BROOKDALE

BOARD OF TRUSTEES

Board of Trustees
Workshop, & Public Business Meeting

Thursday, September 17, 2015

Brookdale Community College
Lincroft Campus
Performing Arts Center
765 Newman Springs Road
Lincroft, NJ 07738
Parking Lot 2

Workshop- 5:00 PM, Performing Arts Center (PAC), Experimental Theatre

Public Business Meeting-7:30 PM, Performing Arts Center (PAC), Experimental Theatre

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.

September 17, 2015

Lincroft Campus
Performing Arts Center (PAC), Experimental Theatre
Parking Lot 2

5:00 P.M. BOARD OF TRUSTEE WORKSHOP AGENDA

A. Call to Order Reading of Statement and Roll Call	Guzzo
B. Joint Meeting with Foundation Executive Board 1. Welcome & Introductions 2. Foundation Mission and Vision 3. College Strategic Priorities 4. Brainstorming to Identify Three Ways Both Boards Can Support College 5. Action Plan	Guzzo/ Langan-Sattenspiel
C. Resolution to Hold a Closed Meeting - Room CVA 117	Guzzo
D. Motion to Recess from 6 PM to 6:30 PM - Art Reception – CVA Gallery	Guzzo
E. Motion to Re-Open the Meeting to the Public	Guzzo
F. Adoption of Agenda for Workshop and Public Meeting	Guzzo
G. Reports from the Board Committees and Liaisons 1. Executive 2. Ad-Hoc Police 3. Finance & Facilities 4. Governance 5. Policy & Education 6. Outcome of Joint Meeting w Foundation Board	**Guzzo** **Guzzo** **Flaherty** **DiBella** **Crupi** **Cram** **Guzzo**
F. Strategic Priorities	Cram
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.	Guzzo

*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 AGENDA

Lincroft Campus
Performing Arts Center (PAC), Experimental Theatre
Parking Lot 2

A. Call to Order	Guzzo	
B. Pledge of Allegiance	Guzzo	
C. Reading of Statement and Roll Call	Gruskos	
D. Public Comment on Agenda Items	Guzzo	
E. Approval of Minutes of Board Retreat, June 5 & 6, 2015	Guzzo	Tab A
F. Approval of Minutes of the August 20, 2015 Board Meetings	Guzzo	Tab A
G. Recognition of 2014-15 Graduate Trustee James McConnell	Guzzo	
H. President's Report	Murphy	Tab B
I. Consent Agenda a. Application of Grants b. Acceptance of Grants – RES150034 c. Approval of Human Resources d. Purchases in Excess of $35,000 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of $17,500 – RES150033 e. Open Invoice Payment Requests for Vendor, Student and Employee Payments f. Monthly Financial Report	Guzzo	Tab C
J. Additional Approval Items Non-consent agenda and any items removed from the consent agenda will be considered at this time. a. Lodge and/or Approve Policies i. 2.0000 *Acceptance of Gifts and Grants* ii. *Others may come forward per P&E cmt discussion on 10 September*	Guzzo	Tab D
K. Public Comment	Guzzo	
L. Old/New Business a. RFP College Engineering	Guzzo	
M. Adjournment	Guzzo	

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Board Retreat

Friday, June 5, 2015

Brookdale Community College
Lincroft Campus – Gorman Hall, Conference Room
765 Newman Springs Rd.
Lincroft, New Jersey 07738

A. Chair Guzzo called the meeting to order at 5:35 PM
B. Meeting began at 5:08 PM

Roll Call:

Trustees Present	Ms. Abby-White	Dr. Cram
	Mr. Crupi	Mr. Karcher
	Mr. McConnell (arrived 6:40)	Dr. Richens
	Chair Guzzo(arrived 5:30 PM)	Dr. Murphy
Counsel/Staff	Mr.Gordon Golum, Counsel	Ms. Gruskos, Confidential Assistant to the President & BOT, Recorder
	Ms. Horgan, Executive Assistant to the President	Ms. Lawrence, VP Finance & Operations
	Dr. Fulton, EVP, Learning	Ms. Sensi, Dean Human Resources
	Ms. McMillon, Executive Director College Relations	Ms. Lucier-Woodruff, Dean BCD
	Dr. Kegelman, Dean of Academic Affairs	Dr. Stout, Dean Enrollment Development & Student Affairs
Facilitator	Dr. Byron McClenney	

1. Dr. McClenney made an introduction and shared his professional experience.
2. Trustees addressed Dr. McClenney's questions on what would be a meaningful outcome for the retreat.
3. Dr. Murphy presented a recap of the past strategic initiatives to reduce dependence on the reserve and to reorganize the college based on new strategic initiatives.
4. Trustees responded to her presentation and discussed ways to improve communication, board efficiency and the need to have a clear strategic priorities.
5. Trustees exchanged suggestions on how to improve marketing and enrollment of recent high school students and expand collaboration with K-12 Partners.
    a. Dr. Richens to arrange for Dr. Murphy to attend Superintendent's roundtable
    b. Enhance Recruitment to include possible Brookdale Night at each High School
    c. Survey High School seniors and look for unmet needs.

d. Communicate BCC is an opportunity for second chances for students who did not succeed in High School.

6. Trustees filled out a supplied Vision chart and Dr. McClenney ranked their responses.
7. Dr. McClenney reviewed their Board Self-Evaluation survey results.
8. Dr. McClenney and Trustees discussed the roles of the Board, Individual Trustees, and Board Chair as outlined in the handout prepared by Dr. McClenney.
9. Dr. McClenney outlined the key ingredients for effective boards.
    a. Dr. Richens urged the Board to complete tasks rather than just talk about them.
10. Chair Guzzo shared the findings of his confidential survey of the Board members regarding the 2015 priorities. Board members were concerned about the following:
    a. Declining enrollment and its effects.
    b. Creating a plan to deal with large capital issues.
    c. Understanding and eliminating the small capital issues.
    d. Creation of a way to assess programs, services and locations.Prioritize spending and eliminate weak services to free money to reinvest in programs which will grow the school.
    e. Better communications and faster and more efficient meetings.
11. Desired outcomes agreed on after the first evening of the retreat:
    a. Develop 4 strategic priorities by the end of retreat on Saturday which will support Student Success at the core.
    b. Continue to use committee structure vs committee of the whole.
    c. Develop confidence in each other and begin to trust the recommendations made at the committee level.
    d. Improve communications to avoid surprises at board meetings.
    e. Establish a systematic policy review; suggestion to review 1 policy per meeting during the Policy & Education committee.
    f. Board to deliberately make a concerted effort to promote the college in the community.
    g. The college to disseminate key student success and financial indicators (Dashboards) which will enhance Trustee's ability to easily monitor college performance.
    h. Chair to establish procedures for communications between Committee Chairs and Trustees and President.

The retreat was adjourned at 9:05 PM.

Respectfully submitted

Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Board Retreat

Saturday, June 6, 2015
Brookdale Community College
Lincroft Campus – Gorman Hall, Conference Room
765 Newman Springs Rd.
Lincroft, New Jersey 07738

Meeting began at 9 AM. At 11:11 AM a quorum was established. The meeting was officially began at 11:30 AM and roll call was called by Ms. Gruskos.

