



Brookdale Community College
Board of Trustees Meeting
Wednesday, January 18, 2017 5:30 PM (EST)
765 Newman Springs Rd. Lincroft New Jersey 07738
Lincroft, Student Life Center, Navesink Rooms

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Pledge of Allegiance - Chair Guzzo - 5 minutes
- III. Adoption of Agenda - Chair Guzzo
- IV. Reports from the Board Committees and Liaisons - Chair Guzzo
 - A. Executive Committee - January 9 - Chair Guzzo
 - B. Finance & Facilities Committee - January 10 - Trustee Kaufmann
 - 1. Monthly Financial Reporting
 - 2. FY18 Budget and Tuition and Fee Schedule
 - C. Governance Committee - Trustee Crupi
 - D. Policy & Education Committee - January 9 - Trustee Cram
 - E. Audit Committee - Trustee Rambaud
 - F. NJCCC and BCC Foundation - Trustee Abby-White
 - G. Student's Perspective - Trustee Przystawski
 - H. Report from the Engineer of Record - Mr. Charles Rooney
 - Capital Project Report submitted in Financial Dashboard*
- V. Review of Consent Agenda - Chair Guzzo
 - *Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
 - A. Acceptance of Consent Agenda - Chair Guzzo
- VI. Approval of Public Business Meeting Minutes - December 20, 2016 - Chair Guzzo - 3 minutes
 - A. Approval of Executive Session Minutes - December 20, 2016 - Chair Guzzo
- VII. Public Comment on Agenda Items - Chair Guzzo
- VIII. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Approval of Human Resources
 - B. Approval of Executive Compensation
 - C. 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
 - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - E. Monthly Financial Dashboards

- IX. President's Report - Dr. Murphy
 - A. MSCHE Update - Dr. Kegelmann
- X. Approval of New Degree -Associate Science Education
- XI. Resolution approving the change in nomenclature and degree designation for the Fashion Merchandising Associate in Applied Science to Fashion Design and Merchandising Associate in Science.
- XII. Approval of Change Order Request
- XIII. Approval of FY18 Schedule of Tuition and Fees
- XIV. Approval of FY18 Operating & Capital Budgets
- XV. Public Comment - Chair Guzzo
- XVI. Old/New Business - Chair Guzzo
- XVII. Resolution to Hold a Closed Meeting - Chair Guzzo
- XVIII. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XIX. Adjournment - Chair Guzzo
- XX. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

Tuesday, December 20, 2016

Brookdale Community College
Brookdale Lincroft
Navesink Rooms
765 Newman Springs Rd.
Lincroft, NJ 07738

- A. Chair Guzzo called the meeting to order at 5:35 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On December 15, 2016, at 12:15 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On December 15, 2016, at 12:15 PM advance written notice of this meeting was emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.
 - 3.
- Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Nancy Kegelman
	Ms. Latonya Brennan, Trustee	Dr. David Stout
	Mr. Hank Cram, Trustee (7:05 PM)	Dr. Anita Voogt
	Mr. Paul Crupi, Vice-Chair	Ms. Avis McMillon
	Ms. Madeline Ferraro, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Bret Kaufmann, Trustee	Dr. Matthew Reed
	Dr. Maureen Murphy, Secretary	Ms. Maureen Lawrence
	Mr. Kevin Przystawski, Trustee	
	Ms. Marta Rambaud, Trustee (6:20 PM)	
	Dr. Carl Guzzo, Chair	
		Ms. Cynthia Gruskos, Recorder
Absent	Mr. William Dalton, Trustee	
	Mr. Joe DiBella, Trustee(On leave of absence)	
	Dr. Les Richens, Trustee	Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel;	

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Public Swearing in of Trustee Latonya Brennan. Ms. Brennan was previously sworn in on December 16, 2016 by Sean Kean, Esq. (Attachment A)		
Adoption of Agenda for Public Business Meeting –	A motion to adopt the meeting agenda was made by Trustee Crupi and seconded by Trustee Abby-White. YES: Trustees Abby-White, Crupi, Ferraro, Kaufmann, Przystawski, and Chair Guzzo NAYS: None ABSTENTIONS: Trustee Brennan	
Committee Reports and Liaisons Executive Committee – Chair Guzzo reported on a productive Executive Committee. Finance & Facilities Committee – Trustee Kaufmann reported on the December Finance & Facilities meeting. He has requested that VP Lawrence provide comparative data on revenue and expenses to improve cash flow analysis. The preliminary budget was reviewed and it was the consensus of the committee to have the administration revise the budget to meet all of the parameter constraints set by the committee. The committee reviewed capital improvements and the financial dashboards. In addition, the committee reviewed credit card fees and he reported that the information provided by Mr. Pingitore made a strong argument to continue the policy of not charging a service fee for credit card usage. He noted over 20 million in tuition is paid by credit card and the merchant fees are close to \$450,000. He thanked Trustee Crupi for making the recommendation for the college to participate in the Local Energy Government Audit Update which was awarded to Brookdale for free, saving us \$100,000 and the energy audit has potential for monetary savings and also to lessen the college’s imprint on the environment. Governance Committee – Trustee Crupi reported that they met to discuss how to make committee meetings more efficient. He read the following statement. In the past month the Governance Committee has been looking at ways to streamline the committee process and to make use of all of our time more efficient and effective. Along those lines we have come up with a preliminary plan to consolidate the existing amount of committees into 3 or 4 committees each taking on a wider prevue.		

As of right now legal counsel, the Board Chair and myself are still examining this option as well as others and taking into account legal requirements that must proceed any changes to the committee structure. We will continue to evaluate these options and will report back to the board at large next month with a clearer plan in place. He thanked Trustee Abby-White for bringing this issue to the attention of the Governance Committee.

Board Retreat – President Murphy reached out to Noah Brown, CEO of ACCT, who has agreed to facilitate a board retreat at no expense to the college. Trustee Cram has reviewed past board self-evaluations and will present his analysis of our board’s needs to Noah Brown via conference call. There was a discussion of possible board retreat dates and the trustees were encouraged to communicate their availability via email or respond to the proposed dates via the survey. Trustee Crupi reported that they are planning to hold an initial retreat followed by a second retreat facilitated by Noah Brown.

Audit Committee – No report was provided.

ACCT Leadership Congress – Trustees Abby-White and Przystawski reported on their participation in the ACCT Leadership Congress and shared key takeaways they learned from the sessions they participated in. In addition, Trustee Abby-White and President Murphy presented on behalf of the college.

Foundation – Trustee Abby-White reported on the November 17 meeting and she highlighted the following:

- 2017 Annual Scholarship Reception is on March 23
- 50th Anniversary Scholarship Ball is on June 9 at Eagle Oaks Country Club. The Foundation Board has requested The Board of Trustees to increase their support of the event through full board participation and support in the planning process.
- She encouraged 100% board participation for the Building Minds and Building Futures Scholarship fund.

Student’s Perspective – Trustee Przystawski highlighted the work of the Veteran’s Department and reported that Trustee Kaufmann attended the Veteran’s meeting last week, and the community was thrilled that he attended.

Report from the Engineer of the Record – Mr. Charles Rooney provided a report on the college’s capital improvement projects. Committee report included in board materials.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Review of Consent Agenda	<p>A motion to accept the consent agenda with no changes was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Crupi, Ferraro, Kaufmann, Przystawski, and Chair Guzzo</p> <p>NAYS: None</p>	

	ABSTENTIONS: Trustee Brennan	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Minutes of the November 29, 2016, Public Business meeting. There were no revisions to the minutes.	A motion to approve the November 29, 2016 minutes of the Public Business meeting was made by Trustee Abby-White and seconded by Trustee Crupi. YES: Trustees Abby-White, Crupi, Ferraro, Kaufmann, Przystawski, and Chair Guzzo NAYS: None ABSTENTIONS: Trustee Brennan	
Approval of Minutes of the November 29, 2016 Executive Session. There were no revisions to the minutes.	A motion to approve the November 29, 2016 Executive session minutes was made by Trustee Abby-White and seconded by Trustee Crupi. YES: Trustees Abby-White, Crupi, Ferraro, Kaufmann, Przystawski, and Chair Guzzo NAYS: None ABSTENTIONS: Trustee Brennan	
Public Comment on Agenda Items Mr. Jacobs read the public comment statement (<i>Attachment B</i>) No public comment.		
		Action and Follow-up

Topic and Discussion	Votes Taken	Actions
<p>Consent Agenda-</p> <ul style="list-style-type: none"> A. Acceptance of Grants B. Application for Grants C. Approval of Human Resources D. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” Process, in Excess of \$17,500 E. Open Invoice Payment Requests for Vendor, Students and Employee Payments F. Monthly Financial Dashboards 	<p>A motion to approve the consent agenda was made by Trustee Abby-White and seconded by Trustee Crupi.</p> <p>YES: Trustees Abby-White, Crupi, Ferraro, Kaufmann, Przystawski, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee Brennan</p>	
<p>President’s Report</p> <p>President Murphy reported on our <i>Annual Report</i>, outreach and recruitment efforts which are an outgrowth of our strategic enrollment plan, benefactors supporting our students via textbook scholarships, our award winning radio station 90.5, and the success of our Giving Tree Program (Attachment C).</p> <p>President Murphy reported on her meeting with the Freeholders in Executive Session on December 12 and acknowledged Trustee Ferraro’s support at that meeting.</p> <p>MSCHE Report – Dr. Kegelmann provided a status report on the progress of the MSCHS Self-Study.</p> <p>The Steering Meeting met on November 30 and a summary list of the Working Group Status Reports is provided (Attachment D). Dr. Kegelmann highlighted recommendations from the working groups.</p> <p>She reported that 13 members of the MSCHS Steering Group attended the MSCHS annual conference in early December. Trustee Cram joined the group at the plenary session and met with the group afterwards. The group reviewed Monmouth County demographic shifts and projections, trends in enrollment, yields of ethnicity, and focused our goal to increase the number of graduates from majors related to</p>		

employment in occupations that have projected growth in the region.		
Revision to Annual Calendar	<p>A motion was made to amend the Annual Board of Trustees Meeting calendar to change the January meeting from January 19, 2017 to Wednesday, January 18, 2017 by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee Rambaud.</p>	
The board took a brief recess.		
Approval of Memorandum of Agreement between the Brookdale Community College and the BCCAA.	<p>A motion was made to approve the Memorandum of Agreement between the Brookdale Community College and the BCCAA by Trustee Abby-White and seconded by Trustee Crupi.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Public Comment – No public comment.		
Old/New Business Chair Guzzo shared the committee assignments (Attachment E.)		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Resolution to Hold a Closed Meeting</p> <p>Mr. Jacobs read the resolution to enter into executive session. (Attachment E)</p>	<p>A motion was made to approve the resolution to hold an executive session by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud and Chair Guzzo NAYS: None ABSTENTIONS: None</p>	
<p>Re-open the meeting to the public.</p> <p>No action was taken during executive session.</p>	<p>A motion was made to re-open the meeting to the public by Trustee Ferraro and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud and Chair Guzzo NAYS: None ABSTENTIONS: None</p>	
<p>Adjournment –</p> <p>The meeting was adjourned at 8:05 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Ferraro and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Brennan, Cram, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud and Chair Guzzo NAYS: None ABSTENTIONS: None</p>	

Respectfully submitted

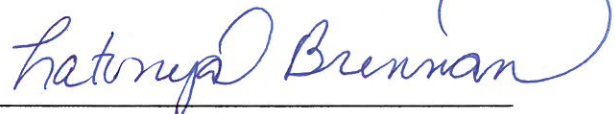
A handwritten signature in black ink, appearing to read 'Maureen Murphy', with a stylized, flowing script.

Maureen Murphy, Ph.D., Secretary

OATH OF OFFICE

Member of the Board of Trustees of Brookdale Community College

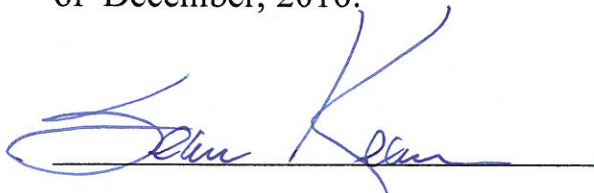
"I, Latonya Brennan, solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability."



Latonya Brennan

Sworn and subscribed to:

Before me this 16th day,
of December, 2016:



SEAN KEAN
Attorney at Law of New Jersey

PUBLIC PORTION

ANYONE FROM THE PUBLIC WISHING TO ADDRESS THE BOARD OF TRUSTEES ON ANY MATTER, PLEASE COME UP TO THE PODIUM AND STATE YOUR NAME AND ADDRESS FOR THE RECORD. YOU WILL HAVE 5 **MINUTES** TO ADDRESS THE BOARD. THERE WILL BE NO CROSS DIALOGUE DURING THE PUBLIC PORTION. ANY EXHIBITS PRESENTED DURING THIS PERIOD MUST BE GIVEN TO THE BOARD ATTORNEY AND WILL BECOME THE PROPERTY OF THE COLLEGE. AFTER EVERYONE FROM THE PUBLIC WISHING TO SPEAK HAS BEEN HEARD, ANY TRUSTEE OF THE BOARD OR THE PRESIDENT, MAY ADDRESS YOUR COMMENTS AND/OR QUESTIONS.

President's Report

December 20, 2016

Annual Report is at your place at the table as promised last month. 2015-2016 was a very successful academic year for Brookdale Community College.

Outreach and Recruitment

College Readiness Now and College Credit Now – Brookdale will be awarded two grants from the Office of the Secretary of Higher Education for College Readiness (3rd year) and college credit (1st year). Thanks for Dean Franklyn Rother.

