

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

Tuesday, February 16, 2016

**Brookdale Community College
Lincroft Campus
Warner Student Life Center, Navesink Rooms
765 Newman Springs Road
Lincroft, NJ 07738
Parking Lot 7
Workshop- 5:30 PM,
Public Business Meeting-7:30 PM**

Mission

Brookdale Community College provides a comprehensive array of quality, affordable educational choices leading to transfer and career opportunities, lifelong learning and community development. Brookdale is an open-access, future-oriented institution committed to student success and development in a socially diverse environment.

Mission Based Institutional Effectiveness Indicators

Student Success and Progress
Quality and Excellence
Value Added to the Community
Access

Jubilee Plan 2013-2017

Goal 1: Inspire Student Success
Goal 2: Maximize Resources
Goal 3: Strengthen and expand Brookdale's alliances and partnerships
Goal 4: Leverage Brookdale's Excellence

NOTICE: Members of the public may request the opportunity to address the Board regarding any item on the agenda at the beginning of the Public Business Meeting, and on any item of interest to the Board at the end of the Meeting. To do so, when practical, please sign in using the form, "Request to Address the Board", which is located at the entrance to the meeting. Individual speakers are limited to five minutes; the Chair of the Board may alter the time limitations by a majority vote of the Board.

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. Review of Professional Services
 - 4. 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
- X. Approval of Change Order Request - RES160009 - Chair Guzzo
- 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. Public Comment - Chair Guzzo
- XIV. Old/New Business - Chair Guzzo
- XV. Adjournment - Chair Guzzo
- XVI. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Workshop Meeting Minutes

Tuesday, January 19, 2016

Brookdale Community College
Lincroft Campus –Student Life Center, Navesink Rooms
Lincroft, New Jersey 07738

- A.** Chair Guzzo called the meeting to order at 5:30 PM
- B.** Ms. Gruskos then read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On January 12, 2016, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On January 12, 2016, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger*.
 3. On January 12, 2016, advance written notice of this meeting was filed with the Clerk of the County of Monmouth.”

Roll Call:

Present	Trustees	Administration:
	Ms. Tracey Abby-White,	Ms. Maureen Lawrence
	Dr. Hank Cram, Trustee	Ms. Marie Lucier-Woodruff
	Mr. William Dalton, Trustee	Dr. Nancy Kegelman
	Mr. Joe DiBella, Trustee (5:45 PM)	Ms. Patricia Sensi
	Mr. Paul Geissler, Trustee	Dr. Nancy Kegelman
	Mr. Bret Kaufmann, Trustee	Ms. Avis McMillon
	Dr. Maureen Murphy, Secretary	Mr. Robert Francis
	Dr. Les Richens, Trustee	Ms. Louise Horgan
	Mr. Gary Tolchin, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Carl Guzzo, Chair	
Absent	Ms. Lora Campbell, Trustee	
	Mr. Paul Crupi, Trustee	
	Mr. David Flaherty, Trustee	
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	

C. A motion to hold a recess for 15 minutes to be followed by a closed session was made by Trustee Dalton and second by Trustee Abby-White. Vote was unanimous.

D. A motion was made by Richens and seconded by Trustee Dalton to adopt resolution RES160003 (**Attachment A**) to authorize the Board to hold an Executive Session. Ms. Giacobbe read the resolution.

Motion carried by the following vote:

YES: Trustees Abby-White, Cram, Dalton, Geissler, Kaufmann, Richens, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

E. Reopen Meeting to the Public

A motion was made to reopen the meeting by Trustee DiBella and seconded by Trustee Abby-White.

Motion carried by the following vote:

YES: Trustees Abby-White, Cram, Dalton, DiBella, Geissler, Kaufmann, Richens, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

Chair Guzzo announced no action was taken on any of the items discussed in closed session.

F. Adoption of Agenda for Workshop and Public Meeting

A motion was made to adopt the workshop and public business meeting agendas by Trustee Richens and seconded by Trustee Tolchin.

Motion carried by the following vote:

YES: Trustees Abby-White, Cram, Dalton, DiBella, Geissler, Kaufmann, Richens, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

G. Reports from the Board Committees and Liaisons

- ❖ **Executive** – Chair Guzzo reported that the Executive committee was productive and they had reviewed the available board materials.
- ❖ **Charles Rooney, T & M Associates, Engineer of Record**- Mr. Rooney provided background on himself and T & M Associate's engineering services and areas of expertise.
- ❖ **Finance & Facilities** –Schedule of Tuition and Fees
 - Chair Guzzo reported on the proposed Schedule of Tuition and Fees – Finance & Facilities Committee recommended a \$7.00 increase in tuition and corresponding increase in fees. The increase will cover a \$4.80 increase in contractual obligations and expenses and the remainder of the increase will be used to eliminate any further withdraws from our reserves. Chair Guzzo stated the goal of the Finance & Facility committee is to remove all reliance on reserves.
 - Trustee DiBella stated that the committee spent a considerable amount of time deliberating on the impact of increased tuition on the students as well as balancing the financial strategic priority of creating a budget that is not reliant on the reserves. The committee recommends the board support a \$7.00 increase in tuition. There were no other pressing matters related to the Finance & Facilities board materials.

- Chair Guzzo reported on a Special meeting to be held on January 25 to discuss the larger long range financial issues of the College. It is the goal of the Finance & Facility committee to develop a comprehensive financial plan and report back at the June Board meeting.
- ❖ – **Governance**—Trustee Abby-White reported on the January 11 meeting.
 - Trustee Crupi was nominated and elected as Governance Committee Chair.
 - Committee goals were created and Trustee Abby-White highlighted the committee's goal to spearhead assisting Dr. Murphy with the engagement of external stakeholders and elected officials.
 - 3 Policies were remanded to the Governance committee for review and are currently being reviewed by Counsel. Next month the committee will further review them.
 - Trustee Abby-White and President Murphy encouraged Board participation in the ACCT National Legislative Summit on February 8.
- ❖ **Brookdale Foundation** – Trustee Abby-White will participate in the Brookdale Foundation retreat on January 28.
- ❖ **NJCCC** – Trustee Abby-White reported on the upcoming NJCCC meeting to be held on February 22.
- ❖ **Policy & Education** – Trustee Cram reported on the committee meeting held on January 13. **See Attachment B – Chair Notes.**
 - The President and Ms. Horgan will report back with recommendations for a policy consultant to the committee.

H. Review of Consent Agenda and Business Meeting Agenda

No items were removed from the consent agenda.

I. Adjournment

A motion to adjourn the Workshop meeting was made by Trustee DiBella and seconded by Trustee Cram. Motion passed unanimously.

- Meeting adjourned at 8:30 PM.

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

RESOLUTION NO. RES16003

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 6 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **January 19, 2016 at 5:30_P.M.**, and

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

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

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

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

RESOLUTION NO. RES16003 – Approved January 19, 2016
RESOLUTION AUTHORIZING EXECUTIVE SESSION

☒

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

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

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

☒

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

☒

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

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

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

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

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

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

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

RESOLUTION NO. RES16003 – Approved January 19, 2016
RESOLUTION AUTHORIZING EXECUTIVE SESSION

Policy & Education Committee of the Board of Trustees
Meeting Minutes January 13, 2016 5PM

Committee Reorganization for 2016

The committee chair, Dr. Henry Cram was re-elected for 2016 on a motion by the Board Chair Guzzo and a second by Trustee Crupi.

The committee members and staff reviewed the committee mission, specific committee duties and meeting requirements. The following clarifications were made:

- It was agreed that the P & E committee would serve as the clearinghouse for all initial policy considerations. Policies related to the Board's other committees will be referred to those committees for input and consideration prior to any P & E action.
- The committee also established the procedure for all recommended policy changes to be previewed by counsel prior to the committee's consideration of any substantive changes.
- Chair Cram and committee member Richens suggested that the staff investigate the availability of a policy consultant to review the existing policy book, provide an analysis of its compliance with any applicable regulatory requirements and make recommendations for changes and updates.

There being no further concern regarding the committee's charge the existing mission and responsibilities were approved by consensus.

The committee's annual work plan was similarly agreed to. The committee chair requested that the committee meetings be consistently held on Thursdays. The final meeting schedule will be worked out with staff.