Roll Call:

Trustees Present	Ms. Abby-White	Dr. Cram
	Mr. Crupi	Mr. Dalton
	Mr. DiBella	Dr. Richens
	Chair Guzzo(arrived 11:11 AM)	Dr. Murphy
Counsel/Staff	Mr.Gordon Golum, Counsel	Ms. Gruskos, Confidential Assistant to the President & BOT, Recorder
	Ms. Horgan, Executive Assistant to the President	Ms. Lawrence, VP Finance & Operations
	Dr. Fulton, EVP, Learning	Ms. Sensi, Dean Human Resources
	Ms. McMillon, Executive Director College Relations	Ms. Lucier-Woodruff, Dean BCD
	Dr. Kegelman, Dean of Academic Affairs	
Facilitator	Dr. Byron McClenney	

Ms. Gruskos read the following compliance statement:
IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT, N.J.S. 10:4-6 ET SEQ. ADEQUATE NOTICE OF THIS MEETING OF THE BOARD OF TRUSTEES WAS PROVIDED IN THE FOLLOWING MANNER:

ON June 4, 2015, ADVANCE WRITTEN NOTICE OF THIS MEETING WAS POSTED AT BROOKDALE COMMUNITY COLLEGE ON THE FIRST FLOOR OF THE BROOKDALE ADMINISTRATIVE CENTER.

ON June 4, 2015 ADVANCE WRITTEN NOTICE OF THIS MEETING WAS emailed TO: *THE STAR LEDGER and the Asbury Park Press*

ON June 4, 2015, ADVANCE WRITTEN NOTICE OF THIS MEETING WAS FILED WITH THE CLERK OF THE COUNTY OF MONMOUTH.

1) Dr. McClenney summarized the main discussion points from Friday evening.
2) Trustees engaged in a discussion regarding the Role of the Board (page 3 of the handout) and each individual Trustee (page 4 of handout).

3) Dr Mcclenney led a discussion on the the roll of the Chair (page 5 of the handout)
   a) Dr. Murphy to distribute a Robert Rules summary prepared by ACCT
4) Dr. McClenney led a discussion on the General Powers of the Board. (page 6 of the handout)
5) Dr. McClenney led a discussion on what effective boards do. (page 7 of the handout)
   a) Dr. Murphy to provide board key performance indicators and timeline of dashboards.
      i) Cohort Tracking beginning Fall 2015 and follow every student over a multi year time span.
   b) A strategic initiative was identified to redesign gateway classes to improve student success.
   c) Develop a new strategic plan with student success at the core.
6) Chair Guzzo shared new procedures for committee meetings which will increase efficiency of the Board meetings. Audit committee is excluded.
   a) Committee Chair will provide all board members a brief memo outlinging the recommendations from the committee and if there were outstanding issues that the Administration is addressing.
   b) Committee minutes will be sent out to the entire board for their review.
   c) After review of materials and prior to the Board meeting, Board members should address their concerns and questions to the Committee Char, copying the President and Board Chair.
   d) Administration to minimize walked in materials/resolutions.
      i) Board Policy to be revised to allow President authority to accept Grant applications if time sensitive.
7) Dr. McClenney led a discussion on the sources of revenue and expenditures at Brookdale (page 12 of handout).
   a) He suggested that the Board and Administration look for creative opportunities to create additional sources of revenue.
      i) Partnerships with businesses
      ii) Corporate giving
      iii) Annual fundraising
      iv) Naming rights
      v) Grant Writing
      vi) Maximum potential of Pell grants
      vii) High School students filling out FAFSA immediately
   b) Shifting or reallocating existing funds to support the clear priorities that the board has set.
8) Dr. McClenney assisted Board to identify priorities for FY16.The following are the priorities identified through consensus of the members present.
   a) Student Success (includes enrollment)
   b) Financial Stability (supported by metrics)
   c) Facilities Planning
   d) College Image Enhancement

Respectively,

Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Workshop Meeting

Thursday, August 20, 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 August 13, 2015, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
2. On August 13, 2015, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger.*
3. On August 13, 2015, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

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

C. A motion was made by Trustee Crupi and seconded by Trustee Campbell to adopt resolution RES150032 (Attachment A) to authorize the Board to hold an Executive Session.

Motion carried by the following vote:
YES: Trustees Campbell, Cram, Crupi, Dalton, Geissler, Karcher, Tolchin and Chair Guzzo.
NAYS: None
ABSTENTIONS: None

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

A motion was made by Trustee Dalton and seconded by Trustee Campbell to re-open the meeting to the public.

Motion carried by the following vote:
YES: Trustees Campbell, Cram, Crupi, Dalton, Geissler, Karcher, Tolchin and Chair Guzzo.
NAYS: None
ABSTENTIONS: None

E. Chair Announcements
Trustee Campbell will report at the September meeting.
Trustee Flaherty will report on the Ad-Hoc Police Committee meeting at the September meeting.
Trustee McConnell will not be recognized this evening.

A motion was made to adopt the Workshop Agenda with the above changes and the Public Business Meeting Agenda was made by Trustee Campbell and seconded by Trustee Dalton.

Motion carried by the following vote:
YES: Trustees Campbell, Cram, Crupi, Dalton, Geissler, Karcher, Tolchin and Chair Guzzo.
NAYS: None
ABSTENTIONS: None

F . Committee Reports

1. Chair Guzzo reported on the Executive Committee meeting held on August 11. The Foundation Board of Trustees Executive Committee joined the meeting to set the agenda for the joint meeting of the two Boards on September 17. The September 17 meeting will begin at 5 PM.
2. Chair Guzzo stated the charge of the new Ad-Hoc Engineering Committee is to receive proper engineering support for their decisions. Mr. Giacobbe will draft an RFP for Engineering Consultants and it will be ready next week. Once the draft RFP is prepared, the committee will convene a meeting by phone conference to review it. The Ad-Hoc Engineering members are: Trustees Crupi, Cram, Dalton, DiBella, Campbell, and Chair Guzzo. Chair Guzzo appointed himself as Chair of the Ad-Hoc Engineering Committee.

3. Chair Guzzo created an Ad-Hoc Human Resources Committee and appointed himself and Trustees Cram, Richens, DiBella and Dalton. He appointed himself as Chair of the Ad-Hoc Human Resources Committee.
4. Trustee Cram reported on the Policy & Education Committee meeting held on August 10.
5. Chair Guzzo reported on the Finance & Facilities meeting held on August 12. The committee recommends the approval of all the Finance matters coming before the Board this evening. President Murphy announced that the back campus walkway project will solve drainage problems, and it will also beautify the campus. The project will be funded by Chapter 12 and the Board thanked the Freeholders for their support.
6. Trustee Crupi announced that there was a technical problem with the President Evaluation Survey. The survey will be redistributed to all of the Trustees with only the free response questions and the Trustees will have 2 weeks to respond.
7. Trustee Cram reported on the Board's four strategic priorities which were identified during the Board retreat led by Dr. McClenney. The four priorities focus on student success, financial stability, facilities and college image. They all have collateral impact on the college's future stability and need to be dealt with in tandem. Each strategic priority will be assigned to a standing committee and they will be responsible to turn the broad goals into specific outcomes and strategies with attached deadlines and metrics. The Administration will work closely with each committee to have an implementable strategic plan that is measurable by December. Chair Guzzo recommended that if any Trustees have any input to reach out to the President at this time.

