			Percent	
Current Revenue:	Amount	of Total	Adjustments	Amount	of Total	
Tuition	\$ 40,494,768	49.7%	\$ 610,470	\$ 41,105,238	50.2%	
Monmouth County	20,027,019	24.6%	-	20,027,019	24.5%	
State Aid	10,293,332	12.6%	59,530	10,352,862	12.6%	
General Service Fees	4,666,231	5.7%	1,389	4,667,620	5.7%	
Non Credit Income	2,875,000	3.5%	177,625	3,052,625	3.7%	
Interest Income	85,000	0.1%	-	85,000	0.1%	
Other Fees	1,429,933	1.8%	167,363	1,597,296	2.0%	
Other Income	890,412	1.1%	(40,412)	850,000	1.1%	
Reserves	730,716	0.9%	(637,796)	92,920	0.1%	
Total Current Revenue	\$ 81,492,411	100.0%	\$ 338,169	\$ 81,830,580	100.0%	
Current Expenditures:						
Learning Division	\$ 32,675,985	40.1%	\$ 492,644	\$ 33,168,629	40.5%	
Continuing & Prof. Studies	3,076,401	3.8%	45,552	3,121,953	3.8%	
Student Success Division	5,431,049	6.7%	544,834	5,975,883	7.3%	
President's Division	571,378	0.7%	4,340	575,718	0.7%	
Finance & Operations	10,813,028	13.3%	(184,326)	10,628,702	13.0%	
Human Resources & Safety	2,266,600	2.8%	(3,090)	2,263,510	2.8%	
Advancement Division	1,417,575	1.7%	81,460	1,499,035	1.8%	
Planning & Inst. Effectiveness	470,387	0.5%	123,650	594,037	0.7%	
Utilities	3,009,162	3.7%	(125,000)	2,884,162	3.5%	
Benefits	16,758,618	20.6%	(361,895)	16,396,723	20.1%	
General Expenses	5,002,228	6.1%	(280,000)	4,722,228	5.8%	
Total Current Expenditures	\$ 81,492,411	100.0%	\$ 338,169	\$ 81,830,580	100.0%	



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

4.4 FY16 *Associated Students of Brookdale Community College (ASBCC)* *Operating Statement*

The office of Student Life and Activities has prepared the FY16 Associated Students of Brookdale Community College (ASBCC) budget. This budget supports programming needs for students, faculty, and staff. It also funds student publications, clubs, and organizations, and provides support for other campus wide activities such as orientation, graduation, and Athletics.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 16, 2015.

June 25, 2015: Vice President for Finance & Operations, Maureen Lawrence

The annual ASBCC budget is funded by a combination of student General Service Fees, fundraising, and reserve appropriations, if allocated. The FY16 budget of \$748,904 presented here is based on a projected enrollment of 10,141 FTEs and includes an additional \$95,000 of other revenue.

The current fiscal year allocations were developed to align with the College's redesign, earmarking funds to support the goals of the institution while continuing to provide opportunities for co-curricular learning that compliments classroom activities. The intention of the funding is to give greater authority to the Institutes' leadership for supporting the priorities in their respective academic areas. The Student Life Executive Board provided input and advisement based on their experience planning programs and activities, and helped guide the club and organization funding process.

ASBCC recognizes and supports over 50 clubs and organizations at all learning locations. The clubs and organizations generate revenue through various ticket sales, bus trips, and activities.

The five top priorities for FY16 are as follows:

1. Expanded support for co-curricular learning in the new institutes
 - a. Increased funding to support department club activities and changing the proposal process to include Institute faculty and deans for input on funding allocation
 - b. Increased funding for Brookdale's Visiting Writers Series, which brings world class authors to campus
 - c. Explore new support for developmental courses, i.e., service learning component for READ-095
2. Continued support of collaborative department activities
 - a. Increased funding for lectures to support planned, large scale speakers for the International Education Center
 - b. Increased funding for contemporary issues to support planned, large scale speakers for CHHANGE
 - c. Creation of a budget line for One Stop in support of educational outreach to guide students through the registration, financial aid, and advisement processes
3. Re-engineering "new student" orientation in support of distinct cohort sessions
 - a. Working with departments to identify gaps in current cohort sessions for targeted student populations to eliminate the need for multiple orientations
 - b. Develop online tutorials, newsletters, and appropriate marketing materials to support department initiatives
 - c. Support software contract for Adobe Connect to enhance distance education orientations with a face-to-face connection
4. Support of expanded leadership opportunities
 - a. Continued support of the successful Brookdale United in Leadership Development (BUILD) program
 - b. Develop leadership training opportunities for proposed new Peer Mentor program
 - c. Explore support of new Women in Learning and Leadership (WILL) program