Priority 1: Student Success

The most recent draft of the student success goal was shared with the committee. The action plan includes baseline information, multi-year outcomes, brief descriptions of strategies, resources needed, and individuals responsible for the implementation of each strategy. Staff was requested to provide contextual data for the baselines and outcomes. The committee chair will review that data and refer any additional questions to the staff for further clarification. Baselines and/or outcomes may be adjusted but the goal is otherwise ready for consideration by the full board.

Committee Goals for 2016

The following priorities for the committee were reviewed and agreed to by consensus:

- Implementation of the ongoing policy review process
- Monitoring of the implementation of the Student Success Goal
- Initiation of the revised program review process to include the addition of value added metrics
- Assessment and possible expansion of the early college program

Policy Revisions

No policy revisions were considered for lodging. The policy revisions under consideration are waiting for counsel review. A schedule for the regular review of all policies is being prepared for the committee's consideration. The schedule will reflect consideration of the steps outlined above to engage legal

counsel and the Board's other committees for any substantive changes. Priority should be given to policies related to compliance with federal regulations that will be examined as part of the accreditation process.

Return on Value Metrics

The committee members and staff participated in a phone conference with Cosgrove and Associates related to their contracted service to develop a rubric for the college to use in making determinations about the continuance or discontinuance of courses and programs based on enrollment, quality, outcomes and program costs. The consultants will work with staff to build into the existing review process specific economic measures.

Following input from the committee members it was agreed that prior to the presentation of final the report in March a phone conference call will be scheduled with the consultants for interested trustees to preview any draft report, make inquiries and provide additional suggestions.

The timeline for the implementation of the revised program review process is still under discussion but the report should provide some guidance on how the process can be used to inform program decisions for the upcoming budget.

Middle States Self-Study

The committee was given a brief introduction to the necessity for the re-accreditation of the college by the Middle States Association. The college will be embarking on the self-study process in February with the establishment of working groups for each of the seven accreditation standards. Staff will be seeking Trustee representation on some of the working groups. The process will culminate with an on-site visit by a peer review team in the spring of 2018. The P & E committee will receive regular updates on the process to be shared with the full Board.

Miscellaneous Items

Board Chair Guzzo asked that the P & E committee discuss strategies to increase the public's awareness of the college's efforts to provide both ESL programs and services and non-academic certificate program offerings. He stated that there is a perception that much more can be done.

Committee Chair Cram suggested that a presentation be scheduled based on current offerings and that from that presentation the P & E committee will discuss how the programs can be better promoted, enhanced and expanded. Base on his recent tour of the college's multiple sites he personally become much more aware of the college's current offerings in both areas.

It was also suggested by the Board chair that because of the probable need for increases in tuition the Committee examine the impact of the \$10/credit increase suggested recently the Board's student representative. No immediate next steps were planned. It will likely be part of a broader discussion about tuition increases as part of budget preparations.

There being no further business for the committee to consider, the committee adjourned at 7PM

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

Tuesday, January 19, 2016

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

- A. Chair Guzzo called the meeting to order at 8:30 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos then read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On January 12, 2016, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On January 12, 2016, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger*.
 3. On January 12, 2016, advance written notice of this meeting was filed with the Clerk of the County of Monmouth.”

Roll Call:

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

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Public Hearing on Tuition and Fees for FY17 No comment from public.		
Public Comment on Agenda Items: No public comment on agenda items.		
Approval of Minutes of the December 17, 2015 Executive, Workshop and Public Business meetings.	<p>There were no revisions to the minutes.</p> <p>A motion to approve the December 17, 2015 minutes of the Executive, Workshop and Public Business meetings was made by Trustee Abby-White and seconded by Trustee Dalton.</p> <p>AYES: Trustees Abby-White, Cram, Dalton, Geissler, Kaufmann, Tolchin, and Chair Guzzo NAYES: None ABSTENTIONS: Trustees DiBella, Richens</p>	
President's Report - Associate Vice President Marie Lucier-Woodruff of the Division of Continuing & Professional Studies introduced 3 students who spoke about how Brookdale Community College played a transformative role in their lives.		
<p>Student, Charles Shlafer, former client of the Small Business Development Center spoke about the assistance he received to take a business idea and create a thriving business. He stated that his experience changed the trajectory of his family's lives for several generations. .</p> <p>Life Long Learner, Carol Smith spoke about how BCC meets the community needs for lifelong learning through Tour and Talk bus trips, mini courses and the ability to audit credit classes. She has developed new</p>		

<p>interests and passions as a lifelong learner. She thanked the board from the bottom of her heart for creating these programs and encouraged them to continue them.</p> <p>Dawn Dougan – returned to work after the loss of her husband and availed herself of the Displaced Homemakers Program. She received a certificate as a Business Office Support Specialist and has been working at BCC in Counseling and Advising for the past 2 years. She returned to her studies that she started in 1985 and expects to graduate in 2017. Her experience helped her to start living again, learning again and working again.</p> <p>Dr. Murphy's Strategic Update – Dr. Murphy provided a strategic update of the implementation progress of the strategies to support the 4 strategic board priorities. She will provide the next progress report in June 2016. See Attachment A for full strategic update.</p>		
<p>Approval of Consent Agenda</p> <ol style="list-style-type: none"> 1. Acceptance of Grants – RES160001 2. Approval of Human Resources 3. 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 – RES160002 4. Open Invoice Payment Requests for Vendor, Student and Employee Payments 5. Monthly Financial Report 	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>AYES: Trustees Abby-White, Cram, Dalton, DiBella, Geissler, Kaufmann, Richens, Tolchin, and Chair Guzzo NAYES: None ABSTENTIONS: None</p>	
<p>Approval of Schedule of Tuition and Fees for FY17 – RES160004 –(Addendum - Attachment B)</p>	<p>A motion was made to approve the Schedule of Tuition and Fees for FY17 (RES160004) by Trustee Dalton and seconded by Trustee DiBella</p> <p>AYES: Trustees Abby-White, Cram, Dalton, DiBella, Geissler, Kaufmann, Richens, Tolchin, and Chair Guzzo</p>	

	NAYES: None ABSTENTIONS: None	
<p>Public Comment</p> <p>Karyn Arnold, President BCCAA and Associate Director of Financial Aid – On behalf of Helen Vota and herself, she acknowledged the staff, Administrators and Counselors in Student Services for all of their hard work to assist our students enroll, register, and obtain financial aid. She acknowledged Vice President. David Stout and his outstanding leadership skills. She congratulated Coach Katie Miller for receiving the recognition of Coach of the Year, by the National Soccer Coaches Association. Karyn was appointed to the NJEA Higher Education committee and will be representing BCC at the state level...</p>		
<p>Old/New Business</p> <ol style="list-style-type: none"> 1. Trustee Abby-White acknowledged Avis McMillon for quickly responding to a parent concern. 2. Dr. Les Richens will be serving on the Audit Committee. 3. Chair Guzzo announced that Trustee Campbell is resigning from the Board of Trustees after 4 and half years of service and she will no longer be active. She is in holdover until she is replaced. 4. Vice-Chair DiBella reminded the Trustees to attend the Special Meeting on January 25 or dial in if possible. 		

D. Chair Guzzo adjourned the meeting at 9:22 PM. .

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

**BROOKDALE COMMUNITY COLLEGE
SCHEDULE OF TUITION AND FEES EFFECTIVE JULY 1, 2016**

I. Tuition

Residents of Monmouth County *	\$129.75 per credit hour not to exceed \$1,946.25 per term.
Residents of Other New Jersey Counties	\$245.50 per credit hour not to exceed \$3,682.50 per term **
Out-of-State Students	\$270.50 per credit hour not to exceed \$4,057.50 per term.

* Online courses are charged the Monmouth County tuition rate.

