

**Brookdale Community College
Board of Trustees Workshop Meeting
Tuesday, February 16, 2016 5:30 PM
Lincroft Campus, Student Life Center, Navesink Rooms**

- 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. FY 17 Budget**
 - 2. Authorization to seek FY17 Chapter 12 Funding**
 - 3. Change Order Requests**
 - C. Governance - Trustee Crupi - 5 minutes**
 - D. Policy & Education - Trustee Cram - 10 minutes**
 - 1. Revised Board Policies**
 - 2. Curriculum Changes**
- 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**

Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, February 16, 2016 7:30 PM
Lincroft Campus, Student Life Center, Navesink Rooms

- 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 on January 19, 2016 - Chair Guzzo - 5 minutes
 - A. Approval of Executive Session Minutes - January 19, 2016 - Chair Guzzo - 3 minutes
- IV. Special Event: Celebration of Rutgers @ Freehold Partnership - President Murphy - 15 minutes
- V. Public Comment on Agenda Items - Chair Guzzo
- VI. President's Report - President Murphy - 15 minutes
Creative Writing at Brookdale
- VII. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Acceptance of Grants - RES160006
 - B. Acceptance of Gifts
 - C. Approval of Human Resources
 - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - E. Monthly Financial Report
- VIII. Approval of conversion of the Environmental and Earth Sciences Option to the Environmental Associate in Science program - RES160007 - Chair Guzzo - 5 minutes
- IX. Approval of Discontinuance of Medical Laboratory Technology A.A.S. Degree - RES160008 - 5 minutes
Policy & Education committee recommended further consideration before discontinuing this degree
- X. Approval of Change Order Request - RES160009 - Chair Guzzo
Revised Change Order Request - Walked in as an addendum to board materials
- XI. Approval of FY17 Operating and Capital Budgets - RES160010 - Chair Guzzo - 5 minutes
- XII. Authorization to seek FY17 Chapter 12 Funding for Infrastructure and Deferred Maintenance Projects - RES160011 - Chair Guzzo
- XIII. Lodging of Policy 5.0000 - Chair Guzzo - 5 minutes
Policy 5.0000 - Academic Freedom and Responsibility
- XIV. Lodging of Policy 5.1000 - Chair Guzzo - 5 minutes
Policy 5.1000 - Standards for granting degrees and certificates
- XV. Lodging of Policy 5.0003 - Chair Guzzo - 5 minutes
Policy 5.0003 - Institutionalized and Specialized Program Accreditation
- XVI. Lodging of Policy 5.0004 - Chair Guzzo - 5 minutes
Policy 5.0004 - General Education
- XVII. Lodging of Policy 5.0006 - Chair Guzzo - 5 minutes
Policy 5.0006 - Accountability for the Effectiveness of Educational Programs

XVIII. Public Comment - Chair Guzzo

XIX. Old/New Business - Chair Guzzo

XX. Adjournment - Chair Guzzo

XXI. Appendix - Board Materials

4.2a *Change Order Request Report*

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

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

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

This report was reviewed by the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held February 11, 2016.

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

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

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

Brookdale Community College
Change Order Reconciliation
February 16, 2016

Vendor Name	Description	Change Orders		Current		Contract Total	Proposed % Increase
		Contract Award	Approved	Contract Value	Proposed C/Os		
1 Circle-A Construction Co.	Work to establish final connection at Library and South end for the repairs to water main and service line.	\$ 141,985.00	\$ -	\$ 141,985.00	\$ 20,134.00	\$ 162,119.00	14%
2 French & Parrello Associates	Soil pile sampling and reuse evaluation at the Wall Higher Education Center.	58,692.00	-	58,692.00	18,250.00	76,942.00	31%
		<u>\$ 200,677.00</u>	<u>\$ -</u>	<u>\$ 200,677.00</u>	<u>\$ 38,384.00</u>	<u>\$ 239,061.00</u>	

RES16009 - Revised
Addendum to Board Packet

Lodging of Board Policies

The Board of Trustees and the College Administration continues to review and revise Board policies to ensure they meet legal or regulatory requirements, support compliance, reduce risk, conserve resources and promote consistency in processes and outcomes. Board Policies constitute the basic method by which the Board exercises their leadership in the operation of the College.

The following policies have been reviewed by, and include input from, the Policy & Education committee of the Board of Trustees, the President, and the Vice President of Learning, College faculty, administrators and staff, and college counsel. Students were also given the opportunity to provide input.

5.0000	Academic Freedom
5.0003	Accreditation
5.0004	General Education
5.0006	Accountability for the Effectiveness of Educational Programs
5.1000	Standards for Granting Degrees and Certificates

Per Board of Trustee Bylaw 1.6020 Lodging of Policy;

No matter of policy shall be submitted to the Board for approval or placed on a regular or special meeting agenda for action by the Board unless it has been presented in writing at a previous regular meeting of the Board. This rule may be waived only by the unanimous consent of those Board members present and voting at the meeting when any such proposed action is contemplated.

The adoption of policy requires the affirmative vote of a majority of all Trustees then in office.

The Policy & Education Committee and the President recommend that the Board of Trustees lodge the policies listed.

**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 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

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

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

MONTH OF JANUARY, 2016

Category	Count	Classification	Site
Crimes Reported to SOs and PD	4	Vandalism	LINC
		Theft	LINC
		Vandalism	LINC
		Theft	LINC
Fire Calls Recorded by SO, PD, and Local Fire Depts.	3	Alarm Activation	LINC
		Alarm Activation	LINC
		Odor/electrical burning	LINC
Emergencies	9	Motor Vehicle Crash	FREE
		Motor Vehicle Crash	LINC
		Motor Vehicle Crash	LINC
		Motor Vehicle Crash	LINC
		Mutual Aid-Holmdel	LINC
		Burglar Alarm	LINC
		Water Leak/Burst	LINC
		First Aid Call	LINC
		Welfare Check	LINC
Threats	0	N/A	N/A
Alerts	4	NJSP Graduation	LINC
		College Closing	ALL
		College Closing	ALL
		College Delayed Opening	LINC