



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, June 21, 2016 7:30 PM (EDT)  
Brookdale Lincroft

An Evening to Honor Trustees Paul Geissler, David Flaherty and James McConnell

Warner Student Life Center  
Navesink Rooms  
765 Newman Springs Road  
Lincroft, NJ 07738

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Pledge of Allegiance - Chair Guzzo - 5 minutes
- III. Public Comment on Agenda Items - Chair Guzzo
- IV. President's Report - President Murphy
  - A. Update on President's Goals
- V. Approval of Workshop and Public Business Meeting Minutes - May 17, 2016 - Chair Guzzo - 3 minutes
  - A. Approval of Executive Session Minutes - May 17, 2016 - Chair Guzzo - 3 minutes
- VI. Consent Agenda - Chair Guzzo - 5 minutes
  - A. Acceptance of Gifts  
*Photography Equipment*
  - B. Acceptance of Grants - RES160032  
*Integrated Adult Basic Skills, English Literacy and Civics Education Grant Program & Displaced Homemakers Grant*
  - C. Approval of Human Resources
  - D. 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 - RES160030 - Chair Guzzo
  - E. Open Invoice Payment Requests for Vendor, Student and Employee Payments
  - F. Monthly Financial Report
- VII. Approval of Board of Trustees ByLaws - Chair Guzzo  
*Lodged on May 17, 2016*
- VIII. Approval of Board Policy 5.0002 - Educational Programs  
*Lodged April 2016*
- IX. Change Order Request - RES160031

- X. Approval of FY17 Auxiliary Services Budget  
*Auxiliary Services FY17 Operating Statements*
- XI. Approval FY17 Associated Students of Brookdale Community College (ASBCC) Budget  
*The Annual Association Students of Brookdale Community College (ASBCC) FY17 Budget*
- XII. Approval of Revised FY17 Operating & Capital Budget
- XIII. Approval of MOA between BCC and Asbury Park Board of Education  
*Dream Academy Early College - Resolution RES160033*
- XIV. Recognition of Trustee Paul Geissler
- XV. Recognition of Trustee David Flaherty
- XVI. Recognition of Trustee James McConnell
- XVII. Public Comment - Chair Guzzo
- XVIII. Old/New Business - Chair Guzzo
- XIX. Adjournment - Chair Guzzo
- XX. Appendix - Board Materials

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Workshop Meeting Minutes**

**Tuesday, May 17, 2016**

**Brookdale Community College**  
**Brookdale Hazlet**  
**1 Crown Plaza**  
**Hazlet, NJ 07731**

- 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 May 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 May 12, 2016, advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger*.
  3. On May 12, 2016, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Tracey Abby-White, Trustee</b>	Ms. Marie Lucier-Woodruff
	<b>Dr. Hank Cram, Trustee (7:30 PM)</b>	Mr. Robert Francis
	<b>Mr. Paul Crupi, Trustee</b>	Dr. Matthew Reed
	<b>Mr. William Dalton, Trustee</b>	Ms. Patricia Sensi
	<b>Mr. Joe DiBella, Trustee (6:35 PM)</b>	Ms. Marie Lucier-Woodruff
	<b>Mr. Paul Geissler, Trustee</b>	Dr. David Stout
	<b>Mr. Bret Kaufmann, Trustee</b>	Ms. Maureen Lawrence
	<b>Dr. Maureen Murphy, Secretary</b>	Ms. Avis McMillon
	<b>Ms. Marta Rambaud, Trustee</b>	Dr. Anita Voogt
	<b>Mr. Gary Tolchin Trustee</b>	Ms. Christine Busacca
	<b>Dr. Carl Guzzo, Chair</b>	Ms. Camille Shelley
		Ms. Cynthia Gruskos, Recorder
<b>Absent</b>	<b>Ms. Lora Campbell, Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	
		Mr. Charles Rooney, Engineer of Record
<b>College Counsel</b>	<b>Mr. Matthew Giacobbe, Esq., General and Labor Counsel;</b>	Mr. Mitchell Jacobs, Esq.

**C. Swearing in of Trustee Rambaud**

Mr. Giacobbe, Esq. performed the swearing in ceremony for Trustee Marta Rambaud. The signed sworn statement is attached (**Attachment A**).

**D. Adoption of Agenda for Workshop and Public Meeting**

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

Motion carried by the following vote:

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

NAYS: None

ABSTENTIONS: None

**E. Reports from the Board Committees and Liaisons**

1. **Executive** – Chair Guzzo reported on a productive Executive Committee.
2. **Finance & Facilities** – Chair Guzzo reported on the special Finance & Facilities committee meeting on May 5 which was not held due to lack of a quorum. Mr. Rooney, T & M Associates did provide an updated Facilities Master Plan and there was a discussion that evening related to his findings. Mr. Rooney will report to the full board on his findings later tonight. Chair Guzzo stated that there would be no further special meetings but at the conclusion of the June Finance & Facilities meeting there would be a discussion on the long range financial picture of the college.
  - a. Chair Guzzo reported:
    - i. There will be a full discussion of credit card fees at the June Board of Trustees meeting. A preliminary discussion of cost of merchant services will take place at the June Finance & Facilities meeting.
    - ii. VP Stout described the Educational Opportunity Fund Grant and recommended the cash match. There was a discussion on funding the cash match
    - iii. The Finance & Facilities committee had a thorough discussion of the 4.2 Purchases and recommended approval of them all except they requested a separate vote and full board discussion of Student Recruitment Advertising (item #30). Item. #32 – External Audit Services, RFP was pulled for further evaluation.
      1. Item #24 - There will be a full discussion of credit card fees at the June Board of Trustees meeting. A preliminary discussion of cost of merchant services will take place at the June Finance & Facilities committee meeting.
      2. Item #20 – There was a discussion of the risks and benefits of pumping and storing gasoline. VP Lawrence reported we are covered by risk management to pump and store our own gasoline. The underground tank in Freehold is going to be replaced with an above ground tank.

3. Item #26 – Student Account Collection Services – Dr. Stout described our new policy for drop for non-payment, which the intended result should be decreased bad debt. Students in a payment plan can still not pay the payment plan. Our new policy began in January 2016 and the board asked for a report in September on the results of the new policy.
  4. Item #25 – Tuition Management Systems, Inc. – The student pays \$50.00 to participate in this program. (The college receives \$30.00)
  5. Item #34 – Local & Long Distance Telephone Services was rejected for low response. Bid will go out again.
- 3. Governance Committee-** Trustee Crupi reported on the Governance committee held on May 9. He highlighted the following:
- a. The President Evaluation has been finalized. A new survey was tailored by ACCT. The following is the timeline process:
    - i. June 17 - Dr. Murphy will provide an end of year report at the June Workshop Meeting and will report on the status of the organizational structure.
    - ii. July 1 – 15 - Trustees will participate in the survey.
    - iii. July 22 – Receive results back.
  - b. MSCHE Accreditation – There was a continued discussion of improving the governance structure. There was a discussion of when and how many retreats to hold. The consensus was to perform another board self-evaluation and then determine if the trustees wanted to have a facilitated retreat.
  - c. MSHCE Accreditation – Trustee Abby-White asked for additional Board Assistance for Standard 7. Any interested board members should contact Chair Guzzo.
- 4. Audit Committee** – Trustee Dalton reported on the Audit committee held on August 10. He highlighted the following main topics of discussion:
- a. External Audit Services RFP –
    - i. The Audit committee discussed the 7 responses that were received and determined that 3 of them would be further evaluated by the search committee. The 2 finalists will be interviewed by the Audit Committee in June and the Board of Trustees will make the final recommendation.
    - ii. The Anti-Fraud Hotline – The current vendor will be renewed.
- 5. NJCCC and Foundation** – Trustees Abby-White and Tolchin reported.
- a. The NJCCC had a board development seminar which was recorded and Trustee Abby-White will send the link out to the Trustees.
  - b. The Scholarship Ball is May 27 and the board placed an ad in the ad journal.
  - c. The Point of Entry Event is June 22 and the board is encouraged to bring guests who are not familiar with the college and if they so choose the Foundation will develop a relationship with them.

- d. Trustee Abby-White attended the Barringer Award Dinner and she felt it was an inspirational evening in which our Faculty were honored.
- e. She encouraged attendance at the June 15 – GED/ABE/ESL Graduation in Freehold.
- f. Trustee Tolchin reported the Foundation recently added 3 new board members and they are searching for one more.
- g. President Murphy suggested attendance at the NJCCC Spirit Awards Dinner on June 20.
- h. Trustee Tolchin encouraged participation in the Golf Outing on September 15.
- i. Chair Guzzo encouraged participation at the Scholarship Ball.

**6. Ad-Hoc By-Laws Committee** – Mr. Jacobs reported on the methodology used to review the by-laws and the substantive changes that were made. The By-Laws committee met on May 9 and reviewed the changes and approved the changes. Mr. Jacobs addressed questions posed to the substantive changes.

- a. By-Laws will be amended to include the following change and will be lodged with the following change: 1.4070 –The Bylaws Committee shall meet on as needed basis at the discretion of the Chair of the Committee or at the request of the Chairman of the Board but no less than once a year and;
- b. A question was posed as to whether our bylaws would preclude the Vice Chair from serving as a committee chair. Mr. Giacobbe stated that the Vice Chair can also serve as a committee chair.
- c. There was a discussion of the removal of term limits for Chair and Vice Chair.

**F. Overview of Social Media at Brookdale Community College**

Ms. Busacca, Manager of Social Media, Advertising & Production presented on how we use social media at the college, our target markets, growth of social media, new future initiatives, social media monitoring, and results achieved. Ms. Busacca serves as a voice to our constituents as she communicates with them via social media.

**G. Report from the Engineer of Record**

Mr. Rooney reported on the 2012 Facilities Masterplan update which T and M Associates provided to the board. There is 30 million dollars of facility updates that were identified in their report.

Mr. Rooney reported on the replacement of sprinklers and lighting.

Mr. Rooney reported on the progress of the Wall campus construction.

**L. Review of Consent Agenda and Business Meeting Agenda**

Chair Guzzo stated the following:

Student Recruitment Advertising, item #29 of the 4.2 Purchases in Excess of \$35,000, has been pulled from the Consent Agenda for a separate vote.

**M. Motion for Closed Executive Session**

Mr. Giacobbe read the resolution to go into closed executive session (**Attachment B**)

A motion was made to approve the resolution for a closed executive session by Trustee Abby-White and seconded by Trustee DiBella and upon return from the closed session to open the public business meeting.

The motion was passed unanimously.

**U. Motion to Adjourn**

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

Motion passed unanimously.

➤ Meeting adjourned at 7:25 PM.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Maureen Murphy', with a stylized, flowing script.

Maureen Murphy, Ph.D., Secretary

# OATH OF OFFICE

**Member of the Board of Trustees  
of  
Brookdale Community College**

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

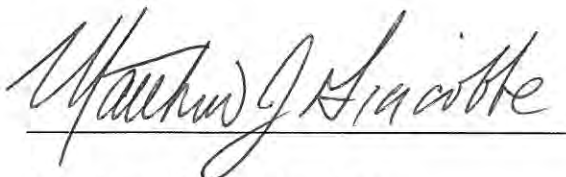


**Marta Rambaud**

Sworn and subscribed to:

Before me this 17th day :

of May 2016 :



Matthew Giacobbe, Esq.

Attorney at Law of New Jersey

**RESOLUTION NO. RES160028**

**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 1 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 **May 17 at the conclusion of the Workshop Meeting**, 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 \_\_\_\_\_

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☐ "(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 \_\_\_\_\_

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☐ "(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

**RESOLUTION NO. RES160028**

**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

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

☐

"(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."

☐ "(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 **potential contract negotiations with Ellucian** and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is **vendor selection of IT Managed Services**

☐

"(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

**RESOLUTION NO. RES160028**  
**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

☐ "(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 10 minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) ☐ reconvene and where formal action ☐ immediately adjourn or ☒ reconvene and proceed with business 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. RES160028**  
**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

**4.2 Addendum**  
**Agenda for Purchases in Excess of \$35,000**  
**May 17, 2016**

Board Item No.	Fund	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Operating	Ellucian Inc.	IT Managed Services, RFP No. 05-16 / Notice was sent to 95 vendors, received 5 replies. This is a 3 year contract with an option for a 4th and 5th year renewal for IT Managed Services. This contract is funded by the OIT operating budget and Student Tech Fees.	RFP	\$ 2,586,696.00

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

Tuesday, May 17, 2016

Brookdale Community College  
Brookdale Hazlet, Room 102  
1 Crown Plaza  
Hazlet, NJ 07731

- A. Chair Guzzo called the meeting to order at 7:45 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 May 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 May 12 2016, advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger*.
  3. On May 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, Trustee	Ms. Marie Lucier-Woodruff
	Dr. Hank Cram, Trustee	Mr. Robert Francis
	Mr. Paul Crupi, Trustee	Dr. Matthew Reed
	Mr. William Dalton, Trustee	Ms. Patricia Sensi
	Mr. Joe DiBella, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Paul Geissler, Trustee	Dr. David Stout
	Mr. Bret Kaufmann, Trustee	Ms. Maureen Lawrence
	Dr. Maureen Murphy, Secretary	Ms. Avis McMillon
	Ms. Marta Rambaud, Trustee	Dr. Anita Voogt
	Mr. Gary Tolchin Trustee	Ms. Christine Busacca
	Dr. Carl Guzzo, Chair	Ms. Camille Shelley
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Lora Campbell, Trustee	
	Dr. Les Richens, Trustee	
		Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel;	Mr. Mitchell Jacobs, Esq.

