



Brookdale Community College  
Board of Trustees Workshop Meeting  
Tuesday, March 15, 2016 5:30 PM  
Freehold Campus, Rooms 103 & 104  
3680 Highway 9 South  
Freehold, NJ 07728



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- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Resolution to Hold a Closed Meeting - Chair Guzzo - 5 minutes
- III. Motion to Re-Open the Meeting to the Public - Chair Guzzo - 5 minutes
- IV. Adoption of Agenda for Workshop and Public Meeting - Chair Guzzo - 5 minutes
- V. Reports from the Board Committees and Liaisons - Chair Guzzo - 30 minutes
  - A. Executive - Chair Guzzo - 5 minutes
  - B. Finance & Facilities - Trustee DiBella - 10 minutes
    - 1. Finance and Operations Fast Facts  
*Provided in Board Packet*
    - 2. Lodging/Approval of Policy 1.7060 Code of Ethics of Trustees
  - C. Governance - Trustee Crupi - 5 minutes
  - D. Foundation Update - Trustee Tolchin - 5 minutes
    - 1. Honorary Degree Nomination 2016 - President Murphy - 5 minutes
      - a. Distinguished Alumni Awards at Commencement 2016 - President Murphy - 5 minutes
  - E. NJCCC Update - Trustee Abby-White - 5 minutes
- VI. Report from the Engineer of Record - Mr. Charles Rooney - 5 minutes
- VII. Review of Consent Agenda\* and Business Meeting Agenda - Chair Guzzo - 3 minutes
  - \*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
- VIII. Adjournment - Chair Guzzo - 1 minutes

Workshop Board of Trustee Packet

March 15, 2016

Pages 3 to 12 – Fast Facts – Removed from public packet and is available as a separate document on the Board of Trustees website for the March 15, 2016 meeting.

# Board of Trustees Brief

## Topic: Honorary Degree

### General Issue Overview:

In accordance with College regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, the Honorary Degree Committee met and nominations for honorary degree recipients were solicited and evaluated, after which the Committee voted on proposed candidates.

The public and the college community (employees, students, Trustees, and alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was January 29, 2016.

To be eligible for consideration, a nominee needs to have achieved excellence in one or more of the following:

- ✓ Professional Accomplishments
- ✓ Community/Public Service
- ✓ Personal Accomplishments
- ✓ Inspirational Life Achievements: whereby the candidate would serve to inspire Brookdale students.

Please note that no current Brookdale employee, Board member or student is eligible to receive this honor.

Honorary Degree Committee Members are Co-Chairs Tim Zeiss (Foundation & Alumni Affairs) and Eric Goll (Faculty); Dinneen Jackson, Administration; Lauren Watson, Alumna; and, Rob Quinones, Administration.

### Recommendation:

The President recommends to the Board of Trustees that she be authorized to present to candidates Norma Hardy and Bernard Weinstein an honorary associate degree at Commencement 2016.

### Norma Hardy

Norma Hardy, Neptune, is Assistant Police Chief of the Port Authority of NY/NJ Police. She is the highest-ranking female officer in the department's history. From 1986 until her appointment to the Port Authority Police Academy in 1992, Norma was a NYS Certified EMT-D, employed by NYC EMS.

Hardy joined the Port Authority Police Department in 1992. Her first assignment as a Police Officer was at the World Trade Center command. In 1993, she was awarded the World Trade

## **Board of Trustees Brief**

Center Medal of Valor for Individual Acts of Courage for her heroic efforts in rescuing people during the first attacks on the towers.

She has risen through the ranks of the department serving as patrol officer, sergeant, lieutenant and captain. In 2011 she was the first African-American female to be appointed Inspector. She was appointed Assistant Chief in 2013. She currently serves as Chief of New Jersey Aviation. Under her command are Newark and Teterboro airports as well as New Jersey Marine Terminals.

In 2014, Norma received the Trailblazer Award from the National Organization of Black Women in Law Enforcement, the Glass Ceiling Award from New Jersey Women in Law Enforcement, the 2014 Leadership Award by the Mid-Atlantic Association of Women in Law Enforcement and named Office of the Year by the International Association of Women Police.

Norma participates every year in the Brookdale Community College Law Enforcement Career Fair and serves as an extraordinary role model for our students.

### **Bernard Weinstein**

Bernard Weinstein, Freehold, is a semi-retired attorney. He is 89 years old and a World War II Veteran. He attended Brooklyn Law School and earned LLB (Bachelor of Laws) and his LLM (Masters of Laws) degrees. He also attended New York Law School. Bernard has been practicing law in Monmouth County since 1964 and served as the Attorney for the Freehold Township Board of Adjustment for 20 years.

As a WWII veteran, Bernard has focused his time and talent on helping Veteran organizations. He served as the Judge Advocate for the American Legion. He served as Past and Present Commander and Judge Advocate for Jewish War Veterans. He has been an active member of the Freehold Borough annual Memorial Day Parade Committee for more than 20 years. He is also an active member of the Brookdale Community College Veterans Club. He has amassed a collection of WWII memorabilia which the Veteran's Club is arranging for display.

Bernard is an ardent Brookdale student. He started taking classes at Brookdale in the fall of 1989. In those 27 years he has taken 68 courses; 63 of which were for audit. He has studied foreign language, theatre, American and British literature and many more. His current passion is Shakespeare.

Bernard is a remarkable example of a lifelong learner and exemplifies the expression "you are never too old" to learn something new.

# **Board Brief - 2016 Brookdale Community College Distinguished Alumni**

## **General Issue Overview:**

This prestigious award is presented to selected alumni (graduates/attendees) whose professional, personal and/or civic accomplishments and service to the community have earned them unquestionable recognition. The award is presented at the College Commencement ceremonies on May 13, 2016.

A "Call for Nominations" was distributed by the Brookdale Community College Alumni Association to the college community and the community at large with a nomination deadline of January 29, 2016. The award recognizes alumni for professional achievements (demonstrated accomplishment(s) in any field of professional endeavor) and personal achievements (demonstrated accomplishment in any field of community service or any area where active participation demonstrates that the nominee is a shining example for others).

Two alumna have been selected for 2016.

## **Emily Chapman**

Emily Chapman is carving out a name for herself in the culinary world and 2015 was a big year for her. Chapman took top honors on the Food Network competition program "Chopped," defeating celebrity chef Robert Irvine and winning \$40,000 in an episode aired in November 2015. The program, titled "Chopped: Impossible," was a tournament of champions featuring 12 previous "Chopped" winner. Chapman, a 27-year-old Ocean Township native, won \$10,000 on her first appearance on the show in January 2015.

Chapman attended Brookdale's Culinary Education Center from 2009 to 2011. Her first job was as a Sous Chef at Louro in Brooklyn up until June 2015. Since August 2015 she has served as a Sous Chef at Charlie Byrd also in Brooklyn.

It has been a productive few years for Chapman, who never even considered a career as a chef until relatively recently. After high school, she was taking classes at a university and working as a restaurant server. On the advice of her boss Chapman decided to hit the reset button and enrolled at the Culinary Education Center in 2009. She began pursuing a career in the "back of the house." Almost immediately, she discovered her passion for food, flavor and the life of a chef.

"The chef instructors were always inspiring, always supportive of the creativity that the students had," she said. "I know I wouldn't have pushed myself as much as I have if it wasn't for those who believed in me. I guess I still don't want to let them down."

2016 Distinguished Alumni Bios

Submitted by: Timothy P. Zeiss, Executive Director, Foundation & Alumni Affairs

# **Board Brief - 2016 Brookdale Community College Distinguished Alumni**

## **Selma Morris '00**

Selma Morris, born and raised in Long Branch, began her career at the Monmouth County Correctional Institution as a corrections officer. She then assumed the position of Corrections Sergeant. In that role she was responsible for the scheduling and supervision of 80 line officers and the orderly operation of the Institution. She rose through the ranks before retiring as the Senior Investigator of secured facilities in 2014. Since 2015 she has served as the Executive Assistant to the Monmouth County Sheriff.

In her spare time, Morris took on volunteer leadership roles in community organizations that provided a positive outlet for youths. Those organizations include the National Association of Negro and Professional Woman's Club as 3<sup>rd</sup> vice president where she was in charge of the youth club. She was area chairwoman of the Monmouth County Cotillion Committee which provides scholarships to young girls. She has served as an Officer and Trustee of the Central Jersey Chapter of NOBLE (National Organization of Black Law Enforcement Executives) and has been instrumental in coordinating job fairs at Brookdale for criminal justice students. She received the Community Service Award from the Long Branch Chapter of the NAACP.

A U.S. Army veteran, Selma earned an Associates in Science degree from Brookdale; a Bachelor of Arts degree in Labor Studies/Employee Relations and a Master of Science degree from Rutgers University; and, a Master of Arts in Criminal Justice from Monmouth University.