** If not covered by Chargeback Legislation (Public Law 18A:64A-2.3)

II. Fees

- A. Application Fee – New students shall be required to pay a \$25.00 application fee.
- B. General Services Fee – Each term every student shall be required to pay a General Services Fee of \$31.14 per credit hour, not to exceed \$467.10.
- C. Laboratory Fees – Laboratory fees may be assessed for certain courses for the purpose of defraying the high cost of consumable supplies, breakage, rental of facilities, and repair or replacement of equipment. The President shall be authorized to determine these courses and assess fees accordingly.
- D. Transcript Fee – A fee of \$6 dollars shall be paid for each request of an official transcript.
- E. Educational Records Reproduction Fee – Each student requiring reproduction of educational records other than transcripts shall pay \$.25 per page reproduced with a minimum fee of \$1.00.
- F. Credit-by-Examination – The regular tuition schedule applies to credits earned by examination. When credit is not granted, an examination fee of \$30.00 is paid.
- G. Returned Check Fee – A charge of \$25.00 shall be assessed for all checks issued to the College and not paid upon presentation to the bank.
- H. Late Registration Fee – A fee of \$30.00 shall be assessed to continuing students failing to register prior to the first day of classes.
- I. Installment Payment Plan – A non-refundable fee of \$50.00 shall be charged to students who wish to use the installment payment plan. The plan is available to all students in good financial standing with the College.

III. Tuition for Senior Citizens of Monmouth County

- A. For purposes of this policy, senior citizens are defined as residents of Monmouth County who have attained the age of 65 or over. In order to be eligible for the waiver, senior citizens must register on a specific day, after the first day of the term in question.
- B. Tuition shall be waived for senior citizens who enroll in courses after priority registration. Enrollment shall be on a space-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate.
- C. Senior citizens who enroll in courses during priority registration shall pay the prevailing tuition and required fees.

IV. Tuition for Eligible National Guard Members and their dependents

- A. New Jersey state law mandates that every member of the New Jersey National Guard is authorized to attend any state college or university tuition free for undergraduate and graduate studies. Tuition shall be waived to a maximum of 15 credits per semester for National Guard members and their eligible dependents. All fees shall be charged at the prevailing rate. Class space is available as of the first day of open registration for each semester.
- B. To be eligible for this program, National Guard members must apply for all available financial aid.

V. Tuition for Eligible Persons on Unemployment

- A. Pursuant to N.J.S.A 18A:64A-23.1, persons receiving unemployment benefits in New Jersey, as determined by the Division of Employment Services, shall have tuition waived. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate. In order to be eligible for the waiver, a student must register the first day (or after) of the term in question.

VI. Tuition for Eligible Volunteer Fire Fighters, First Aid or Rescue Squad Members

- A. Pursuant to N.J.S.A 18A:71-78.1, tuition up to a maximum of \$600.00 per year, not to exceed a maximum of \$2,400.00 total, for the member and member's family over a four year period, shall be waived for active members in good standing of a volunteer fire company, or volunteer first aid or rescue squad and/or their spouse and dependent children. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rates. In order to be eligible for the waiver, a student must register the first day (or after) of the term in question.

VII. Tuition and Fees for Eligible Children and Spouses of New Jersey residents who were victims of the terrorist attack on the United States on September 11, 2001.

- A. Pursuant to amendments to State of New Jersey 209th Legislature, N.J.A-1517, the Senate and General Assembly have enacted that the students will be excused from payment of tuition subject to the payment of tuition by the State pursuant to N.J.S.A. 18A:71B-23. This includes students that are dependents and surviving spouses of police, fire, and rescue personnel, volunteer emergency responders, Port Authority of New York and New Jersey police officers,

state workers and privately-employed New Jersey residents who died in the September 11 attacks on the World Trade Center, the Pentagon, and near Shanksville in rural Pennsylvania.

- B. Class space is available as of the first day of open registration for each semester.
- C. The waiver is obtained from the Financial Aid Office. All tuition and fees are waived. These benefits are available for eight years from the dependent's high school graduation.

R E S O L U T I O N

WHEREAS, State regulations require each County College to file annually a schedule of tuition and fees to be charged during the following academic year; and

WHEREAS, the schedule of tuition and fees must be reviewed at a public meeting of the Board of Trustees at which time the Community can be heard; and

WHEREAS, the Administration has developed a Revised Schedule of Tuition and Fees for the academic year 2016/2017 as an appendage to the Board Policy on Tuition and Fees (4.1000) and is made a part hereof and attached hereto:

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Schedule of Tuition and Fees for the academic year 2016/2017 attached hereto be and the same is hereby adopted.

January 19, 2016

- 1 General Functions
- 2 Administration**
- 3 Human Resources
- 4 Business & Finance

2.1 Acceptance of Grants

Executive Summary

The National Society of Leadership and Success

Brookdale has been awarded a grant from The National Society of Leadership and Success. The program offers participating students a Speaker Series and Leadership Program. The speaker series gives students the opportunity to learn from experts in the fields of leadership, vision creation, goal identification, and college to career transition. The leadership training focuses on exploring student challenges, recognizing their strengths, identifying their passion, and setting up a personal plan. Brookdale students with a minimum of a 2.75 GPA and who have earned a minimum of 6 college level credits are eligible to participate.

Sarah McElroy, Director of Career Services and Jill Donovan, Career Services Representative, will administer the program.

The total grant award is \$2,800 and does not require a match.

Recommendation:

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

RESOLUTION

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

	<u>Amount</u>
The National Society of Leadership and Success	\$2,800

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.

February 16, 2016: Director of Grants and Institutional Development, Laura Qaissaunee
RES160006

**1.51 Acceptance of Gifts
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month. The most recent report to the Board of Trustees was made at the November 19, 2015, meeting.

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

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

DATE	DONOR	ITEM
1/7/16	Matthew McCarthy 455 W37th Street New York, NY 10018	Donation of green screen supplies to provide students with additional real-world experience in communication media field.

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

Support Staff

Recommendations

2

B. Change of Status

Faculty

Administrative

Support Staff

Recommendations

2

5

2

C. Separations

Administrative

Support Staff

Recommendations

1

1

A. HIRES**SUPPORT STAFF**

1. Name: Kevin Coffey
Department: Biology
Position: Instructional Assistant, temporary spring semester
Salary: \$10,781 prorated from an annual base of \$41,729
Effective: 2/8/16 – until further notice, but not later than 5/10/16
2. Name: Diana DiBuccio
Department: Human Resources & Organizational Safety
Position: Associate
Salary: \$38,513
Effective: 2/17/16

B. CHANGE OF STATUS**FACULTY**

1. Name: Barbara Boyington
Department: Business Management
Position: Professor
Action: Medical leave using sick time for 60% reduction in load
New Salary: No change
Effective: 1/19/16 – 6/30/16
2. Name: Colleen Lineberry
Department: English
Position: Associate Professor
Action: Medical leave using sick time for 40% reduction in load
New Salary: No change
Effective: 1/19/16 – 6/30/16

ADMINISTRATIVE

1. Name: Lauren Brutsman
Department: Student Life & Activities
Position: Interim Director, Student Life & Activities
Action: Temporary assignment from A3 to A5
New Salary: \$23,754 prorated from an annual base of \$71,262
Effective: 3/1/16 until further notice, but not later than 6/30/16

2. Name: William DeVoe
 Department: Testing Services
 Position: Interim Manager, Testing Services
 Action: Temporary assignment from A2 to A4
 New Salary: \$20,051 prorated from an annual base of \$60,155
 Effective: 3/1/16 until further notice, but not later than 6/30/16

3. Name: Nancy McHugh
 Department: Automotive
 Position: Coordinator, Auto Lab
 Action: Reclassification from N3 to A2 position
 New Salary: \$28,760 prorated from an annual base of \$57,521
 Effective: 1/1/16

4. Name: Nancy O'Shea
 Department: Enrollment Management
 Position: Associate Director, One-Stop
 Action: Reorganization transfer to a lateral position
 New Salary: No change
 Effective: 3/1/16

5. Name: Robert Quinones
 Department: Student Engagement
 Position: Director, Student Engagement
 Action: Reorganization transfer to a lateral position
 New Salary: No change
 Effective: 3/1/16

SUPPORT STAFF

1. Name: Michele McBride
 Department: Radio Station
 Position: Specialist, Radio Station
 Action: Title change
 New Salary: No change
 Effective: 3/1/16

2. Name: Jeffrey Raspe
 Department: Radio Station
 Position: Specialist, Radio Station
 Action: Title change
 New Salary: No change
 Effective: 3/1/16

C. SEPARATIONS**ADMINISTRATIVE**

1. Name: Shannon Ventre
 Department: Athletics & Recreation
 Position: Associate Director, Athletics & Special Projects
 Action: Resignation
 Effective: 1/19/16

SUPPORT STAFF

1. Name: Melissa Stryker
 Department: Learning Commons
 Position: Learning Commons Assistant
 Action: Retirement
 Effective: 1/31/16

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 February 11, 2016.