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Public Comment –</b> No public comment on agenda items.		
<b>Approval of MOA between Brookdale Community College and Hazlet Township School District</b>  <b>Dr. Reed introduced the new Explorer Program-Early College Academy.</b>  <b>Dr. Voogt expanded on Dr. Reed’s comments by providing information on all of the programs offered at Brookdale Hazlet.</b>  <b>Mr. Marich introduced the staff and faculty of Brookdale Hazlet.</b>  <b>Mr. Marich read the resolution which was signed by President Murphy and Superintendent Bernard Bragen, Hazlet Township School District, as well as the signing of the MOA.</b>	A motion was made to adopt resolution RES160026 approving the college enter into a partnership with the Hazlet Township School District to be called the Explorer Program-Early College Academy was made by Trustee Dalton, and seconded by Trustee Abby-White.  <b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Rambaud, Tolchin and Chair Guzzo <b>NAYS:</b> None <b>ABSENTIONS:</b> None	
<b>Approval of MOA between Brookdale Community College and Georgian Court University</b>  <b>Dr. Reed provided information on the continued partnership with Georgian Court University.</b>  <b>Dr. Behre, Provost of Georgian Court University provided the introduction to President Marbach and the Administrators that accompanied them to the meeting.</b>  <b>Ms. Elizabeth Kelly, Brookdale Hazlet Student Success Center read the resolution which was signed by President Murphy and President Marbach, Georgian Court University, as well as the MOA.</b>	A motion was made to adopt resolution RES160025 approving the college enter into a partnership with Georgian Court University to be called the Brookdale-Georgian Court University Partnership was made by Trustee Dalton and seconded by Trustee Abby-White.  <b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Rambaud, Tolchin and Chair Guzzo <b>NAYS:</b> None <b>ABSENTIONS:</b> None	

<p><b>Policy &amp; Education Committee Report – Dr. Cram reported that all outstanding issues related to the massage therapy program have been resolved. He recommended approval of the massage therapy program.</b></p> <p><b>Chair Guzzo appointed Trustee Rambaud to the following committees: Executive, Nominating, By-laws, P &amp; E, and Audit</b></p> <p><b>Chair Guzzo reported that Dr. Richens suggested to form a working group to discuss adult education. He suggested that Chair Guzzo, Trustee Cram, President Murphy and the Superintendent of the Monmouth County Vocational School District, Timothy McCorkell be members of the group.</b></p>		
<p><b>President Report – Update on the President’s Goals was provided in the packet.</b></p>		
<p><b>Approval of Minutes of the April 19, 2016, Workshop and Public Business meetings.</b></p> <p>There were no revisions to the minutes.</p>	<p>A motion to approve the April 19, 2016 minutes of the Workshop and Public Business meetings was made by Trustee DiBella and seconded by Trustee Cram.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> Trustee Rambaud</p>	
<p><b>Approval of the April 19, 2016 Executive Session minutes.</b></p> <p><b>There were no revisions to the minutes.</b></p>	<p>A motion to approve the April 19, 2016 executive session minutes was made by Trustee DiBella and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Tolchin and</p>	

	<p>Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b>  Trustee Rambaud</p>	
<p><b>Consent Agenda-</b>  <b>The Student Recruitment Advertising purchase (Item 20 from the 4.2) has been removed from the consent agenda for a separate vote.</b></p> <p><b>Item 32 , External Audit Services, of the 4.2 was excluded.</b></p> <p><b>4.2 – Addendum – Item 1, IT Managed Services (Attachment A) is added and subject to the negotiations of a mutually acceptable contract between Brookdale Community College and Ellucian, Inc.</b></p> <p><b>Mr. Giacobbe stated they will work with Ellucian’s counsel to negotiate an acceptable contract for the college to execute.</b></p> <ul style="list-style-type: none"> <li><b>A. Acceptance of Gifts</b></li> <li><b>B. Acceptance of Grants – RES160023</b></li> <li><b>C. Approval of Budget Modification to the New Jersey Department of Education, Office of Vocational –Technical, Career and Adult Programs – RES160024</b></li> <li><b>D. Approval of Human Resources</b></li> <li><b>E. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” Process, in Excess of \$17,500 (ATTACHMENT A)</b></li> <li><b>F. Open Invoice Payment Requests for Vendor, Students and Employee Payments</b></li> <li><b>G. Monthly Financial Report</b></li> </ul>	<p>A motion to approve the consent agenda as modified with changes this evening was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Rambaud, Tolchin and Chair Guzzo  <b>NAYS:</b> None  <b>ABSENTIONS:</b> None</p>	
<p><b>President’s Report</b>  President’s goals update were provided in the board packet.</p>		
<p><b>Approval of Massage Therapy Program</b></p>	<p>A motion to adopt a resolution to approve the massage therapy program was made by Trustee Cram and seconded by Trustee DiBella.</p> <p><b>YES:</b> Trustees Abby-</p>	

	<p>White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Rambaud, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSENTIONS:</b> None</p>	
<p><b>Lodging of Board of Trustee By-Laws with the following change:</b></p> <p>“The Bylaws Committee shall meet as needed but no less than one (1) time per year”. 1.4070</p>	<p>A motion to lodge the revisions to the Board of Trustee By-Laws with one change to section 1.4070 was made by Trustee Dalton and seconded by Trustee Crupi.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Rambaud, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSENTIONS:</b> None</p>	
<p><b>Approval of Student Recruitment Advertising FY-17 – Item #29 – 4.2 –</b></p> <p><b>Ms. McMillon, Executive Director College Relations presented on the proposed student recruitment advertising budget and the changes made in the advertising plan based on the key findings and recommendations made by the Clarus Perception Study performed in the fall.</b></p>	<p>A motion was made to approve item #29, Student Recruitment Advertising FY-17 was made by Trustee DiBella and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Rambaud, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSENTIONS:</b> None</p>	
<p><b>Public Common on Agenda Items</b></p> <p>Mr. Mitchell Jacobs shared his son’s positive experience in attending Brookdale Community College which ultimately led to his graduation in Spring 2016 with an A.S. and acceptance to Rutgers, School of Business. He thanked Dr.</p>		

Murphy the Administration, Faculty and Staff for providing him with the environment it took to make him successful.		
<b>Old/New Business</b> No old or new business.		
<b>Resolution to hold a closed session.</b> Mr. Giacobbe read the executive session resolution to hold a closed session. <b>(Attachment B)</b>	A motion to approve the resolution to hold a closed meeting was made by Trustee DiBella and seconded by Trustee Crupi.  <b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Rambaud, Tolchin and Chair Guzzo <b>NAYS:</b> None <b>ABSTENTIONS:</b> None	
<b>Meeting Re-Opened to the Public</b>	A motion was made to reopen the meeting to the public by Trustee DiBella and seconded by Trustee Abby-White.  Motion passed unanimously.	

D. Chair Guzzo adjourned the meeting at 10:15 PM. .

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

**RESOLUTION NO. RES160028**

**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 5 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 May 17 at the conclusion of the Public Business Meeting,

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 \_\_\_\_\_

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☐ "(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 \_\_\_\_\_

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☐ "(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

**RESOLUTION NO. RES160028**

**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☒

"(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 FOP, BCCFA, BCCAA and PSA..**

☐

"(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 and BCC and 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; and contract negotiations regarding contractors at the Wall Campus**

☒

"(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

**RESOLUTION NO. RES160028**  
**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

without undermining the need for confidentiality are the performance goals and evaluation of an employee. The employee has been riced for this matter.

☐ "(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. RES160028**  
**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

**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 May 17, 2016, 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
5/17/16	Joel and Sharon Glastein 45 Stonehedge Drive Ocean, NJ 07712	Donation of various model cameras, equipment and photography supplies to be utilized by Photography III students.

## **2.1 Application for Grants**

### **Executive Summary**

#### **Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program**

Brookdale submitted a proposal to the New Jersey Department of Labor and Workforce Development under its Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program on June 3, 2016. Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to approximately 500 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy Volunteers-Monmouth County; (2) Monmouth County Vocational School District; (3) Community Affairs and Resource Center; and (4) Ladacin Network, Inc. In addition to serving as lead agency, the College will provide direct services to over 300 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED). Brookdale's direct services are available at Long Branch, Hazlet, Freehold and Neptune Higher Education Centers. Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant request is **\$533,180**. The college provides a cash match of **\$63,731** and in in-kind contribution of **\$44,851** for a total of **\$641,762**.

#### **Displaced Homemakers**

Brookdale submitted a proposal to the New Jersey Department of Community Affairs, Division on Women for continued funding under its Displaced Homemakers Program on May 13, 2016. 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 request is **\$120,575** with a cash match of **\$37,000** for a total of **\$157,575**.

#### **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.

June 21, 2016: Director of Grants and Institutional Development, Laura Qaissaunee  
**RES160032**

**RESOLUTION**

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

	<u><b>Amount</b></u>
Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant	\$641,762
Displaced Homemakers	\$157,575

**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 60 recommended items. A summary of the action items is listed below with supporting documentation attached.

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

Faculty	3
Administrative	1
Support Staff	1
Adjuncts	1
Coach	1

**B. Reappointment of Executive Administration****13 Recommendations****C. Change of Status****Recommendations**

Faculty	1
Administrative	14
Support Staff	12

**D. Separations****Recommendations**

Faculty	4
Executive	2
Administrative	3
Support Staff	4

**A. HIRES****FACULTY**

1. Name: Annette Hurley  
Department: Reading  
Position: Instructor, temporary assignment  
Salary: Salary subject to current contract negotiations  
Effective: 9/1/16 – 12/23/16
2. Name: Joanna Kotsis  
Department: Reading  
Position: Instructor, temporary assignment  
Salary: Salary subject to current contract negotiations  
Effective: 9/1/16 – 12/23/16
3. Name: Lauren Tatulli  
Department: Economics  
Position: Instructor  
Salary: Salary subject to current contract negotiations  
Effective: 9/1/16

**FACULTY DEGREE SUMMARY**

Masters

3

**ADMINISTRATIVE**

1. Name: Kirsten Nordgaard  
Department: Advising  
Position: Academic Advisor, temporary one-year assignment  
Salary: Salary subject to current contract negotiations  
Effective: 7/1/16 until further notice, but not later than 6/30/17

**SUPPORT STAFF**

1. Name: Erin Tierney  
Department: Student Life  
Position: Associate, temporary position  
Salary: Salary subject to current contract negotiations  
Effective: 7/1/16 until further notice, but not later than 12/23/16

**ADJUNCT**

1. Name: Erica Osmond  
Semester: Summer I  
Department: Speech  
Rate: \$725/Credit Hour

**ADJUNCT DEGREE SUMMARY**

Doctoral  
1

**COACH**

1. Name: Peter Eno  
Position: Women's Tennis Head Coach  
Department: Athletics  
Salary: \$5,250  
Effective: 7/1/16, position requires recruitment efforts and academic monitoring throughout off season and remainder of calendar year

**B. REAPPOINTMENT OF EXECUTIVE ADMINISTRATION – July 1, 2016 – June 30, 2017**

Anoop Ahluwalia	Institute Dean	STEM
Burns, William	Dean	Innovation & Learning Resources
Calendar, Carl	Institute Dean	Humanities
Edman, Jayne	Institute Dean	Health Sciences
Gallo, Patricia	Institute Dean	Business & Social Sciences
Kegelman, Nancy	Associate Vice President	Planning & Institutional Evaluation
Lawrence, Maureen	Vice President	Finance & Operations
Lucier-Woodruff, Marie	Associate Vice President	Continuing & Professional Services
Reed, Matthew	Vice President	Learning
Rother, Franklyn	Dean	Academic & Career Transitions
Sensi, Patricia	Associate Vice President	Human Resources & Organizational Safety
Stout, David	Vice President	Student Success
Voogt, Anita	Executive Dean	HEC's & K-16 Partnerships

**C. CHANGE OF STATUS****FACULTY**

1. Name: Yesenia Madas  
Department: Counseling  
Position: Associate Professor  
Action: End of two year grant-funded release as Executive Director for the New Jersey Center for Student Success  
New Salary: Salary subject to current contract negotiations  
Effective: 9/1/16

**ADMINISTRATIVE**

1. Name: Revé Anderko  
Department: Student Success  
Position: Associate Director, One-Stop  
Action: Change in position from A3 to A4 through bona fide search  
New Salary: Salary subject to current contract negotiations  
Effective: 7/1/16
2. Name: Nancy Bennett  
Department: Learning Disabilities  
Position: Administrator  
Action: Extension of temporary assignment  
New Salary: Salary subject to current contract negotiations  
Effective: 7/1/16 until position is filled, but not later than 12/23/16
3. Name: Lauren Brutsman  
Department: Student Life & Activities  
Position: Interim Director, Student Life & Activities  
Action: Extension of interim A5 assignment  
Salary: Salary subject to current contract negotiations  
Effective: 7/1/16 until further notice, but not later than 12/31/16
4. Name: Christine Busacca  
Department: College Relations  
Position: Manager, Social Media, Advertising & Production  
Action: Extension of temporary A4 assignment  
Effective: 7/1/16 until further notice, but not later than 12/31/16

5.     Name:                 William DeVoe  
       Department:       Testing Services  
       Position:           Manager, Testing Services  
       Action:             Change in status from interim to regular A4 position through bona fide search  
       New Salary:         No change  
       Effective:          6/22/16
  
6.     Name:                 Jill Donovan  
       Department:       Career & Leadership Development  
       Position:           Assistant Director  
       Action:             Change in title only  
       New Salary:         Salary subject to current contract negotiations  
       Effective:          7/1/16
  
7.     Name:                 Hilda Dudick  
       Department:       Learning  
       Position:           Administrator  
       Action:             Extension of stipend  
       Effective:          7/1/16 – until further notice, but not later than 12/31/16
  
8.     Name:                 Anne LaPorta  
       Department:       Career & Leadership Development  
       Position:           Assistant Director  
       Action:             Change in title only  
       New Salary:         Salary subject to current contract negotiations  
       Effective:          7/1/16
  
9.     Name:                 Michelle Kneute  
       Department:       Human Resources & Organizational Safety  
       Position:           Benefits Coordinator  
       Action:             Extension of interim position  
       New Salary:         Salary subject to current contract negotiations  
       Effective:          7/1/16 – until further notice, but not later than 12/31/16
  