2016 Distinguished Alumni Bios

Submitted by: Timothy P. Zeiss, Executive Director, Foundation & Alumni Affairs



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- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Pledge of Allegiance - Chair Guzzo - 5 minutes
- III. Approval of Workshop and Public Business Meeting Minutes on February 16, 2016 - Chair Guzzo - 5 minutes
  - A. Approval of Executive Session Minutes - February 16, 2016 - Chair Guzzo - 3 minutes
- IV. Public Comment on Agenda Items - Chair Guzzo
- V. President's Report - President Murphy - 15 minutes
  - A. Freehold Campus - Mr. Richard Pfeffer, Executive Dean of the Freehold Campus - 5 minutes  
*Dean Pfeffer will speak to activities & programs at Freehold*
  - B. Student/Faculty Focus on The Fun Club - 10 minutes  
*Advisors - Associate Professor, Dan Lopez & Associate in Student Services, Tarin Havrick*  
*Students - Jared Friedman, Veenit Singh, Shoron Mowla & Ross Segan*
  - C. Faculty Sabbaticals - President Murphy - 5 minutes
  - D. President Board Update - Provided in Board Packet
- VI. Consent Agenda - Chair Guzzo - 5 minutes
  - A. Acceptance of Grants - RES160014
  - B. Approval of Human Resources
  - C. 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 - RES160015
  - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
  - E. Monthly Financial Report
- VII. Approval of Honorary Degree Recipient - Chair Guzzo - 5 minutes
- VIII. Approval of Policy 5.0000 - Chair Guzzo - 5 minutes  
*Policy 5.0000 - Academic Freedom and Responsibility*
- IX. Approval of Policy 5.1000 - Chair Guzzo - 5 minutes  
*Policy 5.1000 – Standards for granting degrees and certificates -*  
*Policy lodged on February 16, 2016*

- X. Approval of Policy 5.0003 - Chair Guzzo - 5 minutes  
*Policy 5.0003 – Institutionalized and Specialized Program Accreditation - Policy lodged on February 16, 2016*
- XI. Approval of Policy 5.0004 - Chair Guzzo - 5 minutes  
*Policy 5.0004 – General Education - Policy lodged on February 16, 2016*
- XII. Approval of Policy 5.0006 - Chair Guzzo - 5 minutes  
*Policy 5.0006 – Accountability for the Effectiveness of Educational Programs - Policy lodged on February 16, 2016*
- XIII. Lodging/Approval of Policy 1.3021 Trustee Appointments - Chair Guzzo
- XIV. Lodging/Approval of Policy 1.7060 Code of Ethics of Trustees - Chair Guzzo - 5 minutes
- XV. Public Comment - Chair Guzzo
- XVI. Old/New Business - Chair Guzzo
- XVII. Adjournment - Chair Guzzo
- XVIII. Appendix - Board Materials  
*Board Strategic Priorities, Board Calendar, Trustee Committee Appointments, Upcoming Events, and President's Security Report*

Board of Trustees

March 15, 2016

Minutes from February 16, 2016 Board of Trustee Meeting

Pages 4 to Pages 44 removed and uploaded as a separate document on the website

## SABBATICAL BIOGRAPHIES 2016

1. **CANDIDATE:** Daniel Lopez  
**DEPARTMENT:** Mathematics  
**LENGTH OF SABBATICAL:** One-Half Year, Spring 2017

The purpose is take a couple of classes toward his terminal degree. Engage in some educational research dealing with the efficacy of college readiness programs. Devise a set of best practices that can be employed in future initiatives which may assist in both retention and minority concerns. Explore and write on the issues of college readiness and the community college's role in bridging the gap between high school and college.

Associate Professor Lopez, joined the fulltime Brookdale faculty in 2005. He earned a BA in Mathematics and Communications from King's College; a Masters in Mathematical Sciences in 2003 from Binghamton University.

2. **CANDIDATE:** Suzanne Parker  
**DEPARTMENT:** English  
**LENGTH OF SABBATICAL:** One-Half Year, Spring 2017

The purpose of Suzanne's sabbatical is to create a student and faculty resource combining the various collections of VCR tapes, YouTube postings, interviews and DVDs into a searchable database of the 100+ VWS shows since the series began in 2001.

Associate Professor Parker, joined the fulltime Brookdale faculty in 2003. She earned a BA in Literature and Public Communications from American University; a Masters in Creative Writing-Poetry in 1996 from City College.

3. **CANDIDATE:** Linda Wang  
**DEPARTMENT:** Mathematics  
**LENGTH OF SABBATICAL:** One-Half Year, Fall 2016

The purpose of Linda's sabbatical is to create, edit and disseminate quality documentations of OER (Open Educational Resources) for MATH 021 (Introductory Algebra). She will also create and edit an inexpensive MATH 021 Workbook and an online homework software product that will replace the currently high cost course material.

Professor Wang, joined the fulltime Brookdale faculty in 1992. She earned a BA in Mathematics in 1974 and a Masters in Statistics in 1976 from the University of California Berkeley.

## SABBATICAL BIOGRAPHIES 2016

**4. CANDIDATE:** Fidel Wilson  
**DEPARTMENT:** Counseling  
**LENGTH OF SABBATICAL:** One-Half Year, Fall 2016

The purpose of Fidel's sabbatical is to complete his advanced study. While writing his dissertation "Fostering Faculty-Student Interaction with Black Males in the Classroom", Fidel will identify strategies found in the research to enhance faculty-student interaction with the black males in their classes. The research will also address one of the college's values to build an inclusive, innovative and creative environment.

Assistant Professor Wilson, joined the fulltime Brookdale faculty in 2006. He earned a BA in Sociology in 2003 from Seton Hall University; a Masters in Social Work in 2005 from Kean University.

## SABBATICAL BIOGRAPHIES 2016

## **2.1 Acceptance of Grants**

### **Executive Summary**

#### **Perkins Career and Technical Education**

Brookdale has been awarded a grant from 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. Vice President Reed will administer the program.

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

#### **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.

March 15, 2016: Director of Grants and Institutional Development, Laura Qaissaunee

**RESOLUTION**

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

	<u><b>Amount</b></u>
Perkins Career and Technical Education	\$529,743

**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.

March 15, 2016: Director of Grants and Institutional Development, Laura Qaissaunee

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 13 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires****Recommendations**

Administrative

1

Support Staff

2

**B. Change of Status****Recommendations**

Support Staff

2

**C. Separations****Recommendations**

Administrative

2

Support Staff

1

**D. Sabbaticals****Recommendations**

Faculty

4

Faculty- Transitional

1

**A. HIRES****ADMINISTRATIVE**

1. Name: Karen O'Neill  
Address: Red Bank, New Jersey  
Department: Adult Basic Education  
Position: Program Administrator, full-time, grant-funded position  
Salary: \$15,047 prorated from an annual base of \$51,590  
Effective: 3/16/16

**SUPPORT STAFF**

1. Name: Frank Pietropollo  
Address: Old Bridge, New Jersey  
Department: Biology  
Position: Instructional Assistant, temporary spring semester  
Salary: \$6,340 prorated from an annual base of \$34,774  
Effective: 3/16/16 – until further notice, but not later than 5/10/16
2. Name: Danielle Ponterio  
Address: Union Beach, New Jersey  
Department: Continuing & Professional Studies  
Position: Senior Office Assistant  
Salary: \$7,958, prorated from an annual base of \$35,299  
Effective: 3/16/16 – until further notice, but not later than 6/30/16

**B. CHANGE OF STATUS****SUPPORT STAFF**

1. Name: Priscilla Mullings  
Department: Continuing & Professional Studies  
Position: Senior Office Assistant  
Action: Change in hours from 20 hrs/wk to 30 hrs/wk  
New Salary: \$34,717  
Effective: 4/1/16
2. Name: Jennifer Yannibelli  
Department: Brookdale Television  
Position: Specialist Video Production  
Action: Change in title through reorganization  
New Salary: No change  
Effective: 3/16/16

**C. SEPARATIONS****ADMINISTRATIVE**

1. Name: Joanne Davis  
Department: Humanities Institute  
Position: Institute Administrator  
Action: Retirement  
Effective: 5/31/16
2. Name: Rhonda Underwood-Rimpel  
Department: Financial Aid  
Position: Assistant Director  
Action: Resignation  
Effective: 3/11/16

**SUPPORT STAFF**

1. Name: Caitlin Burns  
Department: Biology  
Position: Instructional Assistant  
Action: Resignation  
Effective: 2/19/16

**D. SABBATICALS****FACULTY**

1. Name: Daniel Lopez  
Department: Mathematics  
Length of Sabbatical: One-Half Year  
Effective: Spring 2017
2. Name: Suzanne Parker  
Department: English  
Length of Sabbatical: One-Half Year  
Effective: Spring 2017
3. Name: Linda Wang  
Department: Mathematics  
Length of Sabbatical: One-Half Year  
Effective: Fall 2016

4.      Name:                                  Fidel Wilson  
          Department:                        Counseling  
          Length of Sabbatical:            One-Half Year  
          Effective:                              Fall 2016

**FACULTY TRANSITIONAL SABBATICAL**

1.      Name:                                  Barbara Tozzi  
          Department:                        Mathematics  
          Length of Sabbatical:            One year  
          Effective:                              9/1/16, with retirement effective 6/30/17

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 March 8, 2016.

