

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

Tuesday, January 19, 2016

**Brookdale Community College
Lincroft Campus
Warner Student Life Center, Twin Lights 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.

January 19, 2016

Lincroft Campus: Twin Lights Rooms, Warner Student Life Center

5:30 P.M. BOARD OF TRUSTEE WORKSHOP AGENDA

A. Call to Order Reading of Statement and Roll Call	Guzzo	
B. Resolution to Hold a Closed Meeting	Guzzo	
C. Motion to Re-Open the Meeting to the Public	Guzzo	
D. Adoption of Agenda for Workshop and Public Meeting	Guzzo	
E. Reports from the Board Committees and Liaisons <ol style="list-style-type: none"> 1. Executive 2. Finance & Facilities <ol style="list-style-type: none"> a. Strategic Financial Planning Meeting b. Introduction of Engineer of Record Mr. Charles Rooney, T & M Associates c. Schedule of Tuition & Fees 3. Governance <ol style="list-style-type: none"> a. ACCT Legislative Summit Trustee Representation– Washington D.C. February 8 – 11, 2016 4. Policy & Education <ol style="list-style-type: none"> a. Revised Board Policies 	Guzzo	
F. Review of Consent Agenda* and Business Meeting Agenda Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.	Guzzo	Tab B

*Consent agenda items are routine, non-exceptional items requiring Board approval though not necessarily Board discussion.

7:30PM

BOARD OF TRUSTEE PUBLIC BUSINESS MEETING AGENDA

A. Call to Order	Guzzo	
B. Pledge of Allegiance	Guzzo	
C. Reading of Statement and Roll Call	Gruskos	
D. Public Hearing on Tuition and Fees for FY17	Guzzo	
D. Public Comment on Agenda Items	Guzzo	
E. Approval of Minutes of December 17, 2015 Board of Trustee Meetings	Guzzo	Tab A
G. President's Report 1. Strategic Priorities Update 2. Continuing and Professional Studies	Murphy	
H. Consent Agenda 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	Guzzo	Tab B
I. Additional Approval Items Non-consent agenda and any items removed from the consent agenda will be considered at this time. 1. Change Order Request 2. Approval of Schedule of Tuition and Fees for FY17	Guzzo	
J. Public Comment	Guzzo	
K. Old/New Business	Guzzo	
L. Adjournment	Guzzo	

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Workshop Meeting Minutes

Thursday, December 17, 2015

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

- A. Chair Guzzo called the meeting to order at 5:35 PM
- B. Ms. Gruskos then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On December 10, 2015, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On December 10, 2015, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger*.
 3. On December 10, 2015, 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, Vice-Chair	Ms. Maureen Lawrence
	Dr. Hank Cram, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Paul Crupi, Trustee	Dr. Nancy Kegelman
	Mr. William Dalton, 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
	Mr. Gary Tolchin, Trustee	Ms. Louise Horgan
	Dr. Carl Guzzo, Chair	Ms. Cynthia Gruskos, Recorder
Absent	Mr. Joseph DiBella, Trustee	
	Mr. David Flaherty, Trustee	
	Dr. Les Richens, Trustee	
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	

C. A motion was made by Trustee Cram and seconded by Trustee Abby-White to adopt resolution RES150049 (**Attachment A**) to authorize the Board to hold an Executive Session. Ms. Gruskos read the resolution.

Motion carried by the following vote:

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

NAYS: None

ABSTENTIONS: None

D. Reopen Meeting to the Public

A motion was made to reopen the meeting by Trustee Richens and seconded by Trustee Cram.

Motion carried by the following vote:

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

NAYS: None

ABSTENTIONS: None

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

E. Adoption of Agenda for Workshop and Public Meeting

Chair Guzzo announced the addition of three items for approval on tonight's agenda:

- i. A resolution to purchase architectural services to support the grant submission for the Building the Future Bond ACT – Technical Skills Training Center at Long Branch Renovation Project;
- ii. A resolution to purchase architectural services to support the grant submission for the Building our Future Bond Act –MAS Science Lab Renovation Project; and,
- iii. Under new business, a resolution to name the firm of T & M Engineering in Middletown as the new Engineer of Record.

A motion was made to adopt the workshop and public business meeting agendas by Trustee Dalton and seconded by Trustee Abby-White

Motion carried by the following vote:

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

NAYS: None

ABSTENTIONS: None

F. 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. The following items were discussed:
 - **Board January 2016 Retreat** – No date was determined. Chair Guzzo to discuss with Vice Chair DiBella. President Murphy plans to send out background materials for the retreat before the holiday break. Trustee Abby-White requested to determine a date as soon as possible.
 - **Meeting Schedule for 2016** – The proposed schedule (**Attachment B**) that Chair Guzzo and President Murphy had suggested was reviewed. Trustees Dalton and Abby-White expressed that it would be a hardship for them to attend Board of Trustee meetings on Tuesdays, due to a conflict in their work schedules. Chair Guzzo had requested to move the meeting dates to Tuesday vs the regular meeting date of Thursday. In order to accommodate the Tuesday night schedule, President Murphy stated that Chair Guzzo, was willing to allow less time for the

review of the printed board materials by Board members. If we are able to switch to electronic board packets then this may not be a problem. Trustees Crupi, Abby-White and DiBella are going to pilot the electronic board packets next month.