10.    Name:                 Avis McMillon  
       Department:       College Relations  
       Position:           Executive Director  
       Action:             Extension of monthly stipend  
       Effective:          7/1/16, until further notice, but not later than 12/31/16

11. Name: Kevin Nolan  
Department: Student Success  
Position: Associate Director, One-Stop, temporary one-year position  
Action: Temporary change in position from A3 to A4  
New Salary: Salary subject to current contract negotiations  
Effective: 7/1/16 – 6/30/17
12. Name: Heather Revesz  
Department: College Store  
Position: Interim Manager, College Store  
Action: Extension of temporary A4 assignment  
New Salary: Salary subject to current contract negotiations  
Effective: 7/1/16 until further notice, but not later than 9/31/16
13. Name: Kelli Sanders  
Department: Events Management  
Position: Coordinator, Conference Facility Services  
Action: Extension of monthly stipend  
Effective: 7/1/16 until further notice, but not later than 9/30/16
14. Name: Susan Scarangella  
Department: Health Sciences Institute  
Position: Institute Administrator  
Action: Lateral move through bona fide search  
New Salary: Salary subject to current contract negotiations  
Effective: 7/1/16

**SUPPORT STAFF**

1. Name: Kristin Bacany  
Department: Admissions & Registration  
Position: Senior Assistant, Enrollment  
Action: Extension of temporary assignment  
New Salary: Salary subject to current contract negotiations  
Effective: 7/1/16 – until further notice, but not later than 12/23/16
2. Name: Danielle Basmagy  
Department: Continuing & Professional studies  
Position: Senior Office Assistant, temporary grant-funded position  
Action: Extension of temporary assignment  
New Salary: Salary subject to current contract negotiations  
Effective: 7/1/16 - 9/30/16 or separation at end of assignment

3.     Name:                 Deborah Brown  
       Department:       Freehold Campus  
       Position:           Associate, HEC, Branch Campus & K-16 Partnerships  
       Action:             Change in band, from N3 to N4 through reclassification  
       New Salary:         Salary subject to current contract negotiations  
       Effective:          7/1/16
  
4.     Name:                 Carolyn Dennis  
       Department:       Brookdale at Long Branch  
       Position:           Associate, HEC, Branch Campus & K-16 Partnerships  
       Action:             Change in band, from N3 to N4 through reclassification  
       New Salary:         Salary subject to current contract negotiations  
       Effective:          7/1/16
  
5.     Name:                 John DeSena  
       Department:       Police Department  
       Position:           Security Guard  
       Action:             Change in status from part-time to full-time  
       New Salary:         Salary subject to current contract negotiations  
       Effective:          7/1/16
  
6.     Name:                 Mary Ann Gurrera  
       Department:       Brookdale at Hazlet  
       Position:           Associate, HEC, Branch Campus & K-16 Partnerships  
       Action:             Change in band, from N3 to N4 through reclassification  
       New Salary:         Salary subject to current contract negotiations  
       Effective:          7/1/16
  
7.     Name:                 Timothy Kohan  
       Department:       Police  
       Position:           Security Guard, part-time  
       Action:             Change in status from 12 month to 10 month position, 8/1 through 5/31 yearly  
       New Salary:         Salary to be reduced to 10 months, subject to current contract negotiations  
       Effective:          6/1/16
  
8.     Name:                 Maria Maccanico  
       Department:       Brookdale at Neptune  
       Position:           Associate, HEC, Branch Campus & K-16 Partnerships  
       Action:             Change in band, from N3 to N4 through reclassification  
       New Salary:         Salary subject to current contract negotiations  
       Effective:          7/1/16

9. Name: Richard Pease  
Department: Police  
Position: Security Guard, part-time  
Action: Change in status from 12 month to 10 month position, 8/1 through 5/31 yearly  
New Salary: Salary to be reduced to 10 months, subject to current contract negotiations  
Effective: 6/1/16
10. Name: Geralyn Saada  
Department: Brookdale at Wall  
Position: Associate, HEC, Branch Campus & K-16 Partnerships  
Action: Change in band, from N3 to N4 through reclassification  
New Salary: Salary subject to current contract negotiations  
Effective: 7/1/16
11. Name: John Scarinzi  
Department: Police  
Position: Security Guard, part-time  
Action: Change in status from 12 month to 10 month position, 8/1 through 5/31 yearly  
New Salary: Salary to be reduced to 10 months, subject to current contract negotiations  
Effective: 6/1/16
12. Name: Susan Tencer  
Department: Career & Leadership Development  
Position: Senior Office Assistant  
Action: Change in department through bona fide search  
New Salary: Salary subject to current contract negotiations  
Effective: 7/1/16

**D. SEPARATIONS****FACULTY**

1. Name: Catherine Martin  
Department: Instructor  
Position: Mathematics  
Action: Resignation  
Effective: 6/30/16

2.     Name:                 Joseph Noyes  
       Department:       Biology  
       Position:           Instructor  
       Action:             Rescinded acceptance of offer  
       Effective:          6/9/16
3.     Name:                 Paula Thonney  
       Department:       Mathematics  
       Position:           Assistant Professor  
       Action:             Resignation  
       Effective:          6/30/16
4.     Name:                 Yvette Wolfe  
       Department:       Instructor  
       Position:           Mathematics  
       Action:             Resignation  
       Effective:          6/30/16

**EXECUTIVE**

1.     Name:                 Louise Horgan  
       Department:       President's Office  
       Position:           Executive Assistant to the President  
       Action:             Resignation  
       Effective:          8/31/16
2.     Name:                 Richard Pfeffer  
       Department:       Freehold Campus  
       Position:           Executive Dean  
       Action:             Retirement  
       Effective:          6/30/16

**ADMINISTRATIVE**

1.     Name:                 Cindy Czapor  
       Department:       Advising  
       Position:           Academic Advisor  
       Action:             End of temporary assignment  
       Effective:          6/30/16

2. Name: Gloria Dyson  
Department: Reading & Learning Disabilities  
Position: Administrator  
Action: Approval of Long-term Disability  
Effective: 7/8/15
3. Name: Arnold Gelfman  
Department: Planning & Institutional Effectiveness  
Position: Executive Director  
Action: Retirement, end of transitional sabbatical  
Effective: 6/30/16

**SUPPORT STAFF**

1. Name: Lekia Dill  
Department: Accounts Receivable  
Position: Specialist  
Action: Resignation  
Effective: 5/18/16
2. Name: Justin Guerrieri  
Department: Laboratory/Studio Assistant  
Position: Communication Media  
Action: End of temporary assignment  
Effective: 6/30/16
3. Name: Jeanne McCarthy  
Department: Reading  
Position: Instructional Assistant  
Action: End of temporary assignment  
Effective: 6/30/16
4. Name: Margaret Zeik  
Department: Architecture  
Position: Laboratory/Studio Assistant  
Action: End of temporary assignment  
Effective: 6/30/16

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 June 14, 2016.

June 21, 2016: Vice President, Finance & Operations, Maureen Lawrence

## **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

June 21, 2016

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
<b>Capital</b>				
1	Electro Maintenance Inc.	<b>Interior Lighting Fixture Replacement, Bid No. 17-11</b> / Notice was sent to 10 vendors, received 3 replies. This contract is for the removal and replacement of interior lighting fixtures in the Bankier Library, Larrison Hall, Café, and Bookstore and is funded by the capital budget.	Bid	\$ 147,204.00
2	Gabe Sganga, Inc.	<b>Fire Sprinkler Head Replacement, Bid No. 17-12</b> / Notice was sent to 5 vendors, received 4 replies. This contract is for the supply and replacement of fire sprinkler heads in the Bankier Library and is funded by the capital budget. The low and 2nd low bids were rejected due to non-compliance with bid requirements.	Bid	\$ 194,842.00
3	T & M Associates	<b>Construction Management for Wall Building, RFP No. 04-16</b> / This contract is for construction management services for the Wall Building and is funded by the capital budget.	RFP	\$ 95,000.00
<b>Capital/IT</b>				
4	Dell	<b>Computers</b> / Exempt 18A:64A.25.9 (State Contract). This state contract is for the purchase of Dell computers for FY17 and is funded by the capital budgets of IT and various departments.	Exempt	\$ 500,000.00 *
5	Apple Inc.	<b>Computers</b> / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the purchase of Apple computers for FY17 through a co-op agreement with the Middlesex Regional Educational Services Commission and is funded by the capital budgets of IT and various departments.	Exempt	\$ 300,000.00 *

## Operating

6	Cooperative Communications Inc.	<b>Local &amp; Long Distance Telephone Services, Bid No. 17-13</b> / Notice was sent to 15 vendors, received 3 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for local and long distance telephone services and is funded by various operating budgets.	Bid	\$	74,750.00	
7	Premiere Enterprises, LLC	<b>Roof Repairs, Bid No. 17-14</b> / Notice was sent to 23 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for roof repairs and is funded by the Facilities' operating budget.	Bid	\$	75,000.00	*
8	Electro Maintenance, Inc.	<b>Electrical T &amp; M, Bid No. 17-15</b> / Notice was sent to 15 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for electrical time and material and is funded by the Facilities' operating budget. This is the 2nd time bid has been advertised and has received only 1 response.	Bid	\$	150,000.00	*
9	(See attached list of pre-approved vendors)	<b>Printing Services, RFQ 02-2017</b> / Notice was sent to 27 vendors, received 8 replies. This is a one year contract with an option for a 2nd year renewal for 8 pre-qualified vendors to provide printing services. These contracts are funded by the Institutional Marketing budget.	RFQ	\$	125,000.00	*
10	Davant Corp., DBA Small Business Service Center	<b>Bulk Mailing Services, Bid No. 17-10</b> / Notice was sent to 5 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for bulk mailing services. This contract is funded by the operating budget.	Bid	\$	30,000.00	*
11	Paper Mart, Inc. Paterson Card and Paper Company W.B. Mason Co., Inc. Veritiv Operating Co.	<b>Printing Services Paper &amp; Envelopes, Bid No. 17-08</b> / Notice was sent to 10 vendors, received 4 replies. These contracts are for the supply and delivery of paper and envelopes for the period of July 1, 2016 through December 31, 2016 and are funded by the Printing Services' operating budget.	Bid	\$	35,000.00	*
12	Paterson Card and Paper Company	<b>Copy Paper and Recycled Paper, Bid No. 15-30</b> / Notice was sent to 12 vendors, received 3 replies. This contract is for the supply and delivery of copy paper and recycled paper for the New Jersey County College Joint Purchasing Consortium (NJCCJPC) for the period of July 1, 2016 through December 31, 2016. Brookdale Community College is the lead agency for the Consortium purchase. This contract is funded by the Printing Services' operating budget.	Bid	\$	36,000.00	*

13	Cleary, Giacobbe, Alfieri, Jacobs, LLC	<b>College Counsel, RFP No. 11-15</b> / This is the 2nd year of the contract with an option for a 3rd year renewal for college counsel services. This contract is funded by the operating budget.	RFP	\$175/hour	*
14	Cleary, Giacobbe, Alfieri, Jacobs, LLC	<b>College Labor Counsel, RFP No. 12-15</b> / This is the 2nd year of the contract with an option for a 3rd year renewal for college labor services. This contract is funded by the operating budget.	RFP	\$175/hour	*
15	T & M Associates	<b>General Engineering Services as the Engineer of Record for the College, RFP No. 04-16</b> / This is the 2nd year of the contract with an option for a 3rd year renewal for general engineering services.	RFP	\$ 100,000.00	*
16	To be determined.	<b>Independent Audit Services, RFP No. 07-16</b> / Notice was sent to 24 firms, received 7 replies. This is a one year contract for audit services with an option to renew each year up to 2 years at the College's discretion. This contract is funded by the operating budget.	RFP		
17	SD Gameday South LLC	<b>Athletic Training/Sports Medicine/Team Physician Services, RFP No. 01-16</b> / This is the 2nd year of a 2 year contract for athletic training, sports medicine, and team physician services. This contract is funded by the athletic operating budget.	RFP	\$ 71,750.00	
18	Aetna	<b>Dental Insurance</b> / This is a one year contract with an option for a 2nd year renewal for basic and enhanced dental insurance for college employees. The basic coverage is funded by the operating budget; the enhanced insurance is provided as an option for employees who pay for the additional coverage.	RFP	\$ 460,000.00	*
19	UNUM	<b>Short Term Disability Insurance</b> / This is a one year contract with an option for a 2nd year renewal for short term disability insurance and is funded by the operating budget.	RFP	\$ 289,123.00	*
20	PeopleAdmin Inc.	<b>Software License for Applicant Tracking</b> / Exempt 18A:64A-25.5.a.(19) (Proprietary Software). This contract is for the annual renewal of the software license used by Human Resources to track job applicants' information. This contract is funded by the Human Resources' operating budget.	Exempt	\$ 23,508.96	

21	Brown & Brown Metro, Inc. Gallagher Bollinger Inc. Alamo Insurance Group, Inc. Innovative Risk Solutions, Inc.	<b>Employee Benefits Consultancy Services, RFQ 05-2014</b> / This is the 2nd year of a 2 year contract for consulting services for obtaining and evaluating health related insurance coverage for medical, prescription, dental, and/or disability. The vendors listed have been pre-qualified; the contracts are funded by the operating budget.	RFQ		
22	N.J. Community College Insurance Pool	<b>Workers Compensation Insurance</b> / Exempt 18A:64A-25.5.a.(11) (Insurance). This contract is for workers compensation insurance for FY17 and is funded by the operating budget.	Exempt	\$	313,791.00
23	Borden Perlman True & Associates Balken Risk Management Services, LLC	<b>Insurance Services Property &amp; Liability, RFP No. 05-15</b> / This is the 2nd year of the contract with an option for a 3rd year renewal for property & liability insurance premiums. These contracts are funded by the operating budget.  <b>Electrical Supplies, Bid No. 17-06</b> / Notice was sent to 8 vendors, received 1 reply. Bid was rejected due to only one response.  * Estimated expense based on historical data **Unless otherwise exempt, bids were publicly advertised according to law.	RFP	\$	923,683.28

**\*\*Pre-approved Vendors for RFQ 02-2017, Printing Services**

**Board Item #9**

**Brookdale Community College  
Lincroft Campus**

- Intelligencer Printing
- Jersey Printing Associates, Inc.
- Master Printing Inc.
- Cenveo
- Evergreen Printing Company
- Bartash Printing
- Tretina Printing Inc.
- White Eagle Printing Company, Inc.