March 15, 2016: Vice President, Finance & Operations, Maureen Lawrence  
RES160015

## **RESOLUTION**

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

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

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

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

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

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

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

**Agenda for Purchases in Excess of \$35,000**  
**March 15, 2016**

\* Estimated expense based on historical data

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Auxiliary</b>				
1	**Attached Vendor List	<b>Bookstore New Textbooks</b> / 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 FY17.	Exempt	\$ 3,410,000.00 *
2	**Attached Vendor List	<b>Bookstore Used Textbooks</b> / 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 FY17.	Exempt	\$ 485,000.00 *
3	**Attached Vendor List	<b>Bookstore Merchandise</b> / 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 FY17.	Exempt	\$ 429,000.00 *
<b>Capital</b>				
4	John Simon Instrument Co., Inc.	<b>Leica Microscopes, Bid No. 16-16</b> / Notice was sent to 16 vendors, received 1 reply. This contract is for the supply, delivery, assembly and on-site installation of 12 Leica DM 750 Binocular Microscopes for the Biology Department. This contract is funded by the capital budget.	Bid	\$ 19,500.00
<b>Grant</b>				
5	Supertech, Inc.	<b>PIXY Anthropomorphic Training/Teaching Phantom, Bid No. 16-17</b> / Notice was sent to 9 vendors, received 2 replies. This contract is for the supply and delivery of 1 training/teaching phantom (manikin) for the Radiology Department and is funded by the Perkins Grant.	Bid	\$ 24,496.00

6	Pro-Sound, Inc. Adorama Inc. Open Systems Integrators, Inc.	<b>Cameras, Camcorders and Audio Mixer, Bid No. 16-19</b> / Notice was sent to 36 vendors, received 6 replies. These contracts are for the supply and delivery of cameras, camcorders and audio mixer for the Communication Media department and is funded by the Perkins grant.	Bid	\$	93,243.00	
<b>Operating</b>						
7	Greenleaf Landscape Systems & Services, Inc.	<b>General &amp; Athletic Landscaping Services, Bid No. 15-28</b> / This contract is for general and athletic landscaping services for the period of 3/1/16 - 11/30/16 and is funded by Facilities' operating budget.	Bid	\$	121,600.00	
8	Konica Minolta Business Solutions USA Inc.	<b>Copier Services</b> / Exempt 18A:64A-25.9 (State Contract). This is the 4th year of a 5 year state contract for copier services, maintenance, and supplies. This contract is funded by Printing Services' operating budget.	Exempt	\$	253,708.08	
9	W.B. Mason Company, Inc.	<b>Office Supplies, Bid No. 15-25</b> / This is the 2nd year of a 2 year contract for office supplies and is funded by various departmental operating budgets.	Bid	\$	50,000.00	*
10	Rasix Computer Center Inc. dba Academic Supplier	<b>HP Toner Cartridges, Bid No. 15-31</b> / This is the 2nd year of a 2nd year contract for the supply and delivery of HP toner cartridges and is funded by various departmental operating budgets.	Bid	\$	50,000.00	*

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

## Bookstore – New Textbooks

### Board Item #1

#### 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  
Ingex  
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 #2**

#### **Brookdale Community College Lincroft Campus**

Follett Higher Education

MBS

Nebraska Book Co.

NACS

Amazon

**Board Item #3**

**Brookdale Community College  
Lincroft Campus**

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

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 March 8, 2016.

March 15, 2016: Vice President, Finance & Operations, Maureen Lawrence

**Brookdale Community College**  
**Paid Invoice Register**  
**March 15, 2016**

	<b>Student</b>	<b>Vendor</b>	<b>Employee</b>	<b>Totals</b>
ASBCC	\$ 128.40	\$ 21,556.73	\$ 2,470.00	\$ 24,155.13
Athletics	-	16,089.35	5,882.72	21,972.07
Bookstore	-	198,330.75	-	198,330.75
College	-	1,875,536.36	10,255.87	1,885,792.23
CPS	1,018.79	31,946.81	1,626.09	34,591.69
	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 1,147.19	\$ 2,143,460.00	\$ 20,234.68	\$ 2,164,841.87
	<hr/>	<hr/>	<hr/>	<hr/>

#### 4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending January 31, 2016, were \$6,984,957.52.

The Monthly Financial Report contains summary information regarding all financial transactions of the College for the month of January. 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 Finance Committee meeting held March 8, 2016.

March 15, 2016: Vice President, Finance & Operations, Maureen Lawrence

**Brookdale Community College**  
**Monthly Analysis of Change**

	01/31/16	12/31/15	CHANGE
<b>OPERATING EXPENDITURES *</b>			
Learning Division	\$27,729,349	\$ 27,730,754	\$ (1,405)
Benefits & General Institutional	2173+900907	10,195,738	(10,195,738)
<b>Sub Total</b>	<b>27,729,349</b>	<b>37,926,492</b>	<b>(10,197,143)</b>
All other divisions	36,332,440	23,861,482	12,470,958
<b>Total Operating Expenses</b>	<b>64,061,789</b>	<b>61,787,974</b>	<b>2,273,815</b>
<b>OPERATING REVENUE</b>			
Tuition	36,540,938	33,551,781	2,989,157
General Service Fees	4,106,096	3,732,925	373,171
<b>Sub Total</b>	<b>40,647,034</b>	<b>37,284,706</b>	<b>3,362,328</b>
State Appropriations	6,038,004	5,175,432	862,572
County Appropriations	11,682,428	10,013,510	1,668,918
All other revenue	3,970,957	3,694,364	276,593
<b>Total Operating Revenue</b>	<b>62,338,423</b>	<b>56,168,012</b>	<b>6,170,411</b>
<b>CASH</b>			
Cash	10,454,743	10,307,904	146,839
<b>Total Cash</b>	<b>10,454,743</b>	<b>10,307,904</b>	<b>146,839</b>
<b>CAPITAL EXPENDITURES *</b>			
Renewals & Replacements	22,678,347	22,611,195	67,152
Minor Capital	3,765,335	3,001,581	763,754
<b>Total Capital Expenses</b>	<b>26,443,682</b>	<b>25,612,776</b>	<b>830,906</b>
<b>CAPITAL REVENUE</b>			
State	563,824	234,320	329,504
County	2,830,717	2,240,951	589,766
Other	3,984,918	3,401,879	583,039
<b>Total Capital Revenue</b>	<b>7,379,459</b>	<b>5,877,150</b>	<b>1,502,309</b>
<b>GRANTS</b>			
Federal Grants	1,536,769	1,336,397	200,372
State Grants	472,170	422,922	49,248
Other Grants	175,302	143,782	31,520
<b>Total Grants</b>	<b>\$ 2,184,241</b>	<b>\$ 1,903,101</b>	<b>\$ 281,140</b>

Note:

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

**Brookdale Community College  
Operating Fund  
Budget Summary Report  
FY16**

AS OF JANUARY 31, 2016

	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
President's Division	\$ 575,718	\$ 3,029	\$ 578,747	\$ 331,966	\$ 209,000	\$ 37,781
HR & Organizational Safety	2,263,510	8,046	2,271,556	1,246,293	763,341	261,922
Planning & Institutional Effectiveness	594,037	(65,380)	528,657	263,005	190,509	75,143
Advancement Division	1,499,035	(49,526)	1,449,509	756,683	478,972	213,854
Finance & Operations Division	10,628,702	42,353	10,671,055	5,598,349	4,387,291	685,416
Learning Division	33,168,629	56,942	33,225,571	16,514,166	11,215,183	5,496,222
Student Success Division	5,975,883	30,847	6,006,730	3,300,126	2,131,864	574,740
Continuing & Professional Studies	3,121,953	6,060	3,128,013	1,710,330	774,837	642,846
Utilities	2,884,162	-	2,884,162	1,424,285	1,432,510	27,367
Benefits & General Institutional	21,118,951	(32,371)	21,086,580	10,432,173	900,907	9,753,501
<b>Total</b>	<b>\$81,830,580</b>	<b>\$ -</b>	<b>\$81,830,580</b>	<b>\$41,577,376</b>	<b>\$22,484,413</b>	<b>\$17,768,791</b>

**Notes:**

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

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

**Brookdale Community College  
Operating Fund  
Income Summary Report  
FY16**

**AS OF JANUARY 31, 2016**

	<b>BUDGET</b>	<b>ADJUST</b>	<b>TOTAL AVAILABLE</b>	<b>YTD ACTUAL</b>	<b>BALANCE</b>
<b>State of New Jersey</b>	\$ 10,352,862	\$ -	\$ 10,352,862	\$ 6,038,004	\$ 4,314,858
<b>County of Monmouth</b>	20,027,019	-	20,027,019	11,682,428	8,344,591
<b>Student Tuition</b>	41,105,238	-	41,105,238	36,540,938	4,564,301
<b>General Service Fee</b>	4,667,620	-	4,667,620	4,106,096	561,524
<b>Other Student Fees</b>	1,597,296	-	1,597,296	1,328,278	269,018
<b>Continuing &amp; Prof Studies</b>	3,052,625	-	3,052,625	2,283,002	769,623
<b>Approp from Reserve</b>	92,920	-	92,920	-	92,920
<b>Miscellaneous</b>	935,000	-	935,000	359,677	575,323
<b>Total</b>	<u>\$ 81,830,580</u>	<u>\$ -</u>	<u>\$ 81,830,580</u>	<u>\$ 62,338,423</u>	<u>\$ 19,492,157</u>