Our 1st Annual Career Exploration Night was held on December 1. Community members of all ages are invited to explore new career options and learn about affordable local training programs. Representatives were on hand to discuss available financial aid, grants and scholarships, as well as the college's unique "prior learning assessment" tool, which helps students apply their work history, military service or classroom experience toward a new Brookdale degree. Officials were also be available to discuss veterans' benefits, career and internship services, counseling, tutoring, and transfer assistance.

GED Asbury Park - Brookdale Community College and the Asbury Park School District have partnered to launch a free general education development (GED) certification and career training program at the Dorothy McNish Parent Center, 300 Prospect Ave., Asbury Park.

Retirement Reimagined on Dec. 9 was the college's first ever retirement conference. Entitled "Your Second Act," the conference featured a wide range of speakers and experts to discuss retirement in the 21st century. Related workshops covered such topics as starting a blog, managing investments, harnessing creativity and reducing stress.

Brookdale's International Students Association and the **Students for Global Citizenship** club travelled to New York City on Dec. 2 for a guided tour of the iconic United Nations building. Over two dozen students participated in a special briefing by a senior UN official about humanitarian aid and ongoing UN missions. Thanks to Professor Terry Konn for her ongoing international work in Ghana that has opened doors for our students' global experiences.

New Friend in Foundation – Patrons of lifelong learning programs donated to Brookdale foundation for Book scholarships for STEM students

Brookdale Public Radio 90.5 the Night won "Top Radio Station in Support of Live Music," award at Asbury Park Music Awards ceremony for 16th year in a row.

The Giving Tree program, hosted by Brookdale's Employee Volunteer Connection, distributed more than 700 holiday presents and gift cards to local families in Monmouth County this season as part of the college's annual 22nd annual Giving Tree program.



Middle States Self-Study Brookdale Community College

Working Group Status Reports December 5, 2016

Standard 1 Mission and Goals

Brookdale's mission defines our purpose and our goals are clearly linked to our mission.

Working Group 1 Status Report

The documentation roadmap shows clear evidence that the College meets the standard and Requirements of Affiliation numbers 7 and 10 related to the College's mission and goals. The Standard One work group met regularly beginning in Spring 2016 and has been meeting almost weekly for the past two months. We are updating the narrative roadmap to reflect the comments received from the college-wide community.

The committee is recommending that the College review its mission statement in light of its changing student population and the needs of the county. That recommendation will include the need for broad-based input from and interaction with the college community and timely annual review by the Board of Trustees, updating the mission and goals as needed for relevance. The President's White Paper as well as the changing world of higher education support the need for a mission and goals update. The working group started writing the report summarizing the analysis of compliance with this Standard and numbers 7 and 10 of the Requirements of Affiliation, discussing strengths and opportunities, and working on determining process to address the recommendation to review the College's mission and goals.

Standard 2 Ethics and Integrity

Ethics and integrity are central to our institution. Brookdale is faithful to our mission, honors contracts and commitments, adheres to policy, and represents itself truthfully.

Working Group 2 Status Report

The Ethics and Integrity workgroup is reviewing the evidence to make sure the College is in compliance with the criteria set forth in Standard II that demonstrates its adherence to its mission and policies and procedures, and honors its contract and commitments and represents itself truthfully.

The criteria include:

- Fostering a climate of respect among all constituents
- Fair and impartial hiring, evaluation, promotion, and grievance policies
- Transparency in communications, internal and external
- Promoting affordability and accessibility
- Compliance with external and governmental regulating bodies
- Periodic assessment of the above

The first step was the roadmap, which identifies the documentation / policies that support all the above criteria. We are in the process of writing a self-report, analyzing the strengths and weaknesses of select institutional practices as they relate to the policies, taking into account the recommendations we have received. We are formulating recommendations for inclusion in our final report, based on our analysis, college feedback, and the current college climate.

Standard 3 Design and Delivery of the Student Learning Experience

Brookdale provides students with rigorous and coherent learning experiences regardless of instructional modality that are consistent with higher education expectations.

Working Group 3 Status Report

The Standard Three working group met on November 3 to go over the document roadmap and prepare a draft of a narrative roadmap. Dara Evans and Brent Costleigh were there, along with Bill Burns and Frank Rother. A draft of the narrative roadmap was prepared, and the group went through it serially, offering suggestions as we went. The revised version includes references to non-credit offerings, as well as the traditional credit program.

Suggestions were compiled and sent them out again via email for further refinement, before sending it in. The group will look at standard four as well, and offer suggestions.

Standard 4 Support of the Student Experience

Brookdale recruits and admits students whose interests, abilities, experiences, and goals are congruent with our mission and educational offerings. We are committed to student retention, completion, and success through an effective support system sustained by quality professionals.

Working Group 4 Status Report

The Standard 4 Workgroup completed the review of our Narrative Roadmap on November 4, in anticipation of posting for College-wide input on November 7. All members worked independently on their revisions which were reviewed/edited by the co-chairs. The workgroup met on November 17 to discuss input from students and Student Success Division Directors, as well as taking next steps to write our chapter. Everyone agreed to submit the first draft of their section the first week of December so that the co-chairs could edit and organize the chapter. Three sections were submitted by November 29, a couple more are anticipated on December 1, and a few members asked for additional time due to competing priorities.

Input into the process has occurred in several ways. The workgroup members started the process by interviewing key individuals, mostly directors. The co-chairs have also received comments from the College-wide review and are in the process of addressing the issues raised. In addition, History adjunct Instructor Paul Sperber and Graduate Trustee Kevin Przystawski conducted four student focus groups with over 50 students in attendance. Targeted populations were non-traditional students, African-American students, International Students, and Veterans. The feedback from these focus groups will provide rich qualitative data for our strengths and opportunities section. Finally, each of the Student Success Directors was asked to write an "envision" statement; project their goals for 1, 5, and 10 years; and write about how their

department will likely change by 2025 to respond to students' shifting needs. While this was a challenging exercise, the directors provided outstanding information that will be used to write our "Envisioning the Future and Strategies" sections. We are on schedule to submit the draft of our chapter on December 15.

Standard 5 Educational Effectiveness Assessment

Assessment of student learning and achievement demonstrates that our students have accomplished educational goals consistent with their program of study, our mission, and appropriate expectations of higher education.

Working Group 5 Status Report

The documentation roadmap shows evidence that the College meets the standard and Requirements of Affiliation numbers 8, 9, and 10 related to the College's educational effectiveness assessment. The criteria include:

- Clearly stated educational goals at the institution and degree/program level, interrelated with one another and appropriate to the college's mission.
- Organized and systematic assessments conducted by faculty and or appropriate professionals, evaluating the extent of student achievement of institutional and degree/program goals.
- Consideration and use of assessment results for the improvement of educational effectiveness.
- If applicable, adequate and appropriate institutional review and approval of educational effectiveness assessment services designed, delivered or assessed by third-party providers
- Periodic assessment of the effectiveness of assessment processes utilized by the institution for the improvement of educational effectiveness.

Reviewing existing documentation and interviewing the key personnel involved in assessment activities, The Standard 5 Work group found a well-established culture of assessment. The college has made resources and tools for assessment readily available both in the Planning and Educational Effectiveness website and in the Curriculum Handbook. Institutional learning outcomes are clearly identified in the college catalog and assessed through general education requirement assessment. The catalog identifies program learning outcomes and course syllabi identify course learning outcomes that articulate with those program learning outcomes. This mapping is part of the 5-Year Program review. The 5-Year Program Review also provides data related to students success with either transfer or employment and perceptions of the program from the perspective of employers and/or most common transfer institution. Each year, 20% of degree and certificate programs undergo the 5-Year Program Review, and in spring 2016 the college partnered with Cosgrove & Associated to explore ways to improve the assessment process.

In addition to the 5-Year Program Review, an annual summary of program/course assessment activity is available to faculty and college administration. In 2015, 26 academic departments submitted data related to program learning outcome assessment. A Program Assessment Inventory documents how assessment findings are used for improvement. It indicates that most often the program learning outcomes assessment projects findings have been used to improve pedagogy and curriculum and to identify professional development needs. Following up on

interventions suggested by assessment results indicate improved student learning, increased course retention, and improved program graduation rates.

The committee is continuing to explore the processes of evaluating strategic priorities for student success, including increased access to baccalaureate degrees and fit between academic programs and careers in Monmouth County. It will also continue to explore how to best make public the ways it is accomplishing its purposes.

Standard 6 Planning, Resources and Institutional Improvement

Brookdale's planning processes, resources, and structures are aligned with each other and sufficient to fulfill our mission and goals, to continuously assess and improve our programs and services, and to respond to opportunities and challenges.

Working Group 6 Status Report

Roadmap

The working group for Standard VI worked on the Roadmap populating it with documents from late spring into the summer. We met a number of times to review the specific documents and their relevancy to the criteria. Narrative writing is complete for most criteria; we are adding a few additional links to the Brookdale website.

Report

We are now in the process of writing the report.

In reviewing how these criteria met Standard VI: Planning, Resources, and Institutional Improvement, we looked at documents that clearly stated the institutional objectives as well as those related to institutional assessment. These include The Strategic Priorities located on Sharepoint, as well as numerous surveys that are available on the PIE website in the BCCAIS repository. Institutional objectives in non-academic areas are also addressed. Constituent participation was done through college wide participation in the President's Jubilee Plan (PJC) and the Redesign Teams with steps toward improving communication and planning done through revision of the PIE website with monthly broadcasts, and through student satisfaction surveys. The committee feels that implementation of assessment findings could be improved in planning and resource allocation and that incorporation of assessment findings for improvement of processes could be enhanced.

The Strategic Priorities drive financial planning and budgeting as evidenced by numerous financial plans and budget reports. The college's financial status is assessed throughout the year to determine whether revenues are adequate to support college operations. The recent Operating and Capital Budgets have been balanced. There is clearly assigned responsibility and accountability to meet Criteria 5. Comprehensive planning for facilities, infrastructure and technology is done through the Facilities Master Plan (FMP) and is linked to financial planning processes. An external audit firm to confirm financial viability is engaged to meet Criteria 7. Strategies to measure and assess the adequacy and efficient utilization of Institutional resources

and periodic assessment was done through the Cosgrove report with effectiveness assessed through surveys as well as during the BOT retreats.

Standard 7 Governance, Leadership, and Administration

Brookdale is governed and administered in a way that allows us to realize our mission and goals that effectively benefits the College, our students, and other constituencies that we serve. Education is our primary purpose, and the College operates as an academic institution with appropriate autonomy.

Working Group 7 Status Report

The Standard VII work group has completed the narrative and document roadmap and has started the report. Currently meeting bi-weekly as a full group with additional work being done by smaller groups. Review of the comments from the community will be incorporated into the final report as appropriate, some of the comments were not relevant to the standard. The report approaches issues of Board governance from the standpoint of the leadership timeline which serves to illustrate high turnover in Trustee positions. This turnover and the newness of the board, is in effect the basis for recommendations for compliance to the Standards of Affiliation and the Criteria for Accreditation.

The committee is recommending in response to criteria 2a to revise the BOT oath to reflect Board support of the mission of the College. Also, Given that the Board has had 100% turnover since 2011, (Leadership Transition Timeline) the recommendation in response to criteria 2b is to develop a comprehensive professional development plan and review Board policies and expectations.

The committee is working on the visioning portion of the report which will incorporate Board goals for rebuilding the middle class of Monmouth County with guidance from The Association of Community College Trustees (ACCT).

PBROOKDALE COMMUNITY COLLEGE
Board of Trustees
2017 Committee Appointments

Board Bylaw 1.4010, 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 voting member for purposes of a quorum.