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 June 14, 2016.

**Brookdale Community College**  
**Paid Invoice Register**  
**June 21, 2016**

	<b>Student</b>	<b>Vendor</b>	<b>Employee</b>	<b>Totals</b>
ASBCC	\$ -	\$ 70,395.67	\$ 1,340.95	\$ 71,736.62
Athletics	-	16,772.40	7,660.53	24,432.93
Bookstore	-	68,707.55	-	68,707.55
College	695.50	2,905,124.33	16,227.18	2,922,047.01
CPS	1,421.15	60,150.33	1,086.92	62,658.40
	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 2,116.65	\$ 3,121,150.28	\$ 26,315.58	\$ 3,149,582.51
	<hr/>	<hr/>	<hr/>	<hr/>

#### 4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending April 30, 2016, were \$10,863,870.67.

The Monthly Financial Report contains summary information regarding all financial transactions of the College for the month of April. 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 June 14, 2016.

June 21, 2016: Vice President, Finance & Operations, Maureen Lawrence

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

	04/30/16	03/31/16	CHANGE
<b>OPERATING EXPENDITURES *</b>			
Learning Division	\$ 30,747,303	\$ 30,479,232	\$ 268,071
Benefits & General Institutional	14,967,044	13,780,323	1,186,721
<b>Sub Total</b>	<b>45,714,347</b>	<b>44,259,555</b>	<b>1,454,792</b>
All other divisions	25,891,857	25,514,655	377,202
<b>Total Operating Expenses</b>	<b>71,606,204</b>	<b>69,774,210</b>	<b>1,831,994</b>
<b>OPERATING REVENUE</b>			
Tuition	39,302,160	38,475,042	827,118
General Service Fees	4,422,111	4,323,841	98,270
<b>Sub Total</b>	<b>43,724,271</b>	<b>42,798,883</b>	<b>925,388</b>
State Appropriations	8,625,471	7,763,148	862,323
County Appropriations	16,689,183	15,020,264	1,668,919
All other revenue	4,803,864	4,604,046	199,818
<b>Total Operating Revenue</b>	<b>73,842,789</b>	<b>70,186,341</b>	<b>3,656,448</b>
<b>CASH</b>			
Cash	12,759,785	15,878,350	(3,118,564)
<b>Total Cash</b>	<b>12,759,785</b>	<b>15,878,350</b>	<b>(3,118,564)</b>
<b>CAPITAL EXPENDITURES *</b>			
Renewals & Replacements	23,234,064	22,806,478	427,586
Minor Capital	4,033,737	4,005,521	28,216
<b>Total Capital Expenses</b>	<b>27,267,801</b>	<b>26,811,999</b>	<b>455,802</b>
<b>CAPITAL REVENUE</b>			
State	1,043,640	905,534	138,106
County	3,718,633	3,583,297	135,336
Other	6,076,946	4,642,263	1,434,683
<b>Total Capital Revenue</b>	<b>10,839,219</b>	<b>9,131,094</b>	<b>1,708,125</b>
<b>GRANTS</b>			
Federal Grants	2,028,252	1,934,745	93,507
State Grants	523,932	510,029	13,903
Other Grants	302,763	264,491	38,272
<b>Total Grants</b>	<b>\$ 2,854,947</b>	<b>\$ 2,709,265</b>	<b>\$ 145,682</b>

Note:

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

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

AS OF APRIL 30, 2016

	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
<b>President's Division</b>	\$ 575,718	\$ 3,029	\$ 578,747	\$ 468,180	\$ 84,228	\$ 26,339
<b>HR &amp; Organizational Safety</b>	2,263,510	8,232	2,271,742	1,747,033	303,504	221,205
<b>Planning &amp; Institutional Effectiveness</b>	594,037	(65,530)	528,507	382,193	76,204	70,110
<b>Advancement Division</b>	1,499,035	(49,526)	1,449,509	1,064,991	195,153	189,365
<b>Finance &amp; Operations Division</b>	10,628,702	43,178	10,671,880	8,590,660	1,648,426	432,794
<b>Learning Division</b>	33,168,629	80,191	33,248,820	25,780,233	4,967,070	2,501,517
<b>Student Success Division</b>	5,975,883	33,890	6,009,773	4,752,841	851,625	405,307
<b>Continuing &amp; Professional Studies</b>	3,121,953	6,060	3,128,013	2,460,017	387,842	280,154
<b>Utilities</b>	2,884,162	-	2,884,162	2,184,714	694,246	5,202
<b>Benefits &amp; General Institutional</b>	21,118,951	(59,524)	21,059,427	14,425,996	541,048	6,092,384
<b>Total</b>	<u>\$81,830,580</u>	<u>\$ -</u>	<u>\$81,830,580</u>	<u>\$61,856,858</u>	<u>\$9,749,346</u>	<u>\$10,224,377</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 APRIL 30, 2016

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 10,352,862	\$ -	\$ 10,352,862	\$ 8,625,471	\$ 1,727,391
County of Monmouth	20,027,019	-	20,027,019	16,689,183	3,337,837
Student Tuition	41,105,238	-	41,105,238	39,302,160	1,803,078
General Service Fee	4,667,620	-	4,667,620	4,422,111	245,509
Other Student Fees	1,597,296	-	1,597,296	1,542,339	54,957
Continuing & Prof Studies	3,052,625	-	3,052,625	2,665,356	387,269
Approp from Reserve	92,920	-	92,920	-	92,920
Miscellaneous	935,000	-	935,000	596,169	338,831
<b>Total</b>	<b>\$ 81,830,580</b>	<b>\$ -</b>	<b>\$ 81,830,580</b>	<b>\$ 73,842,789</b>	<b>\$ 7,987,791</b>

ENCL. NO. 4

**Brookdale Community College  
Summary of Cash  
FY16**

**AS OF APRIL 30, 2016**

**Cash:**

Operating	\$ 12,744,320.75	
Payroll	<u>15,464.73</u>	
		<u>\$ 12,759,785.48</u>

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

AS OF APRIL 30, 2016

	PROJECTED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 4,427,165		\$ -	\$ -
8120520 - Gorman Hall	-	74,933	29,357	45,576
8120540 - Megastructure Water Main	-	32,576	32,576	-
8120545 - Back Campus Walkway	-	2,548,619	2,548,619	-
8120550 - Wall Campus Expansion	-	1,771,037	1,259,420	511,617
FY13 Chapter 12 Projects	1,500,000	-	-	600,000
8130515 - Replacement of Carpet and Flooring MAC	-	800,000	226,352	573,648
8130530 - Infrastructure Improvements Lincroft Campus	-	100,000	10,000	90,000
FY14 Chapter 12 Projects	4,250,000	-	-	-
8140505 - Renovation of MAS Science Labs	-	4,000,000	273,235	3,726,765
8140510 - Infrastructure Improvement Lincroft Campus	-	250,000	230,346	19,654
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	-	10,346,169	890,993
8132450 - College Higher Ed Bond Administration Match	3,745,721	-	3,446,485	299,236
8131010/8131030 - Equipment Leasing Fund (ELF)	2,724,218	-	1,700,002	1,024,216
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	1,160,554	-	1,103,574	56,980
8132455/8132460 - College HETI Match	1,160,554	-	1,103,574	56,980
8142425 - Fascia Replacement	56,122	-	56,122	-
FY16 Infrastructure Projects	750,000	-	-	-
8162415 - General	-	602,730	64,763	537,967
8162417 - Heat Trace	-	79,270	79,270	-
8162418 - Freehold Campus Parking Lot	-	705,000	705,000	-
8162450 - Higher Ed Bond Administration MAS Labs	-	8,750	8,750	-
8162455 - Higher Ed Bond Administration Long Branch	-	10,450	10,450	-
<b>Renewals &amp; Replacements</b>	<b>37,211,496</b>	<b>10,983,365</b>	<b>23,234,064</b>	<b>14,633,632</b>
SLC/B4 Debt Service	1,120,658	-	782,594	338,064
Brookdale @ Freehold Debt Service	840,246	-	131,206	709,040
ELF Debt Services	23,645	-	22,615	1,030
Minor Capital	400,000	-	173,305	226,695
ASBCC	-	20,000	6,941	13,059
TIP	750,000	-	744,795	5,205
Student & BCD Tech Fee	2,238,274	-	2,172,281	65,993
<b>Minor Capital</b>	<b>5,372,823</b>	<b>20,000</b>	<b>4,033,737</b>	<b>1,359,086</b>
<b>Total</b>	<b>\$ 42,584,319</b>	<b>\$11,003,365</b>	<b>\$ 27,267,801</b>	<b>\$ 15,992,718</b>

\* Pending Approval

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

**AS OF APRIL 30, 2016**

	<b>BUDGET</b>	<b>ADJUST *</b>	<b>PROJECTED REVENUE</b>	<b>YTD ACTUAL</b>	<b>BALANCE</b>
<b>State of New Jersey</b>	\$ 1,500,000	\$ 21,810,517	\$ 23,310,517	\$ 1,043,640	\$ 22,266,877
<b>County of Monmouth</b>	1,500,000	8,561,443	10,061,443	3,718,633	6,342,810
<b>Other</b>	6,122,823	3,089,536	9,212,359	6,076,946	3,135,413
<b>Total</b>	<u>\$ 9,122,823</u>	<u>\$ 33,461,496</u>	<u>\$ 42,584,319</u>	<u>\$10,839,219</u>	<u>\$ 31,745,099</u>

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

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

AS OF APRIL 30, 2016

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
<b>Federal Grants</b>					
<b>Brookdale</b>	\$ 2,972,694	\$ -	\$ 2,972,694	\$ 1,906,315	\$ 1,066,379
<b>Subgrants</b>	192,000	-	192,000	121,937	70,063
<b>SUBTOTAL</b>	3,164,694	-	3,164,694	2,028,252	1,136,442
<b>State Grants</b>	636,596	-	636,596	523,932	112,664
<b>Other Grants</b>	653,131	-	653,131	302,763	350,368
<b>TOTAL</b>	<u>\$ 4,454,421</u>	<u>\$ -</u>	<u>\$ 4,454,421</u>	<u>\$ 2,854,947</u>	<u>\$ 1,599,474</u>

## **1.1000                   LEGAL STATUS OF THE BOARD OF TRUSTEES**

### **1.1010                   Official Name**

The official name of the county college, established under and by virtue of the laws of the State of New Jersey, shall be Brookdale Community College (hereinafter sometimes referred to as “College” or “the College”).

### **1.1020                   Corporate Title**

The Board of Trustees shall be a body corporate and shall be known as the “Board of Trustees of Brookdale Community College,” (hereinafter sometimes referred to as the “Board”).

### **1.1030                   Corporate Seal**

The corporation shall have a seal, the form and design of which shall be adopted by the Board of Trustees and the custody of which shall be with the Secretary and/or Assistant of the Board of Trustees.

### **1.1040                   Construction and Application**

These Bylaws are a general statement of the powers and duties of the Board of Trustees (“Board”) and in no way limit the authority of the Board. Notwithstanding anything contained in these Bylaws, the Board of Trustees retains full authority to modify these Bylaws, in whole or in part, and to otherwise establish policies for conducting the affairs of the College.

## **1.2000                   ORGANIZATION OF THE BOARD**

### **1.2010                   Composition of the Board of Trustees**

The Board of Trustees consists of twelve voting members. One member is elected from the graduating class appointed in accordance with the laws of the State of New Jersey. The President of the College shall be an ex-officio member of the Board, but without vote. The Executive County Superintendent of Schools shall be an ex-officio member.

### **1.2020                   Authority**

The Board of Trustees derives its authority from New Jersey Statute 18A:64A-1 et seq. The Board is subject to provisions of the Constitution of the State of New Jersey, the Regulations and Standards for New Jersey Community Colleges, and its own policies.

The rules contained in the current edition of Robert's Rules of Order Newly Revised and as may be further revised from time to time, shall govern the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board of Trustees may adopt, and any statutes applicable to the College that do not authorize the provisions of these Bylaws to take precedence, under direction of legal counsel.

#### 1.2030 Oath of Office

Each Trustee, prior to taking a seat on the Board of Trustees, shall take and execute the following oath of office:

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

#### 1.2040 Individual Members of the Board

The responsibilities of the Board designated in this section, and such other responsibilities and powers of the Board as are or may be designated in these Bylaws, pertain to the Board as such and not to its members individually. No member of the Board has or shall assume power or responsibility to make decisions affecting the College, the Board, or its agents except as that power or responsibility has been specifically delegated to him/her by the Board.

#### 1.2050 Duties, Powers and Responsibilities

Each Trustee shall endeavor to devote time, thought and study to his/her duties and responsibilities as a member of the Board of Trustees so as to render effective and creditable service.

The Trustee shall attend all Board Meetings, either in person, by phone or video conference, missing rarely and only when necessary. Trustees shall serve on at least one (1) Board committee. The Trustee will be prompt in attendance and an active participant in discussions, allowing no distractions during meeting times to interfere in Board discourse.

The Board of Trustees, responsible to the people of Monmouth County and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in Monmouth County. Trustees shall engage in an ongoing program of Board Professional Development. The

College shall provide information, orientation, and training to each of the Trustees on the legal and ethical responsibilities of a member of the Board. As the policy-making body of the College, the Board shall be charged with the oversight and control of the College. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises this leadership in the operation of the College.