G. Review of Consent Agenda – No items were removed from the consent agenda.

H. Chair Guzzo closed the workshop meeting at 7:39.

Respectfully submitted

Maureen Murphy, Ph.D., Secretary

RESOLUTION NO. RES150032

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 4 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on August 20 at 5:30_P.M, and

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

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

_____

_____

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

_____

_____

_____

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

_____
_____
_____
_____

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

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

_____
_____
_____

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

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

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

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

_____

_____

_____

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

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

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

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

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

BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Public Business Meeting

Thursday August 20, 2015
Brookdale Community College
Lincroft Campus – Student Life Center – Twin Lights I & II
765 Newman Springs Road
Lincroft, NJ 07738

A. Chair Guzzo called the meeting to order at7:39 P.M. and the group made the Pledge of Allegiance.

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

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2. On August 13, 2015, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger.*
3. On August 13, 2015, advance written notice of this meeting was filed with the Clerk of the County of Monmouth.

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

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Public Comment on Agenda Items: Professor Jack Ryan strongly urged the Board to allocate funds to enhance the college experience vs the college image in the Strategic Priorities. He expressed his displeasure with the decision to RIF the athletic trainer and to subcontract athletic training. He felt our student athletes would be better served and would have a better college experience with a dedicated trainer vs an athletic training service.		
Chair Guzzo announced that at our October meeting Trustee Karcher would be recognized for his service to the college.		
Approval of Minutes on Board Retreat June 5 & 6, 2015 – Chair Guzzo pulled the minutes for further review.		
Approval of Minutes of the June 25, 2015 Executive, Workshop and Public Business meetings.	A motion to approve the June 25, 2015 minutes of the Executive, Workshop and Public Business meetings was made by Trustee Campbell and seconded by Trustee Crupi. AYES: Trustees Campbell, Cram, Crupi, Dalton, Tolchin and Chair Guzzo NAYES: None ABSENTIONS: Trustees Geissler and Karcher	
Approval of Minutes of the July 16, 2015 Special Board Meeting.	A motion to approve the July 16, 2015 Special Board Meeting was made by Trustee Crupi and seconded by Trustee Karcher. AYES: Trustees Campbell, Crupi, Geissler, Karcher, and Chair Guzzo NAYES: None ABSTENTIONS: Trustees Cram, Dalton and Tolchin.	

Ceremonial Administration of the Oath of Office to 2016 Graduate Paul Geissler (**Attachment A**).		
President Murphy gave her President's Report (**Attachment B.**)		
Approval of Consent Agenda a. Acceptance of Gifts b. Application of Grants c. Approval of Human Resources d. Purchases in Excess of $35,000 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of $17,500 RES150031 e. Open Invoice Payment Requests for Vendor, Student and Employee Payments f. Monthly Financial Report g. Increase to Existing Blanket POs and Purchase Orders – RES150021	A motion to approve the consent agenda was made by Trustee Campbell and seconded by Trustee Tolchin. AYES: Trustees Campbell, Cram, Crupi, Dalton, Geissler, Karcher, Tolchin and Chair Guzzo NAYES: None ABSTENTIONS: None	
Approval Cybersecurity Academic Credit Certificate of Achievement No discussion.	A motion was made to approve the Cybersecurity Academic Credit Certificate of Achievement by Trustee Cram and seconded by Trustee Campbell. AYES: Trustees Campbell, Cram, Crupi, Dalton, Geissler, Karcher, Tolchin and Chair Guzzo NAYES: None ABSTENTIONS: None	
Approval of Discontinuance of the Sustainable Energy A.A.S. Program No discussion.	A motion was made to approve the discontinuance of the Sustainable energy A.A.S. Program by Trustee Cram and seconded by Trustee Campbell. AYES: Trustees Campbell, Cram, Crupi, Dalton, Geissler, Karcher, Tolchin and Chair Guzzo NAYES: None ABSTENTIONS: None	

Public Comment Jack Ryan invited the Board to attend five events that were newly created to promote cooperation within the new Humanities Institute and to showcase the faculty, staff and former faculty's talents.		
Old/New Business Mr. Giacobbe will create a contract for Archer & Greiner. Trustee Dalton congratulated Chair Guzzo on his recent marriage.	A motion to appoint the firm Archer & Greiner as the College Conflict Counsel and Bond Counsel for a one year contract was made by Trustee Campbell and seconded by Trustee Crupi. AYES: Trustees Campbell, Cram, Crupi, Dalton, Geissler, Karcher, Tolchin, and Chair Guzzo NAYES: None ABSTENTIONS: None	

D. It was MOVED by Trustee Dalton and seconded by Trustee Campbell that the meeting be adjourned at 8:09 PM. Approval was unanimous.

Respectfully submitted

Maureen Murphy, Ph.D., Secretary

OATH OF OFFICE

Member of the Board of Trustees
of
Brookdale Community College

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

Trustee Signature

Sworn and subscribed to:
Before me this 20th day :
of August 2015:

Matt Giacobbe
Attorney at Law of New Jersey

BROOKDALE

BOARD OF TRUSTEES

PRESIDENT'S REPORT
August 20, 2015

This report is a follow-up to the Board of Trustees retreat on June 5th and 6th. The Board's first identified strategic priority is Student Success, and this report explains both the nationally-understood measures of student success, as well as Brookdale Community College's performance. This report will be updated and presented to the Board each August.

Metrics for Measuring Student Progress and Achievement

Successful Course Completion: A student is considered to have completed a course successfully when he or she earns a grade of A, B, or C. While D is considered passing for many courses, students earning Ds do not have sufficient mastery of the course content to be considered successful.

Advancement from developmental courses to college-level courses: Students are required to take Foundational Studies courses (also referred to as developmental, basic skills, or remedial) when they test below the college level in one or more of the following areas: reading, writing, mathematical computation.

Successful completion of gateway courses: Gateway courses are required first year college-level courses that teach skills necessary for students to be successful in subsequent courses in their programs. Brookdale Community College tracks successful completion in all courses; however, the identified gateway courses are English 121 (College Composition I) and Math 136 (Mathematics for the Liberal Arts) that have completion of developmental courses or satisfactory scores on the placement instrument as a prerequisite.

Retention: Retention refers to students' continued participation in their educational programs, and there are several ways in which colleges track student retention. Brookdale Community College tracks the retention of full-time first-time-in college students (FT FTIC) in two ways: Fall to Spring, and Fall to following Fall.

Awards: Awards are the degrees and certificates earned by students that count toward the college's reported graduation rate. Brookdale Community College awards four degrees: the Associate in Arts, the Associate in Science, the Associate in Fine Arts, and the Associate in Applied Science. The college also offers certificates in a variety of career programs.