Brookdale Community College
Paid Invoice Register
February 16, 2016

	Student		Vendor		Employee	Totals
ASBCC	\$	-	\$	9,654.00	\$ 63.50	\$ 9,717.50
Athletics		-		14,390.35	2,271.76	16,662.11
Bookstore		-		248,446.68	-	248,446.68
College		-		1,759,940.48	22,266.24	1,782,206.72
CPS		437.33		9,174.22	467.48	10,079.03
	\$	437.33	\$	2,041,605.73	\$ 25,068.98	\$ 2,067,112.04

4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending December 31, 2015, were \$7,641,190.57.

The Monthly Financial Report contains summary information regarding all financial transactions of the College for the month of November. 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 February 11, 2016.

February 16, 2016: Vice President, Finance & Operations, Maureen Lawrence

Brookdale Community College
Monthly Analysis of Change

	12/31/15	11/30/15	CHANGE
OPERATING EXPENDITURES *			
Learning Division	\$27,730,754	\$ 27,561,563	\$ 169,191
Benefits & General Institutional	10,195,738	8,995,927	1,199,811
Sub Total	37,926,492	36,557,490	1,369,002
All other divisions	23,861,482	23,554,277	307,205
Total Operating Expenses	61,787,974	60,111,767	1,676,207
OPERATING REVENUE			
Tuition	33,551,781	28,578,868	4,972,913
General Service Fees	3,732,925	3,183,524	549,401
Sub Total	37,284,706	31,762,392	5,522,314
State Appropriations	5,175,432	4,312,860	862,572
County Appropriations	10,013,510	8,344,591	1,668,919
All other revenue	3,694,364	3,349,827	344,537
Total Operating Revenue	56,168,012	47,769,670	8,398,342
CASH			
Cash	10,307,904	11,317,015	(1,009,110)
Total Cash	10,307,904	11,317,015	(1,009,110)
CAPITAL EXPENDITURES *			
Renewals & Replacements	22,611,195	22,579,877	31,318
Minor Capital	3,001,581	2,930,408	71,173
Total Capital Expenses	25,612,776	25,510,285	102,491
CAPITAL REVENUE			
State	234,320	143,047	91,273
County	2,240,951	2,132,583	108,368
Other	3,401,879	3,248,857	153,022
Total Capital Revenue	5,877,150	5,524,487	352,663
GRANTS			
Federal Grants	2,706,261	1,143,254	1,563,007
State Grants	636,596	406,677	229,919
Other Grants	609,313	122,942	486,371
Total Grants	\$ 3,952,170	\$ 1,672,873	\$ 2,279,297

Note:

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

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

AS OF DECEMBER 31, 2015

	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
President's Division	\$ 575,718	\$ 3,029	\$ 578,747	\$ 286,993	\$ 250,390	\$ 41,364
HR & Organizational Safety	2,263,510	8,046	2,271,556	1,059,174	924,343	288,039
Planning & Institutional Effectiveness	594,037	(65,380)	528,657	224,069	228,611	75,977
Advancement Division	1,499,035	(49,526)	1,449,509	655,167	572,630	221,711
Finance & Operations Division	10,628,702	42,353	10,671,055	5,039,006	3,952,873	1,679,176
Learning Division	33,168,629	50,514	33,219,143	14,125,207	13,650,547	5,443,389
Student Success Division	5,975,883	30,847	6,006,730	2,835,028	2,461,242	710,460
Continuing & Professional Studies	3,121,953	6,060	3,128,013	1,549,986	892,825	685,202
Utilities	2,884,162	-	2,884,162	1,180,896	1,703,247	19
Benefits & General Institutional	21,118,951	(25,943)	21,093,008	9,153,458	1,042,280	10,897,270
Total	<u>\$81,830,580</u>	<u>\$ -</u>	<u>\$81,830,580</u>	<u>\$36,108,985</u>	<u>\$25,678,989</u>	<u>\$20,042,607</u>

Notes:

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

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

Brookdale Community College
Operating Fund
Income Summary Report
FY16

AS OF DECEMBER 31, 2015

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 10,352,862	\$ -	\$ 10,352,862	\$ 5,175,432	\$ 5,177,430
County of Monmouth	20,027,019	-	20,027,019	10,013,510	10,013,510
Student Tuition	41,105,238	-	41,105,238	33,551,781	7,553,457
General Service Fee	4,667,620	-	4,667,620	3,732,925	934,695
Other Student Fees	1,597,296	-	1,597,296	1,406,895	190,401
Continuing & Prof Studies	3,052,625	-	3,052,625	1,989,985	1,062,640
Approp from Reserve	92,920	-	92,920	-	92,920
Miscellaneous	935,000	-	935,000	297,485	637,515
Total	<u>\$ 81,830,580</u>	<u>\$ -</u>	<u>\$ 81,830,580</u>	<u>\$ 56,168,012</u>	<u>\$ 25,662,568</u>

**Brookdale Community College
Summary of Cash
FY16**

AS OF DECEMBER 31, 2015

Cash:

Operating
Payroll

\$ 10,302,722.61
5,181.55

\$ 10,307,904.16

Brookdale Community College
Capital Fund
Budget Summary Report
FY16

AS OF DECEMBER 31, 2015

	PROJECTED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 4,427,165		\$ -	\$ -
8120520 - Gorman Hall	-	\$ 119,005	25,066	93,939
8120545 - Back Campus Walkway	-	2,180,698	2,143,430	37,268
8120550 - Wall Campus Expansion	-	2,127,462	1,263,742	863,720
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	-	4,250,000	253,850	3,996,150
FY15 Chapter 12 Projects	3,200,000	-	-	3,200,000
FY16 Chapter 12 Projects*	3,000,000	-	-	3,000,000
FY16 Capital Projects	-	-	-	-
8131005 - Higher Ed Bond Administration	11,237,162	-	10,317,228	919,934
8132450 - College Higher Ed Bond Administration Match	3,745,721	-	3,439,076	306,645
8131010/8131030 - Equipment Leasing Fund (ELF)	2,724,218	-	1,699,705	1,024,513
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	1,160,554	-	1,054,496	106,058
8132455/8132460 - College HETI Match	1,160,554	-	1,054,496	106,058
8142425 - Fascia Replacement	56,122	-	56,122	-
FY16 Infrastructure Projects	750,000	-	-	-
8162415 - General	-	602,730	105,362	497,368
8162416 - ATeC Retaining Wall	-	68,000	68,000	-
8162417 - Heat Trace	-	96,529	79,270	17,259
8162418 - Freehold Campus Parking Lot	-	705,000	705,000	-
8162419 - ATeC Heating System	-	120,000	120,000	-
Renewals & Replacements	37,211,496	11,069,424	22,611,195	15,442,560
SLC/B4 Debt Service	1,120,658	-	147,989	972,669
Brookdale @ Freehold Debt Service	840,246	-	19,365	820,881
ELF Debt Services	23,645	-	10,246	13,399
Minor Capital	400,000	-	118,320	281,680
ASBCC	-	20,000	6,941	13,059
TIP	750,000	-	523,095	226,905
Student & BCD Tech Fee	2,238,274	-	2,175,625	62,649
Minor Capital	5,372,823	20,000	3,001,581	2,391,242
Total	\$ 42,584,319	\$ 11,089,424	\$ 25,612,776	\$ 17,833,802

* Pending Approval

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

AS OF DECEMBER 31, 2015

	BUDGET	ADJUST *	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 1,500,000	\$ 21,810,517	\$ 23,310,517	\$ 234,320	\$ 23,076,196
County of Monmouth	1,500,000	8,561,443	10,061,443	2,240,951	7,820,492
Other	6,122,823	3,089,536	9,212,359	3,401,879	5,810,480
Total	<u>\$ 9,122,823</u>	<u>\$ 33,461,496</u>	<u>\$ 42,584,319</u>	<u>\$ 5,877,150</u>	<u>\$ 36,707,168</u>

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

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

AS OF DECEMBER 31, 2015

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
Federal Grants					
Brookdale	\$ 2,514,261	\$ -	\$ 2,514,261	\$ 1,306,453	\$ 1,207,808
Subgrants	192,000	-	192,000	29,944	162,056
SUBTOTAL	2,706,261	-	2,706,261	1,336,397	1,369,864
State Grants	636,596	-	636,596	422,922	213,674
Other Grants	217,429	391,884	609,313	143,782	465,531
TOTAL	<u>\$ 3,560,286</u>	<u>\$ 391,884</u>	<u>\$ 3,952,170</u>	<u>\$ 1,903,101</u>	<u>\$ 2,049,069</u>

5.1 Curriculum

The faculty and administration of the College have proposed to convert the Environmental and Earth Sciences Option within the Mathematics/Science A.S. program to an Environmental Science Associate in Science Program. A Program Announcement for the conversion of the option to a program has been sent to the Presidents of New Jersey's Colleges and Universities for their consideration and comment.