The Board of Trustees, in addition to such other powers expressly granted to it by law, is hereby granted the following powers:

- a. To adopt and periodically review and, if necessary, amend the Mission Statement of the College;
- b. To adopt or change the name of the College;
- c. To adopt and use a corporate seal;
- d. To sue and be sued;
- e. To determine the educational curriculum and program of the College consistent with the programmatic mission of the institution or approved by the Commission on Higher Education;
- f. To appoint and fix the compensation and term of office of a President of the College who shall be the executive officer of the College and an ex officio member of the Board of Trustees;
- g. To appoint, upon nomination of the President, members of the administrative and teaching staffs and fix their compensation and terms of employment subject to the provisions of N.J.S.18A:64A-13;
- h. To appoint or employ, upon nomination of the President, such other officers, agents and employees as may be required to carry out the provisions of these bylaws and to fix and determine their qualifications, duties, compensation, terms of office and all other conditions and terms of employment and retention;
- i. To fix and determine tuition rates and other fees to be paid by students;
- j. To grant diplomas, certificates or degrees;
- k. To enter into contracts and agreements with the State or any of its political subdivisions or with the United States, or with any public body, department or other agency of the State or the United States or with any individual, firm or corporation which are deemed necessary or advisable by the Board for carrying out the provisions of these Bylaws and the provisions of N.J.S.A. 18A:64-1, et seq.;
- l. To accept from any government or governmental department, agency or other public or private body or from any other source, grants or contributions of money or property which the Board may use for or in aid of any of its purposes;

- m. To acquire (by gift, purchase, condemnation or otherwise), own, lease, use and operate property; whether real, personal or mixed, or any interest therein, which is necessary or desirable for College purposes;
- n. To determine that any property owned by the College is no longer necessary for College purposes and to sell the same at such price and in such manner and upon such terms and conditions as shall be established by the Board;
- o. To exercise the right of eminent domain, pursuant to the provisions of Title 20, Eminent Domain, of the Revised Statutes, to acquire any property or interest therein;
- p. To make and promulgate such rules and regulations, not inconsistent with the provisions of these Bylaws or with the rules and regulations promulgated hereunder or with the provisions of N.J.S.A. 18A:64-1, et seq.; which may be reasonably necessary or incidental to the establishment, maintenance and operation of a county college; and
- q. To exercise all other powers, not inconsistent with the provisions of these Bylaws or with the rules and regulations promulgated hereunder which may be reasonably necessary or incidental to the establishment, maintenance and operation of a county college; and
- r. To establish and maintain a dedicated reserve fund for minor capital needs which in any given year shall not exceed 3% of the replacement value of Brookdale's physical plant.
- s. Monitor and assess their own performance as Board Members, annually completing a Board of Trustees' Evaluation to include items such as Board Organization, Institutional Performance, Board Leadership and Board Performance.
- t. To hire outside professional experts to provide advice and counsel regarding its essential functions, duties and responsibilities

## **1.3000 MEMBERS AND OFFICERS OF THE BOARD**

### **1.3010 Who Shall Serve**

The members of the Board shall be appointed and serve under the provisions of those as proscribed by N.J.S.A. 18A:64A-8, N.J.S.A. 18A:69A-9 and these Bylaws.

### **1.3020 Voting and Non-Voting Members**

- a. The President of the College shall serve as a non-voting ex officio Member of the Board. The President shall serve in such capacity from the time of his/her swearing in until his/her termination as President of the College. No hold over of such Board position is permitted.
- b. The Graduating Student Trustee selected from the graduating class shall serve as a voting member of the Board of Trustees for a term of one (1) year commencing at the first meeting of the Board in July following graduation of his/her class. The

Board of Trustees, at their discretion, may permit voting rights to the Graduating Student Trustee. No holdover of the Graduating Student Trustee position is permitted.

- c. The Executive County Superintendent of Schools shall serve as a voting member of the Board and shall serve in such capacity from his swearing in until his termination as the Executive County Superintendent. No hold over of such Board position is permitted.
- d. The two (2) Governor's Appointees shall serve as voting members of the Board and shall be sworn into such office as soon thereafter as possible following his/her appointment. The Governor's appointees to the Board shall serve for a four (4) year term. The Governor's appointees shall serve until he/she is replaced by action of the Governor.
- e. The eight (8) Freeholder Appointees shall serve as voting members of the Board and shall serve as Trustees until the end of his or her term. The Freeholder Appointees to the Board shall serve for a four (4) year term. A Freeholder appointee may hold over at the end of his/her expired term until the Board of Chosen Freeholders selects his/her replacement. Once the replacement Trustee is selected, the outgoing Trustee shall immediately cease serving in a hold over capacity.

#### 1.1.3030            Officer Titles

The Officers of the Board shall be a Chair and a Vice Chair elected from its membership. The President of the College shall be Secretary of the Board.

#### 1. 1.3040            Manner of Election of Officers and Term of Office

The Chair and Vice Chair of the Board shall be elected annually at the annual meeting of the Board held during the month of November. They shall assume office immediately upon election and shall serve for a period of one year or until a successor is elected and qualifies. Both Officers shall be elected by a simple majority of the votes cast at the annual meeting. Vacancies in office that may occur after the annual meeting shall be filled by election at the next regular meeting after the vacancy shall have occurred. The new office holder will serve for the remainder of the unexpired term.

#### 1. 1.3050            Duties and Responsibilities of the Officers of

the Board

#### 1. 1.3051            Chair of the Board

- a. To preside at all meetings of the Board and to decide on questions of order as well as the right to vote;

- b. To make the final decision regarding Trustee appointment to committees and to appoint the Chair and Vice Chair of any Committee where the full Board of Trustees do not come to agreement about committee Selection;
- c. To execute all contracts and other documents legally requiring the signature of an authorized representative of the Board;
- d. To serve as an ex-officio member of all committees of the Board;
- e. To call special meetings of the Board as required;
- f. To recommend appointments of individuals to the Board of Trustees of the Brookdale Community College Foundation, according to its Bylaws;
- g. To discharge such other functions as may be prescribed by law or delegated to the Chair by the Board;
- h. To coordinate all Board activities and ensure that all Board directives and policies are fulfilled.

#### 1.1.3052 Vice Chair of the Board

- a. To act for the Chair on request of the Chair or in the Chair's absence;
- b. To discharge such other functions as the Chair may delegate;
- c. For purposes of a quorum, to serve as an alternate ex-officio member when the Chair is unavailable, on all committees of the Board.

#### 1.1.3053 Secretary of the Board

- a. Ensure written notification (of all meetings to all members of the Board;
- b. To be responsible for recording, preparing, and distributing to all members of the Board the minutes of all regular and special meetings of the Board;
- c. To ensure protocols are in place for custody of the corporate seal of the College, and its use on official documents, and to attest the same by his/her signature;
- d. To be responsible for the oversight of all official records and documents belonging to the Board;
- e. To cause to have prepared and maintained an indexed compilation of all Bylaws and amendment thereto and a copy of the policies of the Board and all amendments thereto, the whole of which shall be known as the Policies of the Board of Trustees of Brookdale Community College;

- f. To be responsible for oversight of official correspondence of the Board and issuance of all of its orders;
- g. To be responsible (give such) for public notices of Board actions as may be required by statutes, bylaws, or resolutions of the Board;
- h. To perform such other duties as may be required by law or delegated to him/her from time to time by the Board;

1. 1.3054            Chief Executive Officer

The President of the College shall be the Chief Executive Officer of the College through whom the Board carries out its program and exercises its policies. The President may delegate to subordinate officers or employees of the College such powers as he/she may deem appropriate to be exercised under his/her supervision and direction.

Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out the responsibilities of the position. He/She shall perform the following functions:

- a. To inform the Board of all actions taken under authority delegated to him/her;
- b. To advise the Board in all areas of policy and to make recommendations on all matters that affect the College;
- c. To make nominations to the Board for the appointment of administrative and teaching staffs and such other officers, agents and employees as may be required to carry out the provisions of N.J.S.A. 18A:64A-1 et seq.;
- d. To prepare and submit to the Board an annual budget and budget revisions;
- e. To be responsible for the formulation of all reports as may be required by the Board and by local, state, and national agencies;
- f. To issue administrative regulations and procedures designed to implement Board policies;
- g. To represent the College to the community, in cooperation with the Board and the staff, by interpreting the College's programs to the public, students and parents, the press, and community organizations;
- h. To execute contracts and other documents that do not require a Board resolution (i.e. emergency agreements) and to execute contracts and other documents approved by the Board if expressly authorized by the Board;
- i. To prepare and submit to the Board an annual report on the operation of

the College, including recommendations for the immediate and long-range development of the College;

- j. To serve as the official channel for all contacts between staff members and the Board, and the Board and staff members;
- k. To act as the chief administrator of the College, responsible for the organization of the College and for all executive and administrative duties in connection with the operation of the College;
- l. To propose the shape of and maintain the educational program of the College, recommending to the Board from time to time such changes in programs and services as he/she deems desirable to fulfill the stated mission of the College;
- m. To designate, subject to Board approval, an administrative officer of the College to serve as Acting President during his/her absence;
- n. In emergencies, to initiate an emergency purchase, defined as the need for supplies and/or services to the extent that if not procured immediately, serious safety, financial or operational loss will occur. An emergency purchase does not necessarily negate the use of competition, but dictates rather than normal purchasing procedures cannot be followed. The President will provide justification in writing for the emergency purchase to the Chair of the Board as soon as possible.

## **1.4000 COMMITTEES OF THE BOARD**

### **1..4010 Appointments to Standing Committees**

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 voting member for purposes of a quorum.

As soon as reasonably practical, following the election of the Chair and Vice Chair, the full Board of Trustees shall meet to discuss Trustee assignments to standing committees, subcommittees, and any other appointed positions. The process of committee selection shall be open and collaborative and include all Board members

If the Trustees do not agree on committee selections, the Chair-Elect shall have the right to make a final decision regarding all Trustee appointments and appoint the Chair of the Standing Committees.

Standing committees are advisory in nature. Such appointments shall be made annually at the organizational meeting of the Board of Trustees. A member of each

standing committees shall serve for a term of one (1) year or until his/her successor has been appointed.

A member of the Nominating Committee cannot nominate themselves for an officer position.

The Board Chair shall fill all vacancies in Committees that occur after the annual reorganizational meeting in his/her sole discretion. If a Committee Chair resigns prior to the end of a term, the Board Chair, in his/her sole discretion, shall appoint a replacement Chair.

#### 1. 40120 Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Chair of the Finance Committee and two Trustees appointed by the Chair. The President of the College shall serve ex-officio and act as Secretary of the Committee. The Chair of the Board shall serve as Chair of the Executive Committee.

The Executive Committee shall, in consultation with the President, develop the Agenda for Board Meetings.

The Executive Committee shall meet prior to each regular meeting of the Board or at any other time as may be requested by the Chair or President.

In the event the Chairman, after consultation with the President, determines that it is not feasible to have a meeting of the Board of Trustees to deal with an emergent situation, the Executive Committee is empowered to take action on behalf of the Board when failure to act would have a deleterious effect on students or the operation of the College. Such action taken by the Executive Committee will be binding on the Board. An emergent situation is defined as a situation which endangers lives, property, or the continuation of a vital program.

The Executive Committee shall, to the extent possible, be available to the President for discussion and consultation. In an emergent situation, the President shall utilize the following order of contact:

- a. First, the Chairman;
- b. If the Board Chairman's is unavailable then the Board Vice Chairman; and
- c. If neither the Chairman nor Vice Chairman are available, the President shall contact any other member of the Executive Committee.

#### 1. 4030 Finance and Facilities Committee

The Finance and Facilities Committee shall meet a minimum of four times per year or

as may be requested by the Committee members. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following:

- a. Development of all fiscal policies of the Board;
- b. Annual budget and revisions, including advocacy for same at the County and State levels;
- c. Long-range fiscal requirements for operation and development of the College to ensure long term fiscal stability and prosperity of College;
- d. Review of public contracts within the statutory limits of the County College Contracts Law;
- e. Development of all buildings and grounds policies;
- f. Facilities Master Planning for the College;
- g. Requirements for buildings and grounds, both temporary and permanent, including architectural plans;
- h. Development of a master plan for capital improvements and repairs;
- i. Development of a plan to minimize/eliminate the use of College surplus for regular budget purposes; and
- j. Such other matters as shall be referred to it by the Board of Trustees.

#### 1.4040 Governance Committee

The Governance Committee shall meet a minimum of four (4) times per year or as may be requested by the President, the Board Chair or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees concerning the following:

- a. Facilitation of the development of annual Board self-evaluation tool and criteria,
- b. Facilitation of development of annual goals for the Board, ,
- c. Timely development of an evaluation tool for the President's evaluation per schedule

in her/his contract,

- d. Facilitation of process for evaluation of President,
- e. Facilitation of development of annual goals for the President, and ,
- f. Development of Board professional development program,
- g. Evaluation of Board composition and gap analysis.
- h. Any other matters referred by the Board of Trustees.

#### 1.4050 Policy and Education Committee

The Policy and Education Committee shall meet a minimum of four (4) times per year or as may be requested by the President, Board Chair or Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following:

- a. Formulation of Board Policies;
- b. Revision of Board Policies as required by changes in federal, state, and/or local laws;
- c. Review of College Regulations which are designed to implement the Policies of the Board of Trustees;

#### Maintenance of Board Policies

- d. Formulation of mission and goals of the College;
- e. Formulation of current and future objectives to be accomplished and programs of implementation in the areas of curriculum, student development, and community development;
- f. Review and evaluate progress in the above areas.;  
and
- g. Any matters referred by the Board of Trustees.