- **Appointment of Standing Committees** – Chair Guzzo made his appointments (**Attachment C**) and if any Trustee have any concerns on their assignments they should contact Chair Guzzo.
- ❖ **Finance & Facilities** – Trustee Crupi reported on the December 8 meeting. Chair notes are attached (**Attachment D**)
- ❖ **Audit** – Trustee Dalton reported on the Audit committee meeting held on December 8. Chair Notes are attached (**Attachment E**).
- ❖ **Governance**—Chair Guzzo and Trustee Crupi met with President Murphy on December 10 to conduct her review. Trustee Abby-White requested that the remainder of the Board be supplied with the President evaluation as well. In January the President’s evaluation process will be reviewed further and President Murphy will present some suggestions to improve the process.
- ❖ **Alumni Report on Communicating Tuition & Fees** – Trustee Geissler reported on the committee findings (**Attachment F**) and also communicated their desire to have clearer presentation of tuition and fees on our website. The committee also attempted to address what would be the outcome of increased tuition from the student’s perspective. The committee did not feel they enough diversity to make a qualified recommendation. President Murphy commended the work of the committee.
- ❖ **Communication and Perception Study** – Dr. Kathi Swanson, Clarus Corporation presented a comprehensive presentation on the findings of the Communication Audit and Perception Study they conducted this fall. She began by providing an overview of the responsibilities of marketing in a community college. Clarus conducted a brand equity survey to look at awareness, usage and attitudes. They surveyed 351 residents stratified by geographic location age, and race ethnicity via an online panel and phone survey. They also surveyed 177 employees and 620 students. She presented the results of the surveys and drew conclusions based on their analysis of the responses. Dr. Swanson noted that there is high recognition of the ‘Success’ campaign which she feels is resonating with the greater community. She highlighted marketing opportunities and will develop a comprehensive marketing plan in collaboration with our marketing department based on the survey, our specific market (metro suburban), and our program offerings. The 100 page report will be supplied to the Trustees and made available to the college community.

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 Crupi and seconded by Trustee Abby-White. Motion passed unanimously.

- Meeting adjourned at 8:35 PM.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Maureen Murphy', with a large, stylized initial 'M'.

Maureen Murphy, Ph.D., Secretary

RESOLUTION NO. RES150049

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 3 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 **December 17, 2015 at 5:30 P.M.**, and

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

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

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

☐ "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be

disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☒ x

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

☒ x "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are BCC vs Frank Lurch and the existing contract with Pritchard 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 the custodial service bid..

☐ "(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

☐ "(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.

DRAFT BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2016 , Attachment B, Workshop Min., 12/17/15

2016 Workshop/Public Business Meetings (PBM)	Executive	Audit	Finance & Facilities	Policy & Education	Governance	Foundation Board Meetings	NJCCC
DATES/LOCATIONS	Agenda for Meetings: Emergent issues.	Shall meet minimum of five times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested		
Public Workshop 5:30 PM Public Business Mtg. 7:30 PM							
Tuesday, January 19 (Jan. 6) Location TBD	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 (Feb. 3) Location TBD	Mon., Feb. 8 5:00 PM*		Thur., Feb. 11 6:00 PM*	Thur., Feb. 11 5:00 PM			
Tuesday, March 15 (March 2) Location TBD	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 (April 6) Location TBD	Mon., Apr. 11 5:00 PM*		Tue., April 12 6:00 PM	Wed., April 13 5:00 PM			
Tuesday, May 17 (May 4) Location TBD	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 (June 8) Location TBD	Mon., June 13 5:00 PM*		Tue., June 14 6:00 PM	Tue., June 14 5:00 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 (Aug. 3) Location TBD	Mon., Aug. 8 5:00 PM*		Tue., Aug. 9 6:00 PM*		Mon., Aug. 8 6 PM		
Tuesday, September 20 (Sept. 7) Location TBD	Mon., Sept. 12 5:00 PM*		Tues., Sept. 13 6:00 PM*	Mon., Sept. 12 6:00 PM			
Tuesday, October 18 (Oct. 5) Location TBD	Mon. Oct. 10 5:00 PM*		Mon., Oct. 10 6:00 PM				
Thursday, November 22 (Nov. 9) Location TBD	Mon., Nov. 14 5:00 PM*	Tue., Nov. 15 5:00 PM	Tue., Nov. 15 6:00 PM	Mon., Nov. 14 6:00 PM			
Tuesday, November 29 Reorganization Meeting							
Tuesday, December 20 (Dec. 7) Location TBD	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

Board Packet Due Dates In Red

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

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 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

December 8, 2015

F&F Meeting Summary

Prepared by Trustee Paul Crupi

Highlights:

- The monthly financial report was presented to the committee. Operating and payroll disbursements for the month of October 2015 totaled \$13,125,285.96. There was nothing significant or out of the ordinary to remark upon.
- Purchases in excess of \$35,000 were discussed:
 - **(5) Custodial Services, Bid No. 16-11.** The current custodial contract was not renewed and went out to bid. Notice was sent to 45 vendors; received 9 replies. The winning bid was \$90,000 less than the current contract, for a term of 18 months with the option to renew for an additional year. Chair Guzzo inquired what the policy is for background checks, and the board counsel confirmed that the bid specifications require a clean criminal record for all employees.
 - **(3) Travel Services for Short Term Program.** Question of safety for the faculty-led short term program to Ghana was discussed. The trip has not yet been confirmed, but in the event it is there will be notice of safety measures and precautions to the school community.
 - Counsel confirmed that items (1) and (2) (printing services paper & envelopes and copy paper and recycled paper) are bids and not state contracts. Per counsel, it is better to go through the bid process because of the amount needed.
- The Acceptance of the College's FY15 Financial Statement Audit and the Acceptance of the College's FY15 Radio Station WJBK-FM Audit was discussed during the Audit Committee meeting. This will be discussed in greater detail during workshop prior to the board's next meeting, due to the new GASB standards that may create confusion regarding the fiscal health of the college.
- Resolutions for the GO Bonds: The President will be meeting with the Freeholders on Thursday (12/10) to discuss matching funds should the college be awarded GO Bond funding for projects in Long Branch and the MAS Science Labs. There is no guarantee that the county will assist with matching funds, and the college may have to utilize its own resources or have the county bond it and pay debt service. Specifically regarding the project in Long Branch, both the Chair and the President agreed that this is a terrific opportunity to demonstrate Brookdale's commitment to vocational training.
- Per Trustee DiBella's request, an analysis of the operating fund was presented with the following parameters: 1) no increase in State/county funding; 2) a 2% enrollment decrease each

year; and 3) a tuition increase of \$4 each year. Under those conditions, by FY17 the operating budget will demonstrate a loss of \$300,393; by FY18 - \$1,834,795; by FY19 - \$3,499,786; and by FY20 the shortfall will be \$5,246,549. Chair Guzzo asked that the projection be updated to include the college's reserve totals as well.

- Chair Guzzo inquired about the consideration of transitional aid; VP Lawrence indicated that it would be ideal to have that information by the next Board of School Estimate.
- VP Lawrence will additionally provide updated information on catering and utilities commitments for this month per Trustee Tolchin's request.