BROOKDALE

BOARD OF TRUSTEES

Student Success Data

Comparison for Fall 2013-2014

Successful Course Completions

Fall 2013	Fall 2014
74.3%	75.2%

Success Completion of Gateway Courses

	Fall 2013	Fall 2014
English 121	79.5%	78.6%
Math 136	72.2%	68.7%

Retention

Fall 2012 to Spring 2013 retention: 84.9% of cohort of 2705; 67% (1811) in same program

Fall 2013 to Spring 2014 retention: 85.4% (2152) of cohort of 2519; 70% (1763) in same program

Fall 2013 to Fall 2014 retention: 69.9% (1762) of cohort of 2519; 44.3% (1115) in same program

Completion

2013 degrees and certificates awarded: 2115

2014 degrees and certificates awarded: 1958

BROOKDALE

BOARD OF TRUSTEES

PRESIDENT'S REPORT
September 17, 2015

Brookdale Community College reports graduation in three different ways.

Integrated Postsecondary Education Data System

All colleges and universities report graduation rates to IPEDS for federal purposes. The standard measurement is to report the percentage of full-time, first-time students in a Fall cohort who graduate in 150% of the normal time to completion. For an associate degree, that is three years. For a bachelor's degree, it is six years.

The advantage of IPEDS reporting is that all institutions' graduation rates are calculated in a consistent manner. The disadvantage is that this model presumes all students are college-ready, have never attended any other college or university, and are full-time. That describes fewer than 30% of Brookdale Community College's students.

New Jersey Student Success Model

The New Jersey Student Success Model builds on IPEDS; however, it includes all students in a given Fall cohort and disaggregates by full- or part-time status, level of preparedness, and ESL status. This model has also been extended to 6 years to better account for the varieties of learners in the College.

This model is fairly new, and at present, Brookdale Community College has data from only one 6 year cohort.

Annual Graduation Numbers

Brookdale Community College reports to the Middle States Commission for Higher Education all degrees or other formal awards conferred by the College between July 1 and June 30 of each academic year. If an individual received two degrees at different levels during the specified time period, both are reported.

Brookdale Community College sets annual graduation goals, this is the preferred calculation because all students who earn awards are included, regardless of length of time it took to graduate, full-time or part-time status, transfer status, or level of student preparedness.

IPEDS Graduation Rates

Entering Cohort	*Total in Cohort*	*Graduates within 3 years*	*Graduation Rate*
1997	1,525	229	15.0%
1998	1,712	276	16.1%
1999	1,920	343	17.9%
2000	1,913	342	17.9%
2001	2,031	380	18.7%
2002	2,128	401	18.8%
2003	2,327	402	17.3%
2004	2,522	425	16.9%
2005	2,667	539	20.2%
2006	2,782	600	21.6%
2007	2,956	602	20.4%
2008	3,094	627	20.3%
2009	3,145	693	22.0%
2010	3,056	654	21.4%
2011	2.633	592	22.5%

Graduation rate for large, suburban community colleges (Brookdale's peer institutions) is about 17%.

NEW JERSEY STUDENT SUCCESS MODEL- SIX YEAR OUTCOMES (FALL 2008 COHORT)

Brookdale Community College

Model Elements		FULL-TIME			PART-TIME			OVERALL		
Cohort: Fall 2008 **Students**: First-Time, Degree Seeking, Freshman **Time frame**: SIX years (outcomes as of 8/31/14)		N	Percentage of cohort	Percentage of each preparedness subgroup	N	Percentage of cohort	Percentage of each preparedness subgroup	N	Percentage of cohort	Percentage of each preparedness subgroup
	Students in cohort:	3,094	86.1%		498	13.9%		3,592	100.0%	
Preparedness	College Ready	627	20.3%		70	14.1%		697	19.4%	
	Developmental	2,318	74.9%		326	65.5%		2,644	73.6%	
	ESL	9	0.3%		19	3.8%		28	0.8%	
	Others*	140	4.5%		83	16.7%		223	6.2%	
	total	3,094			498			3,592		
Success Outcomes	**Earned a Degree/Certificate**		33.2%			16.5%			30.8%	
	College Ready	302		48.2%	21		30.0%	323		46.3%
	Developmental	679		29.3%	49		15.0%	728		27.5%
	ESL	3		33.3%	2		10.5%	5		17.9%
	Others	42		30.0%	10		12.0%	52		23.3%
	total	1,026			82			1,108		
	Transferred without Award (to four-year institutions only)		17.9%			16.7%			17.8%	
	College Ready	144		23.0%	21		30.0%	165		23.7%
	Developmental	388		16.7%	44		13.5%	432		16.3%
	ESL	0		0.0%	1		5.3%	1		3.6%
	Others	23		16.4%	17		20.5%	40		17.9%
	total	555			83			638		
	Earned 30 Degree Credits with GPA of 2.0 or higher		10.9%			10.6%			10.9%	
	College Ready	65		10.4%	12		17.1%	77		11.0%
	Developmental	251		10.8%	30		9.2%	281		10.6%
	ESL	2		22.2%	2		10.5%	4		14.3%
	Others	20		14.3%	9		10.8%	29		13.0%
	total	338			53			391		
	Total of Above		62.0%			43.8%			59.5%	
	College Ready	511		81.5%	54		77.1%	565		81.1%
	Developmental	1,318		56.9%	123		37.7%	1,441		54.5%
	ESL	5		55.6%	5		26.3%	10		35.7%
	Others	85		60.7%	36		43.4%	121		54.3%
	total	1,919			218			2,137		

** Other includes students who did not take Accuplacer, were exempt or had no information regarding placement in the system. Information cannot be used to make decisions across the sector*