#### 1.4060 Audit Committee

The Audit Committee:

- a. The Audit Committee shall be comprised of four (4) Board members and shall meet a minimum of four (4) times per year. Except for the Board Chair, who may serve ex officio on the Finance Committee, none of its members shall be members of the Finance Committee nor shall any ex officio membership exist between members of the Audit Committee and any other Committee of the Board of Trustees;
- b. Shall consider all matters referred to it by the Board, any member of the College community, and the Director of Internal Audit;
- c. Shall advise the Board of Trustees concerning all appropriate audits and accounting matters;
- d. Meet alone at least twice each year with the College's independent auditors to
- e. Review and approve the audit plan for the current fiscal year, and to receive their report on their findings at the conclusion of the annual audit of the College;
- f. Shall be furnished, directly by the Vice President for Business and Finance, with reports on any significant fiscal matters of the College;
- g. Shall be kept informed by the Officers of the College of any irregularities, reported ethics matters or other need for changes in fiscal procedures which may become known to them;
- h. Shall oversee internal and external audit activities including the recommendation for the appointment of the College's Internal Audit Director, and the recommendation for the appointment of the external audit firm;
- i. Oversee external financial reporting;
- j. The Audit Committee Chair may permit the Board Chair or Vice Chair to attend Audit Committee meetings. The Audit Committee Chair shall have the right, in his/her discretion, to request that the Board Chair or Vice Chair be excused from an Audit Committee meeting.

#### 1.4070 Bylaws Committee

The Bylaws Committee shall meet as needed but no less than one(1) time per year on an as needed basis at the discretion of the Chair of the Committee or at the request of the Chairman of the Board and;

- a. Shall review, create and improve the Board's Bylaws and ensure its compliance with Law and Rules.
- b. Refer any Bylaw changes to the Board Counsel for review.
- c. Review any Bylaw changes requested by the Board.
- d. Propose any changes to the Bylaws to the Board.

#### 1.4080                    Nominating Committee

The Chair of the Board shall appoint a Nominating Committee. The Nominating Committee shall consist of three (3) voting members. It shall be the duty of the Nominating Committee to bring the names of a potential Chair and a Vice Chair to the Board for discussion at the October Board meeting and to offer in nomination the Chair and Vice Chair at the annual meeting of the Board in November.

Persons seeking office shall be prohibited from serving on the Nominating Committee. No member of the Nominating committee may nominate themselves for a position.

#### 1.4090                    Ad Hoc and Study Committees

The Board Chair may establish and dissolve such ad hoc committees as he/she deems necessary from time to time to secure and promote the welfare of the College and to assist the Board of Trustees in the performance of its functions. Any such committee shall serve in an investigative, advisory, or recommending capacity only. Ad Hoc Committees are advisory in nature.

#### 1.4100                    Board of School Estimate

In accordance with the provisions of New Jersey Statute 18A:64A-15, the Chair of the Board of Trustees and the Chair of the Finance Committee shall be the College's representatives to the Board of School Estimate. In the absence of the Chair of the Board of Trustees, the Vice Chair of the Board shall so serve. In the absence of the Chair of the Finance Committee, a Trustee shall be appointed by the Chair of the Board of Trustees to serve on the Board of School Estimate.

#### 1.4110                    Community Advisory Committees

The Board of Trustees may establish from time to time, as deemed necessary and desirable, Advisory Committees to assist the Board in the determination of community needs. Members of Advisory Committees shall be appointed by the Chair of the Board after consultation with the President and with the approval of the Board of Trustees. The Chair of the Board shall designate the Chairs of such Community Advisory Committees.

### **1.5000 MEETINGS OF THE BOARD OF TRUSTEES**

#### 1.5010                    Annual Meeting

The annual meeting (organizational meeting) of the Board of Trustees shall be held in November as required by the provisions of New Jersey Statute 18A:64A-10 and in accordance with these Bylaw provisions relating to the election of the Chair and Vice Chair. The agenda for the annual meeting shall be as follows:

- a. Election of officers;
- b. Discussion of appointment of standing committees;
- c. Discussion of establishment of a regular meeting schedule;
- d. Designation of official media for public notification;
- e. Annual report of the College,
- f. Such other matters as the Board of Trustees deems appropriate.

#### 1.5020                      Public Business (~~regular~~) Meetings

Public Business meetings of the Board shall be held monthly, unless the Board decides to eliminate a monthly meeting, on a day, hour, and at a place to be fixed and determined at the annual meeting. A Public Business meeting can be established for any other date than that fixed at the annual meeting, provided that the same shall be fixed by the Board Chair, for a day not less than seven days following the notice for such other date.

Trustees may attend and vote at the scheduled Public Business monthly meetings of the Board of Trustees or any other meeting by telephone conference or video conferencing methods.

When practical, any Trustee who is to participate in any meeting via telephone or video conferencing shall inform the Board Secretary of his/her desire to participate in the meeting via telephone or video conferencing in sufficient time for the appropriate meeting materials and information to be provided to the Trustee for effective participation in the meeting. If the Board Chair is to participate by telephone or video conferencing, then the Vice Chair, if physically present at the meeting, shall chair the meeting. If neither the Chair nor Vice Chair is physically present at the meeting, then the Chair of the Finance and Facilities Committee, if physically present, shall chair the meeting. If neither the Chair, Vice Chair nor Chair of the Finance and Facilities Committee are physically present at the meeting, the Chair of the meeting shall be selected in alphabetical order among those physically present at the meeting.

#### 1.5030                      Special Meetings

Special meetings shall be called by the Chair or upon written request by four Trustees, or by the President when approved by the Chair. The notice of any such meeting shall specify the matter(s) to be considered at said meeting. No other matters shall be considered at said meetings.

All Trustees may attend special meetings of the full Board of Trustees by telephone conference or video conferencing methods. Trustees must inform the Brookdale Administration that they are planning to attend a meeting remotely with sufficient time for the administration to provide appropriate data to the Trustee for effective participation in the meeting.

1.5040            Committee, Subcommittee, Working Group and Ad Hoc Committees of the Board

All Trustees may attend the meetings of their assigned committee and/or subcommittees by telephone or videoconferencing methods. Trustees must inform the Brookdale Administration that they are planning to attend a meeting remotely with sufficient time for the administration to provide appropriate data to the Trustee for effective participation in the meeting. Any committee meeting of the Board with a quorum expected in attendance will be noticed, pursuant to the Open Public Meetings Act.

#### 1.5050                   Adjourned Meetings

Adjourned meetings may be held as the business of the Board of Trustees requires. At the time of adjournment, the time, date, and place of the continuation of the meeting shall be determined and announced, which said date shall not be less than 48 hours after the meeting which shall be adjourned.

#### 1.5060                   Executive Sessions

Executive sessions of the Board may be held to discuss any subject permissible under the provisions of the Open Public Meetings Act provided that a resolution shall be adopted by the Board at a public meeting stating the general nature of the subject to be discussed and stating as precisely as possible the time when and the circumstances under which the discussion conducted in executive session can be disclosed to the public, pursuant to the Open Public Meetings Act. The Board shall take no formal action during an Executive Session of the Board.

#### 1.5070                   Meetings in General

All Public Business meetings of the Board, except executive sessions, shall be open and accessible to the public. The Public may be heard on Board Agenda topics at the start of all Public Board meetings, and also heard on all other College matters at the end of all Public Board meetings. The Chair of the Board shall oversee the process of public comment. All meetings of the Board of Trustees and committees thereof are conducted within the provisions of the Open Public Meetings Act. The Board reserves the right to go into executive session at any time during a public meeting as necessary within the provisions of said Act.

#### 1.5080                   Notice of Meetings

The schedule of regular meetings adopted at the annual meeting shall be mailed to the official media, prominently posted in at least one public place reserved for such announcements, and filed with the Clerk of Monmouth County and all others who have duly requested a copy of same. Notice of any revision of said schedule of regular meetings shall likewise be given within seven days following such revision.

Forty-eight hours' notice of other meetings of the Board of Trustees or committees thereof shall be given in the same fashion as provided for notice of the schedule of regular meetings, which notice shall give the date, time, location, and, to the extent known, the agenda of such meeting. Such notice shall also state accurately whether formal action may or may not be taken.

Upon the affirmative vote of three-quarters of the members present, the Board of

Trustees or the Executive Committee may hold an emergency meeting, notwithstanding the failure to provide the above notice, if such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing for such notice would be likely to result in substantial harm to the public interest. Such meeting shall be limited to discussion of and acting with respect to such matters of urgency and importance. Notice shall be given as soon as possible after the calling of such meeting.

#### 1.5090 Quorum

A majority of the Trustees shall constitute a quorum for the transaction of business at regular and special meetings. A smaller number may call the roll, record the names of absentees, and adjourn to meet at a specified future time. A majority of the members of a committee shall constitute a quorum for the transaction of committee business.

#### 1.5100 Majority Vote

An affirmative vote of a majority of all Trustees present at regular, special, and committee meetings shall be required for the passage of any motion, except where otherwise provided by law, the Regulations and Standards for the New Jersey Community Colleges, or by the provisions of these Bylaws.

#### 1.5110 Reconsideration of Vote

The reconsideration of a vote shall be moved only by a Trustee who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular meeting, and the matter as thus finally decided shall not be revived within a period of six months unless by consent of a two-thirds majority of the Board.

#### 1. 61205120 Agenda

A draft agenda shall be prepared by the President, after consultation with the Board Chair and Executive Committee, and distributed to Board Members within five days prior to a meeting to allow the provision of notices required hereunder. A final agenda will be adopted by the Board at or soon after the start of public Board meetings; the Board may make any changes it wishes before voting to adopt it. Items that are not on the agenda may be considered by consent of the majority of the Trustees present at the meeting.

The Board will meet in Workshop, Executive and Regular Sessions as appropriate. Workshops will operate with a Consent Agenda whereby routine and/or actions or decisions of less significance in Finance, Human Resources, and Grants will be authorized to proceed for action at the Regular Meeting. An item may be moved

from the Consent Agenda upon consensus of the Board and acted upon separately.

#### 1.5130 Parliamentary Rules

*Robert's Rules of Order, Revised*, shall be followed in conducting the meetings of the Board except as otherwise provided by the Board. College Counsel shall act as Parliamentarian at Board meetings.

#### 1.5140 Minutes of Meetings

Minutes of regular and special meetings of the Board and of the Executive Committee are public records. Written minutes shall be distributed to the Board and such other persons as the Board may designate and shall be posted at the College. The Minutes shall be available to any person and shall be kept on file at the College as a permanent record of official actions of the Board.

The minutes shall record the names of the members present, the subjects considered, the actions taken, and the vote of each member. A Trustee voting on an issue may state his/her reasons and have them recorded in the minutes if he so requests at the time of voting.

Minutes of executive sessions from which the public is excluded pursuant to the Open Public Meeting Act, N.J.S.A. 10:4-14 shall likewise be documented and shall be disclosed to the public in accordance with the Open Public Meetings Act when the subject of discussion in executive session no longer requires confidentiality.

Minutes shall be recorded of all committee meetings which shall contain the names of the members present, the subjects discussed, and the recommendations to be made, if any.

#### 1.5150 Appearances and Hearings before the Board

The Public may be heard on Board Agenda topics at the start of all Public Board meetings, and also heard on College matters at the end of all Public Board meetings. All meetings of the Board of Trustees and committees thereof are conducted within the provisions of the Open Public Meetings Act.

The public has the right to speak at a public meeting of the Board; speakers will be treated consistently as to time to comment and manner of comment. How much time is allowed for each speaker, the timing of the comment within the meeting's framework, and determination of whether comments are permitted at a particular meeting, are all within the discretion of the Chair of the Board.

Any individual or group may petition the Board for a Hearing before the Board and an opportunity to be heard on any subject that lies within the Board's jurisdiction by contacting the Administrative Assistant to the Board, who will advise of the Board Meeting dates or arrange for a Hearing before the Board.

In the case of Legal and/or Contractual Matters requiring a Hearing before the Board, the applicant for such a hearing shall file with the Administrative Assistant to the Board a written request, together with the question or topic for discussion or presentation, at least 48 hours prior to the scheduled Meeting and/or Hearing.

## **1.6000 CHANGES IN BYLAWS AND POLICIES OF THE BOARD**

### **1.6010 Amendments to the Bylaws**

These Bylaws may be revised, repealed, or added to by a majority vote of all the Trustees then in office at any regular or special meeting of the Board duly convened, provided that the proposed amendment shall have been presented in writing at a previous regular meeting of the Board and have been previously reviewed by the Bylaws Committee.

### **1.6020 Lodging of Policy**

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

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

## **1.7000 MISCELLANEOUS BYLAWS OF THE BOARD**

### **1.7010 Conflicts of Interest**

No Board member or employee shall have a direct or indirect interest, financial or otherwise, in a contract with the College or incur any obligation of any nature, which contract or obligation is in substantial conflict with the proper discharge of his/her duties in the public interest as provided by law. It shall be the obligation of each Board member or employee of the College to disclose to his/her immediate superior or to the Board, whichever is appropriate, any personal interest which he/she may have in any business transaction of the College.

N.J.S.A. 18A:64A-9 forbids the full-time and part-time and/or contractual employment

of Board of Trustee members' for a two-year period following the end of their tenure on the Board.

1.7020 External Auditor

An accounting firm shall be retained by the Board to perform any and all accounting and auditing services requested by the Board or required by law.

1.7030 Fiscal Year

The fiscal year of the College shall be from July 1 to June

30 inclusive. 1.7040 General Counsel and Special

1.7040 General Counsel and Special Counsel

Practicing attorneys-at-law, admitted to the Bar of the State of New Jersey, shall be retained by the Board to render legal services to the College and Board in the roles of General Counsel and Special Counsel when needed. Board General Counsel shall attend all regular meetings of the Board and such other meetings as directed by the Board Chair or Board of Trustees. Any Special Counsel so appointed shall attend such meetings as may be requested by the Board or by General Counsel.

1.7050 Indemnification

The Board shall require that each of its members as well as employees handling College funds be insured, at College expense, to protect the College from loss sustained through fraudulent or dishonest acts or any act of omission performed in the line of official duty. The amount of the insurance shall be determined annually in the budget process.

The Board of Trustees of Brookdale Community College shall provide every Trustee with appropriate insurance coverage for any good faith activity relating to their service as Trustee. All Trustees shall be indemnified and held harmless for any litigation arising from good faith activities as Trustee. Full legal defense costs shall be provided to all Trustees for any legal action relating to their service on the Board.

