



Brookdale Community College  
Board of Trustees Workshop Meeting  
Tuesday, May 17, 2016 5:30 PM (EDT)  
1 Crown Plaza Hazlet New Jersey 07731  
Brookdale Hazlet  
Room 102

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Resolution to Hold a Closed Meeting - Chair Guzzo - 5 minutes
- III. Motion to Re-Open the Meeting to the Public - Chair Guzzo - 5 minutes
- IV. Adoption of Agenda for Workshop and Public Meeting - Chair Guzzo - 5 minutes
- V. Reports from the Board Committees and Liaisons - Chair Guzzo - 30 minutes
  - A. Executive - Chair Guzzo
  - B. Finance & Facilities - Trustee DiBella
    - 1. Professional Services
  - C. Governance - Trustee Crupi
  - D. Policy & Education - Trustee Cram
    - 1. Massage Therapy Program
  - E. Audit - Trustee Dalton and Mr. Francis
  - F. NJCCC and BCC Foundation - Trustees Abby-White and Tolchin
  - G. Ad-Hoc By-Laws - Trustee Crupi
    - Review of Revised By-Laws*
- VI. Overview of Social Media at Brookdale - Ms. Busacca
- VII. Advertising Purchases for FY17 - Ms. McMillon
- VIII. Report from the Engineer of Record - Mr. Charles Rooney - 5 minutes
- IX. Review of Consent Agenda\* and Business Meeting Agenda - Chair Guzzo - 3 minutes
  - \*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
- X. Adjournment - Chair Guzzo - 1 minutes

## BOARD BRIEF: Advertising Purchases for FY17

This brief is a supplement to 4.2 of your packet, which includes advertising purchases. It describes each advertising effort and highlights the relevant research generated from the perception study conducted in fall 2015.

In their final report, Clarus Corp. indicated that we have been successful with the reach and frequency of the current media placement, but recommends that we split our budget between brand advertising (to keep awareness high) and targeted enrollment advertising (to increase awareness of program offerings).

The perception study provided valuable insights into the attitudes and awareness of the Brookdale brand. The study surveyed our current students, employees, and residents of Monmouth County. Several significant findings emerged from the research that will impact advertising and branding of the college, including:

1. Branding strategies have been successful. Two key findings from the report:
  - a. There was a 1.6% increase in applications from Fall 2011 to Fall 2015
  - b. More than half of county residents (56%) agree that Brookdale is dedicated to student success.
2. Knowledge about specific program offerings is low among residents and prospective students. Therefore, advertising for specific programs and our academic institutes will increase significantly.
3. A small percentage of county residents and current students read the paper. We have, therefore, removed newspaper advertising from the marketing plan for recruitment.

### MESSAGING

The messaging for all branding and marketing efforts will flow from our new **brand positioning statement**:

Brookdale offers a **high quality, accessible, and comprehensive** educational experience that provides students with the **skills, knowledge, and confidence** they need to succeed.

Many positive comments were made about Brookdale when survey participants were asked “How would you describe Brookdale to another person?” We will use these comments to support our positioning statement.

### BRANDING and TARGETED ADVERTISING

#### Transit Ads: Intersection (Branding)

Ten New Jersey Transit buses on the Monmouth County line features students in our “Success Reimagined” campaign, to reinforce the message that Brookdale is a place that supports student success.

This year, we will increase ten New Jersey Transit buses on the Howell line in Ocean County to showcase partnerships with four-year universities (Georgian Court, Rutgers, and NJCU). These partnerships reflect high quality and accessible educational options.

- 10 existing Monmouth Local Line
- 10 new buses and creatives for Howell Line
- 15 King Posters around Howell Line as a bonus

**Total:** \$137,000

#### Commercials: Comcast and Cablevision (Split between branding and target advertising)

Multiple 30-second television commercials appear on a variety of networks throughout Monmouth County that have been carefully selected to reach both our traditional and non-traditional markets, in accordance with demographic information provided by the cable companies. We will continue to air commercials that feature

student testimonials, but will produce additional commercials that promote specific programs and academic institutes.

#### **Comcast**

In addition to the networks and events noted above, ads appear on the Xfinity online platform as well as online ad placements on popular websites.

**Total:** \$115,000

#### **Cablevision**

In addition to the networks and events noted above, ads appear on News12, and online at News12.com and various popular websites. The survey revealed that News12 is a popular source of news for current students and residents.

**Total:** \$145,000

#### **Clarus Corporation** (target marketing)

Mobile and online advertising targeting key audiences to encourage enrollment, re-enrollment, and attendance at open house. Academic programs and relevant co-curricular programs will be promoted in tandem with term dates. Geo-targeting is used to capture unique IP addresses and deliver ads to prospects.

##### *Sample of advertising efforts:*

- Fall and Spring Open Houses
- Prospects and Parents (including high school seniors and veterans) – fall and spring recruitment push
- Visiting Students – summer recruitment
- Current Students – summer, fall and spring retention

**Total:** \$45,000

#### **SEM Geeks** (target marketing)

Online advertising is segmented to appear in Monmouth County. Online ads are used to promote academic terms, open houses, and specific programs and institutes.

- Ads appear on Google, Facebook, and sites affiliated with advertising.com. Ads follow IP address so individuals who click on the Brookdale ad will continue to see the message for three weeks on various websites.
- Web landing pages to track advertising efforts
- Email marketing is a new initiative that will target prospective and current students to support enrollment and retention efforts.

This blanket also includes a social media monitoring service (WooVue) and the development of a virtual annual report.

**Total:** \$80,000



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, May 17, 2016 7:30 PM (EDT)  
1 Crown Plaza Hazlet New Jersey 07731  
Brookdale Hazlet  
Room 102

- 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. Approval of MOA between BCC and Georgian Court University at BCC Hazlet Center - RES160025 - 3 minutes
- V. Approval of MOA between BCC and Hazlet Township School District - RES160026 - 3 minutes  
*Explorer Program Early College Academy*
- VI. President's Report - President Murphy
  - A. Brookdale Community College - Georgian Court University Partnership MOA Signing
  - B. Explorer Program - Early College Academy MOA Signing
  - C. Update on President's Goals
- VII. Recess for Signing Celebration - Chair Guzzo
- VIII. Reconvene - Chair Guzzo
- IX. Approval of Workshop and Public Business Meeting Minutes - April 19, 2016 - Chair Guzzo - 3 minutes
  - A. Approval of Executive Session Minutes - April 19, 2016 - Chair Guzzo - 3 minutes
- X. Consent Agenda - Chair Guzzo - 5 minutes
  - A. Acceptance of Gifts  
*GM Technology Donation Program*
  - B. Acceptance of Grants - RES160023  
*Educational Opportunity Fund (EOF)*  
*GENCYBER Program*
  - C. Approval of Budget Modification to the New Jersey Department of Education, Office of Vocational-Technical, Career and Adult Programs - RES160024
  - D. Approval of Human Resources
  - E. 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 - RES160022 - Chair Guzzo
  - F. Open Invoice Payment Requests for Vendor, Student and Employee Payments

## G. Monthly Financial Report

- XI. Approval of Massage Therapy Program - RES160027 - Chair Guzzo - 3 minutes
- XII. Approval of Student Recruitment Advertising FY17 - Chair Guzzo  
*Item #29 - 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*
- XIII. Lodging of Board of Trustees By-Laws - Chair Guzzo
- XIV. Public Comment - Chair Guzzo
- XV. Old/New Business - Chair Guzzo
- XVI. Resolution to Hold a Closed Meeting - Chair Guzzo
- XVII. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XVIII. Adjournment - Chair Guzzo
- XIX. Appendix - Board Materials



#### BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

**POLICY & EDUCATION**

### 5.1 Curriculum

Brookdale Community College is entering into a Partnership with Georgian Court University to be known as the Brookdale - Georgian Court University Partnership. This will replace the current partnership with Georgian Court University through the New Jersey Coastal Community College and will relocate the Georgian Court University program offerings from Brookdale's Wall Campus to the Hazlet Center. Programming at the Hazlet Center will start in September, 2016 with a one-year transition period from the Wall Campus to allow currently-enrolled students to complete their degree at that site.

#### RECOMMENDATIONS

The President recommends that the Board of Trustees adopt a resolution approving the **College** enter into this partnership with Georgian Court University to be called the Brookdale – Georgian Court University Partnership.

## **RESOLUTION**

**WHEREAS**, Brookdale Community College and Georgian Court University are guided by similar visions, missions and values and the commitment to provide quality, accessible, affordable higher education to area residents; and

**WHEREAS**, Brookdale Community College and Georgian Court University are currently partners in the New Jersey Coastal Communiversy agreement to provide expanded academic opportunities at Brookdale Community College's Wall campus; and

**WHEREAS**, the Brookdale Community College - Georgian Court University Partnership is structured for Brookdale Community College to provide all the 100- and 200-level required and elective courses and Georgian Court University to provide all the junior- and senior-level required courses to ensure a seamless transfer and completion of the baccalaureate in a timely manner; and

**WHEREAS**, the Brookdale Community College and Georgian Court University Partnership will relocate the Georgian Court University offerings to Brookdale Community College's Hazlet Center to provide, for the first time in the Center's history, baccalaureate and master-level educational opportunities to area residents; and

**WHEREAS**, through the Brookdale Community College - Georgian Court University Partnership, Brookdale graduates will receive a guaranteed tuition discount as high as 45 percent of the tuition rate in effect upon enrolling at Georgian Court University; and

**WHEREAS**, Brookdale Community College and Georgian Court University will provide a full complement of academic and student support services and have shared responsibility for the marketing and promotion of the Partnership; and

**WHEREAS**, the Brookdale Community College - Georgian Court University Partnership will be managed through a Partnership Council to address all academic, student and administrative matters relating to the operation of the Partnership; and

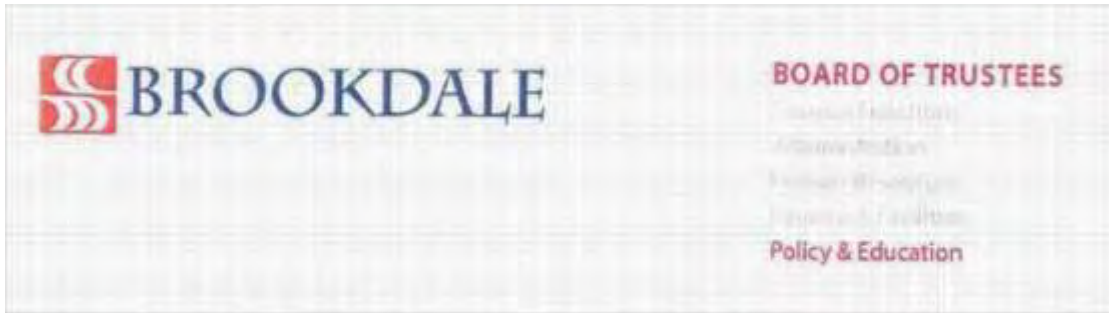
**WHEREAS**, the relocation of the Georgian Court University programs will occur over a one-year transition period to ensure currently-enrolled students at the Wall Campus the opportunity to complete their degrees; and

**BE IT FURTHER RESOLVED** that the Brookdale Community College - Georgian Court University Partnership 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; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that Brookdale Community College and Georgian Court University will enter into this Partnership at the time of this signing for a two year period of time with the option to renew the agreement on an annual basis. Programming will begin in September 2016.

May 17, 2016 – RES160025



### 5.1 Curriculum

Brookdale Community College is entering into an Early College High School initiative with the Hazlet Township School District, to be known as the Explorer Program-Early College Academy, which will empower students at Raritan 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 Hazlet Township School District to be called the Explorer Program-Early College Academy.



## RESOLUTION

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

**WHEREAS**, the Explorer Program-Early College Academy is intended to provide entry into higher education for academically-prepared students at Raritan 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 Hazlet Township School District to concurrently satisfy requirements of the Hazlet Township 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 Raritan High School and include Advanced Placement courses with required scores for transfer to Brookdale, College Level Examination Program approval for Modern Languages courses and on-site dual enrollment courses; and

**WHEREAS**, the junior year of the program will be offered at the Hazlet Center and the senior year will be offered at the Lincroft campus during which students will be fully integrated into the regular course offerings; and

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

**WHEREAS**, the Explorer Program-Early College Academy 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 Explorer Program -Early College Academy 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 Hazlet Township 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.