Brookdale Community College
Number and Percent of Degrees Conferred by Program

BCC DEGREE PROGRAM	2014-2015		2013-2014		2012-2013		2011-2012		2010-2011	
	No.	%	No.	%	No.	%	No.	%	No.	%
Transfer Programs:										
Architecture	14	0.7	7	0.4	9	0.4	11	0.5	3	0.1
Art	4	0.2	15	0.8	10	0.5	13	0.6	9	0.4
Business Administration	394	18.7	342	17.5	353	17.4	377	17.8	341	16.9
Computer Science	14	0.7	15	0.8	13	0.6	7	0.3	15	0.7
Criminal Justice	217	10.3	204	10.4	183	9.0	183	8.7	143	7.1
Education	164	7.8	171	8.7	183	9.0	226	10.7	248	12.3
Engineering	26	1.2	25	1.3	21	1.0	27	1.3	15	0.7
Humanities	315	15.0	239	12.2	301	14.9	306	14.5	295	14.7
Human Services (AS)	36	1.7	13	0.7	13	0.6	2	0.1		
Liberal Studies Certificate	0	0.0	0	0.0	0	0.0	0	0.0	2	0.1
Math / Science	140	6.7	130	6.6	105	5.2	115	5.4	119	5.9
Social Science	261	12.4	300	15.3	313	15.5	290	13.7	298	14.8
Transfer Total	**1585**	**75.3**	**1461**	**74.6**	**1504**	**74.3**	**1557**	**73.6**	**1488**	**74.0**
Career Programs:										
Accounting	6	0.3	6	0.3	8	0.4	9	0.4	14	0.7
Automotive Technology	44	2.1	49	2.5	51	2.5	31	1.5	34	1.7
Business Management	12	0.6	8	0.4	15	0.7	11	0.5	20	1.0
Graphics / Communication Design	4	0.2	10	0.5	9	0.4	3	0.1	4	0.2
Communications Media	9	0.4	5	0.3	12	0.6	9	0.4	7	0.3
Computer Aided Drafting & Design*	0	0.0	3	0.2	6	0.3	10	0.5	12	0.6
Computer Science	15	0.7	11	0.6	10	0.5	9	0.4	4	0.2
Culinary Arts	52	2.5	42	2.1	55	2.7	63	3.0	57	2.8
Dental Assisting	1	0.0	0	0.0	2	0.1	1	0.0	0	0.0
Dental Hygiene	8	0.4	9	0.5	5	0.2	8	0.4	11	0.5
Diagnostic Medical Sonography*	1	0.0	4	0.2	5	0.2	8	0.4	9	0.4
Digital Animation & 3-D Design	14	0.7	23	1.2	12	0.6	6	0.3	16	0.8
Early Childhood Education*	0	0.0	0	0.0	2	0.1	3	0.1	4	0.2
Electric Utility Technology	0	0.0	0	0.0	1	0.0	18	0.9	17	0.8
Electronics Technology	5	0.2	8	0.4	6	0.3	6	0.3	1	0.0
Fashion Merchandising	37	1.8	40	2.0	43	2.1	37	1.7	55	2.7
Health Information Technology	25	1.2	12	0.6	13	0.6	13	0.6	2	0.1
Horticulture*	0	0.0	0	0.0	2	0.1	1	0.0	3	0.1
Human Services	7	0.3	10	0.5	18	0.9	18	0.9	4	0.2
Interior Design	8	0.4	6	0.3	8	0.4	13	0.6	8	0.4
Legal Nurse Consultant*	0	0.0	1	0.1	0	0.0	3	0.1		
Marketing	7	0.3	7	0.4	4	0.2	5	0.2	7	0.3
Medical Coding	3	0.1	4	0.2	4	0.2	15	0.7	2	0.1
Medical Laboratory Technology	7	0.3	2	0.1	5	0.2	9	0.4	0	0.0
Music Technology	5	0.2	6	0.3	3	0.1	1	0.0		
Network Information Technology	22	1.0	20	1.0	15	0.7	11	0.5	13	0.6
Nursing	126	6.0	114	5.8	130	6.4	123	5.8	121	6.0
Office Administration Systems*	0	0.0	0	0.0	0	0.0	2	0.1	7	0.3
Paralegal Studies	44	2.1	47	2.4	40	2.0	57	2.7	42	2.1
Radiologic Technology	25	1.2	27	1.4	17	0.8	28	1.3	26	1.3
Respiratory Care / Therapy	25	1.2	20	1.0	19	0.9	21	1.0	24	1.2
Social Services	0	0.0	1	0.1	0	0.0	2	0.1		
Teacher Assistant	7	0.3	2	0.1	0	0.0	2	0.1		
Technical Studies	0	0.0	0	0.0	1	0.0	2	0.1		
Career Total	**519**	**24.7**	**497**	**25.4**	**521**	**25.7**	**558**	**26.4**	**524**	**26.0**
TOTAL	**2104**	**100.0**	**1958**	**100.0**	**2025**	**100.0**	**2115**	**100.0**	**2012**	**100.0**

*Program No Longer Active

Consent Agenda – September 17, 2015

A. Consent Agenda

a. Application of Grants

b. Acceptance of Grants – RES150034

c. Approval of Human Resources

d. Purchases in Excess of $35,000 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of $17,500 - RES150033

e. Open Invoice Payment Requests for Vendor, Student and Employee Payments

f. Monthly Financial Report

2.1 Application for Grants
Executive Summary

Perkins Career and Technical Education

Brookdale plans to submit a proposal to the New Jersey State Department of Education, Office of Career Readiness, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. Funding for FY'16 will enable the College to update equipment and technology in several career and technical education programs; increase or maintain performance levels in skill proficiency, program completion and retention, career placement and participation in non-traditional programs; and integrate academic and career and technical instruction. Matthew Reed, Vice President for Learning, will administer the program.

The total grant amount requested is **$529,743** and does not require a match from the college.

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

2.1 Application for Grants
Executive Summary

Perkins Career and Technical Education

Brookdale plans to submit a proposal to the New Jersey State Department of Education, Office of Career Readiness, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. Funding for FY'16 will enable the College to update equipment and technology in several career and technical education programs; increase or maintain performance levels in skill proficiency, program completion and retention, career placement and participation in non-traditional programs; and integrate academic and career and technical instruction. Matthew Reed, Vice President for Learning, will administer the program.

The total grant amount requested is **$529,743** and does not require a match from the college.

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

2.2 Acceptance of Grants
Executive Summary

College Readiness Now II Program
Brookdale has been awarded a grant from 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 **$58,227**.

Monmouth County Arts Council (MCAC) Monmouth Arts
Brookdale Visiting Artist Program
Brookdale has been awarded a grant from the Monmouth County Arts Council (MCAC), under their Monmouth Arts mini-grant program. Funding will support the Brookdale Visiting Artist Program which brings diverse group of talented artists to Brookdale so that students and community members may receive the benefit of their knowledge and teachings. Marie Maber, Associate Professor-Art will administer the program.

The total grant requested is **$500**, with a required cash match of **$500** for a total of **$1,000**. Please note the required cash match is provided by individual donations secured by the Art Department.

Recommendation:
The President recommends that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the President to sign funding notification forms and any appropriate amendments.

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College has applied for the grant funds listed below:

	Amount
College Readiness Now II	$38,818
MCAC Monmouth Arts Mini Grant	$500

WHEREAS, the College has been notified that the funds have been approved; and

WHEREAS, Board Policy 2.0000 requires Board acceptance of all grants received by Brookdale Community College; and

WHEREAS, the President recommends acceptance of said grant funds;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College authorizes the President to accept the grant funds listed above and to sign the funding notification forms and any appropriate amendments thereto.

September 17, 2015: Director of Grants and Institutional Development, Laura Qaissaunee
RES150034

3.1 Human Resources & Organizational Safety Recommendations

Hires, Change of Status & Separations - This month there are a total of 18 recommended items. A summary of the action items is listed below with supporting documentation attached.