Committees meeting monthly	<u>Executive Committee (5)</u> Dr. Carl Guzzo, Jr., Chair Mr. Paul Crupi, Vice-Chair Mr. Hank Cram Ms. Madeline Ferraro Mr. Bret Kaufmann Ms. Marta Rambaud	<u>Finance and Facilities (5)</u> Mr. Bret Kaufmann, Chair Mr. Paul Crupi Ms. Madeline Ferraro Mr. Joseph DiBella,	
Committees meeting 4 times per year	<u>Policy and Education (5)</u> Dr. Hank Cram, Chair Ms. Madeline Ferraro Dr. Les Richens Ms. Marta Rambaud Mr. Kevin Przystawski Ms. Tracey Abby-White	<u>Governance (5)</u> Mr. Paul Crupi, Chair Ms. Tracey Abby-White Ms. Latonya Brennan Mr. Hank Cram Mr. Joseph DiBella*	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Mr. Kevin Przystawski Ms. Latonya Brennan <i>Mr. William Dalton</i>
Committees Meeting on as needed basis	<u>By Laws Committee (5)</u> Ms. Madeline Ferraro, Chair Mr. Paul Crupi Dr. Hank Cram Ms. Marta Rambaud Mr. Joseph DiBella* <i>Mr. William Dalton</i>	<u>Nominating Committee (3)</u> Mr. Bret Kaufmann, Chair Mr. Hank Cram Ms. Marta Rambaud <i>Mr. William Dalton</i>	<u>The Human Resources Committee</u> A Committee of the whole
Liaisons	<u>Liaison to New Jersey Council of County Colleges</u> Mr. Paul Crupi Mr. Kevin Przystawski	<u>New Jersey Council of County Colleges Trustees Ambassador</u> Mr. Paul Crupi Mr. Kevin Przystawski	<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White Mr. Kevin Przystawski

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that **5** issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **December 20, 2016 at 6:35 PM.**

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

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

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

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

**-RESOLUTION AUTHORIZING EXECUTIVE SESSION
December 20, 2016**

☒ x

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

☒ x

"(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 **the review of a real estate appraisal for the Toop Property.**

☒ x

"(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 a review of campus security.**

☒ x

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

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

**–RESOLUTION AUTHORIZING EXECUTIVE SESSION
December 20, 2016**

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 AUTHORIZING EXECUTIVE SESSION
December 20, 2016**

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 10 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Administrative

Adjunct

Coaches

Recommendations

1

4

1

B. Change of Status

Faculty

Administrative

Recommendations

1

2

C. Separations

Support Staff

Recommendations

1

A. HIRES**ADMINISTRATIVE**

1. Name: Michael Naparlo
Department: Facilities Administration
Position: Supervisor, Maintenance & Grounds
Salary: \$21,887 prorated from an annual base of \$52,530
Effective: 2/1/17

ADJUNCTS

1. Name: Elisha Caplan
Department: Fashion
2. Name: Sean Dwyer
Department: History
3. Name: Stefanie Rufo
Department: Biology
4. Name: Hector Santiago
Department: Fitness

ADJUNCT DEGREE SUMMARY

Masters	Baccalaureate
3	1

COACHES

1. Name: Thomas Scannapieco
Department: Athletics
Position: Head Coach, Women's Softball
Compensation: \$5,750/year

B. CHANGE OF STATUS**FACULTY**

1. Name: Judith Ungar
Department: Library
Position: Assistant Professor
Action: Title correction
New Salary: No change
Effective: 1/17/17

ADMINISTRATIVE

1. Name: Cynthia Gruskos
Department: President Office
Position: Senior Assistant to the President & Board of Trustees
Action: Reclassification from A3 to A5 position
New Salary: \$60,168 prorated from an annual base of \$72,202
Effective: 9/1/16
2. Name: Teresa Manfreda
Department: Finance & Operations
Position: Manager, Finance
Action: Title correction
New Salary: No change
Effective: 7/1/16

C. SEPARATIONS**SUPPORT STAFF**

1. Name: Richard Carr
Department: Brookdale at Neptune
Position: Student Assistant
Action: Resignation
Effective: 1/13/16



BOARD OF TRUSTEES

General Functions

Administration

HUMAN RESOURCES

Finance & Facilities

Policy & Education

SUBJECT: Adoption of FY2017 Executive Compensation

DATE: January 18, 2017

ITEM & FILE #: 3.2

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S): Resolution

3.2 Executive Compensation

General wage increases are determined each year in one of several ways – they are negotiated through collective bargaining agreements for unionized employees, implemented consistent with Policy 3.0002 for non-represented employees up to the level of Dean, and recommended by the President for executive level positions (Dean, Associate Vice President, Executive Dean, and Vice President). The following resolution is presented on behalf of the President for the Board's approval for FY2017 executive compensation.

January 18, 2017: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi

RESOLUTION

WHEREAS, Brookdale Community College Administrative Association collective bargaining agreement was been signed and ratified by the Administrative Association; and

WHEREAS, the Brookdale Community College Board of Trustees ratified this contract settlement on December 20, 2016 providing an FY2017 wage increase of \$1,175 or 1.8%, whichever is greater; and

WHEREAS, Policy 3.0002 states that the President shall make recommendations to the Board of Trustees on proposed compensation for individuals in Vice President and Dean positions; and

WHEREAS, such recommendations have historically followed the settlements of the collective bargaining agreements; and

WHEREAS, the members of the executive team have performed with excellence and dedication through the past year; and

WHEREAS, the President recommends and strongly supports salary adjustments consistent with those of unionized administrators;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves salary adjustments for members of the executive staff in positions of Dean, Executive Dean, Associate Vice President, and Vice President consistent with the wage increases approved for Administrative Association employees as noted above; and

BE IT FURTHER RESOLVED that the Board of Trustees wishes to acknowledge the leadership of said employees and thanks them for their service and dedication to the College and our students.

January 18, 2017: Dr. Maureen Murphy, President

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 10, 2017.

January 18, 2017: 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
January 18, 2017**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Certified Construction Consulting Services, Inc.	Design Consulting Services / Exempt 18A:64A-25.5.a.(15)(Professional Consulting Services). This contract is for design consulting services for various projects and is funded by the capital budget.	P2P Exempt	\$ 35,000.00
Operating				
2	Moon Site Management, dba Moon Landscaping Inc.	General Landscaping and Athletic Fields Landscaping Services, Bid No. 17-28 / Notice was sent to 25 vendors, received 7 replies. This is a one year contract with an option for renewal of a 2nd and 3rd year for landscaping services. This contract is funded by the Facilities budget.	Bid	\$ 205,657.00

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

42b *Payments to Vendors, Students, and Employees*

Payments made to vendors, students, and employees for the month ending November 30, 2016, were \$3,827,899.33. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

Additional documentation for payments is available in the Accounts Payable Department.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 10, 2017.



4.1 Monthly Dashboard Summary Month Ending November 30, 2016

The comparative schedule compares data reported from the same time frame last year to the current time period. FY16 actual enrollment was 9,818; FY17 forecasts an enrollment of 9,408, a decrease of 4.2 percent. Transactions are trending as projected.

Cash disbursements for the month of November totaled \$8,360,597.10. In addition to payroll expenses and Bookstore purchases, significant vendor payments were made for the Wall academic structure (\$1.4M), parking lot extension (\$114K), Ellucian managed services July - November (\$500K), and the MAS renovation project \$(500K).

Cash balances are lower than prior year's due to both a decrease in enrollment & the delay in reimbursement for capital expenditures.

Currently, the preparation, review and distribution of W-2s for all employees is underway in the Payroll department. Last January, the office of 3 complete 2,293 records and staff elected whether to receive them electronically or hard copy.

The Accounts Receivable office is similarly preparing, reviewing and will distribute over 26,000 Tuition Statements as required by federal tax code. The 1098-T's provide "qualified educational expenses" information to students to help figure education credits, and potentially the tuition and fees deduction on their taxes.

Finally, over 300 Miscellaneous Income form 1099-MISC will be prepared, reviewed and distributed by the Manager, Accounts Payable and Special Projects.

Annual Comparative Change

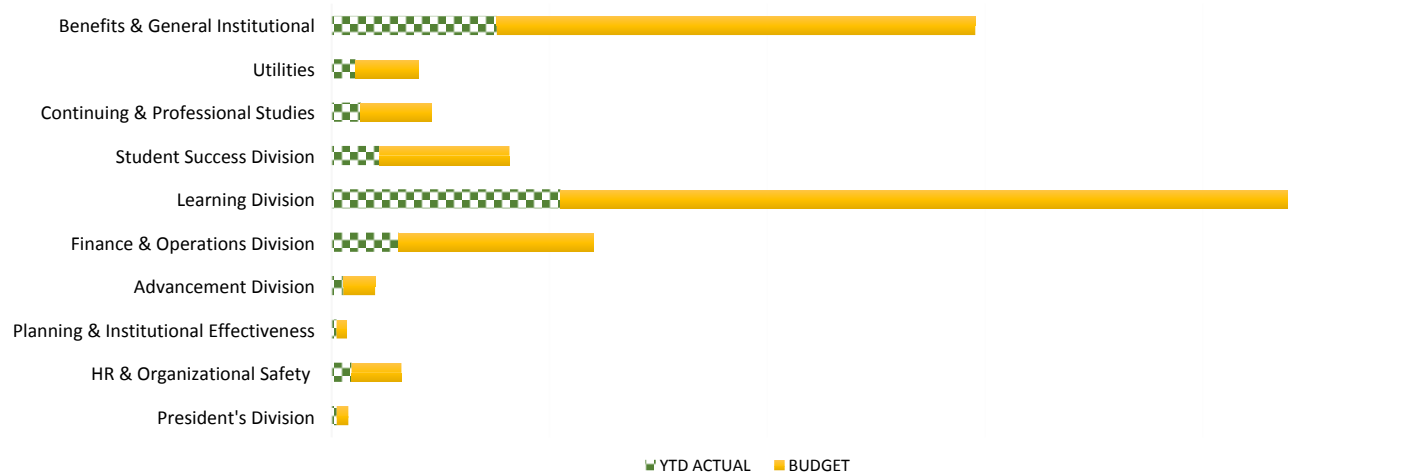
	Current Year 11/30/16	Prior Year 11/30/15	CHANGE
ENROLLMENT			
Credit FTE	9,405	9,818	(413) -4.2%
OPERATING EXPENDITURES *			
Learning Division	\$ 27,102,686	\$ 27,561,563	\$ (458,877)
Benefits & General Institutional	8,696,055	8,995,927	(299,872)
Sub Total	35,798,741	36,557,490	(758,749)
All other divisions	21,598,797	23,554,277	(1,955,480)
Total Operating Expenses	57,397,538	60,111,767	(2,714,229)
OPERATING REVENUE			
Tuition	28,677,518	28,578,868	98,650
Fees **	3,487,655	4,399,472	(911,817)
Sub Total	32,165,173	32,978,340	(813,167)
State Appropriations	4,324,558	4,312,860	11,698
County Appropriations	8,344,591	8,344,591	-
All other revenue	1,957,029	2,133,879	(176,850)
Total Operating Revenue	46,791,351	47,769,670	(978,319)
CASH			
Cash	5,179,728	11,317,015	(6,137,287)
Total Cash	5,179,728	11,317,015	(6,137,287)
CAPITAL EXPENDITURES *			
Renewals & Replacements	17,006,254	22,579,877	(5,573,623)
Minor Capital	2,435,016	2,930,408	(495,392)
Total Capital Expenses	19,441,270	25,510,285	(6,069,015)
CAPITAL REVENUE			
State	792,345	143,047	649,298
County	4,284,879	2,132,583	2,152,296
Other	3,029,691	3,248,857	(219,166)
Total Capital Revenue	8,106,915	5,524,487	2,582,428

Note:

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

** Reduction in Fees revenue is due to a change in the funding formula. A larger portion of fee revenue collected is used to fund the capital budget, eliminating reliance on reserves.