ENCL. NO. 4

**Brookdale Community College  
Summary of Cash  
FY16**

**AS OF JANUARY 31, 2016**

**Cash:**

Operating  
Payroll

\$ 10,447,131.34  
7,611.73

---

\$ 10,454,743.07

**Brookdale Community College**  
**Capital Fund**  
**Budget Summary Report**  
**FY16**

AS OF JANUARY 31, 2016

	PROJECTED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 4,427,165	\$ -	\$ -	\$ -
8120520 - Gorman Hall	-	74,933	25,436	49,497
8120540 - Megastructure Water Main	-	32,576	32,576	-
8120545 - Back Campus Walkway	-	2,192,194	2,192,194	-
8120550 - Wall Campus Expansion	-	2,127,462	1,225,570	901,892
FY13 Chapter 12 Projects	1,500,000	-	-	700,000
8130515 - Replacement of Carpet and Flooring MAC	-	800,000	226,352	573,648
FY14 Chapter 12 Projects	4,250,000	-	-	-
8140505 - Renovation of MAS Science Labs	-	4,000,000	258,750	3,741,250
8140510 - Infrastructure Improvement Lincroft Campus	-	250,000	230,345	19,655
FY15 Chapter 12 Projects	3,200,000	-	-	3,200,000
FY16 Chapter 12 Projects*	3,000,000	-	-	3,000,000
FY16 Capital Projects	-	-	-	-
8131005 - Higher Ed Bond Administration	11,237,162	-	10,345,857	891,305
8132450 - College Higher Ed Bond Administration Match	3,745,721	-	3,448,619	297,102
8131010/8131030 - Equipment Leasing Fund (ELF)	2,724,218	-	1,699,703	1,024,515
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	1,160,554	-	1,054,693	105,861
8132455/8132460 - College HETI Match	1,160,554	-	1,054,693	105,861
8142425 - Fascia Replacement	56,122	-	56,122	-
FY16 Infrastructure Projects	750,000	-	-	-
8162415 - General	-	602,730	43,167	559,563
8162417 - Heat Trace	-	96,529	79,270	17,259
8162418 - Freehold Campus Parking Lot	-	705,000	705,000	-
<b>Renewals &amp; Replacements</b>	<b>37,211,496</b>	<b>10,881,424</b>	<b>22,678,347</b>	<b>15,187,408</b>
SLC/B4 Debt Service	1,120,658	-	782,094	338,564
Brookdale @ Freehold Debt Service	840,246	-	131,206	709,040
ELF Debt Services	23,645	-	10,246	13,399
Minor Capital	400,000	-	126,617	273,383
ASBCC	-	20,000	6,941	13,059
TIP	750,000	-	532,606	217,394
Student & BCD Tech Fee	2,238,274	-	2,175,625	62,649
<b>Minor Capital</b>	<b>5,372,823</b>	<b>20,000</b>	<b>3,765,335</b>	<b>1,627,488</b>
<b>Total</b>	<b>\$ 42,584,319</b>	<b>\$ 10,901,424</b>	<b>\$ 26,443,682</b>	<b>\$ 16,814,896</b>

\* Pending Approval

**Brookdale Community College  
Capital Fund  
Income Summary Report  
FY16**

AS OF JANUARY 31, 2016

	BUDGET	ADJUST *	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 1,500,000	\$ 21,810,517	\$ 23,310,517	\$ 563,824	\$ 22,746,692
County of Monmouth	1,500,000	8,561,443	10,061,443	2,830,717	7,230,726
Other	6,122,823	3,089,536	9,212,359	3,984,918	5,227,441
<b>Total</b>	<b>\$ 9,122,823</b>	<b>\$ 33,461,496</b>	<b>\$ 42,584,319</b>	<b>\$ 7,379,459</b>	<b>\$ 35,204,859</b>

\* Adjustments reflect prior year capital funding balances

**Brookdale Community College  
Grants  
Budget Summary Report  
FY16**

**AS OF JANUARY 31, 2016**

	<b>BUDGET</b>		<b>ADJUST</b>	<b>FUNDS AVAILABLE</b>	<b>ACTUAL &amp; COMMIT</b>	<b>BALANCE</b>
<b>Federal Grants</b>						
<b>Brookdale</b>	\$ 2,514,261	1	\$ 323,857	\$ 2,838,118	\$ 1,473,795	\$ 1,364,323
<b>Subgrants</b>	192,000		-	192,000	62,974	129,026
<b>SUBTOTAL</b>	2,706,261		323,857	3,030,118	1,536,769	1,493,349
<b>State Grants</b>	636,596		-	636,596	472,170	164,426
<b>Other Grants</b>	609,313	2	43,818	653,131	175,302	477,829
<b>TOTAL</b>	\$ 3,952,170		\$ 367,675	\$ 4,319,845	\$ 2,184,241	\$ 2,135,604

# Board of Trustees Brief

## Topic: Honorary Degree

### General Issue Overview:

In accordance with College regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, the Honorary Degree Committee met and nominations for honorary degree recipients were solicited and evaluated, after which the Committee voted on proposed candidates.

The public and the college community (employees, students, Trustees, and alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was January 29, 2016.

To be eligible for consideration, a nominee needs to have achieved excellence in one or more of the following:

- ✓ Professional Accomplishments
- ✓ Community/Public Service
- ✓ Personal Accomplishments
- ✓ Inspirational Life Achievements: whereby the candidate would serve to inspire Brookdale students.

Please note that no current Brookdale employee, Board member or student is eligible to receive this honor.

Honorary Degree Committee Members are Co-Chairs Tim Zeiss (Foundation & Alumni Affairs) and Eric Goll (Faculty); Dinneen Jackson, Administration; Lauren Watson, Alumna; and, Rob Quinones, Administration.

### Recommendation:

The President recommends to the Board of Trustees that she be authorized to present to candidates Norma Hardy and Bernard Weinstein an honorary associate degree at Commencement 2016.

### Norma Hardy

Norma Hardy, Neptune, is Assistant Police Chief of the Port Authority of NY/NJ Police. She is the highest-ranking female officer in the department's history. From 1986 until her appointment to the Port Authority Police Academy in 1992, Norma was a NYS Certified EMT-D, employed by NYC EMS.

Hardy joined the Port Authority Police Department in 1992. Her first assignment as a Police Officer was at the World Trade Center command. In 1993, she was awarded the World Trade

## **Board of Trustees Brief**

Center Medal of Valor for Individual Acts of Courage for her heroic efforts in rescuing people during the first attacks on the towers.

She has risen through the ranks of the department serving as patrol officer, sergeant, lieutenant and captain. In 2011 she was the first African-American female to be appointed Inspector. She was appointed Assistant Chief in 2013. She currently serves as Chief of New Jersey Aviation. Under her command are Newark and Teterboro airports as well as New Jersey Marine Terminals.

In 2014, Norma received the Trailblazer Award from the National Organization of Black Women in Law Enforcement, the Glass Ceiling Award from New Jersey Women in Law Enforcement, the 2014 Leadership Award by the Mid-Atlantic Association of Women in Law Enforcement and named Office of the Year by the International Association of Women Police.

Norma participates every year in the Brookdale Community College Law Enforcement Career Fair and serves as an extraordinary role model for our students.

### **Bernard Weinstein**

Bernard Weinstein, Freehold, is a semi-retired attorney. He is 89 years old and a World War II Veteran. He attended Brooklyn Law School and earned LLB (Bachelor of Laws) and his LLM (Masters of Laws) degrees. He also attended New York Law School. Bernard has been practicing law in Monmouth County since 1964 and served as the Attorney for the Freehold Township Board of Adjustment for 20 years.

As a WWII veteran, Bernard has focused his time and talent on helping Veteran organizations. He served as the Judge Advocate for the American Legion. He served as Past and Present Commander and Judge Advocate for Jewish War Veterans. He has been an active member of the Freehold Borough annual Memorial Day Parade Committee for more than 20 years. He is also an active member of the Brookdale Community College Veterans Club. He has amassed a collection of WWII memorabilia which the Veteran's Club is arranging for display.

Bernard is an ardent Brookdale student. He started taking classes at Brookdale in the fall of 1989. In those 27 years he has taken 68 courses; 63 of which were for audit. He has studied foreign language, theatre, American and British literature and many more. His current passion is Shakespeare.

Bernard is a remarkable example of a lifelong learner and exemplifies the expression "you are never too old" to learn something new.

**BROOKDALE COMMUNITY COLLEGE  
BOARD POLICY**

5.0000

**I TITLE OF POLICY**

Academic Freedom and Responsibility

**II OBJECTIVE OF REGULATION**

To provide academic freedom guidelines for faculty and staff.