**1.7060 Code of Ethics for Trustees of Brookdale Community College**

**I. Title of Policy**

Code of Ethics for Trustees of Brookdale Community College

**II. Objective of Policy**

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

### **III. Authority**

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

### **IV. Policy Statement**

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

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

2. An organization with which a member of the Board of Trustees is affiliated.
- G. Disclosure should be further required of Board members concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the institution.
- H. No College Trustee should act as an officer or agent of the College for the transaction of any business with himself/herself or in which he/she has an interest.
- I. No College Trustee should willfully disclose to any person or party for pecuniary gain any information not generally available to members of the public which he/she receives or acquires in the course of his/her official duties.
- J. No College Trustee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which might reasonably be expected to impair his/her objectivity or independence of judgment, or which is otherwise in substantial conflict with the proper discharge of his/her duties in the public interest.
- K. No College Trustee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself/herself or others.
- L. No College Trustee should act in his/her official capacity in any matter wherein he/she has a direct or indirect interest that might reasonably be expected to impair his/her objectivity or independence of judgment.
- M. No member of the Board of Trustees, including the President of the College, nor any member of the immediate families of such officials, shall do business, directly or indirectly, with the institution that they govern or by which they are employed. For purposes of this section, "member of the immediate family" shall mean the official's spouse, child, parent or sibling residing in the same household.
- N. The prohibitions in M, above, shall also apply to any firm, association or partnership by which the College President or Trustee is employed, from which the President or College Trustee receives compensation, or of which the President or College Trustee owns or controls more than one percent of the profits or assets of that firm, association or partnership. Such prohibitions shall also apply to shareholders, associates or professional employees of a professional service corporation regardless of the extent or amount of their shareholder interest in such a corporation.
- O. A President or College Trustee who is currently involved in a business

relationship that is prohibited by this Policy shall be given 30 days to terminate the prohibited business relationship or to resign from public office. Failure to comply with the terms set forth in sections M through O, above shall constitute good cause for the removal from employment or office of the College President or College Trustee.

- P. The Executive Director of the Executive Commission on Ethical Standards is hereby authorized to grant an exception from the terms sections M through O, above, if, in the judgment of the Executive Director, the entity that employs, provides compensation or is owned in part by the College Trustee is one with which the College may contract with pursuant to N.J.S.A. 52:13D-19 and N.J.S.A. 52:34-10, or where the public interest requires that an exception be made.
- Q. Violations of this Code of Conduct may also constitute cause for removal of an appointed member of the Board of Trustees pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board and/or the appropriate appointing authority.
- R. Board members will annually sign a statement affirming the Code of Ethics and their intention to fully comply with same.
- S. The members of the Board of Trustees will comply annually with public law with regard to the filing of financial disclosure statements.

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

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

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

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

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

“Person or party” means any natural person, association, corporation, estate,

partnership, proprietorship, trust, or other legal entity.

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

APPROVED BY BOT: 4/22/93 1/25/96

8/26/99

5/11/2000

12/9/04

11/7/07

Revised:10/20/11

Lodged: 10/17/13

APPROVED BY BOT 11/21/13

**PROPOSED REVISIONS FOR DISCUSSION: 20 NOV 2014**

**PROPOSED REVISIONS FOR DISCUSSION MAY 9, 2016**

**LODGED MAY 17, 2016**

**APPROVED BY BOT**

BROOKDALE COMMUNITY COLLEGE  
BOARD POLICY

5.0002

I. Title of Policy

Educational Programs

II. Objective of Policy

To emphasize the College's commitment to learning through the offer of credit and non-credit educational programs to benefit students, employers and its community.

III. Authority

N.J.S.A. 18A &amp; N.J.S.A 9A

IV. Policy Statement

Recognizing its role as a comprehensive community college, Brookdale offers a variety of educational programs to meet the diverse needs of its community. These include but are not limited to:

- a. Transfer programs which lead to the associate degree and provide the credits for the first half of a baccalaureate degree. Transfer programs are offered in the Arts (AA) and Sciences (AS), as well as in a variety of specific career disciplines;
  - b. Two-year; career oriented education programs of less than 60 credits ;
  - c. Short Term Certificate programs, both credit and non-credit, to prepare the student for employment. Whenever possible, these programs will qualify the student for an external credential or licensure, continuing education units, certifications, or other evidence of completion/mastery, to meet personal and/or professional requirements.
1. All educational programs will be developed on the basis of community demand, industry need, resource availability, and suitability for college level instruction.

V. Responsibility for Implementation

The President

Approved:	September 1980
Revised:	February 2002
Lodged	April 2016
Approved:	

#### 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 June 14, 2016.

June 21, 2016: Vice President, Finance & Operations, Maureen Lawrence

**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.

**Brookdale Community College  
Change Order Reconciliation  
June 21, 2016**

<b>Vendor Name</b>	<b>Description</b>	<b>Contract Award</b>	<b>Change Orders Approved*</b>	<b>Current Contract Value</b>	<b>Proposed C/Os</b>	<b>Contract Total</b>	<b>Proposed % Increase</b>
1 Spiezle Architectural Group	Additional scope of work toward improvements in bid specifications for Science Laboratory Renovations in the MAS Building.	\$ 223,850.00	\$ 158,600.00	\$ 382,450.00	\$ 54,250.00	\$ 436,700.00	14%
2 Cooper Electric Co.	Additional purchase of electrical fixtures.	\$ 40,000.00	\$ -	\$ 40,000.00	\$ 25,560.00	\$ 65,560.00	64%
		<u>\$ 263,850.00</u>	<u>\$ -</u>	<u>\$ 422,450.00</u>	<u>\$ 79,810.00</u>	<u>\$ 502,260.00</u>	

\*\$149,850 was approved 12/17/15 and is contingent upon securing funds from GO Bond.

RES160031

#### 4.3 *Auxiliary Services FY17 Operating Statements*

The College manages several operations which fall under the general heading of Auxiliary Services, which include, but are not limited to, Conference & Event Services, Dining, and the Scroll and Pen Bookstore.

The College has developed the following FY17 Operating Statement for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 14, 2016.

June 21, 2016: Vice President for Finance & Operations, Maureen Lawrence

The following narrative captures the highlights of Conference & Event Services and the Scroll and Pen Bookstore FY17 Operating Statements.

Conference & Event Services (CES) include both internal (institutional) and external (community) events held in the Donald D. Warner Student Life Center (WSLC), the Robert J. Collins Arena (Arena), and the Brookdale Recreation Center (BREC). Additionally, non-Brookdale athletic events are held in our facilities or on the outdoor fields. The WSLC remains a focal point for campus life for students, staff, and community.

In the past several years, the Collins Arena has been transformed into a reputable sports and entertainment venue, with several annual events. With the continued support from a variety of special events along with the Collins Arena Internship Program, the arena operations will provide continued strong revenue streams and educational opportunities during FY17.

The dining program hosts a pop up café program, which is a portable café that “pops up” at different locations on the campus and features varying menus with cuisine from around the globe. Dining continues to provide services for both internal and external events, as well as the daily food operations for faculty, staff, and students.

The Scroll and Pen Bookstore, a full service bookstore in the Student Life Center, sells new and used textbooks, classroom supplies, clothing, trade books, and a variety of novelty items. In keeping with technology trends, the Store layout supports more electronic sales including laptops, tablets, headphones, and accessories. Online orders have increased each semester for the last six semesters.

The text book rental program, which began in the fall semester of FY15, increases each semester. This program lends to our student success – it’s more affordable when compared to the cost of new textbooks. While the initial “actual sales revenue” decreases with the first rental, rental books are for a two year cycle, and revenue is recuperated in the second rental year. Additionally, the program is a loss leader for the foot traffic it generates in the store.

The following FY17 Operating Statement is for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

**Brookdale Community College**  
**Auxiliary Services FY17 Budget**

	<b>FY15 Actual</b>	<b>FY16 Revised</b>	<b>FY17 Budget</b>
<b>Revenue</b>			
Bookstore	\$ 1,550,751	\$1,294,460	\$1,300,000
Dining Services	195,310	272,904	290,000
Events Management	295,354	334,903	350,000
Conference Center	145,184	160,000	163,000
<b>Total Revenue</b>	<b>2,186,599</b>	<b>2,062,267</b>	<b>2,103,000</b>
<b>Operating Expenses</b>			
Bookstore	904,456	649,127	621,634
Dining Services	134,536	208,661	219,198
Events Management	237,999	294,777	293,843
Conference Center	153,880	123,159	195,301
<b>Sub Total Operating Expenses</b>	<b>1,430,871</b>	<b>1,275,724</b>	<b>1,329,976</b>
<b>Overhead</b>	<b>244,931</b>	<b>252,594</b>	<b>256,995</b>
<b>Total Expenses</b>	<b>1,675,802</b>	<b>1,528,318</b>	<b>1,586,971</b>
<b>Net Profit/Loss</b>	<b>\$ 510,797</b>	<b>\$ 533,949</b>	<b>\$ 516,029</b>
<b>Net Profit/Loss Percentage</b>	<b>23.36%</b>	<b>25.89%</b>	<b>24.54%</b>



## BOARD OF TRUSTEES

General Functions

Administration

Human Resources

**Finance & Facilities**

Policy & Education

#### 4.4 FY17 Associated Students of Brookdale Community College (ASBCC) *Operating Statement*

The office of Student Life and Activities has prepared the FY17 Associated Students of Brookdale Community College (ASBCC) budget. This budget supports programming needs for students, faculty, and staff. It also funds student publications, clubs and organizations, and provides support for other campus wide activities such as orientation, graduation, and Athletics.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 14, 2016.

June 21, 2016: Vice President for Finance & Operations, Maureen Lawrence

The Annual Associated Students of Brookdale Community College (ASBCC budget) is funded by a combination of student General Service Fees, fundraising, and reserve appropriations, if allocated. The FY17 budget of \$647,800 presented here is based on a projected enrollment of 9,669 FTEs and includes an additional \$95,000 of other revenues.

The current fiscal year allocations were developed to align with the College's redesign, earmarking funds to support the goals and mission of the institution while continuing to provide opportunities for co-curricular learning that compliments classroom activities. The intention of the funding is to collaborate more with complimenting curriculum, and create more diverse and cultural programs by supporting priorities in academic areas and departments. The Student Life Board provided input and advisement based on their experience planning programs while providing oversight for clubs and organizations.

ASBCC recognizes over 55 active clubs and organizations on campus and at all participating College sites. The clubs and organizations generate revenue through fundraising, ticket sales, bus trips, and various activities.

The five top retention priorities for FY17 are as follows:

1. Support co-curricular learning in the institutes and newly designed FYE/2YE initiatives
  - a. Fund institute activities for broader learning outside the classroom experience
  - b. Continue funding Brookdale's Visiting Writers Series, which brings world class authors to campus
  - c. Support the software contract for Adobe Connect a cutting edge technology for online distance education orientations, co-curricular programming, student planning, training, etc.
2. Continue to fund collaborative department activities, which include but are not limited to:
  - a. Lectures with small/large scale speakers for the International Education Center and history department
  - b. Contemporary issues supporting planned, large scale speakers with Chhange
  - c. Career Service and Leadership Development initiatives
  - d. Maxient software to ensure precise process of Judicial Affairs and Compliance
  - e. Athletic program initiatives
3. Support of diversity and cultural initiatives with funding for:
  - a. Program/panel discussions centered around world issues
  - b. Extended travel programs to engage students in learning about culture and community
  - c. Programming in Disability Services and the International Center to create an awareness of diversity in the communities that they live in
  - d. Participation in a Volunteer Service program, helping Brookdale engage in our surrounding community and beyond
4. Create new budget lines to support the new Student Engagement Department in 3 areas:
  - a. Orientations
    - i. Work with departments to identify gaps in current cohort sessions for targeted student populations so students attend one orientation
    - ii. Develop online tutorials and newsletters to support individual department initiatives and create marketing materials for the information's dissemination
  - b. First Year Experience/2YE

- i. Support creation of a collaborative FYE/2YE program
    - ii. Support developmental courses and HUDV for outside the classroom events which lend to the learned curriculum
    - iii. Fund activities supporting retention initiatives
  - c. Graduation
    - i. Fund activities for graduating students
- 5. Support and expand social programs to provide positive student engagement opportunities with:
  - a. New speakers to meet educational goals as part of ongoing lecture series
  - b. Student run social programs reflecting a sense of community, networking, friendships, and connections to the College
  - c. Book talent for successful *Laugh at Lunch* programs to build community at a commuter campus
  - d. Book talent for successful *Live at Lunch* series that allows students opportunities to appreciate diversity through exploration of other cultures

The following FY17 ASBCC Operating and Capital Statement is for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

**Brookdale Community College**  
**Associated Students of Brookdale Community College**  
**FY17 Budget**

	<b>FY15 Actual</b>	<b>FY16 Budget</b>	<b>Actual through 5/31/16</b>	<b>Estimated through 6/30/16</b>	<b>FY17 Request</b>
<b>Revenue:</b>					
Student Activities Fee	\$ 631,610	\$ 653,904	\$ 635,917	\$ 639,717	\$ 552,800
Other Revenue	98,327	95,000	75,849	76,900	95,000
<b>Total Revenue</b>	<b>729,937</b>	<b>748,904</b>	<b>711,766</b>	<b>716,617</b>	<b>647,800</b>
<b>Expenditures:</b>					
ASBCC Administration	74,571	109,000	57,000	63,000	69,000
ASBCC Communications	18,557	20,000	14,335	20,000	42,350
Capital Improvements	-	-	6,941	6,941	17,000
College Wide Activities	213,179	240,404	188,479	192,000	179,500
Division Activities	27,042	86,500	24,086	24,086	35,750
Clubs and Organizations	131,844	79,000	127,596	131,596	72,700
Athletics	100,539	115,000	115,652	115,652	116,000
Graduation Expense	4,926	4,000	1,850	1,850	2,500
ASBCC Scholarship Fund	-	-	-	-	1,000
Student Engagement Programs	-	-	-	-	17,000
Revenue Generating Activities*	-	95,000	75,849	76,900	95,000
Intercollegiate Travel Reserve	1,251	-	630	-	-
<b>Total Expenditures</b>	<b>571,909</b>	<b>748,904</b>	<b>612,418</b>	<b>632,025</b>	<b>647,800</b>
Excess Revenue/Expense	158,028	-	99,348	84,592	-
Beginning Fund Balance	671,999	830,027	830,027	830,027	914,619
Excess	158,028	-	99,348	84,592	-
Ending Fund Balance	\$ 830,027	\$ 830,027	\$ 929,375	\$ 914,619	\$ 914,619

\* Amounts reflect reserve allocations or revenue projections budgeted for specific operating or capital needs; the actual expense for those items is recorded in other cost centers as appropriate.