The Environmental Science A.S. curriculum has been constructed to incorporate sustainability policies and concepts and to align with modern standards-based environmental science programs at many four year institutions. The program is designed for students seeking to transfer to a major in environmental science, ecology, geology, natural resource management or marine science. Articulation agreements are in discussion with Monmouth University, Rider University, and Stockton University.

Projected job growth for the environmental science field is 15% through 2022 spurred by intensified interest in environmental hazards and increased demand for natural resources. Individuals with bachelor's degrees have employment opportunities in government and private sector industries such as renewable energy, construction, facilities management, environmental protection, energy efficiency, utilities, transportation, and industrial operations.

The Environmental Science Associate in Science has been reviewed by Institute Deans, Academic Council, the General Education Committee, the Registrar, the Vice President for Learning, the President and the Policy and Education Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving conversion of the Environmental and Earth Sciences Option to the Environmental Science Associate in Science program.

WHEREAS, the faculty and administration of the College have proposed to convert the Environmental and Earth Sciences Option within the Mathematics/Science A.S. program to an Environmental Science Associate in Science Program; and

WHEREAS, a Program Announcement for the conversion of the option to a program has been sent to the Presidents of New Jersey's Colleges and Universities for their consideration and comment; and

WHEREAS, the Environmental Science A.S. curriculum has been constructed to incorporate sustainability policies and concepts and to align with modern standards-based environmental science programs at many four year institutions; and

WHEREAS, the program is designed for students seeking to transfer to a major in environmental science, ecology, geology, natural resource management or marine science, and articulation agreements are in discussion with Monmouth University, Rider University, and Stockton University; and

WHEREAS, projected job growth for the environmental science field is 15% through 2022 spurred by intensified interest in environmental hazards and increased demand for natural resources, and individuals with bachelor's degrees have employment opportunities in government and private sector industries such as renewable energy, construction, facilities management, environmental protection, energy efficiency, utilities, transportation, and industrial operations; and

WHEREAS, the Environmental Science Associate in Science has been reviewed by Institute Deans, Academic Council, the General Education Committee, the Registrar, the Vice President for Learning, the President and the Policy and Education Committee of the Board;

RES160007

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the conversion of the Environmental and Earth Sciences Option to the Environmental Associate in Science program be and is hereby approved.

February 16, 2016

PROGRAM ANNOUNCEMENT
Conversion of Option to Full Program Status
Mathematics/Science, Associate in Science, Environmental and Earth Sciences Option to
Environmental Science, Associate in Science

Date: December 2, 2015

Institution:	Brookdale Community College
New Program Title:	Environmental Science
Degree Designation:	Associate in Science
Programmatic Mission Level for the Institution	Associate
Degree Abbreviation:	A.S.
CIP Code and Nomenclature (if possible) <i>If outside the classification indicate Not Applicable</i>	030104
Campus(es) where the program will be offered.	Main Campus 765 Newman Springs Road Lincroft, NJ 07738
Date when the program will begin (month and year).	Fall 2016
List the institutions with which articulation agreements will be arranged:	Monmouth University Rider University Stockton University

Is licensure required of program graduates to gain employment? ☐ Yes ☒ No

Will the institution seek accreditation for this program? ☐ Yes ☒ No

■ If yes, list the accrediting organization:

Program Announcement narrative:

☒ Objectives

page(s) 1

☒ Need

page(s) 5

☒ Student enrollments

page(s) 5

☒ Program resources

page(s) 6

Brookdale Community College
Associate in Science
Environmental Science

DESCRIPTIVE INFORMATION:

1. Objectives.

The College is converting the Environmental and Earth Science Option within the Mathematics/Science A.S. program to an Environmental Science Associate in Science Program. The program is designed for transfer students seeking to major in environmental science, ecology, geology, natural resource management or marine sciences.

The curriculum has been strengthened and constructed around a core of general education and career studies requirements to provide students with a baseline knowledge of this scientific field of study. By incorporating sustainability policies and concepts in the curricula, students will learn about current environmental science issues and the impact of environmental science in a global and social context. Students will be able to apply this knowledge to environmental problems and solutions. The program aligns with modern standards-based environmental science programs at many four year institutions.

Faculty discussions are taking place with Monmouth, Rider, and Stockton Universities to receive feedback on the proposed new program and to lay the groundwork for articulation agreements once the program is approved.

2. Evaluation and Learning Outcomes Assessment plan for the program.

The following table shows how program goals and learning outcomes will be assessed. Direct and indirect measures are included:

Institutional Learning Goals	Program Learning Outcomes	How Program Learning Outcomes are Assessed	
		Course	Method
<ul style="list-style-type: none"> Students will use the scientific method of inquiry, through the acquisition of scientific knowledge. Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems. Students will think critically. 	<ul style="list-style-type: none"> Graduates will apply knowledge from the sciences and mathematics to environmental problems and solutions. 	<ul style="list-style-type: none"> ENVR 108 – Principles of Sustainability ENVR 107 – Environmental Science 	<ul style="list-style-type: none"> Research paper and presentation: <ol style="list-style-type: none"> The issue (what it is, what causes it), Why is it an issue (example: ecosystems at risk, synergistic effects, pollutants), and PRACTICAL solutions to the issue. Weekly lab experiments and assignments that describe and document an observational or experimental study.
<ul style="list-style-type: none"> Students will use the scientific method of inquiry, through the acquisition of scientific knowledge. Students will address an information need by locating, evaluating and effectively using 	<ul style="list-style-type: none"> Graduates will use skills and modern environmental science techniques and tools necessary for a successful career in the field. 	<ul style="list-style-type: none"> ENVR 107 – Environmental Science 	<ul style="list-style-type: none"> The lab component complements the lecture portion of the course and provides student with experience and skills in the techniques and tools used for studying environmental science. These experiences both

Institutional Learning Goals	Program Learning Outcomes	How Program Learning Outcomes are Assessed	
		Course	Method
<p>information.</p> <ul style="list-style-type: none"> Students will think critically. 			<p>in the laboratory and in the field provide students with important opportunities to: test concepts and principles that are introduced in the classroom, explore specific problems with a depth not easily achieved otherwise, and gain an awareness of the importance of confounding variables that exist in the "real world."</p>
<ul style="list-style-type: none"> Students will use the scientific method of inquiry, through the acquisition of scientific knowledge. Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems. Students will think critically. 	<ul style="list-style-type: none"> Graduates will design and conduct experiments, and analyze and interpret data. 	<ul style="list-style-type: none"> ENVR 107 – Environmental Science ENVR 111 – Oceanography ENVR 130 – Physical Geology 	<ul style="list-style-type: none"> Freshwater Stream Assessment Plant Species Diversity Waves Lab Plankton Lab Deep Water Circulation Structural Geology Plate Tectonics Physical Properties of Minerals Igneous Rocks Metamorphic Rocks Sedimentary Rocks
<ul style="list-style-type: none"> Students will think critically. 	<ul style="list-style-type: none"> Graduates will function effectively on multidisciplinary teams. 	<ul style="list-style-type: none"> Problem-based learning assignment where students work collaboratively in teams to solve a sustainability issue with global implications 	<ul style="list-style-type: none"> Students are required to participate in a team-based problem solving exercise for the duration of one semester. Students will participate in projects of their choosing that address sustainability issues of a global nature. As part of the project, the students will learn to: <ol style="list-style-type: none"> Communicate with students from different disciplines Brainstorm a solution Formulate well thought-out group decisions Write and implement project plans Report project outcomes to faculty advisors.