**III AUTHORITY**

Board of Trustees Bylaws; N.J.S. 9A:1-1.8

**IV STATEMENT OF POLICY**

Academic Freedom is essential to the search for truth and to the free exercise of the right of expression by all members of the academic community. The College encourages a free exchange of ideas and opinions representing a broad spectrum of positions and points of view.

Academic Freedom ensures that the rights and beliefs of others are respected.

For faculty and staff, Academic Freedom provides:

1. Freedom to determine the content and methodology of instruction and student evaluation process consistent with course, program and institutional learning outcomes congruent with the course and program descriptions;
2. Freedom in the classroom to discuss controversial issues relating to their discipline, with an obligation to remember the extent of their influence on the opinions and values of the students;
3. Retention of all rights as a citizen to free speech and publication. Such rights are not subject to institutional censorship or discipline;
4. Freedom in research and publication where these activities do not interfere with the adequate performance of academic duties.

In accepting the right of Academic Freedom, faculty and staff accept these corollary responsibilities:

1. To present material with clarity, fairness and accuracy.
2. To avoid introducing controversial issues where such issues are not relevant to instruction.

3. To handle controversial issues with respect for the expression of differing points of view.
4. To distinguish between facts, and opinions.
5. To avoid presenting personal philosophy as fact.
6. To impart clearly to all that viewpoints expressed in an academic setting do not represent the official position of the College.

## **V      RESPONSIBILITY FOR IMPLEMENTATION**

The President

Approved:      May 1970  
Revised:        Jan 2002  
                     Feb 2016  
Lodged:        Feb 2016  
Approved:

## BROOKDALE COMMUNITY COLLEGE

## BOARD POLICY

## 5.1000

I. Title of Policy

Standards for Granting Degrees and Certificates

II. Objective of Policy

To establish curriculum requirements for awarding degrees and certificates and direct the President to develop appropriate College regulations to implement this policy.

III. Authority

Office of the Secretary of Higher Education, N.J.S.A. 18A:68-3, N.J.A.C. 9A:1, NJ Presidents' Council: Academic Issues Committee Manual 2014-2015

IV. Policy Statement

The College is authorized to award degrees of Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Fine Arts, and to award certificates and degrees to students who have successfully completed the curriculum requirements of approved programs as established by the Board of Trustees and set forth in the College Catalog.

An Associate degree program shall consist of college courses totaling at least 60 but not more than 66 credit hours. The 66-credit hour maximum may be exceeded when required for licensure or accreditation by a recognized agency. Multiple degrees will be awarded as per the requirements listed in the Eligibility for Graduation Regulation, 6.1700R.

Requirements for the Associate's degree shall include courses contributing to the student's acquisition of program and institutional learning outcomes, including appropriate levels of general education, in accordance with Regulation 5.0030R which emphasizes student acquisition of forms of expression, fields of knowledge,

and methods of inquiry fundamental to intellectual growth and to a mature understanding of the world and of the human condition.

Academic credit certificates shall consist of 30-36 credits, including six credits of general education. Certificates of less than 30 credits must contain the following in their name "Certificate of Achievement."

Degree and certificate programs shall be consistent with the mission of the College.

The curriculum requirements, as set forth in the most recent College Catalog for the degree and certificate programs offered by Brookdale, are hereby made a part of the regulations implementing this policy. The College President is authorized to approve course revisions, program changes, new courses, and course and program discontinuance, and is responsible for submission of curriculum changes to the state wide Academic Issues Committee of the NJ Presidents Council, the New Jersey Office of the Secretary of Higher Education, and to the Brookdale Board of Trustees, as required. .

#### V. Responsibility for Implementation

President

Approved: May 1998  
 Revised: Sept 2010  
 Approved: Jan 2011  
 Revised: Feb 2016  
 Lodged: Feb 2016  
 Approved:

PROPOSED REVISION: JANUARY 2016

BROOKDALE COMMUNITY COLLEGE  
BOARD POLICY

5.0003

I. Title of Policy

Institutional and Specialized Program Accreditation

II. Objective of Policy

To maintain appropriate accreditation and meet eligibility requirements related to Title IV program participation and for licensure in the state of NJ.

III. Authority

Higher Education Opportunity Act 2008; NJS 9A; NJS 18A; Middle States Commission on Higher Education

IV. Policy Statement

In order to strengthen and sustain quality and integrity in the learning and instruction process the College shall seek continued accreditation from the Middle States Commission on Higher Education (MSCHE). Such accreditation is dependent on the Commission's recognition that the College is fulfilling its mission.

Specialized accreditation of certain programs of the College shall be sought when appropriate.

V. Responsibility for Implementation

The President

Approved: Sept 1980

Revised: July 2001

Revised: Feb 2016

Lodged: Feb 2016

Approved:

BROOKDALE COMMUNITY COLLEGE  
BOARD POLICY

## 5.0004

I. Title of Policy

General Education

II. Objective of Policy

The goal of general education at Brookdale Community College is to assist students to acquire knowledge and skills that are useful and important for all educated persons, regardless of their jobs or professions. Regulation 5.0030R *General Education* explicates specific General Education requirements.

III. Authority

New Jersey Administrative Code 9A: 1-1.2, 9A:1-2.3—Associate degree programs and Chapter 62 of Title 18A of the New Jersey Statutes.

IV. Policy Statement

As defined by the New Jersey Administrative Code, general education is “instruction that presents forms of expression, fields of knowledge, and methods of inquiry fundamental to intellectual growth and to a mature understanding of the world and the human condition, as distinguished from ‘specialized education,’ which prepares individuals for particular occupations or specific professional responsibilities” (9A:1-1.2).

General Education consists of courses beyond the area of specialization which help students grow as individuals and participate more actively in society. The general education courses are broad-based and general rather than narrowly focused. It is that part of students’ programs which does not involve the major concentration and/or career studies.

In keeping with our educational philosophy and mission, the goal of general education at Brookdale Community College shall be to have students develop into inquisitive and informed individuals by preparing them for lifelong learning and helping them to develop the ability to function successfully in our ever-changing society.

To this end and in keeping with the regulations of the State of New Jersey and the State Wide Transfer Agreement commonly known as the Lampitt Law, the President shall promulgate, as appropriate, College regulations to ensure that graduating students have ample opportunity to successfully complete their general education core, as determined by their program of study.

V. Responsibility for Implementation

The President

Approved: August 1984  
Revised: May 2000  
Revised: Feb 2016  
Lodged: Feb 2016  
Approved:

## BROOKDALE COMMUNITY COLLEGE

## BOARD POLICY

5.0006

I. Title of Policy

Accountability for the Effectiveness of Educational Programs

II. Objective of Policy

Consistent with its philosophy, Brookdale Community College will provide educational opportunities to meet diverse interests and needs ranging from short-term course work for upgrading or acquiring new skills to full degree programs in career and transfer programs. Brookdale Community College subscribes to the concept that it is accountable for the defined outcomes of the educational experiences it offers.

III. Authority

Brookdale's Mission and Philosophy

IV. Policy Statement

The President shall implement periodic evaluation of the instructional program, and shall report the findings to the Board of Trustees on an annual basis to include outcomes and measures of student success in compliance with performance based criteria, such as student performance and student learning, including acquisition of general education knowledge and skills, and workforce preparation and student satisfaction. The goal of all evaluations is to increase recognition of the accomplishments of the college while providing specific areas of focus for improvement.

II. Responsibility for Implementation

The President

Approved: Sept 1970

Revised: July 2001

Revised: Feb 2016

Lodged: Feb 2016

Approved:

## BROOKDALE COMMUNITY COLLEGE

### BOARD POLICY

1.3021

#### I. Title of Policy

~~Recommendation of~~ Trustee Appointments

#### II. Objective of Policy

To establish ~~the Brookdale Community College Board of Trustees as the legal authority per N.J.S.A. 18A: 64A-11. 8 & NJSA 18A: 64A and the Administrative Code of the County of Monmouth and to articulate the purpose and special requirements of Board Members, a Board Policy for recommendation for appointment or reappointment by the Governor of members of the Board of Trustees.~~

#### III. Authority

~~N.J.S.A 18A:64A-8, N.J.S.A. 18A:64A-9, N.J.S.A. 18A:64A-11, Boards of Trustees; members; the Administrative Code of the County of Monmouth, and Board of Trustees Bylaw 1.2000 - Organization of the Board.~~

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#### IV. Policy Statement

- A. The Board of Trustees shall be a body corporate and shall be known as the Board of Trustees of Brookdale Community College. The Board of Trustees shall have custody of and be responsible for the property of the College and shall be responsible for the management and control of the College. The Board shall make an annual report to the Office of the Secretary of Higher Education and the board of chosen freeholders for each county represented.
- B. The Board of Trustees shall be organized as set forth in N.J.S.A. 18A:64A-8.
- C. The appointing authority of the county shall establish a trustee search committee of not less than five members who shall be residents of the county in accordance with the criteria set forth in N.J.S.A. 18A:64A-8.
- D. Vacancies on the Board shall be filled in the same manner as the original appointment for the remainder of the unexpired term.