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

**Tuesday, April 19, 2016**

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

- A.** Chair Guzzo called the meeting to order at 5:35 PM
- B.** Ms. Gruskos then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On April 14, 2016, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On April 14, 2016, advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger*.
  3. On April 14, 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</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</b>	Dr. Nancy Kegelman
	<b>Mr. Paul Geissler, Trustee</b>	Dr. David Stout
	<b>Mr. Bret Kaufmann, Trustee</b>	Ms. Cynthia Gruskos, Recorder
	<b>Dr. Maureen Murphy, Secretary</b>	Mr. Joseph Pingitore
	<b>Dr. Les Richens, Trustee</b>	Ms. Laurie Bender
	<b>Mr. Gary Tolchin Trustee</b>	
	<b>Dr. Carl Guzzo, Chair</b>	<b>Board of Chosen Freeholders</b>
		Freeholder Director Thomas A. Arnone
		Freeholder Deputy Director Serena DiMaso
<b>Absent</b>	<b>Ms. Lora Campbell, Trustee</b>	Freeholder Lillian G. Burry
	<b>Mr. David Flaherty , Trustee</b>	Freeholder John P. Curley
		Freeholder Gary J. Rich, Sr.
		Ms. Teri O'Connor, County Administrator
		Ms. Marion Masnick, Clerk of the Board
		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. Roll Call of Board of Chosen Freeholders**

Ms. Masnick read the compliance statement and called roll for the Board of Chosen Freeholders.

Freeholder Director Arnone on the behalf of the Chosen Freeholders thanked the Board of Trustees and Administration for inviting them to participate in the joint meeting.

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

Chair Guzzo announced that the Public Business Agenda had been revised to include recommendations from the Policy & Education committee that was held on April 14.

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

Motion carried by the following vote:

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

NAYS: None

ABSTENTIONS: None

**E. Joint Workshop with the Chosen Board of Freeholders**

1) Opening remarks were made by Chair Guzzo.

- a) On behalf of the board he thanked the Freeholders for their generous support of the college and made introduction of the Board of Chosen Freeholders.
- b) Chair Guzzo shared the past and present goals of the board and strategic priorities. He highlighted the board's recent priorities which included:
  - i) Successfully closing the operating deficit.
  - ii) Ended the deficits in the capital accounts.
  - iii) Created a long term financial plan that does not rely on large increases in tuition.
  - iv) Addressed our long term capital needs in partnership with the county.
  - v) Streamlined and rationalize our physical plant
  - vi) Enhanced and expanded our vocational certificate and adult ESL programs..
  - vii) Enhanced Brookdale's role in providing employment opportunities and job creation in Monmouth County.

2) President Murphy provided an overview of the state of the college, past, present and future. She stated she was grateful for the partnership with the Freeholders. She envisions Brookdale as part of the solution to the economic challenges facing the county and would like us to partner with the Chosen Board of Freeholders in building the economic base of the county.

- a) A packet was provided to each Freeholder that contained our Annual Institutional Profile, Fast Facts of our Finance & Operations Division and Fast Facts of Continuing & Professional Studies.

- b) President Murphy recounted the mission of the college and pointed out our emphasis will change based on the needs of our county. She summarized the goals of the reorganization of 2015 and the process used in developing a new organization to support our current learners.
- c) The college is currently redefining the purpose of each of our locations and what strategic purpose they serve... She thanked the Freeholders for supporting the Long Branch Technical Center.
- d) The President reaffirmed the successful reduction of the financial operating budget by 16% in 3 years and similar reductions in full time positions. She shared the difficulties of this process and that the college is still grieving the loss of these employees.
- e) A result of the Board of Trustees Retreat in June 2015 was the identification of the 4 strategic priorities of Student Success, Financial Stability, Facilities Planning and Image Enhancement.
- f) Dr. Matthew Reed, VP for Learning, Dr. Nancy Kegelman, AVP of Planning & Institutional Effectiveness, Ms. Marie Lucier-Woodruff, AVP, Continuing & Professional Studies, and Dr. David Stout, VP for Student Success, and Ms. Laurie Bender, Director of Marketing each shared the current initiatives they are responsible for which support the board's strategic priorities and the mission of the college.

### 3) Freeholder Highlighted Responses

- a) **Freeholder Rich** – He acknowledged the great work of the board. He requested an update on the Wall Higher Education Center, and President Murphy provided the following information: our current timeline of our construction and the 44,000 square foot building will house science labs, simulation labs, meeting space and it will be wired for advanced technologies. We plan to open the doors in the fall of 2017.
- b) **Freeholder Burry** – Freeholders Burry and DiMaso recently had the opportunity to give out scholarships at Monmouth University to students who were Brookdale Community College graduates who maintain a high academic standard and have shown financial need.
- c) **Freeholder Curley** – He serves as the liaison to the college and acknowledged a positive change in attitude at the college. He highlighted his favorite graduation ceremony to be the welding certification graduation. He receives many calls from community members and has seen changed lives through their education at Brookdale Community College. He believes Brookdale Community College is the finest community college in the state of NJ.
- d) **Freeholder DiMaso** – She is proud to be part of the Chosen Freeholders and to have the opportunity to shape the board composition and she commended their great service to the college.
- e) **Freeholder Arnone** – He commended the board for their service, Freeholder Curley as liaison to the college and President Murphy for her vision and the mission that she is moving forward with. He suggested as we move forward with construction projects that we incorporate responsible contractor language in our RFPs. He strongly urged the board to continue to invest in capital improvements.

- 4) Vice-Chair DiBella thanked the Freeholders for attending this meeting and their continued financial support and he believes that we need to continue to demonstrate that they are making the right investment. We are committed to supporting our students and faculty.

**F. Faculty Tenure and Promotion Recognition**

Chair Guzzo stated we will be approving the promotion of 17 Faculty members, 4 of which are promotions concurrent with their tenure appointment and one is a tenure appointment. The Board commends each one of you for your dedication to our students, your exemplary leadership and service within the college community, and your commitment to professional development.

Vice President Reed provided background information on the process of faculty promotion and explained the rigorous peer review process at Brookdale. He acknowledged Professor Blackburn for her service as the chair of the faculty promotion committee. There were 25 candidates and 12 were promoted and each promoted faculty member was acknowledged. He acknowledged the 5 faculty members selected for tenure.

**G. Professional Staff Association Performance Recognition**

AVP Sensi spoke to the process of performance recognition and acknowledged each of the 6 selected honorees for performance recognition... She acknowledged the local review committees and the college wide committee, as well as Frank DeVito the chair of the college-wide committee.

**H. NJSACOP Accreditation**

President Murphy acknowledged our Patrol Officers, Sergeants, Lieutenant Halpin and Captain Kimler for their great achievement of receiving the Law Enforcement Accreditation Certification on March 10, 2016 from the New Jersey State Association of Chiefs of Police.

Freeholder Curley, as a member of the Police Academy Board saluted their service to the college.

**I. Recognition of New Century Scholar –**

Ms. Sameerah Wahab was recognized as a New Century Scholar and All USA Award recipient. Sameerah was unable to be recognized in person this evening because she was attending class. She will be recognized at a future board meeting and at a Freeholder Board of Trustee meeting

**J Recess**

The Board took a 10 minute recess to allow for photographs and a time to acknowledge the honorees this evening.

**K. Reconvene**

A motion was made to reconvene by Trustee Crupi and seconded by Trustee Abby-White. Motion carried by the following vote:

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

NAYS: None

ABSTENTIONS: None

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

Chair Guzzo stated the following:

The Public Business Meeting agenda has been revised to include recommendations made by the Finance & Facilities committee on April 12. There is a change order request that is recommended by the Finance & Facilities committee and Mr. Rooney to expand the work of the Back Campus Walkway to include some areas which were not in the original plan.

Mr. Pingitore will spoke to the change order request which was handed out this evening. Mr. Rooney spoke to the scope of the work. He reviewed all of the areas for pricing and recommended the work.

Chair Guzzo stated at the recommendation of the Policy & Education committee that met on April 16, the agenda was revised to include the removal of the massage therapy program for further review; the approval of the discontinuance of Medical Laboratory Technology A.A.S. Degree; and the approval of clinical partnership affiliations which was initially an informational item only.

There was a clerical error made in the preparation of the board packet, and the purchases in excess of \$17,500 were not included. This document was emailed out yesterday to the board, the purchases were reviewed at the Finance & Facilities committee on April 12 and made available to the public and the board members in printed format this evening. At this time, I will give you time to review the purchases, and if there are any questions regarding a purchase, please feel free to ask it now.

Vice President Reed addressed Chair Guzzo's concerns related to the cost of Ebsco Subscription Services. VP Reed checked on the usage of the periodicals in the library. The library keeps count of the usage of the journals and reported from July 2015 to March 2016 a total usage of hard copy articles was 1564. If we ordered these journals separately it would cost \$54, 740 which would be more costly than using the subscription services.

There were no additional questions about purchases.

No items were removed from the consent agenda.

**M. Continuing & Professional Studies**

Fast Facts of our Continuing & Professional Studies and the list of clinical affiliations was

provided in the board materials.

**N. Inventory of all non-credit, non-degree and certificate programs**

President Murphy reported the program list were provided as an informational item in the board packet.

**O. Spring Semester Financial Forecast**

President Murphy reported on the spring semester financial forecast. She highlighted that we will return 1.19 million to the fund balance from operating.

**P. Reports from the Board Committee and Liaisons**

**1. Energy Savings Improvement Program – Trustee Crupi**

Trustee Crupi provided information on a program which would provide long term energy efficiencies to our college facilities, as well as reduce our deferred maintenance obligations.

**2. Policy & Education – Trustee Cram**

Trustee Cram reported on the Policy & Education committee meeting held on April 14.

**3. Finance & Facilities – Vice-Chair DiBella**

Vice-Chair DiBella reported on the Finance & Facilities meeting held on April 12.

He also reported that during this meeting they outlined the next Special Finance & Facilities meeting to be held on May 5. Mr. Rooney reported that T&M will provide an updated facilities master plan and will provide a draft report for submission next week.

**4. NJCCC and Foundation – Trustee Abby-White**

Trustee Abby-White reported on April 8, President Murphy sent by email the updated NJCCC Trustee Handbook. She encouraged trustees to attend the ACCT National Congress in October and to consider co-presenting at the conference. She acknowledged President Murphy for being named as a Board of Directors to AACC. She also contacted AACC President Bumphus with concerns of why they highlighted our former college president at the National AACC conference. She reported on that two new Foundation Board members and upcoming Foundation fund raising events. She highlighted the upcoming Point of Entry event on June 22 and she shared information on the photo collection which will be on view at the event.

**Q. MSCHE Liaison Selection**

Chair Guzzo recommended Trustee Abby-White serve as the board representative on the Middle States Steering Committee and she accepted. President Murphy suggested the Governance Committee to be used as a vehicle to communicate on the MSCHE process.

**R. RFP Review Process**

Mr. Giacobbe and Mr. Jacobs reported that he met with President Murphy and VP Lawrence and they determined that RFPs that deal with construction process, professional services or any

large scale time and materials items will be reviewed by counsel. Any state contracts or small minor RFPs will not be reviewed by counsel. One of his Partners is a purchasing expert and he will work with VP Lawrence to create standard RFP templates which will have a cost savings benefit.

**S. Policies and Regulations**

Mr. Giacobbe reported college counsel will be updating our by-laws, policies and regulations to reflect current law and case law. They are utilizing a prioritized list from the Administration. This work will also be useful during our MSCHE review process.

Chair Guzzo announced Trustee Crupi will Chair the Ad-Hoc By-Laws committee. There will be a by-laws committee meeting scheduled in the near future..

**T. Engineer of Record**

Mr. Rooney reported on the monthly work of T & M.

**U. Motion to Adjourn**

A motion was made by Trustee Crupi and seconded by Trustee Richens to adjourn the meeting. Motion passed unanimously.

➤ Meeting adjourned at 8:00 PM.