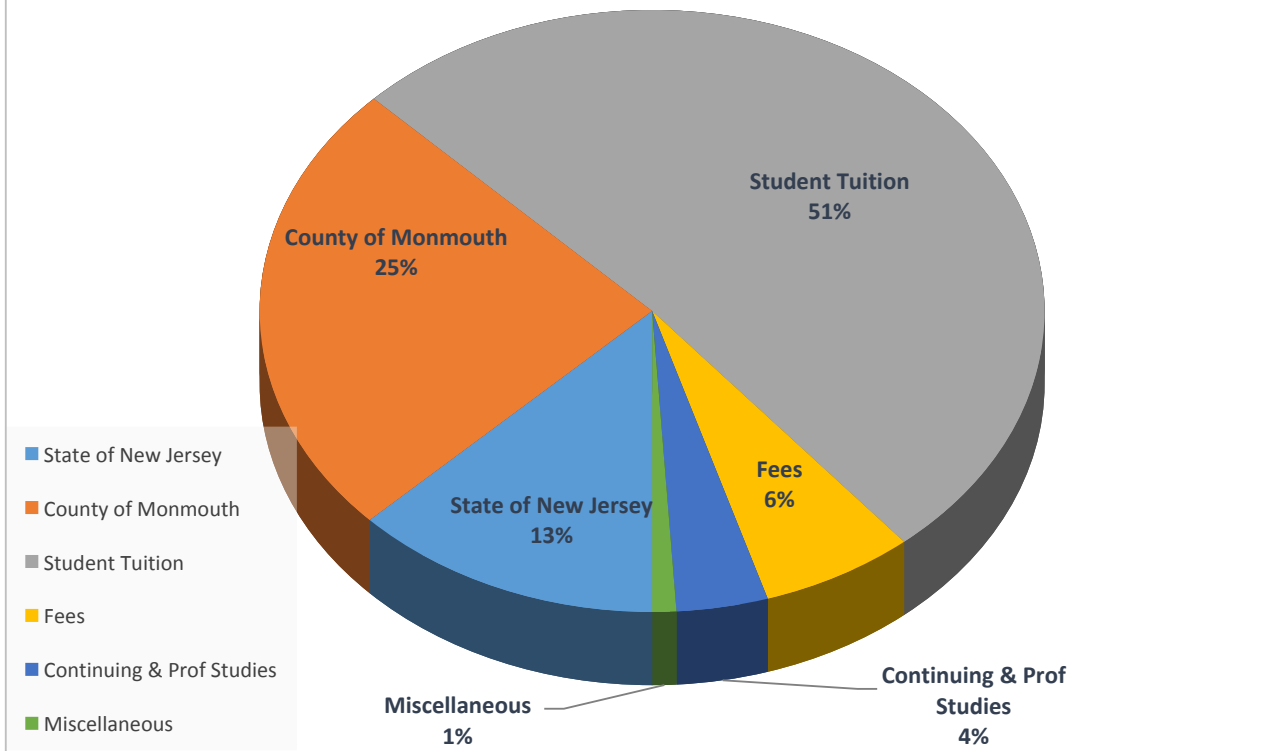
November 2016 Operating Expenses



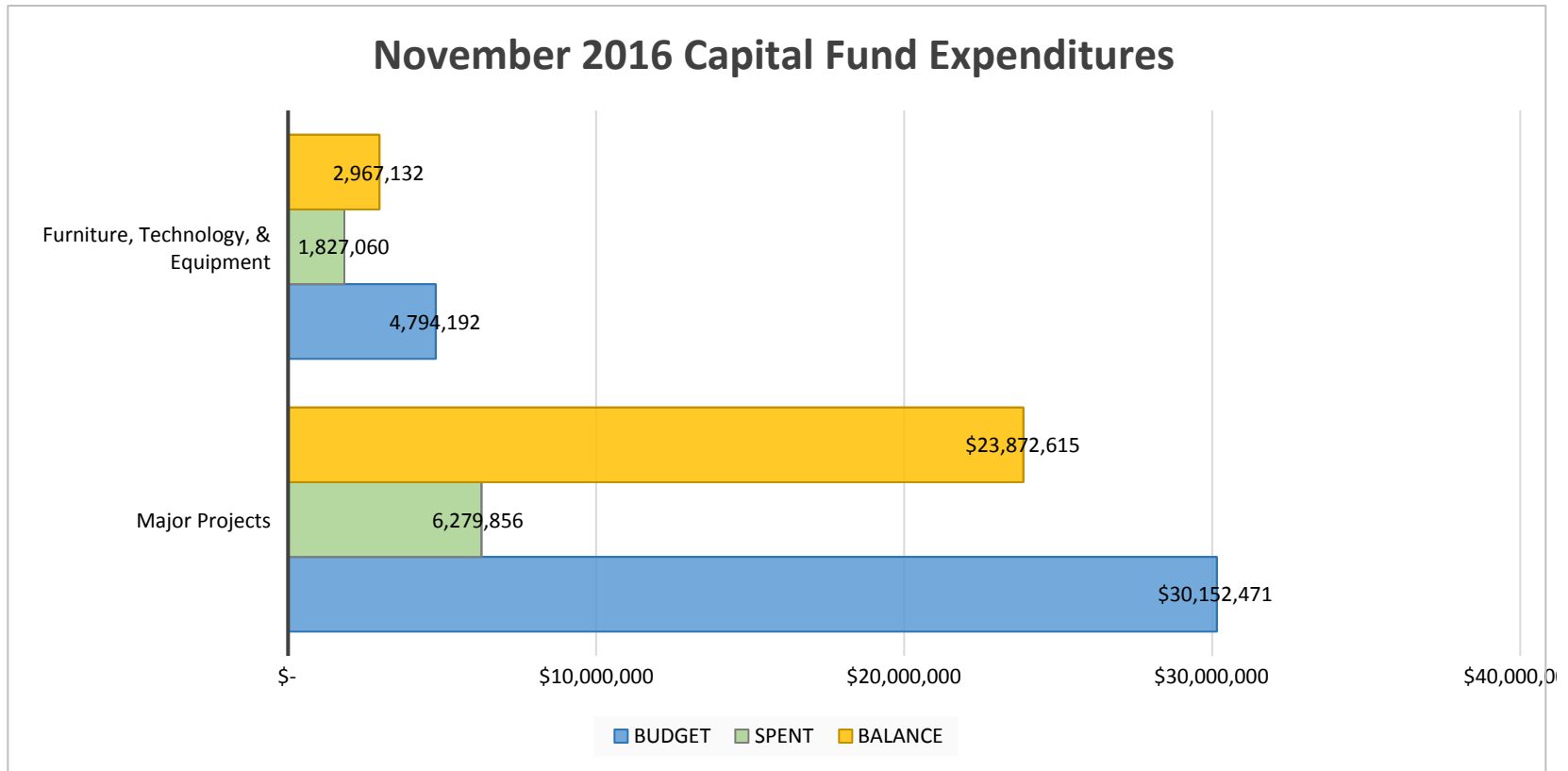
Monthly Operating Expenditures

	BUDGET	YTD ACTUAL	COMMIT	BALANCE
President's Division	\$ 534,558	\$ 230,472	\$ 214,611	\$ 89,475
HR & Organizational Safety	2,291,747	910,903	1,018,905	361,939
Planning & Institutional Effectiveness	479,457	224,246	224,596	30,615
Advancement Division	1,455,137	538,254	662,250	254,633
Finance & Operations Division	8,935,718	3,070,831	4,664,030	1,200,857
Learning Division	33,363,006	10,501,647	16,601,039	6,260,320
Student Success Division	5,984,896	2,178,657	2,984,030	822,209
Continuing & Professional Studies	3,258,216	1,342,031	1,151,938	764,247
Utilities	2,905,962	1,088,967	1,094,076	722,919
Benefits & General Institutional	21,968,430	7,581,821	1,114,234	13,272,373
Total	\$ 81,177,127	\$ 27,667,830	\$ 29,729,708	\$ 23,779,588

November 2016 Operating Revenue Sources

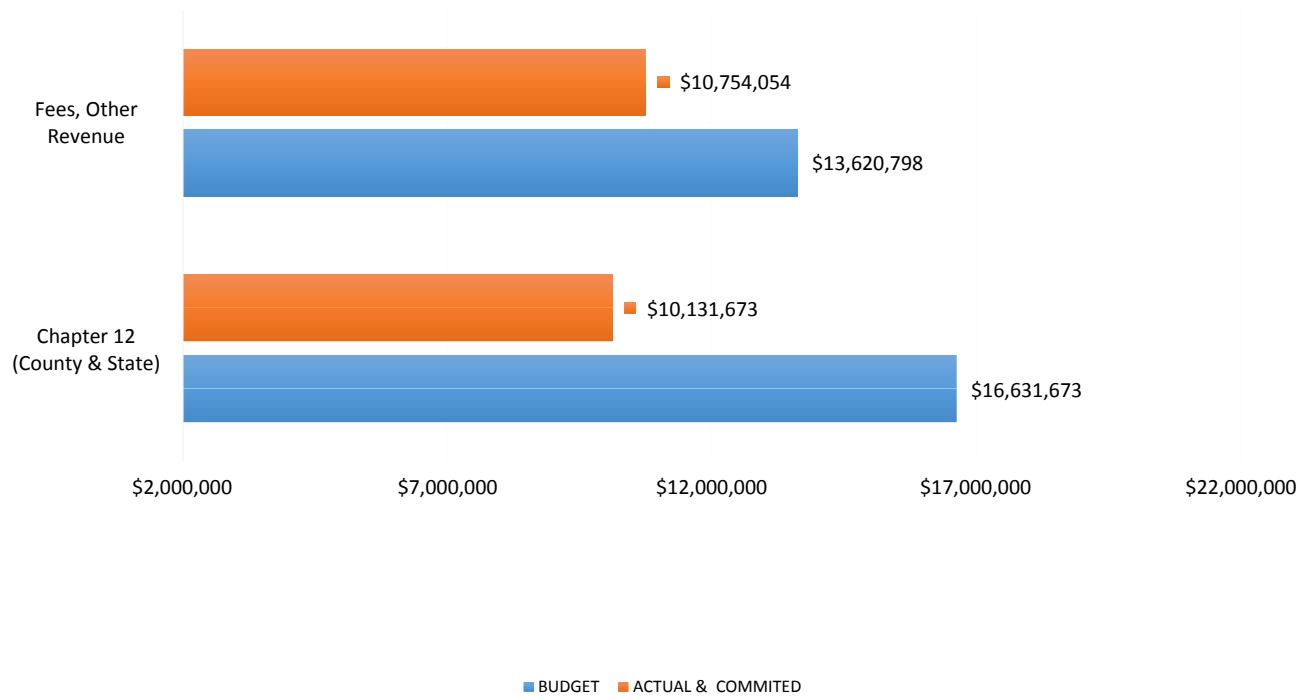


		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,378,940	\$	4,324,558	\$	6,054,382
County of Monmouth		20,027,019		8,344,591		11,682,428
Student Tuition		41,764,827		28,677,518		13,087,309
Fees		5,142,341		3,487,655		1,654,686
Continuing & Prof Studies		3,060,000		1,739,331		1,320,669
Approp from Reserve		-		-		-
Miscellaneous		804,000		217,698		586,302
Total	\$	81,177,127	\$	46,791,351	\$	34,385,776



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	30,152,471	\$	10,131,673	\$	6,279,856	\$ 23,872,615
Furniture, Technology, & Equipment		4,794,192		-		1,827,060	2,967,132
Total	\$	34,946,663	\$	10,131,673	\$	8,106,916	\$ 26,839,747

Capital Funding Sources



Capital Summary

	BUDGET		ACTUAL & COMMITTED	
Chapter 12 (County & State)	\$	16,631,673	\$	10,131,673
Fees, Other Revenue	\$	13,620,798	\$	10,754,054

		ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
	Chapter 12				
FY12		\$ 1,951,142		\$ -	\$ -
	8120520 - Gorman Hall	-	298	298	-
	8120545 - Back Campus Walkway	-	410,924	410,924	-
	8120550 - Wall Campus Expansion	-	1,539,920	1,277,187	262,733
		1,951,142	1,951,142	1,688,409	262,733
FY13		1,228,633	400,000	-	400,000
	8130515 - Replacement of Carpet and Flooring MAC	-	370,830	17,553	353,277
	8130530 - Infrastructure Improvements Lincroft	-	457,803	457,803	-
		1,228,633	1,228,633	475,356	753,277
FY14		3,761,898	-	-	-
	8140505 - Renovation of MAS Science Labs	-	3,742,244	3,742,244	-
	8140510 - Infrastructure Improvements Lincroft	-	19,654	-	19,654
		3,761,898	3,761,898	3,742,244	19,654
FY15		3,190,000	1,595,000	-	1,595,000
	8150515 - Infrastructure Improvements		1,595,000	346,191	1,248,809
		3,190,000	3,190,000	346,191	2,843,809
FY16 *		3,000,000	-	-	3,000,000
FY17 *		3,500,000	-	-	3,500,000
	Capital Projects				
	8131005 - Higher Ed Bond Administration - Wall	7,825,270	-	7,679,269	146,001
	8131010/8131030 - Equipment Leasing Fund (ELF)	1,287,093	-	300,735	986,358
	8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	150,056	-	69,699	80,357
	8161005 - Higher Ed Bon Administration - MAS	1,200,000	-	26,329	1,173,671
	8122410 - Wall Campus Reserve	-	-	-	-
	8132450 - College Hi Ed Bond Admin Match - Wall	2,608,323	-	2,608,323	-
	8132455/8132460 - College HETI Match	150,056	-	69,699	80,357
	8162450 - College Hi Ed Bond Admin Match - MAS	400,000	-	-	400,000
	Capital Projects	13,620,798	-	10,754,054	2,866,744
		\$ 30,252,471	\$ 10,131,673	\$ 17,006,254	\$ 13,246,217

* Bond Sale



BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CAPITAL PROJECTS

1) <u>NEW ACADEMIC BUILDING/WALL CAMPUS-</u>	Benjamin Harvey	Contract Award	\$13,520,000
		Change Orders to date	\$665,876
		REVISED CONTRACT	\$14,185,876
		Payments to Date	\$10,824,622

SCOPE: Construction of a new 36,000 SF New Academic Building that is two stories in height with mechanical penthouse. The building contains 8 General Classrooms, Learning Commons with Testing Center, Computer Classrooms, Seminar Rooms, Science Laboratories and Support Spaces, Nursing Laboratory and Support Spaces, Administrative Spaces, and Building Support Spaces. Also included are associated site improvements including lighting, landscaping, sidewalks and 4 parking lots totaling 394 spaces.

STATUS: The building and interior systems are approximately 85% complete; Mechanical, electrical, communications/security, plumbing, and fire protection equipment and systems installations are substantially complete as is drywall installation. The building enclosure is 100% complete. Exterior metal panel installations are scheduled to be completed by January 13, 2017. Water, gas, and electric service installations are also substantially complete and installation of the elevator and emergency generator are expected to be completed within two weeks. Parking and exterior improvements are in progress. Curb installation, grading and backfill are well underway however progress has been impeded by adverse weather conditions along with sidewalk installation and paving. Interior finishes including paint, and ceiling grid installation are ongoing and should be completed within two weeks and flooring installation is expected to commence shortly.

Original Completion date: 11/11/16; Tentative Revised Completion Date: late January 2017 for building; site work completion is dependent on the weather with final paving and landscaping scheduled for the spring.

2) MAS SCIENCE LABS RENOVATION PROJECT- Circle A Construction Contract Award \$3,632,500 8/16/16

SCOPE: Phased renovation of Science Labs in MAS building:

Phase 1- Two Chemistry Labs	COMPLETED
Phase 2- Three Biology Labs; Chemical Storage Room and Prep Room	Complete by mid January 2017
Phase 3- Two General Labs	Complete by mid May 2017
Phase 4- Three Chemistry Labs and Three Biology Labs	Complete by mid August 2017

STATUS: Phase I renovations are complete.
Phase 2 renovations are underway with completion scheduled by January 13, 2017.



3) FREEHOLD CAMPUS DRAINAGE IMPROVEMENTS-

Precise Construction Inc.