~~When a member is to be appointed or reappointed to the Board by the Governor and/or the Monmouth County Board of Chosen Freeholders, the Board shall establish a schedule that will enable the Board to make a recommendation to the Governor and lend counsel to the Freeholders in a timely manner.~~

~~B. In consultation with the President, the Board shall assess the needs of the Board and College giving consideration to (1) desired areas of expertise, abilities, and experience, (2) diversity of community representation, and (3) the present composition of the Board.~~

~~C. Based upon the assessment of the needs of the Board and College, the Board shall establish criteria for recommending individuals to the Governor and/or the Freeholders for appointment or reappointment to the Board. The criteria shall in all cases include (1) the desirability of periodic rotation of Board membership, (2) avoidance of the appearance of conflict of interest, and (3) avoidance of incompatibility of public offices. In the case of reappointment, the criteria for recommendation shall include assessment of the incumbent's contributions to the work of the Board, and level of participation and meeting attendance.~~

~~D. The Board may refer to a nominating committee, comprised of Board members only, assessment of appointee candidates based upon the criteria established by the Board for favorable appointment recommendation.~~

~~E. Recommendation of individuals for appointment or reappointment by the Governor and/or the Freeholders to the Board shall be a non-delegable function and act of the Board. The Board may elect to recommend more than one individual to the Governor and/or Freeholders.~~

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**Comment [FL1]:** Board Appointments are set forth in N.J.S.A. 18A:64A et. seq. Are these protocols for appointing authority appointments?

#### ADDENDUM X

#### State of New Jersey Appointment to the Board of Trustees

<b>Board Name:</b>	Brookdale Community College Board of Trustees
<b>Legal Authority:</b>	N.J.S.A. 18A: 64A-8 & N.J.S.A. 18A:64A-9
<b>Purpose:</b>	The Legislature established a Board of Trustees for each County College in New Jersey in, but not of, the Department of State. The Board shall be empowered to determine the educational curricula and programs of the college, as well as establish tuition rates. The Board shall appoint and set the compensation and term of office of the College President in

	addition to that of the administrative and teaching staffs. Furthermore, the Board shall have the authority to acquire, lease or enter into contract for the use of any property; apply for aid and obtain grants; and promulgate rules and regulations.		
<b>Special Requirements:</b>	The membership shall include the following: 2 individuals appointed directly by the Governor; and 8 members, at least 2 of whom shall be women, selected by the appropriate county authority with the advice and consent of that county's Board of Chosen Freeholders. Furthermore, the County Superintendent of Schools and the President of the College shall both serve in an ex officio capacity. Finally, the graduating class shall elect 1 student representative to serve as a non-voting member of the Board for a period of 1 year. Appointed members of the Board shall have resided in the county for a period of 4 years prior to said appointment and no elected public official or employee of the county college shall serve as a voting member of the Board. Furthermore, voting members of the Board shall not be eligible to accept employment from the college at which he or she has served as a Board member until 2 years have elapsed. Trustees shall not be employed by the respective county.		
Member Name		Seat Name	
Gary S. Tolchin		Public Member 1	
Lora U. Campbell ,Esq.		Public Member 2	
<u>(January 2014)</u>			

### ADDENDUM XX

#### County of Monmouth Appointments to the Board of Trustees

The Board of Chosen Freeholders invites interested and qualified individuals to serve on county committees. By volunteering your time to serve on a committee, you will be required to attend regular and other special meetings. You should be prepared and available to meet with other committee members regularly to work on county related issues that affect policy and the delivery of services to residents.

All inquiries are directed to the Clerk of the Board for review and consideration as committee openings occur. If you are interested in one of the committees, please complete the on-line "Application for Appointment Form." The form will be forwarded to the Clerk of the Board for inclusion in the selection process. You may also download a copy of the form and submit your application by mail or fax. In any case, you may also supplement your application by sending a resume or list of related accomplishments.

**Comment [LH2]:** addendum?  
Edited version of website info – need actual county statute

If you have questions, contact the office of the Clerk of the Board by e-mail at [mamasnick@co.monmouth.nj.us](mailto:mamasnick@co.monmouth.nj.us), by phone 732-431-7387, by fax at 732-431-6519, or by mail at Hall of Records, 1 East Main Street, Freehold, New Jersey, 07728.

**Comment [FL3]:** Freeholders?

## **2-13 — APPOINTMENTS**

### **2-13.1 — Nominations; Procedure.**

Any member of the Board may nominate as many candidates as there are offices to be filled. The Board will consider such nominations and act upon same at a regular meeting of the Board. Where there is more than one office to be filled on a board, commission or other multi-membered body, the same procedure may be followed with respect to each office separately until the total number of appointments to be made has been completed. At the discretion of the Director, a group of nominations may be considered at once where there is no apparent division in the Board as the nominees included in a group.

**Comment [LH4]:** Chapter II Monmouth County Board of Chosen Freeholders Administrative Code (for discussion purposes)

## **CHAPTER VII — INDEPENDENT AGENCIES**

**Comment [LH5]:** Chapter II Monmouth County Board of Chosen Freeholders Administrative Code (for discussion purposes)

### **7-1 — INDEPENDENT AGENCIES ENUMERATED.**

The following agencies shall continue. Except as provided herein, they shall continue to operate as provided by New Jersey statutes. The agencies may utilize such other administrative services as the County may provide:

- a. Improvement Authority (N.J.S.A. 40:37A-44 et seq.)
- b. Board of Recreation Commissioners (N.J.S.A. 40:12-1 et seq.)
- c. Brookdale Community College Board of Trustees (N.J.S.A. 18A:64A-8)
- d. Brookdale Trustee Search Committee (N.J.S.A. 18A:64A-8)
- e. Brookdale Board of School Estimate (N.J.S.A. 18A:64A-15 et seq.)
- f. Vocational Board of Education (N.J.S.A. 18A:54-16 et seq.)
- g. Bayshore Outfall Authority (N.J.S.A. 40:14B-1 et seq.)
- h. Rutgers Cooperative Extension Service (Agreement with Monmouth County)

## **V. Responsibility for Implementation**

Board of Trustees:

1.3021

Approved: Board of Trustees  
6/29/95

Proposed Revision: March 2014 – remanded to Governance committee

**BROOKDALE COMMUNITY COLLEGE  
BOARD POLICY**

1.3021

**I. Title of Policy**

Trustee Appointments

**II. Objective of Policy**

To establish the Brookdale Community College Board of Trustees as the legal authority per N.J.S.A. 18A:64A-11.

**III. Authority**

N.J.S.A. 18A:64A-8, N.J.S.A. 18A:64A-9, N.J.S.A. 18A:64A-11, the Administrative Code of the County of Monmouth, and Board of Trustees Bylaw 1.2000 - Organization of the Board.

**IV. Policy Statement**

- A. The Board of Trustees shall be a body corporate and shall be known as the Board of Trustees of Brookdale Community College. The Board of Trustees shall have custody of and be responsible for the property of the College and shall be responsible for the management and control of the College. The Board shall make an annual report to the Office of the Secretary of Higher Education and the board of chosen freeholders for each county represented.
- B. The Board of Trustees shall be organized as set forth in N.J.S.A. 18A:64A-8.
- C. The appointing authority of the county shall establish a trustee search committee of not less than five members who shall be residents of the county in accordance with the criteria set forth in N.J.S.A. 18A:64A-8.
- D. Vacancies on the Board shall be filled in the same manner as the original appointment for the remainder of the unexpired term.

**V. Responsibility for Implementation**

The Board of Trustees

Approved:	June 195
Proposed Revision:	March 2014 – remanded to Governance committee
Proposed Revision:	Feb 2016 – review by Policy & Education Committee – remanded to Governance Committee for review in March 2016

## BROOKDALE COMMUNITY COLLEGE

### BOARD POLICY

#### 1.7060

##### I. Title of Policy

Code of Ethics for Trustees of Brookdale Community College

##### II. Objective of Policy

To establish a Code of Ethics for the conduct of all Trustees of Brookdale Community College.

##### III. Authority

N.J.S.A. 18A:64A-12; and Executive Order No. 65 issued by Governor Codey on November 16, 2005, and Board of Trustee Bylaw 1.7060 Code of Ethics for Trustees of Brookdale Community College.