Respectfully submitted

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

Maureen Murphy, Ph.D., Secretary



## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

Tuesday, April 19, 2016

Brookdale Community College  
Lincroft Campus, Student Life Center, Navesink Rooms  
765 Newman Springs Road  
Lincroft, NJ 07738

- A. Chair Guzzo called the meeting to order at 8:00 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:
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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	Dr. Nancy Kegelman
	Mr. Paul Geissler, Trustee	Dr. David Stout
	Mr. Bret Kaufmann, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Maureen Murphy, Secretary	Mr. Joseph Pingitore
	Dr. Les Richens, Trustee	Ms. Laurie Bender
	Mr. Gary Tolchin Trustee	
	Dr. Carl Guzzo, Chair	
Absent	Ms. Lora Campbell, Trustee	
	Mr. David Flaherty , Trustee	
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
<p><b>Public Comment –</b>  <b>Professor Jack Ryan</b> – Professor Ryan highlighted the involvement of faculty, staff and Police in extracurricular activities and the result is increased student involvement in extracurricular activities which results in increased student GPA.</p> <p>He also brought up concerns for the safety of students at the Wall campus. He was concerned that the design of the parking lots and roadways would cause students to have to cross over the road that provides egress from the campus in order to gain access to the parking lots.</p> <p>Professor Martin McDermott –  He expressed his concerns regarding the faculty promotion process and was concerned that only 12 of the 25 were promoted and felt all were worthy of promotion. He felt denied earned promotion and raises is very demoralizing and that he estimated it would have only cost \$45,000 more to have promoted all 25 faculty candidates.</p>		
<p><b>Approval of Minutes of the March 15, 2016, Workshop and Public Business meetings.</b></p> <p>There were no revisions to the minutes.</p>	<p>A motion to approve the March 15, 2016 minutes of the Workshop and Public Business meetings was made by Trustee DiBella and seconded by Trustee Tolchin.</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> Trustees Richens</p>	

<p><b>Approval of the March 15, 2016 Executive Session minutes.</b></p>	<p>A motion to approve the March 15, 2016 executive session minutes was made by Trustee Crupi and seconded by Trustee Tolchin.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustees Dalton and Richens</p>	
<p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li><b>A. Acceptance of Gifts</b></li> <li><b>B. Approval of Human Resources</b></li> <li><b>C. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” Process, in Excess of \$17,500 (ATTACHMENT A)</b></li> <li><b>D. Open Invoice Payment Requests for Vendor, Students and Employee Payments</b></li> <li><b>E. Monthly Financial Report</b></li> </ul>	<p>A motion to approve the consent agenda as modified with changes this evening was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Richens, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>President’s Report</b></p> <p>President’s goals update were provided in the board packet.</p>		
<p><b>Approval of Change Order Request – RES160018 –</b></p> <p>Revised Change Order Request submitted for board approval for expanded work on the Back Campus Walkway. <b>(Attachment B)</b></p>	<p>A motion was made to approve the change order request 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, Richens, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

<b>Approval of A.S. Business Administration</b>	<p>A motion was made to approve the A.S. Business Administration by Trustee Cram and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Richens, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval of Massage Therapy Program</b>  <b>This item was removed from the agenda for further review.</b>		
<b>Approval of lodging of board policy 5.0002 – Educational Programs</b>	<p>A motion to lodge board policy 5.-0002 – Educational Programs was made by Trustee Cram and seconded by Trustee Dalton.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Richens, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval of Discontinuance of Medical Laboratory Technology A.A. S. Degree – RES16008 (Attachment C)</b>	<p>A motion was made to approve the discontinuance of Medical Laboratory Technology A.A.S. degree was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Richens,</p>	

	<p>Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Clinical Partnership Affiliations</b></p>	<p>A motion was made to approve the clinical partnership affiliations by Trustee Richens and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Richens, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Public Common on Agenda Items</b></p> <p><b>Professor Eric Gall and Professor Bonnie Ross -</b> The Professors shared a long list of faculty accomplishments. (<b>Attachment D</b>) Professor Gall raised issues with the renovations of the science labs and lack of notice with the turning off of water for renovations of the water main. He also suggested that there be more faculty promotions.</p>		
<p><b>Old/New Business</b> Chair Guzzo stated that the discussion on the complaint process and construction management at Wall would not be discussed this evening.</p>		
<p><b>Resolution to hold a closed session.</b> Mr. Giacobbe read the executive session resolution to hold a closed session. (<b>Attachment E</b>)</p>	<p>A motion to approve the resolution to hold a closed meeting was made by Trustee Richens and seconded by Trustee Dalton.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, Dalton, DiBella, Geissler, Kaufmann, Richens, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

<b>Meeting Re-Open to the Public</b>	<p>A motion was made to reopen the meeting to the public by Trustee DiBella and seconded by Trustee Abby-White.</p> <p>It was passed unanimously.</p>	

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

Respectfully submitted



Maureen Murphy, Ph.D., Secretary



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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 April 12, 2016.

April 19, 2016: Vice President, Finance & Operations, Maureen Lawrence

RES160020

**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****April 19, 2016**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Auxiliary</b>				
1	CulinArt Inc.	<b>Management and Operations of Food, Beverage and Catering Services, RFP No. 18-13</b> / This is a 1-year extension with an option for an additional year for the management and operations of food, beverage and catering services.	RFP	Revenue \$42,500.00
<b>Capital/IT</b>				
2	Network Cabling Inc.	<b>Cable Lines and Installation</b> / Exempt 18A:64A-25.9 (State Contract). This State contract is for the purchase and installation of cable lines for new Cisco Access Points and is funded by Higher Education Technology Infrastructure (HETI) Grant.	Exempt	\$ 89,246.50
3	International Business Machines Corporation	<b>Software License Subscription</b> / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the FY17 IBM SPSS Statistics Campus Edition license subscription and support and is funded by Student Tech fees.	Exempt	\$ 35,910.00
4	Lexmark	<b>Image Now Software, Services and Maintenance</b> / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract provides the College with software and technical services for ImageNow and CaptureNow users in Admissions and Records, Recruitment, Counseling, Human Resources, and Finance & Operations for FY17. This contract is funded by the IT capital budget.	Exempt	\$ 20,783.00
5	Image Access Corp.	<b>Hardware Maintenance</b> / Exempt 18A:64A.25.9 (State Contract). This State contract is for the maintenance of Fujitsu scanners for FY17; it is funded by the IT capital budget.	Exempt	\$ 18,115.00
6	SHI International	<b>APC In-Row Cooling Maintenance</b> / Exempt 18A:64A-25.9 (State Contract). This State contract is for the maintenance of the cooling system in the data center for FY17 and is funded by the IT capital budget.	Exempt	\$ 17,821.08

7	Instructure, Inc.	<b>Learning Management System (LMS)</b> , RFP 07-13 / This is the 4th year of a 5 year contract for a hosted learning management system (LMS). The LMS supports a range of applications that supplement traditional classroom instruction, integrate into the College's online and face-to-face instruction, and deliver online courses and programs. This contract is funded by Student Tech fees.				
<b>Operating</b>						
8	JCP&L	<b>Electric Distribution</b> / Exempt 18A:64A-25.5.a.(8) (The supplying of any product or the rendering of any service by the public utility). This contract is for the installation of electric distribution at the Wall Higher Education Center and is funded by the operating budget.	Exempt	\$	45,435.65	
9	Innovative Interfaces, Inc.	<b>Annual Millennium Maintenance</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the maintenance of the integrated library management software known as Millennium, which consists of several modules for managing library operations, acquisitions (requisition, receipt and payment), cataloging, interlibrary loans, inventory control, and a web interface to the catalog of library holdings for FY17. The annual license covers any upgrades, fixes, and new releases. This contract is funded by the Library's operating budget.	Exempt	\$	38,000.00	*
10	Ebsco Subscription Services	<b>Subscription Services</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This annual contract allows the Library to subscribe to over 400 periodicals for FY17. These items include scholarly journals, popular magazines, and newspapers. The journals support the research needs of students and the professional development of faculty. This contract is funded by the Library's operating budget.	Exempt	\$	40,000.00	*
11	Yankee Book Peddler; West Publishing Corporation	<b>Library Books</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the purchase of books and e-books for the library for FY17. This contract is funded by the Library's operating budget.	Exempt	\$	68,000.00	*

# Attachment A - Public Business Minutes - April 19, 2016

12	College Board	<b>Accuplacer Tests</b> / 18A:64A-25.5.b (contract entered into with the United States of America, the 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 supply of Basic Skills (Accuplacer) Placement tests for FY17, which are required for all new degree students to measure their level of readiness in reading, writing, and mathematics for college-level work. This contract is funded by the Testing Center's operating budget and is then assessed to the student.	Exempt	\$	18,500.00 *
13	Assessment Technologies Institute, LLC Elsevier	<b>Nursing Comprehensive Assessment &amp; Review Program and Student Exams</b> / Exempt 18A:64A-25.5.a.(3)(Materials or supplies which are not available from more than one potential bidder, including without limitation materials or supplies which are patented or copyrighted) and Exempt 18A:64A-25.5.a.(19)(Providing goods or services for the use, support or maintenance of proprietary computer hardware, software peripherals and system development for the hardware). These contracts are for on-line comprehensive assessment, tutorial review programs and customized HESI exams for nursing students for FY17 and are funded by student lab fees.	Exempt	\$	151,560.00 *
14	New Jersey City University	<b>New Pathways Alternate Route Training Program</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). Brookdale is a member of the New Pathways partnership with NJCU and 14 other NJ community colleges to provide K-12 teacher certification, education, and training to students. This contract is funded by CPS' revenue generating programs.	Exempt	\$	22,000.00 *
15	World Instructor Training Schools	<b>Fitness Training Program and Continuing Education Programs, RFP No. 09-15/</b> This is the 2nd year of a 2 year contract to provide curriculum and certification for a Personal Trainer Certification program and other fitness/wellness continuing education courses. This contract is funded by CPS' revenue generating programs.	RFP	\$	20,000.00 *

16	Black Rocket Productions, LLC	<b>Non-Credit Digital Arts Youth Programming, RFP No. 03-15</b> / This is the 2nd year of a 2 year contract for a qualified educational services company to develop, provide, and deliver non-credit digital arts youth programming for summer camps, as well as other programs provided by CPS throughout the year. This service will also include coordinating, staffing, and the overall supervision of the camp operation under the direction of CPS. This contract is funded by CPS' revenue generating programs.	RFP	\$	125,000.00 *
Attachment A - Public Business Minutes - April 19, 2016					
17	Monmouth County Vocational School District	<b>Science Summer Camp Programming</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 board, body, or officer, agency or authority or any other state or subdivision). This contract is for the delivery of ten CPS Summer Science Camp programs by High Tech, Bio Tech, and MAST High Schools. This contract is funded by CPS' revenue generating programs.	Exempt	\$	34,700.00 *
18	Dynamic Coatings LLC	<b>Painting Services, Bid No. 15-41</b> / This is the 2nd year of a 2 year contract for painting services and is funded by the Facilities operating budget.	Bid	\$	150,000.00 *
19	GPC, Inc.	<b>Masonry T&amp;M, Bid No. 16-03</b> / This is the 2nd year of a 2 year contract for masonry time and material and is funded by Facilities budget.	Bid	\$	100,000.00 *
20	Excel Construction	<b>Carpentry T&amp;M, Bid No. 16-04</b> / This is the 2nd year of a 2 year contract for carpentry time and material and is funded by Facilities budget.	Bid	\$	100,000.00 *
21	Burlew Mechanical LLC	<b>Plumbing T&amp;M, Bid No. 16-05</b> / This is the 2nd year of a 2 year contract for plumbing time and material and is funded by Facilities budget.	Bid	\$	100,000.00 *
22	Allied Fire & Safety Equipment Co., Inc.	<b>Fire Extinguisher Maintenance Services, Bid No. 15-38</b> / This is the 2nd year of a 2 year contract for fire extinguisher maintenance services and is funded by the Facilities operating budget.	Bid	\$	17,500.00 *
23	Republic Services of New Jersey, LLC	<b>Trash Disposal &amp; Recycling, Bid No. 15-42</b> / This is the 2nd year of a 2 year contract for trash disposal and recycling and is funded by the Facilities operating budget.	Bid	\$	112,275.00 *
24	Blackboard Inc. Transact	<b>One Card Supplies, RFP 04-12</b> / This contract is for the supply and delivery of 10,000 Customized PVC cards for the One Card System and is funded by the Student Engagement budget.	RFP	\$	17,900.00

**Science Laboratory Renovations at the MAS Building, Bid No. 16-18 /**  
**Attachment A - Public Business Minutes - April 19, 2016**  
Notice was sent to 19 vendors, received 12 replies. Bid was rejected due to changes in scope of work and bid specifications.