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Paul A. Crupi

Attachment E, Minutes of Workshop, December 17, 2015
Audit Committee of the Board of Trustees
December 2015
Agenda and Recap

Present: Mr. William Dalton (Chair) (via conference) Ms. Louise Horgan
Dr. Carl Guzzo (Board Chair) (via conference) Mr. Robert Francis
Dr. Maureen Murphy Ms. Cynthia Gruskos
Ms. Maureen Lawrence Mr. Jimmy Mo, Eisner Amper*
Ms. Patricia Sensi Mr. Jeff Holt, Eisner Amper*

Absent: Dr. Henry Cram
Ms. Lora Campbell

Call to Order 5:00 PM

Entity Level Discussions:

At each Audit Committee meeting, we discuss certain matters which help us evaluate the College's ethical foot print. Our discussions focus on accounting and operational policy matters and how the College's management team ensures its duties and responsibilities are carried out with integrity and with the best interests of the College and its students in mind.

One such matter the Committee monitors is completion of the College's Code of Ethics and Conflict of Interest and Human Resource training and awareness programs. The College requires all faculty, staff and administrators to complete a battery of web based training programs each year on topics such as Diversity, FERPA and Harassment. This annual program at this time is approximately 70% complete, a second reminder memo will go out to all employees in December. We will monitor this program until completion in 2016.

- I. Significant accounting policy changes**
 - a. None
- II. Significant new legal exposures**
 - a. None
- III. Emerging external regulatory matters**
 - a. None
- IV. Non audit work engagements with external auditor**
 - a. None
- V. Code of Ethics / Conflict of Interest annual compliance (update from October report)**
 - a. Ms. Sensi presented updated completion figures for the College employee's annual Code of Ethics/Conflict of Interest compliance program, including the outside employment verification (55 college employees). We are at approximately 66% complete at this time. Second reminder will be sent in December.
 - b. Ms. Sensi will update the Audit Committee again in March 2016.
- VI. Whistleblower Hotline**
 - a. No incidents reported since the October committee meeting. There has been one incident reported this year. This was submitted by a student who was having difficulties registering for classes. Dr. Stout contacted the student and resolved the difficulties. The difficulties were essentially the student's misunderstanding the instructions.

External Audit Oversight: *

Summary: We met with the independent auditor during our December Audit Committee meeting. The College has received an “Unmodified Opinion” from the independent audit firm on the College’s 2015 financial statements. Essentially, the Unmodified Opinion is the most desirable type of audit opinion an organization can receive. It indicates the auditors were able to obtain and assess all needed financial data and information needed for their audit, and that this same information was presented in the proper format and in conformance with all applicable accounting regulations.

Significant matters affecting the 2015 financial statement audit: Completion of the College’s 2015 financial statement audit and the College Radio Station audit was delayed due to implementation of Government Accounting Standards Board (GASB) pronouncements 68. GASB 68 required the College to record a pension liability on the Statement of Net Position based on all current College pensioner’s current and projected plan balances. Because of this, the College issued single year financial statements this year instead of comparative two years normally issued. The liability is presentation and disclosure item only, as the College does not incur the actual responsibility to pay this amount to pensioners. The pension information was developed by the State of New Jersey and made available Friday November 13th resulting in this delay.

- I. Report to Management (if applicable, 2014 management comment follow up)**
 - a. Not applicable
- II. Significant judgmental year end accounting estimates**
 - a. Asset lives, reserve for uncollectible accounts receivable
- III. Audit fee overages (if applicable)**
 - a. None
- IV. External audit firm Management required communications reports (SAS 115)**
- V. Public financial audit report issuance / update**
 - a. College (January 2)
 - b. College A-133 Financial Aid Audit (due March 31)
 - c. Radio Station (due date November 30)
- VI. Executive session with external audit Firm**
 - a. Tr. Guzzo and Tr. Dalton met in executive session with Mr. Mo and Mr. Holt

Audit Committee Administrative Matters:

- I. College and Foundation Board of Trustee relationship (Ch. Guzzo request)**
 - a. Tabled until March 2016
- II. Internal Auditor performance evaluation process (Ch. Guzzo request)**
 - a. Tabled until March 2016

Internal Audit Oversight:

- I. Current activities**
 - a. College fund raising activities within the Student Life/Athletics and Radio Station
 - b. 2016 Internal Audit Plan is being developed and will be discussed at the March Audit Committee meeting

Adjournment at 6:00 PM

MODEL 1
In County Tuition and Fees 2016-2017 (Current Fee Structure)

Tuition is \$127.00 per credit hour plus a \$30.48 general service fee* per credit up to 15 credits. Some classes have additional course fees.

Credit Hours	Total	Credit Hours	Total
1	157.48	11	1732.28
2	314.96	12	1889.76
3	472.44	13	2047.24
4	629.92	14	2204.72
5	787.40	15	2362.20
6	944.88	16	2362.20
7	1102.36	17	2362.20
8	1259.84	18	2362.20
9	1417.32	19	2362.20
10	1574.80	20	2362.20

Out of County Tuition and Fees 2016-2017 (Current Fee Structure)

Tuition is \$245.00 per credit hour plus a \$30.48 general service fee* per credit up to 15 credits. Some classes have additional course fees.

Credit Hours	Total	Credit Hours	Total
1	275.48	11	3030.28
2	550.96	12	3305.76
3	826.44	13	3581.24
4	1101.92	14	3856.72
5	1377.40	15	4132.20
6	1652.88	16	4132.20
7	1928.36	17	4132.20
8	2203.84	18	4132.20
9	2479.32	19	4132.20
10	2754.80	20	4132.20

*Website will have explanation for General Service Fee and what it funds

MODEL 2 Advisory Committee Recommendation

In County Tuition 2016-2017 (No Fees)

Tuition is \$127.00 per credit hour plus a \$45.00 general service fee* per credit up to 15 credits. There are no additional course fees.