Institutional Learning Goals	Program Learning Outcomes	How Program Learning Outcomes are Assessed	
		Course	Method
<ul style="list-style-type: none"> Students will communicate effectively. Students will use computer systems or other appropriate forms of technology to achieve educational goals. 	<ul style="list-style-type: none"> Graduates will communicate technical information effectively orally, in writing, and through electronic media. 	<ul style="list-style-type: none"> ENVR 108 – Principles of Sustainability ENVR 225 – Energy and the Environment 	<ul style="list-style-type: none"> Scholarly Article Reviews Weekly Newspaper/Magazine Article Summaries on current environmental issues Research paper and presentation: <ol style="list-style-type: none"> The issue (what it is, what causes it), Why is it an issue (example: ecosystems at risk, synergistic effects, pollutants), and PRACTICAL solutions to the issue. Scholarly Article Reviews Discussion Forums PowerPoint Presentation
<ul style="list-style-type: none"> Students will understand the importance of a global perspective. 	<ul style="list-style-type: none"> Graduates will understand environmental science issues and the impact of environmental science in a global and social context. 	<ul style="list-style-type: none"> ENVR 108 – Principles of Sustainability POLI 228 – Environmental Politics and Policy 	<ul style="list-style-type: none"> Sustainable Action Project that requires 10 hours of documented actions to improve environmental sustainability. This course introduces students to the field of environmental politics and policy, or the connections and interactions between environmental concerns and the political process. Students are exposed to a number of environmental problems and the political and legislative responses government has taken to address those problems. Assessment is done through written assignments and classroom discussion.
<ul style="list-style-type: none"> Students will understand ethical issues and situations. 	<ul style="list-style-type: none"> Graduates will understand professional ethical responsibilities. 	<ul style="list-style-type: none"> ENVR 108 – Principles of Sustainability 	<ul style="list-style-type: none"> Sustainable Action Project that requires 10 hours of documented actions to improve environmental sustainability.

Institutional Learning Goals	Program Learning Outcomes	How Program Learning Outcomes are Assessed	
		Course	Method
		<ul style="list-style-type: none"> POLI 228 – Environmental Politics and Policy 	<ul style="list-style-type: none"> This course introduces students to the field of environmental politics and policy, or the connections and interactions between environmental concerns and the political process. Students are exposed to a number of environmental problems and the political and legislative responses government has taken to address those problems. Assessment is done through written assignments and classroom discussion.
	<ul style="list-style-type: none"> Graduates will understand the need, and have the ability, to engage in lifelong learning and to participate in professional organizations. 		<ul style="list-style-type: none"> Exit Surveys

Program instructors assess all learning outcomes. Assessment results for courses designated as general education are reported annually to the Office of Planning and Institutional Effectiveness (PIE). Program Learning Outcomes in degree programs also are assessed and reported periodically to PIE. All Degree Programs undergo a five-year program review to ensure the programs' continuous enhancement and improvement.

Graduates of this program will be able to:

- Apply knowledge from the sciences and mathematics to environmental problems and solutions;
- Use the skills and modern environmental science techniques and tools necessary for a successful career in the field;
- Design and conduct experiments, and analyze and interpret data;
- Function effectively on multidisciplinary teams;
- Communicate technical information effectively (orally, in writing, and through electronic media).
- Understand contemporary environmental science issues and the impact of environmental science in a global and social context;
- Understand professional ethical responsibilities;
- Understand the need, and have the ability, to engage in lifelong learning and to participate in professional organizations.

3. Relationship of the program to institutional strategic plan and its effect on other institutional programs at the same institution.

The Environmental Science A.S. program aligns with Brookdale Community College's mission to provide "a comprehensive array of quality, affordable educational choices leading to transfer and career opportunities."

Priority 1 of the College's 2015-2017 Strategic Plan is student success. The general education and career studies courses required to complete this program provide a well-defined path to successful transfer to a four-year institution. The field of environmental science is identified as an in-demand occupation by the New Jersey Department of Labor and Workforce Development. The curricula has been redesigned and strengthened to include current environmental topics in sustainability that will provide graduates with employment opportunities in this emerging field of study.

The environmental science program integrates well with the College's biology, chemistry, and physics options and provides students an avenue to concentrate their studies in a contemporary, specific field in the natural sciences.

4. Need. Provide justification of the need for this program.

This degree is designed for students to transfer to a four year institution to major in environmental science or related fields such as geology, ecology, or natural resource management. Individuals with bachelor's degrees in this science field have employment opportunities in a wide range of industries including renewable energy, construction, facilities management, environmental protection services, energy efficient services, utilities, and industrial operations.

The United States Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook (Handbook) projects that employment for environmental scientists and specialists will grow 15 percent from 2012 to 2022, which is faster than the average for all occupations. This growth is spurred by intensified interest in environmental hazards and increased demand for natural resources.

The Handbook states that while most employment opportunities will be in various levels of government and similar industries, job growth is also expected to be in the private sector as consulting firms are hired to monitor and manage environmental issues and ensure regulatory compliance. Positions will also be available in transportation, construction, and utilities as new and existing development projects are planned to protect natural resources. Job titles for graduates of a bachelor's degree include material scientists, environmental engineers, geoscientists, occupational and safety specialists, and natural science managers.

Similar programs within the state and neighboring states for an Environmental Science AS:

- Atlantic Cape Community College – Environmental Science A.S.
- Essex County Community College – Environmental Science A.A.S.
- Hudson County Community College – Environmental Studies A.S.
- Middlesex County College – Earth Science, A.S.
- Ocean County College – Environmental Science, A.S.
- Sussex County Community College – Environmental Studies, A.S.

5. Students.

Enrollment has fluctuated between 50 and 70 majors in the Environmental and Earth Science Option from 2011-2015. It is anticipated that restructuring this option to a full program will attract new students annually. Enrollment is also expected to increase as transfer agreements are established and new career opportunities develop in this field of science. Optimum enrollment for the program is 100 majors.

6. Program Resources.

Existing resources will be used to implement this new program. As enrollment increases, additional costs for a full-time and/or adjunct faculty will be incurred.

Curriculum - Environmental Science Associate in Science

This degree is designed for students who plan to transfer to a four-year institution with a major in environmental science, ecology, geology, natural resource management, or marine sciences. To maximize transfer credits, students must be guided by the transfer institution's requirements and work closely with their counselor in order to select courses wisely.

Graduates of this program will be able to:

- Apply knowledge from the sciences and mathematics to environmental problems and solutions;
- Use the skills and modern environmental science techniques and tools necessary for a successful career in the field;
- Design and conduct experiments, and analyze and interpret data;
- Function effectively on multidisciplinary teams;
- Communicate technical information effectively orally, in writing, and through electronic media;
- Understand contemporary environmental science issues and the impact of environmental science in a global and social context;
- Understand professional ethical responsibilities;
- Understand the need, and have the ability, to engage in lifelong learning and to participate in professional organizations.

General Education 30-32 credits:

Course Code	Title	Credits
ENGL 121	English Composition: The Writing Process	3
ENGL 122	English Composition: Writing and Research	3
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 153	Pre-Calculus Mathematics	4
or		
MATH 171	Calculus I	
Humanities		3-4
Social Sciences		3
Humanities or Social Sciences		3
COMP 129	Information Technology	3 ⁽¹⁾

Career Studies 26 credits as follows:

BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
BIOL 208	Ecology and Field Biology	4 ^{(2)*}
ENVR 108	Principles of Sustainability	3
ENVR 107	Environmental Science	4
ENVR 111	Oceanography	4
POLI 228	Environmental Politics and Policy	3**

Career Studies – 7-8 credits from among the following:

BIOL 207	Marine Biology	4***
CHEM 117	Introduction to Marine Chemistry	4***
ENVR 225	Energy and the Environment	3*
ENVR 126	Introduction to GIS	3 ⁽¹⁾
ENVR 127	Meteorology	4
ENVR 130	Physical Geology	4
MATH 131	Statistics	4 ⁽²⁾
PHYS 111	General Physics I (Non-Calculus)	4

PHYS 112	General Physics II (Non-Calculus)	4
PHYS 121	General Physics I	4
PHYS 122	General Physics II	4

Total credits required for degree: 63-66

⁽¹⁾Students are required to complete 0-4 General Education credits in Technological Competency. A student may be waived from the requirement by taking a course designated as (t) such as ENVR 126 or by passing a proficiency exam. Students must complete a minimum of 30 general education credits for an AS degree.

⁽²⁾BIOL 208 requires a prerequisite of MATH 131.