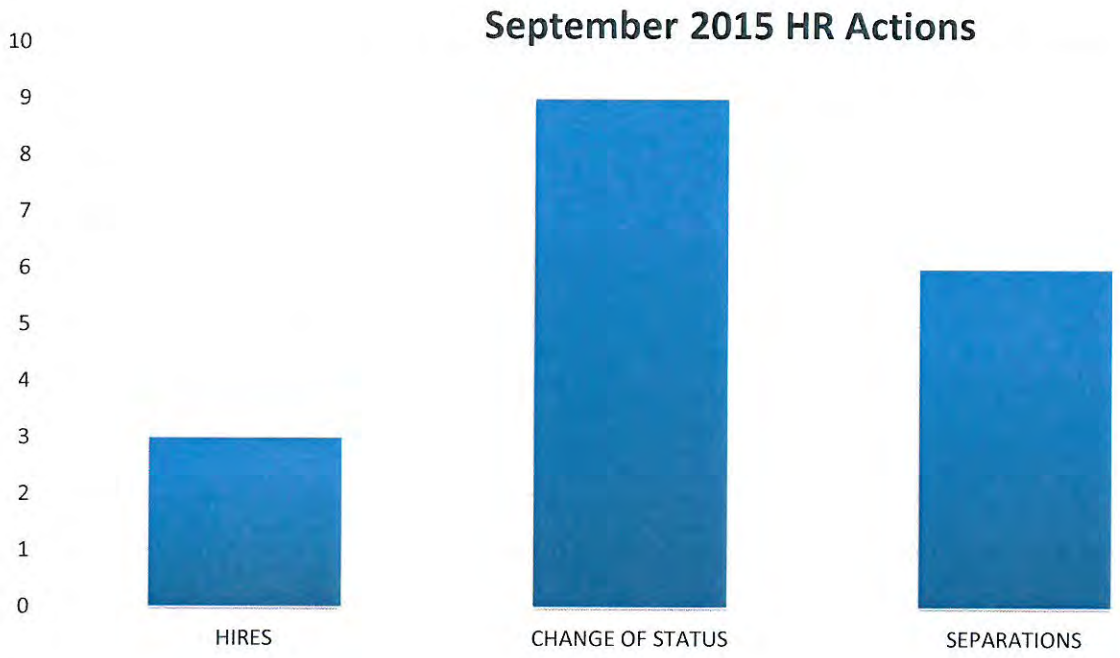
A. Hires	**Recommendations**
Faculty	1
Support Staff	2

B. Change of Status	**Recommendations**
Faculty	1
Administrative	4
Support Staff	4

C. Separations	**Recommendations**
Faculty	1
Administrative	1
Support Staff	4

BROOKDALE

BOARD OF TRUSTEES
General Functions
Administration
HUMAN RESOURCES
Finance & Facilities
Policy & Education



A. HIRES

FACULTY

1. Name: Annette Hurley
   Department: Reading
   Position: Instructor, temporary, fall semester
   Salary: $25,970 prorated from an annual base of $53,627
   Effective: 9/1/15 – 12/23/15

FACULTY DEGREE SUMMARY

Masters

1

3. Name: Susan Scarangella
Department: Continuing & Professional Studies
Position: Program Coordinator, NNJHPC, temporary, grant-funded position
Action: Extension of temporary grant-funded position, pending grant extension
New Salary: No change
Effective: 10/1/15 – 6/30/16 or separation at end of assignment

4. Name: Kelly Thulen
Department: Library
Position: Supervisor
Action: Change in status from N4 to A2 through bona fide search
New Salary: $35,950, prorated from an annual base of $47,934
Effective: 10/1/15

SUPPORT STAFF

1. Name: Jeanne McCarthy
Department: Reading
Position: Instructional Assistant
Action: Rescinding acceptance of temporary faculty one-semester assignment, for a temporary one-year N5 assignment
New Salary: $35,252
Effective: 9/1/15 – 6/30/16

2. Name: Tarin Havrick
Department: Advising & Recruitment
Position: Associate
Action: Change in position and department through bona fide search
New Salary: No change
Effective: 10/1/15

3. Name: Anna Rauch-Sasseen
Department: Biology
Position: Instructional Assistant
Action: Change in department from Chemistry to Biology
New Salary: No change
Effective; 9/1/15

4. Name: Amy Yates
Department: Continuing & Professional Services
Position: Senior Assistant, Registration
Action: Temporary grant-funded position, pending grant extension
New Salary: No Change
Effective: 10/1/15 – 6/30/16 or separation at end of assignment

C. SEPARATIONS

FACULTY

1 Name: Eugenia Parron
Department: Psychology
Position: Professor
Action: Retirement
Effective: 9/1/15

ADMINISTRATIVE

1. Name: Janet Spetko
Department: Continuing & Professional Studies
Position: Manager, Health Care Training
Action: Resignation
Effective: 9/9/15

SUPPORT STAFF

1. Name: Dorothy Artale
Department: Biology
Position: Instructional Assistant
Action: Resignation
Effective: 6/30/15

2. Name: Paul Flynn
Department: Facilities, Management & Construction
Position: Senior Specialist, Facilities
Action: Resignation
Effective: 8/12/15

3. Name: Beth LaBarbera
Department: Accounts Receivable
Position: Specialist
Action: Resignation
Effective: 9/9/15

4. Name: Deborah Rothermund
Department: Reading & Learning Disabilities
Position: Instructional Assistant
Action: Resignation
Effective: 9/15/15

BROOKDALE

BOARD OF TRUSTEES

Finance & Facilities

4.2 *Purchases in Excess of $35,000 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of $17,500*

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

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

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

RESOLUTION

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

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

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

WHEREAS, the vendor has completed 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 $35,000
September 17, 2015

* Estimated expense based on historical data

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Spiezle Architectural Group Inc.	**Professional Architectural/Engineering Services for Renovation of Science Labs in the MAS Building, Lower Level, RFP No. 03-16** / Notice was send to 68 firms, received 20 replies. This contract is for architectural and engineering services to design and develop bid specifications for the renovation of science labs in the lower level of the MAS building. This contract is funded by capital budget.	RFP	$ 223,850.00
Operating				
2	Monmouth County Vocational School District	**Science Summer Camp Programming** / 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 board, body, or officer, agency or authority or any other state or subdivision). This contract is for the delivery of eight OBCD Science Summer Camp programs by High Tech, Bio Tech and MAST High Schools. This contract is funded by OBCD's revenue generating programs.	Exempt	$ 32,000.00
3	R. Helfrich & Son Corp. Suburban Trails, Inc.	**Bus Services for Tour & Talk Trips, Bid No. 16-09** / Notice was sent to 10 vendors, received 3 replies. This contract is for bus services for Tour & Talk trips and is funded by OBCD's revenue generating programs.	Bid	$ 14,999.00
4		**Charter/Coach Bus Services for Intercollegiate Athletics, Bid No. 16-08** / Notice was sent to 11 vendors, received 2 replies. Bid was rejected due to non-compliance with bid specification requirements.		
5	Matawan Montessori Academy, Vine Builder LLC	**Children's Day Care Services, RFP No. 07-15** / Notice was sent to 9 vendors, received 1 reply. This contract is for a 5-year lease agreement for an established children's day care/learning center to provide day care services. Each successive lease year after the first year will increase by the greater, 3% or the increase in the Consumer Price Index.	RFP	Revenue $30,000.00

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

RES150033

BROOKDALE

BOARD OF TRUSTEES

Finance & Facilities

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 September 8, 2015.