5. Continued support and expansion of social programs to provide positive student engagement opportunities
 - a. Explore new speakers to meet educational goals
 - b. Continue to book talent for the *Laugh at Lunch* programs to encourage community on our commuter campuses
 - c. Continue to book talent for successful *Live at Lunch* series fostering the exploration of a variety of cultures in support of diversity

The following FY16 Operating and Capital Statement is for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

Brookdale Community College
Associated Students of Brookdale Community College
FY16 Budget

	FY14 Actual	FY15 Budget	Actual through 5/31/15	Estimated through 6/30/15	FY16 Request
Revenue:					
Student Activities Fee	\$ 628,969	\$ 650,499	\$ 631,083	\$ 634,865	\$ 653,904
Other Revenue	90,281	95,000	95,833	96,500	95,000
Total Revenue	719,250	745,499	726,916	731,365	748,904
Expenditures:					
ASBCC Administration	183,894	109,000	48,523	81,000	109,000
ASBCC Communications	17,368	20,000	16,651	19,750	20,000
Capital Improvements	-	-	-	-	-
College Wide Activities	213,228	249,000	193,581	208,730	240,404
Division Activities	35,937	53,700	20,911	24,700	86,500
Clubs and Organizations	119,817	100,800	101,766	108,000	79,000
Athletics	87,608	101,349	100,539	101,349	115,000
Insurance Expense	11,500	12,650	-	-	-
Graduation Expense	8,742	4,000	2,624	3,250	4,000
College Health Services	17,231	-	-	-	-
Revenue Generating Activities*	-	95,000	95,793	96,500	95,000
Intercollegiate Travel Reserve	68,448	-	1,251	-	-
Total Expenditures	763,774	745,499	581,639	643,279	748,904
Excess Revenue/Expense	(44,524)	-	145,277	88,086	-
Beginning Fund Balance	725,907	671,999	671,999	671,999	760,085
Transfer	(9,384)	-	-	-	-
Excess/(Deficit)	(44,524)	-	145,277	88,086	-
Ending Fund Balance	\$ 671,999	\$ 671,999	\$ 817,276	\$ 760,085	\$ 760,085

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



BOARD OF TRUSTEES

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4.5 *Auxiliary Services FY16 Operating Statements*

The College manages several operations which fall under the general heading of Auxiliary Services, which include Conference & Event Services, Dining, and the Scroll and Pen Bookstore.

The College has developed the following FY16 Operating Statement for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 16, 2015.

June 25, 2015: Vice President for Finance & Operations, Maureen Lawrence

The following narrative captures the highlights of Conference & Event Services and the Scroll and Pen Bookstore FY16 Operating Statements.

Conference & Event Services (CES) include both internal (institutional) and external (community) events held in the Donald D. Warner Student Life Center (WSLC), the Robert J. Collins Arena (Arena), and the Brookdale Recreation Center (BREC). Additionally, non-Brookdale athletic events are held in our facilities or on the outdoor fields. The WSLC remains a focal point for campus life for students, staff, and community.

Over the last 5 years the Collins Arena has transformed into a solid sports and entertainment venue. With the continued support from a variety of special events along with the Collins Arena Internship Program, the arena operations will provide strong revenue streams and educational opportunities during FY16.

The dining program was elevated to new levels this year with the introduction of the pop up café. The pop up café is a portable café that “pops up” at different locations on the campus. The menus vary with cuisine from around the globe.