* Offered Fall term only

** Offered Spring term only

*** Offered Summer term only

Sequence:

Fall Term – 1st Semester

ENGL 121	English Composition	3
BIOL 101	General Biology I	4
ENVR 107	Environmental Science	4
Humanities	Any Humanities Gen Ed course	3-4
Total credits for semester		14-15

Spring Term – 2nd Semester

ENGL 122	English Composition	3
BIOL 102	General Biology II	4
ENVR 108	Principles of Sustainability	3
MATH 153	Pre-Calculus Mathematics	4
or		
MATH 171	Calculus I	
Total credits for semester		14

Summer Term

Career Studies		4
----------------	--	----------

Fall Term – 3rd Semester

CHEM 101	General Chemistry I	5
BIOL 208*	Ecology and Field Biology	4
ENVR 111	Oceanography	4
Social Science	Any Social Science Gen Ed course	3
Total credits for semester		16

Spring Term – 4th Semester

CHEM 102	General Chemistry II	5
POLI 228**	Environmental Politics and Policy	3
Humanities or Social Sciences	Any Humanities or Social Science Gen Ed course	3
Career Studies		3-4
COMP 129	Information Technology	0-3 ⁽¹⁾
Total credits for semester		14-18

5.1 Curriculum

The faculty and administration of the College have proposed discontinuance of the Medical Laboratory Technology A.A.S. Program.

Established in 2010, the Medical Laboratory Technology A.A.S. program is a grant funded partnership with Meridian Health's Florence M. Cook School of Medical Laboratory Technology Science at Jersey Shore University Medical Center. Meridian Health has decided to terminate the Medical Laboratory Technology partnership program with Brookdale effective August 2016 allowing for final entry of eight Brookdale students in September 2015 to graduate by August 2016. Maintaining a Medical Laboratory Technology A.A.S. program without partnership and/or grant funds is unduly costly due to staffing, equipment, and accreditation requirements.

Brookdale students awaiting admission to the Medical Laboratory Technology A.A.S. program were notified of the program's discontinuance in April 2015. Middlesex County College will allow any full-time Brookdale student continually enrolled in the Medical Laboratory Technology A.A.S. program who may be unable to complete the program by August 2016 to complete their coursework at Middlesex County College.

The Medical Laboratory Technology A.A.S. program discontinuance has been reviewed by the Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution discontinuing the Medical Laboratory Technology A.A.S. program.

WHEREAS, the faculty and administration of the College have proposed the discontinuance of the Medical Laboratory Technology A.A.S. program; and

WHEREAS, established in 2010, the Medical Laboratory Technology A.A.S. program is a grant funded partnership with Meridian Health's Florence M. Cook School of Medical Laboratory Technology Science at Jersey Shore University Medical Center; and

WHEREAS, Meridian Health has decided to terminate the Medical Laboratory Technology partnership with Brookdale effective August 2016 allowing for final entry of eight Brookdale students in September 2015 to graduate by August 2016; and

WHEREAS, maintaining a Medical Laboratory Technology A.A.S. program without partnership and/or grant funds is unduly costly due to staffing, equipment, and accreditation requirements; and

WHEREAS, Brookdale students awaiting admission to the Medical Laboratory Technology A.A.S. program were notified of the program's discontinuance in April 2015; and

WHEREAS, Middlesex County College will allow any full-time Brookdale student continually enrolled in the Medical Laboratory Technology A.A.S. program who may be unable to complete the program by August 2016 to complete their coursework at Middlesex County College; and

WHEREAS, the Medical Laboratory Technology A.A.S. program discontinuance has been reviewed by the Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Medical Laboratory Technology A.A.S. be discontinued.

February 16, 2016
RES160008

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.

R E S O L U T I O N

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$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.

Change Order Reconciliation
February 16, 2016

			Change Orders	Current		Contract	Proposed %
Vendor Name	Description	Contract Award	Approved	Contract Value	Proposed C/Os	Total	Increase
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	24,950.00	83,642.00	43%
		<u>\$ 223,850.00</u>	<u>\$ -</u>	<u>\$ 223,850.00</u>	<u>\$ 45,084.00</u>	<u>\$ 268,934.00</u>	

4.3 Approval of Proposed Operating & Capital Budget FY17

Following approval of the FY17 Tuition and Fee Schedule at the January 19, 2016 Board meeting, the College finalized its Operating and Capital Budget for FY17. The proposed budget fosters student success and allows the College to maintain an open door policy, support credit and non-credit enrollment and existing programs, while working to maintain the infrastructure of the College.

The budget is presented to the Board of Trustees at this time for approval. Following this approval, the budget will be forwarded to the Monmouth County Board of Chosen Freeholders' Board of School Estimate at a public hearing for certification of the County's share of the College's FY17 Operating and Capital Fund Budget.

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

RESOLUTION

WHEREAS, under the provisions of N.J.S. 18A:64A-17, the Board of Trustees of Brookdale Community College is required to prepare an annual budget itemizing the amount of money estimated to be necessary for Operating and Capital expenses for the ensuing year; and

WHEREAS, the Board of Trustees has caused to be duly prepared such annual budget for the fiscal year 2017; and

WHEREAS, the Board of Trustees has reviewed the goals and objectives of Brookdale Community College and deems that said budget will provide the resources to meet these goals and objectives; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the annual operating and capital budget for FY17, including the Chapter 12 allocation attached hereto and made a part hereof, be and the same is hereby adopted.

BE IT FURTHER RESOLVED that a copy of said budget shall be delivered to each member of the Board of School Estimate forthwith.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College will present this budget to the Board of Chosen Freeholders for the holding of a public hearing by the Board of School Estimate with respect to said budget.

BE IT FURTHER RESOLVED that notice of said public hearing and said budget shall be published in accordance with the provision of the State.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College does hereby call upon the Governor and the Legislature of the State of New Jersey to take due consideration of the policy and statutory commitment to higher education in the State of New Jersey and to provide and allocate the necessary funds to meet that commitment in the support of County Colleges.

Brookdale Community College
Enrollment History - FTEs
FY11 - FY17

	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projected	FY17 Budget
Credit FTEs:						
Summer III	315	313	299	293	303	297
% of Year	2.7%	2.8%	2.8%	2.7%	2.8%	2.8%
Fall	5,076	4,920	4,740	4,721	4,678	4,584
% of Year	44.2%	43.7%	44.2%	43.6%	44.0%	44.0%
Spring	4,524	4,432	4,271	4,228	4,220	4,136
% of Year	39.4%	39.4%	39.8%	39.0%	39.6%	39.6%
Summer I & II	899	910	875	905	864	847
% of Year	7.8%	8.1%	8.2%	8.3%	8.1%	8.1%
Credit Subtotal	10,814	10,575	10,185	10,147	10,065	9,864
% of Year	94.1%	94.0%	95.0%	93.6%	94.4%	94.4%
<hr/>						
% Increase/(Decrease)	(3.3%)	(2.2%)	(3.7%)	(0.4%)	(1.2%)	(2.0%)
Non-Credit FTEs:						
Non-Fundable FTEs	680	672	541	693	600	588
% of Year	5.9%	6.0%	5.0%	6.4%	5.6%	5.6%
<hr/>						
Total	11,494	11,247	10,726	10,840	10,665	10,452
% Increase/(Decrease)	(3.5%)	(2.1%)	(4.6%)	1.1%	(0.6%)	(2.0%)