**\* Estimated based on historical data.**

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





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**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 April 12, 2016.

April 19, 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.



**Change Order Reconciliation**  
**April 19, 2016**

<b>Projects</b>		<b>Change Orders</b>				<b>Current</b>		<b>Proposed C/Os</b>		<b>Contract Total</b>	<b>Proposed % Increase</b>
<b>Vendor Name</b>	<b>Description</b>	<b>Contract Award</b>	<b>Approved</b>	<b>Contract Value</b>	<b>Contract Value</b>	<b>Contract Value</b>	<b>Contract Value</b>	<b>Contract Value</b>	<b>Contract Value</b>	<b>Contract Total</b>	<b>Proposed % Increase</b>
1 French & Parrello Associates	Coordinate proper removal and inspection of soil piles (by Lurch Demolition) at Wall Higher Education	\$ 58,692.00	\$ 18,250.00	\$ 76,942.00	\$ 76,942.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 78,542.00	2%
2 Circle-A Construction Co., Inc.	Expanded scope Back Campus Walkway project. Chapter 12 Funds	1,911,000.00	-	1,911,000.00	1,911,000.00	382,200.00	382,200.00	382,200.00	382,200.00	2,293,200.00	20%
		<b>\$ 1,969,692.00</b>	<b>\$ 18,250.00</b>	<b>\$1,987,942.00</b>	<b>\$1,987,942.00</b>	<b>\$ 383,800.00</b>	<b>\$ 383,800.00</b>	<b>\$ 383,800.00</b>	<b>\$ 383,800.00</b>	<b>\$ 2,371,742.00</b>	



**BOARD OF TRUSTEES**

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### **5.1 Curriculum**

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

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

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

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

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



**BOARD OF TRUSTEES**  
General Functions  
Administration  
Human Resources  
Finance & Facilities  
**Policy & Education**

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

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

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

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

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

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

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

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

April 19, 2016

RES160008

## **FACULTY ACCOMPLISHMENTS**

Suzanne Parker:

- chapbook, "Feed," was selected as a finalist for the Tupelo Press Snowbound Chapbook Award.
- Poetry readings given at Norwalk Community College, CT and Kent State University, OH.
- Poems accepted for publication/published in: "Long Dumb Voices," "Notre Dame Review," "Interim," "Diode," "Lunch Ticket," "Third Wednesday," and "The Tampa Review."

Barbara Baron:

- attended the National Communication Association Convention in Las Vegas and presided over the Annual Business Meeting of the International Forensics Association.
- in first of a three year term as President.
- hosted a collegiate speech and debate tournament in Vienna for the International Forensics Association
- Community College Representative for the New Jersey Communication Association
- solo-vocalist with the Brookdale Big Band

Barbara Barrella:

- Receiving the faculty award for including global awareness in the classroom.
- coordinator for reading for Foundational Studies, involved in a number of college readiness programs, together with Long Branch, Freehold, and Lincroft campuses

Roseanne Alavarez:

- Treasurer, and hosted the 12th Annual Undergraduate Research Colloquium for the New Jersey Women's & Gender Studies Consortium on April 1st in the Student Life Center

Deborah DeBlasio:

- on the executive board of NJTESOL-NJBE and will be running a panel on issues in ESL in Adult Education at the spring conference in June

Dara Evans:

- Ran monthly SAGE meetings with local community members

Fidel Wilson:

- coordinated BCC Second Annual Minority Male Initiative Conference, February
- presented on "Mentoring: Practical Tips & Research Findings for Faculty Diversity and Student Success," at NEA's 50th Higher Ed conference in San Diego, CA. April
- presented on "Exemplary Mentoring Student Program for Minority Males and Other Students of Color," at NJEA's Higher Ed Conference in Princeton, NJ April

Jonathan Moschberger:

- first time, the New Jersey Political Science Association (NJPSA) has selected a community college faculty member to serve as its co-president.
- lead officer of the organization, networking with scholars, students, professionals and elected officials from across the state and across the nation.

Terry Konn:

- received a SECOND Fulbright Scholarship to conduct research and teach in at the University of Ghana and Martin Luther Health Training School in Accra and University of Rwanda in Kigali, Rwanda
- While in Rwanda, will also continue to work on Genocide survivor video project

Laura Neitzel:

- book, The Life We Longed For: Danchi Housing and the Middle Class Dream in Postwar Japan published by Merwin Asia is part of the Weatherhead East Asian Institute series at Columbia University

Psychology department members:

- Christine Greco-Covington, Nicole Jackson-Walker and Sara Barnett, and students in the Psychology and Human Services Club, hosted the Annual Mid-Atlantic Consortium for Human Services (MACHS) Conference, a regional affiliate of the National Organization for Human Services (NOHS). The conference was attended by more than 120 human service practitioners, educators and students. Programming included 20 workshops centering on the theme of holistic health and wellness. At its close, MACHS President, confirmed that this goal had been achieved. "I've been to a lot of MACHS conferences," she said. "This is by far one of the best."

**RESOLUTION NO. RES160019**

**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 4 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 **April 19 at the conclusion of the Public Business Meeting which began at 8 PM**, and

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

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

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

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

**RESOLUTION NO. RES160019**

**–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.**

☐

"(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 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. Legal advice regarding Lincroft property, Wall property, Freehold property and Hazlet property.**

☒

"(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. RES160019**  
**-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. RES160019**  
**—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 April 19, 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
4/6/16	GM Technology Donations Program 1919 Technology Drive Troy, MI 48083 c/o Jennifer Morris	Donation of 2015 Cadillac Escalade automobile to support student training in automotive technology. This donation is part of the General Motors Service Operations on-going support of technical training.

## **2.1 Acceptance of Grants**

### **Executive Summary**

#### **Educational Opportunity Fund**

Brookdale has been awarded a grant from the New Jersey Commission on Higher Education under its Educational Opportunity Fund program. The program helps low-income New Jersey residents' access higher education by offering supplemental financial aid and a wide array of campus-based outreach and support services for program students. The program is under the direction of Richard Morales-Wright, Director of the college's EOF program.

The total grant awarded is **\$514,253\***, with a cash match of **\$209,387** and an in kind match of **\$182,744**, for a total of **\$906,384**. \*Includes student financial aid and program support.

#### **GENCYBER PROGRAM**

Brookdale has been awarded a grant from the National Security Agency (NSA), in partnership with the National Science Foundation (NSF), under its GENCYBER grant program. The purpose of the grant is to provide support for Cyber education. Brookdale will host the GenCyber Jersey Blues Summer Camps July and August 2016, targeting forty high-school-age boys and girls from traditionally under-represented minority populations. Over the course of a two week period campers will participate in hands-on and lab activities which support Cyber education. The project will be administered by Michael Qaissaunee, Department Chair, Engineering and Technologies.

The total grant award is **\$54,907** and does not require a match from the college.

#### **Recommendation:**

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

May 17, 2016: Director of Grants and Institutional Development, Laura Qaissaunee  
**RES160023**

**RESOLUTION**

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

	<u><b>Amount</b></u>
Educational Opportunity Fund (EOF)	\$514,253
GENCYBER PROGRAM	\$54,907

**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.

May 17, 2016: Director of Grants and Institutional Development, Laura Qaissaunee  
RES160023

### **2.3 Approval of Budget Modification to the New Jersey Department of Education, Office of Vocational-Technical, Career and Adult Programs**

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

Brookdale has submitted a budget modification to the New Jersey State Department of Education, Office of Career Readiness on April 20, 2016, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college purchase additional supplies and equipment for Respiratory Care, Music Technology, Nursing, Communication Media, Graphic Design, Automotive, Interior Design and Health Information Technology programs through cost savings realized to date.

The New Jersey Department of Education requires a signed board resolution which authorizes acceptance of the changes. A copy of the resolution is attached.

#### **Recommendation:**

The President recommends that the Board of Trustees adopt a resolution accepting the budget modification and authorizing the President to sign the resolution to the New Jersey Department of Education.

May 17, 2016: Director of Grants and Institutional Development, Laura Qaissaunee  
**RES160024**

**RESOLUTION**

WHEREAS, Brookdale has submitted a budget modification to the New Jersey State Department of Education, Office of Career Readiness on April 20, 2016, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. The modification will enable the college to purchase additional supplies and equipment for Respiratory Care, Music Technology, Nursing, Communication Media, Graphic Design, Automotive, Interior Design and Health Information Technology programs through cost savings realized to date; and

**WHEREAS**, The New Jersey Department of Education, Office of Career Readiness requires this resolution; and

**WHEREAS**, the President recommends submission of said budget modification;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of Brookdale Community College authorizes the submission of this budget modification to the New Jersey Department of Education, Office of Career Readiness.

Date:

SIGNED:

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Maureen Murphy, Ph.D., President

May 17, 2016: Director of Grants and Institutional Development, Laura Qaissaunee  
**RES160024**

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 168 recommended items. A summary of the action items is listed below with supporting documentation attached.

<b>A. Hires</b>	<b>Recommendations</b>
Faculty	3
Administrative	1
Adjuncts	4
<b>B. Reappointment of Administrators</b>	<b>139</b>
<b>C. Change of Status</b>	<b>Recommendations</b>
Faculty	5
Administrative	2
Support Staff	2
<b>C. Separations</b>	<b>Recommendations</b>
Faculty	3
Administrative	4
Support Staff	5

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

1. Name: Samantha Doluweera  
Department: Mathematics  
Position: Instructor  
Salary: Salary subject to current College negotiations  
Effective: 9/1/16
2. Name: Joseph Noyes  
Department: Biology  
Position: Instructor  
Salary: Salary subject to current College negotiations  
Effective: 9/1/16
3. Name: Arianne Ross  
  
Department: Mathematics  
Position: Instructor  
Salary: Salary subject to current College negotiations  
Effective: 9/1/16

**FACULTY DEGREE SUMMARY**

Masters

3

**ADMINISTRATIVE**

1. Name: Kirsten Nordgaard  
Department: Advising  
Position: Academic Advisor  
Salary: Salary subject to current College negotiations  
Effective: 7/1/16

**ADJUNCTS**

1. Name: Angela Niepielko  
Semester: Spring 2016  
Department: English  
Rate: \$725/Credit Hour

2. Name: John Ostar  
Semester: Summer II  
Department: Engineering  
Rate: \$725/Credit Hour
3. Name: Kathryn Stevenson  
Semester: Spring 2016  
Department: Nursing  
Rate: \$725/Credit Hour
4. Name: Christopher York  
Semester: Summer I  
Department: Criminal Justice  
Rate: \$725/Credit Hour

**ADJUNCT DEGREE SUMMARY**

Doctoral	Masters
1	3

**B. REAPPOINTMENT OF ADMINISTRATORS**

This year, annual contracts are to be issued to 139 administrators.