September 17, 2015: Vice President, Finance & Operations, Maureen Lawrence

Brookdale Community College
Paid Invoice Register
September 17, 2015

	Student	Vendor	Employee	Totals
ASBCC	$ -	$ 21,786.44	$ 205.68	$ 21,992.12
Athletics	-	20,794.63	4,246.90	25,041.53
Bookstore	-	517,445.01	-	517,445.01
College	-	2,330,780.77	23,264.52	2,354,045.29
OBCD	3,648.85	32,377.56	728.76	36,755.17
	$ 3,648.85	$ 2,923,184.41	$ 28,445.86	$ 2,955,279.12

BROOKDALE

BOARD OF TRUSTEES

Finance & Facilities

4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending July 31, 2015, were $10,073,304.97.

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

September 17, 2015: Vice President, Finance & Operations, Maureen Lawrence

ENCL. NO. 2

Brookdale Community College
Operating Fund
Budget Summary Report
FY16

AS OF JULY 31, 2015

	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
President's Division	$ 575,718	$ 3,029	$ 578,747	$ 46,325	$ 454,390	$ 78,032
HR & Organizational Safety	2,263,510	3,030	2,266,540	222,578	1,505,547	538,414
Planning & Institutional Effectiveness	594,037	(65,380)	528,657	41,483	363,977	123,197
Advancement Division	1,499,035	(49,526)	1,449,509	105,441	1,046,967	297,101
Finance & Operations Division	10,628,702	42,353	10,671,055	325,300	4,016,408	6,329,347
Learning Division	33,168,629	1,894	33,170,523	728,342	15,982,276	16,459,906
Student Success Division	5,975,883	21,100	5,996,983	466,957	3,908,493	1,621,532
Continuing & Professional Studies	3,121,953	6,060	3,128,013	282,105	1,530,207	1,315,701
Utilities	2,884,162	-	2,884,162	60,246	2,750,384	73,532
Benefits & General Institutional	21,118,951	37,440	21,156,391	2,543,235	1,782,057	16,831,099
Total	$81,830,580	$ -	$81,830,580	$4,822,012	$33,340,707	$43,667,861

Notes:

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

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

ENCL. NO. 3

Brookdale Community College
Operating Fund
Income Summary Report
FY16

AS OF JULY 31, 2015

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	$10,352,862	$ -	$ 10,352,862	$ 862,572	$ 9,490,290
County of Monmouth	20,027,019	-	20,027,019	1,668,918	18,358,101
Student Tuition	41,105,238	-	41,105,238	15,447,763	25,657,475
General Service Fee	4,667,620	-	4,667,620	414,453	4,253,167
Other Student Fees	1,597,296	-	1,597,296	604,920	992,376
Continuing & Prof Studies	3,052,625	-	3,052,625	933,797	2,118,828
Approp from Reserve	92,920	-	92,920	7,743	85,177
Miscellaneous	935,000	-	935,000	32,184	902,816
Total	$81,830,580	$ -	$ 81,830,580	$ 19,972,350	$ 61,858,230

ENCL. NO. 4

Brookdale Community College
Summary of Cash & Investments
FY16

AS OF JULY 31, 2015

Cash:			
	Operating	$ 5,863,552.36	
	Payroll	7,115.25	
			5,870,667.61
Investments:			-
		Total	$ 5,870,667.61

ENCL. NO. 5

Brookdale Community College
Capital Fund
Budget Summary Report
FY16

AS OF JULY 31, 2015

	PROJECTED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	$ 4,427,165		$ -	$ 60,587
8120520 - Gorman Hall	-	$ 290,453	-	290,453
8120545 - Back Campus Walkway	-	2,062,291	55,541	2,006,750
8120550 - Wall Campus Expansion	-	2,013,834	85,742	1,928,092
FY13 Chapter 12 Projects	1,500,000	-	-	1,500,000
FY14 Chapter 12 Projects	4,250,000	-	-	4,250,000
FY15 Chapter 12 Projects*	3,200,000	-	-	3,200,000
FY16 Chapter 12 Projects*	3,000,000	-	-	3,000,000
FY16 Capital Projects	-	-	-	-
8131005 - Higher Ed Bond Administration	11,237,162	-	58,910	11,178,252
8132450 - College Higher Ed Bond Administration Match	3,745,721	-	176,731	3,568,990
8131010/8131030 - Equipment Leasing Fund (ELF)	2,724,218	-	1,699,705	1,024,513
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	1,160,554	-	1,043,088	117,466
8132455/8132460 - College HETI Match	1,160,554	-	1,043,089	117,465
8142524 - Fascia Replacement	56,122	-	56,122	-
FY16 Infrastructure Projects	750,000	-	-	-
8162415 - General	-	603,000	58,306	544,695
8162416 - Atec Retaining Wall	-	68,000	68,000	-
8162417 - Heat Trace		79,000	79,000	-
Renewals & Replacements	37,211,496	5,116,578	4,424,234	32,787,263
SLC/B4 Debt Service	1,120,658	-	147,989	972,669
Brookdale @ Freehold Debt Service	840,246	-	19,365	820,881
ELF Debt Services	23,645	-	-	23,645
Minor Capital	400,000	-	-	400,000
ASBCC	-	5,000	4,150	850
TIP	750,000	-	476,460	273,540
Student & BCD Tech Fee	2,238,274	-	980,405	1,257,869
Minor Capital	5,372,823	5,000	1,628,369	3,749,454
Total	$ 42,584,319	$ 5,121,578	$ 6,052,603	$ 36,536,716

* Pending Approval

ENCL. NO. 6

Brookdale Community College
Capital Fund
Income Summary Report
FY16

AS OF JULY 31, 2015

	BUDGET	ADJUST *	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	$ 1,500,000	$ 21,810,517	$ 23,310,517	$ 2,025	$ 23,308,492
County of Monmouth	1,500,000	8,561,443	10,061,443	2,025	10,059,418
Other	6,122,823	3,089,536	9,212,359	1,242,192	7,970,167
Total	$ 9,122,823	$ 33,461,496	$ 42,584,319	$ 1,246,242	$ 41,338,077

*** Adjustments reflect prior year capital funding balances**

ENCL. NO 7

Brookdale Community College
Grants
Budget Summary Report
FY16

AS OF JULY 31, 2015

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
Federal Grants					
Brookdale	$ 2,592,261	$ -	$ 2,592,261	$ 580,631	$ 2,011,630
Subgrants	192,000	-	192,000	-	192,000
SUBTOTAL	2,784,261	-	2,784,261	580,631	2,203,630
State Grants	426,596	-	426,596	298,690	127,906
Other Grants	217,429	-	217,429	32,513	184,916
TOTAL	$ 3,428,286	$ -	$ 3,428,286	$ 911,834	$ 2,516,452

BROOKDALE COMMUNITY COLLEGE

BOARD POLICY

2.0000

I. Title of Policy

Acceptance of Gifts and Grants

II. Objective of Policy

To establish the process for the acceptance of gifts and grants.