Credit Hours	Total	Credit Hours	Total
1	172.00	11	1,892.00
2	344.00	12	2,064.00
3	516.00	13	2,236.00
4	688.00	14	2,408.00
5	860.00	15	2,580.00
6	1,032.00	16	2,707.00
7	1,204.00	17	2,834.00
8	1,376.00	18	2,961.00
9	1,548.00	19	3,088.00
10	1,720.00	20	3,215.00

Out of County Tuition 2016-2017 (No Fees)

Tuition is \$245.00 per credit hour plus a \$45.00 general service fee* per credit up to 15 credits. There are no additional course fees.

Credit Hours	Total	Credit Hours	Total
1	290.00	11	3,190.00
2	580.00	12	3,480.00
3	870.00	13	3,770.00
4	1,160.00	14	4,060.00
5	1,450.00	15	4,350.00
6	1,740.00	16	4,595.00
7	2,030.00	17	4,840.00
8	2,320.00	18	5,085.00
9	2,610.00	19	5,330.00
10	2,900.00	20	5,575.00

*Website will have explanation for General Service Fee and what it funds

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

Thursday, December 17, 2015

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

- A. Chair Guzzo called the meeting to order at 8:35 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 December 10, 2015, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On December 10, 2015, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger*.
 3. On December 10, 2015, 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, Vice-Chair	Ms. Maureen Lawrence
	Dr. Hank Cram, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Paul Crupi, Trustee	Dr. Nancy Kegelman
	Mr. William Dalton, 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
	Mr. Gary Tolchin, Trustee	Ms. Louise Horgan
	Dr. Carl Guzzo, Chair	Ms. Cynthia Gruskos, Recorder
Absent	Mr. Joseph DiBella, Trustee	
	Mr. David Flaherty, Trustee	
	Dr. Les Richens, Trustee	
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Public Comment on Agenda Items:</p> <p>Professor Jack Ryan – He commented on the ongoing litigation with Frank Lawrence and his displeasure on the outcome of Frank Lawrence’s contract being terminated.</p>		
<p>Approval of Minutes of the November 19, 2015 Executive, Workshop and Public Business meetings.</p>	<p>There were no revisions to the minutes.</p> <p>A motion to approve the November 19, 2015 minutes of the Executive, Workshop and Public Business meetings was made by Trustee DiBella and seconded by Trustee Tolchin.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Geissler, Kaufmann, Tolchin, and Chair Guzzo NAYES: None ABSTENTIONS: Trustee Dalton</p>	
<p>Approval of Minutes of the November 30 Board Reorganization meeting.</p>	<p>There were no revisions to the minutes.</p> <p>A motion to approve the November 30, 2015 reorganization meeting minutes was made by Trustee Cram and seconded by Trustee Crupi.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, Geissler, Kaufmann, Tolchin, and Chair Guzzo NAYES: None ABSTENTIONS: None</p>	
<p>President’s Report - President Murphy introduced Professor John Bukovec who in turn introduced our very</p>		

<p>talented faculty member, Cynthia Springsteen-Balme, and her students from the Voice I Fall 2015 class (Anthony Broccoli, Tomas Carson, Bethany Miranda, Cassandra Mazzaro, Tom Reese, & Jack Russell) who performed a musical selection for the Board and the attendees.</p> <p>He then introduced the student director, Siyana M.E. Carson and actors, Lindsey Farmer, Keyshawn R.E. Sanders and Jillian Yarznbowicz who performed a one act play to the pleasure of their audience.</p> <p>Handout given out – Attachment A</p>		
<p>Approval of Consent Agenda</p> <ul style="list-style-type: none"> a. Approval of Human Resources b. 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 – RES150046* c. Open Invoice Payment Requests for Vendor, Student and Employee Payments d. Monthly Financial Report <p>*An amendment was made and it was voted on as separate action item (Attachment D)</p>	<p>A motion to approve the consent agenda was made by Trustee Dalton and seconded by Trustee Abby-White.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, Geissler, Kaufmann, Tolchin, and Chair Guzzo NAYES: None ABSTENTIONS: None</p>	
<p>Approval of Resolution – Building our Future Bond Act – Mas Science Lab Renovation Project – RES150047</p>	<p>A motion was made to approve a resolution – Building our Future Bond Act – MAS Science Lab, Renovation Project by Trustee Crupi and seconded by Trustee Dalton.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, Geissler, Kaufmann, Tolchin, and Chair Guzzo NAYES: None ABSTENTIONS: None</p>	
<p>Approval of Resolution – Building Our Future Bond Act – Technical Skills Training Center at Long Branch Renovation Project – RES150048</p>	<p>A motion was made to approve the resolution– Building our Future Bond Act – Technical Skills</p>	

	<p>Training Center at Long Branch renovation project by Trustee Abby-White, and seconded by Trustee Cram.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, Geissler, Kaufmann, Tolchin, and Chair Guzzo NAYES: None ABSTENTIONS: None</p>	
<p>Approval of Purchase – Architect for GO Bond grant submission – MAS Science Lab – (Attachment B – Addendum – 4.2a – Change order request)</p> <p>Attachment E – A memo regarding architects recommendation</p>	<p>A motion was made to approve the resolution to purchase architectural services to support the grant submission for the Building our Future Bond Act – MAS Science Lab Renovation Project by Trustee Abby-White and seconded by Trustee Dalton.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, Geissler, Kaufmann, Tolchin and Chair Guzzo NAYES: None ABSTENTIONS: None</p>	
<p>Approval of Purchase – Architect for GO Bond grant submission – Technical Skills Training Center in Long Branch - - (Attachment C – RES150051 – Addendum 4.7)</p>	<p>A motion was made to approve the resolution to purchase the architectural services to support the grant submission for the Building our Future Bond Act – Technical Skills Training Center in Long Branch by Trustee Cram and seconded by Trustee Abby-White.</p>	

	<p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, Geissler, Kaufmann, Tolchin, and Chair Guzzo</p> <p>NAYES: None</p> <p>ABSTENTIONS: None</p>	
<p>Acceptance of Brookdale Community College's FY15 Financial Statement Audit, including Financial Aid Audit A-1333</p>	<p>A motion was made to accept the Brookdale Community College FY15 Financial Statement Audit, including Financial Aid Audit by Trustee Dalton and seconded by Trustee Abby-White.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, Geissler, Kaufmann, Tolchin, and Chair Guzzo</p> <p>NAYES: None</p> <p>ABSTENTIONS: None</p>	
<p>Acceptance of Brookdale Community College's FY15 Radio Station WBJB – FM Audit.</p>	<p>A motion was made to accept the Brookdale Community College's FY15 WBJB FM Radio Station Audit by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, Geissler, Kaufmann, Tolchin, and Chair Guzzo</p> <p>NAYES: None</p> <p>ABSTENTIONS: None</p>	