**Grant-funded Administrators****Grant-funded through 9/30/16**

Kelly Canonico	Director-CPS Education Grants	Career Pathways
Gregory Menza	Job Placement Specialist	Continuing & Professional Studies
Karen O'Neill	Program Administrator	ABE/GED
Kelly Parr	Project Manager-E-mate	Technologies
Susan Scarangella	Program Coordinator-NNJHPC	Career Pathways
Scott Shanes	Job Placement Specialist	Continuing & Professional Studies

**Grant-funded through 12/31/16**

Jackeline Mejias-Fuertes	Director-Small Business Development	Small Business Development Center
Pasqualina DeLucia	Assistant Director-Small Business Development	Small Business Development Center



**Pending grant-funding through 6/30/17**

Eve Holliday	Program Assistant-Displaced Homemakers Services	Displaced Homemakers Services
Laurie Salka	Program Administrator-Displaced Homemakers Services	Displaced Homemakers Services

**Non-Grant-funded Administrators**

Emily Alaia	Payroll Administrator	Payroll
Ann Marie Alfieri	Confidential Administrative Assistant II	Office of HECs & K16
Deborah Almeida	Manager-Accounts Payable & Special Projects	Accounts Payable
Reve Anderko	Admissions Representative	Recruitment
Karyn Arnold	Associate Director-Financial Aid	Financial Aid
Peggy Austin	Evening Campus Administrator	Brookdale At Freehold
Donna Bastedo	Student Services Generalist	Brookdale At Freehold
Laurie Bender	Director-Marketing, Website & Creative Services	College Relations
Thomas Brennan	Manager-Radio Station	Radio Station
Richard Brown	Manager-Print Shop	Print Shop
Lauren Brutsman	Interim Director-Student Life & Activities	Student Life & Activities
Brett Burk	Senior Analyst-Market & Survey Research	Planning & Inst Effectiveness
Mary Jo Burkhard	Administrative Assistant-Student Life	Student Life & Activities
Christine Busacca	Manager, Social Media, Adv. & Production	College Relations
Sondra Cannon	Manager-Diversity Inclusion & Compliance	Human Resources & Org Safety
Joseph Caruso	Academic Advisor	Advising
Laura Cheremisinoff	Confidential Administrative Assistant II	Continuing & Professional Studies
Steven Chudnick	Director-Library	Library
Billie Ciano	Coordinator-Grants & Special Projects	Finance & Operations
Herbert Cohen	Director-Enrollment Management	Enrollment Management
Joyce Cosentino	Administrator-Fitness Center	Fitness Center
Kevin Cosme	Graphic Artist/Design Coordinator	Marketing & Creative Service
Donna Cuddy	Associate Director-Office of HEC & K-16	Office of HECs & K16
Stephen Curto	Director-Student Services	Office of Student Services
Dale Daniels	Director-Chhange	Holocaust Education Center
Linda DeButts	Program Manager-Professional Development	Human Resources & Org Safety
Stephen DeDomenico	Manager-HR Services	Human Resources & Org Safety
Vivian DeLosSantos	Administrative Assistant-Facilities	Facilities Administration
Denise DeMichael	Manager-Educational Services Systems	Admissions & Registration

Michael DeStefano	Manager-Accounts Receivable	Accounts Receivable
William DeVoe	Interim Manager, Testing Services	Testing Services
Carol DiBuccio	Institute Administrator	Humanities Institute
Jill Donovan	Career Services Representative	Career Services. & Leadership Dev
Timothy Drury	Director-Facilities Management & Construction	Facilities Administration
Hilda Dudick	Administrator-VP for Learning	Office of VP Learning
Katherine Edward	Director-Educational Services Outcome Assessment	Planning & Inst Effectiveness
Mary Ehret	Director-Nursing	Office of Health Sciences
James Episcopia	Manager-Food and Beverage	Food Services Administration
Lynn Eyerman	Career Services Representative	Career Services. & Leadership Dev.
Allison Fitzpatrick	Director-Wall Higher Education Center	Brookdale At Wall
Stephanie Fitzsimmons	Director-Financial Aid	Financial Aid
Anna Flood	Administrative Assistant-International Center	International Center
Kristin Florio	Manager-Sales & Development	College Relations
Robert Francis	Director-Internal Audit	President's Office
Mark Ghezzi	Supervisor-Common Services	Common Services-Administration
Eleanor Glazewski	Associate Registrar	Admissions & Registration
Cynthia Gruskos	Confidential Assistant to the President and BOT	President's Office
Michael Halpin	Police Lieutenant	Police
Patricia Henn	Confidential Assistant to the VP	Office of VP Learning
Keith Heumiller	College Relations Coordinator	College Relations
Kimberly Heuser	Registrar	Admissions & Registration
Dinneen Jackson	Coordinator-Grants	Grants Development
Christopher Jeune	Manager-Student Conduct & Compliance	Student Conduct & Compliance
Edward Johnson	Director-Long Branch Higher Education Center	Brookdale At Long Branch
Jennifer Jordan	Manager-Student Records Systems	Admissions & Registration
Noreen Kane	Program Administrator	Community Outreach
Synde Kaufman	ESL Administrator	Humanities Institute
Elizabeth Kelly	Student Services Generalist	Brookdale At Hazlet
Norah Kerr-Mc Curry	Director-LMS & Innovations Center	Innovation Center
Robert Kimler	Police Captain	Police
Catherine King	Administrator-Accounts Payable	Accounts Payable
Jacqueline Kugit	Employment Manager	Human Resources & Org Safety
Anthony LaGaipa	Graphic Artist/Design Coordinator	Marketing & Creative Service
Anne LaPorta	Career Services Representative	Career Services. & Leadership Dev.
Dominic Latorraca	Director-Workforce Training	Career Pathways

Rita Lo	Manager-Information Commons & Library Systems	Library
Laura Longo	Director-Institutional Research & Evaluation	Planning & Inst. Effectiveness
Helen Loori	Assistant to the Vice President	Finance & Operations
Jeana Malmros	Confidential Assistant to the Dean	Office of Student Success
Bruce Marich	Director-Hazlet Higher Education Center	Brookdale At Hazlet
Linda Martin	Director-Community Outreach	Community Outreach
James McCarthy	Manager-Business Training	Career Pathways
Sarah McElroy	Director-Career Services & Leadership Development	Career Services. & Leadership Dev
Daniel McGraw	Manager-Facilities	Facilities Administration
Kathleen McGreevy	Confidential Administrative Assistant	Human Resources & Org. Safety
Nancy McHugh	Coordinator-Auto Lab	Automotive
Avis McMillon	Executive Director-College Relations	College Relations
Joan Messina	Payroll Manager	Payroll
Katelyn Miller	Assistant Director-Athletics & Recreation	Athletics
Anita Molski	Institute Administrator	STEM Institute
Jenna Moltisanti	Student Services Generalist	Brookdale At Long Branch
Richard Morales-Wright	Director-EOF	EOF Office
Michael Naparło	Supervisor-Maintenance & Grounds	Grounds
Teresa Nissim	Staff Accountant	Finance & Operations
Shawn Noel	Director-Athletics & Recreation	Athletics
Kevin Nolan	Assistant Director-Financial Aid	Financial Aid
Cara Novak	Freehold Administrator	Brookdale At Freehold
Janice Ortore	Coordinator-Foundation/Alumni Affairs	Foundation/Alumni Affairs
Nancy O'Shea	Associate Director-One Stop	Enrollment Management
Christopher Otis	Manager-Fire, Safety & Environmental Compliance	Facilities Administration
Ernest Oversen	Director-Disability Services	Disability Services
Bonnie Passarella	Manager-Contract Administration	Purchasing
Holly Peterson	Web Administrator	Marketing & Creative Service
Joseph Pingitore	Director-Finance & Operations	Finance & Operations
John Popovich	Administrator-Innovation & Learning Resources	Office of Innovation & Learning
Laura Quassaune	Director-Grants & Institutional Development	Grants Development
Robert Quinones	Director-Student Engagement	Enrollment Management
Suzanne Rauso	Academic Advisor	Advising
Heather Revesz	Interim Manager-College Store	College Store
Richard Robinson	Programming Coordinator	Radio Station
Linda Roma	Director-Adult Basic Education	ABE/GED

Stephanie Rosseter	Academic Advisor	Advising
Joan Rudinski	Institute Administrator	Business & Social Science Institute
Jerry Russell	Administrator-Academic & Career Transitions	Academic & Career Transitions
Kelli Sanders	Coordinator-Conference Facility Services	Events Management
Patricia Schuberth	Confidential Assistant for Curriculum Development	Office of VP Learning
Joan Scocco	Operations Manager	Continuing & Professional Studies
Maureen Selheim	Student Services Generalist	Brookdale At Wall
Lynne Shaffery	Student Services Generalist	Brookdale At Freehold
Jonathan Shaloum	Instructional Designer	Innovation Center
Kathleen Shea	Admissions Representative	Recruitment
Paulette Simpson	Student Services Generalist	Brookdale At Neptune
Marian Smith	Program Manager	Career Pathways
Charanne Smith	Director-Neptune Higher Education Center	Brookdale At Neptune
Anne Marie Sparaco	Assistant to the Vice President	Finance & Operations
Michelle Stathum	Confidential Administrator-Office of Advancement	President's Office
Lee Stockton	Enrollment Management Administrator	Enrollment Management
Tricia Taylor	Administrative Assistant-Athletics, Recreation & Fitness	Athletics
Jorge Terreros	Academic Advisor	Advising
Janice Thomas	Director-International Center	International Center
Kelly Thulen	Supervisor-Library	Library
Ann Tickner-Jankowski	Director-Transfer Resources/Articulation	Office of VP Learning
Kim Van Lew	Supervisor-Purchasing	Purchasing
Sherri Vanderspiegel	Supervisor-Performing Arts Center	Performing Arts Center
Mary Ann Waclawik	Program Administrator	Career Pathways
Carl Wiltsee	Admissions Representative	Recruitment
Kristin Worthley	Admissions Representative	Recruitment
Linda Zambrano	Coordinator-Accounts Receivable	Accounts Receivable
Timothy Zeiss	Executive Director-Foundation/Alumni Affairs	Foundation/Alumni Affairs

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

1.     Name:                     Patricia D'Aloia Gandolfo  
       Department:         Nursing  
       Position:             Instructor  
       Action:               Change in status from temporary to regular tenure track position through bona fide search  
  
       New Salary:          Salary subject to current contract negotiations  
       Effective:           9/1/16
  
2.     Name:                     Matthew Montemorano  
       Department:         Communication Media  
       Position:             Instructor  
       Action:               Change in status from PSA to faculty through bona fide search  
       New Salary:          Salary subject to current contract negotiations  
       Effective:           9/1/16
  
3.     Name:                     Michael Nolan  
       Department:         Mathematics  
       Position:             Instructor  
       Action:               Change in status from PSA to faculty through bona fide search  
       New Salary:          Salary subject to current College negotiations  
       Effective:           9/1/16
  
4.     Name:                     Debra Umlauf  
       Department:         Nursing  
       Position:             Instructor  
       Action:               Change in status from temporary to regular tenure track position through bona fide search  
  
       New Salary:          Salary subject to current contract negotiations  
       Effective:           9/1/16
  
5.     Name:                     Jeanne Vloyanetes  
       Department:         History  
       Position:             Professor  
       Action:               Department transfer from Library to History  
       New Salary:          Salary subject to current contract negotiations  
       Effective:           9/1/16

**ADMINISTRATIVE**

1. Name: Carol DiBuccio  
Department: Humanities Institute  
Position: Institute Administrator  
Action: Change in position through bona fide search  
New Salary: No Change  
Effective: 6/1/16
2. Name: Noreen Kane  
Department: Community Outreach  
Position: Program Administrator  
Action: Reclassification from A2 to A3  
New Salary: \$52,733  
Effective: 3/1/16

**SUPPORT STAFF**

1. Name: Linda Massaro  
Department: Innovation & Learning Resources  
Position: Senior Office Assistant  
Action: Change in position through bona fide search  
New Salary: No change  
Effective: 6/1/16
2. Name: Barbara Taylor  
Department: Admissions & Registration  
Position: Enrollment Specialist  
Action: Title change  
New Salary: No change  
Effective: 5/18/16

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

1. Name: Kerry Behler  
Department: Mathematics  
Position: Professor  
Action: Retirement  
Effective: 6/30/16

2. Name: Joanne Eskola  
Department: Computer Science  
Position: Professor  
Action: Retirement  
Effective: 6/30/16
3. Name: James Lawaich  
Department: Computer Science  
Position: Professor  
Action: Retirement  
Effective: 6/30/16

**ADMINISTRATIVE**

1. Name: Arlene Cohen  
Department: Health Science Institute  
Position: Institute Administrator  
Action: Retirement  
Effective: 6/30/16
2. Name: Michael Medley  
Department: Auxiliary Services  
Position: Manager, Events Management  
Action: Resignation  
Effective: 5/6/16
3. Name: Rose Messere  
Department: Career Services & Leadership Development  
Position: Career Services Coordinator  
Action: Retirement  
Effective: 6/30/16
4. Name: Thomas Scannapieco  
Department: Athletics  
Position: Coordinator  
Action: Retirement  
Effective: 6/30/16



**SUPPORT STAFF**

1.     Name:                 Brian Caden  
       Department:       Physical Plant/Utilities  
       Position:           Senior Specialist, Electrical  
       Action:             Retirement  
       Effective:          6/30/16
  
2.     Name:                 Kevin Coffey  
       Department:       Biology  
       Position:           Instructional Assistant, temporary spring semester  
       Action:             End of temporary assignment  
       Effective:          5/10/16
  
3.     Name:                 Mary Kerwin  
       Department:       English  
       Position:           Academic Tutor, Writing  
       Action:             Retirement  
       Effective:          6/30/16
  
4.     Name:                 Frank Pietropollo  
       Department:       Biology  
       Position:           Instructional Assistant, temporary spring semester  
       Action:             End of temporary assignment  
       Effective:          5/10/16
  
5.     Name:                 Guy Scutellaro  
       Department:       Adult Basic Education  
       Position:           ABE Specialist  
       Action:             Resignation  
       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 May 10, 2016.