Brookdale Community College
Operating Budget Summary
FY17

	FY15 Actual		FY16 Projected		FY17 Budget	
	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total
Current Revenue:						
Tuition	\$ 40,098,393	48.5%	\$ 41,011,028	50.5%	\$ 42,516,868	51.8%
Monmouth County	20,027,019	24.2%	20,027,019	24.6%	20,027,019	24.4%
State Aid	10,350,862	12.5%	10,352,862	12.7%	10,352,862	12.5%
Fees	5,997,306	7.3%	6,050,073	7.4%	5,322,831	6.5%
Non Credit Income	2,663,773	3.2%	2,919,000	3.6%	3,060,000	3.7%
Other Income	996,971	1.2%	915,202	1.1%	804,000	1.1%
Reserves	2,617,754	3.2%	-	0.0%	-	0.0%
Total Current Revenue	<u>\$ 82,752,078</u>	<u>100.0%</u>	<u>\$ 81,275,184</u>	<u>100.0%</u>	<u>\$ 82,083,580</u>	<u>100.0%</u>
Current Expenditures:						
Learning Division	\$ -		\$ 32,741,824	40.9%	\$ 33,490,461	40.8%
Continuing & Prof. Studies	-		3,149,071	3.9%	3,243,213	4.0%
Student Success Division	-		5,837,354	7.3%	6,027,323	7.3%
President's Division	-		575,718	0.7%	595,947	0.7%
Finance & Operations	-		10,410,696	13.0%	9,440,408	11.5%
Human Resources & Safety	-		2,158,557	2.7%	2,269,836	2.8%
Advancement Division	-		1,404,357	1.8%	1,455,137	1.8%
Planning & Inst. Effectiveness	-		525,290	0.6%	445,942	0.5%
Utilities	-		2,884,162	3.6%	2,905,962	3.5%
Benefits	-		15,791,682	19.7%	16,579,651	20.3%
General Expenses	-		4,592,350	5.7%	5,629,700	6.9%
Total Current Expenditures	<u>\$ 82,752,078</u>	<u>100.0%</u>	<u>\$ 80,071,061</u>	<u>100.0%</u>	<u>\$ 82,083,580</u>	<u>100.0%</u>

Brookdale Community College
Capital Budget Summary
FY17

	FY16 Revised Request June 2015		FY17 Request February 2016	
	Amount	Percent of Total	Amount	Percent of Total
Revenue				
County:				
County Chapter 12	\$ 1,500,000	16.6%	\$ 1,750,000	20.7%
Subtotal County	1,500,000	16.6%	1,750,000	20.7%
State:				
State Chapter 12	1,500,000	16.6%	1,750,000	20.7%
Subtotal State	1,500,000	16.6%	1,750,000	20.7%
Other:				
Other	2,763,891	31.5%	-	0.0%
Fees	3,358,932	35.3%	4,953,571	58.6%
Subtotal Other	6,122,823	66.8%	4,953,571	58.6%
Total Revenue	9,122,823	100.0%	8,453,571	100.0%
Expenditures:				
Minor Capital	5,372,823	56.4%	4,953,571	58.6%
Renewal & Replacements	3,750,000	43.6%	3,500,000	41.4%
Total Expenditures	\$ 9,122,823	100.0%	\$ 8,453,571	100.0%

4.4 *Authorization to seek FY17 Chapter 12 Funding for Infrastructure and Deferred Maintenance Projects*

It is estimated there will be Chapter 12 bonding capacity available in FY17, subject to the approval of the State Treasurer and the State's approved budget. All community colleges were invited to submit a request for Chapter 12 funding in an amount not to exceed \$3.5 million. The final amount available for each college will be determined after all requests are submitted.

The College Administration is recommending to the Board of Trustees that the College seek approval for the use of Chapter 12 funds in an amount not to exceed \$3.5 million for infrastructure improvements at the main campus in Lincroft, the Freehold campus and the Higher Education Center at Hazlet. These projects have been identified as top priorities in the 2012 Board approved Facilities Master Plan.

The College will receive approval for the matching funds from the County of Monmouth at a Board of School Estimate meeting to be held at a future date.

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

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, for the projects associated with infrastructure and deferred maintenance; and

WHEREAS, the New Jersey Council of County Colleges has established June 5, 2016, as the deadline for the submittal of a Board of Trustee Resolution which identifies the approved projects for Chapter 12 funding; and

WHEREAS, the College will seek from the Monmouth County Board of School Estimate a resolution agreeing to match the necessary funds, prior to the June deadline; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971 for the projects associated with addressing infrastructure and deferred maintenance.

Brookdale Community College, Lincroft Campus

- **Academic Megastructure**, circ. 1974, renovated 1990, 2002, and 2006; 249,422 sq. ft.
- **ATeC building**, circ. 1989, renovated 2005; 58,220 sq. ft.
- **Bankier Library (LIB)**, circ. 1974, renovated 2000; 105,924 sq. ft.
- **Business Administrative Center (BAC)**, circ. 1967, renovated 1990; 31,115 sq. ft.
- **Central Utility Plant (CUP)**, circ. 1989, renovated 2011; 9,090 sq. ft.
- **Larrison Hall (LAH)**, circ. 1999, interior renovations 2009; 110,244 sq. ft.
- **Maintenance Building**, circ. 1967; 5,805 sq. ft.
- **Warner Student Life Center (WSLC)**, circ. 1974, addition/renovation 2001; 71,244 sq. ft.

Brookdale Community College, Freehold Campus, circ. 1975, renovated in 2003, 2010 and 2015; 13.8 acres, 69,000 sq. ft.

Brookdale Community College, Hazlet Higher Education Center, circ. 1988, renovated in 2007; 26,00 sq. ft.

The College's Facilities Master Plan (FMP 2012) identified the following projects as a top priority for the above referenced buildings:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. General Infrastructure Improvements, including but not limited to, upgrade of HVAC controls, classroom flooring replacements, lot resurfacing and maintenance, sidewalk replacements, window upgrades, site grading and drainage improvements | \$2,500,000 |
| 2. Central Utility Plant condenser water loop replacement | \$500,000 |
| 3. Maintenance Building Renovation project | \$500,000 |

Total: \$3,500,000



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
DATES/LOCATIONS Public Workshop 5:30 PM Public Business Mtg. 7:30 PM	Agenda for Meetings: Emergent issues.	Shall meet minimum of five times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested		
Tuesday, January 19 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	
Tuesday February 16 Lincroft, SLC, Navesink Rooms	Mon., Feb. 8 5:00 PM*		Thur., Feb. 11 6:00 PM*	Thur., Feb. 11 5:00 PM			
Tuesday, March 15 Freehold Campus, 103/104	Mon., Mar. 7 5:00 PM*	Tue., March 8 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
Tuesday, April 19 Lincroft, SLC, Navesink Rooms	Mon., Apr.11 5: 00 PM*		Tue., April 12 6:00 PM	Thur., April 14 5:00 PM			
Tuesday, May 17 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	
Tuesday, June 21 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	
Tuesday, July 19 (5:00 PM) * – Executive Conference call for routine matters only							
Tuesday, August 16 Hazlet Higher Ed. Center	Mon., Aug. 8 5:00 PM*		Tue., Aug. 9 6:00 PM*		Mon., Aug. 8 6 PM		
Tuesday, September 20 Lincroft, SLC, Navesink Rooms	Mon.,Sept.12 5:00 PM*		Tues., Sept. 13 6:00 PM*	Mon., Sept. 12 6:00 PM			
Tuesday, October 18 Lincroft, SLC, Navesink Rooms	Mon. Oct. 10 5:00 PM*		Mon., Oct. 10 6:00 PM				
Tuesday, November 22 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			
Tuesday, November29 Reorganization Meeting , Lincroft, SLC, Navesink Rooms							
Tuesday, December 20 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

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

February 8-10 ACCT Legislative Summit – Washington, D.C.

February 8 BOT Executive Committee – 5 PM

February 11 BOT Policy & Education Committee– 5 PM

February 11 BOT Finance & Facilities Committee– 6 PM

February 12 Athletic Hall of Fame Dinner – 6 PM – Sheraton, Eatontown

February 13 President Brunch – Athletic Hall of Fame – 11 AM – Arena

February 16 - BOT Workshop/Public Business Meeting – 5:30 PM – SLC, Navesink Rooms

February 22 NJCCC Council Meeting – 5:30 PM – Holiday Inn of E. Windsor

March 7 BOT Executive Committee – 5 PM

March 7 BOT Governance Committee – 6 PM

March 8 BOT Audit Committee – 5 PM

March 8 BOT Finance & Facilities Committee – 6 PM

March 10 NJCCC New Trustee Orientation – Ocean County College - 4 PM

March 10 NJCCC Trustee Seminar – Ocean County College - 5:30 PM

March 15 BOT Workshop/Pubic Business Meeting – 5:30 PM - Freehold Campus

March 24 Foundation BOT and Annual Scholarship Recognition Reception – 3 PM

April 9-12 AACC – Chicago

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

May 6 Alumni Association Barringer Dinner – Riverview Pavilion in Belmar

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

May 27 Scholarship Ball – Eagle Oaks Golf & Country Club – 7 PM

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
August 16	BOT Workshop & Public Business Meeting – 5:30 PM, Hazlet HEC
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