<p>Public Comment</p> <p>Professor Jack Ryan – reported on the very successful We/Re/E-merge exhibition in the CVA Gallery and its culminating interdisciplinary scholarship competition hosted by the Humanities Institute. Hundreds of Brookdale students entered the contest by submitting an essay or an original work of art based on the writings of William Jon (Bill) Watkins, a founding member of Brookdale and a prolific author of more than 1000 poems, hundreds of short stories, and numerous books. Professor Ryan announced the following winners of the Bill Watkins Essay Contest: Shaelyn Humora, Vincent Youncofski and Alexis Mullin. He announced the three winners of the Bill Watkins Creative Arts Contest: Evan Hutchins, Regina Normandia, and John DeSimone.</p>		
<p>Old/New Business</p> <ol style="list-style-type: none"> 1. Approval of Resolution to name the firm T & M Engineering in Middletown as the new Engineer of Record. (Attachment D – Addendum to the 4.2 Purchases) 2. President Murphy congratulated our newly appointed Director of Library Services, Steven Chudnick. 3. Chair Guzzo announced that the Ad-Hoc Engineering Committee was dissolved. 4. Vice-Chair DiBella was unable to attend the meeting but emailed his 3 concerns to President Murphy, who shared them with the board. <ul style="list-style-type: none"> 4.1 – We need a date for the special finance strategy meeting; needs to be 4 hours when people are fresh. 4.2 – When are we setting 2016 goals for the college, President and Board? 4.3 – What is the status of items from the retreat, where we had developed items? 5. Trustee Abby-White reported on the items discussed during the NJCCC Trustee conference call. She also reported that President Murphy led a discussion on college governance. 	<p>A motion was made to approve the resolution to name the firm of T & M Engineering in Middletown as the new Engineer of Record by Trustee Dalton and seconded by Trustee Crupi.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, Geissler, Kaufmann, Tolchin, and Chair Guzzo NAYES: None ABSTENTIONS: None</p>	

<p>6. Trustee Abby-White will be reaching out to Dr. Reed regarding the Innovation Center due to her interest in entrepreneurial programs at community colleges.</p> <p>7. Trustee Abby-White commended Vice President Lawrence on the handling of the natural gas odor problem on the Lincroft campus.</p>		
<p>Establish Board of Trustee Meeting Schedule and committee meeting calendar. (Attachment F – Board Calendar)</p>	<p>A motion was made to accept the meeting schedule and the schedule of the committee meetings by Chair Guzzo and it was seconded by Trustee Abby-White.</p> <p>AYES: Trustees Abby-White, Cram, Crupi, Dalton, Geissler, Kaufmann, Tolchin, and Chair Guzzo NAYES: None ABSTENTIONS: None</p>	

D. Chair Guzzo adjourned the meeting at 9:25 PM. .

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

**The Voice 1 Class will perform first
Then the One Act Play**

**“For the Beauty of the Earth”
By: John Rutter**

**Sung by: The Members of the Voice I Fall 2015 class
Nate Alston, Anthony Broccoli, Tomas Carson, David Chenet,
Dan Dang, Matthew Giove, Olivia Hayes, Alicia Lantier,
Cassandra Mazzaro, Bethany Miranda, Jack Russell, Thomas Reese**

**Taught By: Cynthia Springsteen-Balme, Performing Arts Faculty
Accompanied By: John Balme, Performing Arts Faculty**

**“What Are You Going To Be”
Written By: Steven Korbar
Directed By: Siyana M.E. Carson
Carol Played By: Lindsey Farmer
Greg Played By: Keyshawn R.E. Sanders
Natalie Played By: Jillian Yarznbowicz**

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 Board of Trustees at a meeting held December 17, 2015.

RESOLUTION

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

WHEREAS, 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
December 17, 2015**

Vendor Name	Description	Change Orders		Current		Contract		Proposed % Increase
		Contract Award	Approved	Contract Value	Proposed C/Os	Total	Total	
1. Spiezle Architectural Group	This change order is to provide architectural services for the design of five additional laboratories in the Main Academic South (MAS) building. This service will include Higher Education Capital Facilities Program Grant application.	\$ 223,850.00	\$ -	\$ 223,850.00	\$ 8,750.00	\$ 232,600.00	\$ 232,600.00	4%
	If funding is secured, schematic/design development, construction documents, bidding and construction administration for the project.	\$ 223,850.00	\$ 8,750.00	\$ 232,600.00	\$ 149,850.00	\$ 382,450.00	\$ 382,450.00	64%
		<u>\$ 223,850.00</u>	<u>\$ -</u>	<u>\$ 223,850.00</u>	<u>\$ 158,600.00</u>	<u>\$ 382,450.00</u>	<u>\$ 382,450.00</u>	<u>71%</u>

RES150050 – Approved December 17, 2015
Item added as an addendum to the Agenda

4.7 *Architectural Design Services, Technical Skill Training Center, Long Branch*

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

This report was reviewed by the President and the Board of Trustees at a meeting held December 17, 2015.