May 17, 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**

**May 17, 2016**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Capital</b>				
1	List of pre-qualified firms attached.	<b>Architectural, Engineering and other Professional Services, RFQ No. 01-2016</b> / This is the 2nd year of a 2 year contract for 29 pre-qualified firms to provide architectural, engineering, and other professional services. These contracts are funded by the associated capital budget.	RFQ	\$ 600,000.00 *
<b>Capital/IT</b>				
2	Ellucian	<b>Ellucian Support Services and Partner Renewals</b> / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This annual contract provides the College with Colleague software maintenance for the administrative software modules. It includes software upgrades on all listed (purchased) modules and telephone support. The upgrades will include annual regulatory releases and functional improvements. This contract is funded by Student Tech fees.	Exempt	\$ 461,636.00
3	N.J. Institute of Technology/NJEDge.Net	<b>Internet Service Provider, VMWare Renewals and Membership Dues</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 is a one year contract for internet services. NJ Institute of Technology/NJEDge.Net is a non-profit corporation of the New Jersey's Colleges and Universities President's Council. It is New Jersey's statewide high-speed Internet network for colleges and universities. Brookdale is utilizing this internet service for data services within and outside the State. We also use the service for ITV courses. This contract also includes the renewal of VMWare (virtual desktop) and membership dues for NJEDge.Net co-op pricing and is funded by the IT budget.	Exempt	\$ 313,659.00

4	Dell	<b>Microsoft EES Agreement</b> / Exempt 18A:64A-25.9 (State Contract). This State contract will provide the College with licensing for Microsoft Windows Operating Systems and support for Office Products, Visual Studio, Project Pro, server support software for Exchange, SQL, and Systems Management Servers for FY17. Purchasing the licenses as part of the MS Campus Agreement will reduce the cost of new systems by eliminating the procurement of software at the time of the hardware order. This contract is funded by the IT budget.	Exempt	\$ 78,954.96
5	Aspire Technology Partners	<b>Cisco Smartnet Maintenance</b> / Exempt 18A:64A.25.9 (State Contract). This State contract is for Cisco equipment maintenance and is funded by the IT budget.	Exempt	\$ 37,952.39
6	SHI International	<b>Commvault Software Maintenance</b> / Exempt 18A:64A-25.9 (State Contract). This State contract is for Commvault software maintenance for FY17 and is funded by the IT budget.	Exempt	\$ 30,006.36
7	Hewlett Packard Company	<b>Maintenance Support for Servers</b> / Exempt 18A:64A.25.9 (State Contract). This State contract is for the maintenance support of HP servers for FY17 and is funded by the IT budget.	Exempt	\$ 30,338.28
8	Adobe Systems Inc.	<b>Adobe License Agreement</b> / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software) and 18A:64A-25.28.d. (Contracts extending beyond the fiscal year, multi-year). This is the 1st year of a 3 year contract for Adobe License Agreement and is funded by the Learning Office and IT budgets.	Exempt	\$ 47,166.00
9	CollegeNet	<b>Annual Maintenance Renewal</b> / Exempt 18A:64A-25.5.a.(19) (Proprietary Software). This contract is for the software maintenance for Series25, 25Live, and Schedule 25 which are web-based scheduling and calendaring solution. This contract is funded by the IT budget.	Exempt	\$ 19,070.00
10	TierPoint Pennsylvania, LLC	<b>Co-Location Services, Bid No. 15-07</b> / This is a one year extension for co-location services to provide space, power, cooling, and physical security for the storage of servers and networking equipment. This contract is funded by the IT budget.	Bid	\$ 40,200.00
11	Blackboard Inc. Transact	<b>Maintenance Renewal, RFP No. 04-12</b> / This contract is for the maintenance renewal of hardware and software for the OneCard System and is funded by the IT budget.	RFP	\$ 65,703.00

<b>Grant</b>				
12	National Public Radio	<b>Programming Services and Membership Fees / Exempt 18A:64A-25.5.a.(16)</b> (Entertainment). This contract is for the payment of programming and interconnect fees and membership dues to the National Public Radio. The membership is used exclusively for the acquisition, production, promotion and distribution of national programming of high quality, diversity, creativity, excellence and innovation, with strict adherence to objectivity and balance of programs. This contract is funded by the Community Service grant.	Exempt	\$ 32,300.00
<b>Operating</b>				
13	Federal Elevator, Inc.	<b>Elevator Maintenance Services, Bid No. 15-36 /</b> This is the 2nd year of a 2 year contract for elevator maintenance services for the Lincroft Campus, Freehold Campus, Northern Monmouth Higher Education Center, and Long Branch Higher Education Center. This contract is funded by the Facilities budget.	Bid	\$ 55,000.00 *
14	Automated Building Controls, Inc.	<b>Building Automation and Control System Service, Bid No. 15-37 /</b> This is the 2nd year of the contract with an optional 3rd year for building automation and control system services. This contract is funded by the Facilities budget.	Bid	\$ 201,078.00 *
15	Oliver Sprinkler Co., Inc.	<b>Fire Suppression Systems Service, Bid No. 15-39 /</b> This is the 2nd year of a 2 year contract for fire suppression systems services. This contract is funded by the Facilities budget.	Bid	\$ 50,000.00 *
16	Fire Security Technologies, Inc.	<b>Fire Alarm Inspection, Testing and Repairs, Bid No. 15-40 /</b> This is the 2nd year of a 2 year contract for fire alarm inspection, testing, and repairs. This contract is funded by the Facilities budget.	Bid	\$ 77,344.00 *
17	Motors & Drives, Inc.	<b>Pump Parts, Bid No. 15-43 /</b> This is the 2nd year of a 2 year contract for the supply and delivery of pump parts. This contract is funded by the Facilities budget.	Bid	\$ 48,000.00 *
18	Blejwas Associates, Inc.	<b>Air Filters, Bid No. 15-34 /</b> This is the 2nd year of a 2 year contract for the supply and delivery of air filters. This contract is funded by the Facilities budget.	Bid	\$ 25,000.00 *
19	Jewel Electric Supply Co.	<b>Light Bulbs, Bid No. 16-06 /</b> This is the 2nd year of a 2 year contract for the supply and delivery of light bulbs. This contract is funded by the Facilities budget.	Bid	\$ 41,385.00 *

20	Allied Oil, LLC	<b>Unleaded 87 Octane Gasoline and Diesel Fuel / Exempt 18A:64A-25.9.</b> (State Contract). This State contract is for the supply and delivery of unleaded gasoline and diesel fuel for FY17. This contract is funded by the Facilities budget.	Exempt	\$ 40,000.00 *
21	PARS Environmental, Inc.	<b>Health, Safety, and Environmental Regulatory Compliance Services, RFP No. 14-15 /</b> This is the 2nd year of a 2 year contract for health, safety, and environmental regulatory compliance services. This contract is funded by the Facilities budget.	RFP	\$ 133,184.00 *
22	Hilsen Pest Control, LLC	<b>Pest Control Services, Bid No. 17-03 /</b> Notice was sent to 10 vendors, received 2 replies. This is a one year contract with an option to renew for a 2nd year for pest control services. This contract is funded by the Facilities budget.	Bid	\$ 17,500.00 *
23	Grant Supply Division of F.W. Webb Company	<b>Plumbing Supplies, Bid No. 17-04 /</b> Notice was sent to 6 vendors, received 3 replies. This is a one year contract with an option for to renew for a 2nd year for the supply and delivery of plumbing supplies. This contract is funded by the Facilities budget.	Bid	\$ 40,000.00 *
24	CoreTranz Business Services	<b>Use of Credit Card Services, Bid No. 15-32 /</b> This is the 2nd year of a 2 year contract for the use of credit card services, which allows students to incur charges for tuition and fees for credit and non-credit courses, bookstore purchases, and public events. This contract is funded by the operating budget.	Bid	\$ 350,000.00 *
25	Tuition Management Systems Inc.	<b>Student Payment Plan Services, RFP No. 08-15 /</b> This is the 2nd year of a 2 year contract for student payment plan services and is funded by student fees.	RFP	\$ 375,000.00 *
26	Allied Account Services, Inc. HS Financial Group, LLC RTR Financial Services, Inc.	<b>Student Account Collection Services, RFP No. 06-16 /</b> Notice was sent to 36 vendors, received 13 replies. This is a one year contract with an option to renew for a 2nd year for collection services for student accounts placed into collection for non-payment of tuition and fees. This contract is funded by the operating budget.	RFP	\$ 125,000.00 *
27	Rave Wireless, Inc.	<b>Emergency Notification System and Campus Safety Solution, RFP No. 06-14</b> This is the 3rd year of a 3 year contract for emergency notification system and campus safety solution services. This contract is funded by the Institutional Marketing budget.	RFP	\$ 17,685.00

28	Powerhouse Signworks	<b>Banners and Signage, Bid No. 15-26</b> / This is the 2nd year of a 2 year contract for the supply, delivery, and installation of banners and signage for the marketing department. This contract is funded by the Institutional Marketing budget.	Bid	\$ 25,000.00	*
29	Positive Expectations Cablevision Media Clarus Corporation Comcast Spotlight Inc. Intersection	<b>Student Recruitment Advertising</b> / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). These contracts are for print, internet, outdoor, and television recruitment advertising for FY17. These contracts are funded by the Institutional Marketing operating budget.	Exempt	\$ 525,000.00	*
30	N.J. Institute of Technology/NJEDge.Net	<b>Electronic Library Resource Licenses</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract supplies electronic library resources supported by the Virtual Academic Library Environment (VALE) consortium. The resources are available from any networked Brookdale computer. Through the Millennium library management software, remote access is available to these resources to currently enrolled students and College employees. This contract is funded by the Library's operating budget.	Exempt	\$ 52,500.00	*
31	Natural Languages, LLC Cheryl A. Huber Christine Snyder Martin Brianna C. Davidson Indus Translation Services Adrienne Adamo Melissa Jenkins American Sign Language, Inc.	<b>Sign Language Interpreters, RFQ No. 01-2017</b> / Notice sent to 22 interpreters, received 11 replies. This is a one year contract with an option to renew for a 2nd year for pre-qualified professionals to provide sign language interpretation services for students requesting the service through Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institutions responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. This contract is funded by the Disability Services' operating budget.	RFQ	\$ 165,000.00	*
32		<b>External 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 up to 2 additional years at the College's discretion. This contract is funded by the operating budget.	RFP		
33		<b>IT Managed Services, RFP No. 05-16</b> / Notice was sent to 95 vendors, received 5 replies. This is the 1st year of a 5 year contract for IT Managed Services. This contract is funded by the IT operating budget and Student Tech Fees.	RFP		

- 34                    **Local & Long Distance Telephone Services, Bid No. 17-01** / Notice was sent to 11 vendors, received 1 reply. Bid was rejected due to only one response.
- 35                    **Roof Repairs, Bid No. 17-05** / Notice was sent to 5 vendors, received 2 replies. Bid was rejected due to changes in bid specifications.
- 36                    **Electrical T & M, Bid No. 17-07** / Notice was sent to 6 vendors, received 1 reply. Bid was rejected due to only one response.

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

\* Estimated expense based on historical data

**Pre-approved Architectural, Engineering and other Professional Services**  
**RFQ 01-2016**  
**2<sup>nd</sup> Year of a 2 Year Contract**

**Board Item No. 1**

Brecht Engineers BT, Inc.	Langan Associates
Brinkerhoff Environmental Services, Inc.	LAN Associates
Cambridge Construction Management	Maser Consulting
CHA	Nelson Consulting
Clarke Canton Hintz	PARS Environmental
DBL Associates	Partner Engineering & Science
Di Cara Rubino Architects	Pennoni Associates
El Associates	Settembrino Architects
Engineered Design Group	SNS Architects & Engineers
Fraytak Veisz Hopkins Duthie, PC	Solutions Architecture, LLC
Fletcher Thompson	Spiezle Group
French & Parrello	SSP Architectural Group
Greyhawk Construction Managers	Torcon, Inc.
Hatch Mott MacDonald	USA Architects
Johnson Urban LLC	



## BOARD BRIEF: Advertising Purchases for FY17

This brief is a supplement to 4.2 of your packet, which includes advertising purchases. It describes each advertising effort and highlights the relevant research generated from the perception study conducted in fall 2015.