Contract Award \$39,790 12/20/16

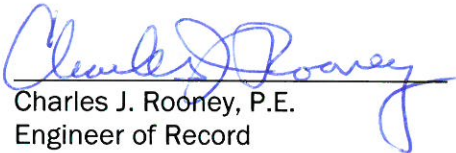
SCOPE: Due to underlying clay soil conditions, perched stormwater runoff under the parking lot pavement currently bleeds out at several locations following heavy rain events. This condition creates icing problems in the winter and over time will shorten the life of the pavement. Our office in conjunction with Tim Drury/Director of Facilities completed plans and specifications for the installation of a perimeter underdrain system along the south edge of the parking lot

STATUS: A contract with Precise Construction Inc. was awarded on December 20, 2016. The contractor has mobilized on site and the work is scheduled to be completed by January 13, 2017

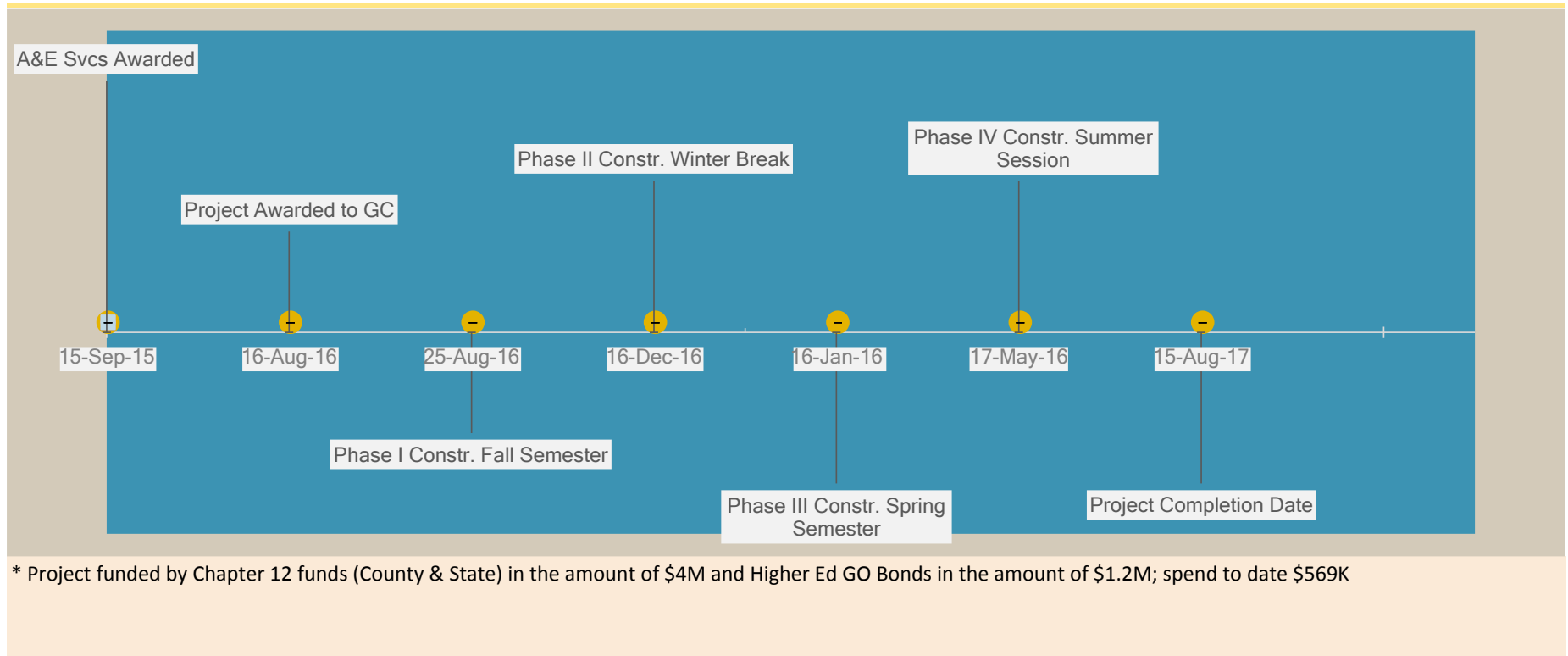
B. DESIGN/STUDIES/REPORTS

1) LINCROFT CAMPUS CENTRAL UTILITY PLANT- Design Assistance and Technical Guidance

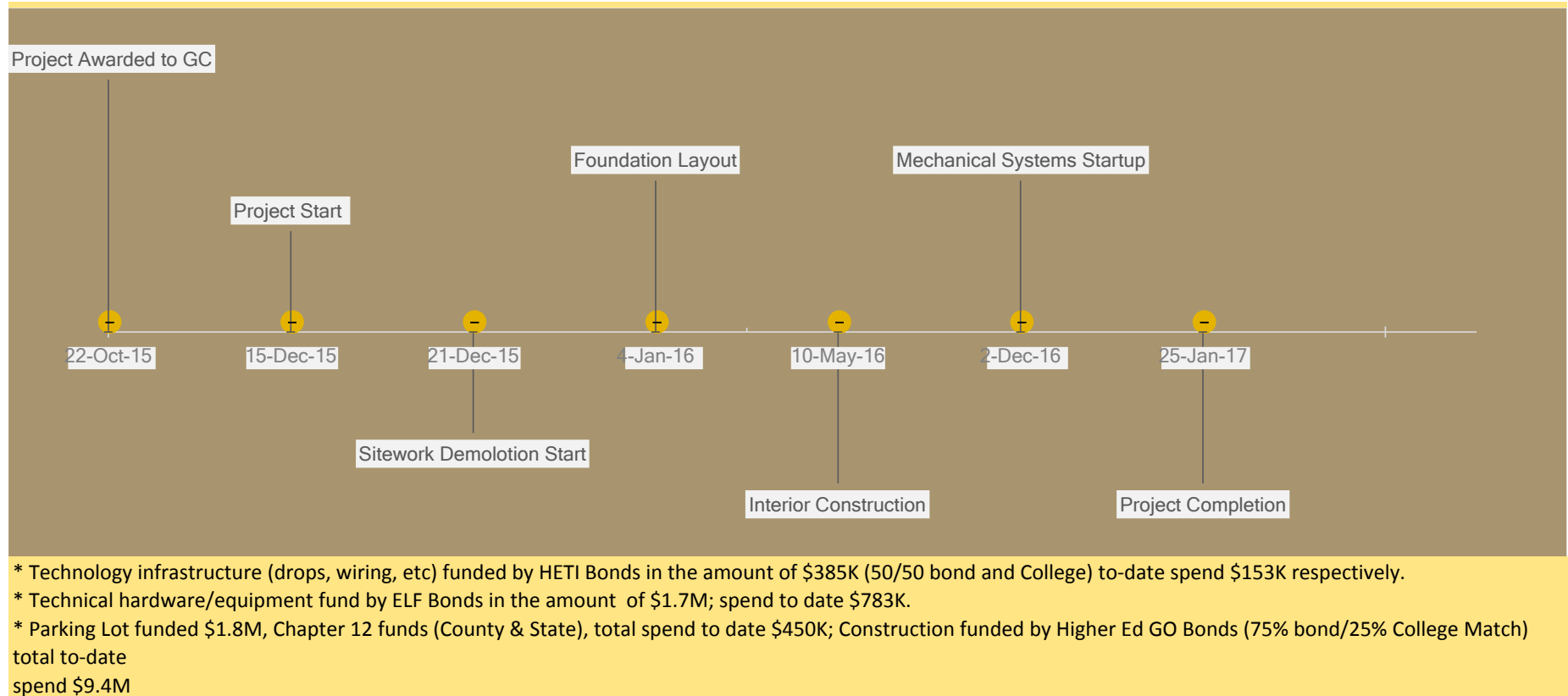
A site inspection of the facility has been completed and structural and mechanical designs are underway for replacing the cooling towers and condenser water piping within the plant. Bid documents are scheduled to be completed by January 31, 2017 with the intention of completing the construction prior to the 2017 cooling season.


Charles J. Rooney, P.E.
Engineer of Record

MAS Science Lab Renovation



Wall Academic Building



5.1 Curriculum

The faculty and administration of the College propose to implement an Education Associate in Science program. The Education Associate in Science is a transfer program designed for students seeking to pursue a teaching career in one of the STEM areas.

In addition to general education coursework, the program curriculum includes foundational courses in education and concentrations in biology, chemistry, environmental science, mathematics, physics, or technology education. Upon graduation, students may transfer as STEM subject matter majors and pursue a teaching degree in K-12 either subject specific or in the various elementary, middle school or high school sequences. Articulation agreements with Bloomfield College, Georgian Court University, and Rider University will be expanded to include the Education Associate in Science.

The Education Associate in Science addresses the demand for skilled STEM teachers due to a projected increase in STEM jobs and the need to increase the number of students pursuing STEM fields.

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

The President recommends that the Board of Trustees adopt a resolution approving the Education Associate in Science.

WHEREAS, the faculty and administration of the College propose to implement an Education Associate in Science program; and

WHEREAS, the Education Associate in Science program is a transfer program designed for students seeking to pursue a teaching career in one of the STEM areas; and

WHEREAS, in addition to general education coursework, the program curriculum includes foundational courses in education, and concentrations in biology, chemistry, environmental science, mathematics, physics, or technology education; and

WHEREAS, upon graduation, students may transfer as STEM subject matter majors and pursue a teaching degree in K-12 either subject specific or in the various elementary, middle school, or high school sequences; and

WHEREAS, articulation agreements with Bloomfield College, Georgian Court University, and Rider University will be expanded to include the Education Associate in Science; and

WHEREAS, the Education Associate in Science addresses the demand for skilled STEM teachers due to a projected increase in STEM jobs and the need to increase the number of students pursuing STEM fields; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Education Associate in Science be and is hereby approved.

January 18, 2017

PROGRAM ANNOUNCEMENT COVER PAGE

Date: September 16, 2016

Institution:	Brookdale Community College
New Program Title:	Education
Degree Designation:	Associate in Science
Programmatic Mission Level for the Institution	Associate
Degree Abbreviation:	A.S.
CIP Code and Nomenclature (if possible) <i>If outside the classification indicate Not Applicable</i>	130101
Campus(es) where the program will be offered.	Lincroft Main Campus
Date when the program will begin (month and year).	Fall 2017
List the institutions with which articulation agreements will be arranged:	Bloomfield College Georgian Court University Rider University

Is licensure required of program graduates to gain employment?

☐ Yes ☒ No

Will the institution seek accreditation for this program?

☐ Yes ☒ No

☐ If yes, list the accrediting organization:

Program Announcement narrative:

☒ Objectives

page(s) 2

☒ Need

page(s) 7

☒ Student enrollments

page(s) 8

☒ Program resources

page(s) 9

Brookdale Community College
Associate in Science
Education

DESCRIPTIVE INFORMATION:

1. Objectives.

The Education AS program is designed to meet current program needs for students wishing to prepare to teach in STEM areas. The STEM choices typically employable at the K-12 teaching environments are as follows: mathematics, biology, physics, chemistry, environmental sciences and technology. The objective of the AS degree is to prepare students for teaching licensing in their STEM area of choice. This program provides students the opportunity to select STEM courses in a specific subject matter along with education courses to prepare to transfer to the college of education of choice. Currently, the College's Education AA degree prepares students to enter into the liberal arts or humanities as subject majors within the College of Education at the four year higher education institution.

This proposed program does not exceed our programmatic mission.

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

<i>Institutional Learning Outcomes</i>	<i>Program Learning Outcomes</i>	<i>How Program learning Outcomes are Assessed</i>	
		<i>Course</i>	<i>Method</i>
Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.	Students will develop deeper knowledge of content area concepts, principles and applications that can be applied to content area knowledge and skills when making teacher pedagogy decisions.	ARCH 121 – People and Their Environment	The ability to analyze and criticize existing architectural design assessed through papers, projects, and research
		ARCH 131- Introduction to Design I	Planning, selection, and elevation of axonometric drawing assessed by professional jurors
		BIOL 101 – General Biology I	Application of scientific method assessed in science laboratory and unit examination questions
		BIOL 102 – General Biology II	Basic biological concepts assessed through laboratory exercises and classroom experiences
		CADD 121 – Engineering Graphics with CAD	Application of engineering graphics principles executed on a Computer Aided Drafting/Design workstation assessed through exercises and final project
		CHEM 101 – General Chemistry I	Application of scientific method demonstrated and assessed using process-oriented guided-inquiry learning and laboratory reports

Institutional Learning Outcomes	Program Learning Outcomes	How Program learning Outcomes are Assessed	
		Course	Method
		CHEM 102 – General Chemistry II	Application of scientific method demonstrated and assessed using process-oriented guided-inquiry learning and laboratory reports
		ENVR 107 – Environmental Science	Interpretation of data supporting an original experimental hypothesis assessed in written laboratory report and scored using a rubric
		ENVR 111 – Oceanography	Application of the scientific method assessed using laboratory and field experiences which include: <ul style="list-style-type: none"> – Computer simulation – Scientific data collection and interpretation – Examination of in-situ coastal processes – Chemical analyses of seawater – Collection of marine organisms
Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.		MATH 171 – Calculus	Application of problem solving skills assessed in unit examinations and scored using a rubric
		MATH 172 – Calculus II	Application of problem solving skills assessed in unit examinations
		PHYS 121 – General Physics I	Application of fundamental principles of physics in mechanics and thermodynamics assessed in quizzes, laboratory experiments, examinations, and homework assignments scored using a rubric
		PHYS 122 – General Physics II	Application of fundamental principles of physics in electromagnetism and optics assessed in quizzes, laboratory experiments, examinations, and homework assignments
		PHYS 223 – General Physics III	Application of fundamental principles of physics in quantum mechanics and relativity assessed in quizzes, laboratory experiments, examinations, and homework assignments
Students will analyze works in the fields of art, music, or theatre: literature; and		PHTY/GRPH	Samples demonstrating the application of the principles of effective typography assessed in a portfolio