RESOLUTION

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

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

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

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

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

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

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

Long Branch
Agenda for Purchases in Excess of \$35,000
December 17, 2015

Board Item No.	Vendor/Contractor	Category / Description	* Estimated expense based on historical data	
			Basis of Award	Amount of Purchase
Capital 1	Spiezle Architectural Group	Architectural, Engineering and other Professional Services, RFQ No. 01-2016 / This contract is for professional services to provide architectural services for the design of proposed Technical Skills Training Center in Long Branch. This service will include Higher Education Capital Facilities Program Grant application, and if funding is secured, schematic/design development, construction documents, bidding and construction administration for the project.	RFQ	\$10,450.00 HECFP Application \$269,800.00 Total Fee if funded

4.2 Addendum - Attachment D - Public Business Meeting Minutes, December 17, 2015
 Agenda for Purchases in Excess of \$35,000
 December 17, 2015

Board Item No.	Fund	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Operating	T & M Associates	General Engineering Services as the Engineer of Record for the College, RFP No. 04-16 / Notice was sent to 41 firms, received 14 replies. This is a six month contract for general engineering and consulting services as the Engineer of Record for the College, renewable for a 2nd and 3rd year at the sole discretion of the College.	RFP	NTE \$50,000.00

TO: Maureen Murphy

FROM: Maureen Lawrence

RE: Architectural Design Services, Technical Skills Training Center, Long Branch

DATE: December 17, 2015

There were four firms that submitted architectural services proposals for the project. Three of the four were very thorough, and the College has completed successful projects with those firms in the past.

Attached is a summary of the fees that were submitted by the four firms. Spiezle Architectural Group had the lowest fee proposal. In fact, the firms were competitive and relatively close in the pricing. Two firms came in at lump sum fees and two came in as a percent of construction.

Spiezle has significant experience with Higher Education Capital Facilities Programs, aided the College in successfully pursuing the GO Bond funding for the Wall project, and of particular note has programmed and designed several projects for workforce training and vocational technical schools and programs.

It is my recommendation that we award the contract to Spiezle Architectural Group. The total amount with the credit for the grant application as listed in their proposal would be \$269,800.

Architect Summary
Technical Skills Training Center
GO Bond application

	Netta	USA	Spiegle *	SSP
HECFP Application	2,500	7,000	10,450	28,500
Schematic/Design Development	85,800		82,750	
Construction Documents	128,700		107,800	
Bidding	14,300		13,600	
Construction Administration	57,200		55,200	
Subtotal	288,500	300,000	269,800	435,000
Percent of \$6 Million Construction Estimate	4.81%	5.00%	4.50%	7.25%
Additional Services				
Geotechnical	not included		not included	
Surveying	not included		not included	
Reimbursables	8,000		included	
Total Fee	\$ 296,500	\$300,000	\$ 269,800	\$435,000

* includes credit of \$10,450 for HECFP application if awarded.

DRAFT BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2016 - Attachment F – Min. of Public Business -

2016 Workshop/Public Business Meetings (PBM)	Executive	Audit	Finance & Facilities	Policy & Education	Governance	Foundation Board Meetings	NJCCC
DATES/LOCATIONS	Agenda for Meetings: Emergent issues.	Shall meet minimum of five times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested		
Public Workshop 5:30 PM Public Business Mtg. 7:30 PM							
Tuesday, January 19 (Jan. 6) Location TBD	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 (Feb. 3) Location TBD	Mon., Feb. 8 5:00 PM*		Thur., Feb. 11 6:00 PM*	Thur., Feb. 11 5:00 PM			
Tuesday, March 15 (March 2) Location TBD	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 (April 6) Location TBD	Mon., Apr. 11 5:00 PM*		Tue., April 12 6:00 PM	Wed., April 13 5:00 PM			
Tuesday, May 17 (May 4) Location TBD	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 (June 8) Location TBD	Mon., June 13 5:00 PM*		Tue., June 14 6:00 PM	Tue., June 14 5:00 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 (Aug. 3) Location TBD	Mon., Aug. 8 5:00 PM*		Tue., Aug. 9 6:00 PM*		Mon., Aug. 8 6 PM		
Tuesday, September 20 (Sept. 7) Location TBD	Mon., Sept. 12 5:00 PM*		Tues., Sept. 13 6:00 PM*	Mon., Sept. 12 6:00 PM			
Tuesday, October 18 (Oct. 5) Location TBD	Mon. Oct. 10 5:00 PM*		Mon., Oct. 10 6:00 PM				
Thursday, November 22 (Nov. 9) Location TBD	Mon., Nov. 14 5:00 PM*	Tue., Nov. 15 5:00 PM	Tue., Nov. 15 6:00 PM	Mon., Nov. 14 6:00 PM			
Tuesday, November 29 Reorganization Meeting							
Tuesday, December 20 (Dec. 7) Location TBD	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

Board Packet Due Dates In Red

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

Consent Agenda –January 19, 2016

- a. Acceptance of Grants – RES160001
- b. Approval of Human Resources
- c. Purchases in Excess of \$35,000 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of \$17,500 – RES160002
- d. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- e. Monthly Financial Report

2.1 Acceptance of Grants

Executive Summary

Programs Serving Youth for the County of Monmouth – Out of School Youth

Brookdale has been awarded a grant from the County of Monmouth, Workforce Investment Board under its Programs Serving Youth for the County of Monmouth – Out of School Youth. The program will target services areas of Neptune, Long Branch, Asbury Park, and the Bayshore area. The Out-of-School Program will serve youth between the ages of 16 and 24 from the target service areas of Neptune, Long Branch, Asbury Park, and the Bayshore area. Program services for at least 50 disengaged youth will include instruction and support services to assist students in achieving the Common Measures required by WIOA: entering into unsubsidized employment or education; ensuring attainment of a degree or certificate including the HSE; and demonstrating literacy and numeracy gains for those who are deficient in basic skills. Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant award is **\$299,717** and does not require a match.

Displaced Homemakers

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

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

Corporation for Public Broadcasting-WBJB-FM-90.5 The Night

The Corporation for Public Broadcasting (CPB) has awarded Brookdale funding from its Radio Community Services Grant program from 10/1/15-9/30/17. Funding enables WBJB-FM-90.5 The Night to offer National Public Radio (NPR) programming which provides community outreach and service through content driven news and music programs. Tom Brennan, Manager, the Brookdale Radio Station, administers this program. WBJB has received continuous funding from CPB for over twenty years.

The total grant award is **\$92,167**. The award is contingent upon the College's financial commitment to the operation of the radio station and the grant amount is determined by the total funds expended.