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##### IV. Policy Statement

The Board of Trustees of Brookdale Community College will comply with the following Code of Ethics:

- A. A Trustee should devote time, thought, and study to the duties and responsibilities of a community college trustee so as to render effective and creditable service.
- B. As an individual, a Trustee has no legal authority outside of the meetings of the Board and should conduct him/herself accordingly with College staff, local citizens, and facets of the community.
- C. A primary function of the Board of Trustees is to establish the policies and the goals of the institution and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals, but the administration of the College's operations shall be left to the President and the President's staff.
- D. No College Trustee should accept from any person, directly or indirectly, or through his/her spouse or any member of his/her family any gift, favor, service, employment, or other things of value under circumstances from which it might be reasonably inferred or which he/she knows or has reasons to believe is offered to him/her with intent to influence his/her public duties and responsibilities.
- E. No College Trustee should knowingly act in an official capacity, by voting or otherwise, on any College matter in which he/she has an interest.
- F. Disclosure of the precise nature of the interest or involvement, at first knowledge of the transaction, should be required in the event that the Board must consider any College matter which also involves:
  1. A member of the Board of Trustees or a member of his/her family (defined as spouse, parents, siblings, or children); and/or

2. An organization with which a member of the Board of Trustees is affiliated.

- G. Disclosure should be further required of Board members concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the institution.
- H. No College Trustee should act as an officer or agent of the College for the transaction of any business with himself/herself or in which he/she has an interest.
- I. No College Trustee should willfully disclose to any person or party for pecuniary gain any information not generally available to members of the public which he/she receives or acquires in the course of his/her official duties.
- J. No College Trustee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which might reasonably be expected to impair his/her objectivity or independence of judgment, or which is otherwise in substantial conflict with the proper discharge of his/her duties in the public interest.
- K. No College Trustee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself/herself or others.
- L. No College Trustee should act in his/her official capacity in any matter wherein he/she has a direct or indirect interest that might reasonably be expected to impair his/her objectivity or independence of judgment.
- M. No member of the Board of Trustees, including the President of the College, nor No College Trustee, nor any member of the immediate families of such officials, shall do business, directly or indirectly, with the institution that they govern or by which they are employed. For purposes of this section, "member of the immediate family" shall mean the official's spouse, child, parent or sibling residing in the same household.
- N. The prohibitions in M, above, shall also apply to any firm, association or partnership by which the College President or-Trustee is employed, from which the President or College Trustee receives compensation, or of which the President College Trustee owns or controls more than one percent of the profits or assets of that firm, association or partnership. Such prohibitions shall also apply to shareholders, associates or professional employees of a professional service corporation regardless of the extent or amount of their shareholder interest in such a corporation.
- O. A President or College Trustee who is currently involved in a business relationship that is prohibited by this Policy shall be given 30 days to terminate the prohibited business relationship or to resign from public office. Failure to comply with the terms set forth in sections M through O, above of this Policy shall constitute good cause for the removal from from employment or office of the College President or office a College Trustee.
- P. The Executive Director of the Executive Commission on Ethical Standards is hereby authorized to grant an exception from the terms sections M through O, above, if of this Policy if, in the judgment of the Executive Director, the entity that employs, provides compensation or is owned in part by the College Trustee is one with which the College may contract with pursuant to N.J.S.A. 52:13D-19 and N.J.S.A. 52:34-10, or where the public interest requires that an exception be made.

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q. Violations of this Code of Conduct may also constitute cause for removal of an appointed member of the Board of Trustees a trustee or president pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board and/or the appropriate appointing authority.

**Comment [LH1]:**

Board Bylaws Code of Ethics adopted Nov 2013

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r. Board members will annually sign a statement affirming the Code of Ethics and their intention to fully comply with same.

**Comment [LH2]:**

Board Bylaws Code of Ethics adopted Nov 2013

s. The members of the Board of Trustees will comply annually with public law with regard to the filing of financial disclosure statements.

**Comment [LH3]:**

Board Bylaws Code of Ethics adopted Nov 2013

The following definitions shall have the following meanings with regard to the Code of Ethics for Trustees of Brookdale Community College:

“College Matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against, or with Brookdale Community College or which requires any official action by the Board of Trustees, its officers, or employees.

“College Trustee” means any person who is a member of the Board of Trustees of Brookdale Community College. This includes the President, who by appointment is an ex-officio member of the Board of Trustees.

“Interest” means any personal, financial, economic, property, or other concern amounting to a right, advantage, share, or portion coming either directly or indirectly to a Trustee singularly or in affiliation with any person or party as defined herein.

“Member of the immediate family” will mean the official’s spouse, child, parent or sibling residing in the same household.

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.

Approved: Board of Trustees  
8/24/95

Revised: 12/8/05

Proposed Revision: ~~March 2014~~ Remanded to Governance Committee February 2016

BROOKDALE COMMUNITY COLLEGE

BOARD POLICY

1.7060

I. Title of Policy

Code of Ethics for Trustees of Brookdale Community College

II. Objective of Policy

To establish a Code of Ethics for the conduct of all Trustees of Brookdale Community College.

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- B. As an individual, a Trustee has no legal authority outside of the meetings of the Board and should conduct him/herself accordingly with College staff, local citizens, and facets of the community.
- C. A primary function of the Board of Trustees is to establish the policies and the goals of the institution and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals, but the administration of the College's operations shall be left to the President and the President's staff.
- D. No College Trustee should accept from any person, directly or indirectly, or through his/her spouse or any member of his/her family any gift, favor, service, employment, or other things of value under circumstances from which it might be reasonably inferred or which he/she knows or has reasons to believe is offered to him/her with intent to influence his/her public duties and responsibilities.

- E. No College Trustee should knowingly act in an official capacity, by voting or otherwise, on any College matter in which he/she has an interest.
- F. Disclosure of the precise nature of the interest or involvement, at first knowledge of the transaction, should be required in the event that the Board must consider any College matter which also involves:
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Trustee receives compensation, or of which the President or College Trustee owns or controls more than one percent of the profits or assets of that firm, association or partnership. Such prohibitions shall also apply to shareholders, associates or professional employees of a professional service corporation regardless of the extent or amount of their shareholder interest in such a corporation.

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“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust, or other legal entity.

Approved: August 1995  
 Revised: December 2005  
 Proposed Revision: March 2016

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**ACKNOWLEDGEMENT FORM FOR CODE OF CONDUCT**

I have read and am familiar with Brookdale Community College’s Board of Trustee Code of Ethics. I will comply with and enforce the policies in this Code in its entirety.

By signing this acknowledgement I am indicating that I have read and will abide by Brookdale Community College’s Board of Trustee Code of Ethics.

\_\_\_\_\_  
 Board of Trustee Signature

\_\_\_\_\_  
 Name (printed)

Date \_\_\_\_\_



## *Strategic Priorities*

*2015-2017*



### **Strategic Priorities 2015 – 2017: Goals**

In fulfilling the mission of the College, the overarching goals of the Board of Trustees Strategic Priorities are to focus the College on its future and establish the groundwork for the next strategic plan.

# BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2016

2016 Workshop/Public Business Meetings (PBM)	Executive	Audit	Finance & Facilities	Policy & Education	Governance	Foundation Board Meetings	NJCCC
<b>DATES/LOCATIONS</b>  Public Workshop 5:30 PM Public Business Mtg. 7:30 PM	<b>Agenda for Meetings: Emergent issues.</b>	<b>Shall meet minimum of five times per year or as requested.</b>	<b>Shall meet a minimum of four times per year or as requested.</b>	<b>Shall meet a minimum of four times per year or as requested.</b>	<b>Shall meet a minimum of four times per year or as requested</b>		
<b>Tuesday, January 19</b> Lincroft, SLC, Twin Lights	Mon., Jan. 11 5:00 PM*		Tues., Jan. 12 6:00 PM	Wed., Jan. 13 5:00 PM	Mon., Jan. 11 6:00 PM	Thur., Jan. 28 2:30 PM	
<b>Tuesday February 16</b> Lincroft, SLC, Navesink Rooms	Mon., Feb. 8 5:00 PM*		Thur., Feb. 11 6:00 PM*	Thur., Feb. 11 5:00 PM			
<b>Tuesday, March 15</b> Freehold Campus, 103/104	Mon., Mar. 7 5:00 PM*	<del>Tue., March 8</del> 5:00 PM	Tue., March 8 6:00 PM*		Mon., March 7 6:00 PM	Thur., March 24 3:00 PM	March 10 or 14 Ocean CC
<b>Tuesday, April 19</b> Lincroft, SLC, Navesink Rooms	Mon., Apr. 11 5:00 PM*		Tue., April 12 6:00 PM	Thur., April 14 5:00 PM			
<b>Tuesday, May 17</b> Lincroft, SLC, Navesink Rooms	Mon., May 9 5:00 PM*	Tue., May 10 5:00 PM	Tue., May 10 6:00 PM*		Mon., May 9 6:00 PM	Thur., May 19 4:00 PM	
<b>Tuesday, June 21</b> Lincroft, SLC, Navesink Rooms	Mon., June 13 5:00 PM*		Tue., June 14 6:00 PM	Thurs., June 16 6:00 PM	Mon., June 13 6:00 PM	Thur., June 16 4 PM	
<b>Tuesday, July 19 (5:00 PM) * – Executive Conference call for routine matters only</b>							
<b>Tuesday, August 16</b> Hazlet Higher Ed. Center	Mon., Aug. 8 5:00 PM*		Tue., Aug. 9 6:00 PM*		Mon., Aug. 8 6 PM		
<b>Tuesday, September 20</b> Lincroft, SLC, Navesink Rooms	Mon., Sept. 12 5:00 PM*		Tues., Sept. 13 6:00 PM*	Mon., Sept. 12 6:00 PM			
<b>Tuesday, October 18</b> Lincroft, SLC, Navesink Rooms	Mon. Oct. 10 5:00 PM*		Mon., Oct. 10 6:00 PM				
<b>Tuesday, November 22</b> Lincroft, SLC, Navesink Rooms	Mon., Nov. 14 5:00 PM*	Tue., Nov. 15 5:00 PM	Tue., Nov. 15 6:00 PM	Thur., Nov. 17 5:00 PM			
<b>Tuesday, November 29 Reorganization Meeting , Lincroft, SLC, Navesink Rooms</b>							
<b>Tuesday, December 20</b> Lincroft, SLC, Navesink Rooms	Mon., Dec. 12 5:00 PM*		Tue., Dec. 13 6:00 PM		Mon., Dec. 12 6:00 PM		

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

**Revised Dates in Blue -**

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

Approved – December 17, 2015 – v1; v3 – locations entered

Feb. 3, 2016 – changed P & E committee meetings, v4

March 2, 2016 – changed to reflect March Audit meeting will be rescheduled, v5

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**2016 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.