Institutional Learning Outcomes	Program Learning Outcomes	How Program learning Outcomes are Assessed	
		Course	Method
philosophy and /or religious studies; and will gain competence in the use of a foreign language.			
Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.		COMP129 – Information Technology	Use of a computer to process and present information assessed: – Writing lesson plans – Presenting graphical information – Communicating with parents, other faculty, and school administrators
		EDUC 199 –	Application of appropriate forms of technology assessed in sampled teach lesson plans/narrative on content specific observations of students’ field experience
Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.	Students will advance an understanding of school culture and structure; the teacher’s role in the classroom with an emphasis on lesson management and other pedagogical decisions and a sense of how teacher literacy practices effect learning.	PSYC 105 – Introduction to Psychology I	Information in the media critically analyzed and evaluated through a psychological framework and assessed using writing assignments
		EDUC 217 – Introduction to Exceptional Child	Understanding of the characteristics of special children and programs developed to meet these needs assessed through unit and topical examination and observation of special education programs
		PSYC 218 – Educational Psychology	How psychological principles apply to all levels of educational classrooms assessed through small group presentations, research paper, and written examinations
		EDUC 199	Understanding of the teacher’s role in the classroom assessed by observing and documenting evidence related to key concepts: – Adaptive learning – Differentiated instruction – Culturally responsive teaching
		PHIL 227	Critical analysis of major moral theories assessed using in-class tests, journal writing, and a critical paper
Students will understand ethical issues and situations.			
Students will understand the importance of a	Students will gain an understanding of the relationships	HGEO 105	Understanding of the geographical impact on the human condition assessed using examinations and a term paper

<i>Institutional Learning Outcomes</i>	<i>Program Learning Outcomes</i>	<i>How Program learning Outcomes are Assessed</i>	
		<i>Course</i>	<i>Method</i>
global perspective and culturally diverse peoples.	shared with children and families within the community to include cultural diversity, values awareness and communication processes.		
		SOCI 105	Understanding of the intersection of culture and communication in different societal settings assessed using written essays and experiential intercultural activities
		EDUC 199	Understanding of culturally responsive teaching assessed by narrative and artifact collection
Students will think critically.	Students will successfully complete Education lab experience (internship) for 60 hours of volunteer and observation in STEM settings within K-12 school districts (public, charter, or private) before the end of the sophomore year in order to meet degree and teacher licensing requirements.	EDUC 199 – Education Field Experience or EDEC 199 – Early Childhood Education Field Experience	Response to critical thinking questions assessed in relationship to subject content and observed in teaching and learning process

Program Learning Outcomes:

- Student will (SW) develop deeper knowledge of content area concepts, principles and applications that can be applied to content area knowledge and skills when making teacher pedagogical decisions.
- SW advance an understanding of school culture and structure; the teacher's role in the classroom with an emphasis on lesson management and other pedagogical decisions and a sense of how teacher literacy practices effect learning.
- SW gain an understanding of the relationships shared with children and families within the community to include cultural diversity, values awareness and communication processes.
- SW successfully complete Education lab experience (internship) for 60 hours of volunteer and observation in STEM settings within K-12 school districts (public, charter or private) before the end of their sophomore year in order to meet degree and teacher licensing requirements.

Students will present strong transferable degree and course choices that readily apply towards subject matter majors (with an overall B or better GPA) in the AS degree course requirements including the STEM areas (Mathematics, Sciences, Technology).

Success measures and outcomes:

- Maintain returning student and degree completion rates at or above the levels currently achieved in the Education Department. [success measure]
- Maintain successful student field observation experiences in the education lab (60 hour internship) portion of the program at or above the current pass rate. [Direct assessment measure by rubric and cooperating teacher evaluation]
- Enhance articulation agreements with local, regional and statewide four year institutions to include STEM areas for the teaching major programs. [success measure]
- Student developed and faculty assessed portfolio processes in courses and internships that promote student showcase of accumulated skills. These portfolios become important documentations of student passion for and understanding of the teacher's role in the culture of the school. They are typically used by majors to gain access into the colleges of education of their choice. [Direct: rubric assessment; and program completion rates – success measure]
- Major coursework assessment will reflect the 3.0 overall GPA requirement for the AS degree with particular attention to the major courses within Education, other career requirements as well as for the STEM area that will become the second major at the four year institution level. (As stipulated by the Department of Education teacher licensing mandates).[Direct assessment by course and success measure]

Sustainability of the assessment process is evidenced by selected annual assessment projects at the department level; student successful completion of individual courses maintaining the overall 3.0 GPA; student AS graduation rates and graduate survey responses; successful student transfer into four year teacher education programs; and scheduled interval assessments of course and field experience assessment tools to meet course goals as well as to meet the expectations from transfer institutions that allow students to efficiently transfer into teacher education programs.

All degree programs undergo a five-year program review to ensure programs' continuous enhancement and improvement.

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

Offering an Education A.S. degree aligns with the College's mission to offer quality, affordable educational programs that lead to transfer and career opportunities.

The College currently offers an Education A.A. program that prepares students for transfer to the liberal arts or humanities as well as A.S. options in the mathematics and natural sciences. The Education A.S. curriculum integrates courses from both programs and provides options for education and science majors to pursue a K-12 teaching degree in a STEM area.

The Education Department will coordinate with the College's STEM departments to deliver subject matter coursework that meets current trends for teaching in the STEM areas.

Articulation agreements with four year institutions will be updated to include the Education AS degree program.

The Education Department will work closely with counseling and advisement to promote deeper understandings of the benefits for selecting an Education AS degree for candidates who wish to transfer into STEM subject matter majors within colleges of education of their choice.

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

The Education AS degree is a career directed program for students wishing to transfer into STEM subject matter majors and pursue a teaching degree K-12 either subject specific or in the various elementary, middle school or high school sequences. Recent academic and employment attention at the local school districts in Monmouth County as well as at the state and national arenas have indicated the need for highly trained teaching staff in the STEM areas. In order to prepare our Education majors in advance of these requirements, it is necessary for STEM area teachers to have solid foundations of coursework that lead to subject matter major in addition to the pedagogical understandings assumed by classroom teachers.

Teaching licensing requires at least 30 credits in subject matter to make certification requirements that include earning a 3.0 overall GPA; passing the Praxis Core and the Praxis II exam in subject matter knowledge and showing deep content area knowledge in order to meet New Jersey teaching standards and Achieve NJ teacher evaluation requirements.

AS degree transfer candidates wishing to enter into the college of education at four year institutions must prepare in advance of that entry in their subject matter of choice. The Education Department has carefully selected STEM courses under the advisement of specific content area departments in order to prepare our majors for the AS degree programs of choice.

According to the Economic Modeling Specialists, Inc. (emsi) 2012-2017 report on occupational projections for the largest occupations in Monmouth County, a 7.6 % increase in employment is expected for elementary schools teachers, 4.4% for secondary school teachers, and 7.4% for middle school teachers.

The United States Department of Labor Bureau of Labor Statistics *Occupational Outlook Handbook, 2016-2017 Edition* projects 6% growth for elementary, middle school, and high school teachers by 2024 due to expected increases in enrollment combined with declines in student-teacher ratios. Employment of postsecondary teachers is projected to grow 13% by 2024 which is faster than average.

The U.S. Department of Education <http://www.ed.gov/stem> projects an increase in STEM jobs ranging from 16% to 62% by 2020. The Department acknowledges the need to increase the number of students pursuing STEM fields to meet this demand, and recognizes that there is a shortage in the number of teachers skilled in the STEM subject areas.

The U.S. Department of Education, Office of Civil Rights (Issue Brief No. 3, March 21, 2014, available at: <http://www2e.ed.gov/about/offices/list/ocr/docs/crdc-college-and-career-readiness-snapshot.pdf>, reports that nationwide only 50% of high schools offer calculus and only 63% offer physics. Between 10-25% of the nation's high schools do not offer more than one of the core courses in the typical sequence of math and science education - i.e., Algebra I and II, geometry, biology, and chemistry. A quarter of the nation's schools with the highest percentage of black and Latino students do not offer Algebra II, and a third of the schools do not offer chemistry.

For the United States to remain a global leader with greater numbers of American students pursuing expertise in STEM fields, the county needs **an adequate pipeline** of teachers skilled in

these subjects. The U.S. Department of Education has articulated a clear strategy to improve the K-12 STEM education for:

- Undergraduate students
- Groups historically underrepresented in STEM fields

Job growth in STEM fields from 2010 – 2020 is projected to be (<http://www.ed.gov/stem>):

- 14% for all STEM occupations
- 16% for mathematics
- 22% for computer systems analysts
- 32% for computer software developers
- 36% for medical scientists
- 62% for biomedical engineers

Similar programs within the state and neighboring states for Education Associate's degree:

Institute	Degree Program
Camden County College	Elementary/Secondary/Education A.S.
County College of Morris	Early Childhood Education A.S.
Essex County College	Education A.A.
Essex County College	Elementary Education A.S.
Essex County College	Secondary Education A.S.
Middlesex County College	Education Transfer A.S.
Raritan Valley Community College	Teaching A.A.
Raritan Valley Community College	Early Childhood Education A.A.
Rowan College at Gloucester	Education A.A.
Borough of Manhattan Community College	Secondary Education A.S.

5. Students.

There are 602 students in the College's Education Associate in Arts program (170 Early childhood; 432 Elementary/ Secondary Education).

While enrollment is expected to be maintained with shifts occurring based on student's selection of the AA, AS or AAS based on career goals, an increase in the new Education A.S. is projected as students seeking STEM industry degrees look to add teaching as a career choice.

Estimated enrollment- Based upon Education Dept. current majors as a conservative estimation of the addition: AS degree

Year	Enrollment
2017	50
2018	53
2019	55
2020	57
2021	60

6. Program Resources.

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

Due to the need for increased technology use within the STEM curriculum we will need to increase the use of technology in Education courses. We estimate an increased use of IPAD or similar devices to model teacher processes and conduct small group research methods. Our costs for the student use IPADS, security storage system, faculty training, device maintenance and upgrades, for instance software and internet access will need to be budgeted into the program.

Program Curriculum Education Associate in Science

This degree is designed for students seeking careers as teachers of STEM education. STEM program choices vary by specific content area. Content area choices include mathematics, sciences relevant to professional teacher career opportunities, and technology. A basic foundation for teaching and learning through relevant Education coursework and classroom observation completes this program option. Candidates must earn an overall grade point average of a B or better to transfer the two majors into an upper division teacher licensing program. Candidates must also pass the Praxis Core examinations in Mathematics, Reading and Writing skills prior to acceptance into the New Jersey teacher licensing program at the university level. Recommended Education AS STEM course sequences are provided to guide candidates through the program.

General Education 31-33 credits:

Course Code	Title	Credits
ENGL 121	English Composition: The Writing Process	3
ENGL 122	English Composition: Writing and Research	3
Science	Any General Education Laboratory Science	4-5
Recommended:	BIOL 101 General Biology I* or CHEM 101 General Chemistry I* or PHYS 121 General Physics I* (Based on STEM concentration)	
Mathematics	Any General Education Mathematics*	3-4
Recommended:	MATH 153 or higher	
COMP 126	Computer Logic and Design or	3
COMP 129	Information Technology	
Social Science:		
Recommended:	PSYC 105 Introduction to Psychology	3
	PSYC 206 Human Growth and Development	3
Humanities:		
Recommended:	PHIL 227 Introduction to Ethics	3
General Education:		
Recommended:	HGEO 105 Human Geography or SOCI 105 Intercultural Communication	3
	SPCH 115 Public Speaking	3

Career Studies – 9 credits as follows:

EDUC 105	Introduction to Education or	3
EDEC 105	Foundations of Early Childhood Education	
EDUC 199	Field Experience or	
EDEC 199	Early Childhood Education Field Experience	
EDUC 217	Introduction to the Exceptional Child	3
PSYC 218	Educational Psychology	3

Career Studies – 18-22 credits required:*Biology Concentration (18 credits):**

BIOL 101	General Biology I	4
BIOL 102	General Biology II	4
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5

*Chemistry Concentration (18 credits):**

CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 171	Calculus I	4
MATH 172	Calculus II	4

*Environmental Sciences Concentration (20-22 credits):**

BIOL 101	General Biology I or CHEM 101 General Chemistry I	4-5
BIOL 102	General Biology II or CHEM 102 General Chemistry II	4-5
ENVR 107	Environmental Science	4

Additional 8 credits from among the following:

ENVR 130	Physical Geology	4
ENVR 111	Oceanography	4
ENVR 127	Meteorology	4

*Mathematics Concentration (20 credits):**

MATH 171	Calculus I	4
MATH 172	Calculus II	4
MATH 273	Calculus III	4
PHYS 121	General Physics I**	4
PHYS 122	General Physics II**	4

**Physics is highly recommended. May substitute PHYS 121/PHYS 122 with BIOL 101/BIOL 102 or CHEM 101/CHEM 102.

*Physics Concentration (20 credits):**

MATH 171	Calculus I	4
MATH 172	Calculus II	4
PHYS 121	General Physics I	4
PHYS 122	General Physics II	4
PHYS 223	General Physics III	4

Technology Education Concentration (20 credits):

ARCH 121	People and their Environment	3
ARCH 131	Introduction to Design I	5
CADD 121	Engineering Graphics with CAD	3

Additional 9 credits from among the following:

PHTY 111	Photography I	3
PHTY 120	Digital Photography I	3
GRPH 120	Introduction to Digital Media Design	3
ARTC 147	Desktop Publishing	3

*Students taking a BIOL, CHEM, ENVR, PHYS and/or MATH course to fulfill general education laboratory science or mathematics requirements will need to complete additional elective credits to fulfill the 60 credits required for graduation from this program.