## BOARD OF TRUSTEES

General Functions

Administration

Human Resources

**Finance & Facilities**

Policy & Education

### 4.5 FY17 Revised Operating and Capital Statements

The College has developed the following FY17 Revised Operating and Capital Statements for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 14, 2016.

June 21, 2016: Vice President for Finance & Operations, Maureen Lawrence

On February 16, 2016, the Board of Trustees adopted the FY17 Operating and Capital Budget. Subsequently, there have been revisions to both revenue and expenditures in the Operating and Capital budgets, which should be approved by the Board of Trustees.

The revised operating budget is based on a credit enrollment of 9,669 full-time equated students (FTEs). The revised Operating Budget is \$81,177,127, which is \$906,453 less than the original FY17 operating budget, a 1.1% decrease.

The proposed FY17 budget allows the College to maintain an open door policy, stimulate enrollment growth and sustainability, support existing programs, and strategically funds creative initiatives such as the “OneStop” for Student Services. It should be noted that additional changes will be made to this budget during the fiscal year, which could result in savings or costs that are yet to be determined.

#### **Revised Operating Revenue**

The revised operating budget shows a total revenue decrease of \$906,453, which represents a \$932,531 decrease in tuition and fees offset by an increase of \$26,078 in State appropriation (based on final enrollment audit information for the sector).

#### **Revised Operating Expenditures**

Revised operating expenditures decreased \$906,453, or 1.1%, due to changes in contractual obligations such as insurance coverage for dental and short-term disability, cost for managed services and staff attrition due to retirements.

#### **Revised Capital Budget**

On February 26, 2016, the Board of Trustees also approved the FY17 capital budget. The revised capital budget of \$8,277,192 represents a decrease of \$176,379. The decrease is primarily due to a reduction in debt service resulting from the bond refinancing.

**Brookdale Community College**  
**Enrollment History - FTEs**  
**FY13 - FY17**

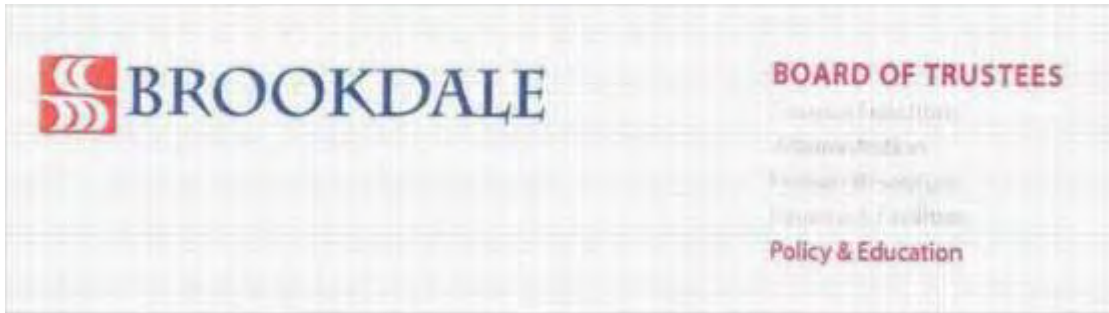
	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>Revised</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>FY17</b>
						<b>Budget</b>
<b>Credit FTEs:</b>						
Summer III	315	313	299	303	297	294
% of Year	2.7%	2.8%	2.8%	2.9%	2.9%	2.9%
Fall	5,076	4,920	4,740	4,678	4,584	4,538
% of Year	44.2%	43.7%	44.2%	44.4%	44.4%	44.4%
Spring	4,524	4,432	4,271	4,162	4,079	4,037
% of Year	39.4%	39.4%	39.8%	39.4%	39.4%	39.4%
Summer I & II	899	910	875	825	809	800
% of Year	7.8%	8.1%	8.2%	7.8%	7.8%	7.8%
Credit Subtotal	10,814	10,575	10,185	9,968	9,769	9,669
% of Year	94.1%	94.0%	95.0%	94.3%	94.3%	94.3%
% Increase/(Decrease)	(3.3%)	(2.2%)	(3.7%)	(2.1%)	(2.0%)	(3.0%)
<b>Non-Credit FTEs:</b>						
Non-Fundable FTEs	680	672	541	600	588	582
% of Year	5.9%	6.0%	5.0%	5.7%	5.7%	5.7%
Total	11,494	11,247	10,726	10,568	10,357	10,251
% Increase/(Decrease)	(3.5%)	(2.1%)	(4.6%)	(1.5%)	(2.0%)	(3.0%)

**Brookdale Community College**  
**Operating Budget Summary**  
**FY17**

	<b>FY17 Original Budget February 2016</b>			<b>FY17 Revised Budget June 2016</b>		
	<b>Amount</b>	<b>Percent of Total</b>	<b>Adjustments</b>	<b>Amount</b>	<b>Percent of Total</b>	
Current Revenue:						
Tuition	\$ 42,516,868	51.8%	\$ (752,041)	\$ 41,764,827	51.5%	
Monmouth County	20,027,019	24.4%	-	20,027,019	24.7%	
State Aid	10,352,862	12.6%	26,078	10,378,940	12.7%	
Fees	5,322,831	6.5%	(180,490)	5,142,341	6.3%	
Non Credit Income	3,060,000	3.7%	-	3,060,000	3.8%	
Other Income	804,000	1.0%	-	804,000	1.1%	
Reserves	-	0.0%	-	-	0.0%	
Total Current Revenue	<u>\$ 82,083,580</u>	<u>100.0%</u>	<u>\$ (906,453)</u>	<u>\$ 81,177,127</u>	<u>100.0%</u>	
Current Expenditures:						
Learning Division	\$ 33,490,461	40.8%	\$ (147,142)	\$ 33,343,319	41.1%	
Continuing & Prof. Studies	3,243,213	4.0%	15,003	3,258,216	4.0%	
Student Success Division	6,027,323	7.3%	(74,472)	5,952,851	7.3%	
President's Division	595,947	0.7%	(61,389)	534,558	0.7%	
Finance & Operations	9,440,408	11.5%	(512,797)	8,927,611	11.0%	
Human Resources & Safety	2,269,836	2.8%	8,119	2,277,955	2.8%	
Advacement Division	1,455,137	1.8%	-	1,455,137	1.8%	
Planning & Inst. Effectiveness	445,942	0.5%	33,515	479,457	0.6%	
Utilities	2,905,962	3.5%	-	2,905,962	3.6%	
Benefits	16,579,651	20.2%	(158,605)	16,421,046	20.3%	
General Expenses	5,629,700	6.9%	(8,685)	5,621,015	6.9%	
Total Current Expenditures	<u>\$ 82,083,580</u>	<u>100.0%</u>	<u>\$ (906,453)</u>	<u>\$ 81,177,127</u>	<u>100.0%</u>	

**Brookdale Community College  
Capital Budget Summary  
FY17**

	<b>FY17 Original Budget February 2016</b>			<b>FY17 Revised Request June 2016</b>	
	<b>Amount</b>	<b>Percent of Total</b>	<b>Adjustment</b>	<b>Amount</b>	<b>Percent of Total</b>
<b>Revenue</b>					
<b>County:</b>					
County Chapter 12	\$ 1,750,000	20.7%	-	\$ 1,750,000	21.1%
Subtotal County	1,750,000	20.7%	-	1,750,000	21.1%
<b>State:</b>					
State Chapter 12	1,750,000	20.7%	-	1,750,000	21.1%
Subtotal State	1,750,000	20.7%	-	1,750,000	21.1%
<b>Other:</b>					
Other	-	0.0%	-	-	0.0%
Fees	4,953,571	58.6%	(176,379)	4,777,192	57.7%
Subtotal Other	4,953,571	58.6%	(176,379)	4,777,192	57.7%
Total Revenue	8,453,571	100.0%	(176,379)	8,277,192	100.0%
<b>Expenditures:</b>					
Minor Capital	4,953,571	58.6%	(327,856)	4,625,715	55.9%
Renewal & Replacements	3,500,000	41.4%	151,477	3,651,477	44.1%
Total Expenditures	\$ 8,453,571	100.0%	(176,379)	\$ 8,277,192	100.0%



### 5.1 Curriculum

Brookdale Community College is entering into a partnership with the Asbury Park School District to create the Dream Academy Early College which will empower students at Asbury Park High School to graduate with an associate's degree in social science and a high school diploma simultaneously.

### RECOMMENDATIONS

The President recommends that the Board of Trustees adopt a resolution approving the **College** enter into this partnership with the Asbury Park School District for the Dream Academy Early College.

## RESOLUTION

**WHEREAS**, Brookdale Community College and the Asbury Park School District are guided by similar visions, missions and values and the commitment to educational access for all; and

**WHEREAS**, Brookdale Community College and the Asbury Park School District are entering into an Early College High School initiative to be known as the Dream Academy Early College that is designed to create new pathways to college degree attainment; and

**WHEREAS**, the Dream Academy Early College is intended to provide entry into higher education for academically-prepared students at Asbury Park High School beginning in the 9<sup>th</sup> grade affording them the opportunity to concurrently earn an Associate of Arts degree while also achieving their high school diploma; and

**WHEREAS**, the curriculum “crosswalk” was jointly designed by representatives from Brookdale Community College and the Asbury Park School District to concurrently satisfy requirements of the Asbury Park School District diploma and the Brookdale Associate of Arts, Social Science degree in a four year time period; and

**WHEREAS**, the first two years of the program will be delivered at Asbury Park High School, the junior year will be delivered at a Brookdale Higher Education Center and the senior year will be delivered at Brookdale’s Lincroft campus during which students will be fully integrated into the regular course offerings; and

**WHEREAS**, Brookdale Community College and the Asbury Park School District will provide a full complement of academic and student support services throughout the four years of the program; and

**WHEREAS**, the Dream Academy Early College will be managed through a joint Administrative Council to address all academic, student and administrative matters relating to the operation of the programs; and

**BE IT FURTHER RESOLVED** that the Dream Academy Early College Memorandum of Agreement be placed on file in the Finance and Operations Office with this resolution; and

**WHEREAS** the Board of Trustees of Brookdale Community College has reviewed and approved the Memorandum of Agreement;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that Brookdale Community College and Asbury Park School District will enter into this agreement at the time of this signing for a five year period of time which may be extended by joint agreement of both parties. Programming will begin in September 2016.

June 21, 2016

RES160033



## *Strategic Priorities*

*2015-2017*



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

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

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

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

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

**Revised Dates in Blue -**

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

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

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

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

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**2016 Committee Appointments**

**Board Bylaw 1.4020, appointments to Standing Committee**

Membership on standing committees of the Board of Trustees, except as otherwise herein expressly provided shall consist of five Trustees, including the Chair of the Committee. The Board Chair is an ex officio member and the Vice Chair serves as an alternate to the Board Chair as an ex-officio for purposes of a quorum.

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

Committee Assignments Approved on December 17, 2015

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

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

Added Les Richens to Audit Committee – 2/9/2016 – ver 3; Ad-Hoc By-Laws Chair – Mr Crupi – ver. 4

Added Marta Rambaud committee assignments – 6/8/2016

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

**BOLD indicates off Lincroft campus**

**2016**

June 13	BOT Executive Committee – 5 PM
June 13	BOT Governance Committee – 6 PM
June 14	BOT Finance & Facilities– 6 PM
June 15	GED/ABE/ESL Graduation – 6:30 PM – Freehold Campus
June 16	Foundation BOT – 4 PM
June 16	BOT Policy & Education Committee – 6 PM
<b>June 16</b>	<b>Chamber of Commerce Circle of Education – 6 PM, Battleground Country Club</b>
<b>June 20</b>	<b>NJCCC Spirits Awards and Dinner – 5:30 PM – Wyndham Garden Hotel, Trenton, NJ</b>
June 21	BOT Workshop/Public Business Meeting – 5:30 PM, SLC, Navesink Rooms
June 22	Welding Completion Ceremony – 12 PM, SLC, Navesink III
June 22	Foundation/Board Point of Entry Event – CVA Gallery 6 PM
July 19	BOT Executive Committee – 5 PM
August 8	BOT Executive Committee – 5 PM
August 8	BOT Governance Committee – 6 PM
August 9	BOT Finance & Facilities Committee – 6 PM
<b>August 16</b>	<b>BOT Workshop &amp; Public Business Meeting – 5:30 PM, Hazlet HEC</b>
August 25	CPS Completion Ceremony – 6:30 PM – SLC, Navesink Rooms
September 12	BOT Executive Committee – 5 PM
September 12	BOT Policy & Education Committee– 6 PM
September 13	BOT Finance & Facilities Committee– 6 PM
<b>September 15</b>	<b>Education Open Golf Outing and Dinner</b>
September 20	BOT Workshop/Public Business Meeting – 5:30 PM, SLC, Navesink Rooms
<b>October 5 – 8</b>	<b>ACCT Leadership Congress, New Orleans</b>
October 10	BOT Executive Committee – 5 PM
October 10	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 15	BOT Audit Committee – 5 PM
November 15	BOT Finance & Facilities Committee – 6 PM
November 17	BOT Policy & Education Committee – 5 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