In their final report, Clarus Corp. indicated that we have been successful with the reach and frequency of the current media placement, but recommends that we split our budget between brand advertising (to keep awareness high) and targeted enrollment advertising (to increase awareness of program offerings).

The perception study provided valuable insights into the attitudes and awareness of the Brookdale brand. The study surveyed our current students, employees, and residents of Monmouth County. Several significant findings emerged from the research that will impact advertising and branding of the college, including:

1. Branding strategies have been successful. Two key findings from the report:
  - a. There was a 1.6% increase in applications from Fall 2011 to Fall 2015
  - b. More than half of county residents (56%) agree that Brookdale is dedicated to student success.
2. Knowledge about specific program offerings is low among residents and prospective students. Therefore, advertising for specific programs and our academic institutes will increase significantly.
3. A small percentage of county residents and current students read the paper. We have, therefore, removed newspaper advertising from the marketing plan for recruitment.

### MESSAGING

The messaging for all branding and marketing efforts will flow from our new **brand positioning statement**:

Brookdale offers a **high quality, accessible, and comprehensive** educational experience that provides students with the **skills, knowledge, and confidence** they need to succeed.

Many positive comments were made about Brookdale when survey participants were asked “How would you describe Brookdale to another person?” We will use these comments to support our positioning statement.

### BRANDING and TARGETED ADVERTISING

#### Transit Ads: Intersection (Branding)

Ten New Jersey Transit buses on the Monmouth County line features students in our “Success Reimagined” campaign, to reinforce the message that Brookdale is a place that supports student success.

This year, we will increase ten New Jersey Transit buses on the Howell line in Ocean County to showcase partnerships with four-year universities (Georgian Court, Rutgers, and NJCU). These partnerships reflect high quality and accessible educational options.

- 10 existing Monmouth Local Line
- 10 new buses and creatives for Howell Line
- 15 King Posters around Howell Line as a bonus

**Total:** \$137,000

#### Commercials: Comcast and Cablevision (Split between branding and target advertising)

Multiple 30-second television commercials appear on a variety of networks throughout Monmouth County that have been carefully selected to reach both our traditional and non-traditional markets, in accordance with demographic information provided by the cable companies. We will continue to air commercials that feature

student testimonials, but will produce additional commercials that promote specific programs and academic institutes.

#### **Comcast**

In addition to the networks and events noted above, ads appear on the Xfinity online platform as well as online ad placements on popular websites.

**Total:** \$115,000

#### **Cablevision**

In addition to the networks and events noted above, ads appear on News12, and online at News12.com and various popular websites. The survey revealed that News12 is a popular source of news for current students and residents.

**Total:** \$145,000

#### **Clarus Corporation** (target marketing)

Mobile and online advertising targeting key audiences to encourage enrollment, re-enrollment, and attendance at open house. Academic programs and relevant co-curricular programs will be promoted in tandem with term dates. Geo-targeting is used to capture unique IP addresses and deliver ads to prospects.

##### *Sample of advertising efforts:*

- Fall and Spring Open Houses
- Prospects and Parents (including high school seniors and veterans) – fall and spring recruitment push
- Visiting Students – summer recruitment
- Current Students – summer, fall and spring retention

**Total:** \$45,000

#### **SEM Geeks** (target marketing)

Online advertising is segmented to appear in Monmouth County. Online ads are used to promote academic terms, open houses, and specific programs and institutes.

- Ads appear on Google, Facebook, and sites affiliated with advertising.com. Ads follow IP address so individuals who click on the Brookdale ad will continue to see the message for three weeks on various websites.
- Web landing pages to track advertising efforts
- Email marketing is a new initiative that will target prospective and current students to support enrollment and retention efforts.

This blanket also includes a social media monitoring service (WooVue) and the development of a virtual annual report.

**Total:** \$80,000

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 May 10, 2016.

**Brookdale Community College**  
**Paid Invoice Register**  
**May 17, 2016**

	<b>Student</b>	<b>Vendor</b>	<b>Employee</b>	<b>Totals</b>
ASBCC	\$ 85.00	\$ 49,211.15	\$ 3,574.18	\$ 52,870.33
Athletics	-	93,065.94	13,757.27	106,823.21
Bookstore	-	73,508.22	-	73,508.22
College	550.00	3,209,845.37	37,259.83	3,247,655.20
CPS	1,420.00	83,885.24	657.21	85,962.45
	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 2,055.00	\$ 3,509,515.92	\$ 55,248.49	\$ 3,566,819.41
	<hr/>	<hr/>	<hr/>	<hr/>

#### 4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending March 31, 2016, were \$9,371,851.43.

The Monthly Financial Report contains summary information regarding all financial transactions of the College for the month of March. 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 May 10, 2016.

May 17, 2016: Vice President, Finance & Operations, Maureen Lawrence

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

	03/31/16	02/29/16	CHANGE
<b>OPERATING EXPENDITURES *</b>			
Learning Division	\$30,479,232	\$ 27,953,871	\$ 2,525,361
Benefits & General Institutional	13,780,323	12,531,326	1,248,997
<b>Sub Total</b>	<b>44,259,555</b>	<b>40,485,197</b>	<b>3,774,358</b>
All other divisions	25,514,655	25,193,982	320,673
<b>Total Operating Expenses</b>	<b>69,774,210</b>	<b>65,679,179</b>	<b>4,095,031</b>
<b>OPERATING REVENUE</b>			
Tuition	38,475,042	36,949,948	1,525,094
General Service Fees	4,323,841	4,148,559	175,282
<b>Sub Total</b>	<b>42,798,883</b>	<b>41,098,507</b>	<b>1,700,376</b>
State Appropriations	7,763,148	6,900,576	862,572
County Appropriations	15,020,264	13,351,346	1,668,918
All other revenue	4,604,046	4,251,063	352,983
<b>Total Operating Revenue</b>	<b>70,186,341</b>	<b>65,601,492</b>	<b>4,584,849</b>
<b>CASH</b>			
Cash	15,878,350	13,814,936	2,063,414
<b>Total Cash</b>	<b>15,878,350</b>	<b>13,814,936</b>	<b>2,063,414</b>
<b>CAPITAL EXPENDITURES *</b>			
Renewals & Replacements	22,806,478	22,757,161	49,317
Minor Capital	4,005,521	3,767,676	237,845
<b>Total Capital Expenses</b>	<b>26,811,999</b>	<b>26,524,837</b>	<b>287,162</b>
<b>CAPITAL REVENUE</b>			
State	905,534	760,553	144,981
County	3,583,297	3,239,075	344,222
Other	4,642,263	4,446,389	195,874
<b>Total Capital Revenue</b>	<b>9,131,094</b>	<b>8,446,017</b>	<b>685,077</b>
<b>GRANTS</b>			
Federal Grants	1,934,745	1,638,881	295,864
State Grants	510,029	505,996	4,033
Other Grants	264,491	206,512	57,979
<b>Total Grants</b>	<b>\$ 2,709,265</b>	<b>\$ 2,351,389</b>	<b>\$ 357,876</b>

Note:

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

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

AS OF MARCH 31, 2016

	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
<b>President's Division</b>	\$ 575,718	\$ 3,029	\$ 578,747	\$ 421,573	\$ 124,986	\$ 32,188
<b>HR &amp; Organizational Safety</b>	2,263,510	8,232	2,271,742	1,582,306	450,086	239,350
<b>Planning &amp; Institutional Effectiveness</b>	594,037	(65,530)	528,507	340,220	116,550	71,737
<b>Advancement Division</b>	1,499,035	(49,526)	1,449,509	963,362	291,116	195,031
<b>Finance &amp; Operations Division</b>	10,628,702	42,353	10,671,055	7,624,480	2,579,209	467,366
<b>Learning Division</b>	33,168,629	64,656	33,233,285	22,318,142	8,161,090	2,754,053
<b>Student Success Division</b>	5,975,883	30,997	6,006,880	4,263,295	1,223,823	519,762
<b>Continuing &amp; Professional Studies</b>	3,121,953	6,060	3,128,013	2,195,925	480,815	451,273
<b>Utilities</b>	2,884,162	-	2,884,162	1,944,897	912,012	27,253
<b>Benefits &amp; General Institutional</b>	21,118,951	(40,271)	21,078,680	13,195,002	585,321	7,298,357
<b>Total</b>	<u>\$81,830,580</u>	<u>\$ -</u>	<u>\$81,830,580</u>	<u>\$54,849,202</u>	<u>\$14,925,008</u>	<u>\$12,056,370</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 MARCH 31, 2016**

	<b>BUDGET</b>	<b>ADJUST</b>	<b>TOTAL AVAILABLE</b>	<b>YTD ACTUAL</b>	<b>BALANCE</b>
<b>State of New Jersey</b>	\$ 10,352,862	\$ -	\$ 10,352,862	\$ 7,763,148	\$ 2,589,714
<b>County of Monmouth</b>	20,027,019	-	20,027,019	15,020,264	5,006,755
<b>Student Tuition</b>	41,105,238	-	41,105,238	38,475,042	2,630,196
<b>General Service Fee</b>	4,667,620	-	4,667,620	4,323,841	343,779
<b>Other Student Fees</b>	1,597,296	-	1,597,296	1,476,991	120,305
<b>Continuing &amp; Prof Studies</b>	3,052,625	-	3,052,625	2,563,992	488,633
<b>Approp from Reserve</b>	92,920	-	92,920	-	92,920
<b>Miscellaneous</b>	935,000	-	935,000	563,063	371,937
<b>Total</b>	<u>\$ 81,830,580</u>	<u>\$ -</u>	<u>\$ 81,830,580</u>	<u>\$ 70,186,341</u>	<u>\$ 11,644,239</u>



ENCL. NO. 4

**Brookdale Community College  
Summary of Cash  
FY16**

**AS OF MARCH 31, 2016**

**Cash:**

Operating  
Payroll

\$ 15,864,580.51  
10,769.08  

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\$ 15,875,349.59

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

AS OF MARCH 31, 2016

	PROJECTED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 4,427,165		\$ -	\$ -
8120520 - Gorman Hall	-	74,933	27,382	47,551
8120540 - Megastructure Water Main	-	32,576	32,576	-
8120545 - Back Campus Walkway	-	2,220,778	2,212,328	8,450
8120550 - Wall Campus Expansion	-	2,098,878	1,257,820	841,058
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	230,345	19,655
FY15 Chapter 12 Projects	3,200,000	-	-	3,200,000
FY16 Chapter 12 Projects*	3,000,000	-	-	3,000,000
FY16 Capital Projects	-	-	-	-
8131005 - Higher Ed Bond Administration	11,237,162	-	10,345,857	891,305
8132450 - College Higher Ed Bond Administration Match	3,745,721	-	3,448,619	297,102
8131010/8131030 - Equipment Leasing Fund (ELF)	2,724,218	-	1,699,705	1,024,513
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	1,160,554	-	1,058,952	101,602
8132455/8132460 - College HETI Match	1,160,554	-	1,058,952	101,602
8142425 - Fascia Replacement	56,122	-	56,122	-
FY16 Infrastructure Projects	750,000	-	-	-
8162415 - General	-	602,730	64,763	537,967
8162417 - Heat Trace	-	96,529	79,270	17,259
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>11,000,624</b>	<b>22,806,478</b>	<b>15,078,477</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	-	10,246	13,399
Minor Capital	400,000	-	166,310	233,690
ASBCC	-	20,000	6,941	13,059
TIP	750,000	-	733,943	16,057
Student & BCD Tech Fee	2,238,274	-	2,174,281	63,993
<b>Minor Capital</b>	<b>5,372,823</b>	<b>20,000</b>	<b>4,005,521</b>	<b>1,387,302</b>
<b>Total</b>	<b>\$ 42,584,319</b>	<b>\$ 11,020,624</b>	<b>\$ 26,811,999</b>	<b>\$ 16,465,779</b>

\* Pending Approval

ENCL. NO. 6

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

**AS OF MARCH 31, 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	\$ 905,534	\$ 22,404,983
<b>County of Monmouth</b>	1,500,000	8,561,443	10,061,443	3,583,297	6,478,146
<b>Other</b>	6,122,823	3,089,536	9,212,359	4,642,263	4,570,096
<b>Total</b>	<u>\$ 9,122,823</u>	<u>\$ 33,461,496</u>	<u>\$ 42,584,319</u>	<u>\$ 9,131,094</u>	<u>\$ 33,453,224</u>

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

ENCL. NO 7

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

**AS OF MARCH 31, 2016**

	<b>BUDGET</b>	<b>ADJUST</b>	<b>FUNDS AVAILABLE</b>	<b>ACTUAL &amp; COMMIT</b>	<b>BALANCE</b>
<b>Federal Grants</b>					
<b>Brookdale</b>	\$ 2,972,694	\$ -	\$ 2,972,694	\$ 1,825,055	\$ 1,147,639
<b>Subgrants</b>	192,000	-	192,000	109,690	82,310
<b>SUBTOTAL</b>	3,164,694	-	3,164,694	1,934,745	1,229,949
<b>State Grants</b>	636,596	-	636,596	510,029	126,567
<b>Other Grants</b>	653,131	-	653,131	264,491	388,640
<b>TOTAL</b>	<u>\$ 4,454,421</u>	<u>\$ -</u>	<u>\$ 4,454,421</u>	<u>\$ 2,709,265</u>	<u>\$ 1,745,156</u>

## **RESOLUTION**

**WHEREAS**, at the January, 2015 Board of Trustees meeting the Board of Trustees of Brookdale Community College approved the College's acceptance of the Trade Act grant award sponsored by the US Department of Labor.