III. Authority

New Jersey State Statutes—County Colleges, 18A:64A-12K (General Powers of Boards); United States Office of Management and Budget Circular A-133; Public Law 101-121

IV. Policy Statement

Acceptance of Gifts

Whenever a gift of equipment, art,literature, or similar, ~~property—real, personal, or mixed—~~is proffered to Brookdale Community College and it is determined by the President that such a gift is desirable for College purposes and that the gift is in no way conditioned upon the performance of any obligation by Brookdale Community College, the President, in his/her discretion, shall be empowered to accept such a gift. The President shall report to the Board of Trustees on the acceptance of gifts at the regular monthly meeting.

When any gift is proffered to Brookdale Community College which, by its nature, shall impose upon Brookdale Community College any obligation not generally or specifically provided for in the budget, such gift shall be accepted only by action of the Board of Trustees.

Acceptance of Grants

From time to time, federal, state, municipal or private agencies offer funding for specific types of services or to encourage the establishment of particular programs or practices. In order to achieve the full implementation of the philosophical platform of the College and to enhance existing services or to deliver services that otherwise could not be provided, it may be appropriate to seek funds from sources

other than those specified in the fiscal year budget. Accordingly, the acceptance of grants and the approval of grant agreements are subject to the following:

1. The purpose of the grant shall be consistent with the philosophical platform of the College and be aligned with current strategic goals and priorities.

2. All grant applications in excess of $50,000 shall be approved in principle by the Board of Trustees prior to final submission to the funding source. In the event a short timeline for submission is required, the President may approve ~~request such approval from the Board of Trustees Executive Committee~~the application with ratification of that action to take place at the next public meeting of the Board of Trustees.

3. All grants received shall be recommended to the Board of Trustees for approval.

4. Funds that have been appropriated to the College shall not be expended on behalf of the College to influence or attempt to influence any person, officer, or employee of any federal or state agency; a member, officer, or employee of Congress or the New Jersey Assembly or Senate; and/or an employee of a member of Congress or the New Jersey Assembly or Senate in connection with the making of any grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any grant or cooperative agreement.

V. Responsibility for Implementation

President.

Approved: Board of Trustees
3/23/70

Revised: 11/1/79
9/23/82
4/23/92

Proposed Revision: August 2015 for September 2015 discussion by P&E committee

NOTE: Acceptance of Grants, #2 – revision requested by BOT at BOT Retreat June 2015. Additional edits are for clarification.

BROOKDALE COMMUNITY COLLEGE

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2. All grant applications in excess of $50,000 shall be approved in principle by the Board of Trustees prior to final submission to the funding source. In the event a short timeline for submission is required, the President may request such approval from the Board of Trustees Executive Committee with ratification of that action to take place at the next public meeting of the Board of Trustees.

3. All grants received shall be recommended to the Board of Trustees for approval.

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V. Responsibility for Implementation

President.

Approved: Board of Trustees
3/23/70

Revised: 11/1/79
9/23/82
4/23/92

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. Gary Tolchin Mr. David Flaherty Mr. Paul Crupi Mr. Paul Geissler
Policy and Education **Dr. Hank Cram, Chair** Ms. Lora Campbell Mr. Paul Crupi Mr. William Dalton Dr. Les Richens	**Governance** **Mr. Paul Crupi, Chair** Mr. Joseph DiBella Mr. David Flaherty Ms. Tracey Abby-White	**Nominating Committee** **Ms. Lora Campbell, Chair** Mr. William Dalton Mr. Paul Crupi
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 Ms. Tracey Abby-White Mr. Joseph DiBella
The Human Resources Committee Operates as a committee of the whole	**Ad-Hoc Engineering Committee** **Dr. Carl Guzzo, Jr., Chair** Mr. Paul Crupi Dr. Hank Cram Mr. William Dalton Mr. Joseph DiBella Ms. Lora Campbell Created (07/16/15)	**Ad Hoc By Laws Committee** **Ms. Lora Campbell, Chair** Mr. Paul Crupi Dr. Hank Cram Mr. William Dalton Mr. Joseph DiBella Created (11/20/14)
Ad-Hoc Human Resources **Dr. Carl Guzzo, Jr. Chair** Dr. Hank Cram Dr. Les Richens Mr. Joseph DiBella Mr. Bill Dalton Created (08/20/15)	**Ad Hoc Police Committee** **Mr. David Flaherty, Chair** Mr. Joseph DiBella Mr. William Dalton Created (01/29/15) Dissolved (8/12/15)	

16 April 15 - updated to reflect J. Passiment's retirement and new chair and members of Governance committee
07 May 15 – updated to reflect C. Karcher resignation of Governance, and appointment of T. Abby-White to Governance
15 June 15 – updated to reflect L Richens appointment to Policy & Education committee
01 July 15 – updated to reflect J. McConnell term ended; 10 Aug. 15 – updated Paul Geissler to Finance & Facilities
01 Sept. 15 – updated to reflect creation of the Ad-Hoc Engineering and Human Resources committees; Dissolved Ad-Hoc Police

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 Public Workshop 5:30 PM Public Business Mtg. 7 PM	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*	August 10 5 PM			
Thursday, September 17 Lincroft, Navesink I & II	Sept. 8 5 PM*		Sept. 8 6 PM*	Sept. 10 5:30 PM		Sept. 17 4 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		Nov. 19 4 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

Approved Revised Calendar on June 25, 2015 – Revised or Added Dates in Red

*Indicates Conference Call Conference Call Number is: 1-866-537-1618 - passcode: 6392 734# Updated 08/10/15

BROOKDALE COMMUNITY COLLEGE
UPCOMING EVENTS

BOLD indicates off campus

2015

September 1 Convocation – Arena – 8:30 AM
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 Foundation Board Meeting - 4 PM – SLC – Trustees Conference Room
September 17 BOT Public Workshop 5:00 PM – Public Business Meeting–PAC, Experimental Theatre
September 21 – NJCCC Trustee Seminar – 5 PM Holiday Inn of East Windsor
September 24 Annual Golf Outing - Eagle Oaks Country Club
September 30 – Nicholas Kristoff speaking engagement – 7 PM - Arena

October 8 Executive Meeting - 5:30 PM – Conference Call – President's Conference Room
October 13 ACCT Congress - - October 13-October 17, San Diego, CA
October 19 Audit Committee Meeting – 5 PM – President's Conference Room
October 19 Finance & Facilities – 6 PM – President's Conference Room
October 22 BOT Public Workshop 5:30 PM – Public Business Meeting –Navesink I& II
October 23 Monmouth Arts Gala - Honoring Dr. Murphy/BCC– 7 PM – Edgewater Bath & Cabana Club

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 19 Foundation Board Meeting – 4 PM – SLC – Trustees Conference Room
November 19 BOT Public Workshop – 5:30 PM – Public Business Meeting – Navesink I & II
November 23 Audit Committee Meeting – 5 PM – President's Conference Room
November 30 Reorganization Meeting - 5:30 PM –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