January 19, 2016: Director of Grants and Institutional Development, Laura Qaissaunee

RES160001

BOARD OF TRUSTEES AGENDA

1. General Functions

2. Administration

3. Human Resources

4. Business & Finance

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>
Programs Serving Youth for the County of Monmouth	\$299,717
Displaced Homemakers	\$120,575
Corporation for Public Broadcasting-WBJB-FM-90.5 The Night	\$92,167

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.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 12 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires**Recommendations**

Faculty	2
Administrative	1
Support Staff	1

B. Change of Status**Recommendations**

Administrative	5
Support Staff	1

C. Separations**Recommendations**

Faculty	1
Administrative	1

A. HIRES**FACULTY**

1. Name: Patricia D'Aloia Gandolfo
Department: Nursing
Position: Instructor, full-time temporary spring semester
Salary: \$27,657 prorated from an annual base of \$53,627
Effective: 1/19/16 – 6/30/16
2. Name: Debra Umlauf
Department: Nursing
Position: Instructor, full-time temporary spring semester
Salary: \$27,657 prorated from an annual base of \$53,627
Effective: 1/19/16 – 6/30/16

FACULTY DEGREE SUMMARY

Masters

2

ADMINISTRATIVE

1. Name: Michael Naparlo
Department: Facilities Administration
Position: Supervisor, Maintenance & Grounds, pending pre-employment requirements
Salary: \$21,495 prorated from an annual base of \$51,590
Effective: 2/1/16

SUPPORT STAFF

1. Name: Cindy Berman
Department: Continuing & Professional Studies
Position: Associate, Healthcare Training, part-time 29 hrs./wk., grant-funded position
Salary: \$29,782
Effective: 2/1/16 – 9/30/16, or separation at end of assignment

B. CHANGE OF STATUS**ADMINISTRATIVE**

1. Name: Nancy Bennett
Department: Learning Disabilities
Position: Administrator
Action: Extension of temporary assignment
New Salary: \$27,289 prorated from an annual base of \$51,790
Effective: 12/24/15 until further notice, but not later than 6/30/16
2. Name: Christine Busacca
Department: College Relations
Position: Manager, Social Media, Advertising & Production
Action: Extension of temporary A4 assignment
New Salary: No change
Effective: 1/1/16 – until further notice, but not later than 6/30/16
3. Name: Jill Donovan
Department: Career Services
Position: Career Services Representative
Action: Change in position/department through bona fide search
New Salary: No change
Effective: 3/1/16
4. Name: Heather Revesz
Department: College Store
Position: Interim Manager, College Store
Action: Temporary assignment from A3 to A4
New Salary: \$30,077 prorated from an annual base of \$60,155
Effective: 1/4/16 until further notice but not later than 6/30/16
5. Name: Kelli Sanders
Department: Events Management
Position: Coordinator, Conference Facility Services
Action: Extension of monthly stipend
Effective: 1/1/16 until further notice, but not later than 6/30/16

SUPPORT STAFF

1. Name: Barbara Taylor
Department: Admissions & Registration
Position: Associate, Student Services
Action: Change in status from N3 to N4 through reorganization/reclassification
New Salary: \$38,545
Effective: 2/1/16

C. SEPARATIONS**FACULTY**

1. Name: Michael Fowler
Department: Marketing
Position: Professor
Deceased: 12/25/15

ADMINISTRATIVE

1. Name: Marguerite Stocker
Department: College Store
Position: Director
Action: Resignation
Effective: 12/23/15

4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending November 30, 2015, were \$8,818,476.67.

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 meeting held January 12, 2016.

Brookdale Community College
Monthly Analysis of Change

	11/30/15	10/31/15	CHANGE
OPERATING EXPENDITURES *			
Learning Division	\$27,561,563	\$ 27,264,525	\$ 297,038
Benefits & General Institutional	8,995,927	7,923,390	1,072,537
Sub Total	36,557,490	35,187,915	1,369,575
All other divisions	23,554,277	23,150,852	403,425
Total Operating Expenses	60,111,767	58,338,767	1,773,000
OPERATING REVENUE			
Tuition	28,578,868	20,165,029	8,413,839
General Service Fees	3,183,524	2,268,682	914,842
Sub Total	31,762,392	22,433,711	9,328,681
State Appropriations	4,312,860	3,450,288	862,572
County Appropriations	8,344,591	6,675,673	1,668,918
All other revenue	3,349,827	2,812,443	537,384
Total Operating Revenue	47,769,670	35,372,115	12,397,555
CASH			
Cash	11,317,015	16,236,202	(4,919,187)
Total Cash	11,317,015	16,236,202	(4,919,187)
CAPITAL EXPENDITURES *			
Renewals & Replacements	22,579,877	22,181,540	398,337
Minor Capital	2,930,408	2,925,589	4,819
Total Capital Expenses	25,510,285	25,107,129	403,156
CAPITAL REVENUE			
State	143,047	44,045	99,002
County	2,132,583	2,016,586	115,997
Other	3,248,857	2,972,556	276,301
Total Capital Revenue	5,524,487	5,033,187	491,300
GRANTS			
Federal Grants	1,143,254	993,639	149,615
State Grants	406,677	394,225	12,452
Other Grants	122,942	80,481	42,461
Total Grants	\$ 1,672,873	\$ 1,468,345	\$ 204,528

Note:

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

Brookdale Community College
Operating Fund
Budget Summary Report
FY16

AS OF NOVEMBER 30, 2015

	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
President's Division	\$ 575,718	\$ 3,029	\$ 578,747	\$ 241,236	\$ 293,055	\$ 44,456
HR & Organizational Safety	2,263,510	8,046	2,271,556	894,250	1,064,186	313,120
Planning & Institutional Effectiveness	594,037	(65,380)	528,657	181,083	268,060	79,514
Advancement Division	1,499,035	(49,526)	1,449,509	556,261	667,767	225,481
Finance & Operations Division	10,628,702	42,353	10,671,055	4,457,344	4,479,977	1,733,734
Learning Division	33,168,629	41,300	33,209,929	10,683,771	16,877,792	5,648,367
Student Success Division	5,975,883	30,847	6,006,730	2,336,451	2,865,827	804,452
Continuing & Professional Studies	3,121,953	6,060	3,128,013	1,328,173	1,036,542	763,298
Utilities	2,884,162	-	2,884,162	1,017,850	1,866,217	95
Benefits & General Institutional	21,118,951	(16,729)	21,102,222	7,746,472	1,249,455	12,106,294
Total	<u>\$81,830,580</u>	<u>\$ -</u>	<u>\$81,830,580</u>	<u>\$29,442,890</u>	<u>\$30,668,877</u>	<u>\$21,718,812</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 NOVEMBER 30, 2015