Credits required for degree: 60-64

The sequence is an example of how this degree can be completed in two years. The sequence is based on satisfaction of all Foundational Studies requirements and prerequisites and presumes a Fall Term start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs.

• EDUC 105 introduction to Education	or	3
EDEC 105 Foundations of Early Childhood Education		
• ENGL 121 English Composition: The Writing Process		3
• PSYC 105 Introduction to Psychology I		3
• COMP 126 Computer Logic and Design	or	
COMP 129 Information Technology		3
• General Education Mathematics		3-4
Total credits for semester:		15-16

• EDUC 199 Education Field Experience	or	0
• EDEC 199 Early Childhood Education Field Experience		
• ENGL122 English Composition: Writing and Research		3
• PSYC 206 Human Growth and Development I		3
• General Education Lab Science		4-5
• Career Studies		3-5
• HGEO 105 Human Geography	or	3
• SOCI 105 Intercultural Communications		
Total credits for semester 16-19		

- Career Studies 0-4

• Career Studies	4-8
• SPCH115 Public Speaking	3
• PSYC 218 Educational Psychology	3
• Elective	0-4
Total credits for semester:	10-18

• EDUC 217 Introduction to Exceptional Child	3
• PHIL 227 Introduction to Ethics	3
• Career Studies	4-6
• Elective	3-5
Total credits for semester: 13-17	

5.1 Curriculum

The faculty and administration of the College propose a change in nomenclature and degree designation for the Fashion Merchandising Associate in Applied Science to Fashion Design and Merchandising Associate in Science.

The change in degree designation from a career studies program to a transfer program provides students the opportunity to transfer to a four-year institution to pursue a bachelor's degree in fashion. An existing Articulation Agreement with Laboratory Institute of Merchandising (NYC) will be updated to reflect the program change and a new agreement is in process with Centenary University.

The restructuring of the fashion program curriculum includes the addition of transferable general education coursework and concentrations in fashion design or fashion merchandising as recommended by the program's advisory committee. The change in nomenclature reflects the addition of fashion design courses in the program.

The change in nomenclature and degree designation for the Fashion Merchandising Associate in Applied Science program to Fashion Design and Merchandising Associate in Science has been reviewed by Institute Deans, Academic Council, the General Education Committee, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving the change in nomenclature and degree designation for the Fashion Merchandising Associate in Applied Science to Fashion Design and Merchandising Associate in Science.

WHEREAS, the faculty and administration of the College propose a change in nomenclature and degree designation for the Fashion Merchandising Associate in Applied Science to Fashion Design and Merchandising Associate in Science; and

WHEREAS, the change in degree designation from a career studies program to a transfer program provides students the opportunity to transfer to a four-year institution to pursue a bachelor's degree in fashion; and

WHEREAS, an existing Articulation Agreement with Laboratory Institute of Merchandising (NYC) will be updated to reflect the program change and a new agreement is in process with Centenary University; and

WHEREAS, the restructuring of the fashion program curriculum includes the addition of transferable general education coursework and concentrations in fashion design or fashion merchandising as recommended by the program's advisory committee; and

WHEREAS, the change in nomenclature reflects the addition of fashion design courses in the program; and

WHEREAS, the change in nomenclature and degree designation for the Fashion Merchandising Associate in Applied Science program to Fashion Design and Merchandising Associate in Science has been reviewed by Institute Deans, Academic Council, the General Education Committee, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community

College that the change in nomenclature and degree designation for the Fashion Merchandising

Associate in Applied Science to Fashion Design and Merchandising Associate in Science be and is hereby

approved.

January 18, 2017

Fashion Design and Merchandising Program, A.S.

Students who wish to prepare for a career in the design or wholesale/retail fashion industry should select this program which combines fashion studies with business and general education courses. After graduation, students may choose to transfer to Bachelor degree programs in colleges which offer fashion design or merchandising degrees. Graduates of this program have been accepted with full credit to the upper division of four-year colleges which offer fashion-related Bachelor degrees.

Graduates of this program will be able to:

- Demonstrate a working knowledge of the fashion industry from concept to consumer
- Compare and contrast historical costume dress to contemporary dress
- Apply appropriate visual merchandising and advertising techniques
- Demonstrate techniques and use of materials required to construct sewn products
- Demonstrate an understanding of the interrelationships between the consumer and the primary, secondary, retailing, and auxiliary segments of the fashion industry

Requirements

General Education – 32 credits:

- ENGL 121 English Composition: The Writing Process Credits: 3
 - ENGL 122 English Composition: Writing and Research Credits: 3
 - ECON 106 Micro Economics Credits: 3
 - ARTH 106 History of Art: Ancient Through Medieval Credits: 3
 - PHIL 227 Introduction to Ethics Credits: 3 **or** PSYC 106 Introduction to Psychology II: Personality & Social Aspects Credits: 3
 - ENVR 107 Environmental Science Credits: 4
 - MATH 131 Statistics Credits: 4 **or** MATH 145 Algebraic Modeling Credits: 4
 - COMP 129 Information Technology Credits: 3
 - SPCH 115 Public Speaking Credits: 3
 - Any General Education Credits: 3
- Recommended: ARTH 107 History of Art: Renaissance Through Contemporary or
ECON 105 Macro Economics

Career Studies – 21 credits as follows:

A grade of “C” or higher is required in all career studies courses.

- FASH121 Fashion Merchandising Credits: 3
- FASH122 Textile Science Credits: 3
- FASH131 Sewing Techniques I Credits: 3
- FASH212 Visual Merchandising and Display Credits: 3
- FASH224 Case Studies and Executive Development In Fashion Merchandising Credits: 3
- FASH225 Survey of Historic Costume Credits: 3
- FASH235 Global Sourcing and Sustainability in Fashion Credits: 3

**Career Studies - 9 credits from one of the following concentrations:
A grade of “C” or higher is required in all career studies courses.**

Fashion Design

- ARTS122 Color Theory Credits: 3
- FASH132 Sewing Techniques II Credits: 3
- FASH 215 Fashion Illustration Credits: 3

Fashion Merchandising

- FASH 213 Buying and Merchandise Math Credits: 3
- MRKT101 Introduction to Marketing Credits: 3
- MRKT111 Fundamentals of Retailing Credits: 3

Total credits required for degree: 62

Suggested Sequence - Fashion Design and Merchandising Program A.S. Degree

The following sequence is an example of how this degree can be completed in two years. This sequence is based on satisfaction of all Foundational Studies requirements and prerequisites and presumes a Fall Term start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See a counselor for other options and to monitor your progress. Note: For fashion/marketing courses listed as “or” in the sequence, students should refer to their concentration.

Semester 1 - Fall Term

- FASH121 Fashion Merchandising Credits: 3
- ENGL121 English Composition: The Writing Process Credits: 3
- ARTH106 History of Art: Ancient through Medieval Credits: 3
- COMP 129 Information Technology Credits: 3
- SPCH 115 Public Speaking Credits: 3

Total Credits: 15

Semester 2 - Spring Term

- FASH122 Textile Science Credits: 3
- FASH 131 Sewing Techniques I Credits: 3
- MRKT101 Introduction to Marketing or ARTS122 Color Theory Credits: 3
- ENGL 122 English Composition: Writing and Research Credits: 3
- MATH 131 Statistics or MATH 145 Algebraic Modeling Credits: 4

Total Credits: 16

Semester 3 - Fall Term

- FASH212 Visual Merchandising and Display Credits: 3
- MRKT111 Fundamentals of Retailing or FASH 132 Sewing Techniques II Credits: 3
- FASH225 - Survey of Historic Costume Credits: 3
- ENVR 107 Environmental Science Credits: 4
- ECON 105 Macro Economics or ARTH 107 History of Art: Renaissance Through Contemporary Credits: 3

Total Credits: 16

Semester 4 - Spring Term

- FASH224 Case Studies and Executive Development In Fashion Merchandising Credits: 3
- FASH235 Global Sourcing and Sustainability in Fashion Credits: 3
- FASH 213 Buying and Merchandise Math or FASH 215 Fashion Illustration Credits: 3
- ECON 106 Micro Economics Credits: 3
- PHIL 227 Introduction to Ethics or PSYC 106 Introduction to Psychology II: Personality & Social Aspects Credits: 3

Total Credits: 15.

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 January 10, 2017.

January 18, 2017: 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
January 18, 2017

			Change Orders	Current	Proposed	Contract	Proposed
Vendor Name	Description	Contract Award	Approved	Contract Value	C/Os	Total	% Increase
1 New Jersey City University	Enrollment increase in the Alternate Route Training Program offered by CPS (funded by CPS revenue generating programs).	\$ 22,000.00	\$ -	\$ 22,000.00	\$ 30,000.00	\$ 52,000.00	136%
2 French & Parrello Associates, PA	Revision to Remedial Action Work Plan for Wall to provide oversight and direction to contractor in the removal and replacement of soils.	\$ 87,032.00	\$ 19,850.00	\$ 106,882.00	\$ 25,850.00	\$ 132,732.00	24%
3 Benjamin R. Harvey Co., Inc.	Expanded scope of work at Wall to include milling of and paving over existing capped areas, removal and disposal of materials, and replacement with certified clean fill as directed by LSRP/FPA.	\$ 13,520,000.00	\$ -	\$ 13,520,000.00	\$ 319,818.00	\$ 13,839,818.00	2%
4 Benjamin R. Harvey Co., Inc.	Additional work and revisions to the Wall Building to include: fire marshal's revisions, parking lot G revisions, additional parking lot H (alternate), water main revision, and emergency valve installation.	\$ 13,520,000.00	\$ 319,818.00	\$ 13,839,818.00	\$ 346,058.00	\$ 14,185,876.00	3%
		<u>\$ 13,629,032.00</u>	<u>\$ 339,668.00</u>	<u>\$ 13,648,882.00</u>	<u>\$ 721,726.00</u>	<u>\$ 14,370,608.00</u>	

Note: Items 2 and 3 were approved on 8/16/16 as a not-to-exceed value for a collective change order for Benjamin Harvey and French & Parrello.
Actual expenses are reported.

4.3 Approval of a Schedule of Tuition and Fees for FY17/18

BACKGROUND

State regulations require each County College to annually file a schedule of tuition and fees to be charged during the following academic year. It is also required that the schedule of tuition and fees be reviewed at a public meeting of the Board of Trustees at which time the College Community can be heard.

This recommendation has been reviewed by the Board of Trustees and Finance & Facilities Committee at a Workshop Meeting held on January 10, 2017.

**BROOKDALE COMMUNITY COLLEGE
SCHEDULE OF TUITION AND FEES EFFECTIVE JULY 1, 2017**

I. Tuition

Residents of Monmouth County *	\$135.00 per credit hour not to exceed \$2,025.00 per term.
Residents of Other New Jersey Counties	\$245.50 per credit hour not to exceed \$3,682.50 per term **
Out-of-State Students	\$270.50 per credit hour not to exceed \$4,057.50 per term.

* Online courses are charged the Monmouth County tuition rate.

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

II. Fees

- A. Application Fee – New students shall be required to pay a \$25.00 application fee.
- B. General Services Fee – Each term every student shall be required to pay a General Services Fee of \$33.75 per credit hour, not to exceed \$506.25.
- C. Laboratory Fees – Laboratory fees may be assessed for certain courses for the purpose of defraying the high cost of consumable supplies, breakage, rental of facilities, and repair or replacement of equipment. The President shall be authorized to determine these courses and assess fees accordingly.
- D. Transcript Fee – A fee of \$6 dollars shall be paid for each request of an official transcript.
- E. Educational Records Reproduction Fee – Each student requiring reproduction of educational records other than transcripts shall pay \$.25 per page reproduced with a minimum fee of \$1.00.
- F. Credit-by-Examination – The regular tuition schedule applies to credits earned by examination. When credit is not granted, an examination fee of \$30.00 is paid.
- G. Returned Check Fee – A charge of \$25.00 shall be assessed for all checks issued to the College and not paid upon presentation to the bank.
- H. Late Registration Fee – A fee of \$30.00 shall be assessed to continuing students failing to register prior to the first day of classes.
- I. Installment Payment Plan – A non-refundable fee of \$60.00 shall be charged to students who wish to use the installment payment plan. The plan is available to all students in good financial standing with the College.

III. Tuition for Senior Citizens of Monmouth County

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

IV. Tuition for Eligible National Guard Members and their dependents

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

V. Tuition for Eligible Persons on Unemployment

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

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

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

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

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

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

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

RESOLUTION

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

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

WHEREAS, the Administration has developed a Revised Schedule of Tuition and Fees for the academic year 2017/2018 as an appendage to the Board Policy on Tuition and Fees (4.1000) and is made a part hereof and attached hereto:

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Schedule of Tuition and Fees for the academic year 2017/2018 attached hereto be and the same is hereby adopted.

January 18, 2017

4.4 *Approval of Proposed Operating & Capital Budget FY18*

Following discussions and parameters defined by the Board of Trustees at the Finance and Facilities Committee meeting December 13, 2016, and subsequent approval of the FY18 Tuition and Fee Schedule at the January 18, 2017 Board meeting, the College prepared the Operating and Capital Budget for FY18. The proposed budget fosters student success and allows the College to maintain an open door policy, support credit and non-credit enrollment and existing programs, while working to maintain the infrastructure of the College.

The budget is presented to the Board of Trustees at this time for approval. Following this approval, the budget will be forwarded to the Monmouth County Board of Chosen Freeholders' Board of School Estimate at a public hearing for certification of the County's share of the College's FY18 Operating and Capital Fund Budget.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 10, 2017.