**WHEREAS**, under this grant the Continuing & Professional Studies division proposed to develop new curriculum based on nationally recognized protocols and standards for a massage therapy program that will prepare candidates for NJ state licensure and prepare students to sit for the national exam, and will qualify for Federal Pell Grants; and

**WHEREAS**, State licensure is required to practice massage therapy in New Jersey, and federal financial aid for non-credit training is an added incentive and maximizes the opportunity for students to achieve their educational goals regardless of financial resources;

**NOW THEREFORE BE IT RESOLVED** that the Policy and Education Committee and the Board of Trustees hereby adopt a resolution approving the massage therapy program so that students who are participating will be eligible to apply for state licensure as well as apply for financial aid.

**May 2, 2016**

## **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 name of the corporation shall be~~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) up to two Board committees, ~~unless otherwise approved by the Chair~~. 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-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 ~~responsibilities of the~~ Board of Trustees, in addition to such other powers expressly granted ~~in the name of the county college, are as follows~~ 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-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 s 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 ~~council counsel~~ regarding its essential functions-, duties and responsibilities~~The services of these professionals shall only be used for these exceptional circumstances. Their professional services would be terminated at the conclusion of their assigned task.~~

## **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.

#### 1.3010-1.3030     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.

#### 1.3020-1.3040     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. ~~No Trustee shall serve for more than two consecutive years as Chair or Vice Chair unless no other name is proposed for the office(s). A simple majority of votes cast shall be required for election. Vacancies in office that may occur after the~~Both Officers shall be chosen by ~~elected by ballot, the votes of a simple majority of the votes cast at the annual meeting.~~ 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.

#### 1.3030-1.3050     Duties and Responsibilities of the Officers of

the Board

1.~~3034~~ 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~~ To make the final decision regarding Trustee appointment to committees and to appoint the Chair and Vice Chair ~~in the event of any Committee where~~ the full Board of Trustees do not come to agreement about committee Selection;
- c. ~~to~~ To execute all contracts and other documents legally requiring the signature of an authorized representative of the Board;
- d. ~~to~~ To serve as an ex-officio member of all committees of the- Board;
- e. ~~to~~ To call special meetings of the Board as required;
- f. ~~to~~ To recommend appointments of individuals to the Board of Trustees of the Brookdale Community College Foundation, according to its- Bylaws;
- g. ~~to~~ To discharge such other functions as may be prescribed by law or delegated to the Chair by the Board; ~~and~~.
- ~~g-h.~~ To coordinate all Board activities and ensure that all Board directives and policies are fulfilled.

1.~~3032~~ 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~~ To discharge such other functions as the Chair may delegate;
- c. ~~for~~ 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.~~3033~~ 1.3053 Secretary of the Board

- a. Ensure written notification (of all meetings to all members of the Board;
- b. ~~to~~ 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~~ 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~~To be responsible for the oversight of all official records and documents belonging to the Board;
- e. ~~to~~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~~To be responsible for oversight of official correspondence of the Board and issuance of all of its orders;
- g. ~~to~~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~~To perform such other duties as may be required by law or delegated to him/her from time to time by the Board.

~~h.~~

#### 1.~~303~~ 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~~To advise the Board in all areas of policy and to make recommendations on all matters that affect the College;
- c. ~~to~~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~~To prepare and submit to the Board an annual budget and budget revisions;
- e. ~~to~~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~~To issue administrative regulations and procedures designed to implement Board policies;
- g. ~~to~~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~~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~~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~~To serve as the official channel for all contacts between staff members and the Board, and the Board and staff members;
- | k. ~~to~~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~~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~~To designate, subject to Board approval, an administrative officer of the College to serve as Acting President during his/her absence;
- | n. ~~in~~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. ~~MA members~~ of each standing committees shall serve for a term ~~of two~~ one (1) years or until ~~their~~his/her successors ~~has~~ve been appointed.

A member of the Nominating ~~e~~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.~~4010~~ 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

~~a.c.~~ If neither the Chairman nor Vice Chairman are available, the President shall contact any other member of the Executive Committee.

1. ~~40215030~~ 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~~ Annual budget and revisions, including advocacy for same at the County and State levels;
- c. ~~long~~ Long-range fiscal requirements for operation and development of the College to ensure long term fiscal stability and prosperity of College;
- d. ~~review~~ Review of public contracts within the statutory limits of the County College Contracts - Law;
- e. ~~development~~ Development of all buildings and grounds policies;
- f. ~~facilities~~ Facilities Master Planning for the College;
- g. ~~requirements~~ 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  
~~Development of a plan for the long term fiscal stability and prosperity of College; and~~

~~h.j.~~ Such other matters as shall be referred to it by the Board of Trustees.

1. ~~40224040~~ Governance Committee ~~—Draft per Governance Committee meeting on January 7, 2015~~

The Governance ~~e~~Committee ~~shall be comprised of (5) Board members and~~ shall meet a minimum of ~~four~~ (4) times per year or as may be requested by the ~~Committee~~

~~members~~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, and,
- c. Timely development of an evaluation tool for the President's evaluation ~~evaluation of President~~ 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, and,
- g. Evaluation of Board composition and gap analysis.
- g-h. Any other matters referred- by the Board of Trustees.

1. 40234050 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~~ 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~~ Revision of Board Policies as required by changes in federal, state, and/or local laws;
- c. ~~review~~ Review of College Regulations which are designed to implement the Policies of the Board of Trustees;
- d. ~~\_\_\_\_\_~~ m Maintenance of Board Policies and Bylaws;
- e-d. Formulation of mission and goals of the College;
- f-e. ~~current~~ Formulation of current and future objectives to be accomplished and programs of implementation in the areas of curriculum, student



development, and community development;

g-f. ~~review~~ Review and evaluate progress in the above areas.; and

h-g. Any matters referred by the Board of Trustees.-

1. ~~4024~~ 4060 Audit Committee

The Audit Committee:

- a. The Audit Committee ~~s~~hall 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~~ Shall consider all matters referred to it by the Board, any member of the College community, and the Director of Internal Audit;
- c. ~~shall meet a minimum of five times per year, or as may be requested by the Audit Committee Chair;~~
- d-c. ~~shall~~ Shall advise the Board of Trustees concerning all appropriate audits and accounting matters;
- e-d. ~~meet~~ Meet alone at least twice each year with the College's independent auditors to
- f-e. ~~review~~ 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;
- g-f. ~~shall~~ Shall be furnished, directly by the Vice President for Business and Finance, with reports on any significant fiscal matters of the College;
- h-g. ~~shall~~ 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;
- i-h. ~~shall~~ 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;
- j-i. Oversee external financial reporting;
- k-j. ~~the~~ 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 ~~and~~ shall meet 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 ~~b~~Bylaw changes requested by the Board.
- d. Propose any changes to the Bylaws to the Board.

1. ~~4025~~4080 Nominating Committee

The Chair of the Board shall appoint a Nominating Committee. ~~each year at the September meeting consisting~~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. ~~4026~~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.

~~1.4026A — Ad Hoc Committee on Bylaws (appointed/approved December 2014)~~

~~1.4026B — Ad Hoc Committee on the Brookdale Police (appointed/approved January 2015)~~

1. ~~4027~~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.~~4028~~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~~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~~Designation of official media for public notification;
- | e. ~~annual~~Annual report of the College,
- | f. ~~such~~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.

| ~~Under exceptional circumstances,~~ 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. ~~Trustees should always attend Public Business meetings in person unless exceptional circumstances have arisen which make it impossible for them to attend. No Trustee shall be permitted to attend more than two scheduled Public Business meetings per year by telephone 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.~~5031~~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.~~5040~~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.~~5050~~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.~~5060~~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.~~5070~~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. ~~5080~~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. ~~5090~~61005100 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. ~~5100~~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. ~~6120~~5120 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.~~5120~~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.~~5130~~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.~~5140~~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.

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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

A ~~p~~ 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. ~~When requested to do so by the President or by the~~ Board ~~General Counsel~~ 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~~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

#### ~~1.7060 Code of Ethics for Trustees of Brookdale Community College~~

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- ~~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 himself/herself accordingly with College staff, local citizens, and all facets of the community. The President shall act as the official channel for all contact between staff members and the Board, and between the Board and staff members.~~
- ~~c. 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 reason to believe is offered to him/her with intent to influence his/her public duties and responsibilities.~~
- ~~d. 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.~~
- ~~e. 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.~~

~~f. 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.~~

~~g. 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.~~

~~h. 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.~~

~~i. 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 are otherwise in substantial conflict with the proper discharge of his/her duties in the public interest.~~

~~j. No College Trustee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself/herself or others.~~

~~k. 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.~~

~~l. Violation of this Code of Conduct may constitute cause for removal of a trustee or president pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board and/or the appropriate appointing authority.~~

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

### ~~Definitions~~

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

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~~“College Trustee” means any person who is a member of the Board of Trustees of Brookdale Community College.~~

~~“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.~~

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

#### ~~1.7070 ————— Financial Disclosure~~

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

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**





## *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, November29 Reorganization Meeting , Lincroft, SLC, Navesink Rooms</b>							
<b>Tuesday, December 20</b> Lincroft, SLC, Navesink Rooms	Mon., Dec.12 5:00 PM*		Tue., Dec. 13 6:00 PM		Mon., Dec. 12 6:00 PM		

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

**Revised Dates in Blue -**

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

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

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

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

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

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

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

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

Committee Assignments Approved on December 17, 2015

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

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

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

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

**BOLD indicates off Lincroft campus**

**2016**

May 5	Special Finance & Facilities Committee – President’s Conference Room - 6 PM
May 6	Holocaust Commemoration, 9:30 AM – Brookdale Recreation Center (BREC)
<b>May 6</b>	<b>Alumni Association Barringer Dinner – Riverview Pavilion in Belmar – 6 PM</b>
May 9	BOT Executive Committee – 5 PM
May 9	BOT Governance Committee – 6 PM
May 10	BOT Audit Committee – 5 PM
May 10	BOT Finance & Facilities Committee – 6 PM
May 11	Nursing Pinning – Respiratory and Radiology Students – 4 PM
May 11	Chhange – Annual Colloquium – An Eyewitness Account – Little Rock Nine, Dr. Terrence Robert to speak
May 11	Culinary Program Awards, Student Life Center, 5 PM
May 11	EOF Dinner, Student Life Center, 7 PM
May 12	Scholar’s Day/Staff Appreciation Day
<b>May 13</b>	<b>Commencement – 10 AM and 3 PM– Arena</b>
<b>May 17</b>	<b>NJCCC Trustee Ambassador Call – 4 PM - 641-715-3570, access code 722622#</b>
May 17	<b>BOT Workshop/Public Business Meeting – 5:30, Brookdale Hazlet Center</b>
May 19	Foundation BOT Meeting – 4 PM
<b>May 27</b>	<b>Scholarship Ball – Eagle Oaks Golf &amp; Country Club – 7 PM</b>
June 13	BOT Executive Committee – 5 PM
June 13	BOT Governance Committee – 6 PM
June 14	BOT Finance & Facilities– 6 PM
June 15	GED/ABE/ESL Graduation – 6 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	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