<u><b>Executive Committee</b></u> <b>Dr. Carl Guzzo, Jr., Chair</b> <b>Mr. Joseph DiBella, Vice Chair</b> Ms. Lora Campbell Mr. Paul Crupi Mr. Bret Kaufmann	<u><b>Audit Committee</b></u> Mr. William Dalton Ms. Lora Campbell Dr. Les Richens New Trustee	<u><b>Finance and Facilities</b></u> Mr. Joseph DiBella Mr. Gary Tolchin Mr. Paul Crupi Mr. Paul Geissler Mr. Bret Kaufmann
<u><b>Policy and Education</b></u> Dr. Hank Cram Ms. Lora Campbell Mr. Paul Crupi Dr. Les Richens New Trustee	<u><b>Governance</b></u> Mr. Paul Crupi Mr. Joseph DiBella Ms. Tracey Abby-White New Trustee	<u><b>Nominating Committee</b></u> Ms. Lora Campbell Mr. William Dalton Mr. Bret Kaufmann
<u><b>Liaison to New Jersey Council of County Colleges</b></u> Ms. Tracey Abby-White	<u><b>New Jersey Council of County Colleges Trustees Ambassador</b></u> Ms. Tracey Abby-White	<u><b>Liaison to Brookdale Community College Foundation</b></u> Mr. Gary Tolchin Ms. Tracey Abby-White
<u><b>The Human Resources Committee</b></u> A Committee of the whole	<u><b>Ad-Hoc By Laws Committee</b></u> <b>Ms. Lora Campbell, Chair</b> Mr. Paul Crupi Dr. Hank Cram Mr. William Dalton Mr. Joseph DiBella Created (11/20/14)	<u><b>Ad-Hoc Human Resources</b></u> <b>Dr. Carl Guzzo, Jr., Chair</b> Dr. Hank Cram Dr. Les Richens Mr. Joseph DiBella Mr. Bill Dalton Mr. Paul Geissler Created (08/20/15)

Committee Assignments Approved on December 17, 2015

Ad-Hoc Engineering Committee – created 07/16/15 and dissolved – 12/17/2015

Ad-Police Committee – created 01/29/15 and dissolved 08/12/15

Added Les Richens to Audit Committee – 2/9/2016 – version 3

**BROOKDALE COMMUNITY COLLEGE**  
**UPCOMING EVENTS**

**BOLD indicates off Lincroft campus**

**2016**

March 7	BOT Executive Committee – 5 PM
March 7	BOT Governance Committee – 6 PM
March 8	BOT Finance & Facilities Committee – 6 PM
<b>March 10</b>	<b>NJCCC New Trustee Orientation – Ocean County College - 4 PM</b>
<b>March 10</b>	<b>NJCCC Trustee Seminar – Ocean County College - 5:30 PM</b>
<b>March 11</b>	<b>Wilbur Ray Dinner – Sheraton Hotel -6 PM</b>
<b>March 15</b>	<b>BOT Workshop/Public Business Meeting – 5:30 PM - Freehold Campus</b>
<b>March 24</b>	<b>Foundation BOT and Annual Scholarship Recognition Reception – 3 PM</b>
<b>April 9-12</b>	<b>AACC – Chicago</b>
April 11	BOT Executive Committee – 5 PM
April 12	BOT Finance & Facilities Committee – 6 PM
April 14	BOT Policy & Education Committee– 5 PM
April 19	Bot Workshop/Public Business Meeting – 5:30 PM- SLC, Navesink Rooms
May 6	Holocaust Commemoration
<b>May 6</b>	<b>Alumni Association Barringer Dinner – Riverview Pavilion in Belmar</b>
May 9	BOT Executive Committee – 5 PM
May 9	BOT Governance Committee – 6 PM
May 10	BOT Audit Committee – 5 PM
May 10	BOT Finance & Facilities Committee – 6 PM
May 11	Nursing Pinning – Respiratory and Radiology Students – 4 PM
May 11	Chhange – Annual Colloquium – An Eyewitness Account – Little Rock Nine
May 12	Scholar's Day/Staff Appreciation Day
May 13	Commencement – 9 AM – Arena
May 17	BOT Workshop/Public Business Meeting – 5:30, SLC, Navesink Rooms
May 19	Foundation BOT Meeting – 4 PM
<b>May 27</b>	<b>Scholarship Ball – Eagle Oaks Golf &amp; Country Club – 7 PM</b>
June 13	BOT Executive Committee – 5 PM
June 13	BOT Governance Committee – 6 PM
June 16	BOT Policy & Education Committee– 5 PM
June 16	Foundation BOT – 4 PM
June 16	BOT Policy & Education Committee – 6 PM
June 20	NJCCC Spirits Awards and Dinner – 5:30 PM
June 21	BOT Workshop/Public Business Meeting – 5:30 PM, SLC, Navesink Rooms
July 19	BOT Executive Committee – 5 PM
August 8	BOT Executive Committee – 5 PM
August 8	BOT Governance Committee – 6 PM
August 9	BOT Finance & Facilities Committee – 6 PM
<b>August 16</b>	<b>BOT Workshop &amp; Public Business Meeting – 5:30 PM, Hazlet HEC</b>
August 25	CPS Completion Ceremony – 6:30 PM – SLC, Navesink Rooms

September 12 BOT Executive Committee – 5 PM  
 September 12 BOT Policy & Education Committee– 6 PM  
 September 13 BOT Finance & Facilities Committee– 6 PM  
**September 15 Education Open Golf Outing and Dinner**  
 September 20 BOT Workshop/Public Business Meeting – 5:30 PM, SLC, Navesink Rooms

**October 5 – 8 ACCT Leadership Congress, New Orleans**

October 9 BOT Executive Committee – 5 PM  
 October 9 Finance & Facilities Committee – 6 PM  
 October 18 BOT Workshop & Pubic Business Meeting – 5:30 PM, SLC, Navesink Rooms

November 14 BOT Executive Committee – 5 PM  
 November 14 BOT Policy & Education Committee– 6 PM  
 November 15 BOT Audit Committee – 5 PM  
 November 15 BOT Finance & Facilities Committee – 6 PM  
 November 22 BOT Workshop/Public Business Meeting – 5:30 PM, SLC, Navesink Rooms  
 November 29 BOT Reorganization Meeting – 5:30 PM, SLC, Navesink Rooms

December 12 BOT Executive Committee – 5 PM  
 December 12 BOT Governance Committee – 6 PM  
 December 13 BOT Finance & Facilities Committee– 6 PM  
 December 20 BOT Workshop & Public Business Meeting – 5:30 PM, SLC, Navesink Rooms



**Brookdale Community College Police Department**  
 765 Newman Springs Rd.  
 Lincroft, NJ, 07738  
 (732) 224-2222  
 FAX (732) 219-0871



**Robert S. Kimler, Jr.**  
*Captain*  
*Officer-In-Charge*

**Michael Halpin**  
*Lieutenant*  
*Accreditation Manager*

### REPORT TO THE B.C.C. BOARD OF TRUSTEES

'Crimes, Fires, and Emergencies Reported to the BCC Campus Police and Security Officers

### MONTH OF FEBRUARY, 2016

Category	Count	Classification	Site
Crimes Reported to SOs and PD	1	Domestic Violence	WALL
	1	CDS-Possession	LINC
	1	Fraud	LINC
	1	Criminal Sexual Contact	LINC
	5	Theft	LINC
Fire Calls Recorded by SO, PD, and Local Fire Depts.	1	Alarm Activation	LINC
	4	Elevator Alarm	LINC
	1	Trouble Alarm	LINC
Emergencies	12	Motor Vehicle Crashes	LINC
	3	Mutual Aid Calls	Middtwn
	6	Alarms-Burglar	LINC
	2	Welfare Checks	LINC
	2	Incident Calls	LINC
Threats	0	N/A	N/A
Campus Alerts	2	College Closing	LINC
	1	Walkway Closure	LINC
	2	Police Training on Campus	LINC