RESOLUTION

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

WHEREAS, the Board of Trustees has caused to be duly prepared such annual budget for the fiscal year 2018; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the annual operating and capital budget for FY18, including the Chapter 12 allocation attached hereto and made a part hereof, be and the same is hereby adopted.

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

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

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

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

Brookdale Community College
Enrollment History - FTEs
FY14 - FY18

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Projected	FY18 Budget
Credit FTEs:						
Summer III	313	299	303	294	256	248
% of Year	2.8%	2.8%	2.9%	2.9%	2.6%	2.6%
Fall	4,920	4,740	4,591	4,538	4,435	4,302
% of Year	43.7%	44.2%	44.3%	44.3%	44.7%	44.7%
Spring	4,432	4,271	4,096	4,037	3,934	3,816
% of Year	39.4%	39.8%	39.5%	39.4%	39.5%	39.5%
Summer I & II	910	875	828	800	780	757
% of Year	8.1%	8.2%	8.0%	7.8%	7.8%	7.8%
Credit Subtotal	10,575	10,185	9,818	9,669	9,405	9,123
% of Year	94.0%	95.0%	94.6%	94.3%	94.5%	94.5%
% Increase/(Decrease)	(2.2%)	(3.7%)	(3.6%)	(1.5%)	(4.2%)	(3.0%)
Non-Credit FTEs:						
Non-Fundable FTEs	672	541	556	582	550	534
% of Year	6.0%	5.0%	5.4%	5.7%	5.5%	5.5%
Total	11,247	10,726	10,374	10,251	9,955	9,656
% Increase/(Decrease)	(2.1%)	(4.6%)	(3.3%)	(1.2%)	(4.0%)	(3.0%)

Brookdale Community College
Operating Budget Summary
FY18

	FY16 Actual		FY17 Projected		FY18 Budget	
	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total
Revenue:						
Tuition	\$ 39,976,363	49.7%	\$ 40,145,616	50.7%	\$ 40,938,761	50.9%
Monmouth County	20,027,019	24.9%	20,027,019	25.3%	20,027,019	24.9%
State Aid	10,378,691	12.9%	10,378,940	13.1%	10,446,940	13.0%
Fees	6,057,579	7.6%	4,943,341	6.3%	4,978,723	6.2%
Continuing & Prof. Studies	3,098,709	3.9%	2,862,000	3.6%	3,200,000	4.0%
Other Income	828,646	1.0%	774,000	1.0%	777,308	1.0%
Reserves	-	0.0%	-	0.0%	-	0.0%
Total Revenue	\$ 80,367,007	100.0%	\$ 79,130,916	100.0%	\$ 80,368,751	100.0%
Expenditures:						
Learning Division	\$ 32,128,603	41.0%	\$ 32,221,336	41.2%	\$ 33,448,195	41.6%
Benefits	15,541,380	19.9%	15,531,767	19.9%	15,865,791	19.8%
Finance & Operations	10,528,990	13.5%	8,759,876	11.2%	9,112,841	11.3%
Student Success Division	5,918,666	7.6%	5,746,922	7.4%	6,024,302	7.5%
General Expenses	4,022,402	5.1%	5,656,615	7.2%	4,771,030	5.9%
Continuing & Prof. Studies	3,002,027	3.8%	2,949,900	3.8%	3,319,460	4.1%
Utilities	2,764,350	3.5%	2,825,962	3.6%	2,980,962	3.7%
Human Resources & Safety	2,116,971	2.7%	2,188,636	2.8%	2,340,304	2.9%
Advancement Division	1,279,546	1.6%	1,455,137	1.9%	1,483,872	1.9%
President's Division	563,327	0.7%	485,405	0.6%	524,841	0.7%
Planning & Inst. Effectiveness	479,095	0.6%	373,225	0.4%	497,153	0.6%
Total Expenditures	\$ 78,345,357	100.0%	\$ 78,194,781	100.0%	\$ 80,368,751	100.0%

Brookdale Community College
Capital Budget Summary
FY18

	FY17 Revised Budget			FY18 Original Budget	
	June 2016			January 2017	
	Amount	Percent of Total	Adjustment	Amount	Percent of Total
Revenue					
County:					
County Chapter 12	\$ 1,750,000	21.1%	150,000	\$ 1,900,000	19.4%
Subtotal County	1,750,000	21.1%	150,000	1,900,000	19.4%
State:					
State Chapter 12	1,750,000	21.1%	150,000	1,900,000	19.4%
Subtotal State	1,750,000	21.1%	150,000	1,900,000	19.4%
Other:					
Fees	4,777,192	57.8%	1,212,733	5,989,925	61.2%
Subtotal Other	4,777,192	57.8%	1,212,733	5,989,925	61.2%
Total Revenue	8,277,192	100.0%	1,512,733	9,789,925	100.0%
Expenditures:					
Minor Capital	4,625,715	55.9%	1,364,210	5,989,925	61.2%
Renewal & Replacements	3,651,477	44.1%	148,523	3,800,000	38.8%
Total Expenditures	\$ 8,277,192	100.0%	1,512,733	\$ 9,789,925	100.0%



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.

PBROOKDALE COMMUNITY COLLEGE
Board of Trustees
2017 Committee Appointments

Board Bylaw 1.4010, 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 voting member for purposes of a quorum.

Committees meeting monthly	<u>Executive Committee (5)</u> Dr. Carl Guzzo, Jr., Chair Mr. Paul Crupi, Vice-Chair Mr. Hank Cram Ms. Madeline Ferraro Mr. Bret Kaufmann Ms. Marta Rambaud	<u>Finance and Facilities (5)</u> Mr. Bret Kaufmann, Chair Mr. Paul Crupi Ms. Madeline Ferraro Mr. Joseph DiBella,	
Committees meeting 4 times per year	<u>Policy and Education (5)</u> Dr. Hank Cram, Chair Ms. Madeline Ferraro Dr. Les Richens Ms. Marta Rambaud Mr. Kevin Przystawski Ms. Tracey Abby-White	<u>Governance (5)</u> Mr. Paul Crupi, Chair Ms. Tracey Abby-White Ms. Latonya Brennan Mr. Hank Cram Mr. Joseph DiBella*	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Mr. Kevin Przystawski Ms. Latonya Brennan <i>Mr. William Dalton</i>
Committees Meeting on as needed basis	<u>By Laws Committee (5)</u> Ms. Madeline Ferraro, Chair Mr. Paul Crupi Dr. Hank Cram Ms. Marta Rambaud Mr. Joseph DiBella* <i>Mr. William Dalton</i>	<u>Nominating Committee (3)</u> Mr. Bret Kaufmann, Chair Mr. Hank Cram Ms. Marta Rambaud <i>Mr. William Dalton</i>	<u>The Human Resources Committee</u> A Committee of the whole
Liaisons	<u>Liaison to New Jersey Council of County Colleges</u> Mr. Paul Crupi Mr. Kevin Przystawski	<u>New Jersey Council of County Colleges Trustees Ambassador</u> Mr. Paul Crupi Mr. Kevin Przystawski	<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White Mr. Kevin Przystawski

APPROVED BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2017

2017 Public Business Meetings	Executive	Governance	Finance & Facilities	Audit	Policy & Education	Foundation Board
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Wednesday, January 18* Lincroft, SLC, Navesink II & III	January 9 5:00 PM		January 10 5:00 PM		January 9 6:00 PM	January 19
Tuesday, February 21 Neptune HEC	February 16 5:00 PM		February 16 6:00 PM			
Tuesday, March 21 Lincroft, SLC, Navesink II & III	March 13 5:00 PM	March 13 6:00 PM	March 14 5:00 PM	March 14 6:00 PM		March 23
Tuesday, April 18 Lincroft, SLC, Navesink I & II	April 11 5:00 PM		April 11 6:00 PM		April 13 6:00 PM	
Tuesday, May 16 Wall	May 8 5:00 PM	May 8 6:00 PM	May 9 5:00 PM	May 9-May 2 6:00 PM		May 18
Tuesday, June 20 Lincroft, SLC, Navesink I & II	June 13 5:00 PM		June 13 6:00 PM			June 15
Tuesday, July 18 Lincroft, BAC President's Conference Room						
Tuesday, August 22 Lincroft, BAC President's Conference Room						
Tuesday, September 12 Lincroft, SLC, Navesink I & II	September 5 5:00 PM				September 5 6:00 PM	
Tuesday, October 17 Freehold Campus, 103 & 104	October 9 5:00 PM	October 9 6:00 PM	October 10 5:00 PM	October 10 6:00 PM		
Tuesday, November 14 Reorganization Meeting Lincroft, SLC, Navesink I & II	November 6 5:00 PM		November 7 5:00 PM	November 7 6:00 PM	November 6 6:00 PM	
Tuesday, December 19 Lincroft, SLC, Navesink I & II	December 11 5:00 PM	December 11 6:00 PM	December 12 5:00 PM			

Nominating Committee Appointed in September for October discussion & November vote | Human Resources is a Committee of the whole

V2 – Changes to accommodate ACCT NLS and Discussion at 12/20/16 board meeting; * Change of January Board meeting approved 12/20/16; V3 - Change to May Audit Committee meeting

BROOKDALE COMMUNITY COLLEGE
UPCOMING EVENTS

BOLD indicates off of the Lincroft campus

2017

January 9 Executive Committee Meeting – 5:00 PM, Conference Call
January 9 Policy & Education Committee Meeting – 6:00 PM BAC, President’s Conference Room
January 10 Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room
January 17 Convocation – Arena – 9 AM
January 18 BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink II & III
January 19 Foundation Board Meeting – SLC, Conference Room

February 10 Athletic Hall of Fame – 6 PM – Sheraton Eatontown
February 11 Hall of Fame Brunch – 11 AM – Collins Arena, VIP Suite
Feb. 13 – 16 ACCT National Legislative Summit – Washington D.C.
February 16 Executive Committee Meeting – 5:00 PM, Conference Call
February 16 Finance & Facilities Committee Meeting – 6:00 PM, BAC, President’s Conference Room
February 21 BOT Public Business Meeting – 5:30 PM, Brookdale at Neptune
February 27 NJCCC Council Meeting – 5:30 PM – Holiday Inn, East Windsor

March 10 Wilbur Ray Scholarship Dinner 6 PM – Sheraton Eatontown
March 13 Executive Committee Meeting – 5:00 PM, Conference Call
March 13 Governance Committee Meeting – 6:00 PM, BAC, President’s Conference Room
March 14 Finance & Facilities Committee Meeting – 5:00 PM BAC, President’s Conference Room
March 14 Audit Committee Meeting – 6:00 PM BAC, President’s Conference Room
March 15 CPS Completion Ceremony – 6 PM
March 21 BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink II & III
March 23 Foundation Board Meeting – 3:45 PM – SLC, Trustee Conference Room
March 23 Scholarship Recognition Ceremony – 5 PM – Collins Arena

April 11 Executive Committee Meeting – 5:00 PM, Conference Call
April 11 Finance & Facilities Committee Meeting – 6:00 PM, BAC, President’s Conference Room
April 13 Policy & Education Committee Meeting – 6:00 PM BAC, President’s Conference Room
April 18 BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II

May 2 Audit Committee Meeting – 6:00 PM BAC, President’s Conference Room
May 5 Barringer Dinner – 6:00 PM, The Mill, Spring Lake
May 8 Executive Committee Meeting – 5:00 PM, Conference Call
May 8 Governance Committee Meeting – 6:00 PM, BAC, President’s Conference Room
May 9 Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room
May 10 Chhange Colloquium – 9:30 AM - Arena
May 12 Commencement – Collins Arena – 9 AM – 3 PM
May 16 BOT Public Business Meeting – 5:30 PM, Brookdale at Wall
May 18 Foundation Board Meeting – 4 PM, SLC, Trustee Conference Room

June 9 50th Anniversary Scholarship Ball – 5 PM – Eagle Oaks Country Club
June 13 Executive Committee Meeting – 5:00 PM, Conference Call
June 13 Finance & Facilities Committee Meeting – 6:00 PM, BAC, President’s Conference Room
June 20 BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II

July 18	BOT Public Business Meeting – 5:30 PM, Lincroft, BAC, President’s Conference Room
August 22	BOT Public Business Meeting – 5:30 PM, Lincroft, BAC, President’s Conference Room
Sept. 5	Executive Committee Meeting – 5:00 PM, Conference Call
Sept. 5	Policy & Education Committee Meeting – 6:00 PM BAC, President’s Conference Room
Sept. 12	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II
Sept. 19	Foundation Golf Outing – Eagle Oaks Country Club
Sept. 25-28	ACCT Leadership Congress – Las Vegas
Oct. 9	Executive Committee Meeting – 5:00 PM, Conference Call
Oct. 9	Governance Committee Meeting – 6:00 PM, BAC, President’s Conference Room
Oct. 10	Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room
Oct. 10	Audit Committee Meeting – 6:00 PM BAC, President’s Conference Room
Oct. 17	BOT Public Business Meeting – 5:30 PM, Brookdale at Freehold
Nov. 6	Executive Committee Meeting – 5:00 PM, Conference Call
Nov. 6	Policy & Education Committee Meeting – 6:00 PM BAC, President’s Conference Room
Nov. 7	Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room
Nov. 7	Audit Committee Meeting – 6:00 PM BAC, President’s Conference Room
Nov. 14	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II
Dec. 11	Executive Committee Meeting – 5:00 PM, Conference Call
Dec. 11	Governance Committee Meeting – 6:00 PM, BAC, President’s Conference Room
Dec. 12	Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room
Dec. 19	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II