The Scroll and Pen Bookstore, a full service bookstore in the Student Life Center, sells new and used textbooks, classroom supplies, clothing, trade books, and a variety of novelty items. In FY15, the Bookstore increased its clothing and imprint merchandise which allowed for stronger sales in those departments. The Store layout was changed to accommodate more electronic sales including laptops, tablets, headphones and other accessories. Customer traffic in the Bookstore’s Freehold location continues to grow.

The following FY16 Operating Statement is for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

Brookdale Community College
Auxiliary Services FY16 Budget

	FY14 Actual	FY15 Revised	FY16 Budget
Revenue			
Bookstore	\$ 1,715,334	\$ 1,604,558	\$ 1,640,000
Dining Services	182,910	230,700	202,000
Events Management	284,345	324,110	350,000
Conference Center	106,460	147,000	160,000
Total Revenue	2,289,049	2,306,368	2,352,000
Operating Expenses			
Bookstore	901,898	856,336	745,051
Dining Services	178,824	136,731	146,726
Events Management	269,377	223,409	289,030
Conference Center	188,617	132,900	111,574
Sut Total Operating Expenses	1,538,716	1,349,376	1,292,381
Overhead	253,885	248,499	254,073
Total Expenses	1,792,601	1,597,875	1,546,454
Net Profit/Loss	\$ 496,448	\$ 708,493	\$ 805,546
Net Profit/Loss Percentage	21.69%	30.72%	30.97%

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2015

2015 Workshop/Public Business Meetings (PBM)	Executive	Audit	Finance & Facilities	Policy & Education	Governance	Foundation Board Meetings	Nominating
DATES/LOCATIONS	Agenda for Meetings: Emergent issues.	Shall meet minimum of five times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested		Appointed in September for October discussion & November vote.
Thursday, January 29 Lincroft – Navesink I & II	Jan. 15 5:30 –PM*		Jan. 20 6 PM	Jan. 8 5:30 PM	Jan. 7 5 PM		
Thursday, February 26 Lincroft- Navesink I & II	Feb. 17 5 PM*		Feb. 17 6 PM*		Feb. 12 5 PM		
Thursday, March 26 Lincroft – Twin Lights 1&2	March 12 5:30 PM*	March 23 5 PM	March 16 6 PM*	March 12 6 PM	March 18 5 PM	March 25 3 PM	
Thursday, April 30 Freehold Campus	April 16 5:30 PM*		April 21 6 PM	April 13 5:30 PM	April 14 5 PM		
Tuesday, May 19 Lincroft- Twin Lights 1&2	May 7 5:30 PM*	May 18 5 PM	May 11 6 PM*			May 14 4 PM	
Thursday, June 25 Lincroft, Navesink 1 & 2	June 11 5:00 PM*		June 16 6 PM	June 11 5:30 PM		June 25 4 PM	
Thursday, August 20 Lincroft, Twin Lights I & II	Aug. 11 5:30 PM*	Aug. 17 5 PM	Aug. 12 6 PM*				
Thursday, September 17 Lincroft, Navesink I & II	Sept. 8 5 PM*		Sept. 8 6 PM*	Sept. 10 5:30 PM			
Thursday, October 22 Lincroft – Navesink I & II	Oct. 8 5:30 PM*	Oct. 19 5 PM	Oct. 19 6 PM				
Thursday, November 19 Lincroft, Navesink I & II	Nov. 12 5 PM*	Nov. 23 5 PM	Nov. 16 6 PM	Nov. 12 5:30 PM			
Monday, November 30 Reorganization Meeting Lincroft, Navesink I & II							
Thursday, December 17 Lincroft, Navesink I & II	Dec. 7 5 PM*		Dec. 8 6 PM				

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

HIGHLIGHTED MEETINGS ARE REVISED OR ADDED DATES

*Indicates Conference Call Conference Call Number is: 1-866-537-1618 - passcode: 6392 734#

Updated 01/16/15

Resolution

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the following are the meeting dates and locations of the Board of Trustees meetings.