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 10,352,862	\$ -	\$ 10,352,862	\$ 4,312,860	\$ 6,040,002
County of Monmouth	20,027,019	-	20,027,019	8,344,591	11,682,428
Student Tuition	41,105,238	-	41,105,238	28,578,868	12,526,370
General Service Fee	4,667,620	-	4,667,620	3,183,524	1,484,096
Other Student Fees	1,597,296	-	1,597,296	1,215,948	381,348
Continuing & Prof Studies	3,052,625	-	3,052,625	1,859,741	1,192,884
Approp from Reserve	92,920	-	92,920	38,717	54,203
Miscellaneous	935,000	-	935,000	235,422	699,579
Total	\$ 81,830,580	\$ -	\$ 81,830,580	\$ 47,769,670	\$ 34,060,910

Brookdale Community College
Summary of Cash
FY16

AS OF NOVEMBER 30, 2015

Cash:

Operating	\$ 11,307,775.88	
Payroll	9,238.67	
	<hr/>	
	\$ 11,317,014.55	
	<hr/>	

Brookdale Community College
Capital Fund
Budget Summary Report
FY16

AS OF NOVEMBER 30, 2015

	PROJECTED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 4,427,165		\$ -	\$ -
8120520 - Gorman Hall	-	\$ 119,005	25,246	93,759
8120545 - Back Campus Walkway	-	2,180,698	2,142,989	37,709
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	74,305	528,425
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	22,579,877	15,473,878
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	-	101,314	298,686
ASBCC	-	20,000	6,941	13,059
TIP	750,000	-	528,313	221,687
Student & BCD Tech Fee	2,238,274	-	2,116,240	122,034
Minor Capital	5,372,823	20,000	2,930,408	2,462,415
Total	\$ 42,584,319	\$ 11,089,424	\$ 25,510,285	\$ 17,936,293

* Pending Approval

Brookdale Community College
Capital Fund
Income Summary Report
FY16

AS OF NOVEMBER 30, 2015

	BUDGET	ADJUST *	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 1,500,000	\$ 21,810,517	\$ 23,310,517	\$ 143,047	\$ 23,167,470
County of Monmouth	1,500,000	8,561,443	10,061,443	2,132,583	7,928,861
Other	6,122,823	3,089,536	9,212,359	3,248,857	5,963,502
Total	<u>\$ 9,122,823</u>	<u>\$ 33,461,496</u>	<u>\$ 42,584,319</u>	<u>\$ 5,524,487</u>	<u>\$ 37,059,833</u>

* Adjustments reflect prior year capital funding balances

Brookdale Community College
Grants
Budget Summary Report
FY16

AS OF NOVEMBER 30, 2015

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
Federal Grants					
Brookdale	\$ 2,514,261	-	2,514,261	\$ 1,128,906	\$ 1,385,355
Subgrants	192,000	-	192,000	14,348	177,652
SUBTOTAL	2,706,261	-	2,706,261	1,143,254	1,563,007
State Grants	636,596	-	636,596	406,677	229,919
Other Grants	217,429	-	217,429	122,942	94,487
TOTAL	\$ 3,560,286	\$ -	\$ 3,560,286	\$ 1,672,873	\$ 1,887,413

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 12, 2016.

RESOLUTION

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

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

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

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

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

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

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

Agenda for Purchases in Excess of \$35,000
January 19, 2016

* Estimated expense based on historical data

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Operating 1	Moon & Star; Jersey Printing Associates; Beverly Viencowski Graphic Design, LLC; R&J Strategic Communications; Coastline Creative Group, LLC;	Graphic Design Services, RFQ No. 03-2016 / Notice was sent to 53 vendors, received 10 replies. This is a 17-month contract for 8 pre-qualified professionals to provide graphic design services. These contracts are funded by the College Relations' operating budget.	RFQ	\$ 40,000.00 *

2	-	Leica Binocular Lab Microscopes, Bid No. 16-14 / Notice was sent to 15 vendors, received 2 replies. Bid was rejected due to changes in the bid specifications.		
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***Unless otherwise exempt, bids were publicly advertised according to law.

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 January 12, 2016.

Brookdale Community College
Paid Invoice Register
January 19, 2016

	Student	Vendor	Employee	Totals
ASBCC	\$ -	\$ 32,156.75	\$ 512.07	\$ 32,668.82
Athletics	-	30,211.84	3,589.00	33,800.84
Bookstore	-	503,390.36	-	503,390.36
College	-	2,594,825.14	39,829.34	2,634,654.48
CPS	1,950.69	66,185.58	1,068.34	69,204.61
	<u>\$ 1,950.69</u>	<u>\$ 3,226,769.67</u>	<u>\$ 44,998.75</u>	<u>\$ 3,273,719.11</u>



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	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		
Public Workshop 5:30 PM Public Business Mtg. 7:30 PM							
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	Wed., April 13 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	Tue., June 14 5:00 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	Mon., Nov. 14 6:00 PM			
Tuesday, November 29 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

Board Packet Due Dates In Red

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

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 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

BROOKDALE COMMUNITY COLLEGE
UPCOMING EVENTS

BOLD indicates off Lincroft campus

2016

January 19 Convocation – 8:30 AM – Arena
January 19 BOT Public Workshop/Public Business Meeting 5:30 PM – SLC, Twin Lights Rooms
January 28 **Foundation Strategic Planning/Board Meeting- 2:30 PM – 1415 Wycoff Rd., Wall, NJ**

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 15 BOT Workshop/Public 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 13 BOT Policy & Education Committee– 5 PM
April 19 Bot Workshop/Public Business Meeting – 5:30 PM- SLC, Navesink Rooms

May 6 Holocaust Commemoration
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

June 13 BOT Executive Committee – 5 PM
June 13 BOT Governance Committee – 6 PM
June 14 BOT Policy & Education Committee– 5 PM
June 14 BOT Finance & Facilities Committee– 6 PM
June 16 Foundation BOT – 4 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