BOARD OF TRUSTEES MEETING REVISED DATES		
MONTH	DATE	LOCATION – Subject to Change (Notice will be given if changed)
January	Thursday, January 29, 2015	Lincroft Campus, Student Life Center, Navesink I & II
February	Thursday, February 26, 2015	Lincroft Campus, Student Life Center, Navesink I & II
March	Thursday, March 26, 2015	Lincroft Campus, Student Life Center, Twin Lights I & II
April	Thursday, April 30, 2015	Freehold Campus
May	Tuesday, May 19, 2015	Lincroft Campus, Student Life Center, Twin Lights I & II
June	Thursday, June 25, 2015	Lincroft Campus, Student Life Center, Navesink I & II
August	Thursday, August 20, 2015	Lincroft Campus, Student Life Center, Twin Lights 1 & II
September	Thursday, September 17, 2015	Lincroft Campus, Student Life Center, Navesink I & II
October	Thursday, October 22, 2015	Lincroft Campus, Student Life Center, Navesink I & II
November	Thursday, November 19, 2015	Lincroft Campus, Student Life Center, Navesink I & II
November	Monday, November 30, 2015	Lincroft Campus, Student Life Center, Navesink I & II

The Workshop of the Board will begin at 5:30 PM and the Public Meeting will immediately follow.
(Notice will be given if there is a time change)

BE IT FURTHER RESOLVED that the Board of Trustees does hereby designate as official newspapers to receive notices of meeting the following:

The Asbury Park Press
The Star-Ledger

BE IT FURTHER RESOLVED that 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.



BOARD OF TRUSTEES

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Policy & Education

BE IT FURTHER RESOLVED that a copy of all notices of meetings of the Board of Trustees shall be filed with the Clerk of the County of Monmouth.

BE IT FURTHER RESOLVED that any person may request in writing that the Board of Trustees mail to him/her a copy of the notices of any public, special or rescheduled meetings of the board of Trustees or the Executive Committee upon prepayment by such person of the applicable fee hereinafter set forth. All requests made pursuant to this paragraph shall terminate December 31 of the year in which said request is made subject to renewal by filing of a new written request together with fee if applicable.

BE I T FURTHER RESOLVED that, upon the affirmative vote of three-quarters of the members present, the Board of Trustees or the Executive Committee may hold a meeting without compliance with the notice requirements if: (1) such a meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and (2) the meeting is limited to discussion of and acting with respect to such matters of urgency and importance; (3) (i) the need for the meeting could not have been reasonably foreseen for the reason to be stated at the meeting, or (ii) the need for the meeting could have been foreseen but notice was not given for the reason to be stated at the meeting; and (4) notice of such meeting is provided as soon as possible after the calling of such meeting.

BROOKDALE COMMUNITY COLLEGE

Board of Trustees 2015 Committee Appointments

Board Bylaw 1.4020, appointments to Standing Committee

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

Executive Committee

Dr. Carl Guzzo, Jr., Chair
Ms. Tracey Abby-White, Vice Chair
Mr. Joseph. DiBella
Mr. David Flaherty
Ms. Lora Campbell

Audit Committee

Mr. William Dalton, Chair
Ms. Lora Campbell
Mr. Charles Karcher

Finance and Facilities

Mr. Joseph DiBella, Chair
Mr. James McConnell
Mr. Gary Tolchin
Mr. David Flaherty
Mr. Paul Crupi

Policy and Education

Dr. Hank Cram, Chair
Ms. Lora Campbell
Mr. Paul Crupi
Mr. William Dalton
Dr. Les Richens

Ad Hoc Police Committee

Mr. David Flaherty, Chair
Mr. Joseph DiBella
Mr. William Dalton

Ad Hoc By Laws Committee

Ms. Lora Campbell, Chair
Mr. Paul Crupi
Dr. Hank Cram
Mr. William Dalton
Mr. Joseph DiBella

Governance

Mr. Paul Crupi, Chair
Mr. Joseph DiBella
Mr. David Flaherty
Ms. Tracey Abby-White

Board of School Estimate

Dr. Carl Guzzo, Jr.
Mr. Joseph DiBella

Liaison to New Jersey Council of County Colleges

Dr. David Flaherty
Ms. Tracey Abby-White

New Jersey Council of County Colleges Trustee Ambassador

Mr. David Flaherty
Dr. Hank Cram
Ms. Tracey-Abby-White

Liaison to Brookdale Community College Foundation

Mr. Gary Tolchin
Mr. Tracey Abby-White
Mr. Joseph DiBella

Nominating Committee

Ms. Lora Campbell
Mr. William Dalton
Mr. Paul Crupi

The Human Resources Committee

Operates as a committee of the whole

Annual Priorities 2014-2015

1. Inspire Student Success

- Completion Outcome*: Each institute has mapped a two-year template for one or more degree programs; or, a one-year template for one or more certificate programs.
- Learning Outcome*: Benchmarked, strong levels of student learning expected in courses, programs, and college-wide
 - Review Mission-based Indicators. What 2-3 indicators do we want to track over the next 3 years that can show measurable improvements in learning for all students?
- Equity Outcome*: Benchmarked levels of access and success expected for low-income and minority students.
 - Review Mission-based Indicators. What 2-3 indicators do we want to track over the next three years that can show measurable improvements in learning for under-represented minorities?

2. Maximize Resources

- Human Resources Priorities
 - All employees directly affected by organizational changes will be presented with clear options and transitional support.
 - Determine next steps for the 21st Century Workforce Team
 - Determine next steps for Communications Team
- Fiscal Priorities
 - Revise the General Ledger to reflect the college's focus on its mission

3. Strengthen & Expand Alliances & Partnerships

Create College Readiness initiative with at least one additional school district.

4. Leverage Brookdale's Excellence

Align new collegial Governance structure with Institutes by September 2015.

*Aspen Outcomes

BROOKDALE COMMUNITY COLLEGE
UPCOMING EVENTS

BOLD indicates off campus

2015

June 5 & 6	BOT Retreat – Friday Evening & Saturday Day
June 11	Executive Meeting- 5:00 PM – Conference Call – President’ Conference Room
June 16	Finance & Facilities Committee Meeting – 6PM – President’s Conference Room
June 22	Spirit Award Presentations and Dinner – 5:30 PM Wyndham Garden Hotel, Trenton
June 25	Foundation Board Meeting – 4 PM –Trustees Conference Room, SLC
June 25	BOT Public Workshop - 5:30 PM – Public Business Meeting – Navesink I & II
August 11	Executive Meeting – 5:30 PM – Conference Call – President’s Conference Room
August 12	Finance & Facilities – 6 PM – Conference Call - President’s Conference Room
August 17	Audit Committee Meeting – 5 PM – President’s Conference Room
August 25	BOT Public Workshop 5:30 PM – Public Business Meeting - Navesink I & II
September 2	Convocation - Arena
September 8	Executive Meeting – 5 PM – Conference Call – President’s Conference Room
September 8	Finance & Facilities – 6 PM – Conference Call – President’s Conference Room
September 10	Policy & Education – 5:30 PM – President’s Conference Room
September 17	BOT Public Workshop 5:30 PM – Public Business Meeting– Navesink I & II
September 24	Annual Golf Outing - Eagle Oaks Country Club
October 8	Executive Meeting - 5:30 PM – Conference Call – President’s Conference Room
October 19	Audit Committee Meeting – 5 PM – President’s Conference Room
October 19	Finance & Facilities – 6 PM – President’s Conference Room
October 27	BOT Public Workshop 5:30 PM – Public Business Meeting –Navesink I& II
November 12	Executive Meeting – 5 PM – Conference Call – President’s Conference Room
November 12	Policy & Education – 5:30 PM – President’s Conference Room
November 16	Finance & Facilities – 6 PM – President’s Conference Room
November 23	Audit Committee Meeting – 5 PM – President’s Conference Room
November 30	BOT Public Workshop 5:30 PM – Public Business Meeting – Navesink I & II
December 7	Executive Meeting 5 PM – Conference Call – President’s Conference Room
December 8	Finance & Facilities – 6 PM – President’s Conference Room
December 17	BOT Public Workshop – 5:30 PM – Public Business Meeting - Navesink I & II